School Board Office
6 Schoolhouse Road
Washington, Virginia 22747
Telephone (540) 227-0023
Fax (540) 987-8896
www.rappahannockschools.us

Request for Proposal: Rappahannock County Public Schools (RCPS) invites sealed bids for seasonal grass cutting, trimming, and specified landscape weeding at Rappahannock County Public Schools.

Issued by Rappahannock County Public Schools

SEALED BIDS WILL BE RECEIVED

DELIVER TO: Dr. Robin Bolt
6 Schoolhouse Rd
Washington, VA 22747
Rappahannock County Public Schools
ISSUE DATE: November 19, 2026
BID DUE: 12:00 PM February 19, 2027

BID ANNOUNCEMENT

Rappahannock County Public Schools (RCPS) invites sealed bids for seasonal grass cutting, trimming, and specified landscape weeding at Rappahannock County Elementary School (RCES), the School Board Office, and designated landscaped areas.

Submission:

Sealed envelopes must be marked "Grass Cutting Services of Athletic Fields" and delivered to Rappahannock County School Board Office, Attention: Dr. Robin Bolt, 6 Schoolhouse Road, Washington, VA 22747.

Bid receipt deadline: Noon February 9, 2027 Public bid opening: February 9, 2027. Late bids will be returned unopened. The Offeror is responsible for timely delivery. An individual authorized to bid the Offeror must sign the bid.

Contract term:

March 1, 2027-March 1, 2030. The anticipated seasonal service period is March 14 through November 30, subject to RCPS direction and the final executed contract. Questions and site visits: Dr. Robin Bolt, (540) 227-0023, rbolt@rappahannockschools.us. Offerors should inspect the locations and familiarize themselves with conditions before bidding.

PROJECT SPECIFICATIONS AND SCOPE OF WORK

1. Seasonal mowing and trimming of the baseball, softball, and soccer fields and contiguous grass walking areas behind RCES, south of the stone/rock wall.
2. Seasonal mowing and trimming of grassy areas adjacent to the School Board Office at 6 Schoolhouse Road, including the grassy banks identified by RCPS near Schoolhouse Road and U.S. Route 211.
3. Weekly mowing beginning March 14, or later if directed by the RCPS Facilities Director, through November 30 of each contract year.
4. Each mowing includes string trimming around fences, buildings, structures, sidewalks, athletic equipment, and the rock wall.
5. Maintain baseball and softball playing surfaces at 2 to 2½ inches; maintain the soccer playing surface at 2 to 2½ inches.
6. Maintain grass walking areas around the athletic fields at 2 to 3½ inches.
7. Complete athletic-field mowing no later than 3:00 p.m. to preserve field availability, except during June 1 through August 1.
8. Weed landscaped/mulched areas around the electronic display sign in front of RCHS, both sides of the main School Board Office entrance, and the front of RCES. Perform weeding at least four times annually, on dates designated by RCPS.
9. Provide all labor, equipment, fuel, transportation, and supervision necessary to perform the specified services. Coordinate access and schedules with RCPS.

GENERAL CONDITIONS

Award and responsiveness

RCPS reserves the right to reject any or all bids and to act in the best interests of the school division, consistent with applicable procurement law. Award will be made to a

qualified, responsible bidder submitting a responsive bid under the applicable solicitation method.

Site conditions

Offerors must familiarize themselves with site conditions, requirements, and specifications before submission. Failure to inspect will be at the Offeror's risk.

Insurance

The successful Offeror shall provide a certificate of liability insurance valid in Virginia at contract execution in the bid proposal packet, and maintain coverage throughout the contract.

Invoicing

The contractor shall invoice RCPS for approved services performed under the agreement monthly.

Attachment 1: Statutory Requirements

A. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal.

B. Small, Women-owned, Minority-owned (SWAM), and Rappahannock County Business. Specify whether the firm is a SWAM or located within the Rappahannock County boundaries. Firms can only be considered a Small, Women-owned or a Minority-owned Business, if certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE).

Attachment 2: Mandatory Contractual Provisions

A. Nondiscrimination: During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia. In accordance with Section 2.2-4343.1, the School System does not discriminate against faith-based organizations.

B. Conflict of Interests: The Selected Firm represents to the School System that its performance does not and will not involve a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act.

C. Assignment: Neither party will have the right to assign this Agreement without prior written consent.

D. Amendments: No amendment will be effective unless reduced to writing and executed by the School System's Superintendent.

VENDOR RELATIONS

Access to School Premises: No vendor agent or sales representative enters the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting without authorization is subject to legal action.

Prohibition on Solicitation or Acceptance of Gifts: No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder anything of more than minimal value.

OFFICIAL BID PROPOSAL
FOR
GRASS CUTTING SERVICES OF ATHLETIC FIELDS AT RCES
March 1, 2027 – November 30, 2030

Name of Company:

_____

Address:

_____

_____

Telephone: _____Fax: _____

Contractor's License #:

_____

Expiration Date:

_____

Amount of Liability Insurance:

_____

Number of employees to perform this work:

_____

Equipment you have available to be used for this work:

_____

_____

BASE BID:
Proposed annual field mowing, trimming, and mulching contract price:

_____

Signature of Authorized Company Agent:

_____

Printed Name of Authorized Company Agent:

_____

Date:

_____

RCPS Approval:

_____