



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

www.MaquoketaSchools.org



**Issued 6/10/2021**

**REQUEST FOR PROPOSAL (RFP)  
GROUNDS MAINTENANCE SERVICES**

**ALL PROPOSALS MUST BE RECEIVED BY 1:00 PM ON JUNE 17, 2021 AT THE  
CENTRAL OFFICE, 612 S VERMONT ST., MAQUOKETA IA**

**ALL QUESTIONS MUST BE ASKED VIA EMAIL TO  
[KHAXMEIER@MAQUOKETASCHOOLS.ORG](mailto:KHAXMEIER@MAQUOKETASCHOOLS.ORG). ANSWERS TO SUCH QUESTIONS  
WILL BE UPLOADED ON THE WEBSITE SO ALL INTERESTED PARTIES MAY  
VIEW.**

**A FIELD WALK-THROUGH WILL BE HELD ON JUNE 15TH AT 9:00 A.M. RAIN  
OR SHINE. PLEASE MEET AT THE HIGH SCHOOL BASEBALL FIELD.**

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations

OUR MISSION: To ensure all students and staff are learning at high levels.  
OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

**REQUEST FOR PROPOSAL INFORMATION:**

**I. INTRODUCTION**

Maquoketa Community School District (hereinafter referred to as MCSD) has numerous acres of property that must be maintained and seeking proposals for Grounds Maintenance Services for specific outdoor competition athletic fields. This Request for Proposal (RFP) concerns the Grounds Maintenance at the following properties (collectively, the "Athletic Facilities").

- Maquoketa High School Baseball Field (including everything within the fence)
- Maquoketa High School Softball Field (including everything within the fence)
- Goodenow Field Complex (includes everything within the exterior fence)

**II. SCOPE OF SERVICES**

The Contractor shall furnish all labor, materials, product, tools, equipment, transportation, and insurance to perform all work for the said Grounds Maintenance Services for the said Athletic Facilities. Fertilizer, grub control, weed control, weed eating, and any other required maintenance to maintain pristine athletics fields are in the scope of this contract along with traditional mowing services which are detailed below.

**Mowing:**

- Maquoketa High School Baseball Field
  - Mowing everything including everything within the fence two times per week during the date range of June 1st - July 31st and one time per week outside of this said date range. All dead/cut grass must be removed from fields at the time of mowing.
  - Baseball infield must be pushed mowed and bagged.

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

- During the date range specified above, grass should be mowed to 3 inches or as directed by the AD.
- Irrigation schedules will be coordinated with coaches.
- Maquoketa High School Softball Field
  - Mowing everything including everything within the fence two times per week during the date range of June 1st - July 31st and one time per week outside of this said date range. All dead/cut grass must be removed from fields at the time of mowing.
  - During the date range specified above, grass should be mowed to 3 inches or as directed by the AD.
  - Irrigation schedules will be coordinated with coaches.
- Goodenow Field Complex
  - Mowing everything including everything within the fence two times per week during the date range of August 1 - October 31st (must include a mowing every Thursday afternoon or Friday morning) and one time per week outside of this said date range. All dead/cut grass must be removed from fields at the time of mowing.
  - During the date range specified above, grass should be mowed to 2.5 inches or as directed by the AD.
  - Irrigation schedules will be coordinated with coaches.

**III. TERM OF CONTRACT**

The proposed services to begin ASAP following board approval and run through November 15, 2021. The contract may be terminated prior to the expiration of the term as stated in section IX herein.

**IV. ADDITIONAL SCOPE OF WORK**

If at any time, additional mowings or other services are deemed necessary that would incur additional costs, prior written approval must be obtained from the Athletic Director.

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

**V. EXPERIENCE & REFERENCES**

Please provide an outline of related experience along with at least 3 professional references whom we may contact and the address(es) of locations for viewing.

**VI. RFP SUBMISSION PROCEDURES**

Vendors who wish to respond to this RFP will be responsible to review and evaluate the written required specifications to the RFP and submit one original RFP response before 1:00 p.m local time June 17, 2021, according to the clock in the District business office to the following address:

Maquoketa Community Schools  
612 S Vermont Street  
Maquoketa, IA 52060  
RFP - Grounds Maintenance Services

All submissions become the property of the MCSD and will not be returned to the Vendor. All costs associated with the submission will be borne by the submitting vendor.

**VII. RFP OPENING:**

This schedule is subject to change at the discretion of MCSD.

RFP Issue Date: 6/10/2021

Final Date for emailed questions: 6/16/2021

Deadline to submit RFP: Before 1:00 pm on 6/17/2021

RFP Opening: 6/17/2021

Location: Central Office, 612 S Vermont St, Maquoketa

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

**VIII. RFP AWARD DETERMINATION**

This RFP is intended to be awarded in full or in part. All proposal cost quote prices shall remain firms for the entire contract period.

MCS D may award the contract to the vendor deemed to be in the best interests of MCS D as determined by MCS D its sole discretion, considering the price, quality of services, and other factors. MCS D reserves the right, in its sole discretion, to reject any or all proposals or parts thereof and to waive any informalities or irregularities.

**IX. STANDARDS & TERMS**

- Remedy for non-performance/termination of contract
  - Termination - MCS D reserves the right, at any time and for its convenience, to terminate the contract in whole or in any separable part by written notice to the vendor. Such notice shall be provided at least thirty (30) days prior to the intended termination date. Vendor shall be compensated for goods and services accepted and performed in accordance with the provisions of the contract up to the effective date of termination, less any payments previously made by MCS D for such goods or services, but in no event shall Vendor be entitled to recover loss of profits.
  - In the event that either the Vendor or MCS D defaults in the performance of any obligation specified in the contract, the non-defaulting party shall notify the other party in writing and may suspend the contract, in whole or in part, pending remedy of the default. If such default is not remedied within fifteen (15) days from the date of receipt of such notice or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, then the non-defaulting party shall have the right to terminate the contract immediately by providing written notice of termination to the other party.

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

- Indemnification and Hold Harmless
  - The Vendor shall defend, indemnify, and hold harmless the District from and against any and all claims, liability, damages, loss, and/or expenses (including reasonable attorney's fees and costs) that may arise by reason of any breach of contract, negligence, and/or violation of the law (including, but not limited to, infringement of any proprietary right of a third party) by firm and/or its employees or agents. In the event that it shall become necessary for any party to institute legal proceedings against the other party for recovery of any amounts due and owing under the RFP or any resulting contract, it is expressly agreed that the prevailing party in any such action shall be entitled to recover from the non-prevailing party all costs related to such collection, including reasonable attorney fees and all expert witness fees incurred during pre-suit collection attempts, suit, and post-judgment, appeal, or settlement collection.
- Staffing
  - The vendor shall comply with all laws applicable to its performance of services for MCS D. The vendor is responsible to ensure that any staff providing services to MCS D has cleared all background checks, including criminal history, sex offender, child abuse, and dependent adult abuse checks. The relationship between the vendor and MCS D is that of an independent contractor and the vendor is the employer of all persons providing the services to MCS D.
  - Furthermore, the vendor certifies that they are responsible and liable to ensure any and all subcontractors they may hire adhere to the same standards as outlined in this proposal.

**X. EVIDENCE OF INSURANCE**

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**



612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

The successful Vendor, at its expense, shall carry and maintain in full force at all times during the term of the contract resulting from this RFP the following insurance:

COVERAGE	LIMITS
Workman’s Compensation	Statutory
General Liability/Property Damage	\$500,000 for each occurrence \$1,000,000 aggregate

General Liability coverage must include (limited) pollution coverage for pesticide or herbicide application and the certified must list Maquoketa Community School District as additional insured.

**XI. WARRANTY**

Successful Vendor shall fully warranty/guarantee all goods and services furnished under the terms of this contract, against poor and inferior quality. While under warranty/guarantee, the successful Vendor shall replace/redo any damaged or inferior goods and/or services in a timely manner to minimize the disruption of the Maquoketa Community School District operations.

**XII. INVOICING**

- Invoices, at a minimum, shall consist of the following information:
  - School System Name
  - Item description and cost
  - Company Address
  - Company Phone and Fax numbers
- Please understand that all invoices received must be reviewed, processed, and presented at a monthly Board meeting for approval

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

---

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

before a check can be issued. This is the notification that the district will not be able to meet payment terms less than 30 days.

- A current W9 must be on file with the District before any payment will be issued.

---

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations





**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

www.MaquoketaSchools.org



612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

**Attachment A: Vendor Cost Proposal Form**  
THIS MUST BE RETURNED IF SUBMITTING A BID

**Notice to Vendors:**

It is essential that the submitted Proposal complies with all the requirements contained in this RFP. The undersigned Vendor agrees, if this proposal is accepted, to enter into an agreement with Maquoketa Community School District incorporating the terms and conditions of the RFP.

This Proposal is submitted to:  
Maquoketa Community School District  
**RFP -GROUNDS MAINTENANCE SERVICES**  
612 S. Vermont St  
Maquoketa, IA 52060

Communications and questions regarding this proposal are to be directed to:  
Kristy Haxmeier, [khaxmeier@maquoketaschools.org](mailto:khaxmeier@maquoketaschools.org)

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations

OUR MISSION: To ensure all students and staff are learning at high levels.  
OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**



612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

This proposal is submitted on this date: \_\_\_\_\_

This proposal is valid for thirty (30) days from the date of the public opening of the bids: June 17, 2021.

**Proposal pricing**

Unless items are specifically excluded in the proposal, the MCSD shall deem the proposal to be complete and shall not be charged any costs above and beyond the proposed amount as set forth by the Vendor herein. It is noted, not all fields will need the same amount of mowing per week - details are included within the packet.

Cost per mowing each time:

- Maquoketa High School Baseball Field \$\_\_\_\_\_
- Maquoketa High School Softball Field \$\_\_\_\_\_
- Goodenow Field Complex \$\_\_\_\_\_

Cost for Late Summer & Fall fertilizer/spraying/grub control:

- Maquoketa High School Baseball Field \$\_\_\_\_\_
- Maquoketa High School Softball Field \$\_\_\_\_\_
- Goodenow Field Complex \$\_\_\_\_\_

Authorized Signature of Vendor: \_\_\_\_\_

Position/Title: \_\_\_\_\_

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**



612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

(This form must be signed by an individual with actual authority to bind the company.)

Company Type (check one):

Sole Proprietorship  Partnership  Corporation  Joint Venture

Vendor attests that:

He/she has thoroughly reviewed this RFP for Grounds Maintenance Services, and that this Proposal response is submitted in accordance with the RFP requirements.

Company Name: \_\_\_\_\_

Federal ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature\*\*: \_\_\_\_\_

Signatory's Name: \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Witness's Signature\*\*: \_\_\_\_\_

Witness's Name: \_\_\_\_\_

Witness's Title: \_\_\_\_\_

\*\*For Corporations: The bid must be signed by the President or Vice President and the signature must be attested by the Corporate Secretary or Treasurer. If any

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

---

612 South Vermont Street  
Maquoketa, Iowa 52060-3460  
Phone: (563) 652-4984

employee other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested to by the Corporate Secretary or Treasurer, a copy of the corporate resolution authorizing said signature(s) must be attached to this bid. Failure to attach a copy of the appropriate authorization, if required, may result in rejection of the bid.

---

**Chris Hoover**  
Superintendent of  
Schools

**Kristy Haxmeier**  
Business Manager

**Tara Notz**  
Director of Professional  
Growth & Student Learning

**Dustin Cogan**  
Technology Director

**Dan Selzer**  
Director of Transportation  
& Support Operations

OUR MISSION: To ensure all students and staff are learning at high levels.  
OUR VISION: To develop a culture of collaboration and communication that supports continuous improvement for all.