



## INVITATION FOR BID

### CACHE COUNTY SCHOOL DISTRICT LAWN SERVICE BID #CCSD-LAWN052224

Cache County School District (CCSD/OWNER) is soliciting bids from vendors to provide Lawn Mowing Services

1. SCOPE OF WORK

Provide lawn mowing service for a total of 16 schools. Mow and remove debris from sidewalk/driveways one time each week on each site. If additional mowing is needed, CCSD shall contact selected vendor to request the extra service at proposed cost to CCSD

2. MINIMUM REQUIREMENTS

- Bidder shall **provide copy of insurance and license to do business in Utah**
- Mowing will only be done after school hours (4 pm), except for when school is not in session

3. PROPOSAL REQUIREMENTS

Responsiveness to the bid will be established only if the bid meets the following requirements:

- Each bid will be filled out completely on the form provided within this document. Failure to completely fill out this form will result in disqualification
- Before submitting a bid, the vendor shall carefully examine all contract documents, paying special attention to the locations and traveling distances to each School in the District
- Bidder is responsible for verifying sq. footage of each site as outlined areas in attached file
- You are invited to bid on all or part of the schools listed. If no bid is warranted, please indicate NO BID on the bidding sheet. The contract pricing from this IFB must be the same throughout the contract period
- Bidders must respond in each and every area as specified in the bid documents, and the bid must be returned in its entirety
- Responses must be legible and on the attached Cache County School District Schedule A
- Prices shall NOT include any tax. All prices should be rounded to the nearest dollar

**All information requested must be completed and submitted by:  
Wednesday May 22, 2024 at 2:00pm MDST.**

If the required information is not submitted in a timely manner, the bid will be deemed late and will not be accepted

All bids must be in hardcopy format and signed on the form (Schedule A) provided in this document. The **sealed** envelope must be marked:

**Cache County School District Lawn Service  
Bid #CCSD-LAWN052224  
and delivered to:  
Cache County School District  
Purchasing Department-Karma Leatham  
84 E 2400 North  
North Logan, Utah 8434**

4. BID AWARD

The Bidder(s) who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost-benefit, based on the criteria stipulated in the bid documents. CCSD may award either by individual school(s) or group(s) of schools as determined by the District to be in their best interest.

5. CONTRACT

The winning bidder will begin lawn mowing services starting July 1, 2024 and continue service until November 30, 2025. This contract and pricing will be for 18 months. Bid(s) may be cancelled by either party after a 30-day written notification.

6. PAYMENTS

- Upon award of contract(s), CCSD will issue a “Standing Purchase Order” to each vendor(s) for the contract period.
- Invoicing from vendor shall include: name, address, contact name and phone # of company, invoice #, PO #, date(s) of service, location of service, number of mows.
- CCSD payment terms is Net 30 days.

The Board of Education reserves the right to reject any or all bids and to waive any informality or technicality in any proposal in the best interest of the School District.

Should a bidder find any ambiguity, inconsistency or error in the contract documents or should bidder be in doubt as to their meaning, bidder shall at once notify the owner. Clarifications will be issued to all bidders of record. Owner will not be responsible for any oral instructions or clarifications. Should a conflict occur with the specifications and no interpretation is requested, prior to the proposal due date, the bidder will be deemed to have estimated and included in its proposal the more expensive method of doing the work.

All inquiries related to this bid must be directed to Karma Leatham, Purchasing Manager 435-792-7622, [karma.leatham@ccsdut.org](mailto:karma.leatham@ccsdut.org)

No other Cache County School District employee or board member should be contacted concerning this bid during the selection process. Failure to comply with this requirement may result in disqualification.

After the initial award and throughout the duration of the contract, successful bidders will work with Casey Hillyard, Custodial Manager. He may be reached at the Cache County School District Office-Legacy Campus 2063 North 1200 East, North Logan, Utah 84341. 435-752-3925, ext. 7623 or [casey.hillyard@ccsdut.org](mailto:casey.hillyard@ccsdut.org).

**SCHEDULE A**  
**PROPOSED COST SHEET**

<b>SOUTH LOCATIONS</b>	<b>ADDRESS</b>	<b>COST PER MOWING</b>
CANYON ELEMENTARY	270 S 1300 E, Hyrum	
HERITAGE ELEMENTARY	925 W 3200 S, Nibley	
LINCOLN ELEMENTARY	90 S Center, Hyrum	
MILLVILLE ELEMENTARY	67 S Main, Millville	
MOUNTAINSIDE ELEMENTARY	235 E 125 N, Mendon	
NIBLEY ELEMENTARY	2545 S 660 W, Nibley	
RIVER HEIGHTS ELEMENTARY	780 E 600 S, River Heights	
WELLSVILLE ELEMENTARY	525 N 200 W, Wellsville	
<b>NORTH LOCATIONS</b>	<b>ADDRESS</b>	<b>COST PER MOWING</b>
BIRCH CREEK ELEMENTARY	675 W 220 N, Smithfield	
GREENVILLE ELEMENTARY	2450 N 400 E, North Logan	
LEWISTON ELEMENTARY	181 S 200 E, Lewiston	
NORTH CACHE CENTER	157 W 600 S, Richmond	
NORTH PARK ELEMENTARY	2800 N 800 E, North Logan	
SUMMIT ELEMENTARY	80 W Center, Smithfield	
SUNRISE ELEMENTARY	225 S 455 E, Smithfield	
WHITE PINE ELEMENTARY	184 W 100 N, Richmond	

Legal Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_

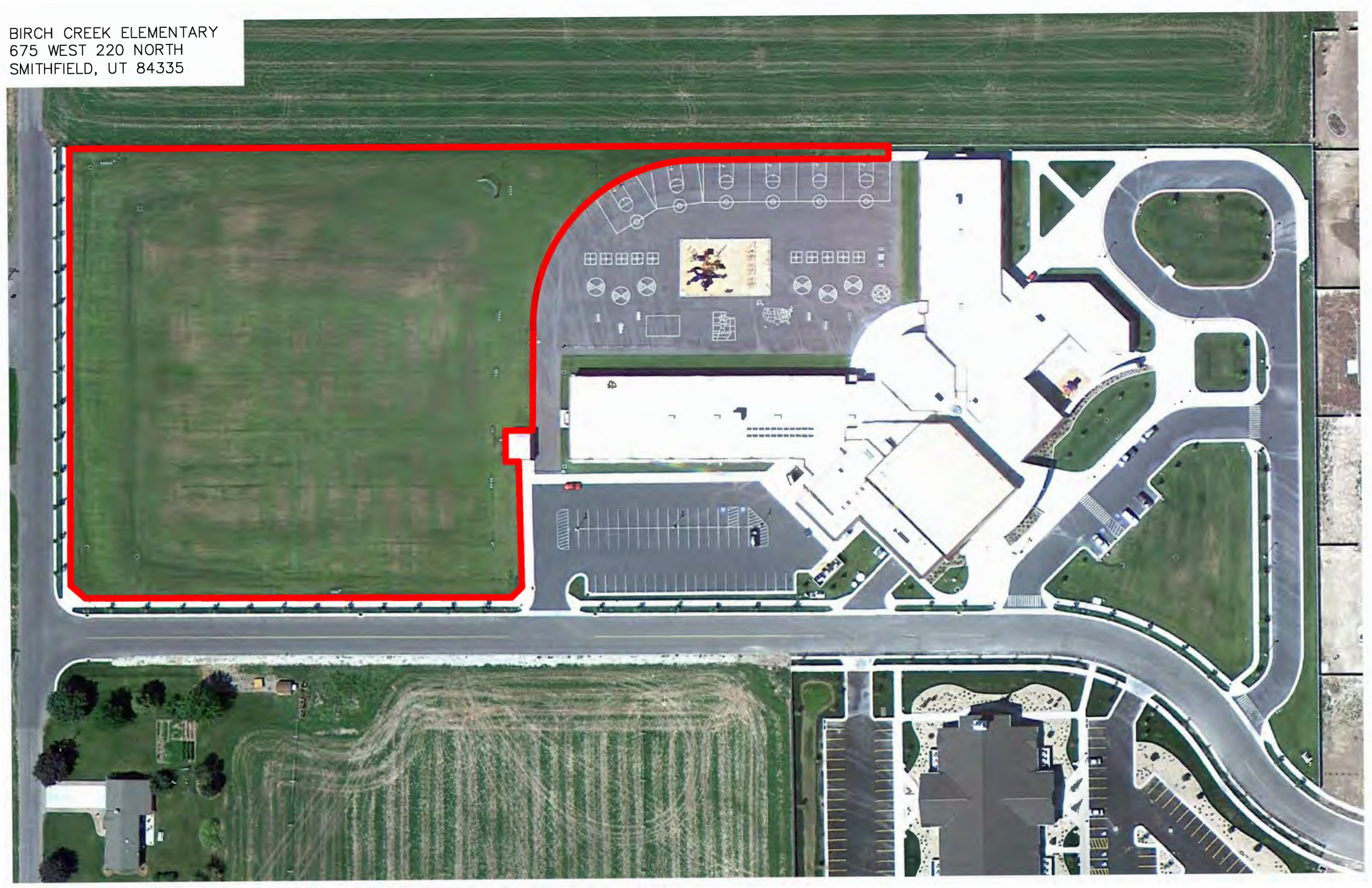
Representative Contact Name: \_\_\_\_\_

Email \_\_\_\_\_

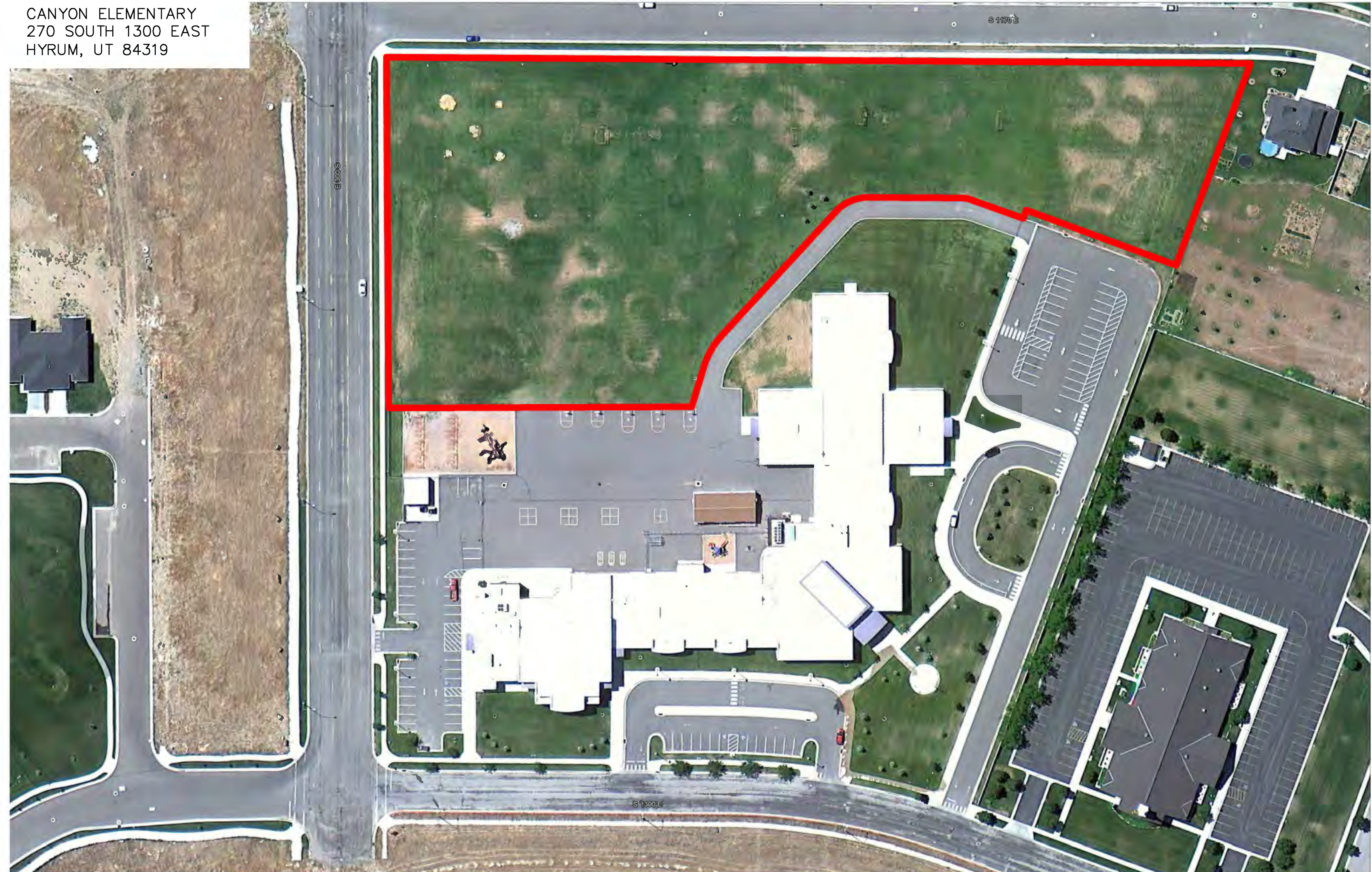
Telephone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

BIRCH CREEK ELEMENTARY  
675 WEST 220 NORTH  
SMITHFIELD, UT 84335



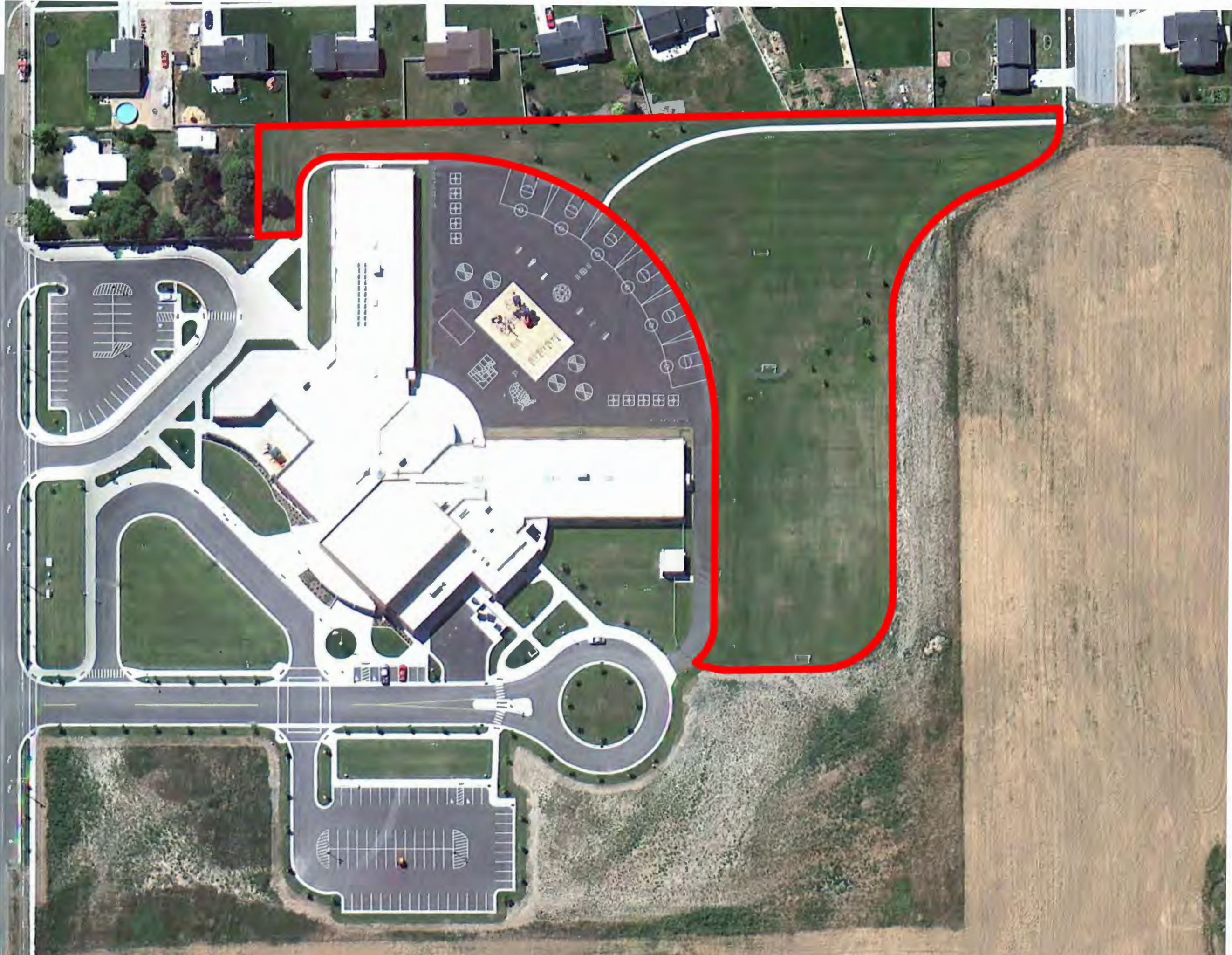
CANYON ELEMENTARY  
270 SOUTH 1300 EAST  
HYRUM, UT 84319



GREENVILLE ELEMENTARY  
2450 NORTH 400 EAST  
NORTH LOGAN, UT 84341

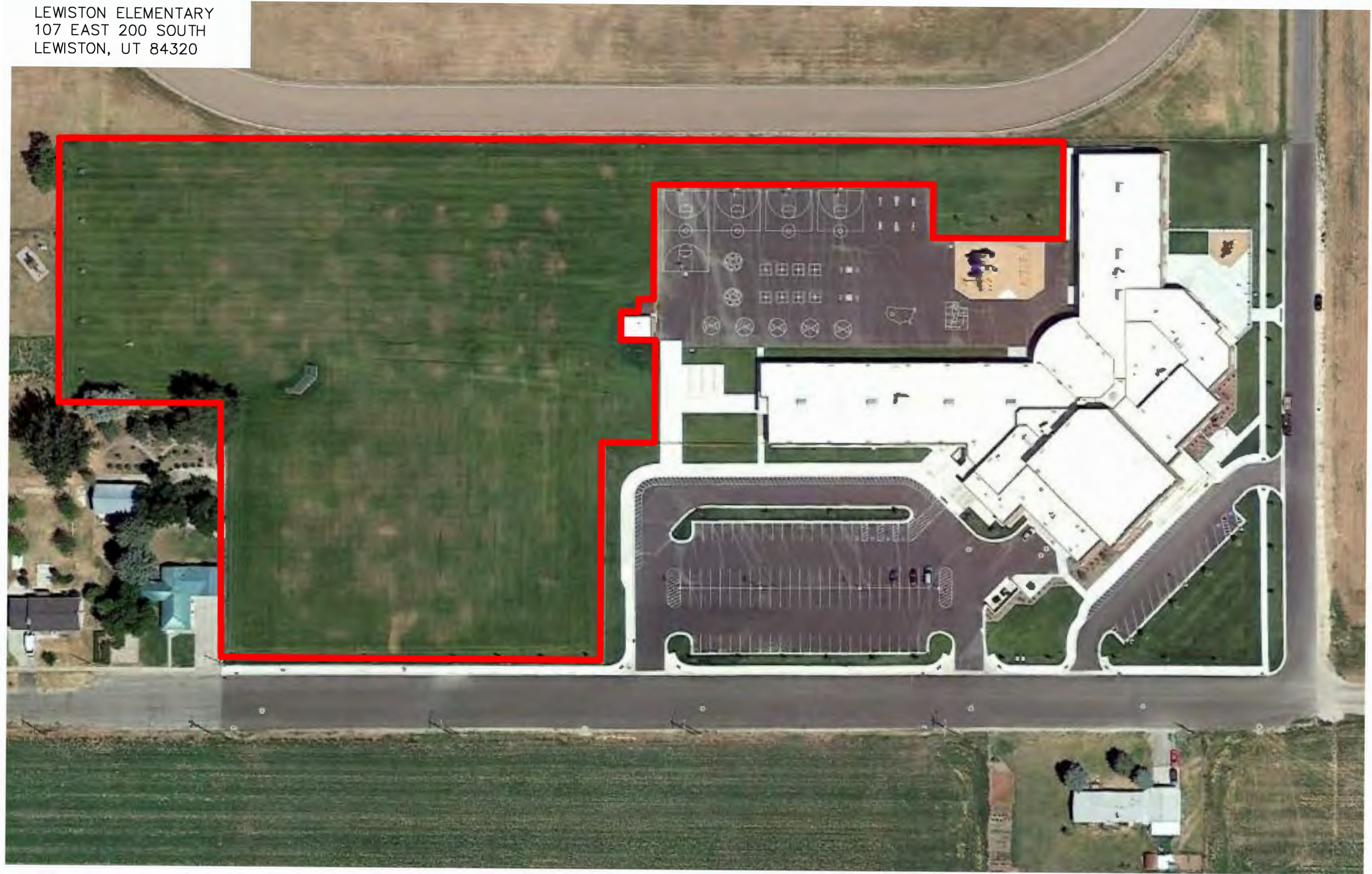


HERITAGE ELEMENTARY  
925 WEST 3200 SOUTH  
NIBLEY, UT 84321



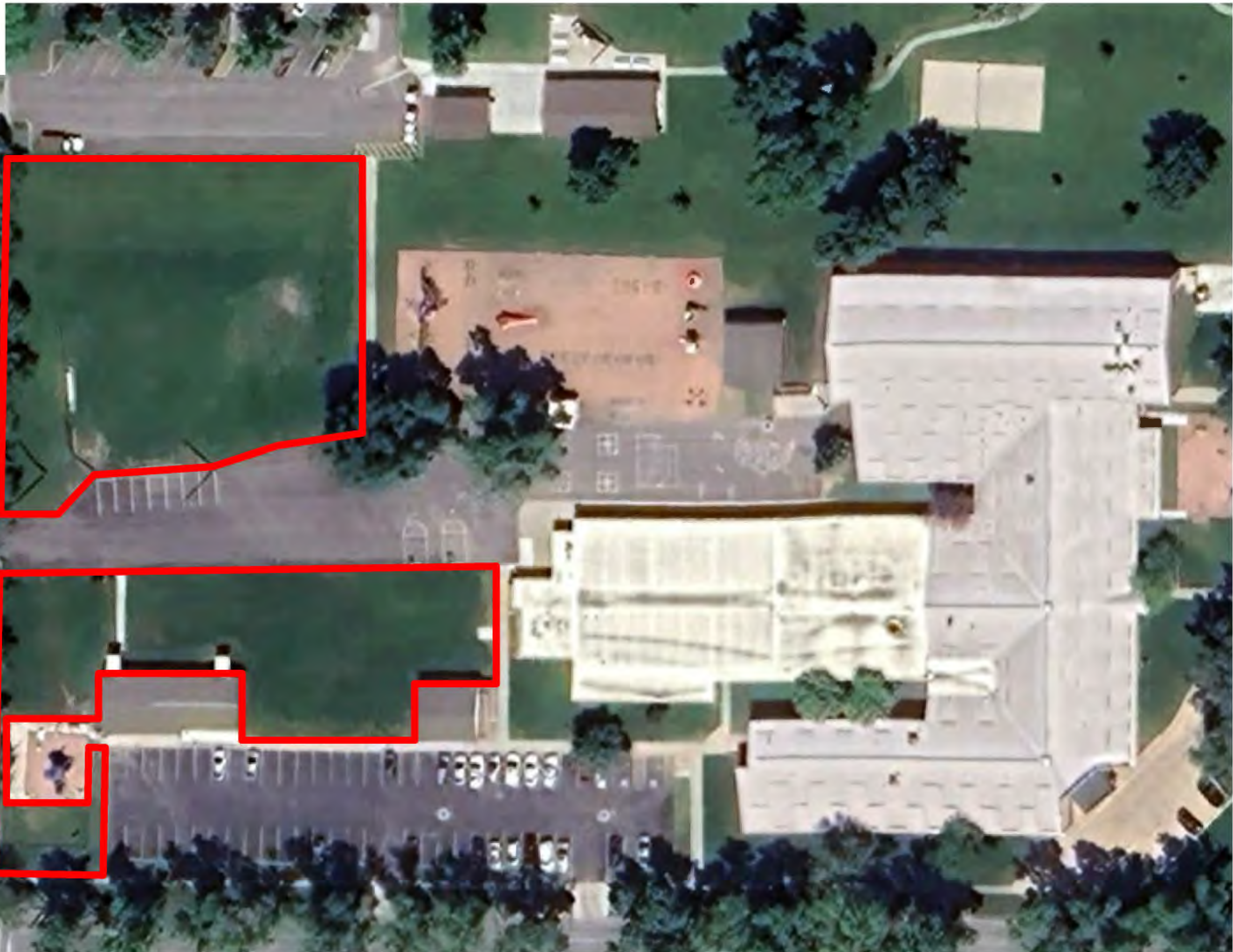
W 3200 S

LEWISTON ELEMENTARY  
107 EAST 200 SOUTH  
LEWISTON, UT 84320

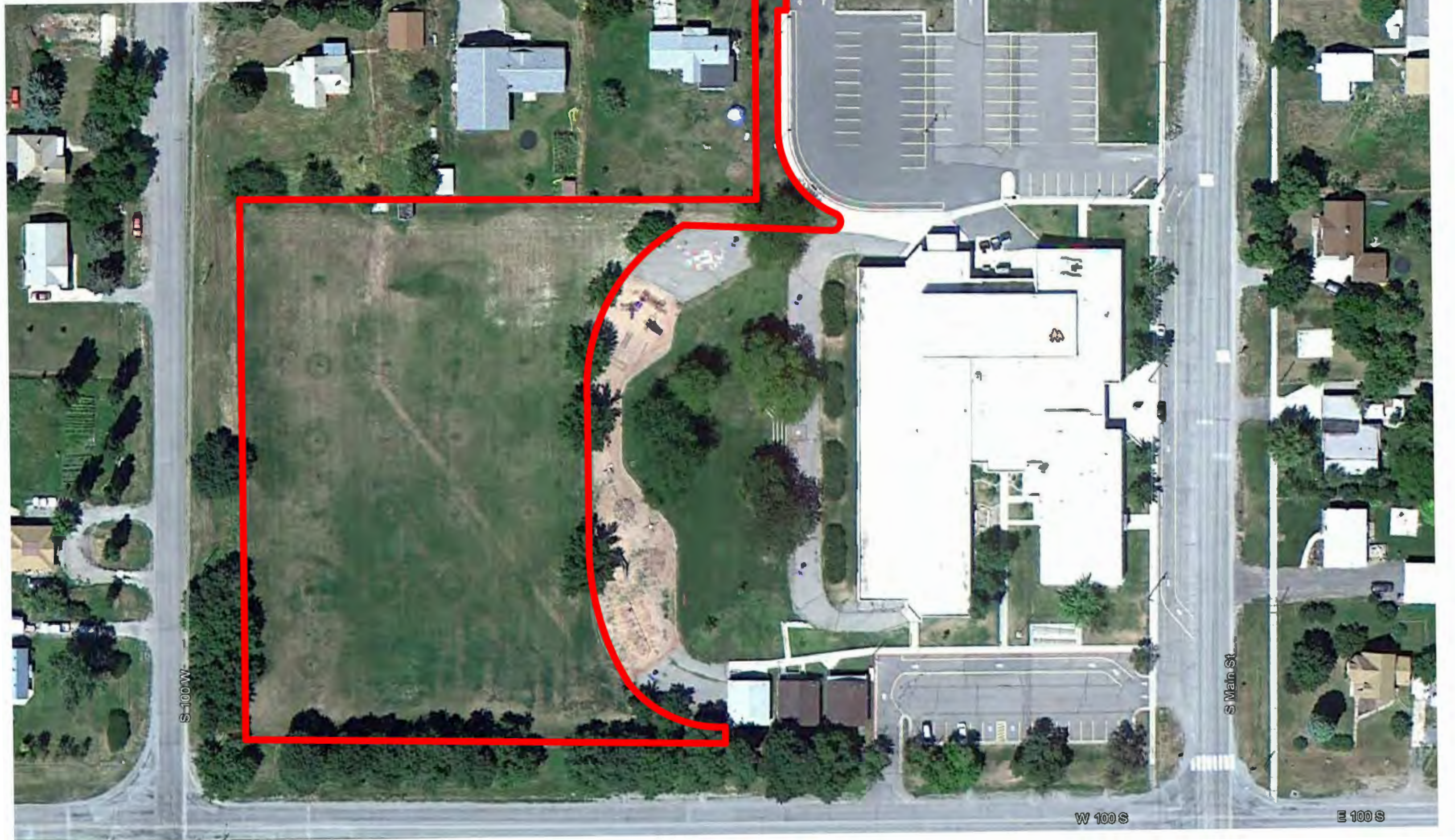




LINCOLN ELEMENTARY  
90 SOUTH CENTER  
HYRUM, UT 84319



MILLVILLE ELEMENTARY  
67 SOUTH MAIN  
MILLVILLE, UT 84326



W Center St

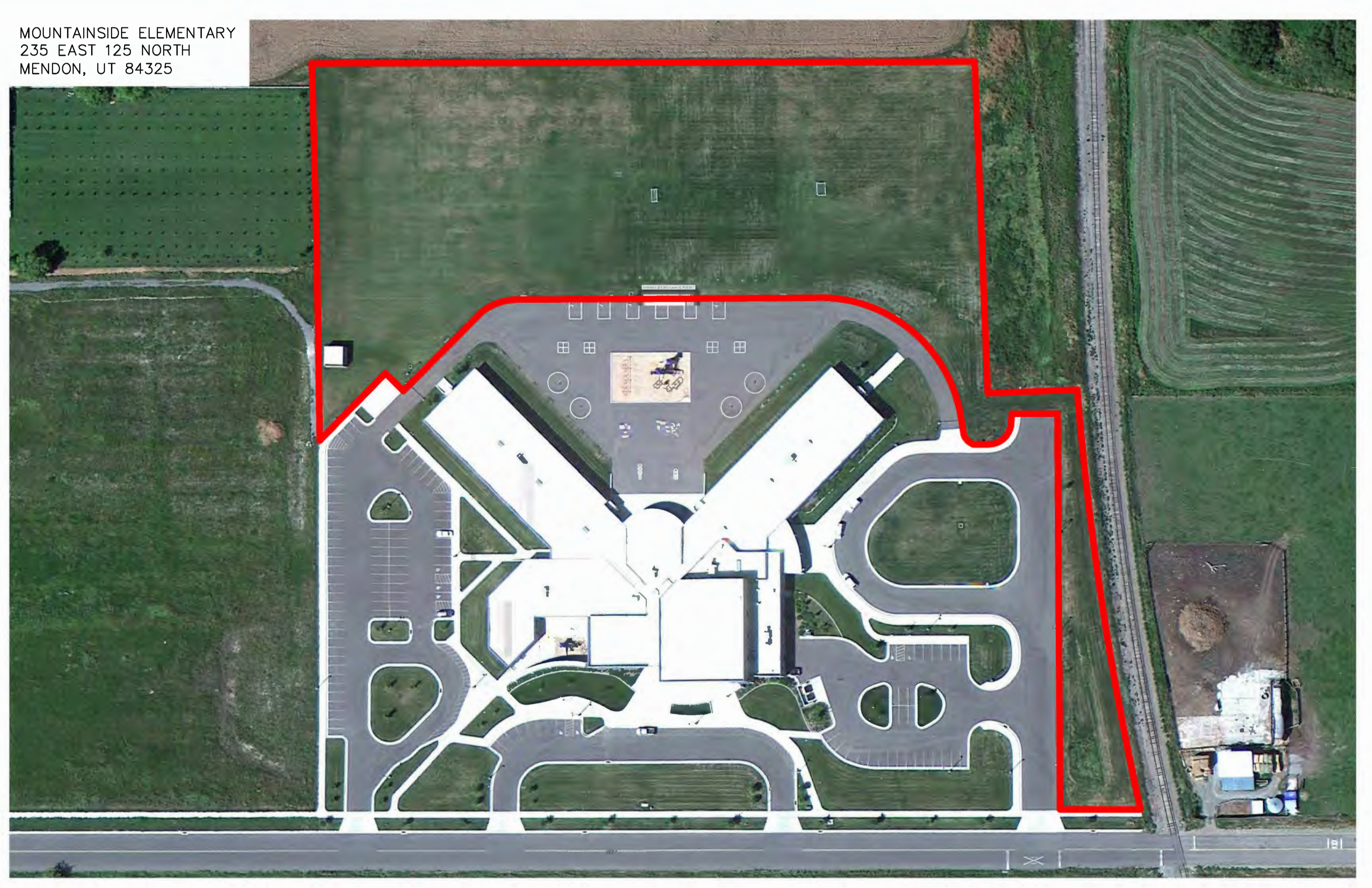
S-100 W

S Main St

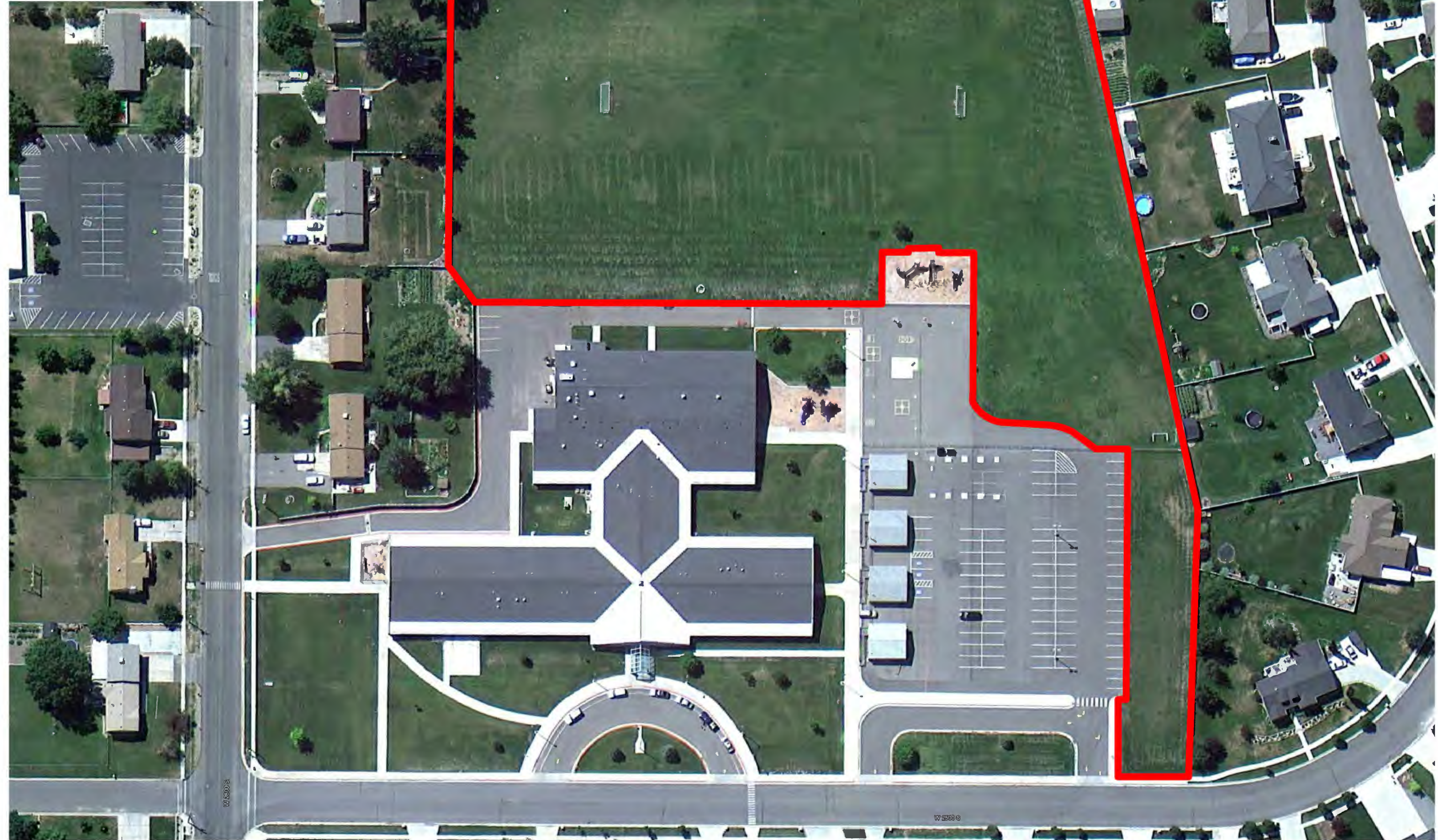
W 100 S

E 100 S

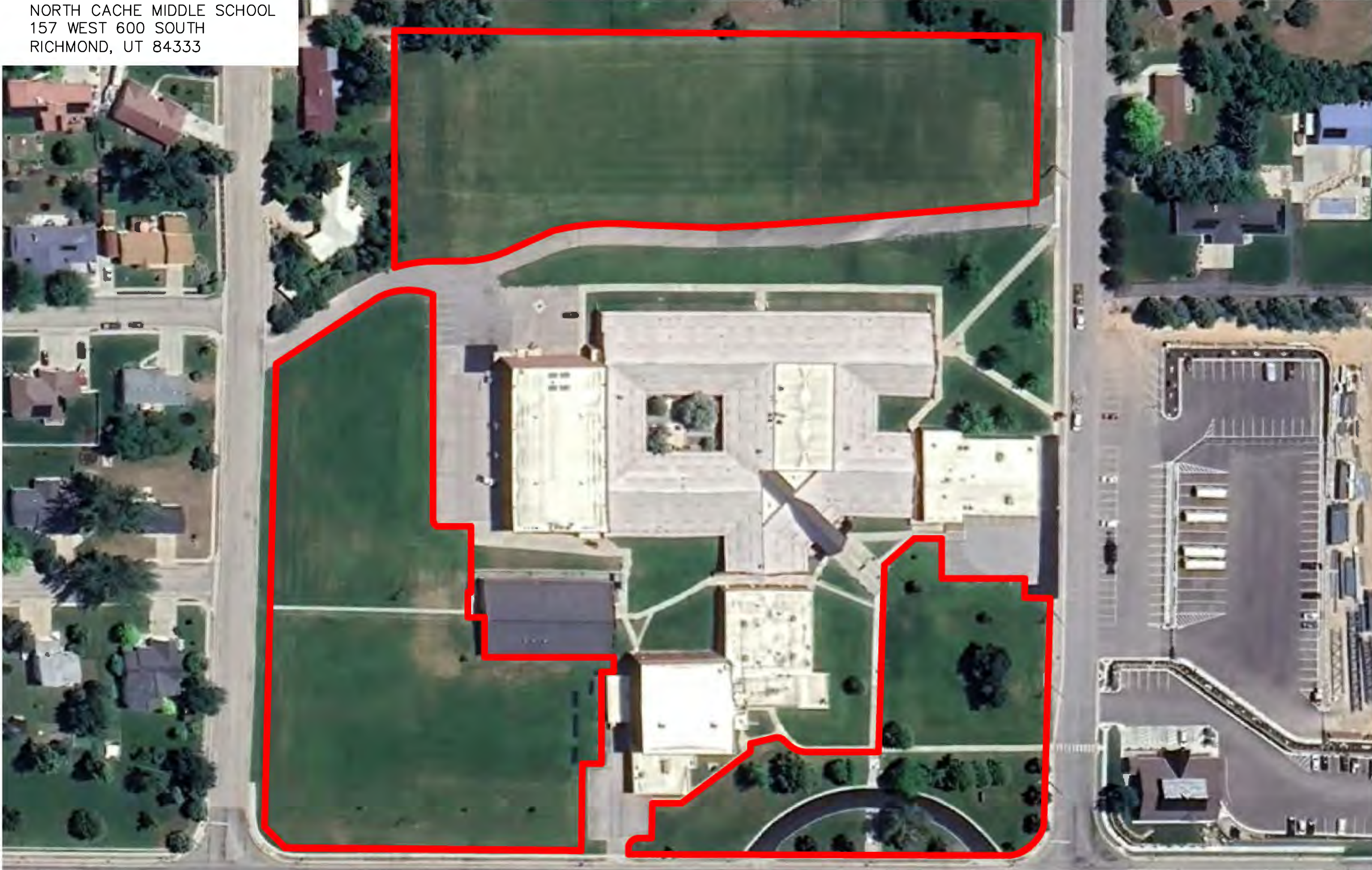
MOUNTAINSIDE ELEMENTARY  
235 EAST 125 NORTH  
MENDON, UT 84325



NIBLEY ELEMENTARY  
2545 SOUTH 660 WEST  
NIBLEY, UT 84321



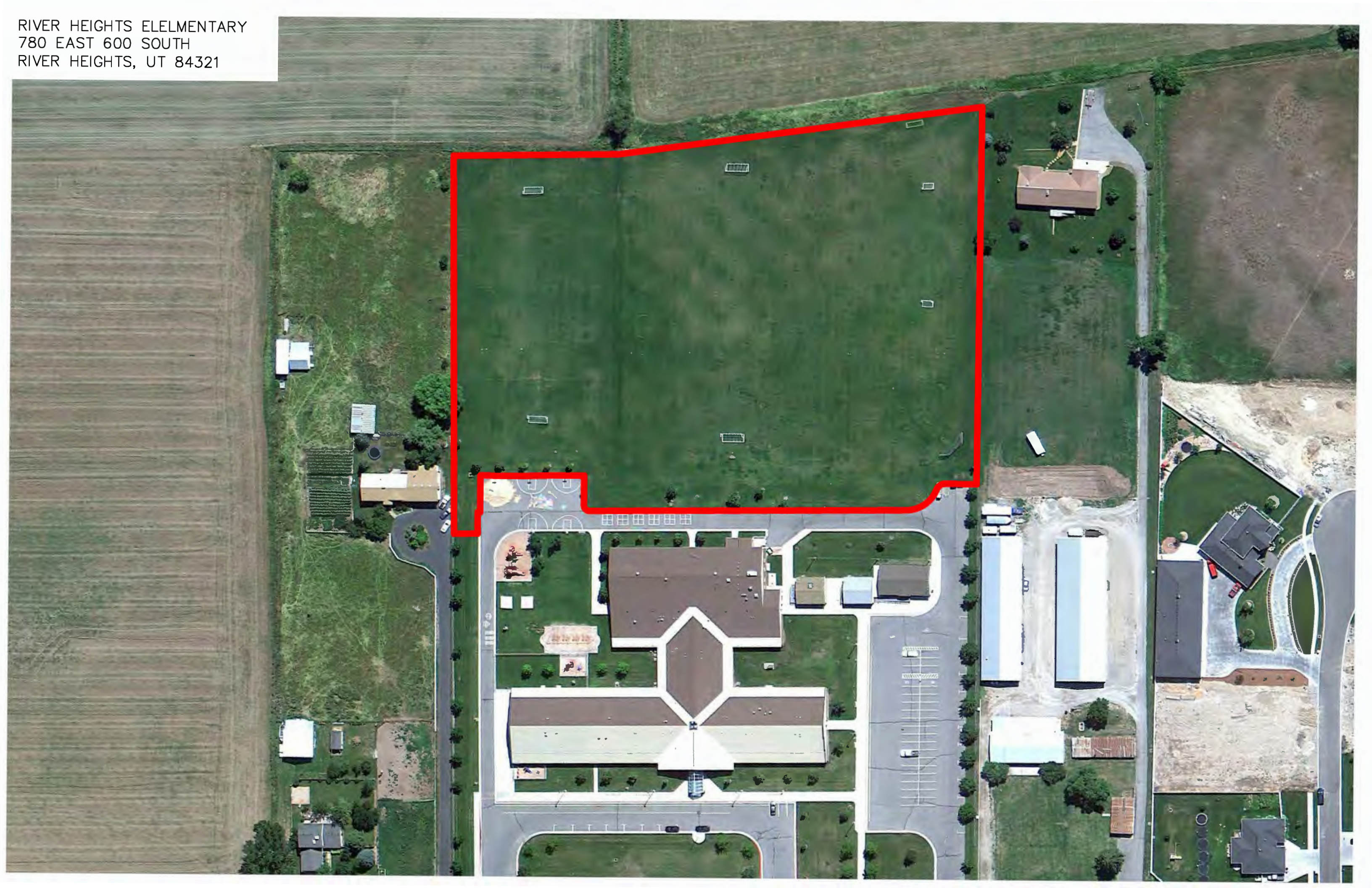
NORTH CACHE MIDDLE SCHOOL  
157 WEST 600 SOUTH  
RICHMOND, UT 84333



NORTH PARK ELEMENTARY  
2800 NORTH 800 EAST  
NORTH LOGAN, UT 84341



RIVER HEIGHTS ELEMNTARY  
780 EAST 600 SOUTH  
RIVER HEIGHTS, UT 84321

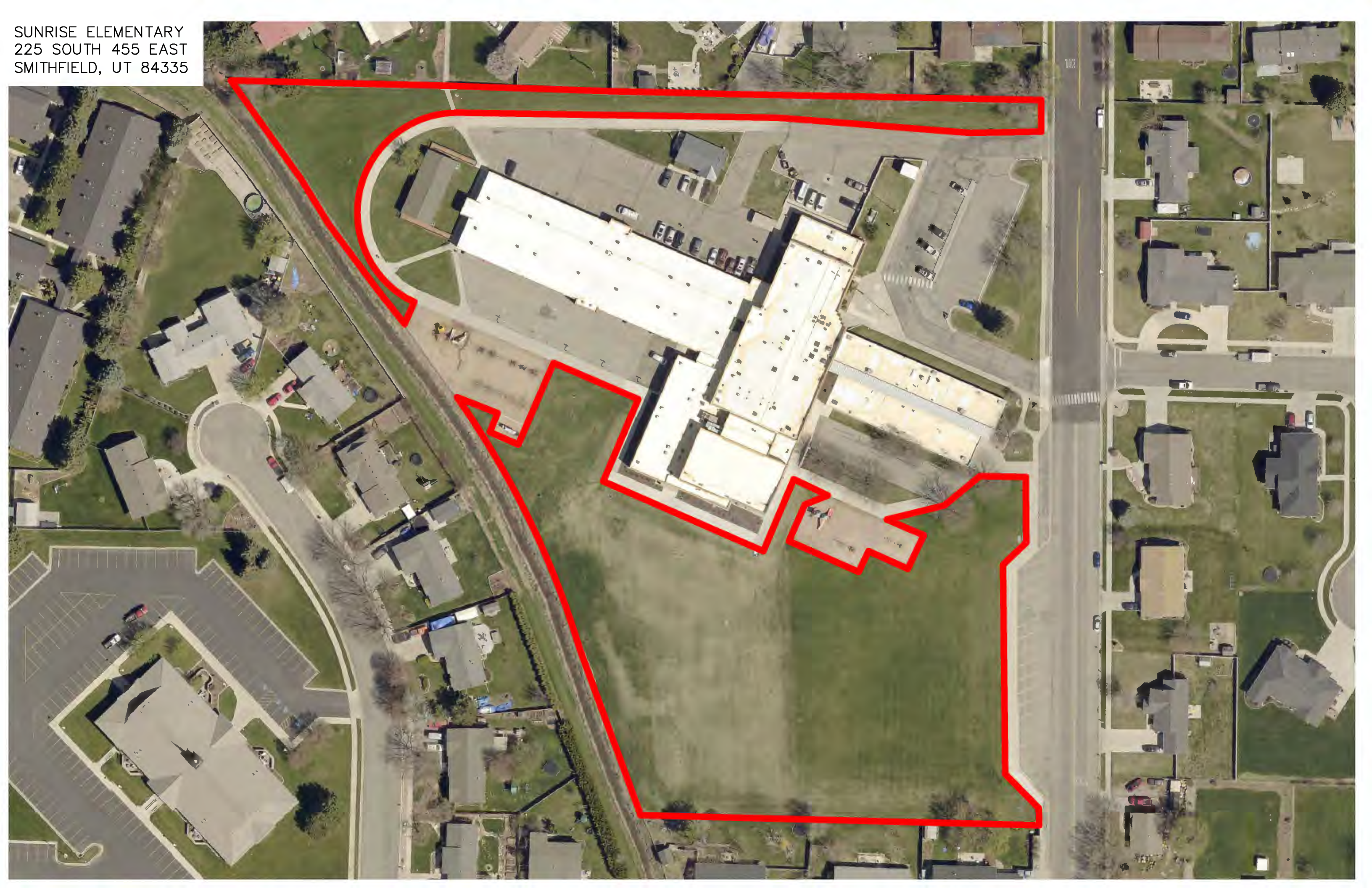


SUMMIT ELEMENTARY  
80 WEST CENTER  
SMITHFIELD, UT 84335





SUNRISE ELEMENTARY  
225 SOUTH 455 EAST  
SMITHFIELD, UT 84335



WELLSVILLE ELEMENTARY  
525 NORTH 200 WEST  
WELLSVILLE, UT 84339



WHITE PINE ELEMENTARY SCHOOL  
184 WEST 100 NORTH  
RICHMOND, UT 84333

