



Corsicana Independent School District

Billy Harlan, M.Ed.
Chief Administrative Officer

2200 W. 4th Avenue, Corsicana, TX 75110
Voice: (903) 602-8188 ~ Fax: (903) 602.8515

Proposal Notice

Corsicana Independent School District, "CISD", is seeking proposals to furnish Lawn Care Services for selected CISD properties for a ONE (1) year contract. Proposal packets can be picked up at CISD Administration offices at 2200 W. 4th Ave. Proposals will be due February 11, 2019, by 2:00PM. Proposals must be submitted to the Administration offices attention to Billy Harlan, Chief Administrative Officer. For more information, you may contact Billy Harlan at 903-602-8188. The Corsicana Independent School District reserves the right to reject any or all proposals.

There will be a meeting on February 6, 2019, at 5:00 PM in the CISD Administration Board Conference Room to discuss the areas that will be assigned for service. Attendance at this meeting is mandatory to be considered for the contract. If you cannot attend, please, send a representative on your behalf.



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Scope of Work:

Corsicana ISD is seeking a qualified firm to provide year-round Lawn Maintenance Service to designated areas of the District. The purpose of the Request for Qualifications (RFQ) is to request information about your company's abilities to provide these services and to obtain pricing commitments for the listed specifications.

General:

The contractor will furnish all lawn care maintenance equipment. All work is to be accomplished in a professional and timely manner.

Award:

CISD will award this contract to the bidder offering a comparable price for the district to staff and maintain the lawns internally while meeting the specifications, terms and conditions set forth in this RFQ. No award will be made until CISD is satisfied that the bidder is qualified and has the necessary experience, organization, and equipment to perform the terms of the contract.

CISD reserves the right to accept or reject any or all quotes, in whole or in part. There is no obligation to award the RFQ to the lowest proposed offer.

Responsible Bidder Criteria:

In considering the responsibility of bidders, CISD will examine the following factors:

- Bid price
- Degree of experience and references from customers
- Adherence to specifications listed in this RFQ

Insurance:

The contract requires that the contractor to provide proof of insurance as follows:

- Workers compensation coverage
- General liability insurance

Mandatory meeting:

To ensure that all Proposers are fully informed of the requirements for this Contract, a mandatory meeting will be held with Billy Harlan, CAO, and Ben Baker, Director of Grounds/Maintenance, in the CISD Administration Board

Corsicana ISD (CISD) does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, disability, military status, genetic information, or on any other basis by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.



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Conference Room, 2200 W 4th Ave, Corsicana, TX 75110, on Wednesday, February 6, 2019, at 5:00PM. Failure to attend the meeting will result in rejection of your quote.

Response Time:

Return responses no later than Monday, February 11, 2019, 2:00PM (CST) to:

Corsicana Independent School District
Billy Harlan, CAO
2200 W 4th Ave
Corsicana, TX 75110

Prices and Term of Contract:

Submit prices for monthly lawn maintenance services. Prices offered shall remain firm for a period of one (1) year from the award date of this contract. At the sole discretion of CISD the contract may be extended for up to two (2) additional one (1) year periods, based on contractor performance, in accordance with prices stated for each renewal, subject to availability of funds from the district. Quotes with incomplete pricing information will be deemed non-conforming.

Invoices:

All invoices must include at minimum a description, date of service and total invoice cost.

- All invoices will reference the Purchase Order number issued by CISD. An original and one(1) copy will be mailed to:

Corsicana ISD
Attn: Accounts Payable
2200 W. 4th Avenue
Corsicana, TX 75110

- Invoices will be processed following the normal CISD payment procedures, which are 30 days net after receipt of an approved invoice. Special or early payments will not be authorized.

Withdrawal of Quotes:

Any quote may be withdrawn by written request of the contractor until the date and time established herein for opening of the quotes. Any quotes not



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timely withdrawn will, upon opening, constitute an irrevocable offer for a period of 90 days.

Proposal Specifications for One-Year Contract Lawn Care Services

Weekly:

- Mow designated areas during times students are not present in the parking lots (7:40am-8:25am & 3:30pm-4:00pm).
- Edge all curbs, drives, sidewalks
- Blow and remove all foreign material, clippings, leaves
- Remove all litter and debris from premises
- Weed control property lines, fence lines, sidewalk cracks and building perimeter

Quarterly:

- Trim all bushes and trees. Keep these in consistent shape and away from building structures
- In coordination with the Director of Grounds/Maintenance, apply fertilizer to designated areas

Annually:

- In coordination with the Director of Grounds/Maintenance, apply rye grass to designated areas
- Prune trees/bushes as needed

* Contractor is responsible for all replacement of plants, trees effected by spraying of chemicals.

* Contractor will comply with requests from Chief Administrative Officer and/or Director of Grounds/Maintenance



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Proposal Sheet Lawn Care Services

Corsicana High School:

3701 W Hwy 22 (complete site)

Year 1:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Year 2:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Year 3:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Corsicana Middle School:

4101 FM 744 (defined area)

Year 1:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Year 2:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Year 3:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Tiger Stadium:

4001 FM 744 (defined area)

Year 1:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Year 2:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost

Year 3:

Cost per month: \$_____ x 12 months = \$_____ Annual Cost



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The following items must be submitted with the Proposal Sheet:

- Name, phone number, and email address for three (3) references
- Evidence of Insurance
- Authorized Agent Information (below)
- Signature for CISD to obtain information from a criminal history background check

Submitted by: _____ Date: _____

Business name: _____

Tax ID# _____ Phone: _____

Signature: _____

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