

# CHARLOTTE PUBLIC SCHOOLS

378 STATE STREET  
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Mark D. Rosekrans  
Associate Superintendent for Operations

## MOWING, TRIMMING, AND SPRAYING OF SCHOOL DISTRICT GROUNDS AVAILABLE FOR BID

**2-YEAR CONTRACT (option for 3<sup>rd</sup> year)**

**August 2009**

Charlotte Public Schools is seeking bids for mowing, trimming and “round-up” spraying services for the mowing seasons of spring to fall 2010 and spring to fall 2011. There may be an option for a *third* year on the contract. The third year option will be based upon quality and performance during the first two years.

A contractor may bid on one or all of the sections listed below.

There is a mandatory pre-bid grounds review / standards and expectations meeting with Mark D. Rosekrans from the Charlotte Public Schools - Operations Office on THURSDAY, SEPTEMBER 17, 2009 @ 9:00 A.M. The pre-bid meeting will be held in the Board Room located at 378 State Street, Charlotte, MI. 48813. Failure to attend the mandatory pre-bid meeting will result in your bid not being accepted – no exceptions. Questions or clarifications can be directed to Mark at (517) 541-5113.

Bids are due Wednesday, September 30, 2009 at 9:00 a.m. in the Board Room located at 378 State Street, Charlotte, MI. 48813. Bids will be opened and read aloud in the board room. No late bids will be accepted. No decision will be made at the bid opening. Charlotte Public Schools reserves to right to accept and/or reject bids submitted. Charlotte Public Schools decision on bids submitted will be final. All bids to the attention of Mark D. Rosekrans.

“Where Learning Is A Lifelong Process For All”

*Charlotte Public Schools is an equal opportunity employer that offers student programs and services without regard to sex, race, creed, national origin or handicap.*

The following sections need to be **mowed and trimmed on a weekly basis.**

**SECTION 1:** Parkview Elementary School, 301 E. Kalamo Highway

- All school grounds; all Rotary Park soccer fields and the exit drive to Cochran --- approximately 27 acres ----

**SECTION 2:** Washington Elementary School, 525 High Street

- All school grounds -- approximately 10.5 acres

Galewood Elementary School, 512 E. Lovett Street

- All school grounds -- approximately 3.0 acres

CPS Service Center (Maintenance and Transportation) 1101 Mikesell St.

- All center grounds (mowing and trimming of the grass / front area near Mikesell Street). Round-up spraying of grass and weeds inside the fence.

**SECTION 3:** Charlotte High School, 378 State Street

Includes all school property east of high school main S-drive (near CPAC) that travels from State Street to Seminary Street to the Weymouth Child Developmental Center playground fence. The area also includes an internal courtyard (gated w/ key access) and all "landscape" areas. --- approximately 10 acres ---

**SECTION 4:** Charlotte Middle School, 1068 Carlisle Hwy.

Includes property west of the high school main S-drive (near CPAC) that travels from State Street to Seminary Street, including practice football field and all areas outside the varsity competition fenced baseball, softball, soccer and football fields. The large middle school retention basin and the entire area along State Street are included. --- approximately 45 acres ---

**SECTION 5:** Weymouth Child Development Center, 346 State Street (to be invoiced separately)

All center grounds. --- approximately 4.0 acres ---

SERVICE CLARIFICATIONS & EXPECTATIONS:

- Service expectations are based upon **26** cuttings, starting approximately April 1 (or before) through October (end of growing season). All buildings, fences, guardrails, sidewalks, curbs, trees and landscape areas must be mowed and trimmed on a weekly basis to maintain a quality appearance. **No exceptions**. The district expects the appearance of all district owned grounds to be “top-notch”.
- Charlotte Public Schools will maintain the varsity football, soccer, baseball and softball fields – everything *inside* the fence. The contractor is responsible for everything **outside** the fence, specifically Sections # 3, # 4 and # 5.
- Service expectations may increase during spring or fall months and during times of excessive rain (fast growth). Service may decrease during summer months due to excessive heat and/or dry conditions (slow growth). Service will be weekly or as needed based upon the growth conditions or as determined by Mark Rosekrans. It should be clear and obvious to both parties when service is required or not. The contractor will coordinate and cooperate with Mark to ensure quality and performance meets district standards and expectations.
- Mark Rosekrans retains the right and holds sole discretion to evaluate the work performance and appearance of all areas on a weekly basis. The contractor will respond and correct deficiencies immediately, within 24 hours of notice.
- The contractor will have **three** (3) opportunities to correct deficiencies should they occur. Mark Rosekrans will put them in writing to cite specific concerns or areas of issue. After three (3) deficiencies the contract could be terminated for failure to perform quality work. Fifteen (15) work days notice (Monday through Friday for 3 full weeks) will be the guideline for termination. This will be mutually agreed to by both parties if a termination of the contract needs to occur.
- “Round-up” spraying will be done at the start of the spring growth season (early May) and prior to the start of school (late August). A minimum of two spray applications is required. Additional applications may assist the contractor and minimize trimming required. The spraying will be done around or near buildings, fences, guardrails, trees, sidewalks, curbs, ect.
- ALL TRASH or DEBRIS will be picked up by the contractor and disposed of properly in district provided dumpsters or trash receptacles prior to mowing. Do not mow over trash and create a bigger debris issue. If you do, you are responsible for clean-up.
- Mowing height to be set at 3 to 3 ½ inches – not longer or shorter.
- The contractor must provide a Certificate of Insurance naming Charlotte Public Schools as additional insured. (“**Charlotte Public Schools is named Additional Insured.**”). Coverage limitations will be determined by CPS.

SERVICE CLARIFICATIONS & EXPECTATIONS cont:

- The contractor must enter all required information on the attached sheets. SHEET # 1 outlines the contractor's equipment and staff (to be dedicated to CPS sections outlined above) and past references. Sheet # 2 is the bid submission form. Both forms must be submitted with authorized signature agreeing to and understanding all of the service clarifications and expectations.
- CPS General conditions and instructions to bidders must be reviewed and understood by prospective contractors (they are located on our web-site under the district heading; bid notices tab). Note: These are general to all CPS bids received and it is the contractor's sole responsibility to agree with the general conditions and instructions within.

Additional Information:

- The front lawns of each building are currently fertilized, weed-controlled and grub-treated by a contracted organization. If your organization is capable of performing and want to provide this service, please submit a separate bid for this work based upon the sections provided above.

Do not include the CPS Service Center (the maintenance and transportation facility) in your proposal with regard to this requested service for fertilization and grub treatment.

- Galewood elementary will require a leaf removal annually each fall. If your organization is capable of performing and wants to provide this service, please submit a separate bid for this work.
- The retention basin in front of the Charlotte Performing Arts Center needs to have the cat-tails cut down at least one (1) time per year. If your organization is capable of performing and want to provide this service, please submit a separate bid for this work.
- Miscellaneous tree trimming and maintenance of "landscaping" areas around the district is done throughout the year. If your organization is capable of performing and want to provide this service, please submit a separate bid for this work per hour. Any hauling of such trimmings can be disposed at the city site or in a designated area on CPS property.