

**The Jefferson County School System (JCSS) is soliciting proposals for lawn care services.** A Pre-proposal meeting will be held Tuesday, May 29, 2018. Interested vendors should meet at Wrens Elementary School, 1711 Hwy 17, Wrens, GA at 8:00 am. During this meeting, properties involved will be walked and areas to be serviced identified. Proposals should be presented in a “per school, per cut” format and must include a W-9, E-Verify Affidavit, and proof of Liability and Work Comp insurance. Proposals are due in the Central Office by 2:00 pm on Thursday, June 7, 2018 and can be mailed to JCBOE, Lawn Maintenance Proposal, 1001 Peachtree Street, Louisville, GA 30434 or can be emailed to [maintenance@jefferson.k12.ga.us](mailto:maintenance@jefferson.k12.ga.us)

JCSS shall not be liable for any expenses incurred by any party in connection with this RFP. This RFP does not obligate JCSS to award a contract or agreement to any individual or company. JCSS reserves the right to amend, modify, or cancel this RFP without prior notice, at any time, with sole discretion.

JCSS reserves the right to reject any or all proposals and to waive any technicalities or informalities. JCSS reserves the right to seek clarification of a response and verification of information contained in the response.

### **Grass Cutting Specifications:**

#### **Times & Schedules**

- The cutting season will be from April thru October. There will be an average of (25) cuts during the cutting season.
- The cutting rotation will be established by the Jefferson County Board of Education (JCBOE) to show the frequency of cuts at each location.
- JCBOE will provide Open House dates, school start times and end times.
  - o Elementary Schools: The Grass Cutting Contractor will need to coordinate with the principal to establish recess and physical education class times.
  - o Open House which is held at all schools will be in early August. Each school should be cut within (3) days of the date provided by JCBOE.
  - o Open House and the first cut of the season will require additional edging (entire property), tree/shrub pruning and trash/debris removal.

#### **General Information**

- Elementary Schools- all areas will be cut including practice and play fields.
- Middle School- all areas will be cut except for the athletic fields (football, baseball, softball, etc.). Cutting will be performed up to the fence of the athletic field.
- High School- all areas will be cut, including:
  - o Baseball and Softball will be cut up to the fence of the playing field.
  - o Football Field will be cut up to the running track.
  - o Up to established border of practice fields.
- Central Offices- All areas will be mowed, weeded, edged and pruned.

- A maximum grass height of (2) inches will be required, any exceptions must be approved by a JCBOE representative.
- All locations will be mowed, edged and weeded during each cut to include the following areas:
  - All buildings/facilities, including portable classrooms.
  - All paved areas.
  - All trees and shrubs.
  - All sidewalks, curbs and steps.
  - All fence lines (not inside athletic fields).
  - All playground equipment.
- All paved areas, sidewalks, curbs and steps within (100) feet of all buildings will be edged and blown free of grass clippings during each scheduled cut.
- All debris, including litter and storm debris will be removed from each site and disposed of properly before each cut.
- All cracks, expansion joints and seams in paved and concreted areas must be treated with a pre-emergent and post-emergent weed control agent at a sufficient rate to eliminate/prevent weed growth. If the weed control agent requires a license to apply, it is the contractor's responsibility to obtain said license.

### **Equipment**

- The awarded contractor must possess the following equipment:
  - Commercial grooming mower equipped with discharge deflectors or mulching deck with no discharge.
  - All deflectors mulching decks and safety equipment must be in place and operating at all times while on JCBOE property.
  - All tires on mowing equipment must be low-profile turf tires to minimize damage to the grounds.
  - Commercial weed trimmers with deflection guards.
  - Gas powered backpack blowers or hand held commercial blowers

### **Damages**

- Any JCBOE or private property damage must be reported to the school principal of JCBOE representative immediately.
- JCBOE property damage will be repaired and paid for by JCBOE and deducted from the next payment due to the contractor.
  - Sprinkler heads
  - Broken or cracked windows on the building/facility
  - Signage
  - Fence/gates
  - Curbs/sidewalks
- Private property damage will be repaired and paid for by the awarded contractor. This repair will be coordinated between the contractor and property owner.

- Broken automobile glass
- Scratched automobile glass
- Grass clippings and/or excessive dirt on automobiles

**Contractor/crew leader**

- Notify the school office when arriving at each school location prior to cutting and when cutting is complete.
- Let the school office know how many crew members will be on site during each cut.
- Make sure all safety equipment and cutting guards are being used.
- Appropriate cutting speed is being observed to obtain optimal grass cutting. This is to assure that no grass is missed, laid down or not cut.
  - Areas that are not cut properly due to speed, dull blades, neglect or excessive clipping build up will be subject to call back at the contractor's expense.
- Report any grass cutting issues or damages to the school or a JCBOE representative immediately.