

# **FARMERSVILLE INDEPENDENT SCHOOL DISTRICT**

## **REQUEST FOR PROPOSAL**

### **Fertilization, Weed Management, and Ant Control Services**

**Bid Due Date:** A physical copy of the submittal must arrive at **501A Hwy. 78 North, Farmersville, TX 75442** or a digital version to **Landscapebid@farmersvilleisd.org** on or before **07/22/2025 by 10:00 a.m. (CT)**

**Contract Date:** 09/01/2025 – 06/30/2028

**Contact:**

Earnie Phelps, Maintenance and Operations Director

Mobile Phone: (903) 355-0395

Work Phone: (972) 782-6601

Email: ephelps@farmersvilleisd.org

### **TABLE OF CONTENTS**

1. Introduction and Project Overview
2. Schedule of Events
3. Bid Requirements and Pricing Structure
4. Contractor Information Form
5. Evaluation Criteria
6. Terms and Conditions
7. Required Acknowledgements and Certifications
8. Questionnaire
9. Submission Checklist

## **1. INTRODUCTION AND PROJECT OVERVIEW**

The Farmersville Independent School District (FISD) is requesting proposals from qualified contractors to provide Fertilization, Weed Management, and Ant Control Services. The selected contractor will be responsible for services such as:

- Fertilization of lawns and landscaped areas
- Pre- and post-emergent weed control
- Ant treatment and insect control
- Fertilization of newly planted and flowering trees
- General chemical applications to maintain plant and turf health

These services must be provided in a safe, timely, and professional manner in accordance with the detailed specifications outlined in Scope of Work.

## **2. SCHEDULE OF EVENTS**

<b>Event</b>	<b>Date</b>
RFP Issued	June 26, 2025
Pre-Bid Meeting (Non-Mandatory)	July 1, 2025, 10:00 a.m.
Question Submission Deadline	July 15, 2025
Proposal Due Date	July 22, 2025, 10:00 a.m.
Anticipated Award Date	August 11, 2025
Contract Start Date	September 1, 2025

A pre-bid meeting will be held at 10:00 a.m. on Tuesday, July 1, 2025, at the FISD Administration Office, located at 501A Hwy. 78 North, Farmersville, TX 75442. Attendance is not mandatory but is highly encouraged to view the properties and ask questions.

In order to ensure all questions are properly addressed, please submit any questions to Earnie Phelps at [ephelps@farmersvilleisd.org](mailto:ephelps@farmersvilleisd.org) on or before Tuesday, July 15, 2025.

### 3. BID REQUIREMENTS AND PRICING STRUCTURE

#### Contract Term

September 01, 2025 through June 30, 2028 (34 months)

#### Pricing Structure

Bidders must provide the following pricing:

- **Bid:** \$\_\_\_\_\_ (to be divided into 34 equal monthly payments)

All pricing should be all-inclusive of labor, equipment, materials, and other costs necessary to fulfill the requirements specified in Scope of Work.

### 4. CONTRACTOR INFORMATION FORM

**Company Name:**

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**Contact Name:**

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**Address:**

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**Telephone:**

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**Email:**

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### 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

1. **Price (70%):** Total cost for services over the contract term
2. **Contractor Reputation and Quality of Services (10%):** References, history, and reputation in the industry
3. **Past Relationship with the District (10%):** Previous experience with FISD, if applicable

4. **Ability to Handle Scope of Work (10%):** Proposed staffing, equipment, and demonstrated experience with similar projects

FISD reserves the right to negotiate with any or all respondents and accept or reject any and/or all proposals, to waive any formalities and/or irregularities and to award in the best interest of the District.

## **6. TERMS AND CONDITIONS**

### **Payment Terms**

FISD pays all invoices 30 days after receipt of invoice. All invoices must be submitted to FISD's billing address: Farmersville ISD, Attn: Accounts Payable, 501A Hwy. 78 N, Farmersville, TX 75442 or the designated accounts payable email address.

### **Contract Execution**

Contract shall be put into effect by means of the signed Service Agreement and a purchase order executed by the District after contract has been awarded. Transfer of contract by Contractor is prohibited unless approved by the District.

### **Performance Issues**

FISD requires that any and all problems be corrected quickly and fairly. A meeting will be held between the contractor and the FISD Maintenance and Operations Director to determine what steps will be necessary to ensure the resolution of any problems. This will occur at the discretion of FISD depending upon the seriousness of the problem(s) involved. Problem resolution regarding unsatisfactory performance may be dealt with by the withholding of payment for services during the period the problem(s) persist.

### **Termination**

The District has the right to terminate this contract for convenience, without penalty, following delivery of written notice to the bidder within thirty (30) days notification.

## 7. REQUIRED ACKNOWLEDGEMENTS AND CERTIFICATIONS

### Felony Conviction Notification

Texas Education Code, Section 44.034, Subsection (a), states "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

**Is your firm owned or operated by anyone who has been convicted of a felony?** Circle (Yes or No)

If yes, please provide a general description of the conduct resulting in the conviction:

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### Required Acknowledgements



**Please initial** each of the following statements to acknowledge you have read and agree:

\_\_\_\_\_ **Criminal History Review:** The contractor shall conduct a criminal history review of each employee assigned to Fisd property once per contract year and shall not assign any employee who has been arrested for a crime involving moral turpitude or any relationship with a child. Under Section 22.0834 of the Education Code, the contractor is required to certify to the district that the criminal history check has been performed.

\_\_\_\_\_ **Insurance Requirements:** Contractor is required to carry and show proof of the minimum amount of insurance as specified in the "Service Agreement"

document. The selected bidder will be required to supply an insurance certificate naming Farmersville Independent School District as an additional insured.

\_\_\_\_\_ **Safety Requirements:** All chemical applications must comply with state and federal safety regulations. Contractors must notify the district before applying any chemicals near student-occupied areas and post required signage.

\_\_\_\_\_ **Licensing:** Contractor must provide proof of all required pesticide application certifications and licenses as required by the State of Texas.

\_\_\_\_\_ **Damage Reporting:** Any damage from chemical applications (e.g., over-spray, burning of vegetation) must be reported TO FISD Maintenance and Operations Director. If significant damage is done, the District will require payment for damaged materials from the contractor.

\_\_\_\_\_ **Equipment Responsibility:** The district shall not be responsible for contractor's equipment. It is the responsibility of contractor to know the condition of the grounds and any debris that may come in contact with contractor's equipment.

\_\_\_\_\_ **Personnel Requirements:** Contractor employees shall be clean in appearance and in uniform for easy identification when on FISD's premises. Contractor agrees that services shall be performed by qualified, trained employees.

\_\_\_\_\_ **Non-Collusion Certification:** Contractor certifies that this company or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions have not been communicated to any other person engaged in this type of business.

\_\_\_\_\_ **Independent Contractor Status:** The parties are acting as independent Contractors and independent employers. Nothing herein shall create a partnership, joint venture or agency relationship.

\_\_\_\_\_ **Indemnification:** Contractor agrees to the indemnification provisions as detailed in the Service Agreement.

## 8. QUESTIONNAIRE

Please provide detailed responses to the following questions:

1. **Describe your company's plan to complete all tasks and locations.**

Include estimated number of employees assigned and how many days a week it will take to complete one full round. \_\_\_\_\_

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2. **Describe the products, product quantities, and methods to be used.**

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3. **Total number of people employed by your company:** \_\_\_\_\_

4. **How long has your company been performing similar landscape services?** \_\_\_\_\_

5. **Please provide three business references that have contracted with your company to provide similar landscaping services.**

A. Business Name: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

B. Business Name: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

C. Business Name: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

## 9. SUBMISSION CHECKLIST

The following documents must be submitted to the district as part of the proposal:

### **With Initial Proposal:**

- ☐ Completed Proposal (**with all signatures, initials, and questions answered**)

### **If Awarded (Prior to Contract Finalization):**

- ☐ Proof of Minimum Insurance Requirements
- ☐ Proof of Commercial Applicators License
- ☐ W-9 Form
- ☐ Form 1295 (Required to be filled out online at <https://www.ethics.state.tx.us/filinginfo/1295/>)

By submitting your response, you certify that you are authorized to represent and bind your company.

**Printed Name:**

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**Signature:**

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**Title:**

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**Date:**

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