Warren County Schools

Plant and Operations

2015-2016 Grounds Mowing Bid

and

Athletic Fields Bid

One Team, One Goal, High Levels of Learning for All

Warren County Schools is accepting bids for the 2015-2016 school budget year, for grounds mowing during the budget year starting July 1, 2015 to June 30, 2016.

Complete Mowing Bid Tab Sheet (enclosed in this packet) and submit your bid on this form.

Specifications (enclosed in this packet)

Sealed bids, subject to the conditions contained herein, will be accepted by the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110

For bid specifications Warren County Financial Management Director Linda G. Hillis at (931)473-2381 ext. 1001 or by accessing the website www.warrencountytn.gov

or more information regarding bids, please contact Warren County Schools Plant and Operations Director Donnie Caldwell at (931)668-1246 or by accessing the website www.warrenschools.com under bids.

Copies of this bid are on file and may be obtained at the

Office of the Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

GROUNDS MAINTENANCE SERVICES

1.0 PURPOSE

The intent of this invitation for bid and resulting contract is to obtain the services of a qualified mowing contractor to mow grass and perform other related grounds work at various Warren County School Facilities. The W.C.B.O.E. will award their contract separately. A listing of Warren County School Facilities and site drawings are contained in Attachment # 1 and # 2.

2.0 COMPETITION INTENDED

It is the Warren County Schools intent that this invitation for bid be competitive. It shall be the bidder's responsibility to advise the Maintenance Director in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this bid to a single source. Such notification must be received by the Maintenance Supervisor not later than ten (10) days prior to the date set for bids to close.

3.0 SCOPE OF SERVICES

3.1 General: The sites to be maintained are as follows: see attachment 1 for address

1. *Bobby Ray Memorial Elementary School Campus*
2. *Centertown Elementary School*
3. *Dibrell Elementary School*
4. *Eastside Elementary School*
5. *Hickory Creek Elementary School-Warren County High School*
6. *Irving College Elementary School*
7. *Morrison Elementary School (Old school site)*
8. *New Morrison Elementary*
9. *West Elementary School*
10. *Warren ACADEMY*
11. *WARREN COUNTY MIDDLE SCHOOL/TRANSPORTATION DEPARTMENT AREA*
12. *Warren County Schools Administration Building*

Note: Bidders can bid on mowing areas of choice and/or all areas. Drawings of the areas at each location to be cut are contained in Attachment 2.

4.0 Lawn Mowing – All Locations

a. Contractor shall have enough equipment and personnel to complete all mowing once per week or as stated in sectional of campus (see attachment 2). Monday thru Sunday between the hours of 7:00 a.m. and 6:00 p.m. Mowing may start earlier and run late if daylight is available and no wetness on ground and/or approved by on-site school principal.

b. Mowing season shall begin approximately: (see attachment 2)

c. Contractor shall be available for periodic inspections of the sites at the request of the Warren County Schools.

d. Contractor shall be allowed 3 weeks to adjust mowing schedule. Following the adjustment period, the contractor must provide the school system with a written schedule and thereafter mow each site on the same day (except for weather related problems.)

e. Crews must check in and notify personnel at all School's and/or Site prior to doing any work.

f. Unless noted otherwise, all lawn areas shall be mowed once per week to a height of 3" to 3.5". At no time should grass be mowed lower than 2 3/4".

g. Grass that cannot be mowed (e.g., against buildings, on medians, along fence lines, paved areas, stepping stones, etc.,) shall be trimmed to 3"-3 1/2" at each mowing.

h. Any ***trash, branches, rocks or other debris on lawns shall be picked up before mowing starts. Debris shall be removed from each site and disposed of legally.***

i. Grass clippings shall be removed from lawns after mowing if clumps larger than 3" are present or if mowed grass causes turf to be more than 30% covered. ***After mowing, any cut grass and mowing/trimming debris shall be promptly removed from all pavement, sidewalks, ramps, porches, decks and mulched areas. At all locations, including but not limited to: Central Office, Maintenance shop office, Pre-Pioneer sidewalks, all school sidewalks, parking lots, ramps and any surfaces where grass clippings may land after mowing and weed-eating. These areas must be cleared of all grass clippings before the contractor or mowing crew leave the job-site.***

j. Mulched areas shall remain free of ruts, compaction and tire tracks from mowing equipment.

k. Mowing blades shall be sharp enough to cleanly cut each grass blade. Tearing of the leaf is not acceptable.

l. Contractor shall be responsible for all damages to Warren County Schools' property caused by their employees. Such damage shall be repaired promptly to the satisfaction of and at no expense to the Warren County Schools.

m. All equipment guards, chutes and other safety devices are to remain in place and engaged during mowing. Cutting shall be done so that clippings are not ejected onto mulched areas, flower beds, walls, windows, drains, gutters, etc. Special care is to be taken not to cause damage or injury when working around vehicles or pedestrians.

n. Care should be taken so that no fuel is spilled when refilling equipment or containers. Filling shall be done away from storm drains and plants. Fuel spills shall be contained and cleaned up immediately per local and federal regulations.

o. Workers shall be supervised by a qualified, responsible crew-leader. Equipment operators must be properly trained to safely operate any machinery used. A crewmember able to speak conversational English must be on site during work operations.

p. Pesticides and herbicides may only be used with the written permission of the Warren County Schools. Check in and notify a staff member at all locations before each application of pesticides or herbicides. ***The application of any pesticide or herbicide shall only be performed by a properly licensed applicator. All federal and state regulations must be followed when applying pesticides.***

5.0 Procedures

The extent and character of the services to be performed by the contractor shall be subject to the general control and approval of the Director of Maintenance or his authorized representative(s). The firm shall not comply with requests and/or orders issued by other than the Director of Maintenance or his authorized representative(s) acting within their authority for Warren County Schools. Any change to the contract must be ***approved in writing by the Maintenance Director and the contractor.***

6.0 Contract Period

The contract shall cover the period from ***July 1st, 2014 through June 28th, 2015,*** *or an equivalent period depending on date of contract award.*

This contract may be renewed based on the same terms and conditions at the expiration of its term by mutual agreement of the contractor and Warren County Schools. The renewal may be for up to three (3) additional one year periods, (pending on budget and work performance of previous year approved by the facilities director.)

Prices may be increased/ decreased at each one year anniversary. The increase/decrease must be approved by the Warren County Board of Education.

Notice of intent to renew will be given to the Contractor in writing by the Warren County Schools, normally 60 days before the expiration date of the current contract. This notice will not be deemed to

commit the Warren County Schools to renew the contract for the renewal period, until such time as the Warren County Schools takes official action to commit to such a renewal.

7.0 ***Insurance***

The successful Contractor shall procure, maintain, and provide proof of insurance coverage (including workers comp) for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after contract completion date.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability

$1,000,000 General Aggregate Limit

$1,000,000 Products & Completed Operations

$1,000,000 Personal and Advertising Injury

$1,000,000 Each Occurrence Limit

$50,000 Fire Damage Limit

$5,000 Medical Expense Limit

Warren County Board of Education shall be named as an additional insured for General and Auto Liability. The contractor shall also provide a waiver of subrogation in favor Warren County Board of education for General Liability, Auto and workers compensation.

8.0 ***Hold Harmless Clause***

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the Warren County Schools, its' officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of

any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

9.0 ***Safety***

All contractors and subcontractors performing services for the Warren County Schools are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area ***under this contract.***

10.0 Employment Discrimination by Contractors Prohibited

Every Contract shall include the following provisions:

1. *During the performance of this contract, the contractor agrees as follows:*
    a. *The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.*
    b. *The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.*
    c. *Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.*

11.0 ***Drug-free Workplace***

Every contract shall include the following provisions:
During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

12.0 ***Smoking Policy***

Workers are not allowed to smoke within 50 feet of a building.

13.0 ***Criminal Background compliance Affidavit***

Contractor must submit the criminal background compliance affidavit on any employees that is working on the school site. ***See Attachment No, 3.***

14.0 ***Faith Based Organizations***

Warren County Schools does not discriminate against faith-based organizations.

15.0 Exemption from Taxes

The County is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the County's tax exempt status will be furnished by County of Warren on request.

16.0 Substitutions

NO Substitutions or cancellations permitted after award without written approval by the Warren County Board of Education.

17.0 ***Workmanship and Inspection***

All work under the resulting contract shall be performed in a skillful and workmanlike manner. The Warren County Schools may, in writing, require the Contractor to remove any employee from work that the Warren County Schools deems incompetent or careless.

Further, Warren County Schools may, from time to time, make inspections of the work performed under this contract. Any inspection by the Warren County Schools does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

18.0 ***Cleaning-Up***

The Contractor(s) shall at all times keep the adjacent areas of the property free from rubbish and the accumulation on any waste materials.

19.0 ***Method of Payment***

Contractor shall submit invoices at the end of each calendar month, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to:

Warren County Board of Education
2548 Morrison Street
McMinnville, TN 37110

Upon inspection and acceptance of the work, the Warren County Schools will render payment within thirty (30) days.

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

INSTRUCTIONS TO BIDDERS

1.1 *Submission of Bids*
Pricing must be submitted on Invitation for Bid pricing form only. Include other information as requested or required. Can bid on one and/or many sites.

1.2 *Inspection of Site*
All bidders must make an on-site inspection of the location where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the successful bidder of his obligation to carry out the scope of the resulting contract.

1.3 *Firm Pricing for County Acceptance*
Bid price must be firm for Warren County Schools' acceptance for 30 days from bid opening date. "Discount from list" bids not acceptable unless requested.

1.4 *Authority to Bind Firm in Contract*
*Bids **MUST** give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show **TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT**. Firm name and authorized signature must appear on bid in the space provided on the pricing page.*

1.5 *Correction or Withdrawal of Bids and Cancellation of Awards Under Competitive Sealed Bidding*
Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted at the Warren County Schools discretion. After bid opening no changes in bid prices or other provisions of bids

prejudicial to the interest of the County or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Maintenance Director. No bid may be withdrawn when the result would be to award the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent. If a bid is withdrawn, the lowest remaining bid shall be deemed to be the low bid. If the Maintenance Director, or designee of such, denies the withdrawal of a bid, he shall notify the bidder in writing stating the reasons for his decision.

1.6 *References*

All bidders shall include, with their bids, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of bid as non-responsive. Attachment 4.

1.7 *Rights of Warren County Schools*

The Warren County Schools reserves the rights to accept or reject all or any part of any bid, waive informalities, and award the contract to the lowest responsive and responsible bidder to best serve the interest of the Warren County Schools.

1.8 *Notice of Award*

A Notice of Award will be a letter sent to the contractor or contacted by telephone.

ATTACHMENT # 1

Campus Address

1. ***Bobby Ray Elementary School***
   504 N. Chancery St.
   McMinnville, TN

2. ***Centertown Elementary School***
   376 Warrior Blvd.
   McMinnville, TN

3. ***Dibrell Elementary School***
   1759 Mike Muncey Rd.
   McMinnville, TN

4. ***Eastside Elementary School***
   2121 Old Rock Island Rd.
   Rock Island, TN

5. ***Hickory Creek Elementary School-Warren County High School/Campus***
   199 Pioneer Lane
   McMinnville, TN

6. ***Irving College Elementary School***
   115 Dry Creek Rd.
   McMinnville, TN

7. ***Morrison Elementary (Old Bldg.)***
   601 School St.
   Morrison, TN

8. ***Morrison Elementary School (New Bldg.)***
   500 S. Fair Street
   Morrison, TN

9. ***West Elementary School***
   400 Clark Blvd.
   McMinnville, TN

10. ***Warren Academy***
    421 N. Spring St.
    McMinnville, TN

11. ***Middle School/Transportation Area***
    200 Caldwell Street
    McMinnville, TN 37110

12. ***Warren County Schools Administration Office (Central Office)***
    2548 Morrison Street
    McMinnville, TN

ATTACHMENT # 2

Campus Boundaries and Dates to Mow

Bobby Ray Memorial Elementary School
504 North Chancery Street

Mowing Schedule - Campus				
Cut No	**Week Start Date**		**Cut No**	**Week Start Date**
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes

Campus Total Acres 15.3
Campus Total Mowing Area 10.1

Note

- *Area 1: to be mow and weedeat From Dates; July 5, 2015 through July 19, 2015 (2 cuts) then March 27, 2016 through June 26, 2016 (14 cuts)*
- *Area, is usually wet, but still needs to be cut.*

Centertown Elementary School
376 Warrior Blvd.

Mowing Schedule				Notes
Cut No	Week Start Date	Cut No	Week Start Date	Campus Total Acres 32.3 Campus Total Mowing Area 26.7
1	July 5, 2015	15	April 24, 2016	
2	July 19, 2015	16	May 1, 2016	
3	August 2, 2015	17	May 8, 2016	
4	August 9, 2015	18	May 15, 2016	
5	August 16, 2015	19	May 22, 2016	
6	August 23, 2015	20	May 29, 2016	
7	August 30, 2015	21	June 5, 2016	
8	Sept. 6, 2015	22	June 12, 2016	
9	Sept. 13, 2015	23	June 19, 2016	
10	Sept. 20, 2015	24	June 26, 2016	
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Dibrell Elementary School
1759 Mike Muncey Road

Mowing Schedule				
Cut No	**Week Start Date**		**Cut No**	**Week Start Date**
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes

Campus Total Acres 39.0
Campus Total Mowing Area 32.5

Note

- *Areas 1 and 2 are rough areas and to be mow and weedeated In the best method way the contractor needs to get completed (example made need tractor and bushhog).*

Eastside Elementary School
2121 Old Rock Island Road

Mowing Schedule				
Cut No	Week Start Date		Cut No	Week Start Date
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes
Campus Total Acres 12.3
Campus Total Mowing Area 6.8

Hickory Creek Elementary and Warren County High School Campus
199 Pioneer Lane

Mowing Schedule				
Cut No	Week Start Date		Cut No	Week Start Date
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes

Campus Total Highlighted Acres 75.0
Campus Total Mowing Area 50.0

Note

1. ***Soccer playing field-section above highlighted in white not to be mowed in contract, this is done by High School Athletic Department.***
2. ***Football practice field- section above highlighted in white not to be mowed in contract, this is done by the High School Athletic Department.***
3. ***Baseball playing field- section above highlighted in white not to be mowed in contract, this is done by the High School Athletic Department.***
4. **Softball playing field-** ***section above highlighted in white not to be mowed in contract, this is done by the High School Athletic Department.***

Irving College Elementary School
115 Dry Creek Road

Mowing Schedule				
Cut No	Week Start Date		Cut No	Week Start Date
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes
Campus Total Acres 11.7
Campus Total Mowing Area 6.7

Morrison Elementary Old School
601 School Street- Morrison

Mowing Schedule				
Cut No	Week Start Date		Cut No	Week Start Date
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes
Campus Total Acres 9.6
Campus Total Mowing Area 5.0

Morrison Elementary School
500 South Fair Street-Morrison

Mowing Schedule				
Cut No	Week Start Date		Cut No	Week Start Date
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes
Campus Total Acres 28.0
Campus Total Mowing Area 22.5

West Elementary School
400 Clark Blvd.

Mowing Schedule				Notes
Cut No	Week Start Date	Cut No	Week Start Date	**Campus Total Acres 12.0** **Campus Total Mowing Area 8.8**
1	July 5, 2015	15	April 24, 2016	
2	July 19, 2015	16	May 1, 2016	
3	August 2, 2015	17	May 8, 2016	
4	August 9, 2015	18	May 15, 2016	
5	August 16, 2015	19	May 22, 2016	
6	August 23, 2015	20	May 29, 2016	
7	August 30, 2015	21	June 5, 2016	
8	Sept. 6, 2015	22	June 12, 2016	
9	Sept. 13, 2015	23	June 19, 2016	
10	Sept. 20, 2015	24	June 26, 2016	
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Warren Academy School
421 North Spring Street

Mowing Schedule				
Cut No	Week Start Date		Cut No	Week Start Date
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes
Campus Total Acres 1.2
Campus Total Mowing Area 0.8

Warren County Middle School
200 Caldwell Street

Mowing Schedule				
Cut No	**Week Start Date**		**Cut No**	**Week Start Date**
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes

Campus Total Acres 37.5
Campus Total Mowing Area 28.7

Note

1. ***Baseball playing field-section above highlighted in white not to be mowed in contract, this is done by Middle School Baseball Program***
2. ***Football playing field- section above highlighted in white not to be mowed in contract, this is done by the High School Athletic Department.***
3. ***Outside of football playing field including stadium banks are to be mowed and trim on these dates***

Warren County Schools Administration Office
2548 Morrison Street

Mowing Schedule				
Cut No	**Week Start Date**		**Cut No**	**Week Start Date**
1	July 5, 2015		15	April 24, 2016
2	July 19, 2015		16	May 1, 2016
3	August 2, 2015		17	May 8, 2016
4	August 9, 2015		18	May 15, 2016
5	August 16, 2015		19	May 22, 2016
6	August 23, 2015		20	May 29, 2016
7	August 30, 2015		21	June 5, 2016
8	Sept. 6, 2015		22	June 12, 2016
9	Sept. 13, 2015		23	June 19, 2016
10	Sept. 20, 2015		24	June 26, 2016
11	March 27, 2016			
12	April 3, 2016			
13	April 10, 2016			
14	April 17, 2016			

Notes
Campus Total Acres 6.5
Campus Total Mowing Area 5.1

Warren County High School Athletic Fields
(see pages 27- 32 for additional bid specs)

Warren County Middle School Athletic Fields
(see pages 27- 32 for additional bid specs)

Warren County Schools Athletic Fields

(Fields are bid as a total package bid, contractor to take care of all fields listed)

1. **High School Football Practice Field**
2. **High School Soccer Field**
3. **High School Softball Field**
4. **High School Baseball Field**
5. **Middle School Baseball Field**
6. **Middle School (Nunley Stadium) Football Field**

1.0 Procedures

The extent and character of the services to be performed by the contractor shall be subject to the general control and approval of the Warren County Schools Athletic Director or his authorized representative(s). The firm shall not comply with requests and/or orders issued by other than the Athletic Director of Warren County Schools or his/her authorized representative(s) acting within their authority for Warren County Schools. Any change to the contract must be ***approved in writing by the Athletic Director and the contractor.***

***2.0 Contract** Period*

The contract shall cover the period from ***July 1st, 2015 through June 28th, 2018,*** *or an equivalent period depending on date of contract award.*

This contract may be renewed based on the same terms and conditions at the expiration of its term by mutual agreement of the contractor and Warren County Schools. The renewal may be for up to three (3) additional one year periods, (pending on budget and work performance of previous year approved by the facilities director.)

Prices may be increased/ decreased at each one year anniversary. The increase/decrease must be approved by the Warren County Board of Education.

Notice of intent to renew will be given to the Contractor in writing by the Warren County Schools, normally 60 days before the expiration date of the current contract. This notice will not be deemed to commit the Warren County Schools to renew the contract for the renewal period, until such time as the Warren County Schools takes official action to commit to such a renewal.

3.0 Insurance

The successful Contractor shall procure, maintain, and provide proof of insurance coverage (including workers comp) for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after contract completion date.

b. *General Liability*

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

2. *Minimum Limits*

General Liability

$1,000,000 General Aggregate Limit

$1,000,000 Products & Completed Operations

$1,000,000 Personal and Advertising Injury

$1,000,000 Each Occurrence Limit

$50,000 Fire Damage Limit

$5,000 Medical Expense Limit

Warren County Board of Education shall be named as an additional insured for General and Auto Liability. The contractor shall also provide a waiver of subrogation in favor Warren County Board of education for General Liability, Auto and workers compensation.

4.0 Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the Warren County Schools, its' officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

5.0 Safety

All contractors and subcontractors performing services for the Warren County Schools are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area ***under this contract.***

6.0 Employment Discrimination by Contractors Prohibited

Every Contract shall include the following provisions:

1. *During the performance of this contract, the contractor agrees as follows:*
   - d. *The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.*
   - e. *The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.*
   - f. *Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.*

7.0 Drug-free Workplace

Every contract shall include the following provisions:
During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace.
For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

8.0 Smoking Policy

Workers are not allowed to smoke within 50 feet of a building.

9.0 Criminal Background compliance Affidavit

Contractor must submit the criminal background compliance affidavit on any employees that is working on the school site. ***See Attachment No, 3.***

10. Faith Based Organizations

Warren County Schools does not discriminate against faith-based organizations.

11. Exemption from Taxes

The County is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the County's tax exempt status will be furnished by County of Warren on request.

12. Substitutions

NO Substitutions or cancellations permitted after award without written approval by the Warren County Board of Education.

13.0 Workmanship and Inspection

All work under the resulting contract shall be performed in a skillful and workmanlike manner. The Warren County Schools may, in writing, require the Contractor to remove any employee from work that the Warren County Schools deems incompetent or careless.

Further, Warren County Schools may, from time to time, make inspections of the work performed under this contract. Any inspection by the Warren County Schools does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract ***requirements.***

14.0 Cleaning-Up

The Contractor(s) shall at all times keep the adjacent areas of the property free from rubbish and the accumulation on any waste materials.

15.0 Method of Payment

Contractor shall submit invoices at the end of each calendar month, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to: Warren County Board of Education
2548 Morrison Street
McMinnville, TN 37110

Upon inspection and acceptance of the work, the Warren County Schools will render payment within thirty (30) days.

Athletic Fields

A. Grass Cutting

1. Grass is to be mowed weekly during the spring, beginning approximately early April through June. (estimated 13 cuts)
2. Grass is to be mowed twice-weekly during the months of July through September. (estimated 26 cuts) or as needed, approved by the Athletic Director.
3. Mowing must be done with reel type mower only, and at a height of 1 ½", or as requested by the Athletic Director.
4. Thatch control will be the responsibility of the contractor; removing grass clippings at each mowing to reduce thatch buildup.

B. Irrigation

All turf will need water, or irrigation, for establishment, growth and repair. If nature does not provide rain in sufficient amounts, Warren County Schools will provide the water, but the contractor must work closely with the Warren County Schools Energy Manager to make sure to inform him/her of what is being water on a schedule. The contractor is responsible for setting up the schedules on the irrigation controls and give the Warren County Schools Energy Manager a copy of the schedules. Watering thoroughly to allow the water to soak deeply is required. Deep watering encourages deep root growth. Frequent shallow watering encourages shallow surface roots, compactions, crabgrass and other weeds. Under severe drought conditions, the turf may lose a quarter to a third of an inch of water per day. It is possible to over water a field. Grassy weeds such as nut sedge may appear. Over watering also limits the oxygen supply to the turf and may cause yellowing which can create turf that is susceptible to disease.

A soil probe should be used to check the depth of moisture saturation, to check root depth and moisture. If the penetration is slow, aerating may be necessary because the soil is compacted.

1. Watering the playing fields (grass), must also be maintained by the contractor.
2. Must be knowledgeable of watering needs of Bermuda grass.
3. Checking proper moisture of the fields daily.
4. Irrigation systems must be winterized in the fall to keep the water lines from freezing during the winter months.
5. Any irrigation work on equipment that is needed will be above this contract.

C. Aeration

1. Fields needs to be aerated at least 3 times per year with a core plugger to a depth of 2".
2. Cores are to be broken up and disbursed evenly on the field.

D. Control of Weeds, Pests and Disease

The turf on the field of play must be protected from weeds, pests and disease.

1. Fungicides and Pesticides are to be applied as needed by a certified turf grass professional.
2. Must have a restricted-use pesticide certification from the Tennessee Department of Agriculture.
3. The playing field is to be free from weeds and all pest.
4. Contractor should have a Category 3 commercial applicators license and be in good standing with the State of Tennessee
5. Spraying of any pests on the field, being insects or weeds, must be completed by the contractor (the winning bidder) and cannot be subbed to another company.
6. The contractor must provide Safety Data Sheets of all chemicals being use on the fields to the Athletic Director.

E. Fertilization

Fertilization Turf must have the following nutrients in order to grow and heal after wear and tear: nitrogen, phosphorous and potassium. The formula for the accurate amounts of these products should be determined by having a soil analysis completed by an agronomic agency specializing in the evaluation of athletic turf grasses. All athletic turf should have an application of a complete balanced fertilizer throughout the year.

1. Field(s) to be fertilized three (3) times per year or as needed to a soil sample test.
2. Contractor must provide the copy of the soil sample test.

F. Other; Turf Management

1. All fields will be over seeded with an annual rye in the fall as long as the team's season is not in session.
2. The rye may be need to be sprayed in the spring to remove the rye and not hinder the growth of Bermuda. We could have a cool and wet spring season and we don't need the rye to compete with the Bermuda.
3. Top dressing of all fields on a rotating basis, as schediule

   First Year of Contract:

   1. Middle School (Nunley Stadium) Football Field
   2. High School Football Practice Field

   Second Year of Contract:

   1. High School Soccer Field
   2. High School Softball Field

   Third Year of Contract:

   1. High School Baseball Field
   2. Middle School Baseball Field

- Sportsfield Topdressing Sand
- Graded to optimum particle size for excellent percolation
- Washed free of silt, clay & smaller particles that inhibit drainage
-

ATTACHMENT # 3

Criminal Background Compliance Affidavit

Criminal Background Compliance Affidavit

State of Tennessee

County of Warren

*The undersigned, principal officer of_____, * an employer contracting with Warren County Board of Education to provide services having direct contact with children or access to grounds of a Warren County public school, hereby states under oath as follows:*

1. *The undersigned is a principal officer of_____ * (hereinafter referred to as the Company), and is duly authorized to execute this affidavit on behalf of the Company.*

2. *The Company submits this Affidavit pursuant to T.C.A. 49-5-413 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.*

3. *The Company is in compliance with the terms of T.C.A. 49-5-413.*

Further affiant saith naught.

**The Company's Name*

NOTARY

Principal Officer

State of_____

County of _____

Before me personally appeared _____with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____of_____, and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____day of _____,

_____

Notary Public

My commission expires: _____

ATTACHMENT # 4

References

References for: _____

Bidders shall provide references on this form.

1. *Firm Name* _____

   Contact _____

   Title _____ *E-Mail* _____

   Mailing Address _____

   Phone _____ *Fax* _____

2. *Firm Name* _____

   Contact _____

   Title _____ *E-Mail* _____

   Mailing Address _____

   Phone _____ *Fax* _____

3. *Firm Name* _____

   Contact _____

   Title _____ *E-Mail* _____

   Mailing Address _____

   Phone _____ *Fax* _____

ATTACHMENT # 5

Bid Tab Sheet

(completed by contractor and turned in for Bid)

*Name of Company:*_____ *Contact Person*_____

*Phone Number*_____ *Cell Number*_____

*Billing Address*_____

No	Site	Price Per Cut	Total Cuts	Total Amount
1	Bobby Ray Elementary School *note: football field area in specs		24	
2	Centertown Elementary School		24	
3	Dibrell Elementary School *note: campus area away from school		24	
4	Eastside Elementary School		24	
5	Hickory Creek/High School-campus		24	
6	Irving College Elementary School		24	
7	Morrison Elementary (old school)		24	
8	Morrison Elementary School		24	
9	West Elementary School		24	
10	Middle School/Transportation Campus		24	
11	Warren Academy		24	
12	WC Schools Administration (central)		24	

Warren County Schools Athletic Fields	Total Bid Package Amount
F1- High School Softball Field F2- High School Baseball Field F3- High School Soccer Field F4- High School Football Practice Field F5- Middle School Football Field F6- Middle School Baseball/Softball Field	

The Warren County Schools reserves the rights to accept or reject all or any part of any bid, waive informalities, and award the contract to the lowest responsive and responsible bidder to best serve the interest of the Warren County Schools.