

Request for Proposal of Lawn Care Services

January 2024

Ballard Community School District, hereafter referred to as Ballard, hereby requests proposals for Lawn Care Services. Attached are requirements to be met by the proposals, criteria to be used (although not all inclusive) for evaluation of the proposals, and general information relating to Ballard to be taken into consideration when preparing the proposals.

Proposals, containing two (2) copies of the proposal, in an envelope clearly marked "Lawn Care Proposal" will be accepted before 2:00 p.m. on Monday, February 5, 2024, at the Ballard Administration Office, 509 North Main Avenue, Huxley, Iowa. If mailed, the proposals should be clearly marked and mailed sufficiently in advance so as to be received prior to the deadline. Please address your submissions to:

Dani Trimble, Supt.
Ballard Community School District
509 N Main Ave
Huxley, Iowa 50124

Please note, once received, the proposals shall become the property of the Ballard Community School District and shall be public records subject to disclosure under state and federal law.

The administration will recommend their selection to the Ballard Board of Directors. The administration may request an oral presentation on the proposal. An award for services is anticipated on February 12, 2024.

Ballard reserves the right to reject any or all proposals and to waive any informalities deemed immaterial when considered in conjunction with the entire proposal.

For further information on the bid process or service requirements, please contact Dani Trimble at 515-597-2811 or dtrimble@ballard.k12.ia.us.

Dani Trimble
Superintendent

Jeff Boeding
Director of Business Services

Request for Proposal
Lawn Care

I. Specific Requirements:

- A. Only proposals received in accordance with the Request for Proposal requirements will be given consideration.
- B. The lawn care proposal shall cover the period of three (3) years beginning March 2024 with the possibility of an extension of up to three (3) years, however, either party may terminate the contract with at least thirty (30) days written notice of the termination.
- C. Any change to quoted fees must be mutually agreed to by both parties prior to any service being rendered.
- D. The proposal shall be signed and dated by a duly authorized official of the submitting vendor prior to acceptance by Ballard.
- E. Ballard will not accept any liability or cost that may arise out of either the preparation of a proposal or the acceptance or rejection of a proposal.
- F. There are three (3) bid options (Spraying, Mowing and Sports Fields) described in section IV.E. Responses may include any or all of the bid options.

II. Ballard Background

Ballard is located approximately 30 miles north of Des Moines and 15 miles south of Ames. Ballard serves approximately 1,750 students. These students are housed in two elementary centers, West Elementary (EK-2nd) located in Slater, and East Elementary (3rd-5th) located in Cambridge. Students in grades 6th-8th are located in Ballard Middle School in Huxley and 9th-12th students are at Ballard High School in Huxley.

Ballard expects all vendors and contractors seeking to conduct business with the District to understand that its educational mission requires a high level of quality and performance from each product and service provider. Potential vendors and contractors should expect that the needs of students come first in the District and the focus is to bring products and services to the educational process that enhance student achievement.

III. Lawn Care Requirements

- A. Ballard has four school locations plus the bus barn facility:
 - i. Ballard West Elementary, 105 E Main St, Slater, IA
 - ii. Ballard East Elementary, 505 W 4th St, Cambridge, IA
 - iii. Ballard Middle School & Administration Office, 509 N Main Ave, Huxley, IA
 - iv. Ballard High School, 701 Ballard Dr, Huxley, IA

- v. Ballard Bus Barn, 105 W 3rd St, Huxley, IA plus the two adjacent residential properties (301 N Main Ave and 307 N Main Ave)
- B. All services will be subject to request of authorized Ballard staff. Service schedule will be coordinated by the Activities Lead & Grounds to facilitate Ballard activities.
- C. Possess applicable certificates of insurance coverage for the following:
 - i. Workers Compensation – The vendor shall procure and maintain Workers Compensation Insurance to fully protect its employees in all appropriate states and provide Ballard with a certificate of insurance evidencing the same.
 - ii. General Liability Insurance – The vendor shall procure and maintain General Liability Insurance with policy limits not less than One Million Dollars (\$1,000,000.00).
 - iii. Auto Liability Insurance – The vendor shall procure and maintain Auto Liability Insurance with policy limits not less than One Million Dollars (\$1,000,000.00).

IV. Proposal Requirements

- A. A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the company and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the company to be performing the work, the telephone number, and the name of the contact person.
- B. Table of Contents
 - 1. Identify by category and page number the presentation of the following information.
- C. Profile of Company
 - 1. Brief background of the company.
 - a. State whether the submitting vendor is a local or national company and a brief description of the size of the company.
 - b. State the length of time the company has been in existence.
 - 2. Information about the staff.
 - a. Names of the individual(s) who would have primary responsibility for the services.
 - b. Any other pertinent information.
- D. Qualifications
 - 1. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP including contact information for references.
 - 2. Describe recent lawn care experience with K-12 public school districts, area education agencies, community colleges, and other similar entities. Provide contact information for references if applicable.
- E. Scope of Services

1. Briefly explain your understanding of the scope of services to be provided including which services of the following services are being bid:
 - a. Bid Option A - SPRAYING – Lawn care treatment for broad leaf and fertilizer at each school location excluding the football field and the two practice fields.
 - b. Bid Option B - MOWING – Weekly mowing of grass at all locations
 - c. Bid Option C - SPORT FIELDS – Maintenance of the football stadium (509 N Main: excepting turf field) and the two practice fields (701 Ballard Dr: approximate combined size of 160,000 sq ft)
 1. Fertilizer: 5 applications
 2. 1 application of each: insecticide and herbicide
 3. Deeptine aeration: 1 solid tine in Spring and 1 core in the Fall
 4. Seed: 500 pounds of 50% Bluegrass and 50% Ryegrass applied twice per year to each field
 5. Topdressing: 30-36 ton per year per field.

F. Cost of Services

1. Provide pricing for each of the bid options being bid. Clearly indicate pricing by Bid Option as presented in part E above.

G. Assurances

1. Written statement that all proposal requirements have been reviewed and that they can or will be met.
2. Statement to be signed by the individual who will have primary responsibility for the lawn care services – see Attachment A.

V. Evaluation Criteria

The proposals will be evaluated by the Ballard administrative staff according to, but not limited to, the following criteria. Ballard administrative staff may determine additional criteria and will make the recommendation to the Board of Directors.

A. Qualifications

1. Successful relevant lawn care experience.
2. Successful relevant other educational facility experience.

B. Cost of services

C. Adherence to proposal requests

VI. Other Requirements

A. Rights reserved

Ballard reserves the right to request any additional information, which might be deemed necessary after reviewing the information submitted. Ballard also reserves the right to reject any or all proposals or to accept proposals, either in whole or part, or to waive any irregularities or technicalities in any proposal, should it deem it to be in the best interest of

Ballard to do so. Any proposal submitted will be binding for sixty (60) days beyond the bid opening and may not be modified, withdrawn, or canceled during that time period.

B. Non-Discrimination

The selected vendor shall abide by non-discriminatory practices in hiring, recruitment, placement, selection for training, promotion and compensation. The contract and its subcontractors must insure that applicants for employment and employees are not discriminated against on the basis of race, color, religion, ancestry, national origin, age, sex, familial status, sexual orientation, gender identity, disability or any other protected potential class under state and/or federal law.

C. Indemnification

The vendor agrees to and will, indemnify and hold Ballard Community School District, its employees, agents and representatives harmless from any liability in any amount for claims, suits, actions, damages and costs of every name and description resulting from the negligent performance or non-performance of any service hereunder, any violation of law, or any negligence or willful misconduct. Vendor agrees that any damage to property (including but not limited to buildings, materials, equipment, or property) or injury of person (including death) during the performance of service will be repaired and covered at the vendor's expense.

ATTACHMENT A
ACKNOWLEDGMENT AND CERTIFICATION

_____ (“Company”) is providing services to the Ballard Community School District (“District”) as a vendor, supplier, contractor, or professional services provider or is operating or managing the operations of a vendor, supplier, contractor or professional service provider. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the schools of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District or loitering within 300 feet of the real property of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor, vendor, supplier, provider of services or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

Dated: _____

COMPANY

By: _____

Printed Name: _____

Title: _____