



# **FULTON PUBLIC SCHOOL DISTRICT**

## 2018 Property Mowing Services

-Request of Proposals (RFP) & Contract Documents-

## TABLE OF CONTENTS

Table of Contents	2
Notice to Bidders	3
Instructions to Bidders	4
Certification of Insurance	5
General Specifications	5-6
Technical Specifications	6-7
Bid Table	8
Signatures	9
Maps	10-14

## NOTICE TO BIDDERS

The Fulton Public School District Board of Education will receive sealed proposals from Bidders until Tuesday February 6th, 2018 at 1:00 pm, at which time, the bids received will be opened. Any contract that may be awarded in response to this Notice to Bidders shall be selected and offered at the complete and sole discretion of the Fulton Public School District. The Fulton Public School District reserves the right to reject any or all bids and to waive informalities or irregularities in bids.

Each bid will contain:

- 1: RFP & Contract Documents
- 2: Bid Table
- 3: Maps
- 4: Certification of Insurance

Each bid shall be made on the "Bid Table" form included with this document. Bids shall be in sealed envelopes labeled:

Mr. Tim Echelmeier

Director Buildings and Grounds

Fulton Public School District

#2 Hornet Drive

Fulton, MO 65251

Bids received after the time and date above specified shall be returned, unopened, to the Bidder.

Any questions related to this RFP or bid requirements, please contact Tim Echelmeier at 573-590-8000 or [techelmeier@fulton58.org](mailto:techelmeier@fulton58.org).

## INSTRUCTIONS TO BIDDERS

### PROPOSALS:

All proposals must be made on the forms provided in this copy of the Contract Documents. All proposals must be legibly written in ink. No alterations in proposals or in the printed forms will be acceptable unless each alteration is signed by the Bidder. No alterations or physical changes shall be made by anyone, in any bid, after its submission by the Bidder. A bid submitted is considered to be an offer, and is submitted by the Bidder as an offer. The Bidder understands and stipulates that a contract does not exist with the Fulton Public School District unless and until such time as the proposal submitted by the Bidder is accepted by the Fulton Public School District and approved by the Board of Education.

### SIGNATURE OF BIDDERS:

Each Bidder shall sign a proposal, using the customary name under which the Bidder does business, utilizing the customary signatures of an authorized representative, and providing a full business address, including identity of any registered or local agent.

### EVALUATION OF PROPOSALS:

In addition to the qualifications of Bidders, the evaluation of the bid proposals for determining whether to award a bid will include a review and comparison of all cost proposals, reference checks and an analysis of whether contractor can meet performance expectations.

### WITHDRAWAL OF BID:

A Bidder may withdraw its proposal at any time prior to the expiration of the time and date during which proposals may be submitted, by written request, to the Fulton Public School District. A Bidder may correct any mistakes in its bid by submitting a written request to the Fulton Public School District, provided the written request is made and the bid is corrected and resubmitted prior to the expiration of the time and date during which proposals may be submitted.

### ACCEPTANCE AND REJECTION OF BIDS:

The Fulton Public School District reserves the right to award or not award, and to accept or reject any bid in the sole and complete discretion and judgement of the Fulton Public School District.

### BID PROPOSAL INSTRUCTIONS:

A Bidder shall submit a separate unit price for each separately numbered facility, one (1) through five (5). The areas to be maintained at each designated location is spatially identified in the "Map Attachments".

### **CERTIFICATION OF INSURANCE:**

Contractor shall provide certificates of insurance and renewals thereof on standard ACORD forms. This inclusion shall not make the Fulton Public School District a partner or joint venture with the Contractor in its operations hereunder. The School District shall be notified by receipt of written notice from the insurer at least thirty (30) days prior to material modification or cancellation of any policy listed in the certificate.

Contractor will provide the School District with proof of mowing and tree liability insurance in the minimum amount of \$2,000,000.

Contractors will also provide proof of Worker's Compensation insurance in the minimum amount of \$500,000.

### **GENERAL SPECIFICATIONS**

#### **MOWING:**

The work required includes all labor, material (to include fuel), equipment, and services necessary for the proper completion of mowing of the school grounds.

The contractor shall take every precaution necessary to protect district property, student property, students, staff and visitors from harm.

All grass shall be mowed on a weekly basis or as directed by the schedule laid forth in the Bid Table and maintained at a height of four (4) inches. Upon completion a mowed area shall be free of clumped grass, tire tracks or ruts from contractor's mowing equipment, and an alternated mowing pattern should be used to prevent such from happening. Appropriate mowing equipment will be employed to permit recycling of clippings where possible. Care should be taken to prevent discharge of grass clippings onto any adjacent private properties or onto any paved surface such as streets, sidewalks, or parking lots. These surfaces should be swept clean by the Contractor immediately after each mowing.

Contractor shall pick up all litter and debris before each mowing, which is subsidiary to the mowing bid, and placed in school dumpster. If in the course of mowing, trash is overlooked and shredded by mowers, it should be immediately collected and disposed of. If mowing is interrupted by inclement weather, the Contractor shall continue mowing at the same location on the next available mowing day. The Maintenance Supervisor reserves the right to adjust mowing schedule at any time.

#### **TRIMMING:**

Trimming is considered subsidiary to mowing. A Contractor awarded a contract shall trim all turf areas on a weekly basis or as directed. All trimming shall be accomplished maintaining the four inch (4") cutting height. All trimming must be performed concurrently with mowing operations. Turf shall be trimmed in a professional manner as not to scalp the grass or leave areas of uncut grass. All structures (trees, sign posts, poles, shrub beds, flags, etc.) shall be trimmed around. All sidewalk cracks, and exposed areas of grass in asphalt shall be kept clear, using trimming methods. Care should be taken to prevent discharge of grass clipping onto any paved surface, and any material so discharged shall be removed immediately after trimming.

## GENERAL SPECIFICATIONS CONTINUED

### TIMING:

1. Contractor shall not mow against any school buildings during normal school hours or near any student while outside of buildings, maintaining a distance of no less than thirty (30) yards.
2. The contractor will coordinate with the School District (Maintenance Supervisor) the frequency of mowing at each individual site, if mowing is not needed or if requiring more frequent mowing.
3. Timing of mowing is subject to change at any time at any mowing site due to weather or site needs.

### SPRAYING:

The use of chemicals on the main turf, and around structures on the main turf (sign posts, poles, shrub beds, etc.) will not be permitted by the Contractor, and will be handled by District employees. Use of chemicals on sidewalks and asphalt may be used by the Contractor at their discretion but type of chemical must be approved by the School District.

**The district's Superintendent, Assistant Superintendent, and Maintenance Supervisor will evaluate the quality of the contractors' work. Any deficiencies found shall be presented to the contractor and corrected within two (2) days.**

## TECHNICAL SPECIFICATIONS

### RESPONSIBILITY OF CONTRACTOR:

The Contractor shall furnish all labor, transportation, tools, equipment, machinery, and all suitable appliances, requisite for execution of this Contract and shall be solely answerable for the same and for the safe, proper, and lawful construction, maintenance, and use thereof. Contractor shall be solely answerable for all damage to any Fulton Public School District property, to other contractors or other employees of the School District, to the neighboring premises, or to any private or personal property, due to improper, illegal, or negligent conduct of itself or its subcontractors, employees, or agents in and about said work, or in the execution of the work covered by this contract, or any extra work undertaken as herein provided.

### RELATIONS WITH OTHER CONTRACTORS:

The Contractor shall cooperate with all other contractors who may be performing work on behalf of the School District, and workers who may be employed by the School District, on any work in the vicinity of the work to be done under this Contract, and the Contractor shall so conduct its operations as to interfere to the least possible extent with the work of such contractors or workers.

### PROTECTION OF PUBLIC AND PRIVATE PROPERTY:

The Contractor shall assume full responsibility for the protection of all public and private property, structures, sewers, and utilities, both above and below ground, along, beneath, above, across or near the site or sites of the work being performed under this contract, or which are in any manner affected by the prosecution of the work or the transportation of men or materials in connection therewith.

## TECHNICAL SPECIFICATIONS CONTINUED

### COMPLIANCE WITH O.S.H.A. REGULATIONS:

The Contractor shall comply with all regulations of the Occupational Safety and Health Administration (OSHA) and hold the School District and its representatives harmless from all actions resulting from the Contractor's failure to comply with said regulations, orders and citations.

### VERBAL STATEMENTS NOT BINDING:

It is understood and agreed that the written terms and provisions of this Contract shall supersede all prior verbal statements of any and every official and/or other representative of the School District, and such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any way whatsoever, the written agreement.

### CONTRACT DOCUMENTS:

It is expressly understood and agreed that the bound volume of Contract Documents include the Statement of Insurance requirements, General Specifications, the Instruction to Bidders, the Bid Proposal, Technical Specifications, Bid Table, and Map Attachments.

### PAYMENTS:

Payments shall be made to the Contractor monthly based on the work actually completed and approved by the Maintenance Supervisor, Mr. Tim Echelmeier. At the end of every month, the Contractor shall submit an invoice to the School District accompanied with the Site Mowing Log provided and with all appropriate signatures.

**BID TABLE**

PROPERTY	COST PER MOW
1. HIGH SCHOOL/CENTRAL OFFICE*	
2. MIDDLE SCHOOL**	
3. BUSH SCHOOL	
4. McINTIRE SCHOOL	
5. BARTLEY SCHOOL	

**NOTE TO BIDDERS:**

The Bid Table shall be filled out in ink, and attached to your bid proposal, accompanied with the necessary signatures.

\* Area directly around the City Pool and any part of the Athletic Complex, should not be included, at the High School Location.

\*\*Athletic complex at the Middle School, should not be included (area north of the parking lot).



**SIGNATURES**

**Signature of Bidder:**

By \_\_\_\_\_

**Signature**

**(If a Partnership)** \_\_\_\_\_

**Name of Partnership**

By \_\_\_\_\_

**Signature**

**(If a Corporation)** \_\_\_\_\_

**Name of Corporation**

By \_\_\_\_\_

**Signature**

**(Business Contact)**

**Print Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

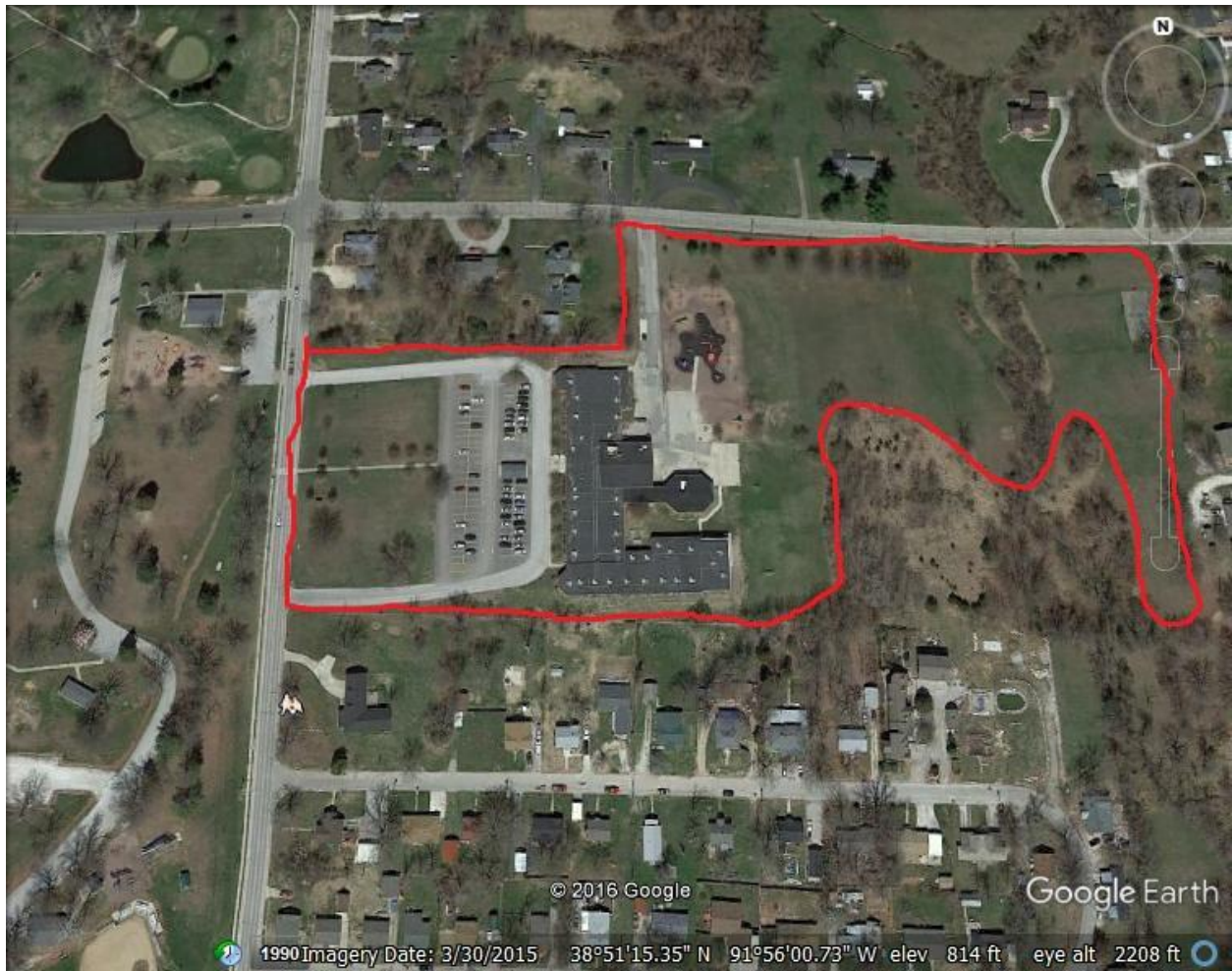
1. Fulton High School/Central Office:



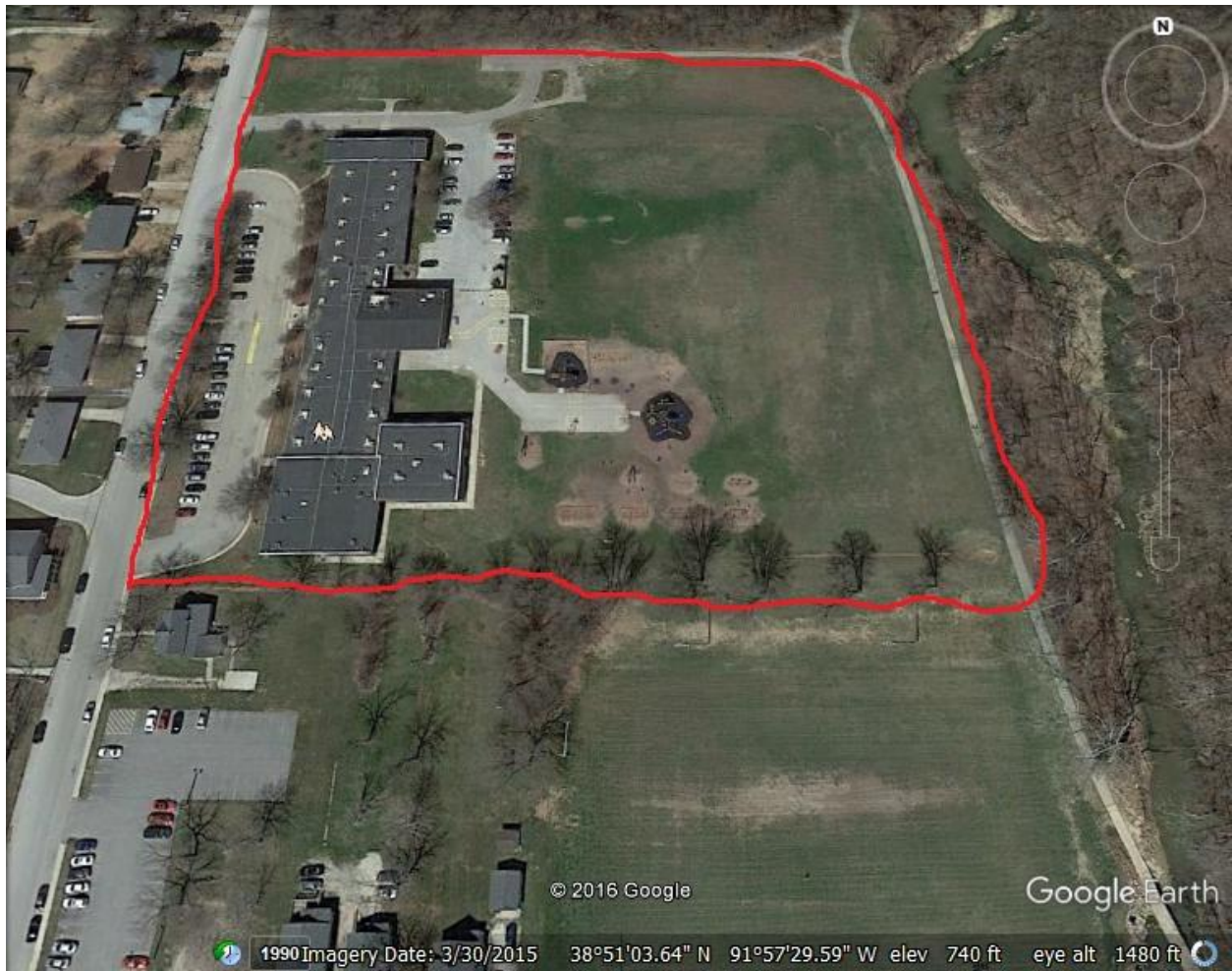
2. Fulton Middle School:



3. Bush School:



4. McIntire School:



5. Bartley School:

