

To: Mr. Emsweller and Tipton School Board:
From: C. Scott Wessel
Re: Permission to advertise for mowing bids for 2020-2021
Date: 12/2/2019

Dear Mr. Emsweller and members of the board:

I would like to ask for permission to advertise for bids for the mowing for the 2020 and 2021 school year. Below are the specifications that have been published in the past. We have talked about doing the mowing ourselves, however at this time, I believe this service must be contracted out. Advertising for mowing bids is the first step to filling this position. Maintaining the appearance of the facility is a very important job. That is why I feel like this service should be contracted out to a professional third party.

Thanks for your consideration in this matter,

**C. Scott Wessel
Director of Operations
Tipton Community Schools**

ADVERTISEMENT FOR BIDS
Mowing & Trimming

The Tipton Community School Corporation is accepting sealed quotations at the Superintendent's Office, 1051 South Main Street, Tipton, IN 46072, for mowing and trimming services for the identified school property for the 2020 and 2021 seasons until 1:00 pm, January 29, 2020. At that time, quotations will be taken under advisement with anticipated awarding of the contract at the February 11, 2020 School Board meeting. All quotations should be marked "TCSC Mowing Quote". Specifications and bidding material may be picked up at the Superintendent's Office.

Bidder is responsible for visiting the site to familiarize themselves with the area. Bidders should contact the Director of Operations at 765-675-2147, for any questions.

The Board of School Trustees reserves the right to reject any or all bids in part or in whole and to waive any information or irregularities, and to accept the lowest, most responsible and responsive bid, not necessarily the low bid.

Tipton Community School Corporation
Gary Plummer, President
April Overdorf, Secretary

Tipton Tribune
2 publications

1. January 10, 2020
2. January 17, 2020

TIPTON COMMUNITY SCHOOL CORPORATION

Mowing Specifications

2020/2021

Instructions to Contractors:

1. The Tipton Community School Corporation, acting by and through its Board of School Trustees, will receive at the office of its Superintendent, 1051 South Main Street, Tipton, Indiana, until 1:00 pm., January 29, 2020, sealed quotations to provide mowing and trimming of the identified school property. All proposals received after that time will be returned unopened.
2. Contract Period – It is the intent of this corporation to award the mowing and trimming contract for a two-year period, with rates guaranteed for the two-year period of 2020 and 2021.
3. The mowing and trimming contract shall be subject to a thirty-day (30) cancellation clause by either party if the school corporation is not satisfied with the performance of the mowing contractor.
4. The responsibility for the school corporation is to provide reasonable access to the sites. The assistant superintendent or his designee shall be responsible for coordinating the mowing program with the contractor.
5. The responsibilities for the mowing contractor will be to safely mow and trim the school grounds on **as-needed basis**. Every effort must be made to avoid using mowing and trimming equipment when children are present. There will be no mowing during recess times, outdoor physical education classes, during athletic team practices, or any other time when children are present. There will be no mowing near buildings during regularly scheduled school day.
6. The contractor is responsible for obtaining and maintaining all applicable licenses and permits. Copies of these documents are to be filed at the Office of the Superintendent.
7. A certificate of insurance must be filed in the Office of the Superintendent verifying a general liability policy is being carried by the mowing contractor with liability limits of one million dollars. The insurance company shall carry a minimum rating of “A-,VII” as designated by the A.M. Best. Tipton Community School Corporation is required to be added as an additional insured to your general liability policy and indicated on the certificate of insurance. This certificate must be provided by the contractor’s insurance agent and be on file prior to any work being initiated.

Auto liability for all vehicles utilized for services at a minimum of one million dollars is required and needs to be shown on the certificate of insurance unless a personal auto policy is utilized for an individual and in that case a copy of the declarations page will suffice.

* As an alternative to the one million dollar general liability policy, the contractor may carry a general liability policy with a one million dollar umbrella.

8. a. A contractor who is incorporated must provide a worker compensation insurance policy even if that person is the sole stockholder and the sole employee. The insurance policy must be on file prior to any work being initiated.

b. It is preferred that a self-employed mowing contractor carry workers compensation coverage for him or herself, but if a self-employed contractor does not, then he/she must file with the State of Indiana the State Form 45899, titled "Independent Contractor Affidavit of Exemption". A state approved copy of this form must be filed in the Office of the Superintendent prior to any work being initiated.

c. The selected contractor must provide a signed letter of Affidavit of Compliance enclosed in this packet. In addition, the contractor must provide documentation verifying enrollment and participation in the E-Verify program as required by Indiana Code 12-5-1.7. (Failure to provide will void this contract immediately).

9. Quotations are to be based on mowing and trimming per tract per time mowed (cost for one mowing). There are six different property tracts to be mowed and trimmed; for a bid to be considered there must be a quotation for each of the six tracts. No partial bids will be accepted. The bid for each tract should include the totals cost for mowing that tract, including all equipment and labor costs.

10. In addition to mowing and trimming contract amount, the potential contractor is to submit a quotation for additional landscape related work including a rate of cost of materials and per hour wage. Examples of additional work include trimming shrubs, supplying/delivering/installing mulch. The additional landscaping work will be coordinated with the Director of Operations, or his designee.

11. A description of the mowing and trimming equipment must be included in the contractor's quotation. Particular details should be listed as to the make, size, and age of the mowing equipment. Mowing decks should not exceed 60" on mowers used around buildings. For large open areas (e.g. practice soccer fields in tract 1) a larger mowing deck may be used with approval by the school corporation.

12. The contractor will provide a list of three references that can speak to the quality of work related to mowing/trimming.

13. Quotations for the mowing and trimming contract must be completed, signed and submitted on the "Mowing and Trimming Form" furnished with the specification.

14. The School Corporation will make payment on a monthly basis provided the contractor submits all required paperwork by the twenty-fifth (25) of each month. The School Board will approve payment at the regular scheduled monthly meeting. The contractor should submit the following: Statement providing dates of mowing; number of employees mowing and trimming on each date. Additional shrub, tree trimming or mulch placement must be requested by the Assistant Superintendent or designee and submitted on a separate statement with number of workers involved, hours worked and the amount of mulch utilized.

15. A tour of the area to be mowed and trimmed can be scheduled by calling 765-675-2147 and asking for the Assistant Superintendent.

16. The Board of School Trustees of Tipton Community School Corporation reserves the right to accept or reject any or all quotations or proposals, or part of such quotations or proposals, to waive information or irregularities in quotations or proposals, received and to accept the lowest most responsible and responsive bid, not necessarily the low bid.

****Note these tracks do include the competition fields and additional mows of these fields each week may be needed** in order to keep them game ready. If you cannot be on call for possible mowing of game fields pending weather, it is probably best you not bid on this project.

SCHEDULE OF PARTIAL CUTS

NOTE: all areas should be cut and trimmed, sidewalks and roadways swept and blown clean, islands in parking areas kept mowed and trimmed, and sidewalks cleared of plants growing in cracks. Mowing of an area shall include both sides of any and all fences, except as noted. The contractor shall be responsible for mowing the competition playing fields for baseball, football, softball, and soccer. For these competition fields the contractor will mow per the schedule with the Athletic Director. In addition, must be able to mow within twenty-four hours of a call from school administration.

Tract 1: East athletic fields, including practice soccer fields and all areas around, between and including the competition soccer field and the competition softball diamond, area between outer softball fences and north side of the bus barn drive and the perimeter of the multi-purpose building.

Tract 2: Football/Baseball athletic fields, including practice football fields and all areas around, between and including the competition football field and the competition baseball diamond and the perimeter of the multi-purpose building. Grass north of the football field should be mowed between the fence and Park Road.

Tract 3: Perimeter of all schools, including elementary playground (both sides of fence) and grassy areas of elementary parking islands.

Tract 4: Outer perimeter, including: Park Road frontage north of tennis courts; west and south of tennis courts between sidewalk and high school parking lot; State Road 19 frontage; both sides of drainage ditch south of elementary; south side of southern-most drive bordering Lutheran Church; western frontage of Nature Center, both sides of bus barn drive to County Road 100 West, except areas included as part Tract 1.

Tract 5: Outer perimeter, including: County Road 100 West frontage, along the access road and one mower width around the north side. All grass areas inside the fence of the complex including the perimeter of the Transportation building and the island in the East parking.

Tract 6: Outer perimeter north of the pond and soccer facilities to the edge of the adjacent property line and along County Road 100 West. This area to be mowed when approaching one foot in height. (12 inches) (Approximately every three weeks in normal season)

TIPTON COMMUNITY SCHOOL CORPORATION
MOWING & TRIMMING CURRENT COST

AREA	COST (PER TIME MOWED)
TRACT ONE	\$225
TRACT TWO	\$230
TRACT THREE	\$150
TRACT FOUR	\$130
TRACT FIVE	\$75
TRACT SIX	\$100 WHEN NEEDED
TOTAL	\$995 tracts 1-5 with trimming plus \$100 per mow for trimming

Cost of landscaping work a. Materials – Cost

b. Labor - \$13.00 per hour

EXTRA MOWS OF ATHLETIC FIELDS

AREA	COST (PERTIME MOWED)
Baseball	\$65
Softball	\$45
Football	\$75
Soccer	\$65

TIPTON COMMUNITY SCHOOL CORPORATION
MOWING & TRIMMING QUOTATION FORM 2018/2019

Area Cost (per time mowed)

Tract one	
Tract two	
Tract three	
Tract four	
Tract five	
Tract six	
Total	

Cost of Landscaping Work a. Materials: _____

b. Labor _____

Extra Mow Athletic Fields

	Cost per field
Baseball	
Softball	
Football	
Soccer	

References:

Name

PHONE

a. _____

b. _____

c. _____

Contractor Name: _____

Address: _____

Phone: _____

Date Completed: _____

Please attach a sheet describing the Equipment you have to use.

AFFIDAVIT OF COMPLIANCE

Required by Indiana Code 22-5-1.7

Pursuant to IC 22-5-1.7, the undersigned being duly sworn upon (his) (her) oath, now says that I, do hereby represent _____
(business entity name)

and state this business entity does not knowingly employ an unauthorized alien nor contract or subcontract with a person or business entity that knowingly employs an unauthorized alien. Also, it will not retain an employee, not continue to contract or subcontract with a person or business entity that subsequently learns is/employs an unauthorized alien and fails to remedy the violation within thirty-days.(30)

I further affirm this business entity participates in the E-Verify program when it hires new employees to confirm their work eligibility.

Attached to this affidavit is documentation verifying enrollment and participation in the E-Verify program.

I hereby verify under penalty of perjury that the foregoing statements are true.

Dated this ____ day of _____, _____.
Month Year

Business entity representative signature
title

Business entity representative

Printed Name