

4/20/22

Aberdeen School District
Grounds Maintenance and Landscaping Services

Event	Date
Advertisement Begins	6-April- 22
Specification Response Due Date	20 April- 22
Bid Date	20 April- 22
RFP Evaluation	20 April -22
Consideration for Board Approval	16 -May- 22
Implementation	1-July-22

REFERENCES

Contractor shall list three (3) customers who have used respondent's services within the last two (2) years. References shall include name, address and daytime telephone number of individual knowledgeable about services.

EQUAL EMPLOYMENT OPPORTUNITY

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.

The Aberdeen School District ("School Board") will award contract only to responsible prospective contractors who are determined to have the ability to perform successfully under the terms and conditions of the contract. In determining the responsibility of the respondent, the School Board may consider such matters as the proposer's integrity, compliance with public policy, record of past performance, and financial and technical resources.

The School Board will evaluate seal bids proposals in response to this request and will award the contract to the vendor that will be most advantageous to the School District.

The School Board reserves the right to reject any and all bids, if determined to be in the best interest of the School District.

SUMMARY OF WORK

Contractor shall provide all labor, materials, and equipment necessary to complete work. Services shall be provided at time intervals as stipulated herein. Complete lawn and grounds maintenance services shall be provided once every ten (10) days from March 1st through November 15th and once each month from December 1st through February 28th at each location.

In the event of rain, the contractor is responsible for performing services on the first day possible proceeding rain. Contractor must use sound judgment on determining if performing services will damage lawns. Should there be continuous rain preventing the contractor from performing services during any week, the contractor is responsible for notifying the Chief Operations Officer.

All work shall be performed at times where exposure of students, staff members and employees and their vehicles is minimized. Contractor's proposed schedule shall be submitted to the Chief Operations Officer for approval. Contractor must not block drives and/or parking areas. Under no circumstances shall insecticides or germicides be applied on any School Board property.

ALL SITES

Contractor(s) shall perform the following services at all Aberdeen School District property per scheduled service with the exceptions of playing fields and the Prairie School Campus:

1. Pick up and haul off paper, debris and tree limbs before grass is cut.
2. Mow all areas including areas between any fences and public roads including ditches. Alternate directions should be implemented before wheel ruts become noticeable.
3. Edge all sidewalks, walkways, curbs, and driveways.
4. Blow and/or sweep grass clippings from driveways, sidewalks, walkways, and roadways
5. Trim (weed eat) grass around all buildings, shrubbery, trees and fence lines and around inaccessible portions of school grounds and other stationary objects to maintain the same thickness as the mowed portion of turf. Contractor shall take measures to prevent scalping or bare grounding around trees, light poles, sidewalks, curves and other stationary objects.
6. Keep fences clear of all weeds, vines and small trees during the contract period.
7. Trim all shrubbery to maintain shrubbery approximately three (3) feet from structures.
8. All parking lot joints, sidewalks and curbs are to be kept grass and weed free.
9. Pruning of shrubby must be performed as needed.
10. Cleanup all areas containing debris resulting from ground maintenance including tree limbs with each service. Where applicable, raking, blowing or vacuuming of leaves must be performed on an as needed basis. All debris shall be hauled to an appropriate disposal site by Contractor.
11. Mulch all campuses and facility grounds twice per year, once being a week prior to the start of school and the second time during spring break. The contractor will provide the mulch and any needed supplies. The Aberdeen School District will maintain all playground landing areas.

EQUIPMENT AND SUPPLY LIST

Prior to commencing work Contractor(s) shall submit a list of all equipment and supplies to be used on each site including vehicles with license plate numbers, trailer tractors, lawn mowers, weed eaters, chainsaws, hedge clippers, hoes, clippers, ladders and chemicals.

GENERAL CONTRACT REQUIREMENTS

The contractor home office must be located within a 60-mile radius of the School District.

Selected contractor(s) must execute a contract with the School board within ten (10) days after notice of selection. During the performance of said services, the contractor is responsible for protecting the lives, health, and safety of other persons, and preventing damage to property located on or near the School Board's property.

Under no circumstances shall any restricted insecticides or germicide be sprayed at any school. The Chief Operations Officer or his designee must be notified prior to any spraying at any school.

BOND

The successful respondent shall be bonded for a minimum of the awarded amount.

INSURANCE AND LIABILITY

The successful respondent shall present Certificates of Insurance, listing the Aberdeen School District as an additional insured, with the following minimum coverage:

General Liability \$1,000,000 per occurrence
Workers' Compensation Statutory Requirement

Contractor shall assume all responsibility and liability for any and all damage or injury of any kind or nature whatsoever, to any person, whether employees of the contractor or otherwise, and to all property, caused by, resulting from, arising out of, or occurring in connection with the execution of the work, provided for in this agreement, and if any person shall make a claim for any damage or injury, including death, resulting there from as herein above described, whether such claim be based upon the contractor's alleged active or passive negligence or participation in the wrong or upon any alleged breach of any statutory or other duty or obligation on the part of the contractor, Contractor shall indemnify and hold harmless the Aberdeen School District, its Board members, agents, employees and representatives from and against any and all loss, expense, damage, or injury sustained by the Aberdeen School District as a result of any such claims including costs incurred in defense of any action at law or suit against the Aberdeen School District, its Board members, agents, employees and representatives, upon demand the amount of any and all costs, fees and expense in connection with such defense and any judgment, including penalties, interest costs or attorney fees that may be entered against the Aberdeen School District its Board members, agents, employees and representatives in any such action, suit or proceeding.

PAYMENTS

Payment for services shall be made on a monthly billing cycle. Contractor will submit an invoice by the 3rd of each month detailing services provided during the month and verified by the Chief Operations Officer or his/her designee. Invoices shall be paid within thirty (30) calendar days of receiving confirmation of satisfactory completion of service. Prices are fixed for the contract period and optional renewal period.

CONTRACT TERMINATION

The School Board may terminate this contract in whole, or in part, whenever the School Board determines that such termination is in the best interest of the School District upon thirty (30) days written notice.

CONTRACT CONDITIONS

This agreement shall take effect on 1 July 2022, until 30 June 2025, with the option to extend for an additional one (1) year term upon the agreement of both parties. Any such additional extensions will not exceed more than one (1) year.

SUBMIT ELECTRONICALLY TO: www.centralbidding.com

SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES, THE REQUEST FOR PROPOSAL, THE ABERDEEN SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS.

Bid Amount \$ 89,380.00 per year

Company Name:

Mattox Services

Representative/Title:

Ben Mattox / Manager

Billing Address AND Billing Office Person:

P.O. Box 146 Aberdeen, MS 39730 Kathy Smith

City:

Aberdeen

Zip Code:

39730

Phone:

662-369-4546 office

Mobile:

662-369-0777 Ben

Email:

ben mattox 1 @ yahoo.com