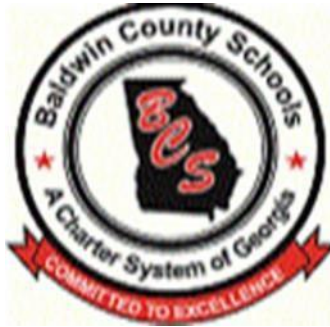


Baldwin County School District  
110 N ABC Street  
Milledgeville, Ga. 31061  
(478)453-4176 Phone  
(478)457-3360 Fax



### **Request for Proposal #035-2022**

Request for Proposal (RFP) for Grounds Care Services PERTINENT DATES

October 21, 2021 - Request for Proposal Issued  
November 18, 2021 2:00 pm Proposals Due

Baldwin County Board of Education  
110 N ABC Street  
Milledgeville, GA. 31061

The Baldwin County Board of Education “BOE” is requesting proposals for professional lawn care and grounds maintenance services at ten (10) property locations in Baldwin County as detailed in Section 2.4. of this RFP.

The successful proposer in 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 Matt Adams, Deputy Superintendent, at least 24 hours in advance by calling 478-457-2916.** All visitors on Baldwin County School District campuses must check in at the front office prior to proceeding with any other activity.

The Contractor must currently be in the business of providing lawn and landscaping maintenance services of this type and must have been doing so for a minimum of at least five (5) consecutive years.

Each Proposal response must include a minimum of three professional references. These references should include current contact information including name, address, telephone number and email address.

**Responses are due at the Baldwin County Board of Education office located at 110 N. ABC Street, Milledgeville GA 31061 by 2:00 p.m. Thursday, November 18, 2021. No exceptions will be made.**

## **1. SCOPE OF WORK**

This scope of work pertains to the requirements of maintaining grass and landscaped areas at various properties owned by the Baldwin County Board of Education. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

The Contractor is required to thoroughly examine the request for proposal requirements and the work contemplated and it will be assumed that the Contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a response to this Request for Proposal shall be considered evidence that the Contractor has made such examination.

### **2.1 HOURS WHEN WORK IS TO BE PERFORMED**

All work is to be performed Monday through Friday from 7am to 6 pm and Saturday 8am to 5pm. No work shall be done on Sunday without written permission from the Baldwin County Board of Education.

## **2.2 SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM**

- A. Prior to the commencement of the contract, the Contractor shall submit in writing to the Deputy Superintendent or his/her designee, the name of the On-site Supervisor authorized to act for the Contractor in every detail for the lawn mowing and landscape services.
- B. All work as specified in this RFP shall begin within 15 days following contract execution as notified in writing by the Baldwin County Board of Education.
- C. At least five (5) business days prior to the commencement of the contract, the Deputy Superintendent or his/her appointee will confer with the Contractor and review the total specification requirements, total workload and the lawn mowing and landscaping services proposed by the Contractor.

## **2.3 SPECIFICATIONS**

The lawn and landscaped areas must be maintained to the standards as detailed in these specifications. The Deputy Superintendent or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications.

### **Landscape Maintenance Standards and Specifications**

#### **Overview:**

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services.

#### **A. GENERAL STANDARDS**

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

- a. Contractor shall replace, at no additional cost to the BOE, any turf, plant materials or any other BOE 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. Property damage must be addressed within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of BOE.
- b. 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.

- c. Contractor shall inform the BOE on a monthly basis of plant losses unrelated to the maintenance activities, provide the BOE with a probable cause of the plant loss, and provide recommendations for replacement along with pricing for replacement.

## 2. CONTRACTOR RESPONSIBILITIES

- a. Contractor will provide staff able to perform work of a high standard. Key staff shall have current knowledge of best practices regarding: safety, hazardous material handling, lawn care, plant health, pruning, and pest management. The BOE reserves the right to demand the replacement of Contractor's staff who do not meet the BOE's standards for safety, professionalism, or landscape maintenance knowledge.
- b. All properties of the Baldwin County Board of Education are TOBACCO FREE/DRUG FREE sites.
- c. Provide an emergency contact list identifying the names, positions held, and phone numbers of key personnel. Provide mobile numbers for the site supervisor.
- d. Attend meetings and site inspections of the properties as requested.
- e. Contractor's employees are not to engage in conversation with school staff or students unless absolutely necessary and will not curse on BOE building grounds.
- f. Contractor's employees will wear an easily recognizable uniform with company name clearly visible.
- g. Any permits or fees that may be required are the responsibility of the Contractor.
- h. **Athletic Field "playing surfaces" will not be included in this contract.**

## B. SCOPE OF WORK

### GENERAL PERFORMANCE REQUIREMENTS

- a. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings as specified herein.
- b. Maintenance shall consist of periodic freshening of mulch, pruning, mowing, Integrated Pest Management (IPM), weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.
- c. All turf shall be mowed with professional quality equipment. Prior to award of contract, Contractor shall provide to the BOE with a listing of such equipment.
- d. Control of Weeds: Use cultural methods (mulch, proper pruning,) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris throughout the year. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planting beds.
- e. All cracks/joints in parking lot pavement, drives and sidewalks should be kept free of grass/weeds by routine spraying or other method of clearing.
- f. All storm debris should be removed from all BOE building grounds within 2 days following storm incidents.
- g. All storm drainage grates are to be kept free and clear of debris that would inhibit water drainage.
- h. Rake playground mulch back under swings as needed.

- i. Vines and weeds are to be kept off of fences at retention ponds, softball and baseball fields, football field and running track.
- j. Shrubs at BOE schools and buildings should be routinely trimmed in order to present a “well maintained” appearance at all times.
- k. All ornamental trees on school grounds should be “limbed up” to allow a clear line of sight under the trees and riding mower access beneath the trees.

## C. TURF MAINTENANCE

### 1. TURF MOWING

- a. All turf will be mowed with professional quality equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.
- b. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed as needed and maintained at a height of no less than 2-1/2 inches and no more than 3 inches. Maintain a uniform lawn height free from scalping.
- c. Clippings will be swept or blown from hardscapes as needed to present a well maintained appearance.

### 2. TURF EDGING AND TRIMMING

- a. Mechanically trim all landscape turf edges as needed to present a well maintained appearance. Edges include all formal lawn perimeters and tree wells in lawn areas. Clean debris from hardscapes and non-turf landscape areas.
- b. Trim all formal lawn areas that cannot be reached by a mower as needed to present a well maintained appearance. 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. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the BOE.

## D. GENERAL AREA MAINTENANCE

### 1. LEAF AND BRANCH REMOVAL

- a. Keep walks, patios, planting beds, driveway gutters and lawn areas free of leaves as needed to present a well maintained appearance.
- b. In autumn, leaf removal shall occur as needed to prevent leaf accumulation. Remove leaves from site only as needed to maintain a neat appearance and the health of the planting.

### 2. LANDSCAPE TRASH and DEBRIS REMOVAL

Remove all trash and debris from landscaping beds and turf areas. Contractor shall haul debris away for appropriate disposal.

3. **MULCH MAINTENANCE**
  - a. Contractor shall replenish mulch and/or pine straw in early spring and again in late July prior to school “Open House” events to maintain a depth of no less than two and a half inches (2-1/2”) in all planting areas and tree wells. Established beds where plant foliage or groundcover completely covers the soil surface require no additional mulch. Keep mulch at least two to three inches (2 – 3”) away from the crown of plants and trees.
  - b. Mulch shall be fresh, clean pine straw.
4. **PRUNING**
  - a. Pruning and shaping of trees and bushes as needed to maintain a natural shape.
  - b. Pruning debris shall be removed prior to mulching.
5. **ORNAMENTAL SHRUB AND TREE MAINTENANCE**
  - a. Contractor shall spray beds and mulch areas with Round-Up or similar herbicide to prevent weeds.
  - b. Shrubs and trees shall be fertilized with a 16-4-8 or comparable fertilizer as needed.
6. **AERATION and FERTILIZATION**
  - a. All Bermuda lawns shall be core-aerated after “green-up”.
  - b. Bermuda lawns are to be treated four (4) times each year as follows:
    - Spring Crabgrass pre-emergent control with startup fertilizer to provide quick green-up.
    - Broadleaf weed control with fertilizer to stimulate new grass growth.
    - Balance fertilizer to ensure deep root growth and healthy grass growth.
    - Broadleaf weed control with fertilizer to keep lawn healthy through cool temperatures.
7. **SPRINKLER START-UP and WINTERIZATION**
  - a. Perform annual start-up testing and make any necessary adjustments to insure system is working properly.
  - b. Systems will be turned off and winterized at the end of the growing season.

## **2.4 PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED UNDER RFP**

**Athletic Field “playing/competition surfaces” will not be included in this contract**

LOCATIONS	LAWN CARE	LANDSCAPE MAINTENANCE
1. Baldwin High School 155 Hwy 49 West Milledgeville, GA	All lawn areas around all high school building and parking lots including curbs and islands	All landscaping, pruning and tree beds including all entrances, parking lot islands and curbs. Remove trash and debris.

2. Oak Hill Middle School 356 Blandy Road Milledgeville, GA	All lawn areas around building, and parking lots. Grass areas <b>around</b> Softball Field and practice field	All landscaping, pruning and tree beds including all entrances, parking lot islands and curbs. Keep fencing at Softball field and practice field free of vines, grass and weeds. Remove trash and debris.
3. Midway Hills Primary School 357 Blandy Road Milledgeville, GA	All lawn areas around buildings and parking lots including playgrounds.	All landscaping, pruning and tree beds including all entrances, curbs, parking lot islands and playgrounds. Keep fencing around playground free of vines, grass and weeds. Remove trash and debris.
4. Lakeview Academy 220 N. ABC Street Milledgeville, GA	All lawn areas around building and parking lots including playground areas.	All landscaping, pruning and tree beds including all entrances, curbs, parking lot islands and playgrounds. Keep fencing around playground free of vines, grass and weeds. Remove trash and debris.
5. Lakeview Primary School 372 Blandy Road Milledgeville, GA	All lawn areas around building and parking lots including playground areas.	All landscaping, pruning and tree beds including all entrances, curbs, parking lot islands and playgrounds. Keep fencing around playground free of vines, grass and weeds. Remove trash and debris.
6. Midway Hills Academy 101 Carl Vinson Rd. Milledgeville, GA	All lawn areas around building and parking lots including playground areas.	All landscaping, pruning and tree beds including all entrances, curbs, parking lot islands and playgrounds. Keep fencing around playground free of vines, grass and weeds. Remove trash and debris.
7. Early Learning Center 100 N. ABC Str. Milledgeville, GA	All lawn areas around building and parking lots including playground areas.	All landscaping, pruning and tree beds including all entrances, curbs, parking lot islands and playgrounds. Keep fencing around playground free of vines, grass and weeds. Remove trash and debris.
8. District Office 110 N. ABC St. Milledgeville, GA	All lawn areas around building including curbs and parking lot islands.	All landscaping, pruning and tree beds cleaned. Remove trash and debris.
9. Central Warehouse/Transportation, Facilities and Maintenance Dept. 153 S ABC St. Milledgeville, GA	All lawn areas around building including curbs and parking lot islands.	All landscaping, pruning and tree beds cleaned. Remove trash and debris.

10. Field House/Stadium/Athletic Complex Milledgeville, GA	Grass areas around field house including inside and outside of Braves Stadium and athletic complex non-playing/competition surfaces	Remove vines, weeds and “volunteer” plants from fencing keeping it trimmed at all times.
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### 3. GENERAL CONDITIONS AND PROVISIONS

**GOVERNING LAWS:** This contract will be made under and shall be governed and construed in accordance with the laws of the State of Georgia. All applicable federal, state, and local laws, ordinances and regulations must be adhered to.

**GENERAL INDEMNITY:** The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Baldwin County Board of Education, 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 BOE 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 BOE or BOE 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 BOE or BOE 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, 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 Baldwin County Board of Education. All Contractors must also disclose in writing with their proposal the name of any employee of BOE 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 Baldwin County Board of Education of any omissions or errors found in this document.

**INSURANCE COVERAGE and REQUIREMENTS:** 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 \$1,000,000 per occurrence and \$2,000,000 in the aggregate 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.

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.

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 Baldwin County Board of Education as a Certificate Holder to their insurance policy and provide documentation of same.

**TERMINATION FOR CAUSE:** The Baldwin County Board of Education 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 Baldwin County Board of Education.

#### **4. Proposal Submittal**

**Proposals must be mailed or hand delivered to the address below for arrival no later than 2:00 p.m. Thursday, November 18, 2021.**

Please send or deliver personally to:

Baldwin County School District  
110 N. ABC Street  
Milledgeville, Georgia 31061  
Attn: Lawn Care and Grounds Maintenance Services

## 5. Selection of Contractor

The Baldwin County Board of Education, at its sole discretion, following an objective evaluation of proposals received will award this contract 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 Contractor’s 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.

The Baldwin County Board of Education will negotiate with the highest ranked contractor regarding an acceptable contract with the BOE. If negotiations are unsuccessful, the negotiations will be terminated and the BOE will negotiate with the second highest ranked contractor. This process will continue until an acceptable agreement with a contractor is reached. The Contractor will be required to complete all forms and certifications as may be required by City, State and Federal government

The Baldwin County Board of Education 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 BOE. The BOE will determine final scope and project components, based on funding availability.

**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 Baldwin County Board of Education verbally and by a letter of award.

RFP Response Form  
Professional Lawn Care and Grounds Maintenance Services  
Baldwin County Board of Education

Please complete and return this RFP Response Form with your proposal. Pages may be attached if needed to answer a question or questions. Please label any answer on an attached page with the same number as the question on the Response Form.

1. Name of Contractor(s) Submitting Proposal:

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2. Names and Titles of Person Submitting Proposal:

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3. Address of Contractor Submitting Proposal:

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4. Phone Number(s) of Contractor Submitting Proposal:

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5. Contact Person for Contractor:

\_\_\_\_\_

Telephone Number(s) and email address for Contact Person:

\_\_\_\_\_

6. How long has the Contractor been in business? \_\_\_\_\_

7. How many clients do you currently serve? \_\_\_\_\_

8. Ever defaulted on a contract or been involved in litigation with a client? \_\_\_\_\_

If so, please explain the circumstances: \_\_\_\_\_

9. Please provide three references using the attached form.

10. Attach Equipment Inventory Listing.

11. Attach a copy of Certificate of Liability Insurance

12. Describe the billing process from your company to our school system.

\_\_\_\_\_

\_\_\_\_\_

13. Explain how you expect to be compensated for your services per site. Please describe in detail a schedule of any and all fees associated with your services per site.

\_\_\_\_\_

I certify that I have read the Request for Proposal document in detail, visited and inspected each site and have answered all questions on this Response Form accurately.

Please do not contact School Board members in an attempt to gain favor for your company.

The Baldwin County Board of Education reserves the right to reject any or all proposals submitted, or to accept a higher proposal if it is felt that the higher proposal provides better services or products for our school system.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Print Name of Representative

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Title of Representative

### REFERENCES

The references section must be filled out completely. Failure to do so may be reason to disqualify your proposal.

Please list three (3) references of comparable size to the Baldwin County School District who have used your Lawn Care and Grounds Maintenance Services on a regular basis over the past three (3) years.

1. Client Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Client Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Email Address \_\_\_\_\_
2. Client Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address \_\_\_\_\_

3. Client Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address \_\_\_\_\_