



September 8, 2026

Invitation for Bid (IFB) 27-001:
Grounds Maintenance

To Whom it May Concern:

The Pulaski County Special School District (PCSSD) invites your firm to submit a Bid for Grounds Maintenance in accordance with the scope of work outlined in the attached Invitation for Bid (IFB).

In a sealed envelope, submit the original signed Bid, and two (2) printed copies, to the Purchasing Department, 925 East Dixon Road Ground Floor Little Rock, AR 72206, no later than **11:00 a.m. Friday, November 6, 2026**. Contractors must reference, on the outside of the envelope, the Bid number, opening date and time. Emailed or **faxed Bids will not be accepted**.

Sealed bids will be publicly opened at 11:00 a.m. on Friday, **November 6, 2026**, via video conference. The video-conference link will be posted on the District's website at <https://www.pcssd.org/page/purchasing>. The District will evaluate the Bids and notify the awarded Bidder(s) in accordance with the terms of this IFB. **Do not contact any District official concerning this IFB without prior permission from the Chief Financial Officer.**

The District reserves the right to reject any or all Bids and to waive any irregularities or formalities. The contract will be awarded to the lowest responsive and responsible Bidder whose Bid meets all requirements and specifications of this IFB.

Pre-Bid Mandatory Walk-Through Schedule:

Group 1: Tuesday, October 20, 2026, at 9:00 a.m.

Group 2: Wednesday, October 21, 2026, at 9:00 a.m.

Group 3 and Group 4: Thursday, October 22, 2026, at 9:00 a.m.

See Attachment A for walkthrough locations. Because this is a District-wide contract, Bidders must attend the mandatory pre-bid walkthroughs identified in Attachment A. Failure to attend the required walkthroughs will render the Bidder ineligible to submit a Bid.

Contractor Bidding Information

We, the undersigned, have read and understand all requirements set forth in this Invitation for Bid, including the specifications, instructions, conditions, and other pertinent information. We agree to provide the required services at the prices stated in our Bid.

Arkansas Sales or Use Tax Register No.: _____ State Contractor License: _____

Company Name: _____

Address: _____

Telephone No. _____ E-mail: _____

Name & Title: _____ Signature: _____
(Person authorized to sign Bid)

BIDS ARE SUBJECT TO REJECTION UNLESS SUBMITTED ON THESE FORMS

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

The following General Instructions, Terms and Conditions, Specifications, Price Sheets, Signature Page and Required Forms will become part of any contract entered into in the event any or all of the Bids are accepted by the Pulaski County Special School District. Terms and Conditions submitted by the Contractor will not be considered.

1.1 DEFINITION OF TERMS

1. **IFB** shall mean Invitation for Bid
2. Vendor, Company, Bidder and Contractor may be used interchangeably throughout this document and shall refer to the entity submitting a Bid in response to this IFB.
3. The terms "**District**", "**Owner**", or "**PCSSD**" are used interchangeably and refer to the Pulaski County Special School District.
4. The terms "**Bid**" and "**Response**" shall be used interchangeably and shall mean the Bidder's response to this IFB.
5. **Qualifications** shall mean to the Bidder's ability, experience, resources, and capacity to perform the requirements identified in this IFB and shall be provided in sufficient detail where requested.

1.2 SUBMISSION OF BIDS

- A. Bids must be submitted to this office using the forms included in this IFB, and must be received on or before the date and time specified for the Bid opening. Emailed or faxed Bids will not be accepted.
- B. Each Bid must be placed in a sealed envelope and properly identified with the Bid number, opening date, and opening time
- C. Late submissions will not be considered under any circumstances.
- D. Failure to sign the Bid will result in disqualification.
- E. The person signing the Bid shall indicate title or authority to bind his/her firm to a contract.
- F. Signature must be in ink.
- G. Any required electronic forms or documents submitted with the Bid must be compatible with Microsoft Word.

1.3 BID COMPLIANCE

It is solely and strictly the responsibility of the Bidder to ensure that its Bid is received by the PCSSD Purchasing Department on or before the specified date and time. PCSSD will not be responsible for delays caused by any cause or circumstance beyond its control.

The specified Bid opening date and time shall be strictly observed. Under no circumstances will Bids received after the specified opening date and time be considered. Offers or Bids submitted by telephone, email, or fax will not be accepted. Bidders will not be permitted to withdraw or modify their Bids after the specified opening date and time.

1.4 BID OPENING

1. Each Bidder must submit a completed response to this solicitation using the forms provided by the District. Failure to use the required forms may be grounds for rejection of the Bid.
2. Bid openings will be conducted via video conference. The video-conference link will be posted on the District's website and will be available for public access. There will be no in-person bid opening.
3. Solicitation openings and any applicable pre-bid meetings may be held via Zoom, Google Meets or any other video conferencing platform deemed acceptable by the District.
4. Bids received by PCSSD shall become the property of PCSSD and shall be subject to applicable laws and regulations governing public records and disclosure.

1.5 INQUIRIES

Inquiries related to the IFB should be directed to the attention of Candace Jackson, Buyer, by email: cjackson7961@pcssd.org. All requests for clarification must be submitted in writing to the Purchasing Department no later than 4:00 p.m. on Friday, October 23, 2026. Questions or requests for clarification received after this deadline will not be answered. Any clarification provided to a prospective Bidder that modifies the specifications, requirements, or terms of this IFB, or that the District determines is necessary for prospective Bidders to properly prepare their Bids, will be issued in writing to all prospective Bidders by formal addendum.

1.6 CONTRACT TERMS AND EXTENSIONS

The required services shall commence no later than a date mutually agreed upon by PCSSD and the Contractor and shall continue for an initial term of one (1) year, unless terminated earlier in accordance with the terms of the contract. Upon mutual agreement, the contract may be renewed for up to three (3) additional one-year periods.

For each renewal period, the Contractor shall submit proposed pricing to PCSSD for review and approval prior to the beginning of the renewal period. Any proposed price adjustment shall be subject to review and approval by PCSSD. PCSSD shall have no obligation to accept proposed renewal pricing or renew the contract.

Each annual renewal shall require a written agreement or renewal document signed by both PCSSD and the Contractor. No renewal shall become effective unless and until both parties have agreed to and signed the applicable renewal document.

Either party may elect not to renew the contract for any subsequent renewal period by providing at least thirty (30) days' written notice to the other party prior to the expiration of the then-current contract term.

1.7 ASSIGNMENTS

Neither this contract nor any interest in or claim arising under this contract, may be assigned or transferred by the Contractor without the prior written approval of the District. The Contractor shall not enter into any subcontract or agreement with another party for the furnishing of any products, work, or services required under this contract without the prior written approval of the District.

1.8 CONFLICT OF INTEREST

By submitting a Bid, the Bidder certifies that no PCSSD employee or representative has a direct or indirect financial interest in the Bid or resulting contract. The Bidder further certifies that it has not attempted to improperly influence any PCSSD employee or representative or gain an unfair advantage in the competitive bidding process. Violation of this provision may result in disqualification or termination of the contract.

1.9 CONTRACT AGREEMENT

The contract between the District and the contractor shall consist of:

- (1) The Invitation for Bid (IFB) and any amendments or addenda issued by the District;
- (2) These General Instructions, Terms and Conditions, and
- (3) The Bid submitted by the Contractor in response to the IFB.

In the event of a conflict between the IFB and the Bid submitted by the Contractor, the provisions and requirements of the IFB shall govern. The Purchasing Director may issue written clarification regarding the contractual requirements with the agreement of the Contractor. Any such clarification shall become part of the contract and shall govern only to the extent of the specific clarification. The successful Bidder will receive written notification of intent to award, including any approved clarifications or modifications.

1.10 CONTRACT CHANGES

No verbal understanding, agreement, modification, change order, or other deviation from the terms of this contract shall be effective or binding upon the District unless it is made in writing and executed by the Chief Financial Officer or their authorized designee.

1.11 CONTRACT GUIDELINES

The Bidder acknowledges that no contract shall become effective until the contract has been awarded by the District and a written agreement, purchase order, award letter, or other written notice to proceed has been executed or issued by the District.

1.12 INDEMNIFICATION AND LEGAL COMPLIANCE

The contractor shall at all times observe and fully comply with any and all Federal, State and local laws, statutes, orders, ordinances and regulations. The contractor agrees to save, hold harmless and to indemnify the District, its agents, employees, officers and board members against any and all liability, losses, claims or costs of whatsoever kind or nature relative to the performance of the contract or any occurrence or accident in connection with inadequate design, breach of contract, material failure, default or the performance of any work, services or products supplied, pursuant to the award, whether to property or persons. Further, contractor shall indemnify, hold harmless and defend the District, its agents, employees, officers and board members from any lawsuits, causes of action, claims, liabilities and damages of any kind and nature, including but not limited to, attorney's fees and costs, arising out of the performance of this contract whether attributable in whole or in part to any act, omission or negligence of the District, its agents or employees, including, but not limited to, any and all lawsuits, causes of action, claims, liabilities, and damages which the District, its agents or employees may sustain by reason of any failure by contractor to indemnify as provided herein, or any failure by contractor to otherwise perform its obligations pursuant to this contract, or by reason of the injury to or death of any person or persons or the damage to, loss of use of or destruction of any property resulting from work undertaken herein.

1.13 NON-COLLUSIVE AFFIDAVIT

By submitting a Bid, the company and the individual signing the Bid represent and warrant that the Bid is genuine and non-collusive, and is not made on behalf of any person or entity not named in the Bid. The Bidder further represents that it has not induced or solicited any other company to submit a competitive Bid, nor caused any other company to refrain from or be unable to submit a Bid.

1.14 PENALTY FOR COLLUSION

If the District determines that the person, firm, or corporation awarded the Contract has colluded with any other party in submitting its Bid, the District may, at its sole discretion, declare the Contract null and void or consider it breached. The Contractor shall be liable for any resulting loss or damage to the District, and the District may seek a new contractor.

1.15 NON-DISCRIMINATION

The Contractor shall not discriminate against or segregate any person or group of persons on the basis of race, color, creed, religion, sex, sexual orientation, marital status, familial status, national origin, ancestry, disability, or any other status protected by law in the performance of this Contract. The Contractor shall not establish or permit any discriminatory practices or policies. The Contractor shall include a similar non-discrimination provision in all subcontracts related to this Contract.

1.16 PROPRIETARY INFORMATION

Information submitted in response to this IFB is subject to applicable public records laws and may be available for public inspection following the District's award of the contract. Bidders should not include trade secrets or confidential or proprietary information unless necessary. Any such information must be submitted separately and clearly identified as confidential.

The District does not guarantee confidentiality and may be required to disclose information pursuant to the Arkansas Freedom of Information Act or other applicable law.

1.17 REJECTION OF BIDS

The District reserves the right to reject any or all Bids, in whole or in part, and to reject the Bid of any Bidder who has failed to perform, been unfaithful, or been delinquent under any prior contract or business relationship with the District. The District may waive any irregularities or formalities in the solicitation or any Bid. In determining the best Bid, the District may consider the Bidder's integrity, financial resources, experience, facilities, and capacity to perform the required work.

1.18 RESERVATIONS

This IFB does not obligate the District to award a contract, reimburse any costs incurred in preparing a Bid, or purchase any services or supplies. The District reserves the right to accept or reject, in whole or in part, any Bid received when it determines that doing so is in the best interest of the District.

1.19 SEVERABILITY

If any provision of these General Instructions, Terms, and Conditions is determined to be void, unenforceable, invalid, or voidable, that provision shall be severed, and the remaining provisions shall remain in full force and effect.

1.20 STATEMENT OF EXPERIENCE AND QUALIFICATIONS

Upon request, the District may require a Bidder to demonstrate that it has the skill, experience, facilities, and financial resources necessary to satisfactorily perform the contract within the required time. If the District determines that the Bidder's qualifications are insufficient, the District may reject the Bid.

1.21 FISCAL FUNDING

If the Contract extends beyond the current funding year, purchases in future funding years are contingent upon the District's receipt of applicable federal and/or state funds. The District reserves the right to change item specifications, increase or decrease quantities, and add or remove items as needed.

1.22 CONTRACT ADMINISTRATOR

The Chief Financial Officer or their designee shall serve as the Contract Administrator and liaison for all matters concerning this Contract. No understanding, agreement, modification, change order, or other deviation from the terms of this Contract shall be effective or binding upon the District unless authorized by the Contract Administrator or their designee and properly executed in writing.

1.23 CONFORMANCE

Contractor employees working on District property shall comply with all applicable District rules, regulations, and policies. Failure to comply may result in termination of the Contract or any other remedy available to the District under applicable law.

1.24 STATE OF ARKANSAS FRANCHISE TAX

The Contractor shall be responsible for all applicable federal, state, and local taxes arising from its performance of the Contract.

Sales and Use Tax shall not be included in the Bid price but shall be added to invoices as applicable. The Contractor is responsible for registering with and remitting applicable taxes to the Arkansas Department of Finance and Administration.

1.25 STANDARD OF PERFORMANCE

The Contractor shall perform in accordance with the terms and conditions of this IFB and the highest standards of commercial practice. Instances of poor performance will be documented and provided to the Contractor for review and corrective action. Upon documented poor performance, the District may require a meeting with the Contractor to develop and implement a mutually agreed-upon corrective action plan. Continued poor performance shall constitute a breach of the IFB specifications and may be grounds for immediate termination of the Contract. The District retains the sole discretion to determine whether and when performance is acceptable.

1.26 INSURANCE

A. Each Bid must include a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to provide the required insurance coverage under any Contract resulting from this IFB.

B. The Contractor shall procure and maintain, at its own expense, the insurance coverage required under the Contract for the duration of the Contract.

C. Failure to provide required insurance certificates within the specified time may result in disqualification of the Bid or termination of the Contract, as applicable.

D. The District reserves the right to increase or decrease required insurance limits when determined to be in the District's best interest.

E. All required insurance shall be issued by an insurer licensed to do business in the State of Arkansas and acceptable to the District and its authorized representative.

F. The District shall be named as an additional insured on applicable policies. Certificates of insurance shall state that the insurer will provide the District with at least thirty (30) days' prior written notice of cancellation or material change, to the extent permitted by the policy and applicable law.

G. Certificates of insurance showing coverage and effective dates shall be provided to the District prior to execution of the Contract. The minimum required coverage shall include:

1. **Workers' Compensation:** As required by the State of Arkansas.
2. **Commercial General and Public Liability:** Broad-form coverage with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.

1.27 EXAMINATION OF RECORDS

The Contractor agrees that the District or its duly authorized representatives may, at any time during the term of this Contract, access, audit, and examine any records related to this Contract. The Contractor shall retain such records for at least five (5) years from the date the records are created, unless the District authorizes earlier disposition. The Contractor shall refund any underpayments or overcharges identified through an audit or take other corrective action as required by the District.

1.28 PERMITS AND LICENSES

The Contractor shall obtain and maintain, at its own expense and in its name, all licenses, insurance, and permits required to perform the services described herein.

1.29 DAMAGE TO DISTRICT PROPERTY

The Contractor shall be responsible for any damage to the District's equipment, premises, or other property caused by the negligent or intentional acts or omissions of the Contractor's employees, agents, or officers, excluding ordinary wear and tear. The Contractor shall promptly repair or replace such damage to the District's satisfaction at no cost to the District.

1.30 AWARD

The District will award one District-wide contract. The Bidder must submit pricing for all properties identified in the Price Proposal Sheet and must demonstrate the capacity to provide Grounds Maintenance services throughout the District. The contract will be awarded to the lowest responsive and responsible Bidder whose Bid meets all requirements and specifications of this IFB.

1.31 SUBCONTRACTORS

NO PORTION OF THE WORK SHALL BE SUBCONTRACTED WITHOUT PRIOR WRITTEN CONSENT FROM THE DISTRICT.

SECTION II – REQUIRED WORK

2.1 REQUIRED STANDARDS

The Contractor shall perform all lawn and Grounds Maintenance services in accordance with the requirements of this IFB and the applicable service schedule. The Contractor shall provide all labor, supervision, equipment, materials, supplies, transportation, fuel, and other resources necessary to complete the Work.

1. The Contractor shall maintain all lawns, landscaped areas, and grounds within District property boundaries, including planted and natural areas.
2. The Contractor shall mow, trim, edge, and maintain all designated areas, including areas around buildings, mechanical equipment, parking lots, driveways, and sidewalks.
3. The Contractor shall obtain and maintain all required permits and licenses and comply with all applicable federal, state, and local laws and regulations.
4. The Contractor shall remove litter and debris prior to mowing and dispose of it properly.
5. The Contractor shall report and repair any damage to District or private property caused by its employees, equipment, or subcontractors.
6. The Contractor shall provide, maintain, transport, and fuel all equipment necessary to perform the Work.
7. All Contractor equipment shall be maintained in safe operating condition.
8. The Contractor shall keep sidewalks, roadways, and driveways reasonably clear and shall provide warning signs or barricades when necessary.
9. The Contractor shall comply with all applicable safety requirements and provide employees with required personal protective equipment.

2.2 DEFICIENT WORK AND CORRECTIVE ACTION

1. All Work shall be performed in a professional and workmanlike manner and in accordance with the requirements of this IFB and the applicable service schedule.
2. The Contractor shall correct deficient or incomplete Work at no additional cost to the District within seven (7) calendar days after receiving written notice from the District, or sooner when necessary to maintain the required service schedule.
3. If the Contractor fails to correct the deficiency within the required time, the District may obtain the necessary services from another provider and seek reimbursement from the Contractor, to the extent permitted by the Contract and applicable law.

2.3 CONTRACTOR RESPONSIBILITIES

1. The Contractor shall perform all Work in accordance with the specifications and service schedule.
2. The Contractor shall ensure that all employees comply with District rules, applicable laws, and safety requirements.
3. The Contractor shall comply with all applicable federal, state, and local laws and regulations.
4. The Contractor shall provide a qualified foreman or supervisor to oversee the work crew and communicate with the District.
5. The Contractor shall make a supervisor available for site inspections upon request.
6. The Contractor shall promptly respond to District requests regarding scheduling, deficiencies, safety concerns, or property damage.
7. The Contractor shall perform services according to the required service schedule and shall not omit or reduce required services without District approval.
8. The Contractor shall maintain sufficient resources and personnel to respond promptly to service requests, emergencies, and performance issues throughout the District.
9. The Contractor shall provide the District with a monthly service schedule at least seven (7) calendar days before the beginning of each month. The Contractor shall perform a landscape inspection after completing services in each Group.

10. The Contractor shall provide all labor, equipment, chemicals, and other materials necessary to perform the Work in accordance with these specifications.
11. All pesticide and herbicide applications shall comply with applicable laws, regulations, labeling, and licensing requirements. The Contractor shall maintain all required licenses and certifications and obtain District approval prior to application. Records of applications shall be provided to the District upon request.

2.4 MOWING REQUIREMENTS

1. All mowing near buildings, walkways, parking areas, and flower beds shall be performed with a bagging mower to remove all grass clippings from the turf at the time of mowing
2. Mower blades shall be set at the recommended height for the type of turf at each location (e.g., ½"–2" for Common Bermuda).
3. Mower blades shall be sharpened and maintained throughout the contract period.
4. The Contractor shall clear all debris from the mowing area prior to mowing.
5. Grass shall be cut evenly, with no ragged edges.
6. The Contractor shall provide containers and shall be responsible for the proper disposal of all grass clippings.
7. Grass clippings shall not be used as mulch unless approved by the District's designated representative.
8. Mowing shall be performed in alternating directions to maintain a uniform appearance.
9. Mowing equipment shall be operated so that exhaust, debris, and grass clippings are not directed toward District personnel, students, or vehicles parked in District parking lots.
10. The Contractor shall coordinate the mowing schedule with the District's designated representative for each campus and shall schedule work to avoid interference with instructional activities.

2.5 PRUNING

1. All plants shall be maintained in their natural shape.
2. Aesthetic pruning shall be performed as specified. Pruning for safety hazards shall be performed as required.
3. Dead branches shall be removed as required.
4. For student safety, all trees on District campuses shall have branches trimmed back or removed to maintain a minimum clearance of 10 feet above ground level.
5. Shrubbery must be maintained in a professional manner consistent with industry standards. Shrubbery shall be inspected regularly. New growth exceeding 4 inches shall be trimmed immediately.
6. Tree removal, major tree pruning, tree climbing, or work requiring specialized arboricultural equipment is excluded unless specifically authorized in writing by the District.

2.6 EDGING, TRIMMING & WEEDING

1. All turf areas shall be edged along curbs, walkways, planting areas, and within a two-foot diameter around trees.
2. Edging and trimming shall include areas between school and athletic fields and grass growing in school parking lots.
3. Grass trimmings shall not be left on concrete, walkways, or inside planting beds.
4. All grass trimmings shall be removed and properly disposed of. Trimmings shall not be left on District property or placed in District dumpsters.
5. All planting beds and landscaped areas shall be maintained in their original design and kept weed-free.
6. Perimeter fence rows shall be chemically treated for weed control at least three times per year, when applicable. All vegetation growing on fences shall be treated and removed.
7. Building foundations, ditches, easements shared with the city or county, playground equipment, and other applicable areas shall be trimmed using a weed eater/trimmer.
8. Weeding shall be performed on the same schedule and cycle as mowing.

9. All weeds and plant material not included in the original planting plan, including roots, shall be removed. Gutters and drainage areas, including easements, shall also be maintained.
10. The use of weed killers, weed retardants, mulch, or bark shall be approved by the District prior to use.
11. Specific weed killers shall be used only when absolutely necessary and with prior District approval.

2.7 DEBRIS PICK-UP

1. The Contractor shall remove all trash, paper, glass, debris, limbs, sticks, and other litter from the area prior to mowing.
2. The Contractor shall provide containers and shall be responsible for the proper disposal of litter, including grass clippings that may be blown onto entrances, parking lots, or other areas.
3. If the Contractor runs over paper or trash while mowing, all resulting debris shall be picked up before leaving the work site.
4. The Contractor shall remove all limbs, debris, and other litter from the grounds and dispose of it in an appropriate manner or at an approved landfill. District dumpsters shall not be used for disposal.

2.8 PESTICIDE REPORTING

1. The Contractor shall report any observed or suspected pest problems, including fire ants or other insect infestations, to the designated District representative.

2.9 LEAF RAKING/REMOVAL

1. Leaf raking and removal shall begin in October and continue through early November.
2. The Contractor shall make approximately three visits during the fall to remove leaves from all lawn and bedding areas, driveways, porches, and similar areas.
3. The first visit shall occur before Thanksgiving, and the remaining two visits shall occur after Thanksgiving.
4. The District shall be invoiced at the normal lawn-cutting rate for each visit.
5. The Contractor shall maintain each campus to a high standard throughout the year and shall not rely on fall or spring cleanup to address excessive leaf accumulation.
6. The Contractor shall coordinate the timing of leaf cleanup with the District Custodial and Grounds Facilitator for the applicable area.
7. No work shall begin without the consent and approval of the Custodial and Grounds Supervisor for the applicable group.

2.10 DISTRICT-WIDE PRICING AND AWARD

1. This IFB is for one District-wide Grounds Maintenance contract.
2. Bidders shall submit a Bid covering every property identified in the Price Proposal Sheet.
3. Bids for individual properties, groups of properties, or partial District coverage will not be considered.
4. The District will award one contract to the lowest responsive and responsible Bidder whose Bid meets all requirements and specifications of this IFB.
5. The District may require the successful Bidder to demonstrate sufficient staffing, equipment, supervision, and resources to service all District properties.
6. Prices shall be firm and shall include all labor, supervision, equipment, materials, transportation, fuel, disposal, and other costs necessary to perform the Work specified in this IFB.

2.11 WEEKLY MOW SCHEDULE

1. The Weekly Mow Schedule shall include complete mowing and trimming of designated grass areas and all required maintenance of plant beds, including edging, raking, tree pruning, shrubbery maintenance, and removal of trash, rubbish, debris, grass, weeds, and other materials resulting from mowing, trimming, leaf removal, and pruning, in accordance with the attached specifications.

2. The Weekly Mow Schedule shall include all basic lawn care, general horticultural maintenance, and all labor, supplies, materials, and equipment required to perform the work.
3. A Weekly Mow Schedule shall consist of seven (7) days.
4. The District shall determine when the seven-day Mow Schedule begins and ends for each group.
5. The District reserves the right to modify the Mow Schedule as needed based on rainfall and temperatures.

2.12 PRICE MATRIX AND PAYMENT DEDUCTIONS

1. One monthly invoice → broken down by each property → deductions applied to the affected property when applicable.
2. The percentages below represent the assigned value of each service for purposes of calculating deductions from the Contractor's invoice when required work is not satisfactorily performed.
3. If District Grounds Maintenance personnel determine that work:
 - a. does not meet the requirements of this contract;
 - b. has not been performed after notice to the Contractor; or
 - c. results in the property being inadequately maintained,the District may deduct the applicable percentage from the Contractor's current invoice for the affected property.
4. Any amount deducted may be paid upon satisfactory completion of the deficient work, as determined by the District's Grounds Maintenance Supervisor. The amount may be included on a subsequent invoice or paid separately, as determined by the District.
5. The deduction shall be based on the service(s) not satisfactorily performed, as follows:

Activity	Assigned Value
Mowing	40%
Trimming (with a weed eater)	30%
Weeding	10%
Pruning	10%
Debris Pick-Up	10%
Total	100%
Leaf Removal-Seasonal Only	As Needed

PRICE PROPOSAL SHEET

Bidders shall provide pricing for ALL properties listed below. This solicitation will result in ONE District-wide contract. Bidders may not submit a Bid for only a portion of the District. A Bid that does not provide pricing for all listed properties may be deemed nonresponsive.

	Property	Address	Annual Bid Amount
G R O U P 1	Mills High	1205 E. Dixon Rd., Little Rock, AR 72206	\$
	Mills Middle	808 E. Dixon Rd., Little Rock, AR 72206	\$
	College Station Elem	4710 Frasier Pike, College Station, AR 72053	\$
	Daisy Bates Elem	14300 Dineen Drive, Little Rock, AR 72206	\$
	Landmark Elem	16712 Arch Street Pike, Little Rock, AR 72206	\$
	Pulaski East	3924 Neely Rd., Little Rock, AR 72206	\$
	Central Office	925 E. Dixon Rd., Little Rock, AR 72206	\$
	Maintenance Complex	1101 E. Dixon Rd. Little Rock, AR 72206	\$
	Transportation South	7400 Highway 365 S, Little Rock, AR, 72206	\$

G R O U P 2	Maumelle High	1000 Carnahan Dr., Maumelle, AR 72206	\$
	Maumelle Middle	100 Victory Lane, Maumelle, AR 72206	\$
	Crystal Hill Elem	5001 Dupree Venable Rd., N. Little Rock, AR 72118	\$
	Oak Grove Elem	5703 Oak Grove Rd., N. Little Rock, AR 72118	\$
	Pine Forest Elem	400 Pine Forest Dr., Maumelle, AR 72113	\$
	Transportation - Northwest	7508 MacArthur Drive, North Little Rock, AR 72118	\$

G R O U P 3	Robinson High	21501 Cantrell Rd., Little Rock, AR 72223	\$
	Robinson Middle	21201 Cantrell Rd., Little Rock, AR 72223	\$
	Robinson Elem	21600 Cantrell Rd., Little Rock, AR 72223	\$
	Baker Elem	15001 Kanis Rd, Little Rock, AR 72223	\$
	Lawson Elem	19901 Lawson Rd, Little Rock, AR 72210	\$
	Chenal Elem	21201 Denny Rd., Little Rock, AR 72223	\$
	Transportation West	16401 Colonel Glenn Rd, Little Rock, AR 72210	\$
	Driven School of Opportunity	21001 Cantrell Rd., Little Rock, AR 72223	\$

G R O U P 4	Cato Elem	9906 Jacksonville Cato Road, Sherwood, AR 72120	\$
	Harris Elem	4424 Highway 161 North Little Rock, AR 72117	\$
	Clinton Elem	142 Hollywood Avenue, Sherwood, AR 72120	\$
	Sherwood Elem	307 Verona Avenue, Sherwood, AR 72120	\$
	Oakbrooke Elem	2200 Thornhill, Sherwood, AR 72120	\$
	Sylvan Hills Middle	10020 Bamboo Lane, North Little Rock, AR 72120	\$
	Sylvan Hills Elem	402 Dee Jay Hudson Drive, Sherwood, AR 72120	\$
	Sylvan Hills High	484 Bear Paw Road Sherwood, AR 72120	\$
	Sylvan Hills Jr. High	10001 Johnson Drive Sherwood, AR 72120	\$
District-Wide Total			\$

SMALL AND MINORITY BUSINESS PARTICIPATION

Whenever possible, a preference will be given to small and minority businesses; women's business enterprises; and labor surplus area firms.

The District shall provide a preference to Arkansas residents whenever the District is accepting bids to purchase materials and equipment as part of a construction project if:

- a. One (1) or more Arkansas residents who submitted bids made written claim for a preference at the time they submitted a bid; and
- b. An Arkansas resident's bid does not exceed the lowest qualified bid from a nonresident by more than five percent (5%).

If the qualifications for the Arkansas resident preference are met, then the District shall take the lowest bid from an Arkansas resident regardless of whether the Arkansas resident was one of the individuals who requested the preference.

BIDDER AFFIDAVIT, ASSURANCES AND DISCLOSURE

This form must be completed, signed, and notarized. Failure to complete this form may result in rejection of the bid.

I, _____, being the duly authorized representative of _____, the Bidder submitting the attached bid, hereby state and certify as follows:

1. Authority and Accuracy

I am authorized to submit this bid on behalf of the Bidder and certify that the information provided in the bid and accompanying documents is true and correct to the best of my knowledge.

2. Non-Collusion

Neither the Bidder nor any person acting on its behalf has entered into any agreement or understanding with another Bidder for the purpose of restricting competition, establishing a fixed price, refraining from bidding, or otherwise affecting the competitive bidding process.

Neither the Bidder nor any person acting on its behalf has entered into any agreement or discussion with a District official or employee concerning the quality, quantity, price, or other terms of the prospective contract for the purpose of obtaining an improper advantage.

3. Improper Consideration

Neither the Bidder nor any person acting on its behalf has offered, given, or agreed to give any money, gift, or other thing of value to any employee, representative, or official of the District for the purpose of obtaining favorable consideration in the award of this contract.

4. Compliance with Bid Requirements

The Bidder agrees to comply with all specifications, terms, conditions, and requirements contained in the Invitation for Bid. Any deviation from the specifications shall require prior approval by the District.

5. Debarment and Eligibility

The Bidder certifies that it is not currently debarred, suspended, or otherwise ineligible to participate in public procurement or contract with the District under applicable law.

6. Disclosure

- a.** Does any District school board member or employee have a financial interest in your business or hold a position as an officer, director, trustee, partner, or other management position? _____ Yes _____ No
- b.** Does any District school board member or employee have a family relationship with anyone employed by your business? _____ Yes _____ No
- c.** Did you or your company assist the District or any agent of the District with the development of the bid specifications? _____ Yes _____ No

If the answer is yes to any question above, provide details in a separate attachment to this form.

1. Were you or your company compensated? _____ Yes _____ No

2. Is your company's name or identity included anywhere within the specifications?
_____ Yes _____ No

3. Were you or your company offered any preferential treatment in connection with this solicitation?

_____ Yes _____ No

SIGNATURE

I certify that the statements made in this Bidder Affidavit, Assurances and Disclosure are true and correct to the best of my knowledge and belief.

Bidder Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

NOTARY

Subscribed and sworn to before me this _____ day of _____, 2026.

Notary Public: _____

Commission Expires: _____

SIGNATURE PAGE

Contractors must read and initial each requirement below to acknowledge that they understand, agree to, and accept the basic requirements of this Invitation for Bid (IFB). Failure to comply with any of these requirements may constitute a breach of contract and may result in termination of the contract.

Initial	Requirement
	1. The Contractor, by submitting this bid, acknowledges that it has examined and understands the extent and character of the work required and the conditions surrounding its performance.
	2. The District will not be responsible for any alleged misunderstanding of the specifications, site conditions, or conditions surrounding the delivery of required products and/or services.
	3. The Contractor guarantees that all work performed will meet or exceed the requirements and specifications stated in this IFB.
	4. Aerial photographs are provided for reference; however, Contractors are responsible for familiarizing themselves with the work area before completing and submitting this bid.
	5. Contractors should visit all sites identified in this document to ensure a clear understanding of the work and requirements of this Invitation for Bid.
	6. The Contractor understands that unsatisfactory or incomplete work may result in deductions from submitted invoices.
	7. Execution of this contract constitutes the Contractor's commitment to fulfill all terms, conditions, specifications, and requirements of this Invitation for Bid.

By signing below, the Contractor Representative acknowledges that they have read, understand, and agree to the requirements stated above and all applicable terms and conditions of this Invitation for Bid.

Contractor Representative's Signature: _____

Printed Name: _____

Title: _____

Date: _____

Notary Acknowledgement

Subscribed and sworn to before me this _____ day of _____ 2026.

Notary Public's Signature: _____

Commission Expires: _____

ATTACHMENT A
MANDATORY PRE-BID WALKTHROUGH LOCATIONS

IFB No. 27-001 – Grounds Maintenance Services

Bidders are required to attend all mandatory pre-bid walkthroughs identified in this Attachment A. Failure to attend all required walkthroughs will render the Bidder ineligible to submit a Bid.

Walkthrough Schedule

Walkthrough Group	Date	Time	Properties
Group 1	Tuesday, October 20, 2026	9:00 a.m.	Mills High / Mills Middle / College Station Elem / Daisy Bates Elem / Landmark Elem / Central Office / Maintenance Complex/Pulaski East/Transportation South
Group 2	Wednesday, October 21, 2026	9:00 a.m.	Maumelle High / Maumelle Middle / Crystal Hill Elem / Oak Grove Elem / Pine Forest Elem/Transportation Northwest
Group 3 and Group 4	Thursday, October 22, 2026	9:00 a.m.	Robinson High / Robinson Middle / Robinson Elem / Baker Elem / Lawson Elem / Chenal Elem / Driven School of Opportunity / Cato Elem / Harris Elem / Clinton Elem / Sherwood Elem / Oakbrooke Elem / Sylvan Hills Middle / Sylvan Hills Elem / Sylvan Hills High / Sylvan Hills Jr. High/Transportation West

Important Information

- Bidders must attend all mandatory pre-bid walkthroughs identified in this Attachment A.
- Bidders are responsible for arriving on time at the designated meeting location.
- The District will maintain an attendance/sign-in record for each walkthrough.
- Bidders should review the applicable properties and site conditions during the walkthrough before submitting pricing.
- The walkthrough does not relieve the Bidder of its responsibility to review and understand all requirements, specifications, and conditions contained in the IFB.
- Questions regarding the IFB must be submitted in accordance with Section 1.5 – Bidder Inquiries.
- The District may issue an addendum if information provided during the walkthrough requires clarification or modification of the IF