



## **REQUEST FOR PROPOSAL**

**FOR**

## **PROFESSIONAL LAWN CARE & GROUNDS MAINTENANCE**

**Deadline for Submission: June 1, 2023  
by 2:00 p.m. CST**

**INTRODUCTION**

The Yazoo County School District is soliciting written proposals for professional lawncare & grounds maintenance services at all campuses (Yazoo County School District Central Office, Yazoo County High School, Yazoo County Middle School, Bentonia Gibbs Elementary, & Linwood Elementary).

The successful proposer is undertaking the work under this contract is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

All site visits will require pre-approval from Mr. John (Joe) Odum, Director of Operations/Buildings & Grounds, at least 24 hours in advance. All visitors on Yazoo County Schools campuses must check in at the front office and be issued visitors badges prior to proceeding with any other activity.

***QUESTIONS:*** ALL QUESTIONS REGARDING THIS RFQ ARE TO BE DIRECTED

TO: John (Joe) Odum by emailing questions to [john.odum@yazoo.k12.ms.us](mailto:john.odum@yazoo.k12.ms.us)  
or (662) 746-4672 ext. 1210.

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**PROPERTY LOCATIONS CHART**

	<b>SCHOOL/PROPERTY</b>	<b>ADDRESS</b>	<b>CITY</b>
1	<b>Yazoo County School District Central Office</b>	94 Panther Drive	Yazoo City
2	<b>Yazoo County High School</b>	191 Panther Drive	Yazoo City
3	<b>Yazoo County Middle School</b>	116 Panther Drive	Yazoo City
4	<b>Bentonia Gibbs Elementary</b>	10340 MS HWY 433 West	Bentonia
5	<b>Linwood Elementary</b>	3439 Vaughan Road	Vaughan

**I. SCOPE OF WORK**

The contract will encompass all landscape services, including at a minimum the following activities:

All mowing, trimming, clean-up, plant & bed care, weeding, mulching, pruning and leaf/debris removal will be done at least 34 times each year (March-October on a 7-10 day cycle) and more often as needed to maintain a neat appearance.

- Mowing: all turf shall be mowed, edged and line trimmed around obstructions at least 34 times each year and more often as needed to maintain a neat appearance. During periods of excessive rain or drought, the mowing frequency may be allowed to change as to avoid turf damage.
  - Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed every other mowing and or as needed to maintain a sharp edge between the concrete areas and the turf. Damage to plant materials due to string line trimming shall be replaced by the contractor within 10 days.
  - Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. All trash and debris is to be removed from the property before departure.
  - Plant & Bed Care: Excess soil/turf shall be removed from the property and not allowed back into the bed.
  - Weeding: weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad spectrum herbicide, as needed.
  - Pruning: trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).
  - Leaf Removal: leaves shall be removed from the turf as required.
  - Bus Hogging: all property that cannot be maintained with a mower must be bush hogged on a two week cycle (or as needed/requested by The District) during the growing season.
- \*\*\*Athletic Fields: athletic fields are excluded from this contract. However, areas around the athletic complexes are to be mowed , string trimmed, and maintained in accordance with the agreement.
- \*\*\*\* No mowing/trimming will be executed while students are on the playground/lawn areas, nor may the services negatively affect instructional time (testing).
- \*\*\*\* Yazoo County School District will not provide any equipment to fulfill the scope of work listed above.

## II. GENERAL CONDITIONS AND PROVISIONS

**GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of Mississippi.

**CONFLICT OF INTEREST:** All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Yazoo County School District (including any member of the Yazoo County School Board of Education). All Contractors must also disclose in writing with their proposal the name of any employee of District who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

**ERRORS AND OMISSIONS:** The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify District of any omissions or errors found in this document.

**INSURANCE COVERAGE:** During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Mississippi, as well as employer's liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

**INSURANCE REQUIREMENTS:** Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Mississippi. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Mississippi. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Mississippi laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

**OTHER INSURANCE PROVISIONS:** The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
2. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage, or in limits except after 30 days written notice. The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Yazoo County School District as a Certificate Holder to their insurance policy and provide documentation of same.

**EVALUATION CRITERIA:** The Yazoo County School District, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a “best overall value” basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, and the Contractors experience with similar projects. In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The District reserves the right to make independent investigations as to the qualifications of the Contractor(s). Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The District reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the District.

**AWARD OF BID:** The Yazoo County School District, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on “BEST VALUE.” “BEST VALUE” will allow the District to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. “BEST VALUE” will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one Contractor does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the District.

**NOTIFICATION OF AWARD:** After all prerequisites and specifications have been met by the Contractor and the award for Professional Lawn Care and Grounds Maintenance Services has been made, the successful Contractor will be notified by the District verbally and by a letter of award.

**TERMINATION FOR CAUSE:** The District and the Contractor may terminate their participation in this contract in whole or in part with thirty (30) days’ notice, for their convenience, or because of failure of the Contractor to fulfill the contract obligations in any respect. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the District.

**RENEWAL OF CONTRACT:** The District reserves the right to renew the contract of services for up to four (4) years from the initial contract.

### III. STATEMENT OF QUALIFICATIONS

Respondent should include in response all information relating to the following:

- Previous work to that described in Section I above.

- History of firm, including list of public sector entities for which landscape services have been provided.
- Comparable references.
- *Note: All employees must have passed a background check before working on school premises*

The respondent should also include a work schedule of project in the response to this RFP.

#### IV. EVALUATION CRITERIA

The proposals shall be evaluated and ranked according to the following criteria:

1. Experience, including but not limited to the number and size of previous projects completed for the Yazoo County School District Board of Education.
2. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, and coverage by professional liability insurance.
3. Total Cost to complete the Scope of Work (yearly contract).

The Yazoo County School District will rank the response to this RFP according to the criteria listed above and will negotiate with the highest ranked business regarding an acceptable contract with the Yazoo County School District. If negotiations are unsuccessful, the negotiations will be terminated and the Yazoo County School District will negotiate with the second highest ranked business. This process will continue until an agreement with a business is reached.

All work as specified in this RFP shall begin with 30 days following the award of bid as notified in writing by the Yazoo County School District.

**Deadline and number of copies:** Submit two (2) printed copies of the written proposal to be received no later than: (Thursday, June 1, 2023 at 2:00 p.m. CST). It is the responsibility of the submitting firms(s) to ensure timely receipt by the Yazoo County School District. The Yazoo County School District will not be responsible for the untimely delivery of proposals due to the mail carrier or any other occurrences.

Mail or hand delivery of the proposals to:

**John (Joe) Odum  
Yazoo County School District  
94 Panther Drive  
Yazoo City, MS 39194**