

RFP for Grass Cutting Services of Athletic Fields at RCES

REQUEST FOR PROPOSAL

Rappahannock County School Board

Grass Cutting Services of Athletic Fields at RCES and School Board Office

Rappahannock County Public Schools is seeking Bids for the following project:

BID ANNOUNCEMENT: Bids must be submitted in a sealed envelope marked “Grass Cutting Services of Athletic Fields” for Rappahannock County Public Schools. Bids must be received at Rappahannock County School Board Office, Attention: Dr. Robin Bolt, 6 Schoolhouse Road, Washington, VA 22747. Sealed bids must be received by 12:00 PM on Monday, March 6, 2023. Bid opening will be at 3:30 pm, Monday, March 6, 2023. This work will include grass-cutting services for all athletic grounds behind Rappahannock County Elementary School to the south of the stonewall, including a baseball, softball, and soccer field and surrounding walking areas. This work will also include grass cutting services for all grassy areas adjacent to the School Board Office at 6 Schoolhouse Rd, including the two grassy banks across from the school board office on the west side of Schoolhouse Rd. and the south side of Rt. 211. This work will also include weeding of the mulched area around the Electronic Display Sign in front of the high school, the mulched areas flanking the main entrance to the School Board Office, the mulched area in front of the elementary school, and the elementary courtyard. The weeding of described areas to be done a minimum of four times annually and times to be designated by RCPS. The awarded contract shall serve as a one (2) year agreement for services starting March 14, 2023, through November 30, 2025, with the possibility of a two time extension. The Offeror is responsible for ensuring that their bid is received by the deadline indicated. Late Bids will be returned unopened to the sender. Bids shall be open to public inspection only after the award of the contract. An individual authorized to bind the Offeror must sign proposals. All proposals without such signature will be deemed non-responsive and will not be accepted. Offerors may contact Dr. Robin Bolt (540-227-0023) at the Rappahannock County School Board Office to review bid specifications and view locations.

All packages, envelopes, or correspondence issued in response to the RFP should clearly state on the exterior: **“Grass Cutting Services of Athletic Fields” Due 12:00 PM March 6, 2023**

Rappahannock County Public Schools reserves the right to reject all proposals and to negotiate with any respondent to the RFP if deemed to be in the best interest of the school division.

Rappahannock County Public Schools is an equal opportunity/affirmative action employer.

Awards shall be made to the qualified and responsible Offeror whose bid is responsive to this solicitation. A responsible Offeror is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.

The Offeror or their authorized representatives are expected to inform themselves of the conditions, requirements, and specifications before submitting bids; failure to do so will be at the Offeror’s own risk, and they cannot secure relief on the plea of error.

The Offeror shall provide the Rappahannock County School Board Office with a Certificate of Liability Insurance, valid in Virginia, at the time of the contract signing but no later than the start of the project and agrees to maintain such insurance until the termination of the contract.

The Offeror is responsible for billing the RCPS for all approved services during the term of this agreement.

Any questions regarding the RFP should be addressed to Dr. Robin Bolt by phone at (540) 227-0023 or by email at rbolt@rappahannockschools.us

EEO Statement:

Rappahannock County Public Schools does not discriminate based on race, color, national origin, sex, creed, marital status, age, or disability in its programs, activities, or employment practices as required by Title VI, Title VII, Title IX, Section 504, and ADA regulations. RCPS provides equal access to the Boy Scouts and other designated youth groups.

PROJECT SPECIFICATIONS AND SCOPE OF WORK

1. Seasonal field mowing and trimming of baseball, softball, and soccer fields, including contiguous grass walking areas located at Rappahannock County Elementary School to the south of the rock wall.
2. Seasonal mowing and trimming of the grass areas adjacent to the School Board Office and the two grassy banks near the School Board Office, one on the east side of Schoolhouse Road and the other on the south side of U.S. Rt. 211.
3. Seasonal cutting weekly beginning March 14 (or later if requested by RCPS Facilities Director) and continuing through November 30 each year of the contract.
4. Each cutting shall include weed eating and trimming around fences, buildings, structures, sidewalks, athletic equipment, and rock wall.
5. Grass shall be cut at the height of 2-2 ½ inches on the baseball and softball fields.
6. Grass shall be cut at the height of 2-2 ½ inches on the soccer field.
7. Grass shall be cut at the height of 2-3 ½ inches on the walking areas surrounding the baseball, softball, and soccer field playing surfaces.
8. Grass cutting must be completed no later than 3:00 pm to allow for the availability of the field for athletic use (exception June 1 through August 1).
9. Seasonal weeding of the mulched area around the electronic display sign in front of the high school, the mulched areas flanking the main entrance to the school board office, the front of the elementary school, and the elementary courtyard.

The contract starts on March 14, 2023, and continues through November 30, 2023.

ANTI-DISCRIMINATION: By submitting their proposal, the Offeror certifies to RCPS that they will confirm to the provisions of the Federal Civil Rights Act of 1964, as mentioned, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of Virginia Public Procurement Act.

EMPLOYEE BACKGROUND CHECKS:

According to Rappahannock County School Board policy, "...As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child."

DRUG-FREE WORKPLACE:

During the performance of this contract, the Offeror agrees to (i) provide a drug-free workplace for the Offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing

clauses in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to the Offeror by the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

SMALL AND MINORITY BUSINESS ENTERPRISES: It is the policy of RCPS to undertake every effort to increase the opportunity for utilization of small and minority businesses in all aspects of procurement to the maximum extent feasible. In connection with the performance of this contract, the Contractor agrees to use their best effort to carry out this policy and ensure that Small and Minority Businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.

**OFFICIAL BID PROPOSAL
FOR
GRASS CUTTING SERVICES OF ATHLETIC FIELDS AT RCES
March 14, 2023 – November 30, 2025**

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: _____

Date: _____