

INVITATION TO BID – LANDSCAPING

Simpson County Schools is seeking interested parties for our district LANDSCAPING needs.

Bid packets with specifics should be picked up at the Simpson County Board of Education - Central Office, 430 South College Street, Franklin, KY. They will be available beginning Monday, January 13, 2020 from 7:30 am to 4:00 pm CST and should be returned to Chief Financial Officer, Amanda Spears in a sealed envelope clearly marked "LANDSCAPING RFP" no later than Tuesday, January 28, 2020 at 1:00 pm CST at which time they will be opened publicly. No decision will be made that day.

Late bids will not be accepted.

Any bidder who wishes to tour the areas or ask specific questions should make that request to Operations Manager, Robert White by email at Robert.white@simpson.kyschools.us Monday through Friday from 7:30 AM until 4PM CST.

RFP BID SPECIFICATIONS
For
LANDSCAPING MAINTENANCE
SIMPSON COUNTY BOARD OF EDUCATION

CONTRACT BID AREAS

A general description of bid areas provided below.

Site #1 Franklin Elementary School 211 S. Main Street Franklin, KY 42134	Site #2 Simpson Elementary School 721 Witt Road Franklin, KY 42134	Site #3 Lincoln Elementary School 601 John J. Johnson Avenue Franklin, KY 42134
Site #4 F-S Middle School 322 S. College Street Franklin, KY 42134	Site #5 F-S High School 400 S. College Street Franklin, KY 42134	Site #6 Central Office 430 S. College Street Franklin, KY 42134
Site #7 Bus Garage 201 Commerce Street Franklin, KY 42134	Site #8 F-S Career & Tech School 422 S. College Street Franklin, KY 42134	Site #9 Indoor Athletic Facility Yokley Street Franklin, KY 42134 (Behind football stadium)
Site #10 Entrance to main campuses Wildcat Way (off Main Street) Franklin, KY 42134	Site #11 F-S High School – West Campus 229 Yokley Drive Franklin, KY 42134	Site #12 Beasley House 320 S. College Street Franklin, KY 42134

The scope of work includes all school campuses and Beasley property, Lincoln Elementary Courtyard, F-S Middle School Atrium, Courtyard between F-S Middle School and F-S High School, Central Office, Wildcat Way Entrance, Bus Garage, Career & Tech campus, Indoor Athletic Facility grounds, baseball pavilion, pond perimeter, high school gymnasium, the Beasley House and all grounds around football stadium including playfield shrubs. The scope of work also includes all district owned properties greenery, mulch, and carpet mulch for playgrounds at Franklin, Simpson, and Lincoln.

PROSPECTIVE BIDDERS ARE STRONGLY ENCOURAGED TO TOUR DISTRICT SCOPE OF WORK AS SPECIFIED IN BID PACKET WITH OPERATIONS MANAGER AS TO AVOID ANY CONFUSION CONCERNING EXPECTATIONS TO COMPLETE SCOPE OF WORK.

The services required include weeding, cultivating, trimming, pruning, mulching, edging, and the applications of pesticides, herbicides and fertilizers.

Prospective bidders are encouraged to visit the various sites and to ask questions of the Operations Manager. Keep in mind, this is a FULL TIME JOB and WILL require more than one person to do it properly.

Completed bid packets are due to the Simpson County Schools Central Office – 430 S. College Street – Franklin, Kentucky, by 1:00 pm CST on Tuesday, January 28, 2020. Packets must be in a sealed envelope and clearly marked LANDSCAPING RFP and sent to the attention of Amanda Spears.

SCOPE OF WORK

1. Weekly, inspect landscaped/vegetated areas, then weed, trim and remove new or dead growth so that areas are kept clean and look well-cared for. Trimming during the growing season shall occur as needed to ensure the following standards are met:
 - a. Remove dead, damaged and diseased portions of plants
 - b. Prune trees and shrubs to maintain their natural shape
 - c. Trees and shrubs are not to be allowed to grow together unless designed to do so as a hedge
 - d. Trees will be kept pruned to allow at least 7 feet of unobstructed space between the ground and the lowest limb
 - e. Trees will be pruned to avoid conflict with vehicular or pedestrian traffic and will not be allowed to interfere with site security, lighting, flagpoles, gutters or rooflines.
 - f. Shrubs next to buildings will be kept pruned to no more than 3 feet in height
 - g. Trees, shrubs and ground cover must be kept off fire hydrants, signs, fences, walls, sitting areas, walkways and driveways
 - h. Lawns, bedded areas, fence lines, asphalt, rock paths, and concrete pads shall be kept weed and grass free by hand or use of herbicides.

NOTE: All spraying of weed killer shall be PRE-approved by the Operations Manager. The use of herbicides to prevent weed trimming is prohibited.

2. Rake all bedded areas as often as required to ensure a fresh appearance. Spot touch-up of mulch to be done as needed to avoid fade.
3. Sweep or blow clean all sidewalks and/or concrete areas affected by work. All debris shall be removed from the site.
4. Maintain landscape throughout the fall and winter – including, but not limited to, removal of leaves, weeds and brush in all areas.
5. Keep all color beds and containers free of weeds, trash and debris on a weekly basis throughout the year.
6. The District will pay for new plants, shrubs and trees added to the landscaping. However, the vendor shall provide a one-year guarantee on all new plants, shrubs and trees. The vendor will replace these items at no cost within that year.
7. The vendor shall provide all mulch required to adequately cover bedded areas, around trees and plants.
8. Mulching in elementary school playground “boxes” to be done each summer before school begins in August as per state regulation. Mulch “carpet” shall be used in these areas around the playground equipment and will be re-filled to specifications set forth by the state. Mulch carpet will be checked each month and leveled.

REQUIREMENTS:

1. No trimming while students are in the danger zones.
2. Report to the Principal, Operations Manager or Athletic Director anything that interferes with fulfillment of the mowing contract, such as trees blown down, wires down, students in the danger zone, vehicles parked on lawn, etc...

3. The bidder shall furnish all personnel, equipment and supplies necessary to successfully do this job. A list of all available equipment must be provided with the bid.
4. Bidders must have at least three (3) years of professional landscaping maintenance experience.
5. All bidders shall provide the list of five (5) references from clients they have served including current phone numbers.
6. Include a list of all educational classes that you have attended regarding mowing and landscaping.
7. The bidder must furnish to the Board of Education proof of general liability insurance of at least \$1,000,000, Worker's Compensation Insurance, Employer's Liability and Employee Theft Bond. These documents must be accompanied with the bid.

NON PERFORMANCE PENALTIES:

In the event the Contractor fails to accomplish any task under this scope of work, the Simpson County Board of Education will provide reasonable notice to take corrective action. If the contractor does not perform the service, the Simpson County Board of Education may, at its discretion, have the non-performed tasks completed through another source and deduct the cost of such from the amount normally due to the Contractor for that monthly period.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Simpson County Board of Education against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor. All policies of insurance carried by the Contractor shall be written as primary policies, not contributing with and not in excess of insurance coverage which the Simpson County Board of Education may carry.

PRICING

The successful Contractor shall submit invoices monthly. The Simpson County Board of Education will remit payment within 30 days of receipt of a correct invoice. Incorrect invoices shall be subject to correction and/or rejection by the Simpson County Board of Education. Payment of invoices will be on the 25th of every month.

CANCELLATION

The Simpson County Board of Education reserves the right to cancel the contract by giving a 30-day written notice, if the service received should become unsatisfactory.

TERM OF CONTRACT

The term of the contract shall be from Board approval at the February 2020 regular board meeting – December 31, 2020 with the option to renew at the same price for one (1) calendar year (1.1.2021-12.31.2021) at the Board of Education's discretion.

PRE-AWARD CONFERENCE

The Simpson County Board of Education shall conduct a pre-award conference with the apparent successful bidder to evaluate the capabilities and resources of the bidder, and to review references of clients having similar requirements as set forth in this specification. Reference checks shall be an integral part of the final analysis of an award of contract.

AWARD

The Simpson County Board of Education reserves the right to reject any and all bids or to accept any bid. Lowest price does not necessarily guarantee the automatic award. We take pride in the look of our campuses and buildings and strive to award the RIGHT vendor the contract.

The bids will be opened publicly at 1:00 pm on Tuesday, January 28, 2020 in the Board Room of the Central Office. No decision will be made that day. Final award will be submitted and approved at the February 2020 regular board meeting. All bid packets, in order to be considered, must be complete according to the specifications set forth in this document.

QUESTIONS

Questions regarding these bid specifications should be directed to the following individuals:

Robert White
Operations Manager
(270) 586-8877
(270) 776-3340 cell

Amanda Spears
Chief Financial Officer
(270) 586-8877

BID FORM FOR SIMPSON COUNTY BOARD OF EDUCATION LANDSCAPING MAINTENANCE

All information on this bid form shall be type written, or printed in ink; please do not use white out or correction tape on the bid form. Please print clearly.

Total Bid Price: \$ _____

Company: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Printed Name of Authorized Representative _____

Signature of Authorized Representative _____

Date Submitted _____