

REQUEST FOR PROPOSAL

SPECIFICATIONS FOR GROUND MAINTENANCE
“Grass Mowing and Landscaping”

FOR

HOPE PUBLIC SCHOOLS

117 E 2nd St
Hope, Ar. 71801

DUE BY

February 10, 2023

Contact Person for Questions
Steven Bateman, Maintenance Supervisor
870-703-7337

SECTION A: INTRODUCTION

The Hope Public Schools Board of Education (also referred to as “Owner”), has numerous acres of property that must be maintained. This Request For Proposals (“RFP”) concerns the maintenance of the grounds of the following properties:

- Clinton Primary School, 601 Lakeshore Dr
- Beryl Henry Elementary, 2000 South Main St
- Yerger Middle School, 400 East 9th St
- Hope High School, 1700 South Main St
- Hope Academy of Public Service (HAPS), 600 West 6th St
- School Administration Building, 117 East 2nd St
- Paisley Compound, 921 West Ave B
- Edith Brown Campus, 500 South Spruce St

Hope Public Schools is a high performing School District intent upon continuous improvement of the educational process, where student achievement is a daily focus. As such, the Owner expects all vendors and contractors seeking to conduct business with the Owner to understand that the educational mission requires a high level of quality and performance from each service provider. Responders to this RFP should expect that the needs of students come first in the School District and our focus is to bring products and services to the educational process that enhance student achievement, which will impact vendors and contractors in at least the following ways.

- Whenever possible, the services shall be provided when school is not in session and/or students are not present.
- A weekly schedule should be provided to ensure maintenance for each campus.
- Safety measures must be at their highest levels to ensure staff and student safety in the event someone is on the grounds during times other than when school is in session.
- Ensure campus grounds are maintained prior to any scheduled special events such as Parent/Teacher Conferences, Awards Assemblies, and/or Sporting Events.

Hope Public Schools reserves the right to withhold payment if the services are not performed as requested.

SECTION B: BASIC SERVICES-SCOPE OF WORK

1. Mowing and Trimming Services To Be Furnished

The grounds to be maintained will be all general purpose lawn areas. Specifications for services must include at minimum, but not be limited to the following:

- Mowing and trimming around the buildings, including outbuildings, islands, and fencing.
- Mowing and trimming along the football stadium and the fields behind and beside the stadium, field house area, track field, and all practice fields.
- Grass areas around the building to be mowed regularly during the growing season to maintain an average height of 2 ½" to 3 ½".
 - a. Vendor will schedule mowing at such a frequency so as to ensure the following:
 - i. Mowed grass clippings are invisible, having been cut at such a rate that they fall onto the surface of the ground to disintegrate and return valuable nutrients to the soil.
 - ii. If clippings become swathed from wetness or delay in mowing due to inclement weather, they will either be spread or removed.
 - iii. Wherever foot traffic may cause clippings to be tracked into the building, the clippings will be removed.
- Trimming and edging around all landscaping/paved surfaces.
- Trim/cut low hanging limbs on all trees and remove from campus.
- Clippings to be blown off walkways/pavement.
- Litter and debris to be removed from lawn prior to mowing.
- Removal of all trash and debris from the property before departure.
- Provide a list of equipment that will be used.
- Proof of liability insurance is required for one million dollars.

2. Weed Control/Plant & Shrub Maintenance- Landscape Beds & Trees

Weed all landscape beds in building areas. Hand weeding shall be conducted around all trees and in landscape beds to remove all weeds exceeding 3" in length, height, or width as needed. After hand weeding, a residential grade weed/grass killer such as Round-Up may be used to control smaller weed sprouts. Weed/grass killer shall be used as needed for the control of

weeds/grass along curbs and sprouting inside cracks/control joints of concrete walks and drives. Weed/grass removal as necessary in the playground areas.

At a minimum, trim all plants and shrubs in late spring and just prior to the beginning of each school year. Cut back landscape grasses in the fall.

Hope Public Schools reserve the right to reject any and all bids.

Hope Public Schools shall determine whether the low bid is acceptable by analyzing the bidder's capability to perform the work, whether the bidder's equipment is of a nature to perform the work, and if proof is necessary insurance is valid.

This bid is for a one year period with an option to renew if both parties are in agreement and if both parties have performed their duties based on the contract. This option to renew is for a 2 year period, with a letter of intent to renew provided by the awarded bidder each year in a timely manner.

Responses are due by February 10, 2023 by 2:00pm and should be mailed to the following:

ATTN: Yard Maintenance Bid
Maurice Henry, Director of Transportation & Facilities
117 East 2nd St
Hope, Ar. 71801

Reference List

Name _____

Address _____

Phone Number _____

Name _____

Address _____

Phone Number _____

Name _____

Address _____

Phone Number _____

Name _____

Address _____

Phone Number _____