

**Jefferson County Board of Education**

1001 Peachtree Street, Louisville, Georgia 30434

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# **NOTICE TO VENDORS**

## **GRASS CUTTING SERVICES**

**NUMBER JC-02-26-01**

The Jefferson County School District is accepting sealed proposals as specified in the attached invitation for proposal (IFP). Proposals will be received at Jefferson County School Board of Education, 1001 Peachtree Street, Louisville, GA 30434.

**Due: March 26, 2026 at 2:00pm at  
Jefferson County Board of Education,  
1001 Peachtree Street, Louisville, GA 30434**

**RESPONSES SHALL BE PLAINLY MARKED**

IFB FOR: Grass Cutting Services

REQUEST FOR PROPOSAL NUMBER: JC-02-26-01

DUE BEFORE: March 26, 2026 at 2:00 p.m.

Any proposal received later than the specified date and time, whether delivered in person or mailed, may be disqualified.

The Jefferson County Board of Education (JCBOE) reserves the right to reject any or all proposals and to accept any deemed most advantageous to the Jefferson County School District and to waive any informalities in proposal process.



## Jefferson County Schools

The Jefferson County School District, 1001 Peachtree Street, Louisville, Georgia 30434 is soliciting competitive bids for grass cutting services. **Proposals are due no-later-than March 26, 2026 at 2:00pm.**

The Jefferson County School District intends to award one or more three-year fixed-price contract(s) as a result of this solicitation. Contract performance would commence AS EARLY AS POSSIBLE, and continue for a term of three years ending January 31, 2029. The agreement resulting from this solicitation shall be in the form of a General Contract for Services. The Contract will be a term contract for grass cutting services as described in the specifications for approximately five schools and associated office locations within Jefferson County School District.

The Jefferson County School District reserves the right to extend this contract on an annual basis and at the same contract provisions, terms and conditions for up to an additional 2 years upon mutual written consent by both parties (total of 5 years). Jefferson County School District reserves the right, to make one Contract award to one bidder or a combination of Contract awards based on whatever basis the Jefferson County School District determines will be in the best interest of the Jefferson County School District.

The Contract shall be deemed to terminate absolutely and without further obligation on the part of Jefferson County School District at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. In the event of insufficient funding, the Contract shall terminate absolutely and without further obligation as of that moment.

### **Grass Cutting Specifications:**

#### **Times & Schedules**

- The cutting season will be from March thru October, with JCBOE having the option to add additional cuts during the off season. There will be an average of (28) cuts during the cutting season.
- The cutting rotation will be established by the Jefferson County Board of Education (JCBOE) to show the frequency of cuts at each location.
- JCBOE will provide Open House dates, school start times and end times.
  - o Elementary Schools: The Grass Cutting Contractor will need to coordinate with the principal to establish recess and physical education class times.
  - o Open House which is held at all schools will be in early August. Each school should be cut within (3) days of the date provided by JCBOE.
  - o Open House and the first cut of the season will require additional edging (entire property), tree/shrub pruning and trash/debris removal.



## Jefferson County Schools

### **General Information**

- Elementary Schools- all areas will be cut including practice and play fields.
- Middle School- all areas will be cut except for the athletic fields (football, baseball, softball, etc.). Cutting will be performed up to the fence of the athletic field.
- High School- all areas will be cut, including:
  - o Baseball and Softball will be cut up to the fence of the playing field.
  - o Football Field will be cut up to the running track.
  - o Up to established border of track events.
- Central Offices- All areas will be mowed, weeded, edged and pruned per schedule.
- Board Office – Cut and edge weekly, prune shrubs as needed or per JCBOE request.
- A maximum grass height of (2) inches will be required, any exceptions must be approved by a JCBOE representative.
- All locations will be mowed, edged and weeded during each cut to include the following areas:
  - o All buildings/facilities, including portable classrooms.
  - o All paved areas.
  - o All trees and shrubs.
  - o All sidewalks, curbs and steps.
  - o All fence lines (not inside athletic fields).
  - o All playground equipment.
- All paved areas, sidewalks, curbs and steps within (100) feet of all buildings will be edged and blown free of grass clippings during each scheduled cut.
- All debris, including litter and storm debris will be removed from each site and disposed of properly before each cut.
- All cracks, expansion joints and seams in paved and concreted areas must be treated with a pre-emergent and post-emergent weed control agent at a sufficient rate to eliminate/prevent weed growth. If the weed control agent requires a license to apply, it is the contractor's responsibility to obtain said license.

### **Equipment**

- The awarded contractor must possess the following equipment:
  - o Commercial grooming mower equipped with discharge deflectors or mulching deck with no discharge.
  - o All deflectors mulching decks and safety equipment must be in place and operating at all times while on JCBOE property.
  - o All tires on mowing equipment must be low-profile turf tires to minimize damage to the grounds.
  - o Commercial weed trimmers with deflection guards.
  - o Gas powered backpack blowers or hand-held commercial blowers



## Jefferson County Schools

### Damages

- Any JCBOE or private property damage must be reported to the school principal of JCBOE representative immediately.
- JCBOE property damage will be repaired and paid for by JCBOE and deducted from the next payment due to the contractor.
  - o Sprinkler heads
  - o Broken or cracked windows on the building/facility
  - o Signage
  - o Fence/gates
  - o Curbs/sidewalks
- Private property damage will be repaired and paid for by the awarded contractor. This repair will be coordinated between the contractor and property owner.
  - o Broken automobile glass
  - o Scratched automobile glass/paint/body damage
  - o Grass clippings and/or excessive dirt on automobiles

### Contractor/Crew Leader Responsibilities

- Notify the school office when arriving at each school location prior to cutting and when cutting is complete.
- Let the school office know how many crew members will be on site during each cut.
- Make sure all safety equipment and cutting guards are being used.
- Appropriate cutting speed is being observed to obtain optimal grass cutting. This is to assure that no grass is missed, laid down or not cut.
  - o Areas that are not cut properly due to speed, dull blades, neglect or excessive clipping build up will be subject to call back at the contractor's expense.
- Report any grass cutting issues or damages to the school or a JCBOE representative immediately.
- Any increase in cost increase to JCBOE must be presented to the JCBOE Director of Maintenance for review or approval prior to being invoiced.
- JCBOE will not be liable for additional charges without prior approval.
- Failure to comply with the specifications, schedule, performance or workmanship may result in termination of the contract.

### Questions

All questions must be submitted in writing before March 17, 2026 at 4:30pm by email at [tinners@jefferson.k12.ga.us](mailto:tinners@jefferson.k12.ga.us) or by mail at 1001 Peachtree Street, Louisville, GA 30434. All questions will be responded to in the form of an addendum posted on the district's website, [www.jefferson.k12.ga.us](http://www.jefferson.k12.ga.us). No questions will be responded after the questions' deadline.



## Jefferson County Schools

### **Additional Information**

This solicitation does not obligate funds, nor does it constitute a contract, offer of employment, or offer of purchase.

The cost of preparing and submitting a proposal is the sole obligation of the bidder.

All bidders must submit a minimum of three references with proposal. References must be for projects/contracts of similar size and scope as that contemplated herein. Failure to provide adequate references may result in disqualification of your proposal.

Proof of General Liability, Automotive and Workers Compensation Insurance coverage must be provided no later-than 10 calendar days following contract award notification by Jefferson County Board of Education at coverage levels specified. Proof of Insurance must include Jefferson County Board of Education as a named Certificate Holder.

A completed E-Verify Affidavit Form and General Contract for Services must be provided within 10 calendar days of receipt of award.

The Jefferson County School District reserves the right to:

- Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, in addition to bid cost
- Having the lowest bid price does not necessarily guarantee contract award
- Reject any and all proposals if deemed necessary
- Disqualify any bid not meeting specifications as necessary
- Accept any alternative proposal believed to be in the best interest of the school system
- Waive any informality in the bid submission
- Cancel any awarded bid if the product and / or service proves unsatisfactory



## Jefferson County Schools

### School Location/Address:

#### **Carver Elementary School**

104 Bedingfield St.  
Wadley, GA 30477

#### **Louisville Academy**

425 West 9<sup>th</sup> St.  
Louisville, GA 30434

#### **Wrens Elementary School**

1711 Hwy 17N  
Wrens, GA 30833

#### **Maintenance Dept./Choice Academy**

901 Mimosa Dr.  
Louisville, GA 30434

#### **Jefferson County Middle School**

3232 State Hwy 296  
Stapleton, GA 30823

#### **Jefferson County High School**

1157 Warrior Trail  
Louisville, GA 30434

#### **Jefferson County Board of Education**

1001 Peachtree Street  
Louisville, GA 30434

#### **Transportation Department**

1401 School Street  
Louisville, GA 30434

\*\*To request maps of the locations, please email [tiners@jefferson.k12.ga.us](mailto:tiners@jefferson.k12.ga.us) \*\*