

Jackson Public School District



Jackson Public School District
662 South President Street
Jackson, MS 39201

Contact Information:
Project Administrator: Sandra Robinson
Telephone: 601-960-8784
E-mail: sarobinson@jackson.k12.ms.us

Re-Bid 3260

Title: Lawn and Site Care Services for JPSD

Issue Date: Friday, June 14, 2024

Submission Deadline: Monday, July 15, 2024

Time: 10:00 a.m. (Central Standard Time)

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED
ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE
PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADING TO
www.centralbidding.com**

If you would like the tabulation for this RFP after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Finance and Operations. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the RFP in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

Questions regarding proposal specification are to be addressed to the Project Administrator, Sandra Robinson listed above.

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) 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 RFP 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 RFP Opening Schedule (front page of the formal RFP document), at which time all RFP shall be publicly opened and read aloud. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP 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 RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal. Any agreement generated due to an award, may be terminated by the District without cause upon one week's prior notice to vendor.

Vendor must provide a current copy of their company's Certificate of Insurance with Workers Compensation and General Liability Coverage. Jackson Public School District requires coverage for not less \$1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contact. This coverage must be submitted and kept on file with JPSD.

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 RFP proposals submitted and base all decisions on the "lowest and best" RFP 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 RFP 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 RFPs via this RFP 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 RFP document to clearly define "open" and "competitive" product or service rfp specifications. All items on this RFP are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this RFP. 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 RFP (e.g., pricing), in which case the Add RFP Addendum shall not only be acknowledged below but shall be completed and attached to the RFP at the time the RFP proposal is submitted. Receipt of the following Addendum issued during the course of this formal RFP is hereby acknowledged:

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable).

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

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.** JPSD will only accept 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 RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this RFP document; JPSD 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. JPSD 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.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed 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, materials 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 JPSD for that time period, following inspection if applicable. **Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials need for presentations, etc. must be included in the total price proposal price submitted if and applicable.**

Performance Penalty

The Vendor is subject to a 10% penalty on this agreement for the **2024-2025** school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

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 JPSD 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 JPSD whether the said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSD 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 JPSD personnel, at the Vendor's cost, within a reasonable time.

Guarantee

Each Vendor, by presenting a rfp 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, JPSD 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 RFP for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's RFP proposal, once submitted and accepted as a valid RFP by JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSD at any time within forty-five (45) calendar days following the RFP 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 RFPs must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose RFP, conforming to the specifications, is deemed to be the most advantageous to JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD to reject the RFP, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp 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 JPSD (i.e., a duly issued purchase order or signed contract). All RFPs shall be approved by the Board of Trustees prior to the final award.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the RFP 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 RFP. However, if in the opinion of JPSD, a contract document is required to authorize the award of the RFP, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSD sign Vendor contract documents, a sample of all such documents shall be included with the RFP proposal and shall become a part of the Vendor's RFP proposal.

All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.

Hard Copy Instructions for Submission

- Responses, once completed, should be placed in an opaque, sealed envelope.
- On the outside of the envelope, list the Company's name/address, RFP number, title, opening date and addressee information as they appear in the RFP proposal that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along with Two (2) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered.

Please submit the proposal when mailed or hand delivered to

**Jackson Public School District
Business Office
Attn: Michele Mays
662 S. President Street
Jackson, MS 39201**

- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service, or any other delivery methods.

Page (18): Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals weather mailed, hand delivery or electronically Uploaded. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

All other required forms to include in the proposal are listed after Page 18.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted in the evaluation process and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page is located on page (18) of this document.

Mailed or hand-delivered proposal must include the Original and three (3) copies. Proposals may be uploaded to www.centralbidding.com before the designated date and time. No copies are warranted if uploaded electronically. Please follow the proposal submittal instructions.

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED TO www.centralbidding.com. For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814.

In order for this proposal to be accepted for evaluation, all information must be completed, and all instructions must be followed.

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.

RFPs openings will be video recorded for the public to view on the above date and time at Jackson Public School District, Central Office 621 S. South State Street, Jackson, Mississippi 39201.

Lawn Care Services

**Effective Dates: September 1, 2024 – June 30, 2025
With the Option to Renew for Two Additional Years**

INTRODUCTION

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 contractual purchase of lawn care and landscaping services for JPSD facilities and athletic fields at designated locations throughout the District.

The services will be provided effective September 01, 2024, thru June 30, 2025, with the District reserving the option to extend the contract (per year) for an additional two (2) year July 01, 2025, thru June 30, 2026, and July 01, 2026, thru June 30, 2027.

The purpose of these specifications and the resulting lawn care services agreement (hereinafter referred to as the "Agreement" or the "Contract") is for the Vendor(s) 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 Vendor.

Questions regarding the material enclosed in said **specifications** should be submitted in writing to Ms. Sandra Robinson, Executive Director of Facilities 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 Elementary	1593 W. Capital St
7.42	Blackburn Middle	1311 West Pearl St
3.30	Brown Elementary	146 East Ash St
8.30	Clausell Elementary	3330 Harley St
1.75	Obama Magnet (Davis)	750 N. Congress St
8.00	French Elementary	311 Joel Avenue
13.25	Galloway Elementary	186 Idlewild St
20.80	Lanier High	833 West Maple St

Central Group		
5.80	Morrison Elementary	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 Elementary	1020 Hunter St.
19.00	Hardy/Hughes Athletic Complex*	545 Ellis Avenue
18.00	Jim Hill High	2185 Fortune St
7.17	Isable Elementary**	1716 Isable St
16.90	John Hopkins Elementary	170 John Hopkins Ave
12.00	Lake Elementary	472 Mt. Vernon Ave
5.60	Pecan Park Elementary	415 Claiborne Avenue
34.90	Provine High	2400 Robinson St
16.00	Raines Elementary	156 Flag Chapel Drive
13.60	Van Winkle Elementary	1655 Whiting Rd

*Hardy/Hughes Athletic Complex includes the Hardy Middle school campus and the exterior of the fenced areas of the football and baseball/softball complex.

** Isable includes the exterior of the cemetery's fenced area beside street parking on Isable St.

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

*Bailey APAC includes the exterior of the fenced areas of Newell Field.

South Group A		
Acreage	Location	Address
10.00	Baker Elementary	300 East St. Clair St
8.10	Shirley Elementary	330 Judy St
8.00	Lester Elementary	2350 Oakhurst St
10.00	Key Elementary	699 McDowell Rd

24.00	Peeples Middle	2908 Belvedere Drive
15.80	Whitten Middle	210 Daniel Lake Blvd
8.20	Wilkins Elementary	1970 Castle Hill Dr
31.30	Wingfield High	1985 Scanlon Drive
South Group B		
Acreage	Location	Address
42.00	Bates Elementary/Cardozo Middle	3180 McDowell Rd Ext
47.00	Forest Hill High*	2607 Raymond Rd
10.00	Marshall Elementary	2909 Oak Forest Drive
12.00	Oak Forest Elementary	1631 Smallwood St
67.50	Siwell Middle	1983 Siwell Rd
10.00	Sykes Elementary	3555 Simpson St
12.00	Timberlawn Elementary	1980 Siwell Rd
10.00	Woodville Heights Elementary	2930 McDowell Rd. Ext.

*Forest Hill High includes both interior and exterior grassed areas of the South Jackson Field's football stadium.

North Group		
Acreage	Location	Address
8.00	Bradley Elementary (Campus Enforcement)	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 Elementary	4215 Sunset Drive
5.74	Green Elementary	610 Forest Avenue
5.86	Johnson Elementary	1339 Oakpark Drive
40.00	Kirksey Middle	5677 Highland Drive
11.00	North Jackson Elementary	650 Lake Drive
40.00	Northwest Jxn Middle	7020 Highway 49 North
20.00	Powell Middle	3655 Livingston Rd
10.00	Smith Elementary	3900 Parkway Avenue

*Capital City Alternative includes the exterior of the fenced area of North Jackson Field's football stadium.

Sub-Contracting:

The Vendor shall **NOT** further assign, transfer, or sublet this contract or any portion thereof. The Vendor 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 Vendor 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 section shall be considered default on the part of the Vendor and shall be considered sufficient cause for terminate of this contract.

Supplies and Chemicals Provided:

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

The supplies will be of a name brand and not privately labeled.

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.

“Material Safety Data Sheets” (MSDS) describing specifications and safety measures for those chemicals to be used on the premises shall accompany each bid proposal.

Certification of individuals who will apply chemicals will be provided with the proposal.

Prospective bidders should note that all spraying of chemicals must be done **AFTER SCHOOL HOURS** or **ON THE WEEKEND.**

Employees\Labor:

The Vendor will be responsible for the terms and conditions under which his/her employees will be hired.

The Vendor 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 Vendor employees will comply with all rules of the District.

Effective Dates of the Lawn Care Services Agreement:

The contract period shall begin September 1, 2024, and end June 30, 2025.

The Board may renew this agreement for two additional one-year periods.

- July 1, 2025, through June 30, 2026.
- July 1, 2026, through June 30, 2027.

Hence, the lawn service agreement could be for a three-fiscal-year period – September 1, 2024, and June 30, 2027.

Termination of the Agreement:

The District may terminate this Agreement without cause upon thirty (30) calendar days' prior written notice.

This Agreement may be terminated by the District immediately for cause.

For purposes of this Agreement, "cause" shall be defined as:

1. In the sole and absolute discretion of the District, the Vendor failed to consistently and/or satisfactorily perform the scope of work required by this agreement.
2. The breach by Vendor of any material term of this Agreement.
3. Upon termination of this agreement, for cause or without cause, the District shall compensate the vendor for all services satisfactorily performed until the termination date.

Insurance:

Vendor agrees that upon notification by JPSD of the award of the bid, the Vendor shall, within ten (10) business days, deliver a completed **Certificate Of Insurance** to the JPSD Business Office, clearly indicating the company(s) affording coverage, and said company(s) must be a reputable insurance company, licensed to transact business in the state of Mississippi, clearly indicating and offering JPSD assurance that should the Vendor be awarded the Lawn Care Services Agreement, the insurer would provide insurance coverage for the coverage and limits indicated below; this statement shall become a part of the Vendor's formal bid proposal.

The Vendor shall obtain and maintain the following minimum coverage:

Workmen's Compensation and Employer's Liability Insurance shall be provided for all employees at the school's site as per the statutes with the following limits:

- Coverage A - Statutory - MS
- Coverage B - Employer's Liability:
- Bodily Injury by Accident - \$100,000 Each Accident
- Bodily Injury by Disease - \$500,000 Policy Limit
- Bodily Injury by Disease - \$100,000 Each Employee

Automobile Liability

- Bodily Injury: \$500,000 Each Person, \$1,000,000 Each Occurrence
- Property Damage: \$500,000 Each Occurrence OR \$1,000,000 Combined Single Limit

Comprehensive General Liability shall include coverage for the following:

- Premises - Operations
- Products/Completed Operations
- Contractual Insurance
- Broad Form Property Damage
- Independent Contractors
- Personal Injury with the following limits:
 - o Bodily Injury and Property Damage:
 - o \$1,000,000 Each Occurrence
 - o \$2,000,000 Personal Injury and Advertising Injury
 - o \$2,000,000 Products/Completed Operations Aggregate

o \$2,000,000 General Aggregate (Except Products/Completed Ops)

The vendor shall name JPSD as an additional insured on the automobile liability and general liability policies, as certified by a certificate of insurance.:

Liability and Relationship of Parties:

The Vendor hereby indemnifies and holds harmless JPSD, including all JPSD, officers, trustees, agents, representatives, and employees, from all claims, suits, actions, judgments, settlements, damages, awards, costs, and expenses of any kind or nature, including attorneys' fees, arising from or out of any assertion or complaint by any party of injury or damage resulting from the performance of the Project by the Vendor, its employees, agents, representatives, or subcontractors.

Without limiting the generality of the preceding, this indemnification applies to liability arising from or out of JPSD's use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, environment-sensitive material, or appliance furnished or used by the Vendor, its employees, agents, representatives, or subcontractors in the performance of the Project.

GENERAL REQUIREMENTS

Vendor **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. Vendor 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.

Vendor **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.

Vendor **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.

Vendor **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 JPSD indicating the year(s) of service.

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

Vendor **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.

Vendor **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 Vendor must present an original signed letter addressed to JPSD that no chemicals will be used in providing services to JPSD.

Vendor 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.

VENDOR'S RESPONSIBILITIES

The Vendor shall perform all of its obligations and functions under this Agreement in accordance with the specifications attached hereto, and in a professional and businesslike manner so that the lawn and landscape areas are maintained in a healthy, vigorous growing condition and have a neat and clean appearance.

The Vendor 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 Vendor acknowledges that time is of the essence to complete the work as specified.

The Vendor 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 Vendor shall designate a representative who shall act as the sole point of contact with the Owner's representative.

DAMAGE TO DISTRICT/PRIVATE PROPERTY

The Vendor shall take necessary precautions to protect JPSD, City, and Private property.

Any damage to property resulting from the wrongful, accidental, or negligent acts of the Vendor's employees shall be reported to the District's representative (principals, building administrator, Campus Enforcement, and/or Facilities Operations) immediately.

The Vendor 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 Vendor'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 Vendor 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 Vendor and upon the notification of the Vendor. 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 Vendor.

The following steps are used in reporting damages:

1. Notify building administrator or principal immediately.
2. The Campus Enforcement Officer at the site will prepare a written report and a copy will be provided to the Site Care Supervisor and Vendor.

3. If damages are to private property, JPSD will only provide an incident report to both parties (property owner and Vendor).

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 Vendor 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 Vendor shall protect all planted areas and plants from damage during maintenance operations. Damaged material shall be repaired and/or replaced by the Vendor.

SPECIFICATIONS FOR LAWN AND LANDSCAPING SERVICES

Mowing:

Vendor shall mow the grass on a scheduled basis determined by JPSD. This frequency may be every seven (7), ten (10), or fourteen (14) business days depending on the rate of grass growth. The schedule for cuts will be determined and administered by the Site Care Supervisor. Prior to each scheduled interval cut, the Vendor must contact the JPSD Site Care Supervisor or designee and provide the expected dates for site(s) to be mowed. JPSD Campus Enforcement (601-960-8830) will be notified of any cuts scheduled for weekends.

All types of turf grass areas will be maintained at the recommended height for the species being managed. 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. Vendor shall clean (broom-sweep or air blow) all windows, windowsills, 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, Vendor shall perform a quality audit of the operation and provide a copy of the JPSD audit form to the Site Care Supervisor, electronically or hard copy, at the time of notification that a specific school or building property has been completed. **Any discrepancy in the audit of the JPSD Site Care team, a consistent disparity in the audit findings between the contractor and JPSD Site Care team or any other irregularities or failures in performance of the Scope of Work will result in payment being withheld for that location until all corrective work is completed. Continued failure to perform will result in termination for cause.**

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

String Trimming or Mechanical Edging (Each mowing):

String trimming will be performed around all obstacles and along fence lines even if treated with approved herbicides. String trimming or mechanical edging to be used along all interior and exterior concrete walks and curbs every mowing cycle. Vendor will be liable for all damages from mechanical equipment used or controlled by Vendor. 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.

Addition of Newly Constructed Facilities or Surplused 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 surplused and sold by the JPSD. Modification or amendments to the contract will be negotiated as changes in facilities occur.

Closed Facilities:

JPSD has several closed locations and/or locations that are projected to close. Expectations for service at these locations is at the same high level of expectations as facilities that are in use.

Shrubs Pruning (Monthly):

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 month. Shrubs will be inspected periodically for crossing limbs that may cause cankers.

Pruning of all flowering shrubs (hedges excluded) will be conducted so as to induce heavier flower bud production. This includes crepe myrtles. Crepe myrtles are to be pruned after the leaves fall from them which is expected to be September/October of each year. The underbrush of the crepe myrtles will be cut as needed.

Evergreen shrubs shall be pruned naturally to maintain their natural shape and appearance after the new growth has matured. 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 shrubs and/or plant cannot be maintained in an acceptable aesthetic manner, the contractor will recommend removal to owner representative.

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. Dead wood will be removed upon visual inspection. (Trees exceeding twenty feet in height or eight-inch diameter are excluded).

Fencing, Sidewalks, Curbs, and Gutters

All fencing of any type will be cleaned and maintained. This is including the property fence lines, tennis court fencing, baseball fencing and back-stops. Sidewalks, curbs, and street gutters are extensions of JPSD property and will be cleaned and maintained also. Sidewalks, curbs, and gutters are not to have grass growing from them.

COST OF OPERATIONS/SERVICE

Vendor will provide the actual cost of performing the service in the proposal for one cut at each location. This includes all actual costs for mowing, edging, pruning, plus service-based overhead such as insurance, management, etc. All acreage must be cut each service. This includes ditches and detention/retention ponds. If an area is too wet to cut, the Site Care Supervisor must be notified, and a schedule must be determined and approved on when the wet area will be cut.

TECHNICAL SUPPORT

All employees of the Vendor will be in an identifiable uniform. Employees must be in uniforms that clearly identify company name or company logo, no tank tops or sleeveless shirts.

The Vendor's designated lead employee will check in with the building administrator upon arrival at each site and will also check out when leaving.

It is the responsibility of the Vendor to secure all equipment during operation so as not to create an attractive nuisance that could injure students, JPSD employees and/or visitors.

Hours of operations will be between 6:00 am and dusk. Notification shall be given to the Owner's Representative and JPSD Campus Enforcement before "after-hours" work is performed.

On weekends, Vendor must call the JPSD Campus Enforcement (601-960-8830) to notify them of site(s) they will cut.

Vendor shall designate contact person for daily operations; said person will be responsible for daily operations.

PAYMENT AND INVOICING

An original invoice will be submitted to the Facilities Office for review upon completion of Vendor's entire zone. All schools in the Vendor's area must be complete before invoice can be processed for payment. The invoice shall contain the date the site was serviced by vendor. The audit sheets for the sites must also be included.

The Facilities staff will review the invoice along with the audit sheets to ensure that all work was completed according to specification.

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.**

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: 601-960-8784**

Jackson Public School District Proposal Submission Cover



Jackson Public School District
662 South President Street
Jackson, MS 39201

RFP Proposal # _____

RFP Title _____

Submission Deadline Date and Time: _____

Participating Vendor Name _____

Address _____

Handwritten Signature _____

Addendums Acknowledged: Yes _____ or No _____

Combined Proposal Total Cost _____

This cover page is to be placed on the very front of the vendors submitted proposal. In the event that this page is not displayed when the deadline opening date occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.

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 rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum 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 time frame agenda (if applicable).

All items contained in this RFP shall be as specified or JPSD 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 rfp, if the item(s) is to be considered. Please carefully read each section of this RFP.

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" RFP 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.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline, to secure a final selection to award RFP should such action be in the best interest of JPSD.

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP 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.

RESPECTFULLY SUBMITTED,

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

PRINTED SIGNATURE _____

WRITTEN SIGNATURE _____

TITLE _____

DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED:

WOMAN OWNED

NON-MINORITY

MINORITY

WOMAN AND MINORITY

Acknowledgment of Addendum(s)

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	



REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email form to mmays@jackson.k12.ms.us or todom@jackson.k12.ms.us | Fax to (601-960-8967)

School/Department Requesting Vendor Addition _____

To be completed by Vendor: Please complete all sections:

Will your company accept purchase orders? Yes No

Note: As an approved Vendor, you agree not to accept any order from JPS without an approved purchase.

Orders taken and completed without a Purchase Order will be considered a Donation to JPS.

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

PRODUCT LINE: _____

Parent Company Name: _____ Doing Business As (DBA) Name: _____

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

Physical Address: _____ City _____ State _____ Zip-code _____

Remittance Address: **(If Different):**

Address: _____ City _____ State _____ Zip-code _____

Contact Person: _____ Phone: (____) _____

Fax: (____) _____ Email Address: _____

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

Minority Code: Woman & Minority Minority Non-Minority Woman

Type of Entity: Individual/Sole Proprietor Corporation Partnership Other

Submitted By: Signature _____ Date _____

ADDITIONAL INFORMATION REQUIRED: The following forms must be submitted

IRS W-9 Form [Request for Taxpayer Identification Number and Certification](#)

Certificate of Liability Insurance for not less than \$1,000,000 as stated in Mississippi Code Section 31-7-139

FOR INTERNAL USE ONLY	
Vendor Number: _____	1099: <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed By: _____	Date: _____

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

Authorized Signature

Date

Printed Signature

CONFIGURATION SUMMARY

Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.

ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed

*For Educational/Instructional proposals



INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. (State/Other fund requirement)	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

Original Signature of Contractor or Authorized Official

Date



INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. (Federal fund requirement)	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. (Federal and State/Other fund requirement)	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

Lawn Care Services Proposal Form

The services will be provided during the District’s **September 01, 2024, thru June 30, 2025**, with the District reserving the option to extend the contract (per year) for **an additional two years, July 01, 2025, thru June 30, 2026, and July 1, 2026, thru June 30, 2027**. Please be informed that the District reserves the right to suspend, cancel or continue through any service period 2024-2025, or 2025-2026 or 2026-2027.

1. See "Specifications for Lawn and Landscaping” section of this request for proposals for requirements for each service.
2. Offer pricing below for a SINGLE Lawn and Landscaping Services for each location for each year. **Do not submit pricing based on the projected service schedule for the year.**
3. **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.
4. The Jackson Public School District will award services based on the best value proposal for each group. The district reserves the right or discretion to award this contract in the best interest of the district.

Central Group			
	2024-2025	2025-2026	2026-2027
Location	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Barr Elementary			
Blackburn Middle			
Brown Elementary			
Clausell Elementary			
Obama Magnet Elementary			
French Elementary			
Galloway Elementary			
Lanier High			
Morrison Elementary			
Rowan Middle			
Total For One Lawn and Landscaping Service at All Central Group Locations			

West Group			
	2024-2025	2025-2026	2026-2027
Location	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Career Development Center			
George Elementary			
Hardy Middle			
Hill High			
Isable Elementary			
John Hopkins Elementary			
Lake Elementary			
Pecan Park Elementary			
Provine High			
Raines Elementary			
Van Winkle Elementary			
Total For One Lawn and Landscaping Service at All West Group Locations			

East Group			
	2024-2025	2025-2026	2026-2027
Location	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Bailey APAC			
Boyd Elementary			
Casey Elementary			
Chastain Middle			
McLeod Elementary			
Murrah High			
McWillie Elementary			
Spann Elementary			
Walton Elementary			
Watkins Elementary			
Wells APAC (Power)			
Total For One Lawn and Landscaping Service at All East Group Locations			

South Group A			
	2024-2025	2025-2026	2026-2027
Location	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Baker Elementary			
Shirley Elementary (Lee)			
Lester Elementary			
Key Elementary			
Peeples Middle			
Whitten Middle			
Wilkins Elementary			
Wingfield High			
Total For One Lawn and Landscaping Service at All South A Group Locations			

South Group B			
	2024-2025	2025-2026	2026-2027
Location	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Bates/Cardozo			
Forest Hill High			
Marshall Elementary			
Oak Forest Elementary			
Siwell Middle			
Sykes Elementary			
Timberlawn Elementary			
Woodville Heights Elementary			
Total For One Lawn and Landscaping Service at All South Group B Locations			

North Group			
	2024-2025	2025-2026	2026-2027
Location	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Bradley Elementary (Campus Enforcement)			
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 Lawn and Landscaping Service at All North Group Locations			