

WEST CENTRAL COMMUNITY SCHOOL
Summer/Fall 2025 Mowing BID SHEET

Due to Board Secretary before 4:00 PM on Wednesday, February 12, 2025

Scope of Work: To provide all mowing, trimming, and spraying services for the entire campus of the West Central Community School District and to include areas as shown on map to maintain a clean and neat appearance as directed by the West Central's Head Custodian.

Bidding Requirements

- Before Bid submittal set up a time with our Head Custodian to drive around and ask questions. Please call: 563-637-2283
- \$1,000,000.00 Business Liability Insurance. (List West Central Community School District on insurance policy.)
- Provide a list of employees. (Include Federal EIN Number.)
- Need to list the school as additional insured & should be listed on the contractor site.
- Background Check-Form to fill out provided.

Mowing Requirements

- Mow frequently enough so that no more than 1/3 of grass height is removed at each mowing. (Football field may need to be swept if allowed to grow longer and dispose of clippings.)
- Length of cut will be directed by the Head Custodian and any vary from time to time in the season and also on different athletic fields. In general, three and one-half inch length of cut is preferred.
- Trim yard and weed-eat bi-weekly.
- Work with coaches on seasonal mowing heights on fields.
- Special considerations for: Prom, Graduation, 4th of July, start of school, Homecoming, or as needed by Head Custodian
- Machine edge or edge-trim all walks and drives monthly
- Sweep or blow grass clippings from concrete surfaces
- Monthly billing
- Safety will be a high priority, and mowing will not be done in areas that students and school patrons are occupying. The mowing operation will be done during daylight hours and on weekdays. Weekend work may be approved on an as-needed basis by the West Central Head Custodian

Spraying Requirements

- Spray fence lines as requested by the Head Custodian
- Spray parking lots as requested by the Head Custodian

A map is attached for a general idea of each section.

Please turn in the page marked "Bid Sheet" to the Board Secretary before 4:00 p.m. on Wednesday, February 12, 2025.

Please contact Galen Kelley, Head Custodian, West Central CSD (563)637-2283 if you have any questions.

BID SHEET

Name _____ Phone Number _____

Address _____

Commercial General Liability Coverage Part Declaration.

Limits of Insurance

\$ _____ General Aggregate Limit (Other than Products Completed Operations)

\$ _____ Products/Completed Operations Aggregate Limit

\$ _____ Personal and Advertising Injury Limit

\$ _____ Each Occurrence Limit

\$ _____ Fire Damage Legal Liability (any one fire)

\$ _____ Medical Expense Limit (any one person)

A Certificate (evidence) of insurance liability coverage must accompany the bid.
Do you carry a workman's compensation policy?
(If yes please provide copy.)

Yes or no

Are you an independent contractor that works by yourself?

Yes or no

Additional workers will need to be covered by insurance and have background checks.

\$ _____ Base Bid for mowing and Spraying for the 2025 season

West Central CSD Board of Education has the right to accept or reject any or all bids.