

**WICKLIFFE SCHOOL MOWING
REQUEST FOR PROPOSALS
MAY 2021**

A. INSTRUCTIONS

1. Introduction Wickliffe School invites contractors for mowing, and weed trimming services. The work required is detailed under Section B - Scope of Work. Properties are divided in to two (2) areas; A. School Grounds and B. Cemeteries. Contractors may bid a single area or both.

2. Site Visit Contractors must personally inspect the various mowing sites before submitting a proposal and must verify this inspection on the proposal form. (See Section C, Item 6 "Proposal Form")

3. Submission The proposal shall be made on the enclosed form, and shall be signed by the individual or firm submitting the proposal. The proposal and completed schedules (all pages) must be enclosed in a sealed envelope clearly marked "Bid 2021:05 Mowing Contract", and delivered or mailed to:

Melissa Cagle,
Superintendent
Wickliffe School
11176 E 470
Salina, OK 74365

Submission of a proposal by fax or email is NOT acceptable.

Deadline for submission of proposal: 4:00 p.m. on June 14, 2021. Bids received late will not be considered. Bids will be opened in the Wickliffe Board meeting, on June 14, 2021 at 6:30 p.m. Bids shall be firm for 60 days after the date of opening.

4. Acceptance The acceptance of a proposal will be a notice in writing known as the "Notice to Proceed" signed by the Superintendent. No work shall take place until the School has signed a contract approved by the Wickliffe Board of Education and notified the successful contractor to proceed with the work.

5. References Contractors must complete **Schedule A**, providing at least 3 references for similar work undertaken in the past. Experience and reports from references will be taken into account when awarding the contract.

6. General By submitting a quote, the contractor understands and agrees that the lowest or any quote will not necessarily be accepted.

B. SCOPE OF WORK 1

Description of Work Required 1.1 Work Required

1.1.1 The contractor shall furnish all labor, tools, materials, equipment and supervision necessary for the performance of all operations incidental to mowing and weed trimming to keep the improved areas of Wickliffe property in a neat and orderly appearance. The frequency and performance of the work will be in accordance with the detailed specifications as set forth in paragraph 2 of this Request for Proposal.

1.1.2 Grass is to be maintained with a “cut and trimmed” appearance during the entire growing season. “Cut and trimmed” is considered to be a maximum length of three (3) inches.

1.1.3 Bunches and rows resulting from mowing will be removed or raked out. Discharge from mowers does not need to be collected. Discharge may be left on lawn, but it must be evenly distributed (i.e. no clumping or rows left by mowers).

1.1.4 After mowing and trimming, grass clippings and other litter or debris shall be removed from sidewalks and other paved areas.

1.1.5 Contractor will be responsible for any damage sustained by plantings as a result of mowing.

1.1.6 Contractor will be responsible for any damage sustained to private or public property (i.e. glass breaks, playground equipment damage, etc.)

1.1.7 Loose debris will be removed from the path of mowers prior to cutting.

1.1.8 The School will remove all trash from cans and attempt to de-litter grounds on a regular basis; however mowers are not to mow through trash which may accumulate between litter servicing.

1.1.9 Contractor shall confer with the school superintendent regarding the mowing schedule. Green areas should not be mowed more than the scheduled frequency without prior approval.

1.1.10 In the fall, leaves shall be mulched during the regular mowing schedule.

The school grounds, shall have the leaves mulched or removed after the growing season ends. On the proposal form list the price per leaf removal when the growing season is over and the only action is to remove leaves. There will not be a separate payment for leaf removal during the growing season.

1.2 Mowing Period

1.2.1 It is expected that mowing will take place between mid March and late October. It is recognized that the exact start and end of the mowing season depends on weather.

1.3 Mowing Frequency at each Site

1.3.1 The contract will be awarded on the basis of a minimum number of annual cuts for each site, as set out below. It is expected that this number of cuts will be sufficient to keep these properties looking neat and orderly. Generally, the greater number of cuts will be done in May, June and early July with fewer cuts during late summer.

1.4 Extra Cuts

1.4.1 It is understood that, depending on weather, more cuts may be required. Extra cuts will be compensated at the Per Cut rates set out in the contract: (See "Proposal Form" Section C, Item 2)

1.4.2 Any additional cuts must be approved by the school superintendent before the work is done. is not obligated to pay for any extra work that has not been approved in advance.

1.5 Equipment Requirements

1.5.1 Contractor shall provide all equipment necessary to meet the terms of the contract.

1.5.2 Contractor shall maintain all equipment required to fulfill contract in safe and operable condition.

1.5.3 **Schedule B** shall be completed and submitted with proposal to indicate type, model, make and year of current inventory of equipment owned by contractor and the equipment the contractor intends to purchase to be used in the mowing of school facilities.

1.5.4 A supplementary sheet of current inventory may be submitted with proposal.

2. Description of Sites to be maintained:

2.1 School Grounds

2.1.1 Turf Care: Grass cut once every seven days.

2.1.2 Weed Trimming: Trimming shall be done with a weed trimmer and grass should be trimmed to a height similar to the surrounding grass

2.1.3. Leaf removal or mulching shall be completed during the weekly mowing schedule in the fall. **Proposal sheet to list leaf removal cost once the growing season is over and the only action required is leaf removal.**

2.2 Cemeteries (Big and Little)

2.2.1 Turf Care: Grass cut once every seven days.

2.2.2 Weed Trimming: Trimming shall be done with a weed trimmer and grass should be trimmed to a height similar to the surrounding grass

2.2.3. Leaf removal or mulching shall be completed during the weekly mowing schedule in the fall.

3. Back-Up Plan

The contractor shall provide, on the attached **Schedule C**, a plan to mow the properties in the event that his/her equipment fails.

4. Employees

The contractor shall provide the current number of employees and future number of employees they would hire to fulfill the scope of this contract.

5. Payment

5.1 Contractor shall provide a monthly itemized statement specifying sites which were mowed, dates each was mowed and cost per site per mowing. Monthly statement shall be submitted to the school business office on or before the fifth (5th) day of the month for work completed the preceding month. Payment shall be mailed or released to the contractor after the regular Board meeting, the second Monday of the month.

5.2 Wickliffe Public School is a tax exempt entity.

5.3 Frequencies listed are for planning and budgeting purposes. Payment will be made for work performed. Contractor shall contact the school superintendent listed on the "Notice to Proceed" after each mowing so the work can be verified. The school will not be obligated to pay for work that cannot be verified.

6. Other Terms

6.1 Contractor will assume liability for all claims of employees or subcontractors employed by or doing business on behalf of the contractor and hold harmless the Wickliffe Public School for any and all liabilities resulting from claims against the contractor.

6.2 The Wickliffe Public School will not enter into contractual agreements which require binding arbitration as a means of settlement of disputes between the Wickliffe Public School and contractor or subcontractors.

6.3 Wickliffe Public School will not enter into contractual agreements which require setting aside any statutes or regulations from which the Wickliffe Public School would normally benefit.

6.4 The Wickliffe Public School reserves the right to award contracts for any single area or combination of areas and also reserves the right to reject all contract proposals and to ask for new proposals. Reserves the right to waive any informality in or reject any parts of the proposal.

6.5 The contract may be awarded for a mowing season of the 2021-2022 school year, commencing upon July 1, 2021 and concluding on June 30, 2022.

PROPOSAL FORM

Wickliffe School - MOWING CONTRACT 2021-2022

The undersigned offers to supply all the equipment, material, labor and workmanship to fulfill the work of Wickliffe School Mowing Proposal as specified at the prices set out below. The undersigned confirms that the information on the Proposal Form and the attached schedules (A, B, C and D) is complete and accurate.

1. Overall Bids

A. **School Grounds** Total per Cut Mowing Bid _____ x 28 _____

A.1. School Grounds Leaf Removal (per event) _____ x 2 _____

B. **Cemeteries** Total per Cut Mowing Bid _____ x 14 _____

Total _____

4. **Timing** Should this contract be accepted, I/we agree to begin the work within seven days of "Notice to Proceed".

5. Required Information

- Performance Bond for the amount of contract will be required. This amount shall be included in the bid price.
- Proof of \$1,000,000 liability insurance (Please attach copy)
- Proof of current workman's compensation insurance (Please attach copy)

6. **Verification of Site Inspection** I certify that on _____ (date), I inspected all the work sites for which I have submitted at bid.

7. Signatures

7.1 I agree that I've read and understand the terms of the specifications for the proposal I'm submitting.

7.2 I submit the cost proposals as a firm bid for services to be provided for the period specified in the proposal.

7.3 I understand that this proposal is submitted for consideration of entering into a services contract with the Wickliffe Public School and my proposal may be rejected by the Wickliffe Public School without cause.

7.4 I understand that I may be called for an interview prior to the award of any contract for mowing services.

7.5 I understand that I'll be responsible for complying with all terms of this proposal and subsequent contract prior to commencement of services and failure to comply with any term(s) of the contract may result in forfeiture of the contract.

7.5 In submitting this proposal I'm agreeing that all information provided in this proposal and possible interview is accurate and correct to the best of my knowledge and any inaccuracies subsequently discovered will be cause for termination of any contract awarded.

SIGNED AND SEALED

BY:

Name of Contractor Company Name (if applicable)

Address of Contractor

Telephone / Fax Numbers

Email

Signature Date

**WICKLIFFE PUBLIC SCHOOL MOWING CONTRACT - 2022 SCHEDULE A
CONTRACTOR'S EXPERIENCE and REFERENCES ON PROJECTS OF A
SIMILAR NATURE**

Previous Experience:

References– 3 names and phone numbers Name Business Phone

Signature of
Contractor

Date

**WICKLIFFE PUBLIC SCHOOL MOWING
CONTRACT - 2022 SCHEDULE B CURRENT
EQUIPMENT INVENTORY**

Contractor must indicate type, make, year and model number for all equipment which she or he will use to perform the work. Contractor must indicate whether equipment is in current inventory or shall be purchased to fulfill the contract. Additional pages may be attached to this schedule if necessary.

Mower Type Make Year Model Currently Owned:

Equipment transportation model owned: (please include make of vehicle)

Other Equipment please specify

Signature of
Contractor

Date

**WICKLIFFE PUBLIC SCHOOL CONTRACT - 2022 SCHEDULE C BACK UP PLAN IN
CASE OF EQUIPMENT FAILURE**

Contractor must indicate how she or he will perform the required services in event that they have an equipment failure.

Signature of
Contractor

Date