



Notice to Bidders for Lawn Care and Landscaping Services

The Southern Local School District is soliciting bid proposals from qualified lawn care and landscape maintenance contractors to provide contract lawn care and landscape maintenance in specified locations with the school district for the period from April 1, 2021 through November 30, 2021.

Bids must be in accordance with the Request for Proposals available from the Southern Local School District. The Request for Proposal may be obtained from the school district at 106 Broadway, Suite 1, Racine, Ohio 45771 or through the school district website at <https://www.southernlocalmeigs.org> under Departments-Treasurer-Forms-then under Legal Notice: Request for Bids-Lawn Care and Landscape Contractors.

Sealed bid proposals in response to this request for bids must be submitted to the

Treasurer's Office, Attn: Christi Hendrix

Box 147, Racine, Ohio 45771

No later than 2:00 p.m. local time on April 7, 2021 at which time they will be opened. Proposals received after the established closing time and date for receipt will not be considered. Oral, electronic, telephonic or telegraphic proposals are INVALID and will not receive consideration. The Southern Local School District reserves the right to accept or reject any or all bids, waive any informalities or irregularities in any bid received and to conduct such investigation as necessary to determine the responsibility of any bidder.

REQUEST FOR PROPOSAL

Specifications for Lawn Care and Landscaping Services for Southern Local School District

These specifications outline the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left to the Respondent to address.

District Administration views the grounds of the school to be the “first Impression” of how students, staff, parents, visitors and the community perceive the District. Therefore, the expectation of maintaining the grounds surrounding the District facilities to a high level is required. While Respondent’s cost is of great importance, proposing the lowest price will not assure award of the contract. The District will demand safe, reliable, and efficient service; failure to address District concerns and/or requirements for any such matter will disqualify the Respondent from consideration.

The proposed Lawn Care Service Agreement (RFP) provides and defines the specific parameters within which the Vendor is to provide service. Neither the Board nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this invitation. Respondents should prepare their responses simply and economically, providing straightforward and concise responses.

- A. GENERAL STANDARDS -The Southern Local School District is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work.

The contractor must currently be in the business of providing lawn and landscaping maintenance services of this type and must have been doing so for a minimum of at least five (5) consecutive years.

All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Contractors submitting a proposal should review the requirements listed and comply with the following:

- Executing a contract with The Southern Local School District
- OSHA rules and regulations
- State and Federal Laws in regard to use of herbicides
- Maintaining General Liability Insurance with minimum of \$1,000,000 coverage-District must be named as certificate holder and as an additional insured. Business automobile liability and furnish proof of such insurance.
- Proof of current Workers Compensation coverage
- Complete any required forms and certifications
- Submission of monthly invoice detailing services provided

No Contractor who is the recipient of Southern Local School District funds, or who proposes to perform any work or furnish any goods under this agreement shall not discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, or other criteria protected by law. The Southern Local School District complies with all Equal Employment Opportunity requirements and does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors located in Southern Local School District are encouraged to submit proposals.

1. GUARANTEE AND REPLACEMENT

- a) Contractor shall replace, at no additional cost to the District, any turf, plant materials or any other District property damaged as a result of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be done within two weeks of identification of damage. Alternatives to size, variety, and scheduling of replacement must have written permission of District.
- b) Contractor is not responsible for losses, repair or replacements of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

2. CONTRACTOR RESPONSIBILITIES

- a) The Contractor will provide an on-site supervisor. The on-site supervisor will make routine communications with the District designee to receive instructions or other input regarding service needs and activities. Contractor will provide staff able to perform work. Key staff shall have current knowledge of best management practices regarding: safety, hazardous materials spill response, lawn care. The District reserves the right to demand the replacement of Contractor's staff who do not meet the District's standards for safety or professionalism. Contractor shall be liable for any damages caused directly or indirectly by its employees.
- b) Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the maintenance manager and site supervisor.
- c) Attend site inspections of the grounds as requested.
- d) Maintain log of activities performed and provide copy monthly.
- e) Establish a schedule/chart for regular maintenance activities by area and submit for review and adjust as necessary to avoid conflicts.

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

The scope of work includes: Mowing, String Trimming, Edging, Litter Pick-up/Trash Removal, Blowing, Herbicide, and Landscape Maintenance.

- a) This document is intended as a benchmark of the District's minimum standards for maintenance, repair and improvements. However, the District respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.
- b) Contractor shall furnish all labor, equipment, and material necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the District that this site be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c) Maintenance shall consist of spring removal of old leaves and dead branches, existing plantings cleared of debris, mowing, weed control, litter control, ditch and retention areas maintained, to include removing excessive clippings that may negatively impact proper drainage, at the time of each service, and any other procedures consistent with good horticultural practice necessary to ensure normal and healthy growth of turf and landscape plantings.
- d) All turf shall be moved with professional quality mulch-moving equipment.
- e) Control of Weeds: Keep planter beds and any tree wells free of weeds and debris. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots every week. Any ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.

C. MATERIALS AND EXECUTION-TURF MAINTENANCE

1. TURF MOWING

- a) All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.
- b) Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at a height of no less than 2 ½ inches and no more than 4 inches. Coordinate mowing schedules with District.
- c) Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- d) Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the District. Properly maintained tree wells are encouraged to minimize such damage.
- e) Clippings will be swept or blown from hardscapes after each mowing.

2. TURF MOWING SCHEDULE/HOURS/LOCATIONS

Month	Number of Cuts
April	Two mowings
May	Weekly
June	Weekly
July	Weekly
August	Weekly
September	Weekly
October	Every ten (10) days mowing
November	Two mowings

NOTE: Base Contract price includes 29 mowings per the mowing schedule. Schedule of mowings may be altered per the District's request or as required by climatic conditions. If mowing is not needed as often due to lack of growth from extreme temperatures or drought conditions, equal time will be spent attending to other landscaping issues.

All work is to be performed Monday through Friday from 7am-6pm and Saturday 8am-6pm. No work shall be done on Sunday without written permission from the District.



*Bidders will submit a bid for all locations/areas shown.

3. TURF EDGING AND TRIMMING

- a) Mechanically trim all landscape/hardscape turf edges consistent with mowing schedule. Edges include all formal lawn perimeters and tree wells in lawn areas. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.
- b) Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls, and all other obstacles. Perform trimming to the same height at mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.
- c) Line trim and spray herbicide inside chiller area/fence and retention pond once a month.
- d) All voluntary growth in cracks in sidewalks, roadways, parking lots, curbs, and islands are the responsibility of the contractor. At all times there should be weed control and debris clean from the areas.
- e) Contractor is responsible for any damage incurred as result of trimmer or edger damage.

4. WEED CONTROL

- a) Pre-emergent herbicide will be applied to all turf areas in accordance with manufacturer's recommendations to control weeds prior to germination. Chemical control shall be selected for the broadest spectrum control possible. The Contractor may elect to use combination chemical applications. Should this maintenance approach be taken, it will be made in the strict observation of the manufacturer's recommendations.
- b) Post-emergent herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds, which are not controlled by the pre-emergent program. All applications shall be made in accordance with the manufacturer's recommendations.
- c) All herbicides shall be used by a licensed applicator and shall be used in accordance with the standards and regulations set forth by the Environmental Protection Agency and the appropriate state and local regulatory agencies.
- d) The District will be informed in advance of any applications and the property will be posted, by the contractor in such places where notice will be read, i.e. mail boxes, etc. Safety Data Sheets for all chemicals will be supplied to the District.

D. PAYMENT TO CONTRACTOR/REDUCTIONS IN PAY

1. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and District workers are assigned to perform the task(s) or was not completed at all by the contractor.
2. Reductions for non-performance will be made if the task(s) was not done and District workers have to be assigned immediately to perform the task(s).
3. Reductions for 1 and 2 above will be based on the hourly billing rates of the District employee(s) plus benefits assigned to perform the task(s) times the hours required for District workers(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.
4. At the end of each month, the Contractor shall render to the District their invoice, for services rendered. The District shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

E. TERMINATION OF CONTRACT

1. The District may cancel the contract at any time for any reason upon giving 60 days written notice to the Contractor.
2. The District shall have the right to cancel this agreement immediately without prior notice for any breach of any provision of the contract if not cured within seven (7) days from written notice from the District.

F. INSPECTION AND APPROVAL OF WORK

1. The District will demand strict conformance to the standards and frequency specified. The District designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished
2. The District designee will enforce the standards of this contract.

PROPOSAL SUBMISSION FORM

Southern Local School District

Lawn Care and Landscaping Services

1. Company Name _____
2. Address _____
3. Telephone Number _____
4. Number of Employees _____
5. Ownership ___Sole Proprietor ___Limited Partnership ___Other (Please Specify)

PROPOSAL PRICES

Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor and material associated with the RFP. The base bid includes the locations identified in section C.

I agree to perform services as per the specifications from April 1, 2021 to November 30, 2021 for the following sum:

\$ _____

Sign Here/Date

Name (Print or Type) Company Name

Address, Phone Number, E-mail

NOTE: By signing above, the bidder understands if awarded a contract the bidder must furnish certificates of insurance for Workers' Compensation Insurance and General Liability Insurance. Also, the Board of Education reserves the right to reject any or all bids.