

PROPOSAL FORM

**Board of Trustees
Jackson Public School District
Jackson, Mississippi**

Ladies and Gentlemen

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rf document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this

REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Email: mmays@jackson.k12.ms.us or todom@jackson.k12.ms.us

School/Department Requesting Vendor Addition _____

To be completed by Vendor:

Please complete all sections and emailed or fax back to (601-960-8967).

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed RFP shall be received by JPSD, in the Business Office of the Jackson Public Schools,

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only.** JPSD will only accept pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this RFP document; JPSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and delnaipr

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

CONTRACTOR hereby certifies

Submission of RFP Proposals Instructions if not emailed to the email address listed:

- Responses, once completed, should be placed in an opaque, sealed envelope
- date and as they appear in the RFP proposal that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
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- Any proposal not received by the stated deadline/time will not be considered and/or opened.
- The District accepts no liability for late submissions due to the actions of the United States

Please follow the proposal submittal instructions.

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED TO www.centralbidding.com. For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814.

In order for this proposal to be accepted for evaluation, all information must be completed and all instructions must be followed.

Until further notice, all hand delivery proposals delivered between 9:00 a.m. until 9:59 a.m. (local prevailing time) the date the bid is scheduled to open, must be delivered to JPSD Board Room, 621 South State Street, Jackson, MS 39201

RFPs openings will be video recorded for the public to view on the above date and time at Jackson Public School District, Central Office 621 S. South State Street, Jackson, Mississippi 39201.



Sub-Contracting:

The Vendor shall ____ further assign, transfer, or sublet this contract or any portion thereof. The Vendor must demonstrate through references, equipment listings and personnel that they are fully capable of performing the proposed services within its own resources and may not assign, transfer, or sublet this contract or any portion thereof. Noncompliance with this requirement will result in immediate disqualification. Identification of such practices after award of the contract may be grounds for termination of said contract.

Equipment Provided:

The Vendor will provide all equipment required to complete the full Scope of Work as specified.

Equipment must be new or in excellent working condition.

Failure to comply with the requirements of this section shall be considered default on the part of the Vendor and shall be considered sufficient cause for terminate of this contract.

Supplies and Chemicals Provided:

The Vendor will provide all grounds supplies required to properly perform the full Scope of Work.

The supplies will be of a name brand and not privately labeled.

All pesticides will be properly labeled and comply with "Right to Know" requirements. Vendor must provide documentation as required by the federal, state and local government.

Prospective bidders should note that all spraying of chemicals must be done _____ or _____

Employees\Labor:

The Vendor will be responsible for the terms and conditions under which his/her employees will be hired.

The Vendor will have the sole responsibility to compensate his/her employees, including all applicable federal, state and local taxes, insurance and workers' compensation, and will be solely responsible for

- Contractual Insurance
- Broad Form Property Damage
- Independent Contractors
- Personal Injury with the following limits:
 - o Bodily Injury and Property Damage:

Vendor

Damages to Private property are the sole responsibility of the Vendor.

The following steps are used in reporting damages:

1. Notify building administrator or principal immediately.
2. The Campus Enforcement Officer at the site will prepare a written report and a copy will be provided to the Site Care Supervisor and Vendor.

After each mowing, Vendor shall perform a quality audit of the operation and provide a copy of the JPSD audit form to the Site Care Supervisor, electronically or hard copy, at the time of notification that a specific school or building property has been completed.

All rotary mowing equipment will have their blades replaced with sharpened blades on a weekly basis, so as not to tear grass. Patterns will be employed to permit recycling of grass clippings and to present a manicured appearance. Excess clippings from the site will be removed through dispersal with a blower or physical removal and comply with any present or future ordinances regarding disposal. Papers and other debris will be cleaned off all lawn areas before and after mowing.

If site cannot be mowed due to inclement weather and site has exceeded the no more than one third leaf surface removal, mowing height must be raised and

pruned as needed. Plants will be inspected for safety as pertaining to pedestrians. If shrubs and/or plant cannot be maintained in an acceptable aesthetic manner, the contractor will recommend removal to owner representative.

All tree underbrush must be removed to maintain good visibility of entire campus property. Trees will be limbed to a height of at least ten (10) feet. Dead wood will be removed upon visual inspection. (Trees exceeding twenty feet in height or eight-inch diameter are excluded).

All fencing of any time will be cleaned and maintained. This is including the property fence lines

	2024-2025	2025-2026	2026-2027

	2024-2025	2025-2026	2026-2027
	Lawn and Landscaping Cost per Service	Lawn and Landscaping Cost per Service	Land and Landscaping Cost per Service
Hughes Field			
North Jackson Field			
South Jackson Field			
Newell Field			

