



**TWIGGS COUNTY  
PUBLIC SCHOOLS**

# **REQUEST FOR PROPOSALS**

## **For**

# **District Landscaping Services**

For all questions about this RFP contact:

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**RELEASED ON:**

**TBA**

**DUE ON: TBA**

## **Introduction**

The Twiggs County School District has three active schools with approximately 750 students and 120 staff members. The mission of Twiggs County Public Schools is to inspire, challenge and prepare all students to compete globally.

Twiggs County Public Schools currently has a contract with a lawn maintenance company to provide all lawn services for the four campuses: Jeffersonville Elementary School, Twiggs County Middle High School, Dry Branch Elementary School (vacant) and the Twiggs County Board of Education Complex.

## **Statement of Purpose**

The purpose of this Request for Proposal (RFP) is to define the Twiggs County School District's (hereafter known as "District") minimum requirements, solicit proposals and gain adequate information by which the school district may evaluate the services offered by the prospective vendor.

The District intends to secure a contract for the performance of district-wide lawn maintenance. Price and the ability to perform the scope of work on time will be critical factors in the selection of the successful Bidder. However, the vendor with the lowest price will not necessarily be awarded the contract. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the Twiggs County School District.

## **TERMS OF RFP**

### **Contract Duration**

The District desires to enter into a contract with an effective period of 12 months, and the District has the option to renew up to 36 additional months.

### **Proposal Deadline and Delivery**

Proposals shall be delivered to the person indicated on page one of this RFP package by no later than 2:00 p.m. eastern standard time on TBA. Prospective vendors shall respond to the written RFP and any exhibits, attachments, and/or amendments. The package shall contain one original proposal and seven copies. A prospective vendor's failure to submit a bid before the deadline shall be cause for disqualified. The District assumes no responsibility for delays caused by any delivery service. Late proposals shall not be accepted, nor shall additional time be granted to any prospective vendor.

## **Nondiscrimination**

The Twiggs County Board of Education is an equal opportunity organization. It doesn't discriminate against any party submitting a bid because of race, creed, color, religion, gender, national origin, or ADA disability status.

## **Assistance to Prospective Vendors with a Disability**

Prospective vendors with a disability may receive accommodation in regards to communicating this RFP and participating in this procurement process. Potential vendors with a disability should contact the contact person listed on the title page of this RFP to request reasonable accommodation.

## **Proposal Submittal**

All proposals must contain the RFP name, Bidder's address, point of contact, phone number, and contact email address. At a minimum, the proposal must include the following elements:

1. An officer of the company must sign a cover letter. The letter should include, in general terms, how the vendor intends on complying with the requirements outlined in RFP.
2. Provide references for three current customers that the Bidder has provided services for at least one year. The name, phone number, and email address of the primary contact for each reference must be included. ( One should be a commercial or government entity )
3. Provide a list of equipment to be used on the proposed work. Please indicate if this equipment is currently owned or will be purchased if awarded the bid.
4. Prospective vendors must register and participate in the federal work authorization program to verify the information for all new employees.
5. Provide evidence of general liability insurance (\$100,000), including the beginning date of coverage.
6. Provide evidence of Workers Compensation Insurance (\$200,000).

## **Proposal Requirements**

Selection may be made without further discussion or bidder presentations. Bidders shall offer the most favorable terms in response to this RFP. Bidder must demonstrate an understanding of the scope of service to be provided and the ability to provide such services. The RFP shall include information that will enable the District to determine the prospective vendor's overall qualifications. The District reserves the right to request additional information or clarification on any matter included in the proposal response to enable the District to arrive at a final award decision.

## **Proposal Preparation Costs**

The District shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

## **Proposal Withdrawal**

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the Assistant Superintendent. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

## **Proposal Amendment**

The District shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

## **Proposal Errors**

Prospective vendors are liable for errors or omissions contained in their proposals. Vendors shall not be allowed to alter proposal documents after the deadline.

## **Incorrect Proposal Information**

If the District determines that a prospective vendor has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the potential vendor knew or should have known was materially false, that proposal shall be rejected.

## **Assignment and Subcontracting**

The contractor may not subcontract, transfer, or assign any portion of the contract without prior written approval from the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District. Notwithstanding the use of approved subcontractors, the Bidder, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

## **Right to Refuse Personnel**

The District reserves the right to refuse, upon proper notice, any personnel provided by the prime contractor or its subcontractors.

## **RFP Amendment and Cancellation**

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, it shall be provided to all vendors. Prospective vendors shall respond to the final written RFP and any exhibits, attachments and amendments.

## **Right of Rejection**

The District reserves the right, at its sole discretion, to accept or reject any proposals, portions thereof, to waive technicalities, to extend bid deadline, or to cancel this RFP in part or its entirety. Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive and will be rejected. Prospective vendors must comply with all of the terms of this RFP and all applicable state laws and regulations. The District may reject any proposal that does not comply with all the terms, conditions, and performance requirements of this RFP. The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such a waiver does not modify the RFP requirements or excuse the prospective vendor from full compliance with the RFP. Notwithstanding any small variance, the District may hold any bidder to strict compliance with the RFP.

## Vendor Selection

The District will consider several factors before making any decision based upon the proposals received in response to this RFP. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation criteria listed below. Pricing is a vital criterion, but the responses with the lowest pricing shall not necessarily be the awarded vendor. The results will be made public only after the Twiggs County Board of Education takes formal action relative to this RFP. The District reserves the right to negotiate further with any prospective vendor after receipt of bids. The District further reserves the right to not select any vendor or to award the contract to multiple vendors.

## Proposal Requirement and Examination of Work to be performed

The Bidder is required to thoroughly examine the request for proposal requirements and the work contemplated. It will be assumed that the contractor has investigated and is satisfied as to the requirements.

## Cost Proposal

The cost proposed shall incorporate all costs for the proposed scope of services for the total contract period. Any rate, amount of information that is an alternative to the proposed scope of service and the justification and their benefits may be included for consideration. The proposed vendor must sign and date the cost proposal.

## SCOPE OF WORK

PROPERTY LOCATIONS CHART

SCHOOL/FACILITY	ADDRESS	CITY
Jeffersonville Elementary School	675 Bullard Road	Jeffersonville
Twiggs County Middle/High School	375 Watson Drive	Jeffersonville
Dry Branch Elementary School	534 Old Gordon Road	Dry Branch
Twiggs County Board of Education	952 Main Street	Jeffersonville

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. District's designee will determine the acceptability of the contractor's performance. Failure to perform an assigned task as specified may result in a reduction of the contractor's monthly invoice.

## **Landscape Maintenance Standards and Specifications**

The following standard outlines the scope of services and responsibilities required of the contractor, but may not be inclusive of the entire range of services. The specifications describe the quantity and category of work required. Other parts of the contract **(not included here)** provide requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

### **A. GENERAL STANDARDS**

#### **1. GUARANTEE AND REPLACEMENT**

a. Contractor shall replace, at no additional cost to District, any turf, plant materials, or any other District property damaged as a result of improper maintenance, attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Repair of damaged property must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of District.

b. The contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than contractor's vehicles) or the acts of others over whom they have no reasonable control.

#### **2. CONTRACTOR RESPONSIBILITIES**

a. The contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key personnel shall have current knowledge of best management practices regarding safety, hazardous materials spill response, lawn care, plant health, pruning, and pest management. The District reserves the right to demand the replacement of contractor's staff who do not meet the District's standards for safety, professionalism, or knowledge.

b. Provide an emergency contact list identifying the names, positions held, and phone numbers of key personnel.

c. Attend meetings and site inspections of the grounds as requested.

- d. The contractor shall maintain an electronic log of activities performed and provide a written copy monthly.
- e. Establish a schedule/chart for regular maintenance activities by area and submit to the Chief Operating Officer for review. The contractor should maintain a schedule that is inclusive of all of the District's special events such as Graduation, opening of school, parent nights so that additional maintenance services are available on those occasions.

## **B. SCOPE OF WORK**

### **1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION**

- a. This document is intended as a benchmark of the District's minimum standards for maintenance, repair, and improvements. However, the District respects the contractor as a professional and as such, will take under consideration, any and all recommendations made by the contractor.
- b. The contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the District that sites be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c. Maintenance shall consist of spring removal of old mulch, pruning, mowing, Integrated Pest Management, weed/insect/disease control, litter control, and any other procedures consistent with good horticultural practice necessary to ensure vigorous, and healthy growth of turf and landscape plantings.
- d. All turf shall be mowed with professional quality mulch-moving equipment. Before awarding the contract, the contractor shall provide to the District evidence that they own all of the equipment needed to execute the contract as outlined.
- e. The District prefers that blowers and other power equipment are low-decibel, as not to interfere with classroom instruction.
- f. The contractor is encouraged to develop cultural practices that incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.

### **2. TURF MOWING**

- a. All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present

- b. Before each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at the height of no less than 2-1/2 inches and no more than 3 inches—coordinate mowing schedules with Twiggs County Operations Department. Maintenance Supervisor and the Contractor will evaluate and determine any areas that require bagging and removal of clippings regularly.
- c. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.

### **3. TURF EDGING AND TRIMMING**

- a. Mechanically trim all landscape turf edges once a month. Edges include all formal lawn perimeters and tree wells in lawn areas. In April, June, and August, redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.
- b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls, and all other obstacles. Perform trimming to the same height as mowing.

## **C. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE**

### **1. LEAF AND BRANCH REMOVAL**

- a. Keep walks, planting beds, roadway gutters, and lawn areas free of leaves every week throughout the year.

### **2. LANDSCAPE TRASH REMOVAL**

- a. Remove all trash from landscaping beds and turf areas. The contractor shall haul it away for appropriate disposal.

### **3. MULCH REPLACEMENT**

- a. Early spring, the contractor shall remove old mulch and replenish mulch to maintain a depth of no less than two and a half inches (2-1/2") in all planting areas and tree wells.
- b. After leaf removal in fall, a light mulching is to be done in all landscaping to maintain the 2 1/2" depth in all planting areas.
- c. It is preferred that mulch be brown (Pine Strew) or red shredded hardwood.

## **PRE-BID CONFERENCE AND WALKTHROUGH**

On, **TBA**, there will be a mandatory Pre-Bid Conference and "Walk Through" of the areas of each location where work will be performed. We will meet at the Twiggs County Board of Education Office, 952 Main Street, Jeffersonville, Georgia, at TBA a.m. eastern standard time. In case of inclement weather, we will reschedule this "Walk Through."

## **BIDDER'S PRE- QUALIFICATION PACKET**

The Bidder must provide the following documents at the mandatory Pre- Bid Conference in a sealed manila envelope labeled with the business name, address and contact information:

- List of clientele, including names and phone numbers of customers where landscape maintenance was or is performed of similar size and scope;
- List of equipment to be used on proposed worksites. Please indicate if equipment is currently owned or will be purchased upon bid award;
- Proof of general liability, workmen compensation and auto insurance; and
- Three references from commercial clients.