

Invitation to Bid

20150203 MOWING SERVICES

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150203 MOWING SERVICES until 9:00 a.m. CDT Tuesday, February 3, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Tim Williams, Operations Department at (615) 451-5255. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time TUESDAY, FEBRUARY 3, 2015** for **20150203 MOWING SERVICES**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20150203 MOWING SERVICES** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20150203 MOWING SERVICES
DEADLINE: 9:00 A.M. TUESDAY, FEBRUARY 3, 2015
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20150203 MOWING SERVICES** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

CONTRACT MOWING SPECIFICATIONS

SCHOOLYEAR 2014-15

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 Wednesday, January 28, 2015 at 1:00 p.m.** at the Larry Riggsbee Support Services Facility located at 1500 Airport Road, Gallatin, TN 37066. **Bids submitted by anyone not in attendance at the pre-bid will not be accepted.** A list of bidders in attendance at the pre-bid will be posted online prior to the bid opening.

Prospective bidders will have until **Friday, January 23, 2015 until 2:30 p.m.** to submit questions concerning these specifications in writing. Questions received after the deadline will not be answered. All questions are to be submitted in writing to Tim Williams at tim.williams@sumnerschools.org or faxed to 615-451-5241. Questions will be answered in writing and covered at the pre-bid meeting. Verbal questions via telephone or cell phone prior to the pre-bid meeting will not be answered. This will be strictly adhered to.

BIDDERS RESPONSIBILITY

It is the bidder's responsibility to assure that his/her bid is delivered at the proper time, in the proper form, and to the proper place of the bid opening. Bids, which for any reason are not so delivered, will not be considered. Bids submitted by e-mail, facsimile machine, or telephone will not be accepted. Each bidder is required, before submitting their bid, to carefully and thoroughly examine the Contract Mowing Specifications. The Invitation to Bid, Exhibit A, and the Notice to Respondents are all components of these specifications. Bidders are encouraged to **completely** familiarize themselves with all of the terms and conditions that are contained herein. Failure to do so on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this bid. Bidders will not be allowed to modify their bids after the bid opening time and date. Bid files may be examined during normal work hours after the opening in the Purchasing Coordinator's Office by appointment. It is the responsibility of the Bidder to survey, and become familiar with, each school campus and grounds that they intend to bid on. There **will not** be a pre-bid **tour** of the school grounds or properties. **A list of all equipment with brand name and size, or capacity, to be used to maintain the properties is to be included with the formal bid sheet. Failure to submit this required information will result in the bid being disqualified.** After the bid opening the bid summary will be posted online on the Owner's website at www.sumnerschools.org.

SECTION A: GENERAL INFORMATION

The Contractor will provide all equipment required to complete the work as specified. Entire grounds around all schools and Administrative Offices are to be mowed with pre-approved mowing equipment. These specifications are legally binding and the wording herein constitutes the contract between the Owner and the Contractor. The Owner's expectations are for a high quality, neat, and clean appearance to the finished product. All equipment must be in very good to excellent working order. Mowing equipment is to be commercial grade for mowing large areas. **Residential mowing equipment will not be accepted.** Failure to comply with the requirements of these specifications shall be considered default and shall be considered sufficient reason to

and entrances, 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 a

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.

5. RETENTION PONDS

Maintenance of vegetation in retention ponds must be provided, at a minimum, bi-weekly (every 2 weeks) during the active growing season. Mowing/bush hogging, or other means, is at the discretion of the Contractor and accessibility of the area. Vegetation must be maintained throughout the entire area and not exceed six (4) inches in height. Maintenance during periods of extreme rain is not mandated and equipment should only enter these areas when they are reasonably accessible. Herbicides are not to be used beyond control at the fence line and this must not exceed a width of six (6) inches. If the Owner or local jurisdiction provides an approved EPA maintenance plan for retention ponds, that will supersede these specifications.

6. BUSH-HOGGING

Bush hogging work will be bid separate[/TT6 1 0 TDance ofMd25 Me(G)TTj12 0 2ith all State andoied h(a

same work week as the work performed under any circumstances. A 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. Every effort will be made on the Owner's behalf to inspect the properties and process the pay requests as efficiently and promptly as humanly possible. Payments will be made within 14 working days after the invoice is submitted.

SECTION D: mter

Contractor will take all necessary precautions for the safety of his/her employees on the job and of the general public. Lawn, landscape, and athletic field maintenance work will be scheduled to provide the least inconvenience to the occupants of the building and the users of the fields. Because of concerns for student and 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

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

Company name: _____

Group 3			
			Price per cut
Hendersonville	George Whitten Elem.	140 Scotch Street	\$_____
	Merrol Hyde Magnet	128 Township Drive	\$_____
	Knox Doss Drakes	1338 Drakes Creek Rd	\$_____
		Total cost for Group 3	\$_____
Group 4			
			Price per cut
Hendersonville	Beech High	3126 Long Hollow Pike	\$_____
	Beech High Annex	3140 Long Hollow Pike	\$_____
	Beech Elem.	3120 Long Hollow Pike	\$_____
	T.W. Hunter Middle	2101 New Hope Road	\$_____
	Madison Creek Elem	1040 Madison Creek Road	\$_____
		Total cost for Group 4	\$_____
Group 5			
			Price per cut
White House	White House High	508 Tyree Springs Road	\$_____
	White House High Annex	111 Meadows Road	\$_____

Company name: _____

Group 6

Price per cut

Company name: _____

<u>Group 9</u>			Price per cut
Gallatin	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	\$_____
		Total cost for Group 9	\$_____
<u>Group 10</u>			Price per cut
Gallatin	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	\$_____
		Total cost for Group 10	\$_____
<u>Group 11</u>			Price per cut
Gallatin	Central Office	695 East Main Street	\$_____

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Company name: _____

<u>Group 12</u>			Price per cut
Gallatin	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	\$_____
Hendersonville	Jack Anderson Elem.	250 Shutes Lane	\$_____
		Total cost for Group 12	\$_____

