BID PROPOSAL – SCOPE OF WORK

1. INTRODUCTION

General Information

Beaumont ISD (District) is soliciting a Request for Proposal (RFP's) from contractors who are interested and qualified to provide grounds and landscaping maintenance for the district as outlined in this RFP.

2. SCHEDULE OF IMPORTANT DATES

The tentative schedule for this RFP is as follows. The district reserves the right to change the schedule of dates as it deems necessary.

Release RFP to Contractors and begin advertisement	[05/07/2021]
Pre-Proposal Conference	[05/19/2021]
Deadline for Questions & Inquiries	[05/21/2021]
Proposal Submission Deadline	[05/28/2021]
Award Date (Subject to Change)	[06/21/2021]

3. Objectives

It is the intent of Beaumont ISD to engage a contractor to maintain the grounds at various district campuses and facilities. The services required include mowing, edging, weed eating, flower bed maintenance, irrigation maintenance, and other necessary activities to maintain and enhance the appearance of the district grounds.

The selected firm(s) will be responsible for the provision of all landscaping maintenance and grass mowing services associated with the district.

3.1 **Mowing/Edging/Weeding**: Prior to initiation of service, the contractor shall submit a schedule for the approval of the Director of Operations that identifies the service dates or day of the week (when weekly service is required) per location.

3.1.1. The contractor shall complete all mowing within the estimated mowing schedule, unless notified otherwise by the Director of Operations.

3.1.2 The heavy mowing period lasts approximately from March 1 to October 31. During this period, weather permitting, lawn mowing shall be weekly. No more than 10 calendar days shall be allowed between lawn mowing, unless:

3.1.2.1 Local emergency conditions preclude access to the property,

3.1.2.2 Saturated ground conditions which would result in rutting of the lawn as determined by the Director of Operations and

communicated to the contractor in writing,

3.1.2.3 The contractor seeks and receives prior authorization from the Director of Operations.

3.1.3 Services from November 1 through February 28 shall be as determined by the Director of Operations.

3.1.4 Mow primary lawn areas and all areas within fence lines using a finish type mower. Blades are to be sharpened in order to provide a sharp and clean result. Weed eating primary lawn areas is not permitted. Conventional wheel tractors and mowers may be used to mow secondary areas and outside of fenced areas to the public right-of-way. However, such mowers must show results equal to that of finishing mowers.

3.1.5 All grass areas shall be mowed to a height between 3" and 4". Mowing shall be along a cutting path that shall allow cutters to transverse 100% of the required mowing area. Missed strands of grass or areas not uniformly cut shall be re-cut at no additional cost to the district.

3.1.6 Mechanically trim fringe left by mowers around buildings, posts, trees, bushes and other raised objects (may be chemically treated where not unsightly).

3.1.7 Edge all walks, curbs, and drives with a bladed edging tool. Trim any grass or weeds in parking lot pavement, sidewalk joints, and street gutter.

3.1.8 Before and after mowing, pick up and dispose of litter and debris from lawn, parking lots, sidewalks, landscaped and bedded areas, fence lines and accessible drainage areas, i.e. tree limbs, bushes, leaves, grass, cans, paper, plastic, and etc.

3.1.9 Sweep or otherwise clean up and dispose of debris from mowing, edging and trimming/pruning efforts, including any debris or unsightly overlay of cut grass on lawn areas.

3.1.10 No debris shall enter the district's storm water system at any time.

3.1.11 No debris may be disposed of in any district provided on-site dumpsters. All debris must be removed from the property at the time of service. Contractor must receive prior approval from Operations for the temporary placement of a dumpster for extensive debris cleanup.

3.1.12 Ruts, holes and other disfigurement of mowed areas caused by the contractor's mowing equipment shall be the responsibility of the contractor to repair to original condition. If the contractor is in doubt as to the soil conditions, the contractor is required to contact the Director of Operations.

3.1.13 Fill holes, cracks, crevices in the lawns and grounds.

3.1.14 Perform an irrigation system check semi-monthly and deliver to the Director of Operations a written report with an itemized list of deficiencies

3.2 **Beds Maintenance:** Beds maintenance shall include weeding of all flower or shrubbery beds.

3.2.1 Plant and maintain annuals in the flower beds.

3.2.2 Remove overgrown weeds from around buildings.

3.2.3 Proposals should include a standard pricing sheet for replacement of dead shrubs.

3.3. **Fertilizers/Herbicide/Insecticide/Fungicide**: All contract areas are to be monitored and sprayed with proper turf and shrub fertilizers, herbicides (pre and post-emergent), insecticides, and fungicides.

3.3.1 Fertilizers shall be applied at the frequency, timing, and amounts as indicated in the AgriLIFE Texas A&M System's Publication E-437 *Lawn Fertilization for Texas Warm-Season Grasses.* The management level as indicated in the publication shall be high. Any adjustments to the fertilization schedule shall be approved in writing by the Director of Operations.

3.3.2 Disease and insect control will be performed on shrubs and beds only. Ant control will be performed on all lawns and turf.

3.3.3 Herbicide any grass or weeds in parking lot pavement, sidewalk joints, and street gutter.

3.3.4 Prior to commencing work under this contract, the Contractor shall submit sample labels and MSDS (Material Safety Data Sheets) for each chemical that is to be utilized in this contract. The district's designated representative and the Contractor shall agree on each chemical to be utilized, the application rates and application dates prior to applications. Any substitutions of chemicals will require that they be reviewed by the district prior to being utilized. (Note: These submittals do not alleviate the Contractor from any pre-notification procedures defined by the Structural Pest Control Board or the Texas Department of Agriculture. These submittals will be used only to verify the chemical application schedules prior to work commencing.) Within seven (7) days of any chemical application being made, the Contractor will supply the District's designated representative with a Texas Department of Agriculture Record Sheet as applicable.

4. SPECIAL TERMS AND CONDITIONS

General Contract Conditions

Contractor is responsible for any licenses/permits required for performance of contract. Contractor is required to be registered with the City of Beaumont building development office as per City Ordinance.

4.1 Applicable Work Standards: The applicable standards for the proper completion of this Contract require that the proposer/contractor possess or have access to a subcontractor that is licensed by the following organizations and/or abide by the applicable laws/rules/regulations:

4.1.1 Structural Pest Control Board (application of pesticides, PGRs or other chemicals)
4.1.2 Texas Department of Agriculture (same as above)
4.1.3 Texas Irrigators Advisory Council of the Texas Commission on Environmental Quality Commission (TCEQ) (repair of irrigation systems)
4.1.4 Occupational Safety and Health Administration (all maintenance activities)
4.1.5 American National Standards Institute (all maintenance operations)

Questions and Inquiries

A non-mandatory pre-proposal conference is scheduled for [date and time] at the Beaumont ISD Administration Building and is intended to answer any questions from contractors as well as provide an opportunity for a tour of the facilities.

Questions and inquiries about this RFP should be directed to Beau Carroll, Purchasing Agent, at (409) 617-5041 or bcarrol@bmtisd.com. Questions should be submitted in writing on or before 5:00 pm on the date specified herein.

Management

Should there be a change in Contractor ownership or management; the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

Qualifications and Experience Record

All proposals shall include a Qualifications and Experience Record to be used in the evaluation of the proposals. The Record shall include a list of three (3) references for projects of similar size and scope. Each reference shall include the client's name and contact information, project description, and value of the work. All proposals shall include a listing of key personnel.

Request for Proposal
Bid Tabulation Form

PROPOSAL OF:

_____

(Company Name)

The undersigned declares that they have carefully examined the Request for Proposal and has carefully inspected the locations and conditions of the proposed work, and agrees that he will provide all the necessary labor, machinery, tools, apparatus, and materials.

	Facility:	Address:	**Map B**
Item	*Task*	*Approximate Frequency*	*Cost*
B-1	Mowing/Edging/Weeding/ Pruning	Weekly, not to exceed 40 visits annually	$ per visit
B-2	Beds Maintenance	Weekly, not to exceed 40 visits annually	$ per visit
B-3	Fertilizers/Herbicide/ Insecticide/Fungicide	As needed	$ annually
		Total estimated annual cost	$ _____

	Facility:	Address:	**Map C**
Item	*Task*	*Approximate Frequency*	*Cost*
C-1	Mowing/Edging/Weeding/ Pruning	Weekly, not to exceed 40 visits annually	$ per visit
C-2	Beds Maintenance	Weekly, not to exceed 40 visits annually	$ per visit
C-3	Fertilizers/Herbicide/ Insecticide/Fungicide	As needed	$ annually
		Total estimated annual cost	$ _____

	Facility:	Address:	**Map D**
Item	*Task*	*Approximate Frequency*	*Cost*
D-1	Mowing/Edging/Weeding/ Pruning	Weekly, not to exceed 40 visits annually	$ per visit
D-2	Beds Maintenance	Weekly, not to exceed 40 visits annually	$ per visit

D-3	Fertilizers/Herbicide/ Insecticide/Fungicide	As needed	$ annually
		Total estimated annual cost	$ _____

	Facility:	Address:	**Map E**
Item	*Task*	*Approximate Frequency*	*Cost*
E-1	Mowing/Edging/Weeding/ Pruning	Weekly, not to exceed 40 visits annually	$ per visit
E-2	Beds Maintenance	Weekly, not to exceed 40 visits annually	$ per visit
E-3	Fertilizers/Herbicide/ Insecticide/Fungicide	As needed	$ annually
		Total estimated annual cost	$ _____

	Facility:	Address:	**Map F**
Item	*Task*	*Approximate Frequency*	*Cost*
F-1	Mowing/Edging/Weeding/ Pruning	Weekly, not to exceed 40 visits annually	$ per visit
F-2	Beds Maintenance	Weekly, not to exceed 40 visits annually	$ per visit
F-3	Fertilizers/Herbicide/ Insecticide/Fungicide	As needed	$ annually
		Total estimated annual cost	$ _____

	Facility:	Address:	**Map A**
Item	*Task*	*Approximate Frequency*	*Cost*
A-1	Mowing/Edging/Weeding/ Pruning	Weekly, not to exceed 40 visits annually	$per visit
A-2	Beds Maintenance	Weekly, not to exceed 40 visits annually	$per visit _____
A-3	Fertilizers/Herbicide/ Insecticide/Fungicide	As needed	$annually _____
		Total estimated annual cost	$ _____

Total estimated annual cost for all facilities $ _____

By: _____

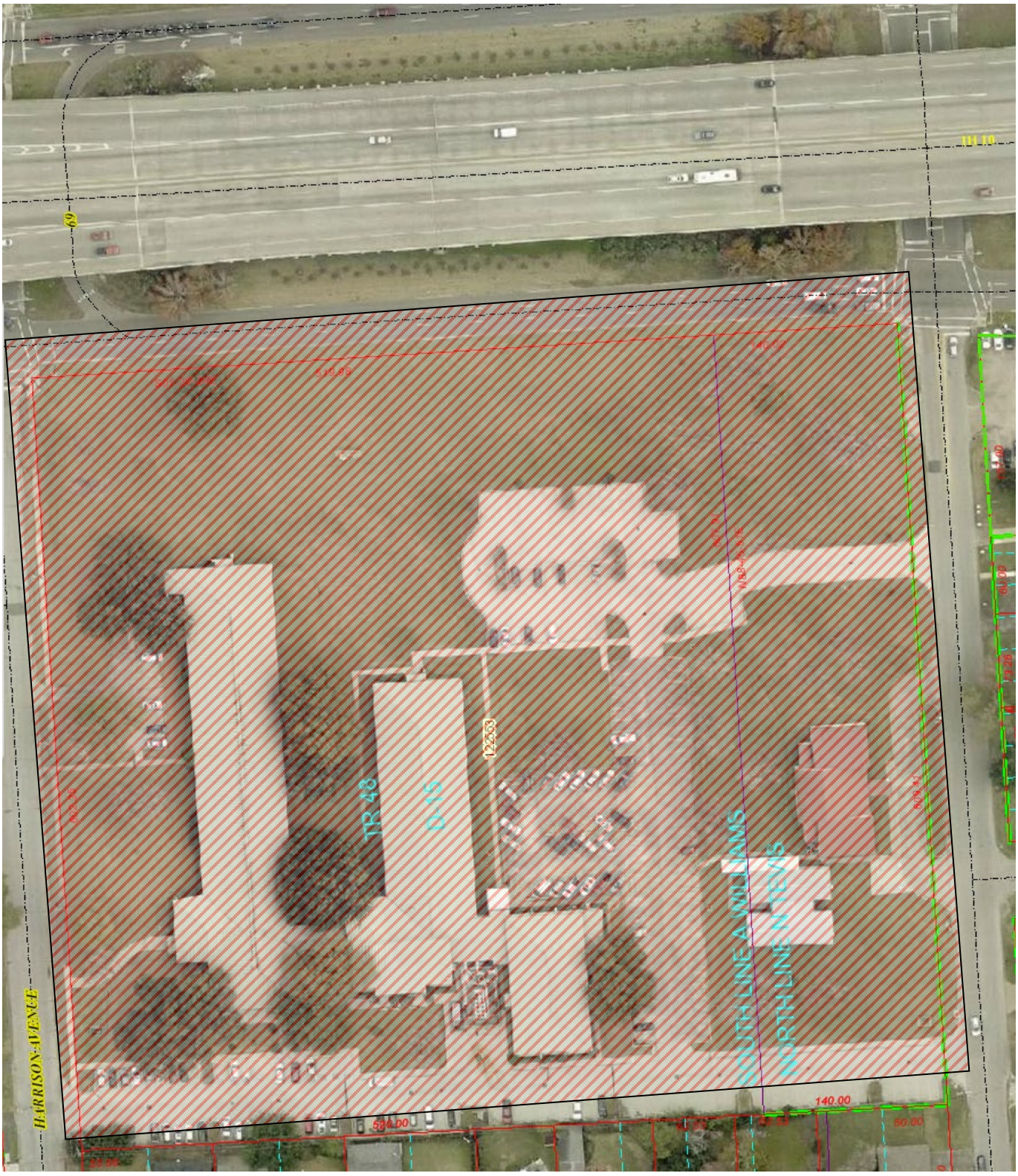
Title: _____

Address: _____

Phone Number: _____

Email:_____

Administration Building – 3395 Harrison Ave (MAP A)



Administration Annex and Smith Middle School (MAP A)



Austin Innovation Campus (MAP A)



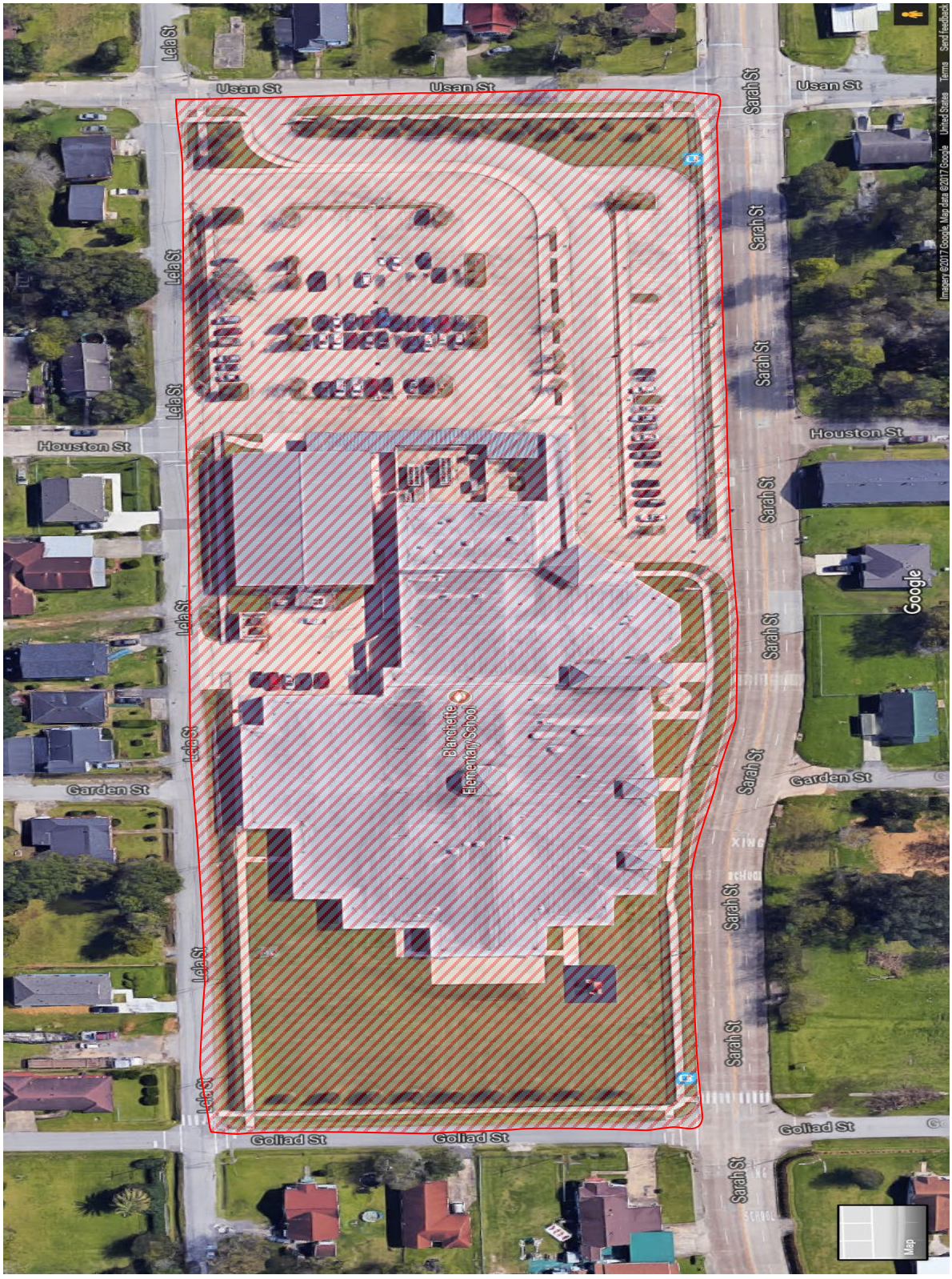
AMELIA ELEMENTARY AND VINCENT MIDDLE SCHOOL (MAP A)



Bingman Pre-K (MAP B)



BLANCHETTE ELEMENTARY (MAP B)



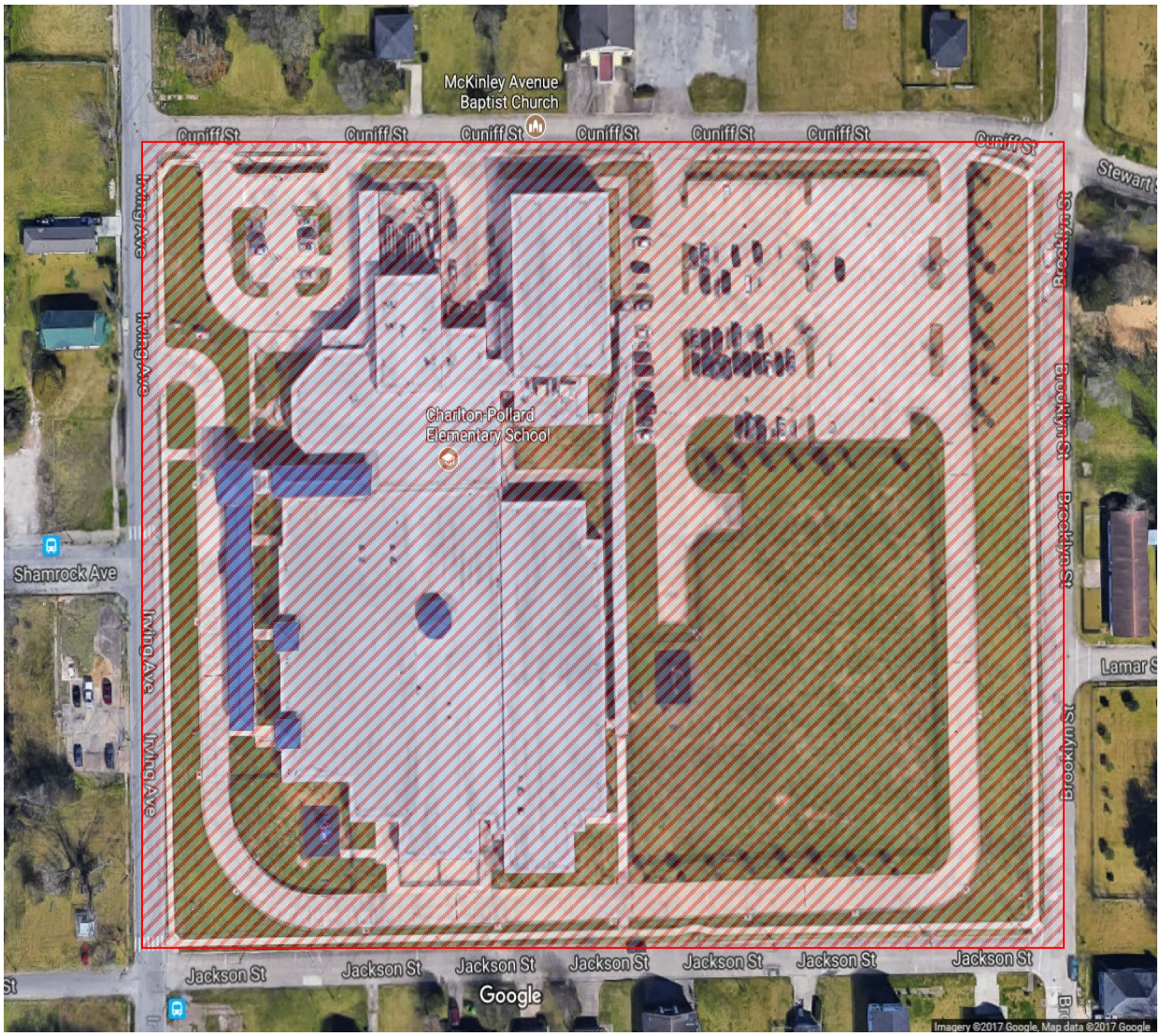
CALDWOOD ELEMENTARY (MAP B)



CENTRAL HIGH SCHOOL (MAP B)



CHARLTON-POLLARD ELEMENTARY (MAP C)



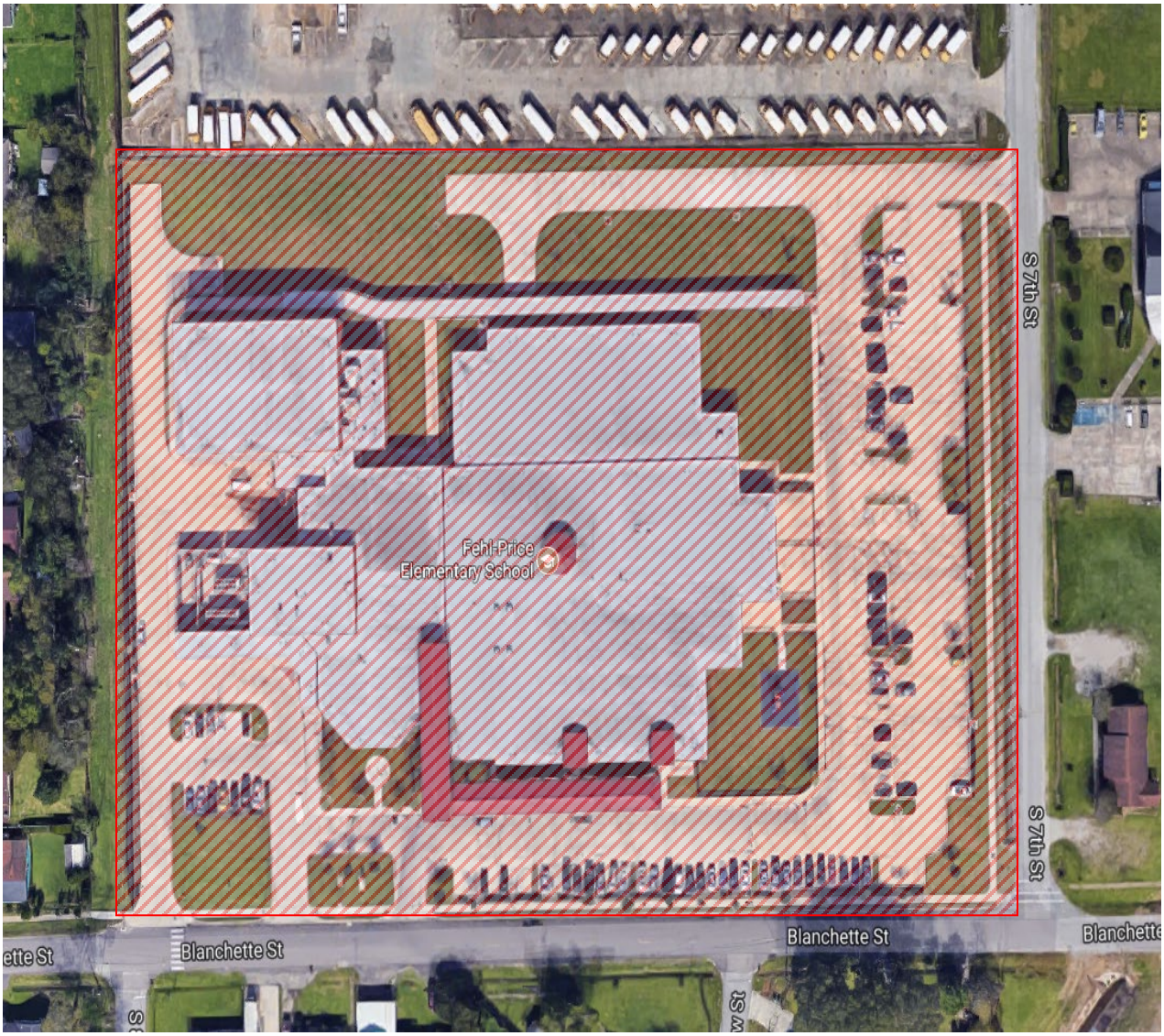
CURTIS ELEMENTARY (MAP C)



DISHMAN ELEMENTARY (MAP C)



FEHL-PRICE ELEMENTARY (MAP C)



FLETCHER ELEMENTARY (MAP C)



GUESS ELEMENTARY (MAP C)



HOMER ELEMENTARY (MAP D)



JONES-CLARK ELEMENTARY (MAP D)



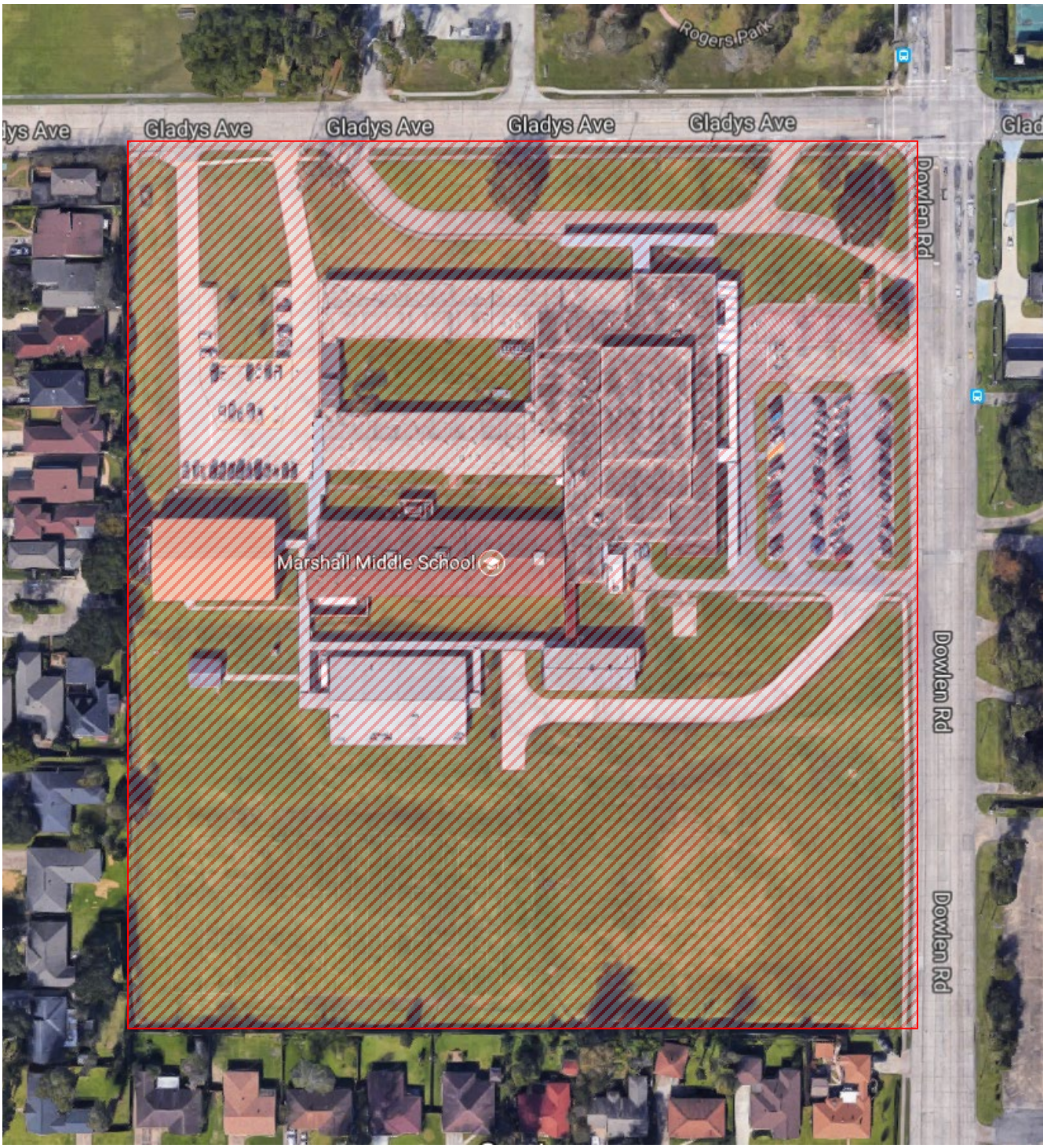
KING MIDDLE SCHOOL (MAP D)



LUCAS PRE-K ELEMENTARY (MAP D)



MARSHALL MIDDLE SCHOOL (MAP E)



MARTIN ELEMENTARY (MAP E)



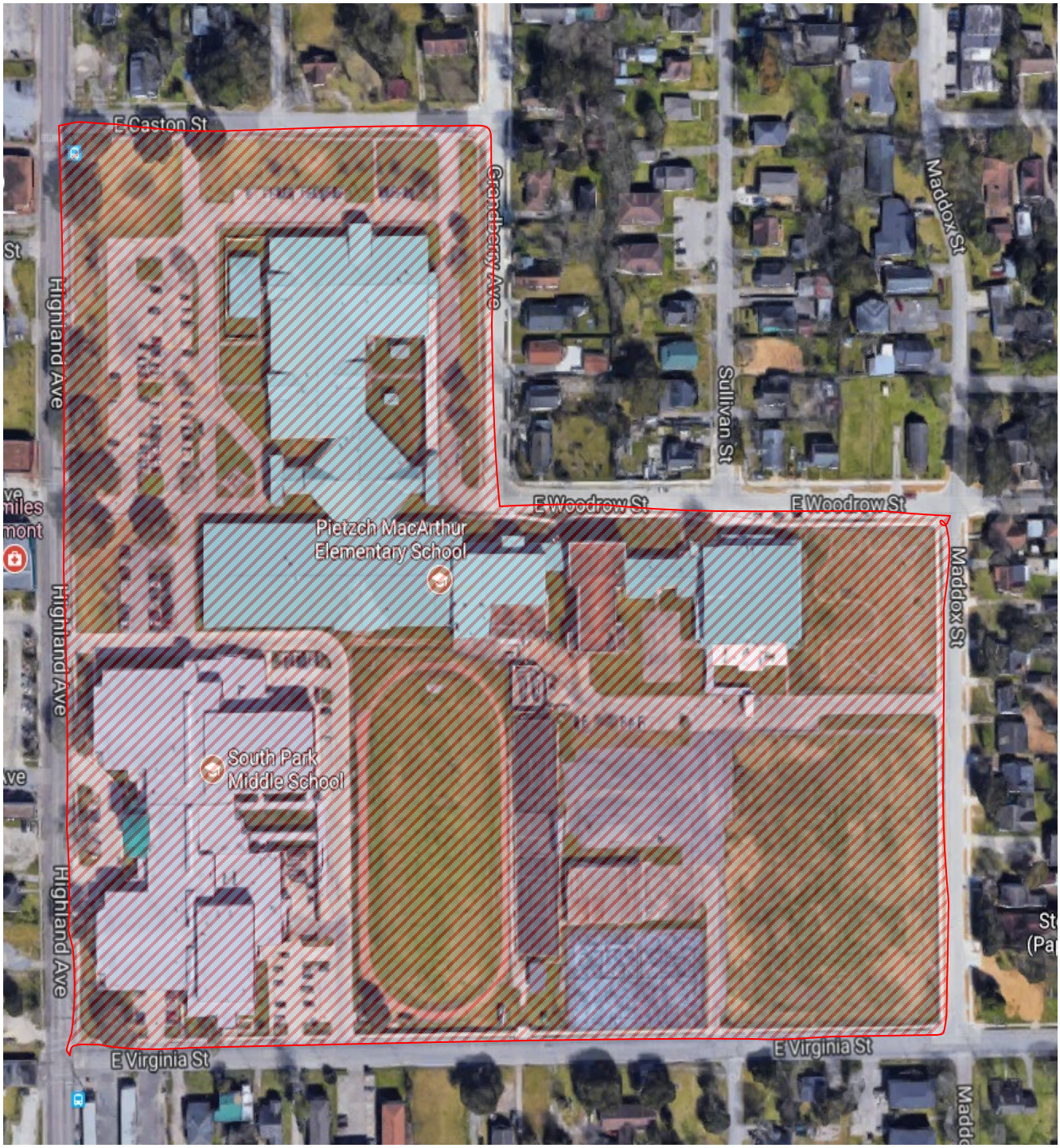
ODOM MIDDLE SCHOOL (MAP E)



OZEN HIGH SCHOOL (MAP E)



PIETZSCH-MACARTHUR ELEMENTARY/SOUTH PARK MIDDLE SCHOOL (MAP F)



REGINA HOWELL ELEMENTARY (MAP F)



WEST BROOK HIGH SCHOOL (MAP F)

