

Collins-Maxwell Community School District

Request for Proposal of Turf Chemical Treatment

Services

Collins-Maxwell Community School District is soliciting proposals for Turf Chemical Treatment for the Collins-Maxwell building sites and athletic sites . Attached are requirements to be met by the proposals, criteria to be used (although not all inclusive) for Evaluation of the proposals, and general information relating to Collins-Maxwell to be taken into consideration when preparing the proposals.

Proposals, containing two (2) copies of the proposal, in an envelope clearly marked "Turf Chemical Treatment Proposal" will be accepted before 2:00 P.M. on Tuesday, February 3rd, 2026, at the Collins-Maxwell Administration Office, 400 Metcalf Street, Maxwell, Iowa. If mailed, the proposals should be clearly marked "Turf Chemical Treatment Proposal" and mailed sufficiently in advance so as to be received prior to 2:00 P.M. on Tuesday, February 3rd, 2026. Please address your submission to:

Attn: Cody Smith
Collins-Maxwell Community School District
400 Metcalf St.
Maxwell, Iowa 50161-2021

Once proposals are received they will be the property of Collins-Maxwell Community School District and shall be public records subject to disclosure under state and federal law.

The administration will recommend their selection to the Collins-Maxwell School Board and will select the proposal at the next School Board meeting, February 18th, 2026, following the turn in deadline of Tuesday, February 3rd, 2026.

For further information regarding the specific requirements, please contact Cody Smith at 515-231-3439 or codysmth@collins-maxwell.k12.ia.us or Melissa Cory at 515-387-7778 or mecory@collins-maxwell.k12.ia.us.

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I. Specific Requirements

- A. Proposals received in accordance with the Request for Proposal requirements will be the only ones given consideration.
- B. The proposal length shall cover a three (3) year period beginning Spring 2026 with the possibility of an extension up to three (3) years, however, either party may terminate the contract at any time with a (thirty) 30 day written notice.
- C. Collins-Maxwell will not accept any liability or cost that may arise out of either the preparation of a proposal or the acceptance or rejection of a proposal.
- D. Aerial maps can be provided to the vendor upon request which will highlight the areas that need to be maintained.
- E. Areas associated with the Baseball and Softball Fields that need to be maintained are confined to within the fenced area unless otherwise noted.

II. Turf Chemical Treatment Requirements

- A. Application of pre- and post-emergent herbicides, broadleaf controls, and fertilizer
- B. Applications for overseeding grass seed and aeration
- C. All services are subject to request of authorized Collins-Maxwell Staff.
- D. Possess applicable certificates of insurance coverage and licenses.

III. Proposal Requirements

- A. A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the company and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office and the company to be performing the work, telephone number, and the name of the contact person.
- B. Table of Contents
 - a. Identify by category and page number the presentation of the following information.
- C. Profile of Company
 - a. Brief background of the company.
 - i. State whether the submitting vendor is a local or national company and a brief description of the size of the company
 - ii. State the length of the time the company has been in existence
 - b. Information about the staff.
 - i. Name, address, and phone number of the office. Name and Phone Number for individual(s) who would have primary responsibility for the services for automated notifications
 - ii. Any other pertinent information

- c. Itemized list of vehicles and equipment being used at locations for security purposes

D. Qualifications

- a. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Provide narrative examples that are similar in nature to the what is described in the RFP including contact information for references
- b. Describe recent turf management experience with K-12 public school districts, area education agencies, community colleges, and other similar entities. Provide contact information for references if applicable.

E. Scope and Cost of Services

- a. Briefly explain your understanding of the scope of services to be provided.
- b. Provide Pricing for the following services:

Collins Locations

1. Elementary (416 4th Ave Collins, Ia 50055)
 - a. Weed/Feed Management on Grounds and Practice Field
 - b. Overseed/Aeration on Practice Field
 - c. Pre and Post Emergent Applications in the North Parking Lot, Track, Parking Areas and Flower Beds
2. Collins Bus Barn (Railway St. Collins, Ia 50055)
 - a. Located West of Fire Station(324 Railway St.)
 - b. Weed/Feed Management on North Patch and Behind up to the Pickleball Court
 - c. Pre and Post Emergent Applications in the Gravel Lot in front of the overhead doors and the South Parking Area
3. Softball Field (On Railway St. East Side of Highway 65)
 - a. Weed/Feed Management of the Outfield
 - b. Pre/Post Emergent Applications on the Infield, Warning Track and Bullpens/Batting Cage area
 - c. Overseed and Aeration of the Outfield
4. Baseball Field (West Side of Highway 65, across from Softball Field)
 - a. Weed/Feed Management of the Outfield and Infield
 - b. Pre/Post Emergent Applications on the Infield, Warning Track, Bullpens, Under Bleachers and Around Concession Stand
 - c. Overseed and Aeration of the Outfield

Maxwell Locations

1. Middle/High School (400 Metcalf St. Maxwell, Ia 50161)
 - a. Weed/Feed Management around the Building
 - b. Pre/Post Emergent Applications Flower Beds and Parking Areas
2. Stadium
 - a. Weed/Feed Management of All Grass Areas
 - b. Pre/Post Emergent Applications in Flower Beds, Under Bleachers, and Rock Driveway
 - c. Overseed and Aeration of the Football Field
- c. Include Number of Applications per site and when.
- d. Rates for additional applications requested beyond the bid options
- e. MSD Sheets

F. Assurances

- a. Written statement that all proposal requirements have been reviewed and that they can or will be met.
- b. Statement to be signed by the individual who will have primary responsibility for the Turf Chemical Treatment services.