

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

REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email: mmays@jackson.k12.ms.us or todom@jackson.k12.ms.us

School/Department Requesting Vendor Addition_____

To be completed by Vendor:

Please complete all sections and emailed or fax back to (601-960-8967).

Will your company accept purchase orders? Yes No

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

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

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

CONTRACTOR hereby certifies

Submission of RFP Proposals Instructions if not emailed to the email address listed:

- Responses, once completed, should be placed in an opaque, sealed envelope
- date and 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.
-
- Any proposal not received by the stated deadline/time will not be considered and/or opened.
- The District accepts no liability for late submissions due to the actions of the United States

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 JPSD 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.

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 July 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 _____ 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

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.

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.

Sub-Contracting:

The Vendor shall ____ 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.

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 idered sufficiency Gfn0 .l bnimmediate

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

- 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)

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

A

Vendor _____ 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 _____ 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'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.

Mowing:

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.

The services will be provided during the District's _____ with the District
reserving the option to extend the contract (per year) for _____

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.
3.
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

	2024-2025	2025-2026	2026-2027
	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			

	2024-2025	2025-2026	2026-2027
	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and

	2024-2025	2025-2026	2026-2027
	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Hughes Field			
North Jackson Field			
South Jackson Field			
Newell Field			

