

HEAD START LAWN BID SPECS

LOCATIONS:

Weatherford Campus

602 W Water St

Weatherford, TX 76086

682-803-0536

Rhonda Boylson, Center Director

Mineral Wells Campus

2316 US Highway 180

Mineral Wells, TX 76067

682-310-0712

Melody McBride, Center Director

Jacksboro Campus

1014 Wichita Ave

Jacksboro, TX 76548

940-205-5411

Pamela Jacobs, Center Director

Decatur Campus

503 US Business Highway 287

Decatur, TX 76023

940-641-3553

Barbara Swofford, Center Director

Mulberry Campus

575 W Mulberry St

Decatur, TX 76023

682-312-6512

Jackie Ackerman, Center Director

Coleman Administration Building

114 Needham St

Coleman, TX 76834

325-283-2023

Sierra Keeney, Administrative Assistant

WILL NEED A SEPARATE PRICE TO MAINTAIN EACH CAMPUS ON A WEEKLY BASIS

Bids will be awarded individually for each site. Not bidding on any site will not disqualify an applicant for another site.

All campuses will need to be mowed, weeded, edged, grass seed and fertilizer spread at appropriate times, weeds removed from decorative areas, hedges and trees trimmed with clippings removed from the site if applicable, all grass blown from sidewalks and drives.

All work is to be performed after 3:30 pm Monday-Friday when the children are released and off the grounds. May be completed on the weekend, with prior approval from the center directors.

Please call Wayne Kauffman 682-253-8420 to arrange to tour the facilities.

Each bid should include a current signed w-9, a copy of proof of insurance, pictures of previous work, and addresses of 3 currently maintained properties.

Bids and documents can be emailed to waynek.kauffman@cornerstonecaa.org

Please have all bids turned in by the close of business 5/19/23.

RFPs will be awarded on 5/26/2023 and work will commence beginning on 5/29/2023.

This job will be paid with federal funds.



Lawn Maintenance - Contract

This agreement is between Cornerstone Community Action Agency (CCAA) (Agency)

And _____ (Contractor)

The Contractor will provide the selected sites below with lawn maintenance including but not limited to mowing, weeding, edging, seeding, fertilizing, tree trimming, and hedge trimming.

The purpose of this agreement is to establish the best outward appearance of the Agency campuses to reflect who Cornerstone Community Action Agency is within the area that services are provided and provide a safe and beautiful facility that participants deserve.

Payment will be made every two weeks for the prior two weeks upon the Agency receiving the invoice.

Campus must be maintained at minimum every week. All work is to be performed after 3:30pm Monday through Friday. Work may be completed on the weekend with prior written approval from the Center Director. If the Contractor has exceeded 7 days past the last service, the following consequences will apply:

First Offense: \$20 per day until the yard is maintained adequately.

Second Offense: \$50 per day until the yard is maintained adequately.

Third Offense: \$50 per day until the yard is maintained adequately AND Contractor body of work will be reviewed and contract may be revoked.

This contract will be effective from _____ day of _____, 2023 until _____ day of _____, 2024. Upon completion of the contract, the Agency will review the Contractor's body of work and if the body of work is found to be adequate for the vision of the Agency then the contract can be extended for a year for up to 4 years.

If the Head Start or Early Head Start grant is re-awarded to a different Agency, this contract will become completed. If either party wishes to exit this contract, they may do so with a 30 day written notice to the other party.

1. _____ Weatherford Campus for \$_____ per week
2. _____ Mineral Wells Camps for \$_____ per week
3. _____ Jacksboro Campus for \$_____ per week
4. _____ Decatur Campus for \$_____ per week
5. _____ Mulberry Campus for \$_____ per week
6. _____ Coleman Admin Building for \$_____ per week

Total \$_____ per week

Signature of Contractor

Signature of Agency Representative and Title