

Social Circle City School District

REQUEST FOR PROPOSAL FOR PROFESSIONAL LAWN CARE AND GROUNDS MAINTENANCE SERVICES

The Social Circle City School System is requesting proposals for professional lawn care and grounds maintenance services at the six (6) property locations listed below.

The successful proposer is undertaking the work under this contract is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

All site visits will require pre-approval from Dr. Juanasha Watkins, Student Services Director, at least 24 hours in advance. All visitors on Social Circle City Schools campuses must check in at the front office and be issued visitors badges prior to proceeding with any other activity.

PROPERTY LOCATIONS CHART

	SCHOOL / LOCATION	ADDRESS	CITY
1	Social Circle Primary School Campus	439 Annie P. Henderson Drive	Social Circle
2	Social Circle Middle/High School Campus	154 Alcova Drive	Social Circle
3	Social Circle Elementary School Campus	240-A West Hightower Trail	Social Circle
4	Social Circle City Schools Football Complex	725 Annie P. Henderson Drive	Social Circle
5	Social Circle City Schools Baseball & Softball Complex	205 Vine Circle	Social Circle
6	Social Circle City Schools BOE Building	147 Alcova Drive	Social Circle

Responses are due at the Social Circle City Schools Board of Education office located at 147 Alcova Drive, Social Circle, GA 30025 by **3:00 p.m. Friday, October 4, 2013**, and will be presented to the Student Services Director. No postmarks or exceptions will be accepted or made.

I. SCOPE OF WORK

The contract will encompass all landscape services, including at a minimum the following activities:

All mowing, trimming, clean-up, plant & bed care, weeding, mulching, pruning and leaf removal will be done at least 39 times each year (April-September weekly & October-March biweekly) and more often as needed to maintain a neat appearance.

- Mowing: all turf shall be mowed, edged and line trimmed around obstructions at least 43 times each year and more often as needed to maintain a neat appearance. During periods of excessive rain or drought, the mowing frequency may be allowed to change as to avoid turf damage. Mowing direction shall be alternated with a diamond patten in the turf to provide a uniform and unique look to the lawn (where accessible).
- Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed every other mowing and or as needed to maintain a sharp edge between the concrete areas and the turf. Damage to plant materials due to string line trimming shall be replaced by the contractor within 10 days.
- Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. All trash and debris is to be removed from the property before departure.
- Plant & Bed Care: Excess soil/turf shall be removed from the property and not allowed back into the bed.
- Weeding: weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad spectrum herbicide, as needed.
- Pruning: trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).
- Leaf Removal: leaves shall be removed from the turf as required.
- Athletic Fields: The grass should be mowed often enough so that not more than 1/3 of the leaf surface is removed at a mowing. Thus, no clippings should be visible. Visible clippings shall be removed. Generally, this means the field should be cut twice a week during the summer.
 - May through October-mowed twice per week
 - November through April- at least once per week or as needed in order to maintain an appropriate height and neat appearance.
 - Football Complex- should be cut twice a week with the second cut being no earlier than 48 hours from the first high school game played that week to insure that the field is at desired playing height and properly marked, after the second cutting, for each week's game during the fall football season

- Infields- all baseball and softball infields are to be clear of any grass, weeds and grass clippings at all times. Infields should be dragged at the time of each cut to discourage new plant growth on infields.

II. GENERAL CONDITIONS AND PROVISIONS

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

GENERAL INDEMNITY: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Social Circle City School System, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the System or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the System or System officials (including administrators, agents, and employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the System or System officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts listed in the insurance coverage requirements below. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Social Circle City School System (including any member of the Social Circle City Schools Board of Education). All Contractors must also disclose in writing with their proposal the name of any employee of System who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify System of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Georgia, as well as employer's

liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.

- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- **Automobile** - Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract shall have liability limits of not less than \$500,000 per person and \$1,000,000 per occurrence. The minimum combined single limit shall be \$1,000,000.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Georgia. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Georgia. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Georgia laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage, or in limits except after 30 days written notice.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Social Circle City School System as a Certificate Holder to their insurance policy and provide documentation of same.

EVALUATION CRITERIA: The Social Circle City School System, at its sole discretion, following an objective evaluation, will award this contract(s) to the most responsible, responsive Contractor(s). The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, and the Contractors experience with similar projects. In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The System reserves the right to make independent investigations as to the qualifications of the Contractor(s). Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The System reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the System.

AWARD OF BID: The System, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on “**BEST VALUE.**” “**BEST VALUE**” will allow the System to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. “**BEST VALUE**” will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one Contractor does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the System.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor(s) and the award for Professional Lawn Care and Grounds Maintenance Services has been made, the successful Contractor(s) will be notified by the System verbally and by a letter of award.

TERMINATION FOR CAUSE: The System may terminate their participation in this contract in whole or in part with thirty (30) days’ notice, for their convenience, or because of failure of the Contractor to fulfill the contract obligations in any respect. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the System.

III. STATEMENT OF QUALIFICATIONS

Respondent should include in response all information relating to the following:

- Previous work to that described in Section I above.
- History of firm, including list of public sector entities for which landscape services have been provided.
- Comparable references.

The respondent should also include a work schedule for completion of project in the response to this RFP.

IV. EVALUATION CRITERIA

The proposals shall be evaluated and ranked according to the following criteria:

1. Experience, including but not limited to the number and size of previous projects completed for the Social Circle City Board of Education.
2. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, and coverage by professional liability insurance.
3. Total Cost to complete the Scope of Work.

The School System will rank the response to this RFP according to the criteria listed above and will negotiate with the highest ranked business regarding an acceptable contract with the Social Circle City School System. If negotiations are unsuccessful, the negotiations will be terminated and the Social Circle City School System will negotiate with the second highest ranked business. This process will continue until an agreement with a business is reached.

All work as specified in this RFP shall begin with 30 days following the award of bid as notified in writing by the Social Circle City Board of Education.

Proposals must be mailed or hand delivered to the address below for arrival no later than **3:00 p.m. Friday, October 4, 2013**. Faxed bids will not be accepted. Please send or deliver personally to:

Social Circle City Schools
147 Alcova Drive
Social Circle Georgia 30025
Attn: Dr. Juanasha Watkins

**Georgia Security and Immigration Compliance Act:
E-Verify and SAVE Program Overview
[OCGA § 13-10-91]**

Pursuant to the “Georgia Security and Immigration Compliance Act,” the Social Circle City School System is required to have all of its contractors register and participate in the federal work authorization program to verify information of all new employees.

If your company employs more than one person, please complete the attached Affidavit

Or

If you are a sole proprietor, you may either complete the attached Affidavit or submit a copy of your Georgia Drivers’ License as acceptable proof of citizenship and return to:

**Social Circle City Schools
147 Alcova Drive
Social Circle, GA 30025
Fax: (770)464-4920**



Contractor Affidavit under O.C.G.A. 13-10-91 (b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C. G. A. 12-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Social Circle City School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C. G. A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor 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 information required by O.C. G. A. 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorizations are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address

Service Provided

Social Circle City School System

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires

THIS PAGE MUST BE COMPLETED, SIGNED AND INCLUDED IN YOUR PROPOSAL.

