

Invitation to Bid

The Richmond County School Board is requesting bids for lawn cutting, spraying, trimming shrubs and mulching for a three-year period from April through October, beginning April 1, 2021 for the following properties:

- Richmond County Elementary and Middle School
- Rappahannock High School
- All common areas surrounding the Athletic Facilities
- Mackey-Thompson Learning Center

Bids should be broken down as follows:

1. Lawn Cutting per cutting basis for all properties including parking lots- (including spraying and weed control-must be done by a licensed applicator).
2. Trimming Bushes and Mulching for all properties twice - spring and fall

The following grass areas are not to be included in your bid:

- The athletic surfaces located within fenced areas. **This would not pertain to the common areas between the Football/Soccer and Baseball facilities, as well as, all property surrounding the Softball and practice field complex.**

The successful bidder:

1. Is responsible for picking up all paper and other trash before mowing.
2. Is responsible for providing all mowers, trimmers and other equipment necessary to complete the contracted services.
3. Shall submit proof of Workmen's Compensation Insurance coverage as well as proof of General Liability Insurance with a one million dollar minimum level of protection. Richmond County Public Schools must be named insured on the liability policy.
4. Must submit monthly invoices for work performed.
5. Will clean all sidewalks of grass clippings.
6. Is responsible for parking lots, parking islands, sidewalks, under bleachers, fence lines, and weed control.
7. Will respond to requests for additional projects to be completed as needed.
8. Will perform duties outside the normal student school hours.

Bids must be submitted on the attached bid form to the Richmond County School Board Office, 92 Walnut Street, Warsaw, VA by 9:00 a.m. on Monday, March 15, 2021. Bids should be addressed to the attention of Susan Johns, Director of Finance, Richmond County School Board, P.O. Box 1507, Warsaw, VA 22572. The attached bid form must be used or the bid will be disqualified.

A Contractor/Bidder tour of facilities and informational meeting will take place at the Richmond County School Board Office (92 Walnut Street, Warsaw, VA 22572) on Friday, March 12, 2021 from 10:00AM – 12:00PM.

The successful bidder must have proper equipment to adequately accomplish the job. Price alone will not necessarily be the only determining factor of consideration for award of the contract. The school system reserves the right to make a decision which it deems to be in its own interest, and reserves the right to reject any and/or all bids. The successful bidder will be subject to an annual review to access adjustments to the contract.

The Richmond County School Board does not discriminate on any basis and encourages responses from all qualified bidders.

For questions please contact Dr. Bernard S. Davis, III, Superintendent, at 804-333-3681.

**RICHMOND COUNTY SCHOOL BOARD
 BID FORM**

**THREE-YEAR PERIOD FROM APRIL THROUGH OCTOBER
 BEGINNING APRIL 1, 2021**

<u>Lawn Cutting, Spraying/Weed Control</u> (all areas <u>except</u> those inside Athletic Facilities, but does include fence lines)	Per Time Price
Richmond County Elementary School, Rappahannock High School, Athletic Complex and Parking Lot/Island Areas	
Mackey – Thompson Learning Center Campus and Parking Lot Area	

<u>Trimming Shrubs and Mulching</u> (to be done twice -spring & fall)	Per Time Price
Richmond County Elementary School, Rappahannock High School, Athletic Complex and Mackey – Thompson Learning Center Campus	

Please provide three references:

Name	Address	Phone #

The Richmond County School Board does not discriminate on any basis and encourages responses from all qualified bidders.

Company Name _____

Address _____

City/State/Zip _____

Contact Person/Phone # _____

Signature of Person Submitting Bid

Date