

## **REQUEST FOR PROPOSAL – Grounds/Lawn Service**

The King William County School Board is Accepting Proposals for grass cutting/lawn service for the period of April 1, 2018 through October 31, 2020. The areas to be cut at the various facilities shall be as follows:

General procedural questions should be submitted in writing via email to Tony Stone, Director of Operations. All questions requiring clarification for the specifications will be answered to the extent possible in the form of addenda. The addenda will be published on the division's website (<http://www.kwcps.k12.va.us>). Any oral responses are not official. Vendor is encouraged to check the division's website daily up to 48 hours to the proposal closing to check and secure addenda. Vendors not having access to the internet should contact Tony Stone and request that addenda issued be provided through U.S. mail. Receipt of addenda must be acknowledged.

King William County Public Schools has the right to reject any and all proposals. King William County Public Schools reserves the right to conduct contract negotiations on details beyond what is specified in the RFP. King William County Public Schools reserves the right to move to next bidder if contract negotiations aren't concluded to district's satisfaction. King William County Public Schools reserves the right to adjust the timeline and/or ask additional questions of bidders based on initial responses.

### **TENTATIVE PROCUREMENT AND IMPLEMENTATION SCHEDULE**

February 1<sup>st</sup>, 2018 – Request for Proposal Posted

February 12<sup>th</sup>, 2018 – Grounds/Facility tour – 9am King William High School

February 14<sup>th</sup>, 2018 – Written Questions Due – [astone@kwcps.k12.va.us](mailto:astone@kwcps.k12.va.us)

March 2<sup>nd</sup>, 2018 – Proposals/Bids Due

March 20<sup>th</sup>, 2018 – School Board Consideration for Approval

April 1<sup>st</sup>, 2018 – Services Starts

## **Scope of Services**

### **King William High School:**

Soccer Field  
Football Field  
Practice Field  
Area around the track and softball field  
Field between the Vocational Building and the Field House  
Grass around the parking lots  
Grass between the main roads and all parking lots  
Grass around the bus garage fence line  
Grass under all bleachers  
All trimming and edging of cut areas

### **Hamilton Holmes Middle School**

Field/playground behind the school  
Grass in back of the gym  
Grass between all parking areas and the main road  
Grass in the back and front of the School Board Office  
Area between the sidewalk and the school building  
All trimming and edging of cut areas  
Hamilton Holmes Waste Water plant

### **Acquinton Elementary School**

Large field in front of the school  
Grass between Acquinton Church Rd. and the bus loop  
Grass directly in front of the school up to the building wall  
Grass between all sidewalks and the building  
Grass between the Cool Spring Primary School parking lot and the back of Acquinton Elementary School  
Grass on the air conditioning side of the building  
Grass on the side of the gym  
All trimming and edging of cut areas

### **Cool Spring Primary School**

Grass in back of Cool Spring Primary School  
Grass around the bus parking area to the school wall  
All grass from the main road to the school wall  
Grass islands in all parking lots  
All trimming and edging of cut areas

## General Terms:

- 1) Contractor of service is responsible for picking up all paper and other trash before mowing takes place.
- 2) Contractor is responsible for providing and up upkeep of all mowers, trimmers and other equipment that is needed to carry out contracted services.
- 3) All mowing will be on a weekly basis for May through September and on an as needed basis for the months of April and October.**
- 4) Contractor shall submit proof of Workmen's Compensation Insurance as well as proof of General Liability Insurance with a one million dollar minimum level of protection. King William County schools must be a named insured on the liability policy.
- 5) Contractor must submit monthly invoices for work performed which will be paid at the King William County School Board Meeting following service. All invoices must be turned in by the third working day of the month.
- 6) With all proposals, prospective contractors must submit a listing of equipment to substantiate the ability to carry out the scope of work. A minimum of 3 mowers, 3 blowers, and 3 string trimmers.
- 7) Contractor will clean all sidewalks of grass clippings.
- 8) Contractor will complete all cutting, trimming and cleaning of each school before moving on to the next school.**
- 9) Contractor must work closely with the athletic director at the high school concerning all playing fields, and co—ordinate lawn service with scheduled events.
- 10) Scope of Responsibility to include leaf collection and removal twice a year: Fall and spring collection and removal dates to be communicated by the Director of Operations.
- 11) Contractor to be responsible for parking lots, sidewalks and under bleachers weed-control. Sidewalks weekly in conjunction with edging, parking lots monthly. Bleacher weed control monthly, weekly basis during football season. See athletic facilities below.
- 12) Sidewalk edging to be accomplished with a "rolling-type" edger for a crisp and clean look (no weed-eaters for edging).
- 13) Contractor must have a minimum of 3 employees including the contractor or more and all must have proof of a background check. Employees must wear company logo apparel (a company hat or shirt to signify who they work for)
- 14) Contractor must submit a valid and current license for the spraying of chemicals.
- 15) Contactor has an understanding that they will be back charged for work not completed or unsatisfactory.
- 16) Contract can be voided if level of performance does not meet county expectations.

## **King William Athletic Facilities 3/1/2018**

- I. String trim or spray all fence lines around the playing fields. To include all the stadium fence lines.**
- II. String trim or spray under all bleachers including the stadium both home and away.**
- III. Mow all non-game field grass (this includes all non-playing surfaces in the stadium, the baseball stadium, and outside the practice football field) and blow all clippings off roads/sidewalks.**
- IV. Spray weeds on walk way to visitor's side of stadium.**
- V. Spray as needed stone paths/road to baseball/softball facilities.**
- VI. Mow game fields twice in one week when Athletic Director is on vacation. This will occur 3 times during the summer usually a week in June, July 4<sup>th</sup> week, and the beginning of August.**
- VII. Schedule mowing so facility looks great for home events by monitoring game schedules on [tidewaterdistrictva.org](http://tidewaterdistrictva.org) site and click on King William. You can also sign up for the notify feature to learn of cancellations.**

### **Proposals:**

- I. All proposals will include a tentative schedule of cutting for April 1, 2018 through October 31, 2020. The proposal will also include the cost of mowing the various areas previously mentioned from April 1, 2018 through October 31, 2020. Any changes to the scope of work described above must be included in the proposal.

Proposals must be submitted in writing to:

King Williams County School Board  
P.O. Box 185  
King William, VA 23086  
Telephone# (804) 769-3434  
Fax # (804) 769-3312

**The King William County School Board does not illegally discriminate in its procurement practices.**