

ADVERTISEMENT FOR BIDS
Fertilizing & Weed Spraying

The Tipton Community School Corporation is accepting sealed quotations at the Superintendent's Office 1051 South Main Street, Tipton, IN 46072, for fertilizing services for the identified school property for the 2020 and 2021 seasons until 1:00 pm, January 31, 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 Fertilizing 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 Assistant Superintendent 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 Plumer, Acting-President
April Overdorf, Secretary

Tipton Tribune
2 publications

1. January 17, 2020
2. January 24, 2020

TIPTON COMMUNITY SCHOOL CORPORATION
Fertilizing/Spraying 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 31, 2020, sealed quotations to provide fertilizing 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 fertilizing contract for a two-year period, with rates guaranteed for the two-year period of 2020 and 2021.

3. The fertilizing 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 fertilizing program with the contractor.

5. The responsibilities for the fertilizing contractor will be to safely fertilize the school grounds as per contract. Every effort must be made to avoid using fertilize equipment when children are present. There will be no fertilizing during recess times, outdoor physical education classes, during athletic team practices, or any other time when children are present. There will be no fertilizing 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 fertilizing contractor with liability limits of one (1) million dollars that include five (5) thousand dollars of medical coverage. The insurance company shall carry a minimum rating of "A" as designated by the A.M. Best. This certificate must be provided by the contractor's insurance agent and be on file prior to any work being initiated.

* As an alternative to the one (1) million dollar general liability policy, the contractor may carry a general liability policy with a one (1) 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 fertilizing 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, (R2/@/95) 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. In the event the contractor has at the time of inception of the contract an employee(s), or if an employee(s) is/are added during the contract period, there must be a certificate of insurance filed as per item number (7) seven specifications.
 - d. 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 fertilizing per tract per time fertilized (cost for one fertilization). There are four different property tracts to be fertilized; for a bid to be considered there must be a quotation for each of the four tracts. No partial bids will be accepted. The bid for each tract should include the totals cost for fertilizing that tract, including all equipment and labor costs.
10. The contractor will provide a list of three references that can speak to the quality of work related to mowing/trimming.
11. Quotations for the fertilizing contract must be completed, signed and submitted on the "Fertilizing Form" furnished with the specification.
12. The School Corporation will make payment on a monthly basis provided the contractor submits all required paper work 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 fertilizing; number of employees fertilizing on each date. Additional fertilization must be requested by the Assistant Superintendent or designee and submitted on a separate statement with number of workers involved, hours worked.
13. A tour of the area to be fertilized can be scheduled by calling 765-675-2147 and asking for the Director of Operations.

14. 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.

SCHEDULE OF FERTILIZATION

NOTE: all areas should be fertilized as per contract. The contractor shall be responsible for fertilizing the competition playing fields for baseball, football, softball, and soccer. For these competition fields the contractor will fertilize according to the schedule of activities and season.

Tract 1: Competition soccer field and the competition softball diamond.

Tract 2: Practice football fields, competition football field and the competition baseball diamond

Tract 3: Perimeter of all schools, including elementary playground (both sides of fence).

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: None.

Tract 6: None

PREVIOUS COST 18/19
Fertilization

Area Cost (per time fertilized)

Tract one	420.00
Tract two	955.00
Tract three	741.00
Tract four	1144.00
Grub Control	1475.00
Total tracts 1-4	3260.00

* A minimum of four fertilizations should occur Early Spring, Late Spring, Early Fall, Late Fall.

* Grub control should be included for all competition athletic fields.

Previous Cost 18/19
Spraying

Area Cost (per time fertilized)

Tract one	150.00
Tract two	160.00
Tract three	250.00
Tract four	160.00
Total	720.00

* A minimum of four fertilization should occur Early Spring, Late Spring, Early Fall, Late Fall.

* Grub control should be included for all competition athletic fields.

TIPTON COMMUNITY SCHOOL CORPORATION
FERTILIZATION/SPRAYING QUOTATION FORM 2020/2021

Area Cost (per time fertilized)

Tract one	
Tract two	
Tract three	
Tract four	
Grub Control	
Total tracts 1-4	

* A minimum of four fertilizations should occur Early Spring, Late Spring, Early Fall, Late Fall.

* Grub control should be included for all competition athletic fields.

Area Cost (per time fertilized)

Tract one	
Tract two	
Tract three	
Tract four	
Total	

* A minimum of four fertilization should occur Early Spring, Late Spring, Early Fall, Late Fall.

* Grub control should be included for all competition athletic fields.

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

Business entity representative title

Printed Name