

Request For Bids

2021-2022 Lawn Maintenance Contract

**Choctaw-Nicoma Park Public Schools
12880 N.E. 10th Street
Choctaw, Oklahoma 73020**

**Director of Maintenance
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Solicitation For Bids

(Bid Notice)

Sealed proposals will be received by the **Choctaw-Nicoma Park Board of Education**, at 12880 N.E 10th Street, Choctaw Oklahoma 73020, Oklahoma County until 2:00 PM on Thursday, May 13, 2021.

Bids will be publicly opened and read aloud following the closing time as stated above.

The owner (Choctaw-Nicoma Park Public Schools) reserves the right to reject any or all bids, and waive all informalities. The time period within which a contract will be executed following award to successful bidder is ten (10) days.

Notice to all parties

There will be a mandatory meeting prior to submitting proposals. That meeting will take place as follows:

Date: Thursday, April 29, 2021

Time: 1:00 PM

Location Maintenance Center 12880 N.E. 10th Street, Choctaw, Oklahoma

Failure to attend will result in your company not being allowed to submit for this project.

Proposals will be reviewed and present to the Board of Education for action on the first regularly scheduled meeting in June, 2021.

Contract will begin July 1, 2021 and run until June 30, 2022.

The Owner has the option to extend this contract in one (1) year increments for the 2022-2023 and 2024-2025 school years.

BID SHEET

**2021-2022 Lawn Maintenance Contrast
Choctaw-Nicoma Park Public Schools**

COMPANY_____

ADDRESS_____

PHONE_____

FAX_____

EMAIL_____

Bid Amount \$_____

Signature of Bidder/Owner

Date

Corporate Seal

Section One

Locations

Choctaw High School

14300 N.E. 10th Street, Choctaw, Oklahoma 73020

Choctaw Middle School

14667 N.E. 3rd Street, Choctaw, Oklahoma 73020

Choctaw Elementary School

14663 N.E. 3rd Street, Choctaw, Oklahoma 73020

Nicoma Park Middle School

1321 N. Hickman Ave., Nicoma Park, Oklahoma 73066

Nicoma Park Intermediate School

1318 N. Hickman Ave., Nicoma Park, Oklahoma 73066

Nicoma Park Elementary School

1200 N. Hickman Ave., Nicoma Park, Oklahoma 73066

Indian Meridian Elementary School

1865 S. Indian Meridian Rd., Choctaw, Oklahoma 73020

James Griffith Intermediate School

1861 S. Indian Meridian Rd., Choctaw, Oklahoma 73020

L.W. Westfall Elementary School

13239 N.E. 10th Street, Choctaw, Oklahoma 73020

Choctaw-Nicoma Park Service Center

12880 N.E. 10th Street, Choctaw, Oklahoma 73020

Section Two Insurance

2.01 Worker Compensation:

For the duration of the Contract, Contractor shall maintain the Statutory Workmen's Compensation and shall maintain Employer's Liability Insurance with minimum limits of \$500,000.00 Contractor shall require Subcontractors to provide Workmen's Compensation and Employer's Liability Insurance with the same minimum limits.

2.02 Liability Insurance:

For the duration of the Contract, Contractor shall maintain Comprehensive Public Liability Insurance with a minimum single limit of \$1,000,000.00 for Bodily Injury and Property Damage combined – or Minimum Bodily Injury limits of \$500,000.00 for each person and \$500,000.00 for each occurrence and minimum Property Damage Insurance limits of \$300,000.00 for each occurrence and \$300,000.00 aggregate. The policy shall include Contractor's Protective Liability Insurance with the same minimum limits. The Contractor shall require Subcontractors to provide Comprehensive General Liability Insurance with the same limits.

2.03 Automobile Insurance:

For the duration of the Contract, Contractor shall maintain Comprehensive Automobile Liability Insurance for all owned, non-owned and hired vehicles with minimum limits for Bodily Injury of \$500,000.00 for each person and \$500,000.00 for each occurrence and Property Damage minimum limits of \$100,000.00. Contractor shall require Subcontractor to provide Comprehensive Automobile Liability Insurance with the same minimum limits.

2.04 Beginning Work:

Contractor shall not commence work at the site under this Contract until he has obtained all required insurance and until such insurance has been approved by the Owner and/or CNP Schools Maintenance Director. The Contractor shall not allow Subcontractor to commence work until all insurance required has been obtained and approved. Approval of the insurance by the Owner and/or Maintenance Director shall not relieve or decrease the liability of the Contractor hereunder. Certificates of Insurance shall be filed with Owner and/or Maintenance Director prior to commencing work.

2.05 Insurance Company:

The required insurance must be written by a Company licensed to do business in the State of Oklahoma at the time the policy is issued. In addition, the Company must be acceptable to the Owner.

2.06 Duration of Insurance:

The Contractor shall not cause the insurance to be canceled nor permit any insurance to lapse. All insurance policies shall include a clause to the effect that the policy shall not be canceled or reduced, restricted or limited, until ten day after the Owner has received written notice as evidenced by return receipt of registered or certified letter. Certificates of Insurer, evidencing in particular those insured, the extent of the insurance, the location and the operations to which the insurance is applied, the expiration date and the above-mentioned notice of cancellation clause.

2.07 Property Insurance:

The Contract shall purchase and maintain property insurance upon the entire work at the site to the full insurable value thereof. This insurance shall include the interest of the Owner, the Contractor, Subcontractors in the work and shall insure against perils of fire, extended coverage, vandalism and mischief.

2.08 Sex Offender School Law:

Pursuant to Oklahoma School Law – Section 1042.1 Contractor Compliance Statement. Section 1042.1 – Sex Offenders not allowed to work on school premises. The attached form must be on file with the Maintenance Director.

Section Three Site Requirements

3.01 General:

Each site will require: sidewalks to be edged, curbs to be edged, all fence lines indicated to be cleared of grass/weeds and sprayed to keep the area looking trim. All playground areas will be sprayed for weeds and stickers.

3.02 Appearance:

Each site shall be maintained in a manner as to present a positive curb appeal. The grass cuttings should not be blown into the driveways or onto the streets adjoining the site.

3.03 Equipment:

Each bidder shall present a list of equipment that is currently on hand and will be used to complete this contract.

3.04 Employees:

Each bidder shall present a number of the employees that are available for this contract. The goal of 3.03 and 3.04 is to insure that the winning bidder had adequate resources to fulfill the contract.

Lawn Care Information Sheet

Site:

Choctaw High School – 14300 NE 10th Street – Choctaw

Work on this site to exclude: Baseball Field, Softball Field, Practice Football Field

All other areas are included; this includes the sloped area around the football stadium, the water detention area on the corner of Henney/NE 10th. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc.

Choctaw Middle School – 14667 NE 3rd Street – Choctaw

Work on this site to exclude: Baseball Field

All other areas are included: Around the football field, the area to the east of the Wrestling Building and all areas between the buildings. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc

Choctaw Elementary – 14663 NE 3rd Street – Choctaw

All areas on this site are to be cut, including playground and surrounding grass areas. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc

Nicoma Park Middle School – 1321 N Hickman – Nicoma Park

Work on this site to exclude: Practice football field and baseball field.

All areas on this site are to be cut. This includes the grass areas around the football field and around the baseball field. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc

Nicoma Park Intermediate – 1318 N Hickman – Nicoma Park

All areas on this site are to be cut, including playground and surrounding grass areas. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc

Nicoma Park Elementary – 1200 N Hickman – Nicoma Park

All areas on this site are to be cut, including playground and surrounding grass areas. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc

Indian Meridian Elementary – 1865 S Indian Meridian - Choctaw

All areas on this site are to be cut, including playground and surrounding grass areas. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc. This includes all the areas around the portable classrooms, all the areas along the south end of the building, and mowing of the little league ballfield area on the east side of the site.

James Griffith Intermediate – 1861 S Indian Meridian – Choctaw

All areas on this site are to be cut, including playground and surrounding grass areas. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc. Also includes the large field located on the north side of the site.

LW Westfall Elementary – 13239 NE 10th – Choctaw

All areas on this site are to be cut, including playground and surrounding grass areas. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc. Also includes the large field located on the north side of the site. Also included is the grass area around the lagoon on the NE side of the site.

CNP Schools Service Center – 12880 NE 10th – Choctaw

All areas on the site are to be cut, including the areas inside of the fenced in area. All areas shall be edged, trimmed, and/or sprayed where appropriate. This includes trimming of bushes, hedges, etc.

ADDITIONAL SPECIFICATION OF SERVICES

1) All District sites shall be mowed and trimmed based on a 28 cut mowing cycle to maintain a neat, uniform appearance, EXCEPT for the following areas:

a. The detention area at Choctaw High School, located at the SE corner of NE 10th and Henney, can be cut on a 10 cut mowing cycle, and use of a brush hog is acceptable for this area.

b. The areas around the little league baseball fields to the west of Indian Meridian Elementary can be cut on a 17 cut mowing cycle.

c. The playground area at Choctaw Elementary School shall be excluded completely from the scope of work.

d. The area to the west of Nicoma Park Middle School, that extends down the hill and around the little league baseball field, can be cut on a 17 cut mowing cycle.

e. The scope of work at the OLD Nicoma Park Elementary School (11601 Jeffords), can be completed on a 17 cut mowing cycle.

f. The area around the lagoon at Westfall Elementary School, can be cut on a 17 cut mowing cycle.

2) Mowing shall occur approximately one time per week at each site during the growing season (except for the sites noted as a reduced cut cycle). Sites shall be trimmed every time they are mowed at the same time they are mowed.

3) All employees working for the Contractor must wear shirts with, at least, short-sleeves at all times while on district property unless granted an exception by the Owner's representative. Clothing worn by the Contractor's employees must be appropriate for a school setting. There should be no profane, alcohol, drug, etc. references on any attire of Contractor's employees.

4) Contractor's Employees will conduct themselves in a manner appropriate for a schools setting. No swearing, cursing, or inappropriate comments made while on school sites.

5) Smoking is illegal and not permitted on school grounds. The Contractor shall ensure all employees observe this law.

6) All litter such as paper, cans, bottles, branches, etc. must be picked up and disposed of prior to mowing.

7) Mowing shall be coordinated to prevent the depositing of mowing debris into planters or flower beds.

8) All non-turf areas such as sidewalks, patios, entrances, planters, etc., shall be free of clippings and cutting debris via means of blowers, sweepers or other equipment.

9) Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes fence lines, back stops, play areas, playground equipment, under fixed bleachers, next to

buildings where established plantings are not present, and around all other obstacles to provide a neat and even appearance to the entire site.

11) Care shall be used when trimming around trees and wooden posts to prevent damage to these items.