Jefferson County Schools

Jefferson County Board of Education

1001 Peachtree Street, Louisville, GA 30434

Telephone: (478) 625-7626; Fax: (478) 625-7459; Email: tiners@jefferson.k12.ga.us

NOTICE TO VENDORS

ATHLETIC FIELDS MAINTENANCE SERVICE

Jefferson County High and Jefferson County Middle Schools

NUMBER RFP JC-11-06-01

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

Due: November 30, 2026 at 1:00 pm at

Jefferson County Board of Education,

1001 Peachtree Street, Louisville, GA 30434

RESPONSES SHALL BE PLAINLY MARKED

RFP FOR: Athletic Fields Maintenance Services
REQUEST FOR PROPOSAL NUMBER: JC-11-06-01
DUE BEFORE: November 30, 2026 at 1:00 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 the proposal process.

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REQUEST FOR PROPOSALS (RFP)

Athletic Field Maintenance for Jefferson County High and Jefferson County Middle Schools

Notice is hereby given that Jefferson County Schools shall receive sealed proposals for Athletic Field Maintenance for Jefferson County High and Jefferson County Middle Schools until 1:00 pm. EST on November 30, 2026, at the Jefferson County Board of Education Office located at 1001 Peachtree Street, Louisville, GA 30434. Proposals will be in accordance with the Request for Proposals (RFP) guidelines and Jefferson County School District's policies. All written questions should be emailed to johnsonmoneka@jefferson.k12.ga.us before November 23, 2026, by 12:00 pm.

The Jefferson County School District intends to award one three-year fixed-price contract 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, 2030. 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 Athletic Field Maintenance for Jefferson County High and Jefferson County Middle Schools as described in the specifications.

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).

The Request for Proposals is available at the Jefferson County Board of Education Office located at 1001 Peachtree Street, Louisville, GA 30434, and may be viewed online on the Georgia Procurement Registry or the school district's website www.jefferson.k12.ga.us.

All submissions must include a proposal with the content and in the format described within the RFP.

The Board reserves the right to terminate this project prior to submissions being received, to reject any and all proposals, to waive informalities or irregularities in responses to this RFP, and to be the sole judge of the value and merit of the proposals offered.

JCBOE Contacts:

Athletic Director: JB Arnold, arnoldj@jefferson.k12.ga.us
Director of Maintenance: Scott Tiner, tiners@jefferson.k12.ga.us

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SCOPE OF WORK AND SPECIFICATIONS

Field Maintenance for Jefferson County High and Jefferson County Middle Schools

The Contractor shall provide comprehensive athletic field maintenance services for the following facilities, in accordance with the specifications outlined herein:

- Baseball field located at Jefferson County High School – 1157 Warrior Trail, Louisville, GA
- Softball field located at Jefferson County High School – 1157 Warrior Trail, Louisville, GA
- Baseball/Softball field located at Jefferson County Middle School – 3232 Highway 296, Stapleton, GA

Soil Analysis

Soil samples from each field will be taken and tested to ensure the most accurate plan for healthy and weed-free fields. A copy of each sample's results will be provided to the Director of Maintenance and the Athletic Director and will serve as a guide to determine the plan of action for future soil health.

Field Pest Control

The Contractor shall provide two (2) fire ant treatments per year and one (1) application for insects (ants, army worms, moles, crickets, etc.).

Grass Treatment – Weeds and Insecticides

All athletic fields shall be treated in accordance with the schedule below. Scheduling shall be coordinated with the Director of Maintenance and the Athletic Director.

- (1) Spring pre-emergent application, late February – early March
- (1) Fall pre-emergent application, late September – early October
- (2) Post-emergent applications for weed control
- Spot spray as needed
- (3) Fertilizer applications (will be determined based upon the season and needs of the fields)
- (1) Fungicide application applied in late summer to prevent dollar spot in the spring
- Maintain irrigation systems on the fields (sprinkler head repair, timer settings, any minor issues)
- Mow the fields as needed and maintain the turf to the desired height
- Keep all areas inside the athletic fields trimmed, edged, sprayed, and ready for play in the appropriate season

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All chemical applications must be performed by licensed chemical applicators and only when children are not on the property. The Director of Maintenance and Athletic Director will work with the Contractor to schedule the treatments. All applications shall be performed in accordance with applicable safety standards, environmental regulations, and manufacturer guidelines.

All work shall be completed in a timely and professional manner.

Additional Work

Additional work on the fields must only be negotiated between the Contractor and the Director of Maintenance for Jefferson County School District. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written approval from the Athletic Director or the Director of Maintenance.

Other procedures shall be negotiated separately as the need may arise.

Equipment Requirements

The awarded contractor shall maintain and utilize sufficient quantities of properly maintained, commercial-grade equipment necessary to perform all services outlined in the RFP in a safe, efficient, and timely manner. All equipment shall be appropriate for the athletic field maintenance and capable of meeting the performance standards and service schedules specified herein.

Equipment shall be in good working condition, comply with all applicable safety requirements and environmental regulations, and be adequate to ensure uninterrupted service delivery throughout the term of the contract.

The awarded contractor must possess the following equipment:

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

Damages

Any JCBOE or private property damage must be reported to the school principal or JCBOE representative immediately.

- JCBOE property damage will be repaired and paid for by JCBOE and deducted from the next payment due to the contractor.

Sprinkler heads
Broken or cracked windows on the building/facility
Signage
Fence/gates
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.

Broken automobile glass
Scratched automobile glass/paint/body damage
Grass clippings and/or excessive dirt on automobiles

Contractor/Crew Leader Responsibilities

Notify the school office and Athletic Director when arriving at each school location before cutting and when cutting is complete.

Let the school office and Athletic Director 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 ensure that no grass is missed, laid down, or not cut.

- Areas that are not cut properly due to speed, dull blades, neglect, or excessive clipping buildup 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 to JCBOE must be presented to the JCBOE Athletic Director and Director of Maintenance for review or approval before 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 November 23, 2026, at 12:00 pm by email at johnsonmoneka@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. No questions will be answered after the questions' deadline.

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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 the 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

School Location/Address:

Jefferson County High School
1157 Warrior Trail
Louisville, GA 30434

Jefferson County Middle School
3232 State Hwy 296
Stapleton, GA 30823

**To request maps of the locations, please email the Director of Maintenance at tiners@jefferson.k12.ga.us. **