

GROUNDSKEEPING SPECIFICATIONS

CONTRACT PERIOD: January 1, 2022 - December 31, 2024

District Grounds Keeping Contract BID # 21-31

The Contractor will be responsible for the following grounds keeping activities at all facilities as described in the information below. In addition, in the bid specifications is a separate narrative description and diagram on grounds keeping services to be performed at each school center.

The Grounds keeping requirements will consist of the following:

1. Grass cutting, edging, trimming (weed eating)

March – October: Once every other week

November – February: Once every month

All parking lot curbing and sidewalks will be edged once a month. All flower beds, fire hydrants, buildings, and fences around schools, including fences around air conditioning units (inside and outside) will be trimmed each cutting. Limbs and debris will be removed after each cutting.

Included in this is the requirement that all grounds keeping duties will be performed at all schools within 7 days of the scheduled start of the school year and at the high schools within one week of graduation ceremonies.

2. Hedge and Shrub Trimming

Two times per year, once in July or August before school starts and in May before graduation.

Additionally: Principals may request a 3rd cutting for a special event at their respective school with at least one week notice being provided to the contractor.

3. Fertilizing and Mulching

As requested by principal - School will supply fertilizer & mulching material and will make request to contractor at least one week prior to needed service. Payment for this service will be paid at the additional rate as submitted in the contract.

4. Sidewalks, Covered Walkways and Porches

All sidewalks, covered walkways, porches, and similar areas that are adjacent to areas that are part of the grounds keeping contract will be blown off after each cutting.

5. Parking Lots

All parking lots will be blown off or cleaned monthly including leaves, trash and debris. Sand is to be removed at least one time per year from school parking areas.

6. Fences

All chain link fences on each school campus will be sprayed with weed killer three (3) times per year in **April, July and November**.

Area for weed killer to be sprayed will be a minimum of 6" and a maximum of 12" wide. All fences will be kept clear of vines.

7. Holding Ponds

The areas inside the holding ponds' fences are excluded.

8. General Conditions

Contractor will ensure that all employees wear appropriate clothing and use appropriate safety equipment while performing grounds keeping duties on school board property.

Successful bidders will also be responsible for providing appropriate insurance coverage as may be required by law, such as worker's compensation and liability insurance.

Successful bidders must also abide by the provisions of state law in regards to background checks and screenings for all employees.

9. Bid Award Information and Contract Compliance

If clarifications are needed regarding contract specifications such as areas to be maintained, land boundaries, dates, or times, please contact Kyle Newsom, Director of Maintenance/Facilities/Transportation & Operations, prior to submitting a bid.

Upon award of the bid, the successful bidder will be required to meet with the Director of Maintenance/Facilities/Transportation & Operations, to fully discuss the contract requirements prior to the beginning of the contract period.

The district will present a compliance form to the contact person at each school center or the contact's designee for their signature indicating the required work has been performed. The district will collect the compliance forms at the end of each month before payment is rendered.

Invoice for payment must be received by the last working day of the month for payment to be rendered the following month. Payment will only be made after work has been completed.

Failure to comply with all the above requirements may result in termination of the contract after a thirty (30) day notice.

10. Additions and/or Deletions to the Contract

Bidders on the grounds keeping contract should submit proposals on the bid form for any future additions that may be made to school district facilities during the contract period. These proposals will also be used by the district as a means of adjusting the contract should areas that are presently included in the contract change due to new construction or remodeling of school facilities.

11. Equipment

Contractor must provide documentation of equipment necessary to fulfill the duties of the contract.

12. Pre-Bid Meeting

A **mandatory pre-bid meeting** will be held at the Washington County School Board office on Thursday, November 30, 2021 at 9:00 AM. for everyone who is submitting a bid.

Chipley Area Schools

Washington County School Board Office: (Exhibit A)

(Can be cut any weekday after 4 PM and anytime on weekends)

Located at: 652 Third Street, Chipley, FL

Contact Person: Kyle Newsom

Phone # (850)638-6222

Contractor will cut all grass around all buildings and adjacent parking areas as shown on Exhibit A.

All debris will be bagged & removed at district office.

Blow parking lot and sidewalks.

Keep hedges trimmed.

Limbs will be trimmed from trees around parking lot to a minimum of 9' feet from the ground.

Kate Smith Elementary School: (Exhibit B)

(Can be cut after school during the week when no students are present.)

Located at: 1447 South Blvd, Chipley, FL

Principal and Contact Person: Lesa Burdeshaw

Phone # (850) 638-6220

Contractor will cut grass around all buildings, including parking lots, and adjacent fenced areas as are shown on Exhibit B.

- (1) Grass is to be cut starting inside the fence at the school entrance.
- (2) The grass loop beside the bus loop is to be mowed to the fence. The west side of the driveway is to be mowed to the end of this grass loop along the fence.
- (3) Trimming is to be done around the buildings and a/c unit fences inside each building wing

Roulhac Middle/Chipley High School: (Exhibit C)

(Can be cut after school and when no students are present.)

Located at: 1535/1545 Brickyard Road, Chipley, FL

Principal and Contact Person: Nancy Holley - Roulhac Middle

Phone # (850) 638-6170

Principal and Contact Person: Alicia Clemmons - Chipley High School

Phone # (850) 638-6100

Contractor will cut grass around all buildings, including parking lots, and adjacent fenced areas as are shown on Exhibit C.

- (1) Grass should be cut to the street on north side of both Roulhac Middle School and Chipley High School.
- (2) All grass around bus loops on both sides of the paved areas should be cut at Roulhac Middle School and Chipley High School.
- (3) The playground area on the east side of the bus loop at Roulhac Middle School is included as a part of this contract.
- (4) The fenced in WAVE playground is excluded.
- (5) The areas enclosed in the fenced portions on the south end of the campus (track, parking areas, baseball fields, softball fields, etc) are excluded.

VERNON AREA SCHOOLS

Vernon Elementary School: (Exhibit D)

(Can be cut after school and when no students are present.)

Located: 3665 Roche Avenue, Vernon, FL

Principal and Contact Person: Steve Griffin

Phone # (850)535-2486

Contractor will cut all grass around all buildings and adjacent parking areas as shown on Exhibit D.

- (1) Grass is to be cut to the highway along the north side of the school bordering on Highway 277 including in front of the playgrounds on both the east and west sides of the main building.
- (2) Exclude area around physical education playground and track at the south end of the campus.

Vernon Middle School: (Exhibit E)

(Can be cut after school and when no students are present.)

Located at: 3190 Moss Hill Road, Vernon, FL

Principal and Contact Person: Brian Riviere

Phone # (850)535-2807

Contractor will cut all grass around all buildings and adjacent parking areas as shown on Exhibit E.

- (1) Contractor will cut grass around all buildings from South/West of Moss Hill Road to property line behind school.
- (2) Grass is to be cut to the highway in front of the school including the areas in front of the holding pond up to the entrance road for the bus loop and back parking lot entrance.
- (3) Grass is to be cut on each side of bus loop entrance road from Moss Hill Road to back of VMS back parking lot.
- (4) Football practice field and sloped area adjacent to football practice field are excluded.

Vernon High School: (Exhibit F)

(Can be cut after school and when no students are present.)

Located at: 3232 Moss Hill Road, Vernon, FL

Principal and Contact Person: Brian Riviere

Phone# (850) 535-2046

Contractor will cut all grass around all buildings and adjacent parking areas as shown on Exhibit F.

- (1) Contractor will cut grass around all buildings on campus.
- (2) Grass is to be cut to the highway in front of the school from the bus loop entrance road to past the southernmost entrance area on Moss Hill Road.
- (3) Grass is to be cut in all areas of bus loop including inside the loop area and adjacent to the student parking lot bordering the bus loading area.
- (4) Grass along all fenced areas surrounding school is to be maintained and cut.
- (5) Football practice field and sloped areas adjacent to football practice field are excluded. Please see Exhibit F for the marking of these areas to be excluded.

Washington VPK Center: (Exhibit G)

(Can be cut after school during the week when no students are present.)

Located at: 750 Sinclair Street, Chipley, FL

Contact Person: Linda Mincey

Phone # (850)638-6380

Contractor will cut all grass around all buildings as shown on attached sheet.

- (1) Grass is to be cut from the fence on the West end to Sinclair Street and from Westborne Avenue to Forrest Avenue. This includes parking lot islands.
- (2) Fenced in playground is excluded

CHIPLEY AREA SCHOOLS/VERNON AREA SCHOOLS

Contract Period: January 1, 2022 - December 31, 2024

Bid # 21-31

December 6, 2021 – 10:00 a.m.

Company Name: _____

Address: _____

Owner: _____

Price per month for Chipley Sites: _____

Price per month for Vernon Sites: _____

TOTAL PRICE PER MONTH FOR ALL SITES: _____

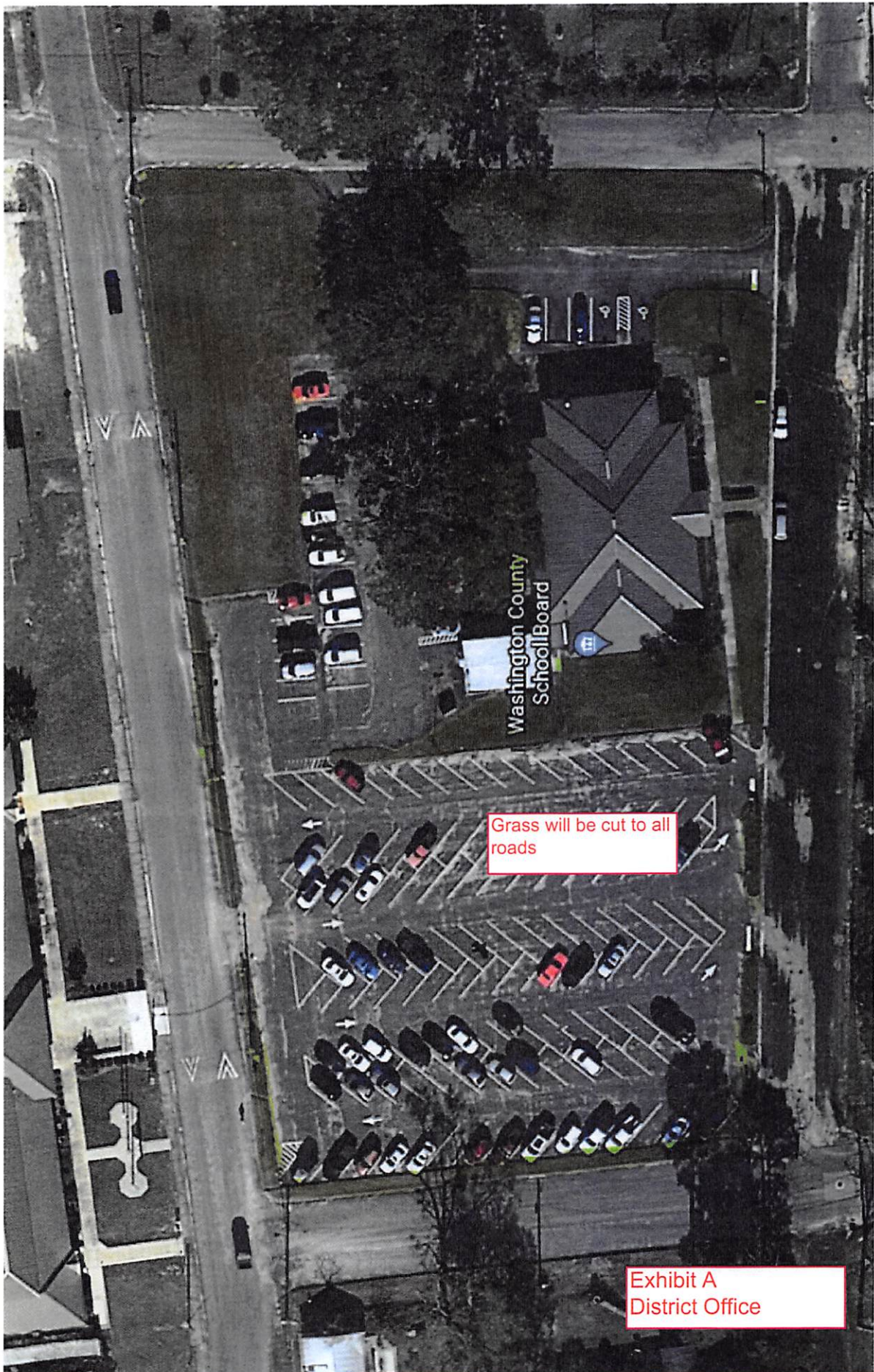
Please quote an hourly rate for any additional work that may be required and also any additions or deletions to the contract. The hourly rate should include using your own equipment.

Hourly Rate : _____

Signature

Phone Number

Date





grass will be cut to the fence

Exclude
playground areas

Exclude
Holding Pond

grass will be cut
beginning inside fence

Exhibit B
Kate Smith Elementary School

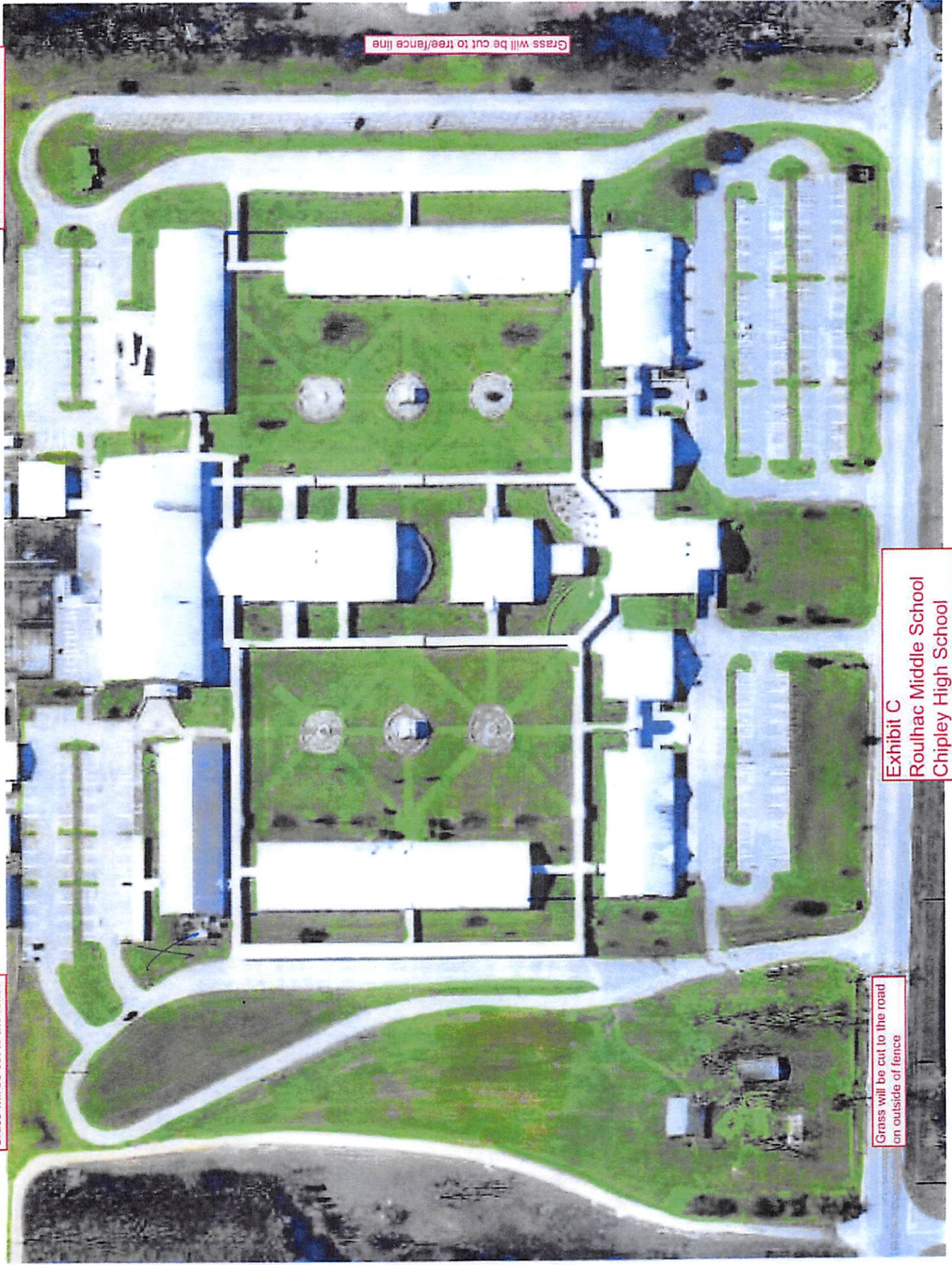
Grass will be cut to the fence

Grass will be cut to the fence

Grass will be cut to tree/fence line

Grass will be cut to the road
on outside of fence

Exhibit C
Roulhac Middle School
Chipley High School



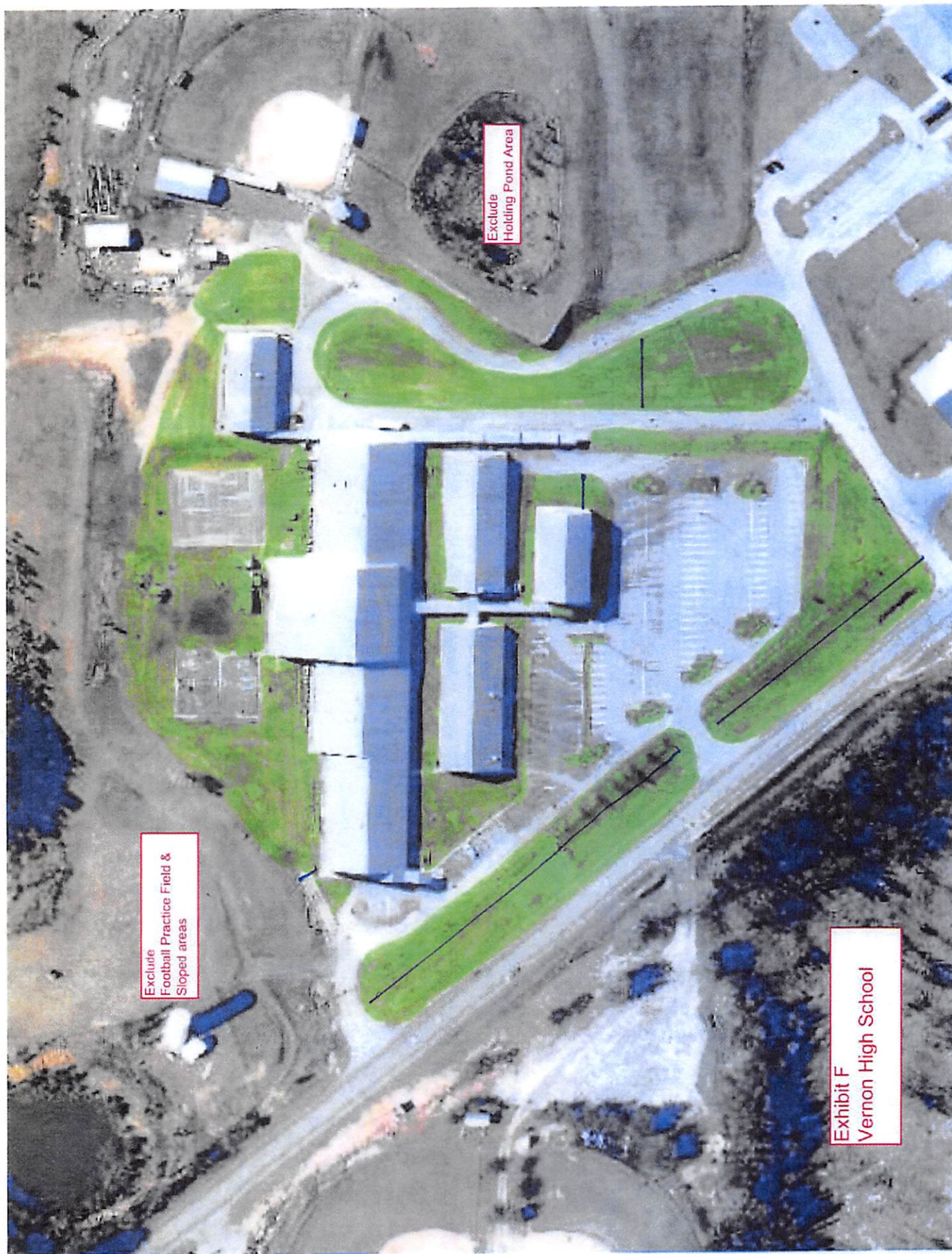


Exclude
Football Practice Field

Exclude
Holding Pond

Exhibit E
Vernon Middle School

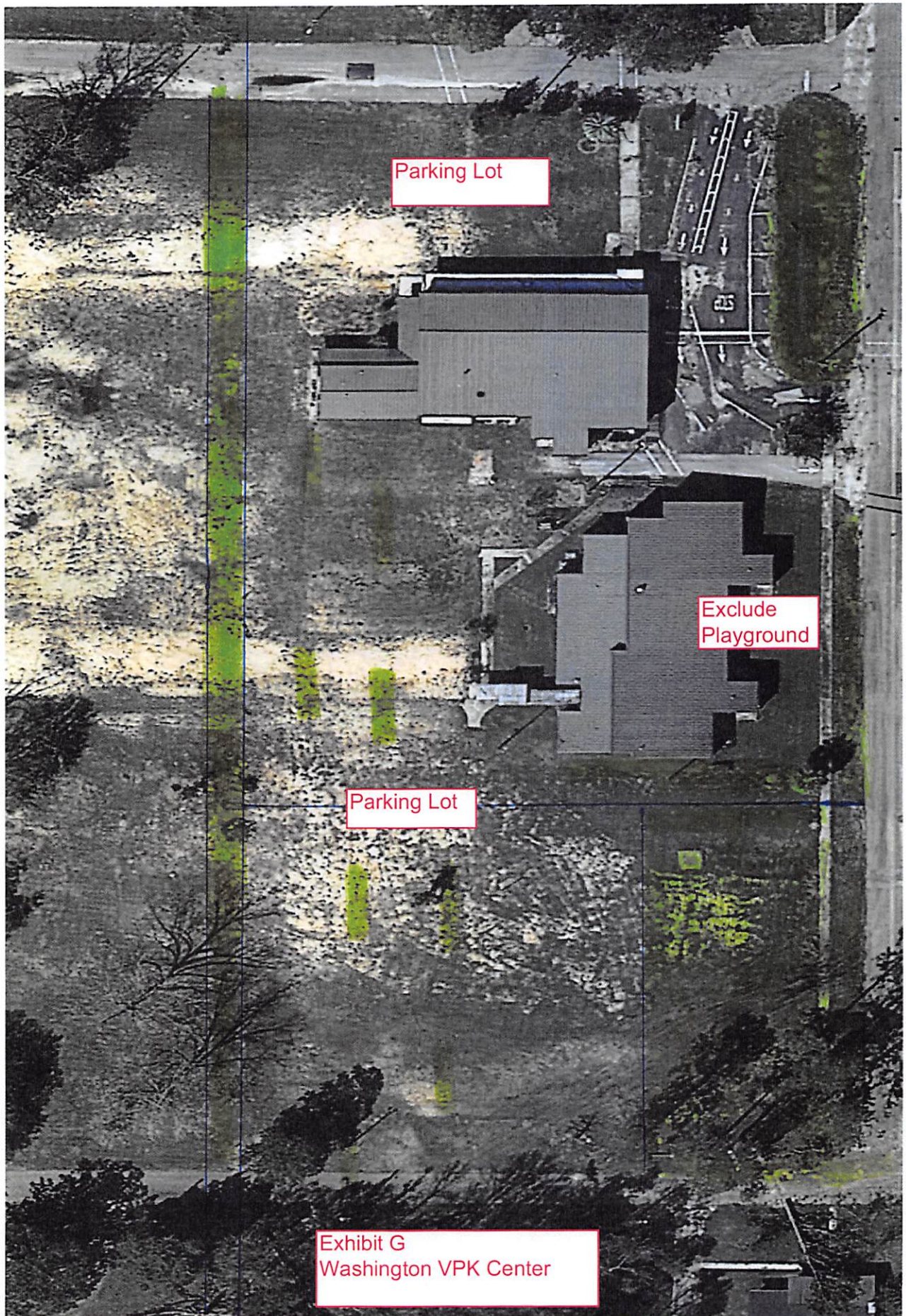




Exclude
Football Practice Field &
Sloped areas

Exclude
Holding Pond Area

Exhibit F
Vernon High School



Parking Lot

Exclude
Playground

Parking Lot

Exhibit G
Washington VPK Center