





# CONTRACT MOWING SPECIFICATIONS

## SCHOOLYEAR 2016-17

### INTRODUCTION

The Sumner County Board of Education (Owner) is seeking bids for qualified lawn/ground maintenance contractors (Contractor) to furnish lawn and grounds maintenance services for all Sumner County Public School facilities, Administrative Offices, and other properties listed in this bid package. This specification establishes the minimum requirements for lawn care service expected by the Owner. Any preceding specifications for Contract Mowing from years past are null and void and do not apply to this requested service. Bidders should carefully read all sections of these specifications. There will be a **mandatory pre-bid meeting on Thursday, February 4, 2016 at 1:00 p.m. CST** at the Larry Riggsbee Support Services Facility located at 1500 Airport Road, Gallatin, TN 37066.

requirements of these specifications shall be considered default and shall be considered sufficient reason to terminate the contract upon notification of the Contractor. All equipment used to complete the work as described in these specifications will be OSHA compliant and remain OSHA compliant during the term of the contract. The Contractor will provide all grounds supplies and chemicals to properly perform the work. The Owner expects all Contractors and vendors seeking to conduct business with the Owner to understand that the educational mission of the School District requires a high level of quality and performance from each service provider. Responders to this request for bids should expect that the needs of the students come first in the School District and our focus is to bring products and services to the educational process that enhance student achievement. This will impact the Contractor in at least the following ways;

Whenever possible, services are to be provided when school is not in session and/or students are not present.

Safety measures must be at their highest levels to ensure staff, student, and visitor safety in the event someone is present on the grounds during times other than when school is in session.

Mowing will not occur on school properties after 9:00 p.m. or before 6:00 a.m. The Contractor will abide by City noise ordinances where applicable.

No mowing or associated activity will take place during the dates and/or times identified by the Owner as TCAP (Tennessee Comprehensive Assessment Program) testing or other testing times designated by the Owner. The Contractor will be given sufficient notice of test dates.

The Contractor acknowledges that time is of the essence to complete the work as specified and agrees that all work will be performed regularly, diligently, and uninterrupted to ensure full completion within an expected period of time. Should wet ground conditions be encountered in the area to be mowed, the area may be bypassed with notification of the Owner representative. However, the area must be cut as soon as possible by other means should conditions not permit equipment usage. The Contractor is to furnish the Owner with a cellular telephone number where he/she can be reached on short notice at all times in case of emergency or sudden change of schedule. **The Contractor will be required to correct unsatisfactory work within 24 HOURS of notification by the Owner.** The Contractor shall be flexible in short notice scheduling changes and special requested cuts, especially in the spring fo

mowing service will include grounds detail work i.e. string trimming, edging, cleaning walkways and entrances, along curbs, and removing all debris created during operation. The Contractor is liable for damages caused to trees due to the impact of mowing equipment or excessive use of string trimmers on the bark of trees. **Sub contracting of mowing will not be permitted.**

Specific areas and duties shall include;

1. Mowing and trimming around the buildings, including outbuildings (storage buildings), portable classrooms, parking lot islands, playgrounds (including playground equipment), fencing, utility poles, the perimeter of ball fields (football, baseball, softball, soccer, and associated practice fields), parking lots and drives, sidewalks, dumpsters, trees, shrubs, flowerbeds, ditches, creeks, signs, bike racks, school yard signs, areas inside fenced in electrical and HVAC units and equipment, and any associated areas not listed here. Athletic fields inside fences used specifically for school varsity football, baseball, softball, and soccer games are not a part of this contract and is not the responsibility of the Contractors.
2. Mowing and trimming along the perimeter of the football stadiums and the fields, and associated fields behind and beside the stadium, field house areas, practice fields, associated drives and parking areas.
3. Mowing along access drives and right of ways.
4. "Finish Mower" of commercial grade must be used on all lawn areas around the main buildings. "Batwing" or multiple deck mowers pulled behind a tractor may be used to mow large fields and areas.
5. String trimming and chemical spraying of weeds and grass growing through cracks in concrete sidewalks and asphaltic pavement. These areas are to be maintained throughout the growing season. **Weeds and grass appearing between cracks in concrete and areas where asphalt and concrete meet will not be tolerated. This will be strictly enforced.**

## 2. **EQUIPMENT AND EQUIPMENT USAGE**

All work proposed by the Contractor is to be accomplished using the Contractor's owned and/or rented equipment. All equipment is to be inspected and maintained in accordance with the manufacturer's specifications.

grass from the mowing equipment away from the building and the sidewalk areas. Special attention is to be given to the front entrances and bus loading areas of all schools.

#### **4. WEED MAINTENANCE**

Spraying for weeds in inaccessible areas is to be administered at the Owner's discretion and is the responsibility of the Contractor. Spraying weed killer will only be permitted under portables, in cracks in pavement and sidewalks, and between the areas where pavement and concrete sidewalks meet unless otherwise instructed by the Owner. Spray will not exceed more than 4 inches of width around the area being sprayed. Spraying around the entire perimeter of buildings to avoid string trimming will not be permitted. Trees, shrubs, or flowers planted by the school shall be protected from spray and those plants that are destroyed by spraying or mowing will be replaced by the Contractor at the Contractor's cost. The Contractor will provide a list to the Owner of all pesticides and supplies that will be utilized within the scope of this contract. All weed killers and supplies will be a name brand, properly labeled (private labels will not be acceptable), and applied in compliance with all State and Local statutes governing their use. MSDS (Material Safety Data Sheets) must be provided on all chemicals used on the site. Spray will be administered at such times as to not endanger students, Staff, visitors, or neighbors of the Owner. Liability for the spraying of weeds will be the sole responsibility of the Contractor. State and Federal mandated licenses for the application of weed poison is required and is the responsibility of the Contractor. Weed spraying may be sub-contracted but must adhere to the same requirements listed here and be approved by the Owner prior to any spraying taking place.

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work week for these purposes will be defined as Monday through Friday. Invoices will not be accepted on Saturday or Sunday as all Central Office departments are closed on those days. Invoices may be submitted by hand, U.S. Mail, faxed, texted via cellphone, or by e-mail. Invoices received by fax or e-mail on Saturday or Sunday will not be processed until after the following Saturday or Sunday. All work must be inspected by the Owner prior to payment being made to the Contractor. Contractor is to notify Owner's representative when work for any individual mowing is complete at each school. Notification shall be by email. Every effort will be made on the Owner's behalf to inspect the properties and process the pay requests as efficiently and promptly as possible. Payments will be made within 14 working days after the invoice is submitted.

#### **SECTION D: INSURANCE AND OTHER REQUIREMENTS**

The Contractors awarded the bid(s) by the Owner shall provide a Certificate of Insurance for a minimum of one million dollars (\$1,000,000.00) for public liability and property damage with the Sumner County Board of Education listed as the Certificate Holder prior to any work taking place. The policy shall provide for a combined single limit of five hundred thousand dollars (\$500,000.00) per occurrence for bodily and property damage with an aggregated limit of not less than one million dollars (\$1,000,000.00). The certificate shall also provide for Comprehensive General and Vehicle Liability with minimum coverage of one million dollars (\$1,000,000.00) per incident. The Contractors shall provide Workers Compensation Insurance as required by Tennessee State law and shall prove compliance with Public Chapter No. 587, T.C.A. 49-5-413 (d), background check, as well as provide a Drug Free Workplace affidavit prior to any work taking place. All costs for background checks are the responsibility of the Contractor and the resulting information is to be forwarded to the Owner. Failure to provide any of these documents will be considered default and sufficient reason to terminate the contract upon notification of the Contractor. Owner approved sub contractors must adhere to the same requirements listed here.

Bidders shall only be awarded a maximum of three (3) groups. Bidders receiving the low bid shall have an obligation to execute and complete a contract for each group on which they have bid. Each bid shall

staff safety, all Contractors' employees will be required to wear a uniform shirt, t-shirt, jacket, or hat with the company name and/or logo on the article of clothing that identifies the employee of the Contractor while on school property. The article of clothing worn by the employees of the Contractor cannot display any explicit pictures or verbiage such as; profanity (in any language), pictures or images of unclothed persons, depicted drugs or drug references, or political choices on them. Contractors' employees are not to remove their shirts while working on school properties. Violations of this provision of the specifications will result in disciplinary action up to and including the offending party being asked to leave the Owner's property until the clothing is replaced with satisfactory apparel.

**SECTION G: NON-COLUSION**

The bidder warrants that he/she has



playgrounds containing the safety materials. The maintenance portion of the quote should be priced per event as this service may not be needed at every regularly scheduled mowing session. The Owner will determine how many of these special maintenance events are needed on a “school by school” basis. The Owner reserves the right to request these services only as needed. The Bidder should not assume that this will be a regularly occurring service. Bidders shall include the cost of this scope of work on the Bid Sheet as “Alternate # 1”. It is the responsibility of the Contractor administering this service to keep the inside area of all fences around playground equipment, with safety materials underneath, weed and grass

# **EXHIBIT A**

## **BID SHEET FOR MOWING AND LAWN SERVICES**

**ALL BIDS MUST BE SUBMITTED ON THIS FORM**

**BIDS SUBMITTED IN OR ON ANY OTHER FORM WILL BE DISQUALIFIED**

**PLEASE CHECK YOUR BID CAREFULLY FOR COMPLETENESS AND ACCURACY**

**FILL IN ALL REQUESTED INFORMATION. ENTER "NO BID" OR "0" IF YOU ARE NOT BIDDING ON A  
PROPERTY**

## **SUMNER COUNTY SCHOOLS MOWING GROUPS- 2015**

**Company name:** \_\_\_\_\_

**Group 3**

Company name \_\_\_\_\_

Group 6

Price per cut

Portland	Portland High	600 College Street	\$ _____
	Portland West Middle	110 Nolan Private Drive	\$ _____
	Watt Hardison Elem.	300 Gibson Street	\$ _____
	Gateview Elem.	1098 Gateview Drive	\$ _____
		Total cost for Group 6	\$ _____

Group 7

Price per cut

Portland	Portland East Middle	604 South Broadway	\$ _____
	JW Wiseman Elem.	922 South Broadway	\$ _____
	Clyde Riggs Elem	211 Fountain Head Rd	\$ _____
Cottontown	Oakmont Elem.	3323 Hwy 76	\$ _____
		Total cost for Group 7	\$ _____

Group 8

Price per cut

Westmoreland	Westmoreland High	4300 Hawkins Drive	\$ _____
	Westmoreland Middle	4128 Hawkins Drive	\$ _____
	Westmoreland Elem.	4178 Hawkins Drive	\$ _____
	Old Westmoreland Elem.	420 Old Hwy 31E	\$ _____
	North Sumner Elem.	1485 North Sumner Road	\$ _____
		Total cost for Group 8	\$ _____

Company name: \_\_\_\_\_

**Group 9**

**Price per cut**

<b>Gallatin</b>	Benny Bills Elem.	1030 Union School Rd	\$ _____
	RT Fisher Alternative	455 Boyers Ave. North	\$ _____
	Shafer Middle	240 Albert Drive	\$ _____
	Union STEM Elem.	516 Carson Street	\$ _____
	Bethpage Elem.	420 Old Hwy 31E	\$ _____
		<b>Total cost for Group 9</b>	\$ _____

**Group 10**

**Price per cut**

<b>Gallatin</b>	Gallatin High	700 Dan P Herron Drive	\$ _____
	Guild Elem.	1018 South Water Ave.	\$ _____
	Howard Elem.	805 Long Hollow Pike	\$ _____
	Rucker Stewart Middle	350 Hancock Street	\$ _____
		<b>Total cost for Group 10</b>	\$ _____

**Group 11**

**Price per cut**

<b>Gallatin</b>	Central Office	695 East Main Street	\$ _____
	Support Services	1500 Airport Road	\$ _____
	Vena Stuart Elem.	780 Hart Street	\$ _____
	E. B. Wilson High	695 East Main Street	\$ _____
		<b>Total cost for Group 11</b>	\$ _____

Company name: \_\_\_\_\_

**Group 12**

**Price per cut**

<b>Gallatin</b>	Station Camp Bus Lot	Behind Station Camp Middle	\$_____
	Station Camp High	1040 Bison Trail	\$_____
	Station Camp Middle	281 Big Station Camp Blvd	\$_____
	Station Camp Elem.	1020 Bison Trail	\$_____
<b>Hendersonville</b>	Jack Anderson Elem.	250 Shutes Lane	\$_____
		<b>Total cost for Group 12</b>	\$_____

**Bush hogging throughout the County :**      **Charge per hour: \$**\_\_\_\_\_

**Price for Alternate Services #1:**

**(Remove grass and weeds around and beneath playground equipment)**

**Group 1** \_\_\_\_\_                      **Group 7** \_\_\_\_\_

**Group 2** \_\_\_\_\_                      **Group 8** \_\_\_\_\_

**Group 3** \_\_\_\_\_                      **Group 9** \_\_\_\_\_

**Group 4** \_\_\_\_\_                      **Group 10** \_\_\_\_\_

**Group 5** \_\_\_\_\_                      **Group 11** \_\_\_\_\_

**Group 6** \_\_\_\_\_                      **Group 12** \_\_\_\_\_

*Your signature on this page indicates you are willing to enter into either a contract or post a Performance Bond with the Board of Education for each Group should you have the winning bid.*

**Name of Company** \_\_\_\_\_

**Address of Company** \_\_\_\_\_

\_\_\_\_\_

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

**Company Fax Number** \_\_\_\_\_

\_\_\_\_\_

**Signature of Authorized Company Representative**

\_\_\_\_\_

**Date**