



Jones County School System

Facility: ALL FACILITIES

Electronic Request for Proposals (“eRFP”)

Event Name: e RFP GROUNDS SERVICES

eRFP (Event) Number: 21-43

SCOPE OF WORK

1.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements, which must be present in the proposal before further consideration will be given.

1.1 Vendor Qualification Requirements

- Vendor’s company must have at a minimum, five (5) years of experience with projects of similar size and scope.
- Vendor’s company must have experience maintaining grounds for public use (school experience preferred).

Note: Evidence for the requirement in section 1.1 above must be provided in the Vendor’s Proposal.

- Insurance and various vendor requirements are covered in the eRFP document as well as Standard Terms and Conditions.

2.0 GENERAL REQUIREMENTS

2.1 Any damage incurred by the vendor or their subcontractors to any site, building, room, fixture or any item owned by JCSS will be repaired or replaced at no cost to JCSS.

2.2 Successful vendor will provide a single point of contact with whom JCSS will conduct all business.

2.3 All transportation charges, chemicals, signage, etc. must be included in the project cost. No additional charges for items or services will be paid during the contract that is not listed within the proposal form.

2.4 JCSS dumpsters are not to be used for disposal of packing materials or debris.

2.5 Prices will be entered through Vendor Registry.

2.6 THIS IS NOT A BID. IT IS A REQUEST FOR PROPOSAL. PRICE WILL NOT BE THE SOLE DECISION MAKER. WE ARE LOOKING AT THE BEST SOLUTION FOR JONES COUNTY SCHOOLS.

3.0 SPECIFICATIONS

3.1 Existing Conditions

Although areas for care and maintenance are provided in the drawings in the solicitation documents, during the MANDATORY pre-proposal conference on February 18 at 8:30 a.m. the vendor may during this time at

his or her discretion, walk and tour the campus to visually inspect the areas for work. Site visits will only be provided during the pre-proposal meeting. **Note: No vendor may randomly enter school property without approval from the Issuing Officer.**

The successful vendor, in undertaking the work under this contract, is assumed to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

3.2 Standard Turf Mowing

Grass shall be cut at minimum every seven (7) days in the months of April through October. The grass may be cut less frequently depending on the growing conditions as approved by the Maintenance Director. During the months November through March grass must be mowed as required to keep a neat appearance. All facilities should have a set mowing day and all locations must be completed on the same day of service. Vendors must submit a tentative, detailed schedule for proposed days of mowing at each school in your proposal.

3.3 Edging

Grass must be kept edged from curbs, sidewalks, and fences. All grass areas must be mechanically edged with string trimmers to the same height of the grass.

All parking lots, sidewalks, curbs, and bus ramps must be clear of any grass or grass clippings. Weed deterrent may be used to deter new plant growth after initial cut and removal of present grass/weeds in these areas.

3.4 Mulch Maintenance

3.4.1 Pine Straw Areas:

All existing tree and shrub beds must be mulched at least two (2) times per year once by July 15 prior to school beginning and January 31st. Pine straw to be supplied by vendor.

3.4.2 Pruning

Prune shrubs and trees to maintain a neat appearance. Any debris from pruning or trimming must be removed by the Vendor. All trees and shrubs must be pruned in the mid-winter months of December and January. This pruning must be completed, and debris removed prior to the application of fresh pine straw in on or before January 31st. All shrubs and trees should be trimmed, as necessary throughout the year, to maintain a neat appearance.

3.4.3 Chemicals

All chemicals used on school grounds must be safe for public use places.

3.4.4 Ornamental Shrubs and Tree Maintenance

All grass cuttings, leaves, and other landscape debris as well as trash must be removed from each location a minimum of every ten (10) days. In the fall, leaves shall be removed from each site as needed to maintain a neat appearance.

3.5 Hours of Work

Work shall be done during normal working hours from sunrise to sunset any of the 7 days of the week. There will be times periodically during the school year that work may not be performed at schools, such as during testing or certain events. The Maintenance Director or his designee will be responsible for proving this information.

3.6 Safety and Security

3.6.1 Schools will be in use while work is being performed. The work must be done in conjunction with normal school activities and in no case is to interfere with the normal operation of the school. The contractor must cooperate with the School System in scheduling any work that will potentially affect the normal operation of the school.

3.6.2 The Vendor is to check in with the office at each school and notify the school that work will be done at the site. This is to be done for every day work is performed on the site.

3.6.3 If any person employed on the job by the vendor shall appear to the Maintenance Director or designee to be incompetent or to act in a disorderly or improper manner, such person will be removed immediately on the requisition of the Maintenance Director or designee, and will not be assigned to any projects within Jones County School without written consent of the Maintenance Director. All Vendor employees working on JCSS property must be in a Company provided uniform that clearly identifies the name of the Company and name of employee. The uniforms must be clean and neat in appearance.

3.7 ACREAGE/ADDRESSES FOR CAMPUSES:

Clifton Ridge Middle	169 Dusty Lane, Macon	84 acres
Dames Ferry Elem.	545 Hwy 18 W	50 acres
Pre K Campus	273 Railroad St	30 acres
Gray Station Middle	324 Hwy 18 E	41.39 acres
Jones Co High	339 Railroad St	50 acres
Maggie Califf	110 Maggie Califf St	20 acres
Turner Woods Elem	144 Willie L Fluellen	62 acres
Wells Elem	101 Mattie Wells Dr	30 acres
Gray Elem.	365 Hwy 18 E	30 acres
Turner Woods Complex	164 Turnerwoods	7.94 acres
Board of Ed.	125 Stewart Ave	8.99 acres