

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT 1414 WEST MAIN ST,
JACKSONVILLE, AR 72076
PH: 501-241-2080 FAX: 501-241-2092
www.inpsd.org

INVITATION TO BID

Grounds Maintenance Services

March 1, 2018

1. The Jacksonville North Pulaski School District is soliciting sealed bids and/or secure email bids for grounds maintenance services. All bid specifications are posted on the "Request for Proposals" page of the school district website. The link is at the bottom of the main home page in the blue banner.
2. Bidders should have an Arkansas presence in order to provide prompt on-site technical support when needed by the district.
3. All bidders must complete the **BIDDER AFFIDAVIT** and include in bid packet. The form is posted on the "Request for Proposals" page on the school district website.
4. All sealed or emailed bids are due to the superintendent's office no later than **NOON on March 16, 2018.**
5. The District reserves the right to reject any or all bids and waive any formalities in bids received. Price alone may not be the determining factor. Award will be based upon those considerations, which are in the best interest of the District and will be made to the responsive, responsible bidder whose bid is judged to be the most effective and economical for the requirements and specifications stated in the Invitation to Bid. Proposals which fail to comply fully with any provision of the bid documents will be considered invalid and will not receive consideration.
6. Contact Person: Kevin Stalnaker, ph 501-985-7589, [email kstalnaker@inpsd.org](mailto:kstalnaker@inpsd.org)
7. Sealed bid proposals by mail or email shall be addressed to the undersigned:

Mr. Gregory Hodges
Assistant Superintendent
Jacksonville North Pulaski School District
1414 West Main St
Jacksonville, AR 72076
ghodges@inpsd.org

Bid Specifications

This bid will include lawn care services for all school sites in the school district. The school sites are as follows:

Arnold Drive Elementary School (till July of 2018)
Bayou Meto Elementary School
Dupree Elementary School
Pinewood Elementary School
Taylor Elementary School
Tolleson Elementary School (till July of 2018)
Bobby G. Lester Elementary
Jacksonville Middle School
Jacksonville High School
Adkins PreK Center

Site inspections may be scheduled by contacting Kevin Stalnaker.

Please include the following additional documentation in the bid packet:

1. Copy of current worker's compensation and liability insurance
2. List of current and past customers for the last three years
3. The number of current employees
4. Listing of the type of equipment owned and regularly operated

Job Specifications:

One mowing per calendar week during growing season (28 consecutive weeks) will be the minimum expectation. Follow up inspections will be performed each week by district staff to verify that all work was performed for that week. It is preferred that services be performed after normal school hours or on weekends. It is understandable that this may not be always possible due to poor weather conditions. Services can be provided during the day when buildings are occupied if there is no testing being performed and only if permission is first obtained from the building administrator. If additional mowing is needed due to an extended growing season, the contractor shall be asked to perform and be paid for services outside this contract.

NOTE: No areas shall be mowed if the ground is deemed too wet and ruts will occur from the weight and the turning of the mowing equipment.

All sites shall be inspected and have trash, fallen limbs, and loose debris collected and disposed of before mowing can begin.

All areas shall be mowed with clippings collected or mulched, so they are not noticeable.

All curbs, sidewalks, and driveways shall be edged neatly.

All buildings, trees, fence lines, playgrounds, and other free standing items shall be edged or trimmed around to maintain best appearance.

All sidewalks and concrete areas around buildings and along curbs shall be blown off and debris collected and disposed.

All hedges and shrubs shall be trimmed neatly and evenly on the third week of each month.

Payments may be held for that period if it is found that this work had not been completed.

Minimum Performance and Equipment Requirements:

The contractor shall employ sufficient equipment and manpower to perform the services required at each of the locations listed within the given time frame each week.

Contract starting date

Approximate starting date for this contract will be the week of March 26th. The first mowing at each site will be performed the following week of our Spring Break (3/19 - 3/23) to allow for the initial cleanup of all properties. During this period, all work can be performed during the day. The contract is for twenty six (28) consecutive weeks.

Inspection of Work

The director of facilities shall inspect all work upon the completion each week. No payments shall be made unless the work is found satisfactory and his approval is given.

Insurance

The contractor shall carry workers compensation and liability insurance in the amount of \$100,000. The contractor shall be responsible for the cost to repair any damage caused to district-owned property as well as any vehicle located on the property while performing the services listed.

Indemnification of Commission

The contractor shall indemnify and hold harmless the school district from liability for any injury or damages to person or property resulting from the prosecution of work under this contract.

Termination of Contract

The school district reserves the right to terminate the grounds maintenance contract if resolutions to service issues cannot be reached. This can occur at any time.

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Go **gle** Maps **Arnold Drive Elementary School**



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Google Maps Bayou Melo Elementary School



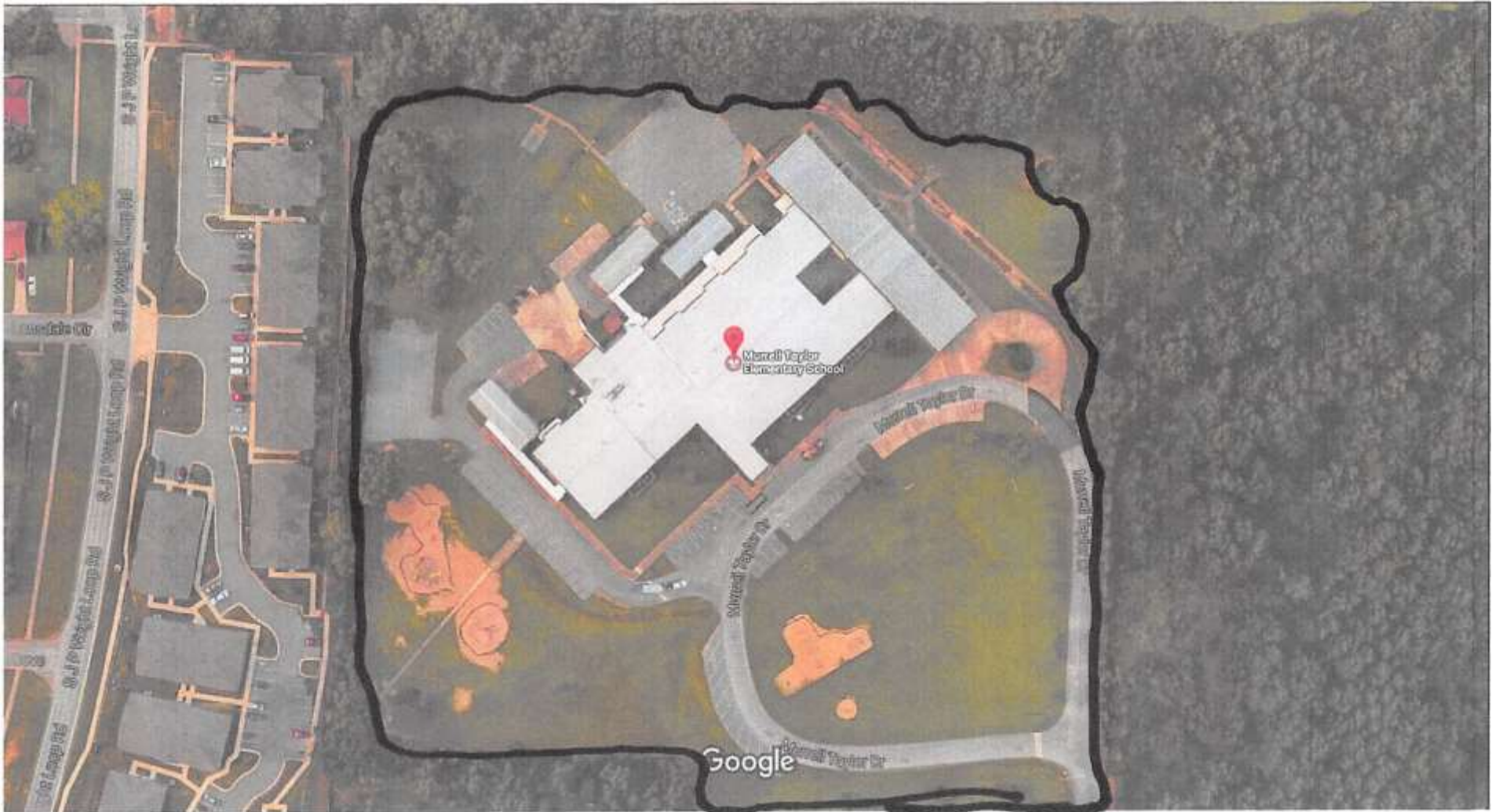
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