

**REQUEST FOR PROPOSAL**

**SPECIFICATIONS FOR  
GROUNDS MAINTENANCE  
"Grass Mowing and Landscaping"**

**FOR  
West Bonner County School District  
134 Main Street  
Priest River, ID 83856**

**Response due March 18, 2019**

**Contact  
Ken Eldore  
Director of Facilities  
208-290-2011  
keneldore@sd83.org**

## **SECTION A: INTRODUCTION**

This Request For Proposals (“RFP”) concerns the maintenance of the grounds of the following properties (collectively, the “Properties”):

- **WBCSD#83 Central Office**, 134 Main Street, Priest River ID, 83856
- **Priest River Lamanna High School**, 596 Highway 57, Priest River, ID 83856
- **Priest River Junior High School**, 5709 Highway 2, Priest River, ID 83856
- **Priest River Elementary School**, 231 Harriet Street, Priest River, ID 83856
- **Idaho Hill Elementary School**, 402 E. 3<sup>rd</sup> Street, Oldtown, ID 83822

The West Bonner County School District provides value to its students, parents, the public, staff, and tax paying stakeholders. As such, the Owner expects all contractors seeking to conduct business with the Owner to understand that the educational mission requires a high level of quality and performance from each service provider. Responders to this RFP should expect that the needs of students come first in the School District and our focus is to bring products and services to the educational process that enhance student achievement, which will impact vendors and contractors in at least the following ways.

- Whenever possible, services shall be provided when school is not in session and/or students are not present. Mowing operations conducted near classrooms to be done before or after class time during the school year, areas not directly next to classrooms to be done at times available during the school day.
- Safety measures must be at their highest levels to ensure staff and student safety in the event someone is on the grounds during times other than when school is in session.
- If services are provided while school is in session, a distance of 50 feet must be maintained from any student(s) outside the school building at the time of service.

## **SECTION B: BASIC SERVICES - SCOPE OF WORK**

### **1. Mowing and Trimming Services to Be Furnished**

The grounds to be maintained will include the following areas:

General purpose areas of turf around buildings and walkways including playgrounds.

Athletic Fields to include the football field, soccer field, practice field, and baseball field.

#### **Specific areas and duties shall include;**

1. Mowing and trimming general open turf areas and around the buildings, including outbuildings, islands, and fencing.
2. Mowing and trimming along the football stadium bleachers and the small side fields beside the stadium, the areas around any propane tanks and rock areas around HS track.
3. Mowing and trimming existing landscape islands and swales.
4. Mowing the sides of the access drive that leads to and surrounds entry ways.
5. Trimming along playground areas.
6. Mowing, trimming the small side yards and blowing clean sidewalk at the Central Office.

8. Cut high grass, weed areas once per year at PRE 5/6 Playground, fenced area north of PRE soccer field, areas at High School by old portable, new office portable, and 10' to the sides of the access road behind the High School.
9. Cut area of high unmanaged grass around outside perimeter of the Junior High athletic field fence at beginning of growing season until vegetation control is applied. This will be two to three initial mowing/trimmings at the start of each season.
10. Contractor to coordinate timing of high grass or unmanaged turf areas included in these areas with owner contact.
11. Owner will provide vegetation control through separate contract.
12. Some identified turf areas requiring edging and string trimming will be managed with vegetation control applied by separate contract after initial trimming. These areas will include all fence lines, curbs, sidewalks show on diagram attached.

## **2. Mowing Specifications**

All grounds specified herein shall be maintained according to the following specifications. No minors are permitted to mow. Mowing season may be adjusted to weather on an annual basis.

1. Mowing & Edging - General turf areas
  - a. Upright grasses (Bluegrass, Ryegrass, Fescue) will be mowed to a height of 3.5 inches in warm weather so as to foster photosynthesis and good root development.
2. Mowing & Edging - Athletic Fields
  - a. Upright grasses (Bluegrass, Ryegrass, Fescue) on athletic fields (Junior High Football and Baseball Field, High School Football/Soccer game field) will be mowed to a height of 3.0 inches during late summer and fall athletic season.
3. "Finish Mower" producing a fine cut must be used on athletic field areas.
4. Scheduling.
  - a. Contractor will schedule mowing at such a time so as to ensure the following.
    - i. Mowed grass clippings are invisible, having been cut at such a rate that they fall onto the surface of the ground to disintegrate and return valuable nutrients to the soil.
    - ii. If clippings become swathed from wetness or delay in mowing due to inclement weather, they will either be spread or removed.
    - iii. Wherever foot traffic may cause clippings to be tracked into the building, the clippings will be removed from sidewalks.
5. Mowing includes policing the grounds to remove debris / trash prior to mowing.
6. Edging with a string trimmer attachment along landscape bed areas and sidewalks shall be accomplished with each mowing through the mowing season as needed to maintain visual appearance.
7. Edging of turf from sidewalks to be done once each season.
8. Cleanup. Clippings on sidewalks from mowing to be blown or swept clean of sidewalk entries after mowing.

### **3. Frequency and Period of Service**

Lawn care is to be performed from approximately April 10, to October 10 Annually  
Each district property will be serviced entirely once per week.

During football season, approximately August 20 to October 20, the varsity football field will be serviced 2 times per week, and the Junior High field will be serviced 2 times per week. This second service day will be scheduled the day prior to home games. Owner will provide contractor a final game schedule in August of each season. Contractor will make efforts to coordinate pre-game mowing with appointed district contact.

#### **Damage to Property**

Damage caused by contractor's operations will be remedied at contractor's expense in a timely manner. (ie. Sprinkler heads damaged by mowers or trimmers) Contractor may replace/repair directly. Repairs not made in a timely manner will be repaired by owner and charged back to contractor.

#### **Equipment and Equipment Usage**

All work proposed by the contractor must be accomplished using the contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Owner's property. Equipment must never be operated in the vicinity of students, staff, or neighbors with particular emphasis to avoid operation of equipment around children on or off the Owner's site. Contractor must include a list of equipment used.

### **SECTION C: ALTERNATE - SCOPE OF WORK**

#### **1. Weed Control/Plant & Shrub Maintenance - Landscape Beds, Shrubs & Trees**

Weeding of landscape beds in building areas. Hand weeding shall be conducted around all trees and in landscape beds to remove all weeds exceeding 3" in length. Trimming and pruning of trees and shrubs. THESE TASKS SCHEDULED BETWEEN OWNER AND CONTRACTOR as needed and are not included in base estimate, owner will request services for these on an as needed basis. Contractor to provide a billable hourly or daily rate for ancillary grounds keeping services.

### **SECTION D: CONTRACTOR CERTIFICATIONS**

The Contractor shall maintain any required Idaho State registrations or license.

## **SECTION E: INSURANCE REQUIREMENTS**

All responders to the RFP shall provide evidence of the following insurances which must be included with the responders bid as listed in Section E.

1. General Liability Insurance with limits not less than \$1,000,000. The successful responder will be required to add West Bonner County School District #83 to their insurance policy as an additional insured.
2. Workman's Compensation Insurance- Contractor agrees to keep Workers Compensation Insurance in place during the period of service.

## **SECTION F: AGREEMENT TERMS**

Contractor selected will provide services for the entire growing season. Contract renewal will be made annually.

Payment. District payment terms are Net 30

Performance. Performance will be communicated with Contractor. Performance concerns will be presented verbally to Contractor in a timely manner. Extensive performance issues will be presented to Contractor with a remedy timeline.

Termination. The District may terminate the annual service contract with 14-day notice to contractor for failure to remedy performance issues presented. Extreme or significant failures in performing safe work can result in the termination by owner with no notice. It is the primary concern of the District, its employees, and contractors to perform work with safety as our number one concern.

## **SECTION G: INSTRUCTIONS TO RESPONDERS**

Responders desiring to provide a quotation to the Owner in accordance with this RFP shall do so using the "Quotation Sheet", included herein. Quotations may be made for all of the services described in this RFP. The Owner reserves the right to award a purchase order to a contractor furnishing the lowest most responsible quotation for either the entire scope of work, or for individual sections of the work, whichever is most advantageous to the Owner. The Owner reserves the right to accept or reject any or all quotations for any reason, and to waive any informalities or irregularities in any response to the RFP, without further obligation to the Responder(s).

For a site visit and specific questions about this RFP, contact Ken Eldore at 208-290-2011

Responses are due by March 18 2019 by 1PM.

Mail, hand deliver, or scan and email **the completed Quotation Sheet** to:

Ken Eldore  
Director of Facilities  
West Bonner County School District #83  
134 Main Street  
Priest River, ID 83856  
208-290-2011  
Fax: 208-448-0591  
keneldore@sd83.org

Date \_\_\_\_\_

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Signature \_\_\_\_\_

Property Location	Firm Fixed Cost Per Service
Priest River Lamanna High – Entire Property	
Priest River Lamanna High – Football Field	
Priest River Elementary School	
Priest River Junior High School- Entire Property	
Priest River Junior High School- Football Field	
Idaho Hill Elementary School	
Central Office	
Hourly or Daily Rate for Ancillary Services in Section C	











