

REQUEST FOR PROPOSAL - LAWN CARE 2020-2022 SEASONS

Independent School District No. 252 is soliciting proposals for Lawn Care at the following sites:

Cannon Falls Elementary School, High School, Bus Garage, and Cannon Community Center

Specifications and conditions for submitting quotations may be obtained by Dave Petersen, Director of Operations. Independent School District 252, 820 East Minnesota Street Cannon Falls, MN 55009.
Phone: 507-263-6800 ext.1450 or email: Petersen.dave@cf.k12.mn.us

Proposals will be received by Independent School District 252 in the High school Office until 1:00 p.m. Tuesday, March 31st, Envelopes containing price quotes must be sealed, marked **"Proposal for Lawn Care"** with the name and address of the quoter clearly marked. Please submit to:

Attn: Dave Petersen
Independent School District No. 252
820 East Minnesota Street
Cannon Falls, MN 55009

All proposals received after the time and date stated above may not be considered and will be returned to the quoter. The quoter assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the quoter assumes responsibility for having this quote deposited on time at the place specified.

No change can be made to any proposal except in the manner provided by law, and no proposal may be withdrawn for thirty (30) days without the consent of the School Board.

Dave Petersen
INDEPENDENT SCHOOL DISTRICT NO. 252
Cannon Falls, Minnesota 55009

SPECIFICATIONS: Lawn Care

1.Pre- Lawn care Conference: Prior to starting the lawn care season, a conference will be held with the contractor. This meeting will be held to clarify any questions and to determine procedures in the grass mowing, weed trimming and clean up. The primary contact person of the district is Dave Petersen or his designee.

2.Work Schedules: Work schedules will be furnished by the School District. The designated lawn care season is from May 1 to November 1 of each year.

3.Athletic Fields: These areas may require maintenance more or less often. This schedule will be determined by the School District.

4.Basis of Payment: Payment will be monthly. The invoices shall be submitted to the Business Office, 820 E. Minnesota St., Cannon Falls, MN 55009, or via email to Dave Petersen at **petersen.dave@cf.k12.mn.us** on or before the 1st of each month and payment will be made within 30 days.

5.Insurance: The contractor shall not commence work under this contract until all insurance that is required under this section has been obtained and a certificate of insurance has been filed with the Business Office of Independent School District #252. Each insurance policy shall contain a clause providing that it shall not be canceled by the insurance company without 10 days written notice to Independent School District #252 of intent to cancel.

a. The contractor shall secure and maintain during the life of this contract, workman’s compensation and employer’s liability as required by law for all contractor’s employees to be engaged directly or indirectly.

b.The contractor shall procure and maintain during the life of this contract, Contractor’s Comprehensive General and Automobile Liability Insurance. The insurance shall be in the amounts listed below and shall provide coverage under the following:

- 1. Minimum Limits - General Liability
 - Bodily Injury \$500,000 each occurrence
\$500,000 aggregate
 - Property Damage \$100,000 each occurrence
\$100,000 aggregate

- 2. Minimum Limits - Automobile Liability
 - Bodily Injury \$250,000 each person
\$250,000 each occurrence
 - Property Damage \$100,000 each occurrence
\$100,000 aggregate

In addition to all of the listed coverage, the contractor shall procure and maintain an umbrella excess liability policy in a minimum limit of \$1,000,000 (One million dollars).

6. Award of the Contract: The contract will be awarded for two years, with the option of being extended one more year after being reviewed by the School District at the end of the two years. The School District reserves the right to cancel the contract at the end of each year without future liability except to pay for work completed.

7. The contractor shall not mow later than 9:00 p.m.

8. The contractor shall not mow during School hours or while the grounds are occupied unless approved by the School District.

PROPOSAL FORM

2020-2021 Season

Location

Cost per time

Mowing

Weed trim

1. Cannon Community Center
120 State St West

05 ac

2. Bus Garage
1420 6th St North

1.5 ac

3. High School
820 E. Minnesota St

13.0 ac

4. Elementary Area
1020 E. Minnesota St

20.0 ac

Total for all locations: _____

PROPOSAL FORM

2021-2022 Season

Location

Cost per time

Mowing

Weed trim

1. Cannon Community Center
120 State St West

05 ac

2. Bus Garage
1420 6th St North

1.5 ac

3. High School
820 E. Minnesota St

13.0 ac

4. Elementary Area
1020 E. Minnesota St

20.0 ac

Total for all locations: _____

Additional required service proposals:

Spring Plowing repair --- Time and materials:

Spring Clean-Up (building perimeter):

Fall Clean-Up (Building perimeter):

*Fence line maintenance (round-up):

1) Provide a list of equipment owned or leased:

2) List additional services you can provide to the district:

Submitted by: _____ Date: _____