

REQUEST FOR PROPOSAL

SPECIFICATIONS FOR:

**Grounds Maintenance-
Landscaping, Grass Mowing, and Other Services**

FOR:

**Chattahoochee County School District
Chattahoochee County Board of Education
326 Broad Street
Cusseta, GA 31805**

DUE BY:

2 pm Friday 6 March 2020

Contact Person(s)for Questions:

**James M. Sims, Facilities & Operations Director
jsims@chattco.org**

OR

**Robby Quarles, Maintenance Supervisor
rquarles@chattco.org**

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SECTION A:
REQUEST FOR PROPOSAL INFORMATION

I. INTRODUCTION

Chattahoochee County Schools (hereinafter referred to as CCBOE) has numerous acres of property that must be maintained. This Request For Proposals (RFP) concerns the maintenance of grounds of the following properties (collectively, the “Properties”):

- Chattahoochee County Education Center, 140 Merrell Street, Cusseta, GA 31805
- Chattahoochee County Middle/High School, 360 HWY 26, Cusseta, GA 31805
- Chattahoochee County Central Office, 326 Broad Street, Cusseta, GA 31805

II. PURPOSE & INTENT

1. This RFP requires the interested companies to provide grounds maintenance and landscaping services, for CCBOE. The overriding concern is considering the maintenance of all CCBOE grounds that offer the greatest quality and benefits for the students, faculty, employees and taxpayers of Chattahoochee County Schools.
2. CCBOE is a district intent upon continuous improvement of the educational process, where student achievement is a daily focus. As such, CCBOE is seeking specific proposals from interested Companies (hereinafter referred to as Vendor) to properly maintain the grounds of all Properties and expects all Vendors seeking to conduct business with CCBOE to understand that the educational mission requires a high level of quality and performance from each service provider. Responders to the RFP should expect that the needs of students come first in the school district and our focus is to bring products and services to the educational environment that enhance student achievement.
3. It shall be the intent and purpose of this (RFP) that the Vendor to be awarded the project will be required to guarantee Chattahoochee County School District that they will conform to the following specific parameters:
 - A. Conduct an on-site review of all CCBOE Properties
 - B. Maintain all CCBOE Properties as stated in Attachment B - Grounds Maintenance Specifications
 - C. Provide add alternate quotes as well which are specified in Attachment B- Grounds Maintenance Specifications
 - D. Provide safety measures at their highest levels to ensure staff and student safety in the event someone is on the grounds during the school day or at times other than when school is in session.

- E. Whenever possible, grounds services shall be provided when school is not in session and/or when students are not present.
 - F. If services are provided while school is in session, a distance of 30-yards must be maintained from any student(s) outside the school building at the time of service, otherwise a background check (fingerprinting) will be required.
4. CCBOE is seeking to identify and select one (1) or more vendors to provide the item(s) as listed in Attachment B - Grounds Maintenance Specifications. The selected vendor(s) shall provide all equipment and services in accordance with the Standard Terms and Conditions, Special Instructions, and the RFP.
 5. CCBOE reserves the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the Owner.

III. GUARANTEED CONTRACTING

CCBOE is interested in contracting with a Vendor for a full range of services. These services may include but are not limited to:

1. General Grounds Maintenance on all CCBOE owned campuses.
 - A. Cutting Grass
 - B. Weed Eating
 - C. Blowing off sidewalks and drives
 - D. Edging all walkways and parking areas
 - E. Spraying for weeds
2. Add-On Alternate A - CCMHS Athletic Field Fertilization
 - A. Fertilization of all athletic fields
 - i. To include watering or programing sprinkler system
3. Add-On Alternate B – CCMHS Athletic Fields Cutting
 - A. Cutting grass on all athletic fields (three) at CCMHS
 - i. Football Field
 - ii. Softball Field
 - iii. Baseball Field
4. Add-On Alternate C – CCMHS Stadium Hills
 - A. Cutting Grass on both sides of Stadium at CCMHS
 - i. 2 times per year
 - a. August
 - b. May

5. Add-On Alternate D – CCMHS Baseball Hill
 - A. Hill along left field of Baseball field at CCMHS
 - i. 1 time per year
 - a. January
6. Add-On Alternate E – CCMHS Back Hill
 - A. Hill along backside of high school at CCMHS from Stadium entrance to JROTC field
 - i. 1 time per year
 - a. August
7. Add-On Alternate F- CCMHS Front Hill
 - A. Hill along front of CCMHS
 - i. 1 time per year
 - a. August
8. Add-On Alternate G – CCEC Tree/Shrub Trimming
 - A. Trimming trees, shrubs, bushes, and or other growth at CCEC
 - i. 1 time per year
 - a. October
9. Add-On Alternate H – CCBOE Maintenance Campus
 - A. Trimming trees, shrubs, bushes, &/or other growth at any CCBOE Campus
 - i. as needed

IV. RFP SUBMISSION PROCEDURES

Companies who wish to respond to this RFP will be responsible to review and evaluate the written requirements to this RFP and submit one original RFP response by 2:00 pm, Friday 6 March 2020 to the following address:

Chattahoochee County Schools
 Mr. James Sims, Facilities and Operations Director
 326 Broad Street
 Cusseta, Georgia 31805
 RFP – Grounds Maintenance

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

V. RFP OPENING: DATE/TIME/PLACE

RFP Issue Date:	Friday	24 January 2020
Final Date for Written/emailed Questions:	Wednesday	12 February 2020
Deadline to Submit RFP:	Friday	6 March 2020 at 2 pm
RFP Opening:	Monday	9 March 2020 at 10 am
Location:	CCBOE Facilities & Operations Office	

VI. RFP AWARD DETERMINATION

1. This RFP is intended to be awarded to a single or to multiple Vendors and to result in a firm fixed price for each specific area within the RFP. All proposal cost quote prices shall remain firm for the entire contract period.
2. The award of this RFP is contingent upon available budget funds and approval of the Chattahoochee County Schools Board of Education.
3. CCBOE will award the contract(s) to the lowest responsive and responsible Vendor(s) meeting all terms, conditions, and specifications of the RFP, within approximately ten days of opening the bids. Submitted RFP's shall remain valid during this ten-day period. CCBOE reserves the right, in its sole discretion, to accept or reject any and all proposals or parts thereof.
4. An official award letter of acceptance will be forwarded by the CCBOE contact to the successful Vendor(s) after bid selection, approval, and prior to contract award.
5. Upon acceptance and award of a Vendor's proposal, the contract between the Vendor and the CCBOE shall be drafted from (a) the RFP and addenda, (b) the selected proposal response to the RFP by the Vendor and any attachments thereto, and (c) all written communications between CCBOE and the Vendor concerning the transactions. The contract shall constitute the entire agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

VII. SYSTEM CONTACT INFORMATION

1. This RFP is issued by Chattahoochee County Schools Board of Education. All inquiries, clarifications, or interpretations regarding this RFP should be directed via email to jsims@chattco.org or in writing to:

Chattahoochee County Schools Board of Education
James Sims, Facilities & Operations Director
Grounds Maintenance
326 Broad St
Cusseta, GA 31805

2. Responses to inquiries that affect the content of this RFP will be provided in writing to all Recipients of the RFP upon request prior to the RFP Due Date. It is the responsibility of each Vendor to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation. The CCBOE will accept only written inquiries regarding this RFP until, Wednesday 12 February 2020 in order for a reply to reach all Vendors before the RFP closes and to give Vendors ample time to respond to any Addenda. Any information given to a prospective Vendors concerning the RFP will be furnished to all prospective Vendors as an Addendum to the RFP if such information is necessary or if the lack of such information would be prejudicial to uninformed Vendors.

VIII. VENDOR CONTACT INFORMATION

Vendor Company Name: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Contact Person: _____

Title: _____

Telephone: _____

E-Mail Address: _____

SECTION B:
STANDARDS & TERMS

- I. LOBBYING CERTIFICATE** (only needed for bids over \$100k)
Per CFR 7.3018 - A Lobbying Certification and Disclosure must be completed for all bids and proposals for \$100,000 and over. Please see and complete Attachment D.
- II. REMEDY FOR NON-PERFORMANCE/TERMINATION OF CONTRACT**
- A.** Termination – CCBOE 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 vendor. Such notice shall be provided at least thirty (30) days prior to the intended termination date. Vendor shall be compensated for goods and or 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 the CCBOE for such goods and/or services, but in no event shall Vendor be entitled to recover loss of profits.
- B.** In the event that either the Vendor or the CCBOE 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.

- III. HUB STATEMENT** (7CFR3016.36(e))
It is the intent of CCBOE to provide maximum practicable opportunities in its solicitations to minority firms, women's business enterprises, and labor surplus area firms.

- IV. PROTEST PROCEDURES**
All protest shall be made in writing and shall be delivered to the system contact provided in VII of Section A. A protest of a solicitation shall be received by the named individual before the offer due date. A protest of a proposed award must be filed within ten days after the due date.

A protest shall include:

- A. The name, address, and telephone number of the protestor;
- B. The signature of the protestor or an authorized representative of the protestor;
- C. Identification of the purchasing agency and the solicitation or contract number;
- D. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
- E. The form of relief requested

CCBOE shall in all instances disclose information regarding protests to State Agency.

V. NON-COLLUSION STATEMENT

"I certify that this RFP is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the Bidder per O.C.G.A.50-5-67. I further certify that the provisions of the official code of Georgia annotated 45-10-20 et seq. have not and will not be violated in any respect."

VI. CODE OF CONDUCT

Per regulation 7CFR3016.36(3) "bid/proposal documents must contain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts."

CCBOE Code of Conduct: Policies and procedures mandated by the State Department of Education or the federal government shall be followed for all projects or purchases that involve state or federal funds.

VII. DUTY TO EXAMINE

It is the responsibility of each Vendor to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting their offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.

VIII. ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

By providing a proposal or bid, proposer/bidder certifies that he/she is in compliance with O.C.G.A. § 13-10-90, et seq. No proposal or bid will be considered by the CCBOE unless it is accompanied with a signed, notarized affidavit from the proposer/bidder attesting to the following:

- (a) The affiant has registered with and is authorized to use and uses the federal work authorization program
- (b) The user identification number and date of authorization for the affiant; and
- (c) The affiant will continue to use the federal work authorization program throughout the contract period; and
- (d) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required in subparagraphs (a), (b) and (c) of this paragraph.

SECTION C:
SPECIAL INSTRUCTIONS

I. METHOD OF PAYMENT

- A. Prices - All prices shall remain fixed throughout the term of the contract and proposals containing escalation, discount, or other price adjustment provisions will be rejected. The pricing policy that you choose to submit must address the following concerns and should be outlined here:
 - 1. The adjustments must be tied to an index, making them auditable.
 - 2. It must pertain to all equipment, goods, and/or services in the solicitation in accordance to all specifics listed in Attachment B. Grounds Maintenance Specifications.
 - 3. Indicate when price changes will take effect
 - 4. Once adjusted, be firm throughout the remaining contract period.
- B. The successful Vendor warrants that the RFP price(s), terms and conditions stated in his/her proposal shall be firm through the process and until the time that the award is made at which time prices shall remain firm and fixed for the entire contract period.
- C. All proposal prices must include all charges for packing and transporting to the individual school sites listed at the addresses in Attachment E.
- D. Prices will not include Federal Excise Tax or State Sales Tax.
- E. CCBOE will make payment within thirty (30) days of receipt of the invoice for properly received and completely performed goods and services after inspection and acceptance of the services by CCBOE. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment made within thirty (30) days under conditions as above.

II. INVOICING

- A. Invoices, at a minimum, shall consist of the following information:
 - 1. School System Name
 - 2. Name & Location of school receiving equipment and/or services
 - 3. Item description and cost
 - 4. Company Address
 - 5. Company Phone and Fax numbers

III. DELIVERY AND COMPLETION OF SERVICES

- A. Services shall be supplied by the Vendor as requested and specified except during an emergency and/or on holidays. No partial services will be accepted without prior approval by system contact.
- B. In an emergency situation in which the CCBOE requires services in less than two (2) days and the Vendor cannot provide the services within the emergency delivery period, CCBOE has the option to purchase those services from another source with no penalty to either party.
- C. Service schedules that fall on a holiday will be made according to discussion/agreement with the

owner.

IV. EVALUATION FACTORS

- A. Proposals will be evaluated in accordance with the required specifications as listed in this RFP. At CCBOE discretion, a proposal may be eliminated from consideration for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated specifications, proposals will be evaluated for the ability of the Vendor to provide, in CCBOE opinion, the best overall solution to meet CCBOE specifications.
- B. The CCBOE reserves the right to award a single contract for the total requirement of the RFP or award multiple contracts on a group or line item basis in any combination that best serves the interest of the CCBOE.

V. ADDITIONAL PROPOSAL INSTRUCTIONS

- A. Proposal modifications –
Proposals cannot be modified after receipt of proposals by CCBOE. Care should be taken to ensure that all provided information is accurate, complete, and consistent. Omission of any of the required information may subject the Vendor to disqualification. CCBOE reserves the right to request information or respond to inquiries for clarification purposes only.
- B. Proposal withdrawal –
Vendors may withdraw proposals at any time up to the scheduled time for receipt of proposals. Vendors desiring to withdraw their proposal must submit the purpose for withdrawal in writing to the CCBOE before the proposal opening deadline (10 am on Monday 9 March 2020). Vendors may resubmit proposals provided it is prior to the scheduled time for receipt of proposals.
- C. Addenda –
Any explanation desired by a Vendor regarding the meaning, clarification, or interpretation of the RFP must be requested in writing no later than Wednesday 12 February 2020. Answers to questions or acceptance of requested changes to RFP requirements will be provided in an Addendum to the RFP, which will be posted on the Board of Education's website and notice of the issuance of the Addendum will be given to all parties recorded by the CCBOE as having received the RFP documents from CCBOE. Receipt of the Addendum should be acknowledged in the proposal. Although, CCBOE will take effort to send any addendum to known Vendors, it is the Vendor's ultimate responsibility to ensure all applicable addenda prior to proposal submittal.
- D. Proposal Examination -
 - i) Vendors shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Vendor of responsibility for same nor will extra payment or change order requests be considered for conditions which could have been determined by properly examining the solicitation prior to submission.
 - ii) Proposals will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the proposal documents including the specifications and all requirements thereof of the RFP. It is understood that submission of a proposal indicates full acceptance of the same by the parties submitting the proposal. Furthermore, by submitting a

proposal the Vendor waives the right to any claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the Vendor through examination of all documents, or raising a question regarding requirements prior to submitting a proposal.

E. Rejection or Disqualification of proposals -

- i) A proposal that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.
- ii) CCBOE reserves the right to waive a proposal for minor irregularities if not rectified by Vendor within three business days of CCBOE issuance of a written notice of such irregularities.
- iii) CCBOE reserves the right to disqualify proposals upon evidence of collusion with intent to defraud or other illegal practices upon the part of the Vendor.
- iv) Issuance of this RFP in no way constitutes a commitment by CCBOE to award a contract. CCBOE reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this solicitation if it is determined to be in the best interest of CCBOE.
- v) Any Vendor who has demonstrated poor performance during a current or previous agreement with CCBOE may be considered a non-responsible Vendor and their proposal may be rejected. CCBOE reserves the right to exercise this option as is deemed proper and/or necessary.
- vi) CCBOE reserves the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of CCBOE.

VI. EVIDENCE OF INSURANCE

A. 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 of Liability
Workmen’s Compensation	Statutory
General Liability/Property Damage	\$500,000 each occurrence \$1,000,000 aggregate
Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Automobile Liability/Property Damage	\$500,000 each occurrence
Bodily Injury	\$500,000 each occurrence \$1,000,000 aggregate

B. Prior to commencement of performance of this Agreement, Vendor shall furnish to CCBOE a certificate of liability insurance evidencing all required coverage in at least the limits required herein, naming the Chattahoochee County Schools Board of Education, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the CCBOE. Such certificate shall be issued to:

Chattahoochee County Schools Board of Education,
Facilities & Operations Dept.
326 Broad St
Cusseta, GA 31805

C. Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Vendor, whichever shall occur later.

VII. EXCEPTIONS

A proposal submitted in response to this RFP constitutes a binding offer to comply with all terms, conditions, special conditions, general specifications, and requirements stated in this RFP, except to the extent that a Vendor takes exception to such provisions. To take exception to a provision of this RFP, the Vendor must clearly identify the following in a vendor created PROPOSAL EXCEPTION FORM:

- (a) the number and title of each section of this RFP that the Vendor takes exception to;
- (b) the specific sentence within such section that the Vendor takes exception to; and
- (c) any alternate provision proposed by the Vendor.

VIII. 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 CCBOE operations.

SECTION D:
ATTACHMENTS

(SEE THE FOLLOWING PAGES)

ATTACHMENT A:
CONTRACT SIGNATURE PAGE

This agreement is dated as of 11 March 2020 by and between the Chattahoochee County Schools Board of Education, (hereinafter called CCBOE) and _____ hereinafter called CONTRACTOR. CCBOE and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agrees as follows:

ARTICLE 1. GOODS & SERVICES

CONTRACTOR shall provide all goods and/or services as specified or indicated in the Contract Documents. Contractor shall be responsible for:

- a. conducting a site visit/meeting with Maintenance Supervisor and/or Facilities & Operations Director prior to proposal due date (2 pm Friday 6 March 2020),
- b. supplying all equipment needed to complete all services per proposal specifications (included in Attachment B: Grounds Maintenance Specifications),
- c. adequately completing all services at all locations per proposal specifications, (included in Attachment B: Grounds Maintenance Specifications)

ARTICLE 2. CONTRACT TIME

The Grounds Maintenance Services shall be in accordance with this Agreement, and are to be completed as specified in the RFP.

ARTICLE 3. CONTRACT PRICE

CCBOE shall pay CONTRACTOR for completion of services in accordance with CONTRACTOR'S proposal, which is attached hereto. CCBOE shall pay CONTRACTOR monthly for (1) one calendar year unless other terms of payment are agreed upon.

ARTICLE 4. INVOICE PROCEDURES

Invoices for payment with appropriate supporting documents shall be sent to the following address:

Chattahoochee County Board of Education
Facilities & Operations Department
C/O Mr. James Sims
326 Broad Street
Cusseta, GA 31805

ARTICLE 5. CONTRACTOR'S REPRESENTATIONS

In order to induce CCBOE to enter into this Agreement, CONTRACTOR makes the following representations:

- 5.1 CONTRACTOR has examined and carefully studied the Contract Documents and all other related data identified in the Proposal Documents.
- 5.2 CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws

and regulations that may affect cost, progress, performance, and furnishing of the equipment.

ARTICLE 6. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire agreement between CCBOE and CONTRACTOR concerning the work, consist of the following:

Request for Proposal Information	pages 3 - 6
Vendor Contact Information	page 7
Standard Terms and Conditions	pages 8 - 9
Special Instructions	pages 10 - 13
Attachment A- Contract Signature	pages 14 - 15
Attachment B- Grounds Maintenance Specifications	pages 16 - 19
Attachment C- Vendor Cost Proposal Form	pages 20 - 22
Attachment D- Lobbying Certificate Disclosure	page 23
Addenda	as added

There are no Contract Documents other than those listed above in this Article 6. The Contract Documents may only be amended, modified, or supplemented by written agreement between both parties.

IN WITNESS WHEREOF, CCBOE Representatives and CONTRACTOR have signed this Agreement. One counterpart each has been delivered to CCBOE and CONTRACTOR.

This Agreement will be effective Wednesday 11 March 2020

_____ Signature of Superintendent or designee

_____ Name of Superintendent or designee

_____ Contractor's Company Name

_____ Signature of Company Representative

_____ Name of Company Representative

ATTACHMENT B:
GROUND MAINTENANCE SPECIFICATIONS

A. GENERAL SERVICES TO BE FURNISHED:

1. Mowing
 - a. Mowing all areas on the Three Campus sites listed in Attachment E, including:
 - i. around buildings,
 - ii. outbuildings and/or structures,
 - iii. islands,
 - iv. walkways,
 - v. parking lots, and
 - vi. fencing.
2. Trimming
 - a. Trimming all areas on the Three Campus sites listed in Attachment E, including:
 - i. around buildings,
 - ii. outbuildings and/or structures,
 - iii. islands,
 - iv. walkways,
 - v. parking lots, and
 - vi. fencing
3. Edging
 - a. Edging all areas on the Three Campus sites listed in Attachment E, including:
 - i. along all walkways and
 - ii. parking lots.
4. Clipping Removal
 - a. Using a blower, the Vendor will remove all clippings at all areas on the Three Campus sites listed in Attachment E, including:
 - i. all walkways and
 - ii. parking lots.
5. Spraying Weed Pesticides
 - a. Vendor will use a pesticide safe to be used around humans to spray areas on all Three Campuses listed in Attachment E, including:
 - i. around buildings,
 - ii. outbuildings and/or structures,
 - iii. islands,
 - iv. walkways,
 - v. parking lots,
 - vi. cracks in all paved surfaces and
 - vi. fencing.

B. SERVICE SPECIFICATIONS:

1. Warm Weather Months (typically March - October)
 - a. Mowing, edging, trimming, and removal of clippings of all upright grasses (to include but not limited to: Bluegrass, Ryegrass, and Fescue) will be cut to a height (where feasible) of between 2.5” - 3.0 “to foster photosynthesis and good root development
2. Cold Weather Months (typically November -February)
 - a. Mowing, edging, trimming and removal of clippings of all upright grasses (to include but not limited to: Bluegrass, Ryegrass, and Fescue) will be cut to a height (where feasible) of between 2.0” - 2.5 “to allow grass to dry faster in the mornings therefore, minimizing the opportunity for diseases and fungus to develop.
3. Grounds Policing
 - a. Mowing/Trimming services include policing the grounds to remove debris/trash prior to completing all services on each campus.
4. Edging
 - a. Along walkways, parking lots, and landscape beds should be completed with each mowing visit throughout the mowing season.
5. Clipping/Debris Removal
 - a. All clippings and debris left after mowing, trimming, and edging are to be removed from sidewalks, entrance ways, and parking lots using a blower or vacuum during each mowing visit throughout the mowing season.
6. School Calendar
 - a. Vendor must maintain familiarity with the district calendar (See www.chattco.org for the latest version) to ensure minimal disruptions of the educational process and the day to day operations of the schools.

C. SCHEDULING

1. Vendor will schedule grounds maintenance services approximately every 7 - 10 days during the warm months and approximately every 14 days during the cold months or as negotiated.
2. If clippings become swathed from wetness or delay in services due to inclement weather, they are to be removed either by using a blower or removed with a grounds sweeper/vacuum.
3. Scheduling of any Add-Alternates will be negotiated between the Vendor and CCBOE, once a Vendor is named.

D. EQUIPMENT & EQUIPMENT USAGE:

1. All proposed work by the Vendor must be accomplished by using the Vendor’s owned and/or rented equipment.
2. It is the Vendors responsibility to inspect all equipment to assure safe operation prior to and

during use on CCBOE property.

3. Equipment must never be operated in the proximity/vicinity (approximate 30 yards) of students, staff, or vehicles.
4. Responsibility for any injury and/or damages to vehicles or CCBOE Property resides with the Vendor.

E. CERTIFICATES & LICENSING:

1. The Vendor shall be responsible for maintenance of any certifications and/or licenses that are required by law.
2. The Vendor will provide at least three references from past or present commercial clients

F. INSURANCE:

1. All responders to the RFP shall provide evidence of the following insurances which must be included with the Vendors proposal:
 - a. General Liability Ins. (Specify Amount)
 - b. Workman's Compensation Insurance - State of Georgia

G. INITIAL PROPOSAL & ADD-ALTERNATES SPECIFICS:

1. General Grounds Maintenance on all CCBOE owned campuses
(as listed in Attachment F: Maps F1.a – F1.c)
 - a. Cutting Grass
 - b. Weed Eating/Trimming
 - c. Blowing off all clippings from walkways and parking lots
 - d. Edging all walkways and parking lot areas.
 - e. Spraying weed pesticides
2. Add-On Alternate A – CCMHS Athletic Field Fertilization (as listed in Attachment F: Maps F2)
 - a. Vendor is expected to follow a regular Pre-Emergent Fertilization distribution to each field prior to growing season, in accordance to proper fertilization timelines.
 - b. Vendor is expected to follow a regular Fertilization distribution schedule to each field as needed, in accordance to proper fertilization timelines.
 - c. The Vendor is expected to include watering or sprinkler system programming as needed on all fields
3. Add-On Alternate B – CCMHS Athletic Fields Cutting (as listed in Attachment F: Maps F3)
 - a. Cutting grass on athletic fields (three) at CCMHS
 1. Football Field
 2. Softball Field
 3. Baseball Field
 - b. Trimming grass around all structures on or near all athletic fields (three) at CCMHS
 1. Football Field
 2. Softball Field
 3. Baseball Field

4. Add-On Alternate C – CCMHS Stadium Hills (as listed in Attachment F: Maps F4)
 - a. Cutting Grass on both sides of Stadium at CCMHS
 - i. Cutting this area twice per year
 1. August
 2. May
5. Add-On Alternate D – CCMHS Baseball Hill (as listed in Attachment F: Maps F5)
 - a. Hill along left field of Baseball field at CCMHS
 - i. Cut this area one time in late January/early February
6. Add-On Alternate E – CCMHS Back Hill (as listed in Attachment F: Maps F6)
 - a. Cutting the hill along the drive in the rear of the CCMHS Campus
 - i. Cutting the area from the CCMHS Stadium entrance to the JROTC Parade Field twice a year.
 1. July
 2. January
7. Add-On Alternate F – CCMHS Front Hill (as listed in Attachment F: Maps F7)
 - a. Cutting the hill along the parking lot in the front of CCMHS once a year
 - i. August
8. Add-On Alternate G – CCEC Tree/Shrub Trimming (as listed in Attachment F: Maps F8)
 - a. Trimming the trees, shrubs, bushes and/or other growth at CCEC in September each year.
9. Add-On Alternate H – CCBOE Maintenance Campus (as listed in Attachment F: Maps F9)
 - a. General grounds maintenance 2 times per year (August and March)
 - i. Cutting Grass
 - ii. Weed eating /Trimming

ATTACHMENT C:
VENDOR COST PROPOSAL FORM

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 The Chattahoochee County Board of Education on the form included in the Contract Documents to perform necessary services on all CCBOE Campuses as specified or indicated in the contract documents.

This Proposal is submitted to:

Chattahoochee County Schools Board of Education
Attn: Mr. James M. Sims
Facilities & Operations Director
326 Broad St
Cusseta, GA 31805

This Proposal is submitted on this date: _____

This Proposal is valid for ten (10) days from the date of the public opening of the bids:
Monday 9 March 2020

Communications and questions regarding this proposal are to be directed to:

Contact Name/Title: Mr. Jim Sims, Facilities & Operations Director
Contact Email: jsims@chattco.org
Contact Telephone: (706) 989 - 3774

Receipt of Addenda:

In submitting this proposal, the Vendor represents that they have received and examined the following Addenda:

Addendum 1 _____ Date _____

Addendum 2 _____ Date _____

Final RFP Checklist for Vendor:

The following documents are attached to and made a part of the Proposal (check all that apply):

- ___ Vendor Contact Information page 7
- ___ Contract Signature Page pages 14 - 15
- ___ Grounds Maintenance Specifications pages 16 - 19
- ___ Vendor Cost Proposal Form pages 20 - 22
- ___ Lobbying Certificate page 23

Proposal Pricing:

Unless items are specifically excluded in the proposal, the CCBOE 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.

General Grounds Maintenance on all BOE owned campuses Price: \$ _____

(The following are proposal Alternates)

Add-On Alternate A – CCMHS Athletic Field Fertilization Price: \$ _____

Add-On Alternate B – CCMHS Athletic Fields Cutting Price: \$ _____

Add-On Alternate C – CCMHS Stadium Hills Price \$ _____

Add-On Alternate D – CCMHS Baseball Hill Price: \$ _____

Add-On Alternate E – CCMHS Back Hill Price: \$ _____

Add-On Alternate F – CCMHS Front Hill Price: \$ _____

Add-On Alternate G – Tree/Shrub trimming at CCEC Price: \$ _____

Add-On Alternate H – CCBOE Maintenance Campus Price: \$ _____

Authorized Signature of Vendor: _____

Position/Title: _____

(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 – Landscaping, Grass Mowing, and Other Services and that this Proposal response is submitted in accordance with the RFP requirements.

Company Name: _____

Federal ID#1: _____

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 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.

ATTACHMENT D:
LOBBYING CERTIFICATE & DISCLOSURE

UNITED STATES DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT E:
DISTRICT LOCATIONS

A. Chattahoochee County Education Center:
140 Merrell St
Cusseta, GA31805

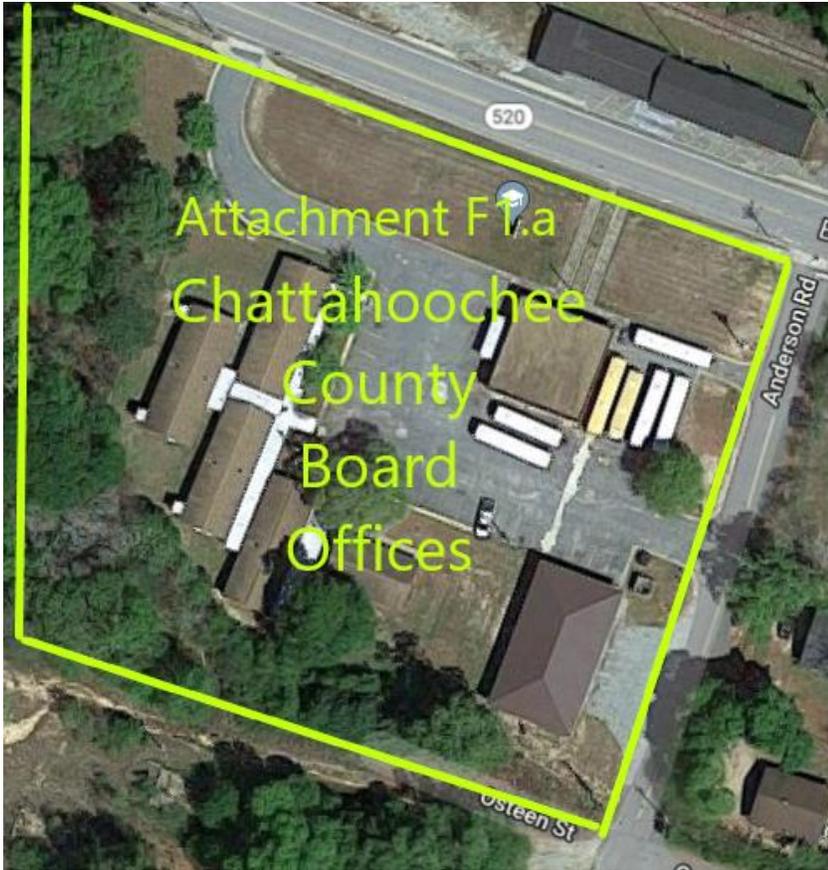
B. Chattahoochee County Middle High School
360 HWY 26
Cusseta, GA 3805

C. Chattahoochee County Board Office
326 Broad St
Cusseta, GA 31805

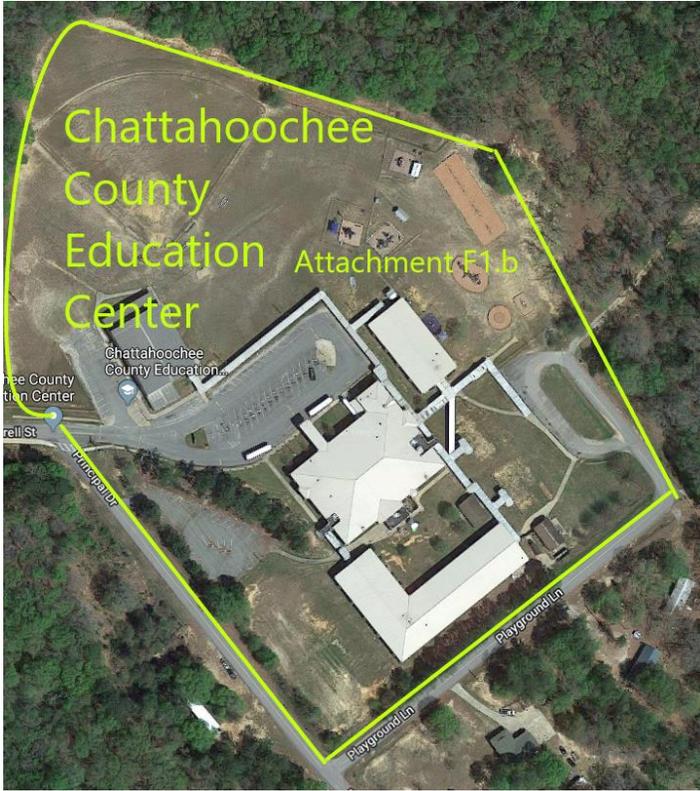
ATTACHMENT F:
MAPS F1 – F8

F1- Maps General Grounds Maintenance on all BOE owned campuses

Map F1.a – Chattahoochee County Board Offices



Map F1.b – Chattahoochee County Education Center



Map F1.c – Chattahoochee County Middle/High School



F2. Add-On Alternate A – CCMHS Athletic Field Fertilization



F3. Add-On Alternate B – CCMHS Athletic Fields Cutting



F4. Add-On Alternate C – CCMHS Stadium Hills



F5. Add-On Alternate D – CCMHS Baseball Hill



F6. Add-On Alternate E – CCMHS Back Hill



F7. Add-On Alternate F – CCMHS Front Hill



F8. Add-On Alternate G – CCEC Tree/Shrub Trimming



F9. Add-On Alternate H – CCBOE Maintenance Campus



END Chattahoochee County Schools RFP:

**Grounds Maintenance – Landscaping,
Grass Mowing, & Other Services**