

Negaunee Public Schools
Request for Proposals
School Grounds Landscaping Maintenance

Negaunee Public Schools is accepting proposals for school grounds landscaping maintenance at the Central Administrative Building, Negaunee High School, Negaunee Middle School, Lakeview Elementary School, Athletic Field Complexes, and the Transportation Center.

The selected vendor must provide transportation of all debris to an approved disposal site, and be responsible for payment of all disposal fees.

The selected vendor must be State certified to apply herbicides and pesticides. Vendor must supply Material Safety Data Sheets (MSDS) to the Superintendent for all herbicides, pesticides, and other products used in completion of this contract.

The selected vendor must provide all equipment, supplies, materials, and personnel.

The selected vendor must present insurance information (including, but not limited to, liability insurance and workers' compensations insurance) satisfactory to the Superintendent.

The actual work schedule is subject to approval of the Superintendent. The selected vendor must indicate a minimum frequency for cutting operations.

Subcontractors are permitted only with the written authorization of the Superintendent.

The Board of Education is seeking a multi-year contract, three years, 2015 through 2017 inclusive. Please specify the cost for each year of the contract. The Board reserves the right to cancel the contract if the work is not being performed up to specifications and expectations.

The Board of Education reserves the right to reject any or all proposals that, in the sole judgment of the Board, are in the interest of the District. The Board of Education reserves the right to select alternate proposals that the Board determines to be acceptable and appropriate.

Proposals are to be sent to Dan Skewis, Superintendent, Negaunee Public Schools, 101 S. Pioneer Ave., Negaunee, MI 49866. Include an all-inclusive material and labor proposal (all-inclusive to include all material and labor).

Proposals must be received no later than 3:00 pm on Monday, March 2, 2015.

The landscaping maintenance of the school grounds is to include:

Spring:

- Preparation of school yards for Summer
- Aeration of school yards
- Spring yard clean up (removal of leaves, twigs, sand and debris)
- Landscaping (mulching and trimming of shrub beds, if necessary)
- Weeding
- Fertilizing yard (application #1)
- Insect control treatment
- Fertilizing and acid treatment of shrubs
- Mowing of grass, as necessary
- Power sweeping/brushing of lawns to remove sand, gravel and stones.

Summer:

- Pruning of shrubs and trees
- Weeding
- Mowing of grass as needed at each location
- Seeding of damaged lawn areas including the football playing and practice field
- Fertilizing yards (applications #2 & #3)

Fall:

- Winterizing of all school yards (fertilizing before winter – application #4)
- Mowing of grass as needed
- Weeding
- Fall clean up of school yards
- Pruning of trees and shrubs
- Winterizing (tying shrubs/trees)

When looking at individual site specifications, vendors should consider the following prior to submitting their bid:

Administrative Building:

- Clean Winter debris
- Dethatch and aerate lawn
- Cut grass and trim around building and fence line, minimum of 13 cuttings
- Fertilize at least 3 times. Twice with slow release source fertilizer and once with liquid source.
- Fall cleanup of all debris and winterize shrubs as needed

Negaunee Middle School:

- Spring cleanup of property and remove debris.
- Cut grass and trim around parking lot and between the school and the church, minimum of 12 cuttings.

- Trim around front of building with each cutting
- Apply weed killer to parking lot surface and trim all dead growth after application.
- Fall cleanup and removal of all debris.

Negaunee High School:

- Clean Winter debris and remove from property
- Cut grass and trim around all sides of the building
 - The parking lot
 - Fence line on the South side of the parking lot
 - The guard rails to the North side of the school
 - The guard rails at the West end of the building to the fence line, minimum of nine cuttings.
- Cut along the service road, a width of four feet, leading to the pool, minimum of three times.
- Apply weed killer to the parking lot surface and along all sides of the building to stop growth of grass and weeds on the blacktop and trim dead growth after application. Two applications. (First week in June and the first week of August)
- Cut grass in bowl area at the east end of the parking lot a minimum of three times (Two of which must be done prior to Pioneer days and the start of school in late August).
- Fall clean-up and removal of all debris
- At the tennis court complex, aerate once in the Spring. Cut, areas around the facility (minimum of 10 times), fertilize three times (once in the Spring, once in late July prior to the season starting, and the final application of Winterizer in October)

Lakeview Elementary School:

- Clean Winter debris, dethatch, and aerate lawn in all areas, includes courtyard.
- Cut and trim on all sides of the school building including playground areas, and inner courtyard a minimum of 10 times.
- Fertilize the lawn in front of the school twice during the Summer with slow release source fertilizer
- Maintain the flower gardens in front of the building to eliminate weeds and promote plant growth.
- Fall cleanup and removal of all debris
- Winterize shrubs as needed

Football Field

- Clean up Winter debris, aerate both main and practice football fields, three times (1. Spring, 2. End of July, 3. Conclusion of football season).
- Cut and trim all grass within the fenced area from Teal Lake Avenue on the West, Arch Street on the south, and Hungerford Avenue east. Also includes the area between the sidewalk and fence on Hungerford Avenue. Cut practice field a minimum of 10 times, and the main football field 18 times.

- Top dress, seed and fertilize the main football field as needed throughout the growing season. Application of fertilizer will be slow release source at least monthly (May, June, July and August with the last application prior to the start of the football season).
- Apply weed killer on all areas within the fence lines as necessary to reduce spread of weeds onto the football field.
- Rake or otherwise collect all grass clippings from these areas as necessary
- Trim/remove brush on the fences surrounding the athletic complex
- Trim/cut/maintain areas underneath the football bleachers
- Maintain/weed control stone donation walkway leading to concession stand
- Provide a soil analysis of the main football field at least once each year of the contract.

Transportation Center

- Spring cleanup and removal of debris around building
- Cut and trim grass around and in front of the building as necessary, minimum of three times.
- Fall cleanup and removal of debris

Miner's Dry

- Spring cleanup and removal of debris around building
- Cut and trim around the building and also cut the triangle area to the east of the building as necessary, a minimum of nine times.
- Fall cleanup and removal of debris