

**WARREN COUNTY SCHOOLS**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**LAWN CARE SERVICES**

**Invitation Date: August 8, 2016**  
**Proposals Due Time: 11:00AM**  
**Proposals Due Date: August 29, 2016**

**Warren County Schools**  
**109 Cousin Lucy's Lane**  
**Warrenton, NC 27589**

REQUEST FOR PROPOSAL  
for  
Lawn Care Services  
for  
Warren County Schools  
Warrenton, North Carolina

**INTRODUCTION**

Warren County Schools is soliciting Request for Proposals (RFP) for lawn care services. Respondents are expected to familiarize themselves with the existing conditions at each site before submitting a proposal. No additional compensation will be paid for work listed in this Request for Proposals which respondent did not include in the proposed price due to failure to inspect existing site conditions affecting the satisfactory performance of work specified herein.

To be considered, all proposals must be submitted on a copy of the proposal form include in this RFP. Proposals must be delivered in a sealed envelope clearly labeled "Lawn Service Proposal" to the Warren County School Board Office, 109 Cousin Lucy's Lane, Warrenton, NC by 11AM on August 29, 2016. All proposals received after the 11:00a.m. deadline will be returned unopened to the sender.

During the evaluation process, Warren County Schools reserves the right, where it may serve the school system's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the school system, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

**INFORMATION TO BE PROVIDED**

- Respondents shall provide an inventory of all equipment the responder has to provide the required services.
- Respondents shall provide evidence of the appropriate general liability insurance.
- Respondent's shall provide all information required by this RFP.
- Respondent's must be authorized to do business in NC.
- Proposal's must be signed by an authorized representative of the entity.

Respondent's may bid on any individual site, or a group of sites or all of the sites:

**Mariam Boyd Elementary School**

203 Cousin Lucy's Lane  
Warrenton, NC 27589  
Acres: 7.3

**South Warren Elementary School**

216 Shocco Springs Road  
Warrenton, NC 27589  
Acres: 7.7

**Northside K-8**

164 Elementary Avenue  
Norlina, NC 27563  
Acres: 9.6

**Vaughan Elementary School**

2936 U.S. Highway 158 East  
Macon, NC 27551  
Acres: 8.6

**Hawkins Professional Development Center**

427 W. Franklin St.  
Warrenton, NC 27589  
Acres: 3.5

**Warren County Middle School\*\***

118 Campus Drive  
Warrenton, NC 27589  
Acres: 14.3

**Warren County High School\*\***

149 Campus Drive  
Warrenton, NC 27589  
Acres: 11.2

**Warren New Tech High School**

219 Highway 158 Bypass  
Warrenton, NC 27589  
Acres: 7.5

**Warren Early College High School**

210 Ridgeway Street  
Warrenton, NC 27589  
Acres: 1.5

\*\*The work at Warren County High School and Warren County Middle school shall NOT include the athletic complexes at either school. The district shall maintain the football stadium, football practice fields, baseball fields, softball fields, tennis courts and outdoor basketball courts and fields.

Warren County Schools will award contracts 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/contractor the board may consider

such matters as the proposer's integrity, compliance with public policy, records of past performance, financial resources and technical resources, such as equipment.

The board will evaluate proposals in response to this request, and award contracts to the respondent(s) whose proposal(s) will be most advantageous to the school board.

The board reserves the right to reject any and all proposals, and the board may accept any combination of proposals.

### **SUMMARY OF WORK**

The contractor shall provide all labor, materials, and equipment necessary to complete the work.

Services shall be provided at the time intervals as follows, **complete lawn and grounds maintenance:**

- once every seven (7) days from March 1st, through November 30<sup>th</sup>.
- once every month from December 1<sup>st</sup> through February 28<sup>th</sup>.

All work shall be performed at times to minimize the exposure of students, staff members and employees and their vehicles. **Mowing shall not be scheduled while students are in school.** Contractors have flexibility during all breaks in terms of scheduling.

Contractors shall perform the following services at **all sites** per scheduled service:

- Pick up and remove all paper, debris, and tree limbs before the grass is cut.
- Mow and trim all grassed areas, including areas between fences and public roads, including ditches, as needed weekly during growing season and as needed in order to maintain a high degree of curb appeal and as needed during non-growing season.
- Trim 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.
- Keep fences clear of all weeds, vines and small trees during the contract period.
- Edge all sidewalks, driveways, walkways, patios, curbs, concrete pads, and ornamental beds, weekly during growing season and as need during non-growing season.
- Clean all grass and debris from sidewalks, walkways, driveways, patios, curbs, and parking areas after each mowing and/or edging operation. Grass and debris will not be blown into areas where it will be unsightly.
- Fertilize all grass areas (2) two times a year.
- Aerate yard and over seed the lawn in the fall of the year.
- Three (3) chemical lawn sprays for broadleaf weeds.

- Shrubs shall be pruned as needed to achieve a manicured appearance.
- Keep shrubbery and flower beds weeded and groomed. All grass will be kept out of these areas.
- Remove leaves and pine straw from lawns, paved areas and walkways weekly as needed.
- Cleanup all areas containing debris resulting from grounds 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.
- Assume responsibility for damage to plants, shrubs, or flowers and building fixtures with string trimmer, lawnmowers or other equipment or chemical used by landscaper.
- Make available the services not covered in this maintenance agreement to property management at a fair and competitive cost and at a predetermined date.
- Maintain contact with property management for any possible complaints and/or suggestions.
- Perform all services in such a way as to provide minimum inconvenience to staff and/or occupants of property.

### **EVALUATION STANDARDS**

Proposals will be evaluated based on the service and cost to the employer. This proposal includes specifications of the RFP and a completed Bid Form with attachments as needed to complete the Bid Form.

Any and all questions should be directed to Frank Polakiewicz at 252-257-3184 or Joe Mustian at 252-257-2825.

Thank you and your firm for reviewing and considering responding to our Request For Proposal for Lawn Care Services for Warren County Schools.

Sincerely,

Frank Polakiewicz, Ed.D.  
Assistant Superintendent  
Warren County Schools

Bid Form  
Lawn Care Services Proposals  
for  
Warren County Schools

Please complete and return this Bid Form with your proposal. If needed to answer a question or questions, you may attach a page or pages to this form. Please indicate on the Bid Form that the question is answered on an attached page. Also, please designate any answer on an attached page with the same number as the question on the Bid Form.

1. Name of Firm(s) Submitting Proposal:

\_\_\_\_\_

2. Names and Titles of Person(s) Submitting Proposal:

\_\_\_\_\_  
\_\_\_\_\_

3. Address of Firm Submitting Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Phone Number(s) of Firm Submitting Proposal:

\_\_\_\_\_  
\_\_\_\_\_

5. Contact Person(s) for Firm: \_\_\_\_\_

Telephone Number(s) and email address for Contact Person:

\_\_\_\_\_

6. How long has the firm been active: \_\_\_\_\_
7. How many clients do you currently serve: \_\_\_\_\_
8. Do you have a website: \_\_\_\_\_
9. Please provide three references, if unable to provide performance references, you may provide character references:

Name

Phone Number

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

10. Attach Inventory List

11. Attach a copy of General Liability Insurance

12. Describe the billing process from your firm to our school system.

13. Explain how you expect to be compensated for your services per site. Please describe in detail a schedule of any and all fees associated with your services per site.

I certify that I have read this Request for Proposals and have answered all questions on this Bid Form.

I certify that I have inspected each site.

I certify that our firm has not and will not contact School Board members to gain favor for our firm. If School Board members are contacted your bid will be rejected.

I certify that our firm will honor all commitments made on this Bid Form.

Warren County Schools reserves the right to reject any or all proposals submitted, or to accept a higher proposal if it is felt that the higher proposal provides better services or products for our school system. The Board may accept any combination of proposals.

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Firm Name

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Print Name of Representative

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Signature of Representative

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Title of Representative

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Date of Signature