



**Jackson Public School District
Business Office**

Post Office Box 2338 - Zip 39225-2338
662 South President Street - Zip 39201
Jackson, Mississippi
Telephone: 601-960-8796

Note: The Jackson Public School District will not accept any bids which are received after the published bid opening time and date indicated below and will not be responsible for any bids mailed or delivered to any address other than those above. No exceptions!

**FORMAL BID PROPOSAL
BID OPENING SCHEDULE**

BID NUMBER: 3180

BID TITLE: JPSD Site Care (Lawn Services)

BID OPENING DATE: May 11, 2021

BID OPENING TIME: 10:00 A.M., Local Prevailing Time

VENDOR NAME: _____

MAILING ADDRESS: _____

VENDOR TELEPHONE NO.: _____

VENDOR FAX NO.: _____

VENDOR E-MAIL ADDRESS _____

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS BID TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS BID SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

PLEASE SUBMIT ORIGINAL BID DOCUMENTS AND ONE COPY.

If you would like the last tabulation for six months or annual bids, please go to www.jackson.k12.ms.us. Double click on Departments and select Business Office. Open the Purchasing page. Select Purchasing Schedule or Approved Bids. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the bid in question is not an annual bid, contact the Purchasing Office at 601-960-8799.

PROPOSAL FORM

**Board of Trustees
Jackson Public School District
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this bid document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addenda if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the timeframe agenda (if applicable).

All items contained in this bid shall be as specified or JPSPD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the bid, if the item(s) is to be considered. Please carefully read each section of this bid.

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS BID TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS BID SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSPD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSPD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

Respectfully submitted,

COMPANY _____
ADDRESS _____

PHONE _____
FAX _____
E-MAIL ADDRESS _____
SIGNED _____
WRITE OUT
SIGNATURE _____
TITLE _____
DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED BELOW:

MINORITY OWNED WOMAN OWNED NON-MINORITY



Post Office Box 2338 - Jackson, Mississippi 39225-2338

Telephone: 601-960-8799 ☎ Fax: 601-960-8967

Email: bjones@jackson.k12.ms.us

REQUEST TO ADD VENDOR

To be completed by JPS School/Location:

School/Department Requesting Vendor Addition _____

To Be Completed by Vendor: Please complete all sections and return by fax or email.

Will your company accept purchase orders? ☐ Yes ☐ No

Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.

Are you an employee of the Jackson Public School District? ☐ Yes ☐ No

Product Line _____

PARENT COMPANY NAME: _____

Doing Business As (dba) NAME: _____

Order Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

REMITTANCE ADDRESS:

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: (____) _____ Fax (____) _____

Email Address: _____

Parent Company Tax ID# _____

D/B/A Federal Tax ID/Social Security #: _____

Select One

Minority Code:

This information will be used to track purchases from minority vendors.

☐ Woman & Minority

☐ Minority

☐ Non-Minority

☐ Woman

Select One

Type of Entity

☐ Individual/Sole Proprietor

☐ Corporation

☐ Partnership

☐ Other _____

******JPS accepts no responsibility for orders filled without a valid purchase order.**

Submitted By: Signature _____

Date _____

FOR INTERNAL USE ONLY

Vendor Number: _____

1099: ☐ Yes ☐ No

Completed By: _____

Date: _____

Preference for Local Contractors

NON-RESIDENT CONTRACTORS ONLY: In letting of public contracts for the purchase of public construction, preference shall be given to resident contractors as provided in Miss. Code Annotated, §31-7-47 and §31-3-21, as amended. A non-resident contractor domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the non-resident contractor's state awards contracts to Mississippi contractors. Mississippi contractors shall be granted preference over non-resident contractors in the awarding of public contracts in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident contractor. **When a non-resident contractor submits a bid for a public contract, the contractor shall attach to the bid proposal a copy of its resident state's current law pertaining to such state's treatment of non-resident contractors.** The contractor shall also provide the following information with the bid proposal:

Contractor shall indicate its state of incorporation or its principal place of business or domicile:

If contractor is a partnership, contractor shall provide the name and place of residence of all partners in the firm:

Failure to provide any of the above information may result in the rejection of contractor's bid as "non-responsive."

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal bid proposals from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed bids shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the Bid Opening Schedule (front page of the formal bid document), at which time all bids shall be publicly opened and read aloud. Neither dating of the bid form nor placing the bid in the mail by this date shall meet legal requirements; the formal bid document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all bids received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this bid document prior to submitting a bid proposal.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal bid proposals submitted and base all decisions on the "lowest and best" bid concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this formal bid has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit bids via this bid document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this bid document to clearly define "open" and "competitive" product or service bid specifications. All items on this bid are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendum which were issued during the course of this formal bid. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the bid (e.g., pricing), in which case the Addendum shall not only be acknowledged below but shall be completed and attached to the bid at the time the bid proposal is submitted. Receipt of the following Addendum issued during the course of this formal bid is hereby acknowledged:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

It is acknowledged that this formal bid proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable). The detailed specifications section may include blueprints, drawings, or other documents which shall be deemed to be a part of these written specifications. I/We understand that each form is to be signed as required in the specifications, and unless this has been done, the bid proposal may be considered incomplete and therefore rejected. Likewise, it is understood that the submission of all

documents called for in the detailed specifications shall be submitted as defined in the specifications, and that failure to do so may result in rejection of the bid in part or in total. I/We, the undersigned, do hereby understand and accept all sections of this bid document and all addenda (if applicable) under which this quotation is being submitted and agree to perform in compliance with the specification requirements as set forth herewith.

I/We further agree that JPSPD reserves the right to award the order, if awarded, within forty-five (45) calendar days from the date of the bid opening, unless otherwise indicated in the written specifications which follow. Consequently, I/We agree not to request permission to withdraw the quotation after bids have been publicly opened for this period of time. Having carefully examined all elements of the specifications and addenda, I/we propose to furnish all furniture, equipment, supplies, materials, labor or services required according to the written bid specifications in connection with this bid and do hereby submit the following formal bid proposal, for the total amounts indicated on the proposal form pages, where requested in the bid document.

The individual signing this Bid Proposal shall be a responsible officer of the company and shall be authorized to sign on behalf of the company.

**** End Proposal Form Section of This Bid Document ****

INSTRUCTIONS AND CONDITIONS

Preparation of Bid Proposals

Vendors should adhere to all of the instructions and conditions as contained in this section of the bid as well as all other sections of these bid specifications; failure to do so may result in rejection of the bid.

All bid proposals must be completed in ink or typewritten; all bids must be manually signed. No erasures shall be permitted; mistakes may be crossed out and corrections inserted adjacent. All corrections (including "white-out") must be initialed in ink by the person signing the bid proposal. The proposal must be signed with the firm or corporate name and by a responsible officer or employee of the firm. Vendor is to acknowledge receipt of any and all addenda (if any) re bid specifications and/or drawings which are published for this bid. All addenda shall be acknowledged as outlined in the Proposal Form section of this bid document.

Vendors should respond by using the proposal form and all other sections of this bid document without alterations, where information is requested. For every item proposed, the "Unit Price," "Total Price," (where requested), and "Quoting On" lines must be completed. All information concerning warranties, delivery dates, etc., where requested, must be completed by the Vendor; all "checklists" must be completed and submitted with the bid, if required in the specifications.

Pages on which there are no items being quoted by the Vendor, may be detached, and only those pages which contain a quoted item(s), along with the signed proposal form (both pages of the proposal form) and all other documents stated in the detailed specifications need be returned. On pages in which there are both items being quoted and items for which a price quotation is not being offered, the Vendor shall indicate "No Bid" on the "Total Price" line for all items not being offered for bid.

Prices must be stated in units specified hereon; i.e., in the units of measure indicated (per each, or dozen, case, etc.). JPSPD shall not be responsible for pricing which does not conform to the unit of measure indicated, and likewise JPSPD has no authority to amend a unit price once submitted even if the error is obvious. Pricing must be stated in U.S. dollars and cents and shall be offered in a known amount; i.e., a bid which simply states "My bid is \$1.00 lower than the lowest bid received" shall not constitute a legal bid proposal.

Submission of Bid Proposals

Bids, once completed, should be placed in an opaque envelope with the enclosed gummed label attached to the outside of the envelope, with the Vendor name and bid number as they appear on the proposal form written on the label, in order that the bid may be accurately registered upon receipt. A responsible official who is a legal representative of the Vendor must sign the attached proposal form, in order for the bid to be valid and acceptable. A bid which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by JPSPD. Should a return label not be included with the bid document, address the outside of the envelope as follows:

IF MAILED	IF DELIVERED
Jackson Public School District	Jackson Public School District
Business Office	Business Office
Attention: Bettie Jones	Attention: Bettie Jones
Purchasing Coordinator	Purchasing Coordinator
P. O. Box 2338	662 South President Street
Jackson, MS 39225-2338	Jackson, MS 39201

In addition, the following information should be indicated on the outside of the bid envelope: (a) Vendor Name and Address and (b) Bid Name and Number and Bid Opening Date, as listed on the Bid Opening Schedule.

If the District's Business Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, which closure prevents the opening of bids at the previously advertised date and time, all bids received shall be publicly opened and read aloud on the next work day that the District's Business Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. In such event, bids shall be received by the District until the new date and time of the bid opening as set forth herein. JPSPD shall not be held responsible for the receipt of any bids the delivery of which was attempted and failed due to the closure of the Business Office. Each Vendor shall be required to ensure the delivery and receipt of its bid by JPSPD's Business Office prior to the date and time of bid opening.

Modification and Withdrawal of Bids and Late Bids

Bid proposals should be verified before submission for accuracy and correctness, since JPSPD shall not be responsible for any errors for which the Vendor is responsible. Bids may be modified or withdrawn by written notice or in person from the Vendor, if received in the Business Office prior to the time set forth in the Bid Opening Schedule; no telephone oral withdrawals shall be accepted. Notations written by the vendor on the outside of the bid envelope stating that an amount is to be "added" or "deducted" from the pricing structure submitted on the bid document sealed inside the envelope shall not be deemed permissible; all such notations shall be ignored relative to pricing submitted by the vendor. The pricing submitted on the form(s) provided by JPSPD shall be deemed to constitute the legal pricing offered by the vendor and it is that pricing which shall prevail and for which the vendor shall be accountable.

NO bids may be accepted, modified or withdrawn which are received in the Business Office, after the time set for the opening of bids. NO EXCEPTIONS! Any and all bids received after the bid opening time and date indicated on the Bid Opening Schedule shall be refused and marked "Late Bid" and returned to the Vendor, unopened. No formal bid proposals may be "faxed" and no telegraphic modifications may be made to any bid proposal once received by JPSPD; all changes shall be made prior to the bid opening **on the document** submitted to JPSPD.

Acceptance and Award of Bid Proposals

The Vendor's bid proposal, once submitted and accepted as a valid bid by JPSPD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSPD as per the terms of the bid specifications, all products and/or services contained therein. Bid proposals are subject to acceptance by JPSPD at any time within forty-five (45) calendar days following the bid opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All bids must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose bid, conforming to the specifications, is deemed to be the most advantageous to JPSPD, price and all other factors considered. The Vendor acknowledges the right of JPSPD to reject the bid, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the bid is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSPD (i.e., a duly issued purchase order or signed contract). All formal bid proposals shall be approved by the Board of Trustees prior to the award of the bid.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the bid proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this bid. However, if in the opinion of JPSPD a contract document is required to authorize the award of the bid, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSPD sign Vendor contract documents, a sample of all such documents shall be included with the bid proposal and shall become a part of the Vendor's bid proposal.

No Response to Bid Quotation

Due to the ever-increasing postal rates, it is necessary to remove the names of Vendors from bid mailing lists which do not respond in writing to formal bid proposals which are mailed to them. Henceforth, it shall be interpreted that a Vendor no longer wishes to remain on the bid mailing list for any bid, unless the Vendor offers a bid proposal or returns the cover sheet of the bid marked "NO BID - Please Leave Name on Active Bid Mailing List." Likewise, for the Board's information, please indicate on a sheet of your company's letterhead, the reason(s) why your company is not submitting a bid proposal in response to these specifications at this time. Failure to respond at all to an offer to bid shall result in the removal from the bid mailing list. It shall be the responsibility of the Vendor to notify JPSPD in writing if the Vendor has a change of address.

Rejection of Bid Proposals

JPSD reserves the exclusive right to reject the bid of any Vendor in part or total for reasons deemed appropriate, such as a documented past experience(s) in which the Vendor failed to perform according to stated specifications once awarded the bid, suspicious financial responsibility of the Vendor, instances in which Vendor offered references were checked with resulting negative connotations, etc. JPSD reserves the right to accept the "lowest and best" bid, which in their judgment, assures JPSD the product(s) or service(s) having the best performance and the highest level of function, quality and value. Any Vendor which does not indicate on the "Quoting On" line for each item on which a quotation is submitted, exactly what is being offered, may expect that item to be rejected, due to the fact that what is being offered cannot be clearly identified and compared to what is specified.

Approved Equal

It is the intent of this document to clearly define "open" and competitive product or service bid specifications. All items on this bid are to be as specified or JPSD approved equal; JPSD shall reserve the exclusive right to determine products and or services which are approved as equal to those specified herein. Reference in these specifications to and the use of the name and model number of any article, product, material or item of furniture and equipment by proprietary name, manufacturer or manufacturer's model or catalog number in describing an item, is intended to establish a standard of type, quality and design, and is therefore not intended to limit competition. Vendors may submit bid proposals for products which are of a different manufacturer and model number from that which is specified, provided the herein procedure is adhered to exactly. However, Vendors are encouraged to offer products of those manufacturers and model numbers specified, if at all possible.

For any item(s) which is proposed, which is other than as specified (brand name and number), it is the responsibility of the Vendor to submit, with the bid proposal, a manufacturer's published detailed cut and description, catalog, or other descriptive document, explaining in detail, exactly what is being proposed. Likewise, any support literature for any item(s) proposed which is other than as specified (manufacturer and model number), shall be clearly labeled as to the **Vendor's Name**, the **Item Number** as appears in the specifications and the **Item Name**. It shall be the responsibility of the Vendor to ensure that a detailed, technical description is provided for all items which shall allow for an accurate comparison to the item specified. All such support documentation shall be submitted with the bid proposal and shall be organized in one of the following manners:

- (a) Bound Volume of Pages - for each item, a picture and detailed product specification (for the exact manufacturer and model number proposed) shall be pasted on an 8 1/2" X 11" sheet of paper and bound in a cover with the Vendor's Name on the outside of the cover. The item number and item name as listed in the bid specifications shall be indicated at the top of each page. The support literature shall be organized in a bound volume in order by item number. Preferably, only one item shall be placed on each page.
- (b) Published Catalog - it shall be permissible to submit with the bid, a general or manufacturer's product catalog clearly indicating the detailed product information concerning the proposed product; however, if this method is utilized, it shall be the responsibility of the Vendor to place beside the product manufacturer and model number on the "Quoting On" line the correct **page number** in the catalog which is submitted, on which the product may be found. JPSD shall not research catalog table of contents or indexes attempting to locate items which are offered on this bid.

In addition, it shall be the responsibility of the Vendor to clearly define any deviations that exist from specifications, if any, between what is proposed and what is specified, for each item offered, which is other than as specified. All such information relating to product deviations may be placed in the bid proposal either on the page below the item specification or on a separate sheet. If a separate sheet is utilized, the page shall be entitled "Proposed Product Deviations" and each item shall be clearly labeled as to number and name as they appear in the specifications. Failure to provide such documenting evidence to support any such item offered and/or any significant product deviations may result in rejection of the item(s) involved.

Pre-Bid Approval of Items

Preference shall be given to those manufacturers and models which have been granted pre-bid approval based on past performance. Vendors are encouraged to request approval of their brands and models for each item(s) which are to be offered via bid in the future, in order to meet specifications as listed on this bid. All such requests shall be made in writing to the Director of Budget/Internal Services. After the bid has been published, all decisions as to product-approved equals shall be made following the bid opening. Where applicable, for the products and/or services to be provided in the specifications, preference shall be granted to those Vendors which offer local sales and service, parts inventories, user training orientation, etc. In the case of "tie bids", all factors being equal, the local vendor shall be recommended to the Board of Trustees for approval.

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to **two** places to the right of the decimal point only. The JPSPD mainframe computer database is designed to accept only pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the bid analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Freight

The Vendor agrees to deliver all items prepaid (F.O.B. DESTINATION), to an inside point or points of receipt within the District. If multiple delivery sites are required for items in the bid, either the total number of or the exact address of all such sites shall be indicated in the specifications section of the bid document. All costs for delivery, drayage or freight, for the packing or unpacking, loading and unloading of said articles, are to be borne by the Vendor, and should be included in the unit price.

Taxes

Vendor pricing shall not include any taxes (unless specified), since JPSPD is tax exempt. Federal Excise Tax Exemption Certificates shall be executed when required upon request by the Vendor.

Grouping of Items

As stated above, no grouping of items shall be allowed unless otherwise defined in the detailed specifications. Most items are to be offered for bid on an "individual" basis and shall be awarded accordingly. However, certain circumstances may arise in which it is to the advantage of JPSPD to group items offered for bid. In certain instances, for the purpose of continuity and to insure product compatibility and design, and to minimize the freight costs involved, similar items may be grouped in the specifications and therefore shall constitute a single unit for bid purposes. All items in each such grouping shall be purchased from one Vendor. In order to be eligible for consideration for award of the bid for any group of items, a price quotation must be offered for ALL items in the grouping and a total price given for all items included in the grouping; award of the bid shall be made following careful analysis of the "lowest and best" bid offered for the entire group of items. Failure to offer a quotation for all items in a group may constitute a "No Bid" for the entire group of items.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this bid document, it is mutually understood that JPSPD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSPD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied. Invoices submitted against **Multi-Year or Open Purchase Orders**, remittances are process based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year and Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, Construction, items and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and JPSPD for that time period, following inspection if applicable.

Vendors must agree to submit itemized invoices procured on a purchase order issued by the JPSPD. Vendor may submit invoices via email to jpsap@jackson.k12.ms.us or use USPS and mail remittance to Jackson Public School District, Business Office/Accounts Payable, Post Office Box 2338, Jackson, Mississippi, 39225-2338, following the delivery of all items and/or services as indicated on the purchase order or contract. Following satisfactory invoicing as defined above, payment shall be made in full on each invoice to the Vendor within forty-five (45) calendar days from either the date of delivery or the receipt of satisfactory invoicing, as specified above, (in the Business Office), for the complete order or contract, whichever occurs last.

Delivery Instructions

Information containing product delivery instructions for each item specified, shall be so indicated in the specifications. The specifications shall indicate if delivery is to be made to one central location or to multiple locations within the school district. Vendor agrees to adhere to delivery date schedules, as requested in the specifications.

Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSPD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the

manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSPD whether said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSPD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated JPSPD personnel, at the Vendor's cost, within a reasonable time.

Assemble and Set in Place

It shall be the Vendor's responsibility to furnish, deliver, unload from the delivery vehicle, completely assemble, set in place and where specified to completely install and make ready for operation to the satisfaction of JPSPD all items offered for bid in these specifications. All Vendor personnel shall be legally licensed and fully qualified in the performance of the various areas of installation expertise. Items requiring unpacking shall be unpacked, assembled and set in place by the successful Vendor, at Vendor expense, as directed by the designated representative of JPSPD. Where specified, all items shall be furnished, delivered, set in place, and made ready for operation, by the Vendor at Vendor's expense.

Removal of Debris

Where applicable, Vendor owned materials and equipment may be stored on the job site but the contractor shall maintain full responsibility for the stored items and full responsibility for any acts of vandalism or damage to JPSPD owned property as a result of the vandalism. Any materials of a flammable nature must be stored at least 50' from the nearest building. Vendor must maintain the premises free from accumulations of waste, debris and rubbish caused by the execution of the contract, as a result of this bid. Upon completion of all work, crates, boxes, and packing material shall be removed from the point of work or delivery by the Vendor, at Vendor expense, and the premises are to be left free of debris.

Complying with Specifications

All material furnished must be in conformity with the specifications and shall be subject to inspection and approval by JPSPD following delivery. The right is reserved to reject and return at the risk and expense of the Vendor such portion or the entirety of any shipment which may be deemed defective or fail to comply with specifications. If rejected, it shall be held for disposition at the expense and risk of the Vendor. Vendors shall be required to replace that defective portion or the entire order according to specifications without additional cost to JPSPD. Any items which may be lost or damaged in transit from the manufacturer to JPSPD shall be replaced or restored to the original good condition by the Vendor at no cost to JPSPD, to the satisfaction of JPSPD.

If required in the detailed specifications, each Vendor and subcontractor(s), together, should visit the site and take such other steps as may be necessary to ascertain the nature and location of the work to be performed, and the general and local conditions which could affect the work or the cost thereof. All visits to the sites shall be made at the Vendor's expense.

Guarantee

Each Vendor, by presenting a bid under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSPD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this bid for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide the coverage as indicated in the specifications.

Samples

JPSPD reserves the right to request of any Vendor offering a product for sale via this bid an exact sample for evaluation for any product proposed. Vendor agrees to submit requested sample(s) within ten (10) calendar days from notification of the sample request. Should the Vendor not adhere to this sampling procedure, the item(s) in question may be rejected on these grounds. Samples must be furnished upon request only, free of expense to JPSPD and if not destroyed by tests, shall be returned at the Vendor's expense upon request. Samples are to be submitted to the Business Office to the attention of the Director of Budget/Internal Services, 662 South President Street, Jackson, Mississippi. Samples are to represent exactly what the Vendor actually proposes to furnish. Samples shall be properly identified as to bid number, bid date, name of Vendor, and item number as it appears on the bid. Once the bid is awarded, JPSPD reserves the right to subject actual shipment samples to randomized testing. In cases when a sample is sent to testing laboratory for analysis in light of specifications, and the tests results indicate that the sample does not comply with specifications, the cost of the test shall be charged to the Vendor submitting the failing sample. The right is reserved to keep the successful Vendor's sample for comparison with actual shipment. Said sample may be returned to the Vendor or accepted as delivery according to order.

Compliance with Laws

If required due to the nature of the specifications contained herein, the Vendor shall give all notices, pay all fees, and comply with all local city, state, and federal laws, codes, ordinances, rules and regulations bearing on the successful conclusion of an order for supplies, services, or equipment. Vendor is to secure and pay for all permits, governmental fees, licenses and assessments necessary to perform all work as outlined in the specifications. The Vendor shall comply with all fire, safety and security regulations.

Insurance

It shall be the responsibility of the Vendor, once awarded the contract, to procure and maintain at Vendor expense, any insurance coverage equal in coverage to the minimum requirements applicable to the nature and scope of the project as set forth in these specifications. Vendor shall insure the delivery of all products delivered as a result of this bid until such time as all products are received by JPSPD, inspected and approved.

Liability and Relationship of Parties

The Vendor shall, and hereby does, indemnify and hold harmless JPSPD from any and all claims, suits, actions, judgments, settlements, damages, awards, costs and expenses of any kind or nature whatsoever arising from or out of any assertion or complaint by a third party or parties of any injury or damage resulting from the performance of this agreement by Vendor. Without limiting the generality of the foregoing sentence, as relates to this bid document and any succeeding document(s) as a result of this formal bid, the Vendor (which shall include the vendor of award, the product manufacturer whom the Vendor represents, any subcontractor(s) of either, or any other party acting as an agent of the Vendor or manufacturer) shall hold JPSPD, its officers, agents, servants, and employees harmless from liability of any nature or kind whatsoever against the publisher or author, manufacturer or agent for the use by JPSPD of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid proposal.

Any architects, consulting engineers, or other defined agents acting in behalf of JPSPD with regard to this formal bid, shall be deemed to be extensions of JPSPD and therefore all terms and conditions in this bid document shall equally apply to said third parties just as they do to JPSPD. Neither this bid nor any succeeding document(s) as a result of this formal bid, shall constitute nor create a partnership or joint venture between JPSPD (or any agent acting in behalf of JPSPD) and the Vendor, nor does it create a business relationship between the parties other than that specifically provided for by the terms of this agreement.

Non-Mentioned Items

Any standard manufacturer's parts, components, other equipment or related accessories not specifically mentioned by name or included in these specifications but which are normally a part of the equipment and furnishings necessary to complete the installation or insure the performance of the item, which are normally advertised and sold as a part of the "total product", shall be deemed to be included in the bid and shall therefore be furnished by the Vendor under the framework of this bid, at no additional cost to JPSPD.

JPSPD Responsibilities

With regard to installation as per these specifications, it shall be the responsibility of JPSPD to provide all electrical, gas and water services (stubouts) to the products as required and in compliance with the manufacturer's product specifications. Floor drains shall be provided by JPSPD. However, any and all product connections required to interface the product with electrical, gas, water and drain facilities, whether indicated on attached project plans, drawings and specifications, including all addenda issued pursuant to this bid, shall be solely the responsibility of the Vendor. JPSPD shall allow Vendor access to any facilities involved in these specifications during normal business hours in compliance with JPSPD's approved schedule. Upon written request from a Vendor, JPSPD may consider special work hours if required to complete a delivery or a project with an impending deadline. Likewise, if applicable, upon written request from the Vendor, JPSPD shall allow Vendor access to any project plans, blueprints or other detailed specifications which may not be included within this bid document, but which could reasonably be expected to have a bearing on the bid proposal. All such written requests shall be forwarded to the Business Office to the attention of the Director of Budget/Internal Services.

Product Colors, Finishes and Color Combinations

Where applicable and indicated in the specifications, color selection of all product finishes and furnishings which have been pre-selected by JPSPD, shall be adhered to as closely as possible by the Vendor. There are situations in which it is very important to JPSPD that all of the products included in the bid or various sections of the bid, be color coordinated in order that a pleasing decorative atmosphere conducive to instruction be established. It shall be the responsibility of the Vendor to submit as a part of the bid, where required in the specifications, proposed manufacturer's color samples for all items offered for which a specific color is indicated. Failure to do so may result in rejection of any and all items involved in that section.

Adjustments in the Quantities to Be Purchased

All quantities indicated in this bid are projected based on an established need and are stated in "good faith" by JPSPD and represent the known quantities which shall be purchased via this bid; however, in order to insure budgetary compliance, a situation may arise in which the quantities indicated for one or more items listed for bid may have to be amended.

Deletions - All quantities listed in these specifications are subject to adjustment; JPSPD shall reserve the right to delete any and all items entirely and/or to reduce quantities in number prior to issuing a purchase order at the unit price(s) quoted in the Vendor's bid.

Additions - If an "additions" clause is to be implemented with reference to the quantities to be purchased as a result of this bid, it will appear in the detailed specifications section of this document. If there is no reference to the purchase of additional quantities the quantities to be purchased shall be as published herein.

Follow-Up Services

The Vendor shall agree to provide to JPSPD as part of this bid, at no additional cost, all required user orientation as to the proper use and care for all equipment sold as a result of this bid.

Ambiguities

Should questions arise or ambiguities exist regarding any part of parts of the specifications as published, the Vendor shall notify the Purchasing Coordinator, (601) 973-8582, at least five (5) calendar days prior to the published bid opening date, in order that a written clarification (addendum) from the Business Office can be made known to all Vendors participating in the bid. No addendum concerning clarification of published specifications shall be issued following five (5) calendar days prior to the published bid opening date, unless it is to extend the bid opening date. Interpretation of and subsequent modifications to these specifications shall be made by addenda only; JPSPD shall not be responsible for any interpretation of the documents other than as set forth in these specifications or in JPSPD authorized written and published addenda. Should ambiguities exist between this section of the bid (Instructions and Conditions), and the stated specifications which follow, the specifications shall prevail and shall be taken to be the correct interpretation for this bid.

Vendor Grievance Procedure

JPSPD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSPD's bid process. If Vendor disagrees with any aspect of the bid process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the bid, including bid number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by JPSPD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the bid that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the bid that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the bid that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the bid that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon a bid, no appeals or protests will be acknowledged by JPSPD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

Exceptions to These Instructions and Conditions and/or Specifications

The Vendor, when through a voluntary and independent action, places the signature on the proposal form, fully agrees to accept and comply with all instructions and conditions and all other requirements defined in the detailed specifications and outlined in all other documents pertaining to the bid document. Should any Vendor take exception with any part(s) of these instructions and conditions, or any part(s) of the specifications which follow, it is the responsibility of the Vendor to so acknowledge such differences in detail on a separate sheet(s), and attach and submit said sheet(s) with the bid; all such exceptions shall become a part of this bid. **Proposal awards are based on the availability and continuation of funding. In the event of funding reduction, this award can be rescinded at any time.**

Jackson First

Jackson Public Schools is committed to supporting businesses within the City of Jackson. We believe that our businesses are vital to the success of our students and our schools. We also believe that the district should strive where possible to acquire goods and professional services from qualified businesses within the City of Jackson. The district is not willing, however, to sacrifice quality, noncompetitive or inflated pricing in its pursuit to support Jackson businesses. In light of our desire to support Jackson businesses, we are pledging to put JACKSON businesses FIRST when acquiring goods and professional services.

Important Message

Until further notice, all hand delivery proposals delivered between 9:00 a.m. until 9:59 a.m. (local prevailing time) the date the bid is scheduled to open, must be delivered to JPSP Board Room, 621 South State Street, Jackson, MS 39201.

Proposal for

Jackson Public Schools Landscaping and Sports Fields Maintenance Specifications

Introduction

The Jackson Public School District is soliciting written proposals from qualified vendors to provide landscaping and Sports Fields Maintenance services at designated locations throughout the District. The services will be provided Effective July 01, 2021 thru June 30, 2022 with the District reserving the option to extend the contract (per year) for an additional two years July 01, 2022 thru June 30, 2023 and July 01, 2023 thru June 30, 2024.

Questions regarding the material enclosed in said **specifications** should be submitted in writing to Ms. Sandra Robinson, Executive Director of Facilities and Operations, 101 Dr. Dennis Holloway Drive, P.O. Box 2338, Jackson Miss. 39203-2338 or via email at sarobinson@jackson.k12.ms.us.

General Instructions

Visit to Site - It is strongly recommended that each prospective vendor visit each site and familiarize themselves with the work required and verify dimensions and conditions before submitting a formal proposal. Each Group of Properties or the Athletic Fields Group may bid separately or in any combination, but each different assemblage of Groups must constitute a separate proposal.

Groups of Properties

Note: Acreage figures are for the entire site, including the buildings.

Central Group		
Acreage	Location	Address
1.50	Barr Elem.	1593 W. Capital St
7.42	Blackburn Middle	1311 West Pearl St
3.30	Brown Elem.	146 East Ash St
8.30	Clausell Elem.	3330 Harley St
1.75	Obama Magnet (Davis)	750 N. Congress St
8.00	French Elem.	311 Joel Avenue
13.25	Galloway Elem.	186 Idlewild St
20.80	Lanier High	833 West Maple St
5.80	Morrison Elem.	1224 Eminence Row
3.07	Rowan Middle	136 East Ash St

West Group		
Acreage	Location	Address
6.00	Career Dev. Center	2703 First Ave
3.10	George Elem.	1020 Hunter St.
19.00	Hardy Middle	545 Ellis Avenue
18.00	Hill High	2185 Fortune St
7.17	Isable Elem.	1716 Isable St
16.90	John Hopkins Elem.	170 John Hopkins Ave
12.00	Lake Elem.	472 Mt. Vernon Ave
5.60	Pecan Park Elem.	415 Claiborne Avenue
34.90	Provine High	2400 Robinson St
16.00	Raines Elem.	156 Flag Chapel Drive
13.60	Van Winkle Elem.	1655 Whiting Rd

East Group		
Acreage	Location	Address
22.50	Bailey Magnet	1900 North State St
8.00	Boyd Elem.	4521 Broadmeadow Dr.
6.00	Casey Elem.	2101 Lake Circle
22.00	Chastain Middle	4650 Manhattan Rd
8.45	McLeod Elem.	1616 Sandalwood Place
16.80	Murrah High	1400 Murrah Drive
11.00	McWillie Elem.	4851 McWillie Cir
9.00	Wells/APAC (Power)	1120 Riverside Drive
7.00	Spann Elem.	1615 Brecon Drive
10.00	Walton Elem.	3200 Bailey Avenue
12.70	Watkins Elem.	3915 Watkins Drive

South Group A		
Acreage	Location	Address
10.00	Baker Elem.	300 East St. Clair St
8.10	Shirley Elem. (Lee)	330 Judy St
8.00	Lester Elem.	2350 Oakhurst St
10.00	Key Elem.	699 McDowell Rd
24.00	Peeples Middle	2908 Belvedere Drive
15.80	Whitten Middle	210 Daniel Lake Blvd
8.20	Wilkins Elem.	1970 Castle Hill Dr
31.30	Wingfield High	1985 Scanlon Drive

South Group B		
42.00	Bates/ Cardozo	3180 McDowell Rd Ext
47.00	Forest Hill High	2607 Raymond Rd
10.00	Marshall Elem.	2909 Oak Forest Drive
12.00	Oak Forest Elem.	1631 Smallwood St
67.50	Siwell Middle	1983 Siwell Rd
10.00	Sykes Elem.	3555 Simpson St
12.00	Timberlawn Elem.	1980 Siwell Rd
10.00	Woodville Heights Elem.	2930 McDowell Rd. Ext.

North Group		
Acreage	Location	Address
8.00	Bradley Elem.	2601 Ivanhoe Drive
16.81	Brinkley Middle	3535 Albermarle Rd
25.00	Callaway High	601 Beasley Rd.
86.00	Capital City Alternative	2221 Boling Street
7.14	Dawson Elem.	4215 Sunset Drive
5.74	Green Elem.	610 Forest Avenue
5.86	Johnson Elem.	1339 Oakpark Drive
40.00	Kirksey Middle	5677 Highland Drive
11.00	North Jackson Elem.	650 Lake Drive
40.00	Northwest Jxn Middle	7020 Highway 49 North
20.00	Powell Middle	3655 Livingston Rd
10.00	Smith Elem.	3900 Parkway Avenue

Athletic Fields Group

Athletic Fields	Surface	Adjacent School	Address	Notes
Hughes Field	Grass	Hardy Middle	545 Ellis Avenue	Field will be upgraded to turf beginning Summer 2021
South Jackson Field	Turf	Forest Hill High	2607 Raymond Road	Renovations underway with August 2021 expected completion
North Jackson Field	Grass	Capital City Alternative	2221 Boling Street	
Newell Field	Turf	Bailey Middle	1900 North State Street	Stadium and field upgrades beginning Fall 2021

Sub-Contracting

The Contractor shall **NOT** further assign, transfer, or sublet this contract or any portion thereof. The Contractor must demonstrate through references, equipment listings and personnel that they are fully capable of performing the proposed services within its own resources and may not assign, transfer, or sublet this contract or any portion thereof. Noncompliance with this requirement will result in immediate disqualification. Identification of such practices after award of the contract may be grounds for termination of said contract.

Equipment Provided

The Contractor will provide all equipment required to complete the full Scope of Work as specified. **A list of all equipment to be used on this project will be provided to the District with the proposal.**

Equipment must be new or in excellent working condition. Failure to comply with the requirements of this paragraph shall be considered default on the part of the Contractor and shall be considered sufficient cause for terminate of this contract.

Supplies and Chemicals Provided

The Contractor will provide all grounds supplies required to properly perform the full Scope of Work.

“Safety Data Sheets” (SDS) describing specifications and safety measures for those chemicals to

be used on the premises shall accompany each bid proposal. All pesticides will be properly labeled and comply with "Right to Know" requirements. Vendor must provide documentation as required by the federal, state and local government. **Certification of individuals who will apply chemicals will be provided with the proposal.** The supplies will be of a name brand and not privately labeled. Prospective bidders should note that all spraying of chemicals must be done **AFTER SCHOOL HOURS or ON THE WEEKEND.**

Employee's \ Labor

The Contractor will be responsible for the terms and conditions under which his/her employees will be hired. The Contractor will have the sole responsibility to compensate his/her employees, including all applicable federal, state and local taxes, insurance and workers' compensation, and will be solely responsible for any losses incurred by the District, resulting from dishonest, fraudulent or negligent acts of its employees. All Contractor employees will comply with all rules of the District.

Term of Contract

The contract will be for a term of approximately one (1) year, commencing on the date of service first provided, continuing for one year of such date, with an option of two (2) one-year extensions as herein described. However, the District reserves the right to re-bid at any time without reason but with 60 days advance notification (Termination for Convenience).

Termination Clause

If either party fails to comply with any of the obligations required of it in this Agreement and, following receipt of written notice specifying the same, fails to remedy and cure such failure within a reasonable time (but, once an annual Purchase Order has been issued, in no event later than (a) thirty (30) days for failure to make any payments due and (b) thirty (30) days in case of any other failures), then the non-breaching party will have the right to terminate this Agreement immediately upon giving ten (10) days prior written notice of that intention (Termination for Cause).

Insurance Requirements

The insurance coverage specified herein shall constitute minimum requirements and shall in no way lessen or limit the liability of Contractor under the terms of the contract. Contractor shall procure and maintain, at Contractor's expense, any additional kinds and amounts of insurance that, in Contractor's judgments, may be necessary for Vendor's protection in the performance of the Scope of Work.

Contractor shall maintain insurance as required herein and all policies shall be written by companies satisfactory to JPSPD and licensed to do business in Mississippi. Certificates of Insurance shall provide that thirty (30) days prior written notice shall be given JPSPD before the policy is canceled or modified. The certificates shall reflect the type of insurance, limits of liability, class of operations covered, effective dates and dates of expiration of policies. Contractor shall submit to JPSPD, within ten (10) days after acceptance by JPSPD of Contractor's proposal, a Certificate(s) of Insurance indicating that Contractor has in effect insurance coverage of the type and limits herein specified. JPSPD reserves the right to verify insurance at any time during said contract. **A lapse in Contractor's insurance will be automatic grounds for contract termination.** Contractor shall secure and maintain during the term of the contract the following kinds and amounts of insurance.

- A. Workers' Compensation and Employer's Liability Insurance – as required by law, shall be provided for all employees at each school site. Employer's Liability shall be \$100,000 per accident, \$100,000 disease, and \$500,000 disease policy limit.
- B. Automobile Liability:
Bodily Injury: and Property Damage Combined Single Limit
\$500,000 per Accident
- C. Comprehensive General Liability:
 - (1) Premises - Operations
 - (2) Products/Completed Operations

- (3) Contractual Insurance
 - (4) Broad Form Property Damage
 - (5) Independent Contractors
 - (6) Personal Injury
- Bodily Injury and Property Damage Combined Single Limit:
\$500,000 Each Occurrence
\$500,000 Aggregate

GENERAL REQUIREMENTS

Contractor **must provide in this proposal** references for which they previously provided grounds services with full-service operations (using employees on contractor payroll) for other businesses of similar size, or commercial properties. Contractor must have a minimum of three (3) years of verifiable performance. At a minimum, 30% of employees who will be performing this Scope of Work must have been in the same positions during the period of these references.

Contractor **must provide in this proposal** the lines of communication and staff support to provide an effective quality control program and make available technical support on a daily basis as required by the school district.

Contractor **must provide in this proposal** proof that they are an established business entity licensed to do business in the City of Jackson and or State of Mississippi.

Contractor **must provide in this proposal** three (3) original letters of recommendations on company letterhead signed by a company officer. Letters must be from companies other than JPSPD indicating the year(s) of service.

Any contractor bidding that performed under a Landscaping contract with a school district terminated for performance reasons will be disqualified. Any contractor who did not fulfill their contract obligation with JPSPD will be disqualified.

Contractor **must provide in this proposal**, via an affidavit, a list of equipment (make and model) that will be utilized in the execution of the contract. A visual inspection of all equipment will be completed prior to recommendation being submitted to Board of Trustees for approval.

Contractor **must provide in this proposal** a list of chemicals used for weed control along with a copy of their state certification or licenses. If no chemicals will be used for weed control the Contractor must present an original signed letter addressed to JPSPD that no chemicals will be used in providing services to JPSPD. **Contractor must separately identify the number of hours of manual weed control that are being estimated and the associated cost in the cost of operations section, if chemical weed control is not to be used.**

Contractor **must provide in this proposal** a sample audit sheet for each type of service for which they intend to propose. Failure to provide the required audit sheet(s) is considered sufficient reason for rejecting proposal as non-compliant.

CONTRACTOR'S RESPONSIBILITIES

The Contractor shall perform all of its obligations and functions under this Contract in accordance with the specifications attached hereto, and in a professional and businesslike manner so that the landscape and turf areas are agronomically maintained in a healthy, vigorous growing condition and have a neat and clean appearance. The Contractor shall use its best efforts to coordinate its activities with and adjust its activities to the needs and requirements of the Owner and the various users of these areas and to perform its activities so as not to annoy, disturb, endanger, unreasonably interfere with or delay the operations or activities in these areas. The Contractor acknowledges that time is of the essence to

complete the work as specified. The Contractor agrees that all work shall be scheduled and performed regularly, diligently, and uninterrupted at such a rate of progress as will ensure full completion thereof within an expedited time period. The Contractor shall designate a representative who shall act as the sole point of contact with the Owner's representative.

Contractor's Report

Upon completion of each schedule cycle of service, the vendor shall be required to submit a detailed invoice for payment to the District's Representative, certifying that the work was completed as required in the Scope of Work. Dates of service must be specified. All special requests for cutting will be assigned a work order number. That number must be shown on the invoice for special services.

Damage to District /Private Property

The contractor shall take necessary precautions to protect the School District, City, and Private property. Any damage to property resulting from the wrongful, accidental, or negligent acts of the contractor's employees shall be reported to the District's representative (principals, building administrator, Campus Enforcement) immediately. The contractor will be responsible for the repair or replacement of sprinkler system parts, water, electric, telephone lines, hedges, shrubbery, trees, fencing, buildings, windows, vehicles, etc., damaged during the course of their operation. These repairs or replacements must be accomplished immediately at the contractor's expense. Replacement material/parts shall be identical, the same make and part or model number as that currently used or approved equal. In the event the contractor does damage to Owner/Private property to include windows, windshields, and other vehicular parts during the course of the landscaping operation, such damage must be repaired within 48 hours by the contractor and upon the notification of the contractor. The District shall reserve the right to make such repairs to district owned facilities and vehicles and deduct from payments due the vendor the cost of such repairs. Damages to Private property are the sole responsibility of the contractor.

The following steps are used in reporting damages: Notify building administrator or principal immediately. The Campus Enforcement Officer at the site will prepare a written report and a copy will be provided to the Site Care Supervisor. If damages are made to JPSPD Property, JPSPD will make necessary repairs and deduct expenses from Contractor's payment. Private Property damages are between property owner and Contractor. JPSPD will only provide an incident report to both parties.

SAFETY

All materials and performance of work will meet all Federal and State Occupational Safety and Health Administration (OSHA/MSOSHA) laws currently in effect, and those of local authorities having jurisdiction. The Contractor shall take all necessary precautions for the safety of his/her employees on the job and of the general public. Lawn and landscape maintenance work shall be scheduled to provide the least inconvenience to occupants of the buildings and users of fields. The Contractor shall protect all planted areas and plants from damage during maintenance operations. Damaged material shall be repaired and/or replaced by the contractor.

A. SPECIFICATIONS FOR LANDSCAPING

Mowing

During the growing season, Contractor shall mow the grass on a scheduled basis determined by JPSPD, which, under normal conditions, shall not exceed once every **ten (10) business days**, unless a more frequent interval is directed and approved by the Project Administrator. Prior to any mowing on Monday-Friday the Contractor must contact the JPSPD Project Administrator or designee and provide the site(s) to be mowed and JPSPD Campus Enforcement (601-960-8830) on weekends.

All types of turf grass areas will be maintained at the recommended height for the species being managed, other considerations will be season and use of turf. All mowing required will be included in Cost of Operations Section of the proposal. Each mowing service will include **grounds detail work i.e. string trimming, edging, limb removal and general grounds policing, cleaning of walkways and entrances, etc. removing all debris created before and during operation.**

Any debris such as, but not limited to paper, bottles and cans that may hinder the mowing process shall be removed by vendor from grounds **PRIOR** to the mowing.

After mowing, each site shall be clean of debris and should appear manicured. Contractor shall clean (broom-sweep or air blow) all sidewalks, porches, patios, decks, and other hard surfaces areas to remove any dirt and grass thereon as a result of the mowing process. After each mowing, Contractor shall perform a quality audit of the operation and provide a copy to the Project Administrator, by electronic or hard copy, at the time of notification that a specific school or building property has been completed. designee for an inspection. **Any discrepancy in the audit of the JPSPD Site Care team, a consistent disparity in the audit findings between the contractor and JPSPD Site Care Team or any other irregularities or failures in performance of the Scope of Work will result in a deduction of performance fee, non-payment for service until corrected or both. Continued failure to perform will result in more substantial loss of performance fee and up to termination for cause of the contractor.**

All rotary mowing equipment will have their blades replaced with sharpened blades on a weekly basis, so as not to tear grass. Patterns will be employed to permit recycling of grass clippings and to present a manicured appearance. Excess clippings from all turf will be removed through dispersal with a blower or physical removal and comply with any present or future ordinances regarding disposal. Papers and other debris will be cleaned off all lawn areas before and after mowing.

If turf cannot be mowed due to inclement weather and turf has exceeded the no more than one third leaf surface removal, mowing height must be raised and turf mowed twice. Excess clippings will be removed.

String Trimming (Each mowing)

String trimming will be performed around all obstacles and along fence lines even if treated with approved herbicides. Restrict use from concrete edges and surfaces (see Mechanical Edging). Contractor will be liable for all damages from Mechanical equipment used or controlled by Contractor. Areas that are muddy or wet and cannot be cut without leaving ruts must be cut with a string trimmer to a height and appearance matching that of mowed areas.

Mechanical Edging (Each mowing)

This service will be performed along all interior and exterior concrete walks and curbs every mowing cycle.

Turf Management

Turf areas will receive care as outlined below. All product labels and SDS sheets will be supplied to the client (or designated representative) prior to the application of a pesticide. If pesticides are to be applied, notification must be given to the site a minimum of twenty-four hours in advance. All pesticides having a designated REI (re-entry-interval) must be posted conspicuously in the area of application at a minimum of every 20 feet. There will be no exceptions to this rule. All federal, state and local laws will be adhered to in the application of all pesticides.

Addition of Newly Constructed Facilities

Facilities expansions or newly constructed facilities will be added to the appropriate zone and acreage adjusted as necessary. The same will be true for those facilities that are surplus and sold by the JPSPD. Modification or amendments to the contract will be negotiated as changes in facilities occur.

Shrubs Pruning (Every other Month)

All pruning and thinning will be conducted utilizing acceptable horticultural practices with the intent of retaining the plant's natural shape and the original design intent.

Shrubs shall be selectively pruned to remove excess growth. Training of hedges will begin with first flush of growth to force shrubs to fill space tightly. All hedges will be trimmed every other month. Shrubs will be inspected periodically for crossing limbs that may cause cankers. Shrubs will be trimmed a minimum of six (6) inches from buildings with a desired twelve (12) inches to be maintained where possible without damage to the shrub.

Dead wood will be removed upon visual inspection. Dead plants will be removed from the landscape and the client notified. (Trees exceeding twenty feet in height or eight-inch diameter are excluded).

Pruning of all flowering shrubs (hedges excluded) will be conducted so as to induce heavier flower bud production. Evergreen shrubs shall be pruned naturally to maintain their natural shape and appearance after the new growth has matured. All tree underbrush must be removed to maintain good visibility of entire campus property. Trees will be limbed to a height of at least ten (10) feet. Hedges and shrubs obstructing pedestrian or automobile traffic or visibility will be pruned as needed. Plants will be inspected for safety as pertaining to pedestrians. If plant cannot be maintained in an acceptable aesthetic manner, the contractor will recommend removal to owner representative. Deciduous Trees along walks and in lawn areas will have a minimum clearance of ten (10) feet. **Neither tress nor shrubs will be in areas near walkways or building exits such that they present an opportunity for hiding or observation. Such shrubs and trees will be recommended by the contractor to the owner representative for removal.** Trees branched to ground level or mulched to drip line are exempt from this rule. When pruning is complete no bare areas will remain on plants and flush cuts are not an acceptable means. Plants near or in path of pedestrian traffic must not be left with any sharp edges or potential protrusions. Contractor assumes liability for consequential or inconsequential damages arising from such protrusions based on adherence to this scope of work.

B. SPECIFICATIONS FOR SPORTS FIELDS MAINTENANCE

Artificial Turf Athletic Fields

Artificial turf fields will be repaired, combed and fill distributed and leveled as required to create a safe playing field. Maintenance will be performed prior to and after each regulation game played on a field. Contractor is responsible for providing all required equipment and supplies to include turf fill for maintenance operations. All trash or debris will be removed from the fields prior to performing maintenance

Natural Turf Athletic Fields

Natural turf fields will be repaired, to include replacing divots and repairing depressions as well as reseeding, mowing, vacuuming, aerating, fertilizing, de-thatching, and other necessary operations to provide a durable and safe playing field. Mowing will be performed twice weekly to prevent the accumulation of grass clippings crating a potentially slippery playing field. Contractor is responsible for providing all required equipment and supplies to accomplish sports field maintenance. All trash or debris will be removed from the fields prior to performing maintenance. Practice fields will be treated the same as landscaping and will follow the landscaping specifications. However, practice fields will be priced under this section.

Irrigation System

Contractor will provide routine inspection and maintenance of the irrigation systems. The actual repair/replacement of sprinkler heads, piping, regulators and valves will be identified and the Owner's Representative notified as to the type, extent and estimated cost before any repairs are completed.

Surrounding Landscape

The landscape surrounding sports fields will be maintained in the same manner and to the same specifications as other landscape.

Quality Audit for Sports Fields

A separate quality audit will be developed for Sports Field by the Contractor and approved by the Owner Representative. This Audit should be focused on the sports fields work but include any landscaping elements that are adjacent to the Sports Fields.

COSTING

Cost of Operations/Service

Contractor will provide the actual cost of performing the service in the proposal. This includes all actual costs plus service-based overhead such as insurance, management, etc. **The cost of operations/service will not include profit.**

Performance Fee

The contractor will identify a performance fee as a fixed fee for each landscaping or sports field maintenance service. This performance fee is subject to penalties for failure to perform according to the specifications.

Deficiency	Penalty (For each location)
Failure to perform all Elements of the Service	10%
Failure to correct deficiencies as identified in Contractor Audit	10%
Failure to perform Contractor Audit	20%
Quantifiable Discrepancies between Contractor and Owner Audit	20%
Repeated Failures in performing Elements of Service	40%
Repeated failures to identify and correct deficiencies in Contractor Audit	50%

Any notice of failure to perform will be required to be corrected prior to receiving cost of operations and any remaining amount of the performance Fee, after deductions for deficiencies.

Findings of repeated failures in the same service area for three total times is sufficient grounds for termination for cause. In addition, at the third repeated failure in the same service area/location, the performance fee will be completely forfeited by the contractor.

MISCELLANEOUS

Supplies

This program will be designed to promote the safe and enjoyable use of the exterior facilities as well as the overall attractiveness of the school district. All equipment and supplies necessary to perform these services, including but not limited to tractors, lawn mowers, edgers, trimmers, trucks, pesticides, replacement plant material (plant material damaged by contractor), are the responsibility of the contractor.

Technical Support

All employees of the contractor will be in an identifiable uniform and will check in upon arrival at site. **Contracted employees must be in uniforms that clearly identify company name or company logo, no tank tops or sleeveless shirts. Employees will also check out when leaving.** It is the responsibility of the contractor to secure all equipment during operation so as not to create an attractive nuisance that could injure students, JPSD employees and/or visitors. Contractor must notify the Owner Representative, school administrator or designee daily of the sites they will be working. Upon the vendor completing a site, he/she must complete the contractor's performance audit and provide the completed form to the Owner representative.

Hours of operations will be between 7:00 am and dusk, Monday through Friday. During summer months 6:00 am to dusk may be substituted. The Owner's Representative having jurisdiction shall be consulted and all regulations concerning time of operation shall be followed. Notification shall be given to the Owner's Representative and JPSD Campus Enforcement before "after-hours" work is performed. At the beginning of each workday, Monday thru Friday, the Contractor must call and report to the JPSD Owner's Representative a list of sites to be cut that day. On weekends, Contractor must call the JPSD Campus Enforcement (601-960-8830). Contractor shall designate contact person for daily operations; said person will be responsible for daily operations. Contractor must have a manager present for inspections upon completion of each cutting.

Statement of Policy by the Board of Trustees of the Jackson Public School District Concerning Equal Business Opportunities Regulations for This Project

It is the policy of the Jackson Public School District (hereinafter "JPSD") to promote full and equal business opportunities for all persons doing business with the JPSD, regardless of race, sex or national origin. It is the ultimate goal of Policy DIEJA to promote a business climate that will help to prevent discrimination against minorities and women, promote more competition among vendors, suppliers.

Payment and Invoicing

An original invoice will be submitted to the Facilities Office for review upon completion of Contractor's entire zone. The Facilities staff will review the invoice to ensure that all work was completed according to specification. All schools in the Contractor's area must be complete before invoice can be processed for payment. The invoice shall contain the date the site was serviced by vendor. If special services are requested by JPSD a work order number will be given vendor for requested services. That work order number must appear on the invoice on the date services were rendered for special request. Following satisfactory completion and/or full performance of all services specified, payment shall be made in full to the vendor within forty-five (45) calendar days. **It is further understood that the Vender accepts the possibility of sustaining financial resources or financial capacity while continuing required ground services per contract for at least (45) calendar days prior to receipt of payment.**

Proposal Form

The services will be provided during the District's **July 01, 2021 thru June 30, 2022** with the District reserving the option to extend the contract (per year) for **an additional two years, July 01, 2022 thru June 30, 2023 and July 1, 2023 thru June 30, 2024**. Please be informed that the District reserves the right to suspend, cancel or continue through any service period 2021-2022, or 2022-2023 or 2023-2024.

1. See "Specifications for Landscaping" section of this request for proposals for requirements for each service.
2. Offer pricing below for a SINGLE Landscaping Service for each location for each year. **Do not submit pricing based on the projected service schedule for the year.**
3. The Jackson Public School District will award Central and West groups individually. Each vendor will be awarded based on the best value proposal for each group. However, the district reserves the right or discretion to award this contract in the best interest of the district.
4. **You may submit pricing for one or all groups, but you must submit for each group individually.** The group awarded to individual vendors will be based on the vendor qualifications and pricing as submitted in your bid proposal. The recommendation will be made by Site Care Services to provide the best services for the district.

Central Group

	2021-2022		2022-2023		2023-2024	
Location	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Barr Elem						
Blackburn Middle						
Brown Elem						

Clausell Elem						
Obama Magnet Elem						
French Elem						
Galloway Elem						
Lanier High						
Morrison Elem						
Rowan Middle						
Total For One Landscaping Service At The Above Locations						

West Group						
	2021-2022		2022-2023		2023-2024	
Location	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Career Dev. Center						
George Elem						
Hardy Middle						
Hill High						
Isable Elem						
John Hopkins Elem						
Lake Elem						
Pecan Park Elem						
Provine High						
Raines Elem						
Van Winkle Elem						
Total For One Landscaping Service At The Above Locations						

East Group						
	2021-2022		2022-2023		2023-2024	
	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Bailey Magnet						
Boyd Elementary						
Casey Elementary						
Chastain Middle						
McLeod Elem						
Murrah High						
McWillie Elem						
Spann Elementary						
Walton Elementary						
Watkins Elementary						
Wells APAC (Power)						
Total For One Landscaping Service At The Above Locations						

South Group A						
	2021-2022		2022-2023		2023-2023	
Location	Landscapi ng Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Baker Elementary						
Shirley Elementary (Lee)						
Lester Elementary						
Key Elementary						
Peeples Middle						
Whitten Middle						
Wilkins Elementary						

Wingfield High						
Total For One Landscaping Service At The Above Locations						

South Group B						
	2021-2022		2022-2023		2023-2023	
Location	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Bates/Cardozo						
Forest Hill High						
Marshall Elementary						
Oak Forest Elementary						
Siwell Middle						
Sykes Elementary						
Timberlawn Elementary						
Woodville Heights Elem						
Total For One Landscaping Service At The Above Locations						

North Group						
	2021-2022		2022-2023		2023-2023	
Location	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Bradley Elementary						
Brinkley Middle						
Callaway High						
Capital City Alternative						
Dawson Elementary						
Green Elementary						

Johnson Elementary						
Kirksey Middle						
North Jackson Elem						
Northwest Jackson Middle						
Powell Middle						
Smith Elementary						
Total For One Landscaping Service At The Above Locations						

Athletic Fields Group						
	2021-2022		2022-2023		2023-2023	
Location	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service	Landscaping Cost of Operations per Service	Landscaping Performance Fee per Service
Hughes Field						
North Jackson Field						
South Jackson Field						
Newell Field						
Total For One Landscaping Service At The Above Locations						

Please direct all questions or concerns to project administrator.

Project Administrator Contact Information
Ms. Sandra Robinson
Executive Director of Facilities Operations, JPSD
101 Dr. Dennis Holloway Drive
Jackson, MS 39203
Phone: 601-960-8795