



SHERIDAN SCHOOL DISTRICT

DISTRICT ADMINISTRATION

400 NORTH ROCK STREET | SHERIDAN, AR 72150 | 870.942.3135 | WWW.SHERIDANSCHOOLS.ORG

The Sheridan School District is now accepting proposals for contracted lawn service.

Please see the attached proposal guidelines for a description of the required services and frequency of service desired.

An “optional” lawn chemical treatment proposal guideline is also included.

Please feel free to submit a proposal for all properties listed in the guidelines or separate individual properties.

All bid proposals are to be submitted to:

**Sheridan Schools Maintenance Office
Dennis Emerson, Director of Administrative Services
403 North Arch Street, Sheridan, AR 72150**

All proposals must be received by 4:00 p.m. Monday, Feb. 11, 2019.

For more information or questions concerning individual school properties or proposal guidelines, please call the maintenance office at 870-942-5522 between the hours of 7 a.m. and 4 p.m., Monday through Friday.

Sheridan School District
400 North Rock, Sheridan, AR 72150
Grounds Service Contract Proposal Guidelines

Services to be performed:

Landscape Area Defined: All exterior grounds from the building walls to the public street curb or neighboring property lines.

1. Edging: All sidewalks and street & turf border curbs will be mechanically edged during the initial services of each property with a “true” mechanical edge – not a grass trimmer. All maintenance edging thereafter may be performed with a grass trimmer so long as the end results are to the satisfaction of the Customer. Edging will be performed during each service of the properties. NOTE: Chemical edging will be allowed along fence lines, around buildings, around posts, tree bases and similar obstacles only – and – only AFTER the initial weed trimming is completed. Chemical edging will be performed with the safety of person and property set as a priority. Unwanted damage to person or property will be the sole responsibility of the Contractor. The Contractor shall have a valid applicator’s license on file with the District before using chemicals.
2. Trimming/Pruning: All shrubs and landscape trees will be pruned and/or trimmed during the initial service of each property. Shrub trimming will be maintained on a regular basis thereafter – no less than once per month. Leaves shall be bagged and removed or mulched as needed. All fallen tree limbs shall be picked up during services as well.
3. Grass/Weed trimming (weed eating): “Weed/grass control” will be expected in all flower beds and landscaped areas, as well as around all fence lines, building edges, posts, flower beds, landscaping, tree bases and similar obstacles during each services of the properties. The Contractor will remove all grass, weeds and vines from all District fences within two weeks after the initial startup service. Any chemical grass and weed control shall be done in a safe manner as to not damage existing flowers, shrubs, and/or ornamental growth.
4. Mowing: All turf areas in the landscape area will be cut (mowed) during each service of the properties at a heights setting of no more than “4” and no less than “2.5”. Settings on lawn equipment deriving from different manufacturers may vary. The District will make the final recommendation on the setting after the initial or second cut. The initial cut may be a lower setting than “2.5” to achieve the “scalping” necessary to promote turf growth at the onset of the season. The Contractor will remove ALL trash and debris (cans, paper, bottles, etc.) from the landscape area to be serviced BEFORE cutting begins.
5. Removal and/or blowing of clippings: All mowed areas in the front entrance areas of all buildings shall be bagged when mowed. All sidewalks and School District drives will be power blown immediately following each service to the properties.

Important Note: Due to the potential dangers associated with lawn care maintenance, ALL maintenance services are to be performed during non-school hours. However, based upon District approval mowing can occur in non-inhabited areas during the school day.

Properties to be serviced:

- East End Elementary School
- East End Intermediate School
- East End Middle School
- Sheridan Junior High School – (excluding practice field)
- Sheridan School District Central Office
- Mitchell Hall – Front and Side Only
- Sheridan ALE
- Bus Shop, Lot and Maintenance/Transportation office
- Sheridan High School and Stadium (excluding practice field)
- Sheridan Intermediate School and Athletic Director’s Office
- Sheridan Elementary School (excluding practice field)

Frequency of Service for each property:

The services described on page one will be provided as per the following schedule unless otherwise requested by the District.

March -----	3 services
April thru September-----	1 service per week (26)
October -----	4 services
November -----	2 services
December – February -----	1 service per month (3)
	Total: (38) scheduled services

Cutting Season:

For all purposes, the cutting season is defined as beginning April 1st and ending November 30. Additional cuts may be requested by the District on a “per cut” basis.

Insurances:

While performing services for the District, the Contractor shall maintain required general liability insurance (minimum \$1,000,000) and workers compensation insurance. Proof of active insurance coverage shall be provided to the District via copy of a Certificate of Insurance. The Contractor will not commence services until these certificates are on file with the District.

Licenses and Permits:

The Contractor shall provide the District a copy of a valid/current Arkansas Plant Board chemical applicators license, business licenses and any other permits/licenses required by law to perform the services outlined in this agreement.

**Bids for contracted services will be accepted on all properties or selected properties such as East End Schools only, or other selected campuses.*

Contracted price on a "per cut or service" basis for each property:

East End Elementary School	\$ _____
East End Intermediate School.....	\$ _____
East End Middle School.....	\$ _____
Sheridan Junior High School (excluding practice field)	\$ _____
Sheridan School District Central Office	\$ _____
Mitchell Hall – Front and Side Only	\$ _____
Sheridan ALE.....	\$ _____
Bus Shop, Lot and Maintenance/Transportation office.....	\$ _____
Sheridan High School and Stadium (excluding practice field).....	\$ _____
Sheridan Intermediate School and Athletic Director's Office	\$ _____
Sheridan Elementary School (excluding practice field)	\$ _____

Compensation:

To be paid over a 12 month term of the contract beginning March 12, 2019, ending February 29, 2020. An invoice shall be submitted to Sheridan School District each month indicating the dates, locations and services performed.

The District agrees to pay the Contractor as outlined below for services rendered per this agreement. The Contractor is responsible for collecting and paying all required applicable Federal, State, and local taxes, licenses and fees.

Number of total cuts or services for all properties serviced for this contract year (38)

Per cut amount for all properties services \$ _____

Monthly amount for all properties serviced \$ _____

Amount \$ _____ shall be invoiced with dates, locations, and services performed. Invoices shall be due on the first day of each month.

Total maximum annual amount to be paid for this contract \$ _____

If the Contractor fails to satisfactorily perform any of the services outlined in this agreement, the District has the right to deduct from payment, a reasonable prorated amount for neglected services.

**If the Contractor does not fulfill the number of services as prescribed in this agreement due to conditions such as drought, which would not necessitate some of the weekly mowing, the Contractor will reimburse the District for the number of mowing services not provided. Also, if the conditions exist that additional mowing is necessary, the Contractor will perform the services only upon approval of the district, and will be compensated at the per cut rate per property.*

Agreement Termination:

This agreement will terminate February 29, 2020 unless a special circumstance occurs. The District may elect to automatically renew the agreement for the next season prior to current agreement termination.

At its sole discretion, the District may elect to terminate all or part of this agreement at any time during the season if it is determined the Contractor is incapable or refuses to fulfill all or part of the requirements of this agreement. Compensation will be adjusted accordingly.

If the Contractor is incapable of providing service to all properties as agreed upon, all or a portion of the properties may be assigned to another contractor. Compensation will be adjusted accordingly.

Contractor (Owner)

Company Name

District Representative

Date

Sheridan School District Reserves the Right to Reject Any and All Bid Proposals



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“Optional Lawn Chemical Application Service” Contract Proposal Guidelines

Services performed on all building front lawn areas shall include:

1. Pre-emergent weed control
2. Targeted weed control as needed
3. Optional soil treatment as per soil analysis results*

*Optional soil treatment recommendations will be considered for approval and invoiced on an individual basis.

Contracted price on an annual service basis for each property (March thru February)

East End Intermediate School..... \$ _____

Sheridan School District Central Office (includes side lawns).....\$ _____

Mitchell Hall.....\$ _____

Sheridan ALE.....\$ _____

Maintenance/Transportation Office..... \$ _____

Sheridan Intermediate School and Athletic Director’s Office.....\$ _____

Sheridan Elementary School.....\$ _____

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