

CARTHAGE INDEPENDENT SCHOOL DISTRICT

REQUEST FOR PROPOSAL

LAWN/GROUNDS MAINTENANCE FOR CARTHAGE ISD

Submission of Proposals:

Sealed proposals shall be submitted to:

Steve Zurline Assistant
Superintendent of Operations
Carthage ISD #1 Bulldog Drive
Carthage, Texas 75633

DEADLINE: 10:00 am Thursday, July 13, 2017

MARK ENVELOPES: "REQUEST FOR
PROPOSAL-LAWN/GROUNDS MAINTENANCE -DO NOT OPEN
UNTIL 10:00 AM THURSDAY, July 13, 2017"

NOTES:

ALL PROPOSALS MUST BE RECEIVED IN THE ASSISTANT SUPERINTENDENT'S OFFICE BEFORE THE OPENING DATE AND TIME SPECIFIED ABOVE.

FACSIMILE OR EMAIL PROPOSALS ARE NOT ACCEPTABLE AND WILL BE REJECTED.

PROPOSALS RECEIVED IN THE ASSISTANT SUPERINTENDENT'S OFFICE AFTER THE SUBMISSION DEADLINE WILL BE CONSIDERED VOID AND UNACCEPTABLE.

CARTHAGE ISD IS NOT RESPONSIBLE FOR THE LATE DELIVER, OR NON-DELIVERY, OF THE PROPOSAL BY THE CARRIER.

SPECIFICATIONS

LAWN/GROUNDS MAINTENANCE FOR CARTHAGE ISD

Proposer Qualifications:

- Minimum of three (3) years experience in designing, establishing and maintaining turf and horticultural systems - includes all facets of design, establishment and maintenance of such systems including application of chemical products to control undesirable weeds/grasses and to promote lawn growth and development.
- Proposer will attach no less than three letters of reference from current clients.
- Salaries and wages of employees and any other amounts required to be paid under state, federal, and local law such as payroll taxes, unemployment insurance, etc. shall be paid by proposer in compliance with the applicable legal statutes.
- Proposer must employ and use adequately trained employees. A qualified supervisor shall be employed by the contractor who is properly trained to ensure all services are properly performed in a professional manner.
- Proposer shall furnish CISD proof all employees used by proposer on any school property have successfully passed a criminal background check.
- Proposer shall ensure all employees used by proposer on any school property wear easily identifiable badges, shirt and or jacket while on CISD property.
- Proposer shall furnish CISD proof of license for the application of all chemicals used on CISD facilities. **NOTE:** Proposer will furnish the CISD Director of Maintenance a 3 day notice before applying chemicals.
- Proposer shall furnish CISD proof of certification to install and work on irrigation systems.
- Proposer shall obtain and maintain in effect at all times the following insurance, and will provide "Certificates of Insurance" as proof of such coverage with the proposal prior to the award of the contract:
 - Worker's Compensation
 - Commercial Liability Insurance
 - Property Damage Insurance

CISD consist of grounds at 7 separate locations

1. Carthage High School/CISD Administration Offices located at 1600 W Panola
2. Carthage Junior High School located at 616 Holly
3. Carthage Primary located at 510 N Adams
4. Libby Elementary located at 419 N. Davis Street
5. Baker-Koonce Intermediate School located at 316 N. Daniels
6. CISD Technology located at 424 Hubbard
7. CISD Transportation located at 3352 SW Loop

NOTE: (ISD also owns 2 houses -122 Championship Spur and 1520 West Panola as well as a lot - 821 University Street - in Carthage, Proposer should include the cost of the weekly upkeep of these properties - mowing, weed eating, edging, trash/pick-up, etc.

Following is the mowing/maintenance requirements for all grounds areas by two separate classifications.

GENERAL AREAS

From *March 1 through October 31* all general areas are to be cared for weekly as follows:

- > mow
- > weed eat all areas not accessible by mowers (close to buildings; around trees/shrubs/planted vegetation beds; all sidewalk, curb, and driveway cracks)
- > edge all sidewalks, driveways, and parking areas
- > blow off &/or sweep all debris left from the mowing, weed eating, edging

From *November 1 through February 28* the above listed services will be provided on as needed bases as determined by the Director of Maintenance. Proposer should figure cost of 6 more additional mow/weed eat/edge/clean-ups over these 4 months.

Throughout the course of a year the following services are required and shall be coordinated through the office of CISD's Director of Maintenance.

- > Lawn weed control
- > lawn/plant fertilization
- > fire ant control*
- > maintenance of any & all existing irrigation systems
- > tree trimming
- > all flower &/or plant beds cleaned and weeded on a weekly basis
- > all flower &/or plant beds mulched
- > replanting of grass (in irrigated areas), shrubs &/or plants to maintain landscape

The wooded areas between CISD property and Panola College property must be brush hogged **2xs** per year and the limb piles pushed in as they decay, The areas around the exterior of the baseball and softball practice fields are to be mowed regularly as well as the tree line/creek line behind the stadium,

SPECIAL AREAS - ALL ATHLETIC FIELDS

(At the CHS Campus: Baseball/Softball Fields and adjacent areas; lower track infield - until mid-November. At the CJHS Campus: Soccer Field and practice field)

- > Top dress all fields 1 time per year
- > Verticut all fields 1 time per year
- > Aerate all fields 2 times per year
- > Chemical application - weed control and fertilizer - all fields to maintain turf integrity and continued growth (proposer to provide materials needed and labor and to coordinate all applications thru the Director of Maintenance)
- > Mowing as follows

- CHS lower track infield - reel mower 3x per week June 1 thru October 31; over seed with rye grass in time for start of soccer practice season & games, November 1, and proceed with rotary mowing once per week thru-May 31. **NOTE:** All mowing will have to be coordinated with the soccer coaches thru CISD Director of Maintenance.
- CHS Baseball Field (infield & outfield) & Softball Field - reel mower 3x per week June 1 thru October 31; over seed with rye grass by November 1, and proceed with rotary mowing -once per week Nov. 1 thru Jan. 31 then three times per week thru May 31. **NOTE:** All mowing will have to be coordinated with the baseball coach thru CISD Director of Maintenance.
- CJHS Soccer Field - reel mower 3x per week June 1 thru October 31; over seed with rye grass by November 1, and proceed with rotary mowing once per week thru May 31. **NOTE:** All mowing will have to be coordinated with the Soccer coach thru CISD Director of Maintenance.
- CJHS Practice Field - Rotary mowing during growing season once per week with definite attention paid to weed/fire ant control.
- > Maintain all existing irrigation systems
 - All systems will be operated thru timers set by and monitored by proposer in communication with CISD Director of Maintenance beginning each February and going until "first frost".
 - During the dormant season of the general areas all systems are to be monitored by proposer weekly by running each system through a complete cycle to check for malfunctioning parts and for leaks. **NOTE:** During extremely cold, sub-freezing weather this will be suspended in communication with the CISD Director of Maintenance.).

NOTE: CISD will provide the consumable products used on the above service. Proposer's bid should reflect cost of application/required labor for those services.

Salaries/Wages & Related Taxes

- Salaries and wages of employees and any other amounts required to be paid under state, federal, and local law such as payroll taxes, unemployment insurance, etc. shall be paid by *Proposer* in compliance with applicable legal statutes.

Employees

- Proposer must employ and use adequately trained employees. A qualified supervisor shall be employed by the contractor who is properly trained to ensure all services are properly performed in a professional manner.

Insurance

- Proposer shall obtain and maintain in effect at all times the following insurances, and will provide "Certificates of Insurance" as proof of such coverage with the proposal prior to the award of the contract:

- o Worker's Compensation
- o Commercial Liability Insurance
- o Property Damage Insurance

Equipment/Licensure

- Proposer will furnish any and all equipment necessary to perform work.
- Proposer will possess a Commercial applicators license issued by the State of Texas for use in applying chemical substances such as insecticides and pesticides.
- Proposer will possess a license issued by the State of Texas for use in irrigation and backflow inspection.

Agreement Period

- This agreement expires August 31, 2018. The CISD Board of Trustees reserves the right to extend the agreement for an additional period at that time as it deems to be in the best interest of CISD.

Compensation

- Payment schedule will be arranged with CISD and proposer granted the contract for the 2017-2018 year.

Cancellation

- CISD has the right to cancel any agreement by giving 30 day written notice.