



ORANGE COUNTY SCHOOLS

200 E. King Street Hillsborough, NC 27278 www.orangecountyfirst.com 919-732-8126

NOTICE TO BIDDERS

Orange County (NC) Schools proposes to solicit bids for the following:

MIDDLE SCHOOLS ATHLETIC GROUNDS SERVICES TERM: SEPTEMBER 1, 2023 TO JUNE 30, 2026

Informal, single-prime bids will be received up until the public bid opening at 2:00 p.m. on August 14, 2023 at the Orange County Schools Board of Education, 200 East King Street, Hillsborough, NC. All bids must be sealed and clearly labeled **Middle School Athletic Grounds Services, Attention: Henry McKee, Orange County Schools Maintenance Director** with an acknowledgment of the addendum.

Specifications are attached and posted to the District website at:

<http://www.orangecountyfirst.com/content/current-bids>

Questions regarding the MOWING & LANDSCAPE SERVICES BID must be received prior to 3:00 p.m. on August 10, 2023. Submit all questions via email to:

Henry McKee
Orange County Schools Maintenance Director
henry.mckee@orange.k12.nc.us

An addendum will be posted answering questions prior to 3:00 p.m. on August 11, 2023.

The Orange County Board of Education reserves the right to waive minor irregularities, reject any or all proposals, and to accept the lowest and/or best proposal.

**Orange County Schools Middle Schools Athletic
Grounds Services**

Services Bid #2023-002 Submission Form

All bid forms must be sealed and received prior to 2:00 pm on August 14, 2023. No bids will be accepted for single schools only. In compliance with this request for bid and subject to conditions herein, the undersigned offers and agrees to complete the contracted work as specified in the scope of work and contract documents. **Bidder signatures certify that this quote is submitted competitively and without collusion.**

Company Name	
Contact Person	
Billing Address	
Pesticide License#	Federal Tax ID#
Company Phone#	

All bid pricing is to be for the Term: September 1, 2023 to June 30, 2026

Scope #1: ALL SCHOOL LOCATIONS (3) (See List of Schools, Addresses & Maps)

Cost for Basic Services (A) :	\$_____
B: Additional Services Front Entrance Mulch Services Fall & Spring	\$_____ (total pricing for Fall & Spring entrance/front of school mulching) Total yards Spread Per year _____
September 1, 2023-June 30, 2024 Mowing services plus entry mulching	Mowing service \$_____ Mulching services \$_____
July 1, 2024-June 30, 2025 Mowing services plus entry mulching	Mowing service \$_____ Mulching services \$_____
July 1, 2025-June 30, 2026 Mowing services plus entry mulching	Mowing service \$_____ Mulching services \$_____

Orange County Schools reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the school administrative unit.

Authorized Signature: _____

Authorized by (Printed Name & Title): _____

Mowing & Landscape Services Specifications

Background:

The goal of the Orange County Schools is to provide the best educational services and facilities for residents of Orange County. Maintaining a neat, professional appearance in all of our school facilities is of great importance. The requirements, specifications, and conditions set forth in this proposal are mandatory.

Schedule:

All work shall be for the term from September 1, 2023 to June 30, 2026. All areas must be mowed every 5-7 days during the term of this contract.

Included in Base Bid:

Contractor will furnish all labor, supplies, materials, and equipment to perform the services of the contract unless otherwise stated. The services will be performed diligently and in a first class manner, with superior quality supplies, materials, equipment, and workmanship.

Failure to complete work as proposed and scheduled will result in non-payment or abatement until work has been satisfactorily completed and approved by the Orange County Schools Director of Maintenance.

A. BASIC SERVICES (SCOPE OF WORK)

1. **Turf Care:** Mowing shall be done frequently enough so that no more than one third of the grass blade is removed per cutting, weather permitting. The mowing cycle shall be typically 5-7 days but may require more frequent mowing during the heavy growth periods. The one third rule above shall take precedence over the calendar. The cutting height shall be between 2 1/2 inches and 3 inches depending on the type of turf grass. All mowing and clean-up of debris will be completed by area rather than by task, meaning that all required work in one area will be completed on the same day before moving on to the next area. If the grounds are rutted due to equipment and/or operator error, the Contractor must bear the cost of repairing the damaged area. Playgrounds are included in the scope of work.
2. **Edging & Trimming:** Edge all sidewalks, curbs, driveways, streets, etc., every visit so that no grass grows over the adjacent non-grass surface. Edging is to be accomplished with a blade edger cutting a vertical groove. Edging of tree and planter beds shall be accomplished at every visit to maintain a neat appearing line, and to preserve the original configuration of the bed. Trimming of all grass around fences and other obstructions shall be accomplished in accordance with the mowing procedures.
3. **Weed Control:** Landscaped areas around all buildings, trees, ditches and plant beds are to be checked and cleaned on an 8 to 10 day basis. All grass and weeds growing in pavement joints, sidewalks, and perimeter patio slabs will be treated with herbicide. **Retention ponds are not included in this contract.**
4. **Natural Areas:** Contractor may be asked to spray poisonous plants such as poison ivy or poison sumac creeping into play areas from the Natural areas on an as needed basis. No other work shall be asked to be performed in the natural areas.

5. **Cleanup:** Contractor will clean off all walkways, curbs, and parking lot areas after every mowing. This contract shall include trash pickup every time an area is mowed. Contractor is responsible for cleaning the parking areas and all hard surface areas of the school grounds, which includes: removal of rocks, sand, dirt, and other items.

6. **Pruning and Trimming Shrubs:** Contractor shall trim and shape shrubs, hedges, and small trees according to species requirements to avoid loss of blossoms or other aesthetic qualities. Hand pruning must be used on all Crape Myrtles, Camellias, Sasanquas, and all other plants that need a natural growth pattern. Contractor is expected to keep ALL shrubbery properly maintained throughout the term of the contract.

7. **Fences:** Contractor is responsible for maintaining all fences within or on the edge of the scope of work mapped out in images 1-12 attached to this bid document. All fences shall be sprayed for over growth twice a year; once in August and once in April. Spraying shall take place a minimum of 72 hours prior to students being near the application site unless otherwise stated by the chemical manufacturer and/or Orange County Schools Environmental Health and Safety Director.

8. **Pest and Disease Control:** Contractor shall report and flag fire ants, rodents, diseased plants, etc. to the Orange County Schools Director of Maintenance.

B. ADDITIONAL SERVICES (SCOPE OF WORK)

1. **Mulching:** Contractor will add additional mulch at the front of each school entrance and main entrance areas near the building prior to each school's scheduled Open House in August and again in February or March for a total of two (2) mulch services.

SPECIAL CONDITIONS AND REQUIREMENTS

Acknowledgement

Orange County Schools reserves the right to reject any or all bids and proposals, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the school administrative unit.

1. EVALUATION PROCESS

Orange County Schools reserves the right to reject any or all proposals for any contract when such rejection is deemed to be in the best interest of the school district.

2. CHEMICAL REQUIREMENTS

A SDS sheet must accompany all chemicals brought on site. In addition, a SDS sheet for all chemicals that a Contractor will use in meeting the requirements of this contract, must be provided with the contract proposal. Any and all fines or citations issued due to noncompliance with state regulations and/or the negligence of the contractor will be the responsibility of the Contractor.

The Contractor must be licensed, by the North Carolina Department of Agriculture, for the ground application of pesticides and insecticides. A copy of the pesticide/insecticide license must be submitted with the contract proposal and be maintained through the term of the contract.

3. SAFETY REQUIREMENTS

All personnel shall abide by OSHA and Orange County Schools guidelines and regulations. Employee's personal clothing as well as Contractor's vehicles and equipment must be identified with Contractor's signage, logo, or other acceptable identification.

All personnel on site must wear All OSHA required and recommended safety equipment during the operation of equipment (for example: steel toe shoes, ear and eye protection, etc.). **All equipment and tools** brought on site must be in good repair and condition and meet all OSHA standards.

4. ACTS OF GOD AND VANDALISM

Contractor is not responsible for any damage caused by Acts of God (high winds, severe thunderstorms, tornadoes, hurricanes, abnormal cold weather, etc.) or damage caused by vandalism. If damage of this nature occurs, the Orange County Schools Director of Maintenance will be notified and the Contractor may be asked to assist with the clean up. Prior authorization is required before any non-contract work is to be done. Contractor must be on standby at all times to act on any of the above situations with manpower and equipment to complete the task.

5. SERVICE SCHEDULE

Contractor may at times be asked to adjust its work schedule to accommodate special events located at school facilities. (Example – testing, promotional activity, graduation, sports, etc.) Cooperation is required to assure safety of students, staff, and visitors. AL Stanback shall not be cut while school is in session all other schools may be cut at regular times unless otherwise noted for special events.

6. ADDITIONAL REQUIREMENTS

All employees of the Contractor **must be 18 years of age or older to work on any site. Contractor shall run a National Sex Offender background check on all employees that will be on campus** and provide Orange County Schools a list of all personnel. **Contractor** shall keep this list valid throughout the term of the contracts. **This is a free service and can be done on the web @ <http://www.nsopw.gov/>.**

Insurance Requirement. The Contractor shall obtain and maintain in effect during the term of this agreement, general liability and automobile liability insurance in which the Owner and the Contractor shall each be named as insured parties. General liability insurance shall protect the Owner and the Contractor from claims in an amount not less than \$1,000,000 for personal injury, including death, to any one person and in an amount not less than \$1,000,000 for any one occurrence, and from claims for property damages in an amount of not less than \$1,000,000 for each occurrence arising from any act or omission of Contractor, its agents, employees or subcontractors. Automobile liability insurance shall protect the Owner and the Contractor from claims in an amount not less than \$500,000 for personal injury, including death, to any one person, and in an amount not less than \$500,000 for any one occurrence, and from claims for property damages in an amount of not less than \$50,000 for each occurrence arising from any act or omission of Contractor, its agents, employees or subcontractors. Insurance requirements are included in the Contract.

Orange County Schools will not be liable for damages and/or injury sustained by Contractor's employees while on school property immediately before, during, and after completion of work as required by contract.

Reporting Requirements: Contractor's personnel must check in with school personnel when performing all applications or services under the terms of the contract and leave a copy of the service performed with school personnel indicating the date, time and service that was performed. In case of service performed after school hours or on weekends, the contractor is responsible for submitting the above documentation to the Director of Maintenance, Henry McKee, Orange County Schools by email(henry.mckee@orange.k12.nc.us).

Site Locations

Hillsborough Elementary 402 North Nash Street Hillsborough, NC 27278		See Attached Map
River Park Elementary 240 St. Mary's Road Hillsborough, NC 27278		See Attached Map
Central Elementary 154 Hayes Street Hillsborough, NC 27278		See Attached Map
Efland-Cheeks Global Elementary 4401 Fuller Road Efland, NC 27243		See Attached Map
Grady A. Brown Elementary 1100 New Grady Brown Sch Road Hillsborough, NC 27278		See Attached Map
New Hope Elementary 1900 New Hope Church Rd. Chapel Hill, NC 27514		See Attached Map
Pathways Elementary 431 Strouds Creek Rd. Hillsborough, NC 27278		See Attached Map

Site Location

A.L. Stanback Middle 3700 NC 86 South Hillsborough, NC 27278		See Attached Map
Gravelly Hill Middle 4801 West Ten Road Efland, NC 27243		See Attached Map
Orange Middle 308 Orange High School Road Hillsborough, NC 27278		See Attached Map
Cedar Ridge High 1125 New Grady Brown School Road Hillsborough, NC 27278		See Attached Map
Orange High 500 Orange High School Road Hillsborough, NC 27278		See Attached Map