



RFP #22.0228.01

FOR

LANDSCAPE/GROUNDS MAINTENANCE SERVICES

PROPOSALS DUE: Monday, March 29, 2022 at 2:00 PM EST in hard copy.

Mandatory Pre-Bid Meeting on Monday, March 7, 2022, 2:00 PM at City Hall in the Council Chamber – 100 S. Church St., Dublin, GA 31021

Electronic submissions via e-mail or fax will **NOT** be accepted.

Submit Proposals by mail to:

City of Dublin
Purchasing Department
P.O. Box 690
Dublin, GA 31040

Submit Proposals by courier to:

City of Dublin
Purchasing Department
702 E. Madison Street
Dublin, GA 31021

Proposal Letter and Certification

(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND CERTIFICATION
MAY RESULT IN THE REJECTION OF YOUR PROPOSAL)

We propose to furnish and deliver any and all of the deliverables and services named in the attached - LANDSCAPING MAINTENANCE SERVICES for the City of Dublin for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by Purchasing Department, City of Dublin, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Dublin ("City").

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services, which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

It is understood and agreed that this proposal shall be valid and held open for a period of sixty (60) days from proposal opening date.

Proposal Signature and Certification

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal ("Offeror") for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand 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 the proposal and certify that I am authorized to sign this proposal for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Offeror _____

Date _____

Print/Type Name _____

Print/Type Offeror Name Here _____

Phone _____

E-mail Address _____

Offeror's RFP Checklist

10 Critical Things to Keep in Mind When Responding to an RFP for the City of Dublin

- Read the entire document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
- Note the Buyer's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFP and is an excellent source of information.
- Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP. This conference may be mandatory.
- Take advantage of the "question and answer" period.** Submit your questions to the Buyer by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP. All addenda issues for an RFP are posted on the city's website and will include all questions asked and answered concerning the RFP.
- Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
- Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the City will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the City. The proposals are evaluated based solely on the information and materials provided in your response.
- Use the forms provided**, e.g. cover page, proposal sheet, standard forms, etc.
- Check the City's website for RFP addenda.** Before submitting your response, check the City's website at www.cityofdublin.org to see whether any addenda were issued for the RFP. **If so, you must submit a signed cover sheet for each addendum issued along with your RFP response.**
- Review the RFP document again** to make sure that you have addressed all the requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
- Submit your proposal on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

This checklist is provided for assistance only. Please return the entire proposal packet with the Offeror's Proposal.

Schedule of Events

<u>Event</u>	<u>Date</u>
RFP Issue Date	February 28, 2022
Pre-Proposal Meeting	March 7, 2022
Deadline for Receipt of Written Questions	March 11, 2022
Deadline for Posting of Written Answers to City's Website	March 16, 2022
RFP Response Due Date	March 29, 2022
Anticipated Award Date	April 7, 2022

(All time references in this document are to be understood as local,
Eastern Time for our City, Dublin, GA.)

PROJECT OVERVIEW

The City of Dublin is accepting proposals for Grounds Maintenance Contract Services. The City would like to pursue these professional services through an annual contract. Grounds Maintenance Contract Services covered under this agreement shall include General Specifications, Detailed Specifications, and Landscape Maintenance Tasks. This contract/agreement shall cover the below listed City owned facilities, grounds, assigned streets, and medians as follows:

- Highway 441 North/Country Club Road
- Highway 441 South Gateway
- Barron Airport Sign
- Bicentennial Park
- City Hall
- Downtown Areas as marked on map
- Farmer's Market
- Highway 80 Sign
- Highway 19 Sign
- Kellam Rd./Bellevue Rd.
- MLK Jr./Hudson St.
- MLK Jr Monument Park

- Northview Median
- Police Department
- Public Works Gate
- Railroad Park
- Riverwalk Park
- Springdale Rd. at Allen Dr.
- Stubbs Precinct
- Veterans Blvd. Median – East Section
- Veterans Blvd. Median – West Section
- Community Garden
- Hillcrest – West
- Hillcrest - East

SECTION 1: RFP INSTRUCTIONS

1.1 Single Point of Contact

From the date this RFP is issued until and Offeror is selected, **Offerors are not allowed to communicate with any staff (other than designee below) or elected officials of the City regarding this procurement.** Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Buyer:	Kris Harden, Purchasing Director
Address:	702 E. Madison St Dublin, GA 31021
Telephone Number:	478-277-5047
E-mail Address:	hardenk@dublinga.org

1.2 Required Review

- 1.2.1 Review RFP: Offerors should carefully review this RFP in it's entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Buyer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of the RFP.
- 1.2.2 Addenda: The City of Dublin may revise this RFP by issuing an addendum prior to its opening. The addendum will be posted on the City's website alongside the posting of the RFP at www.cityofdublin.org. Addenda will become part of the proposal documents and subsequent contract. Offerors must sign and return any addendum with their RFP response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City of Dublin may postpone an opening in order to notify vendors and to give Offerors sufficient tie to respond to the addendum.
- 1.2.3 Form of Questions: Offerors with questions of requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the Buyer referenced above on or **before** March 11, 2022. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

1.2.4 The City of Dublin's Answers: The City of Dublin will provide by March 16, 2022, an official written answer to all questions received within the period stipulated under Section 1.2.3. The City of Dublin's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City of Dublin. Any formal written addendum will be posted on the City's website alongside the posting of the RFP at March 16, 2022, by the close of business on the date listed. Offerors must sign and return any addendum with their RFP response.

1.3 Pre-Proposal Conference: A pre-proposal meeting will be conducted for this RFP on **Monday, March 7, 2022, at 2:00 PM** in the Council Chambers of Dublin City Hall located at 100 S. Church St., Dublin, GA, and site visits will follow. A bidder is strongly encouraged to attend each site of interest before bidding on lawn care services for this site.

1.4 Submitting a Sealed Proposal

1.4.1 Organization of Proposal: Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the Offeror's capabilities to satisfy the requirements of this RFP. To expedite the evaluation of the proposals, it is essential that Offerors follow the format and instructions contained herein. Offeror shall reference the proposal number and closing date and time on the outside, lower left corner of the envelope containing the proposal. Failure to include such information may delay opening of the proposal. Offerors must organize their proposals in the following format:

- a. Proposal Letter and Certification – Offeror's authorized representative(s) shall complete and sign the Proposal Letter and Certification and return it with the proposal.
- b. Scope of Project/Specifications – Offeror shall respond comprehensively and clearly to the requirements and shall include all documents, information, exceptions, clarifications, etc. as requested therein.
- c. Offeror Qualification – Offeror shall include all requested documents and information.
- d. Cost Submission – Offeror's authorized official to complete, sign, and return with proposal response.

- i. Offerors must respond to this RFP by utilizing the Schedule of Items found in Appendix A.
 - ii. Except in rare cases, a proposal may not be corrected, withdrawn, or cancelled by the Offeror for a 30-day period following the deadline for proposal submission as defined in the Schedule of events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the proposal.
 - iii. The Cost Proposal Form will be used as the primary representation of each Offeror's cost/price, and will be used extensively during proposal evaluations.
 - iv. Additional information should be included as necessary to explain in detail the Offeror's cost/price.
- e. Appendix A, Standard Forms – Offeror's authorized representative(s) must complete the standard forms and return with proposal response.
- f. Addenda – if any addenda have been issued, complete, sign and return the Proposal Cost Form and reference All Addenda issued for proposal.

1.4.2 Failure to Comply with Instructions: The City of Dublin may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

1.4.3 Multiple Proposals: Offerors may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document. Multiple proposals must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single proposal response.

1.4.4 Copies Required and Deadline for Receipt of Sealed Proposals: All proposals must be received in sealed opaque packaging. Offerors must submit the following number of copies to the address set forth on the Cover Page.

- a. One (1) unbound hard copy (3-ring binder okay) marked "Original" with original signatures

Proposals must be received sealed and at the Purchasing Office of the location noted on the Cover Page prior to **2:00 PM (EST) on Tuesday, March 29, 2022**. Facsimile or e-mail responses to invitation for proposals are NOT accepted.

1.4.5 Late Submissions, Withdrawals, and Corrections:

- a. Late Proposal: Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror's sole risk to assure delivery to the Purchasing Office by the designated time. Late proposals will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.
- b. Proposal Withdrawal: An Offeror requesting to withdraw its proposal prior to the RFP due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
- c. Proposal Correction: If an obvious clerical error is discovered after the proposal has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.

1.5 Offeror's Certification

- 1.5.1 Understanding of Specifications and Requirements: By submitting a response to this RFP, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.
- 1.5.2 Offeror's Signature: All signatures required in the proposal on behalf of an Offeror must be signed in ink by an individual authorized to legally binding the business submitting the proposal. The Offeror's signature on a proposal in response to this RFP guarantees that the prices quoted have been established without collusion and without effort to preclude the City of Dublin from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.
- 1.5.3 Offer in Effect for 30 Days: Except in rare cases, a proposal may not be corrected, withdrawn, or cancelled by the Offeror for a 30-day period following the deadline for proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the proposal.

1.6 Cost of Preparing a Proposal

- 1.6.1 City of Dublin Not Responsible for Preparation Costs: The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City of Dublin are entirely the responsibility of the Offeror. The city of Dublin is not liable for any expense incurred by the Offeror in the preparation and presentation of their proposal.
- 1.6.2 All Timely Submitted Materials Become Dublin's Property: All materials submitted in response to this RFP become the property of the City of Dublin and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the city of Dublin and Offeror resulting from this RFP process.

SECTION 2: RFP RECEIPT AND EVALUATION PROCESS

2.1 Authority – This RFP is issued under the authority of the City of Dublin.

2.2 Receipt of Proposals and Public Inspection

- 2.2.1 Public information: During the opening of sealed proposals, the Offeror's name will be read aloud and recorded. No other information will be disclosed at that time. Each proposal offer is considered open record and all information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying after the proposal award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Dublin; (3) any company financial information requested by the City of Dublin to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.
- 2.2.2 Buyer's Review of Proposals: Upon opening the sealed proposals received in response to this RFP, the Buyer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.2.1 above. Providing the following conditions have been met:
- a. Confidential information is clearly marked and separated from the rest of the proposal
 - b. Proposal does not contain confidential material in the cost/price section

c. An affidavit from an Offeror's legal council attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets.

Information separated out under this process will be available for review only by Buyer, the Finance Director, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

2.3 Classification and Evaluation of Proposals

2.3.1 Initial Classification of Proposals as Responsive or Nonresponsive: All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation progress or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. Proposals found nonresponsive may not be considered further.

2.3.2 Determination of Responsibility: The Buyer will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.

2.3.3 Evaluation of Proposals: During the evaluation of the proposals, the City reserves the right to request clarification of proposal responses and to request the submission of references, if deemed necessary for a complete evaluation of proposal responses. Recommendation for awards will be made to five (5) or less of the lowest responsive and responsible Offerors whose proposals are most economical according to designated criteria. The determination of the lowest responsive and responsible Offerors may involve these factors and proposals will be scored by the evaluation committee as follows:

- a. Price – 20%
- b. experience – 25%

- c. conformity to specifications – 10%
- d. Adequate staffing – 15%
- e. financial ability to meet the contract – 10%
- f. Sufficient equipment to do the job – 20%

The City shall be the judge of the factors and will make the award in the best interest of the City.

2.3.4 **Completeness of Proposals:** Selection and award will be based on the Offeror's proposal and other items outlined in this RFP. Submitted response may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation, if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.

2.3.5 **Opportunity for Discussion/Negotiation:** After receipt of all proposals and prior to the determination of the award, the City of Dublin may initiate discussions with one or more Offerors should clarification or negotiation be necessary.

2.3.6 **Contract Award:** Award, if any, will be made by the Mayor and City Council to the Offerors providing the lowest responsive and responsible proposals and all required documentation. Contract Award will not be based solely on price. While the City of Dublin has every intention to make an award as a result of this RFP, selected Offerors are not guaranteed work.

2.4 Dublin's Rights Reserved

While the City of Dublin has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City of Dublin to award and execute a contract. Upon a determination such actions would be in its best interest, the City of Dublin, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the Dublin website. If the FP is cancelled, the City of Dublin will not reimburse any Offeror for the preparation of its proposal. Proposals may be returned upon request if unopened;

- Reject any or all proposals received in response to this RFP,
- Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion,
- Enter into further discussions with one or more Offerors;
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications or this RFP which would not have significant impact on any proposal;
- Not award if it is in the best interest of the city of Dublin; or
- Terminate any contract if the City of Dublin determines adequate funds are not available.

SECTION 3: SCOPE OF PROJECT/SPECIFICATIONS

3.1.1 Project Overview: The City of Dublin requests sealed proposals to provide landscaping maintenance services to various locations within the City.

3.1.2 Objective: The objective of the procurement is to provide the landscaping maintenance services for various locations within the City of Dublin. Information regarding the overall system structure, general requirements and volume estimates is included elsewhere in this document and should be used as a basis for proposal preparation.

3.1.2 Background: The City of Dublin has a population of approximately 16,200 and is located in Laurens County, Georgia. The geographic area of the city is 13.3 square miles. The City of Dublin provides a full range of services to its citizens including public safety, utilities, sanitation, recreation, community development, and other governmental services.

3.1.4 Contractor/City of Dublin Communications: The contractor's primary contact will be the Public Works Director or his designee in all matters pertaining to the scheduling or daily performance of this contract. Throughout the period of the contract, the Contractor shall establish a local managing agent (Account Manager) to serve as the point of contact for dealing and communicating with the City. The managing agent will be available during working hours for coordination with the Public Works Director or his designee. The Contractor shall also furnish a 24-hour emergency contact number to insure prompt response to after-hours emergencies such as storm damage, snow and ice, or irrigation system issues.

3.1.5 Scheduling of Work: The contractor(s) must make every effort to stay on

schedule and shall complete all routine work on schedule. Working hours for this contract will be allowed during the week. A schedule will be established and deviations from this schedule will require approval from the Public Works Director or his designee. Official operating hours of City of Dublin are 7:00 AM to 5:00 PM, Monday through Friday excluding major holidays determined by the City prior to commencement of the contract. Some maintenance activities may be allowed before standard working hours to avoid high-vehicular traffic periods.

- 3.1.6 Default: City of Dublin reserves the right to suspend any or all work due to poor weather conditions or other extreme conditions. In the event any property or service to be furnished by the bidder under a contract or purchase order should for any reason not conform to the specifications contained herein, or to the sample submitted by the bidder with the proposal, the city may reject the property or service. Then, in which event, with specific instructions from the Finance Director, the bidder shall immediately remove the property without expense to the City and replace all rejected property with such property or service conforming to the specifications or samples. Should the bidder default in the performance of the foregoing paragraph, the City may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property to be replaced or substituted. Price paid by the city of Dublin in such event shall be the prevailing market price at the time the substitute purchase is made.
- 3.1.7 Complaints: In the event a user department determines that the contractor's performance has not been in accordance with its contract, the Public Works Director or his designee will complete and send to the contractor a written complaint stating the nature of the complaint and requesting an explanation. The contractor should respond promptly to all such complaints. Failure to satisfactorily respond will be considered in deterring the contractor's eligibility for future contracts.
- 3.1.8 Compensation: Payment will be made on a monthly basis within 30 working days after receipt of an approved itemized invoice from the Contractor and acceptance of the work by City of Dublin, less any deductions or assessments as described. Monthly invoices are to be submitted to the City of Dublin on/or before the 10th of the month for the preceding month. The amounts invoiced shall be

those agreed upon by this contract or by change order to the contract.

3.1.9 Disposal of Debris: All debris and any other matter removed from the contract area shall be transported and disposed of by the Contractor in compliance with federal, state, county and city laws. All material shall be covered while in transport to prevent spilling. The disposal must be at an authorized landfill. Any disposal fees and/or dumping charges are the responsibility of the contractor.

3.1.10 Additional Services: Response time for requests with additional services during special events must be no more than three (3) days.

3.2 Scope of Work and Locations

The Contractor guarantees the use of best practices and horticultural standards in workmanship and materials. All services shall be provided on a weekly basis Monday through Friday during regular business hours of 7:00 AM to 5:00 PM, excluding major holidays determined by the City prior to commencement of the contract, at all below mentioned locations unless otherwise stated. The Contractor shall assign a dedicated crew to this contract during each growing season (March – October).

Sites:

- Highway 441 North/Country Club Road
- Highway 441 South Gateway
- Barron Airport Sign
- Bicentennial Park
- City Hall
- Downtown Areas as marked on map
- Farmer's Market
- Highway 80 Sign
- Highway 19 Sign
- Kellam Road/Bellevue Road
- MLK Jr./Hudson Street
- MLK Jr Monument Park
- Northview Median
- Police Department
- Public Works Gate
- Railroad Park
- Riverwalk Park
- Springdale Road/Allen Drive

- Stubbs Police Precinct
- Veterans Blvd. Median – East Section
- Veterans Blvd. Median – West Section
- Community Garden
- Hillcrest – West
- Hillcrest - East

Other Locations:

Locations of blighted properties may need to be cleared on an on call basis and will be addressed as the need arises.

The Offeror must have access to an arborist (not required to be on staff) who will guide and assist with maintaining and proposing improvements for the above locations. This professional shall have a degree from accredited programs and demonstrated experience in the care of public spaces. In addition, the Offeror must have at least one Category 24 licensed commercial pesticide applicator on staff and must hold a current, valid Commercial Pesticide Contractor’s License.

The company shall conduct regularly scheduled training for maintenance staff, regarding all aspects of the job that are required within the scope of this proposal. Biographies of all key personnel must be included, and contain training received along with the number of years of experience in the industry.

3.3 Specification of Services

The Contracted services shall include the following:

- 3.3.1 Turf Mowing: Prior to each mowing, all trash and litter, sticks and other unwanted debris will be removed from lawns, plant beds, walkways and curbs, inside and outside fenced areas.
 - All lawn areas will be mowed once a week (or as weather conditions dictate) during the growing season (March – October). During the winter months (November – February) lawn areas will be mowed on an as needed basis to maintain a neat appearance. Leaves should be collected and removed every two (2) weeks through the fall season. Lawns will be mowed at a height of 2 – 2 ½ inches for all turf types. During dry periods, the height of the cut will be raised to prevent scalping damage to lawn areas. No more than one-third of the leaf blade will be mowed at each mowing.

- Grass clippings and leaves must be blown from curbs, streets and walkways after each mowing. Clippings are to be mulched on site and no clumps or heavy clippings should be left on turf. Debris must be removed from the premises. When available, all yard waste should be mulched or composted. Leaves or debris must not be blown into streets or storm drains.
- Alternating mowing patterns shall be used at each cutting to eliminate any ruts that may form from mower wheels.
- All mower blades shall be kept sharp to prevent damage to the turf.
- All lawnmowers shall be mulching mowers, with mulching blades to prevent any side discharge for safety of pedestrians and to ensure a clean and neat appearance upon completion.
- Operators will cut lawns at a reasonable speed and small hand mowers will be used in tight spots, along beds and other places where a large riding mower would cause damage to flower beds, rain gutters, signs, or other property.
- In lawn areas, all grass shall be trimmed using string trimmers around trees, shrubs, planting beds, concrete slabs, utility pads, fencing, signs, picnic tables, benches, and other obstacles that prevent mower access. Care should be taken to assure fences, building, signs, exterior landscape lighting, plumbing/sewer clean-outs and other structures are not damaged. Trimming using string trimmers will be done with each mowing. Trimming around trees will be accomplished without damage to plants.

3.3.2 Edging: All lawn areas, mulched areas adjacent to hard surfaces and curbed islands shall be edged mechanically using a steel blade once a week. This shall include all curbs, sidewalk, parking areas, all areas including bed areas abutting turf or mulch and all areas where turf or mulch meets asphalt, concrete and other hard surfaces in order to maintain a neat and clean appearance. Straw and or mulch shall not be permitted to encroach upon and or lay upon sidewalks or top of curbs.

3.3.3 Sweeping: Sweep, vacuum, or blow clean all sidewalks, roadways, parking lots, and/or concrete areas affected by work. All debris shall be removed from the site; debris of any kind may not be blown and left on City streets, park roadways, parking lots or storm drains.

3.3.4 Weeding and Weed Control: In early spring a pre-emergent herbicide will be applied to mulched areas and groundcover beds. Certain groundcover or perennial plantings may not receive pre-emergent as to avoid damage to the plant material. Any MSDS Sheets for chemicals used must be provided.

- A non-selective herbicide will be applied weekly to walkways, curbs, and other paved areas to help prevent growth of weeds in paved area cracks.
- Bedded areas, pine straw, mulched areas shall be kept weed, grass and moss free by hand or by use of herbicides. Chemicals will be applied according to the product label and under the supervision of a certified applicator (certification must be submitted to the City). Weeds will be disposed of properly; do not leave uprooted weeds on site.
- Along fence lines, around the perimeter of buildings shall be kept weed free by hand or by use of herbicides.
- Pick up and remove all leaves and debris in bedded/landscaped areas and parking lots starting in autumn (when leaves on surrounding trees start to fall) and perform this service one a week until leaves cease falling.

3.3.5 Pruning/Trimming: The contractor shall prune all trees to their intended growth form and remove dead, broken, diseased and/or crossing over branches (trees and shrubs are not to be allowed to grow together unless designed to do so as a hedge). Shrubs are to be kept pruned to their intended natural form. Hedges shall be trimmed frequently to keep pace with growth rate of plantings.

- Plants and shrubs shall be pruned by the contractor at the best time for flower bud development, foliage growth, and as the health and appearance of the plant may require. Prune or head back plants in keeping with the natural character of the plants.
- Trees will be pruned to avoid conflict with vehicular or pedestrian traffic and will not be allowed to interfere with gutters, facilities, site lighting, security cameras, or signage. Trees, shrubs and ground cover must be kept off fire hydrants, signs, walls, sitting areas, walkways, driveways and fences.
- Kudzu, poison ivy, wisteria and other vines are to be kept from climbing up trees.
- Shrubs around buildings will be kept pruned to a height no higher than the building windowsills and shall not touch building walls. Other hedges and shrubs shall be kept trimmed as designed within the existing landscape, or as requested by the City.

3.3.6 Mulching: The contractor shall apply a minimum 2.5 to 3 inch layer of pine straw/mulch in all designated areas and or areas which currently have pine straw/mulch. This shall be performed two (2) times a year (Spring and Fall), and be maintained throughout the year. Additional mulching may be necessary as

conditions dictate throughout the year. Any additional pine straw to be provided by the Contractor and billed to the City. Care shall be taken to avoid trampling and smothering of shrubs and groundcover during mulch application.

**Rake all bedded areas as often as require ensuring a fresh appearance. Pine straw/mulch shall not be in contact with tree trunk, approximate 1-foot radius.

3.3.7 Aeration and Dethatch of Turf: Aerate all grass areas once annually after full green-up. Aerate with a core aerator. Drag or brush lawn after aeration to break up cores. Blow adjacent paved areas clean. Aerate areas that receive heavy foot traffic twice annually, in Spring and Fall. These include Centennial Plaza turf, Jackson Street Plaza turf, and the Farmer's Market.

3.3.8 Fire Ant Control: Treat all turf and landscaped areas once annually with a long-term, fipronil-containing insecticide providing 12-month control. Monitor landscaped areas for evidence of fire ant activity and treat accordingly with granular insecticide.

3.3.9 Ornamental/Annual Beds: Prepare a design for all seasonal color beds for review by the City. Plant the approved flowers in designated locations twice a year according to the design provided by April 15th and October 15th.

- Deadhead (remove) spent flowers twice a month during the months of November through April and four (4) times a month from May through October.
- Regularly monitor all flowering plants for disease and insect infestation. Apply fungicide, insecticide and/or slug bait only as necessary to control specific problem areas, and only after consulting and gaining approval by the city.

3.3.10 Fertilization and Weed Control: The contractor shall supply and apply all fertilizers and weed control as part of this proposal contract. The following schedule shall be included as part of this proposal. MSDS Sheets must be provided.

Lawn Care Services

Jan – Feb Pre-emergent, fertilization, broadleaf weed control

March – Apr Pre-emergent, fertilization, broadleaf weed control, pest control

- May – June Post-emergent, fertilization
- July – Aug Post-emergent, fertilization
- Sept – Oct Pre-emergent, fertilization, lime if needed
- Nov – Dec Pre-emergent, broadleaf weed control

(Pre-emergent should only be used if a known weed problem warrants its use. The chosen chemical will be recommended and used for the specific weed problem only after approval is given by the City.)

Tree and Shrub Services

- Jan – Oct Insect control, disease control
- Nov – Dec Horticultural oil, disease control

Bed and Weed Control – All beds will be kept 95% grass free. Spot spraying may be used for weeds under 6 inches tall as necessary. Weeds over 6 inches in height are to be hand-pulled or cut to 6 inches or less before treating with herbicide.

- March Pre-emergent, weed control
- May Pre-emergent, weed control
- July Pre-emergent, weed control
- August Pre-emergent, weed control
- September Pre-emergent, weed control
- October Pre-emergent, weed control

(Pre-emergent should only be used if a known weed problem warrants its use. The chosen chemical will be applied only after approval is given by the City.)

All grass areas will be fertilized twice annually (Spring and Fall)

- 3.4 Inspection:** All vendors are required to take pictures once the job has been completed and send them to the designated email address as indicated by the department. Sites inspections will be made to ensure the work requested was satisfactorily completed before payment.
- 3.5 Other:** The contractor shall report to the City any plant and/or tree material not exhibiting normal growth and vigor (including sod). If it has been determined that the material is beyond reviving, as written report recommending replacement shall be given to the appropriate City representative in the Public Works

Department. This report shall include: (a) identify the location, size and type of plant; (b) identify the reason for the decline; (c) cost of replacement.

3.6 Additional Provisions: Any damage to the site made by the contractor during the execution of these services will be the responsibility of the contractor to repair. Provisions within this contract may be modified or added according to a mutual, written agreement between the City and the contractor. The contractor agrees to cooperate, confer, and report to the designated department representatives.

- The contractor will submit an invoice with a monthly report summarizing work performed, including chemicals used as well as the amount.
- The City may review and inspect the contractor's work at any time during the term of the contract.

SECTION 4: OFFEROR QUALIFICATIONS/SERVICES

4.1 City's Right to Investigate – The City may make such investigations as deemed necessary to determine the ability of the Offeror to provide the supplies and/or perform the services specified.

4.2 Offeror Informational Requirements – In determining the capabilities of an Offeror to perform the services specified herein, the following informational requirements must be met by the Offeror. **(Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to ranking reductions.)**

4.2.1 Offeror Informational Requirements: In determining the capabilities of an Offeror to perform the services specified herein, the following informational requirements must be met by the Offeror. The Offeror shall submit the following information. Offerors taking exception to any requirements listed in this section may be found non responsive or may be subject to ranking reductions.

1. **Business License:** Contractor must be actively engaged in the business of providing contract community lawn maintenance service for a minimum of three (3) continuous years. Provide a copy of current business license.
2. **Resumes/Company Profile and Experience:** Offeror shall specify how long the individual/company submitting the proposal has been in the business of

- providing services similar to those requested in this RFP. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects to perform the services requested. Offeror should specify how long it has been in the business of providing these services and under what company name.
3. **Contact Information:** Name, e-mail, and telephone number of Offeror's designated contact.
 4. **References:** Provide evidence of good service by submission of five (5) or more references with one being a current customer and one being a commercial contact as described within the Specifications of the RFP. Offeror shall provide a list of five (5) government and/or commercial projects successfully completed. References may be contacted to verify Offeror's ability to perform the services requested. Negative references may be grounds for proposal disqualification. Note that the reputation of the Offeror regarding adequacy of their past skillful performance of work of this type and magnitude required herein, shall be considered when making the award of contract and lack thereof is grounds for rejection. (See Exhibit A for Reference Form)
 5. **Financial Stability:** Offeror shall provide sufficient data to lead evaluators to the conclusion that Offeror has the financial capability to successfully perform.
 6. **Method of Providing Services:** Offeror should provide a description of the work plan and the methods to be used that will convincingly demonstrate to the City what the Offeror intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished.
 7. **Contractor's Employees:** Identification – Contractor's employees shall be required to wear a clean uniform bearing the Contractor's name. Employees who normally and regularly come in direct contact with the public shall bear some means of individual identification, such as a nametag or identification card. Driver's License – Employees driving the contractor's vehicles shall at all times possess and carry a valid vehicle operator's license issued by the State of Georgia, the class of which shall be appropriate for the vehicles operated, in accordance with State Law. Conduct – Contractor's employees, officers, and subcontractors shall not identify themselves as being employees of City of Dublin. Employees shall conduct themselves in such manner as to avoid embarrassment to the City and to the Contractor. In the event of difficulty with the public, the City shall be notified immediately. The Contractor will agree to prohibit the use of intoxicating substances by drivers and crewmembers while on duty or in the course of performing their duties under this contract. No employee of the Contractor or any subcontractor who is

suspected of being under the influence of intoxicating substances shall be permitted to perform work under this contract.

8. **Contractor's Equipment:** Equipment – The Contractor shall provide and maintain during the entire period of this contract, equipment sufficient in number, condition, and capacity to efficiently perform the work and render the services required by this contract. All vehicles must be maintained in good repair, appearance and sanitary condition at all times. City of Dublin reserves the right to inspect the Contractor's vehicle at any time to ascertain said condition. All portable 2 – cycle powered lawn and garden equipment shall have EPA required labeling attached attesting compliance with EPA Phase 1 emission standards. The Contractor shall use the oil recommended by the equipment manufacturer that complies with EPA Phase 1 emission standards, and as a minimum, all 2-cycle engines shall use oil of ISO GC grade or better.
9. **Safety:** All materials and performance of work must meet federal, state and local safety laws. All chemicals, used in the performance of the contract, must carry an EPA number. Contractor must provide protective clothing, eye protection, etc. to its employees to adequately protect them, adjacent property and the public. All equipment guards must be used at all times in the proper position.

SECTION 5: COST SUBMISSION

Offerors shall respond to this bid utilizing the Cost Bid form.

SECTION 6: TERMS AND CONDITIONS

The City of Dublin's Terms and Conditions are set forth below. Offerors should notify the City of Dublin of any Terms and Conditions that either preclude them from responding to the RFP or add unnecessary cost. This notification must be made by the deadline for receipt of written/e-mailed questions or with the Offeror's RFP response. Any requests for material, substantive, important exceptions to the standard terms and conditions will be addressed by formal written addendum issued by the designated Buyer. The City of Dublin reserves the right to address any non-material, minor, insubstantial exceptions to the terms and conditions with the highest-scored Offeror at the time of contract negotiation.

6.1 Additional Contract Provisions and Terms

This RFP, including all RFP documents and any addenda, the Offeror's bid, including any amendments, any clarification question responses, and any negotiations shall be

included as part of the contract upon award. In the event of a dispute as to the duties and responsibilities of the parties under the contract, the contract, along with any attachments prepared by the City of Dublin, will govern in the same order of precedence as listed in the contract.

6.2 Performance Prior to Contract Execution

The successful Offeror shall not begin performance of the project prior to the execution of a formal written contract by the City of Dublin and the Offeror. Any Offeror beginning performance prior to the execution of the contract shall be deemed to be proceeding at the Offeror's risk, and shall not be entitled to any compensation for such performance. In addition, the City of Dublin reserves the right to withdraw or cancel the award of the RFP.

6.3 Contract Term

The contract term for this proposal shall be for the duration of the project until completion upon written approval of the City and successful Offeror.

6.4 Contract Termination

The City may terminate, by written notice to the Offeror, any resulting contract without cause. The City must give notice of termination to the Offeror at least 30 days prior to the effective date of termination.

6.5 Subcontractors

The Offeror proposing the best solution to the City will be the prime contractor, if a contract is awarded, and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the Proposal submission. The City of Dublin reserves the right to approve all subcontractors. The Contractor shall be responsible to the City of Dublin for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this ITB shall create any contractual relationships between any subcontractor and the City of Dublin.

6.6 Bonding Requirements

No bonds are required for this RFP.

6.7 General Insurance Requirements

The Offeror shall provide the City of Dublin with a certified copy of each of the policies or binders to the address listed under Section 1.1 indicating the existence of the policies prior to the beginning of the contract term. In the event a binder is delivered, it shall be replaced within ten (10) days by a certified copy of the policy. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to the City of Dublin representative named in the contract. A renewal policy or certificate shall be delivered to the City of Dublin at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City of Dublin as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City of Dublin, the Offeror shall deliver to the City of Dublin representative upon demand a certified copy of any policy required herein for review. The Certificates of Insurance shall state that the City of Dublin is additionally insured.

- Statutory Workers' Compensation Insurance:

Employers Liability:

- Bodily Injury by Accident \$100,000 each accident
- Bodily Injury by Disease \$500,000 policy limit
- Bodily Injury by Disease \$100,000 each employee

- Comprehensive General Liability Insurance:

- (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage Owner's and Contractor's Protective
- (b) Products/Completed Operations Insurance
- (c) Broad Form Property Damage
- (d) Personal Injury Coverage

- Comprehensive Automobile Liability Insurance:

- (a) \$1,000,000 limit of liability

(b) Comprehensive form covering all owned, non-owned and hired vehicles

- Excess Umbrella Liability Insurance:

(a) \$1,000,000 limit of liability

(b) Coverage at least as broad as primary coverage as outlined under Items 1, 2 and 3 above

6.8 Compliance with Workers' Compensation Act

The Contractor is required to supply the City of Dublin with proof of compliance with the Workers' Compensation Act while performing work for the City of Dublin. Neither the Contractor nor its employees are employees of the City of Dublin. Proof of compliance must be received at the address listed under Section 1.1 within acceptable time limits established by the contract. If the Contractor does not meet the State's requirement for workers' compensation coverage, the certificate of insurance shall state that the contractor waives subrogation in regard to workers' compensation.

6.9 Compliance with Illegal Immigration Reform and Enforcement Act

E-Verify Program: The City of Dublin is committed to compliance with federal and state laws requiring the verification of newly hired employees to ensure they are lawfully entitled to work in the United States. As such, the City of Dublin shall not enter into a contract for the physical performance of services unless the contractor registers and participates in a federal work authorization program (E-Verify). An Offeror should include a fully executed E-Verify affidavit as part of its proposal (Appendix A).

Requirement to Participate in a Federal Work Authorization Program (E-Verify):

(1) Pursuant to O.C.G.A. § 13-10-91:

a. Public employers shall not enter into any contract for the physical performance of services within the State of Georgia unless the contractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;

b. Subcontractors shall not enter into any contract with a contractor for the physical performance of services within the State of Georgia unless such subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and

c. Sub-subcontractors shall not enter into any contract with a subcontractor or sub-subcontractor for the physical performance of services within the State of Georgia unless such sub-subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.

(2) As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is “E-Verify” operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at that website address. Contractor, Subcontractor, and Sub-subcontractor Evidence of Compliance:

(1) Public employers who enter into a contract for the physical performance of services within the State of Georgia shall include in such contract a provision stating that compliance with the requirements of O.C.G.A. § 13-10-91 are conditions of the contract.

(2) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor’s agreement that, in the event the contractor employs or contracts with a subcontractor in connection with the covered contract, the contractor will secure from such subcontractor attestation of the subcontractor’s compliance with O.C.G.A. 13-10-91 by the subcontractor’s execution of the subcontractor affidavit and maintain records of such attestation for inspection by the City of Dublin at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.

(3) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor’s agreement that, in the event the contractor employs or contracts with a subcontractor that employs or contracts with any sub-subcontractor, the subcontractor will secure from such sub-subcontractor attestation of the sub subcontractor’s compliance with O.C.G.A. § 13-10-91 by the sub-subcontractor’s execution of the sub-subcontractor affidavit and maintain records of such attestation for inspection by the City of Dublin at any time. Such sub-subcontractor affidavit shall become a part of the subcontractor/sub-subcontractor agreement.

(4) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

6.10 Compliance with Laws

The Offeror must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Offeror subjects subcontractors to the same provision. The Offeror agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

6.11 Drug-Free Workplace

If Contractor is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

6.11.1 Certification: If Contractor is an entity other than an individual, it hereby certifies that:

- i. A drug-free workplace will be provided for the Contractor's employees during the performance of this contract; and
- ii. It will secure from any subcontractor hired to work in a drug-free workplace the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name), certifies to the Contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph 7 of subsection B of Code Section 50-24-3."

6.11.2 Penalties: Contractor may be suspended, terminated, or debarred if it is determined that:

- i. The Contractor has made false certification hereinabove; or
- ii. The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Section 50-24-3.

6.12 Substitutions and Change Orders

No change orders are permitted after contract award without written approval by the

City Administrator. Where specific employees are proposed by the Offeror for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City of Dublin agrees to a replacement. Requests for any substitution will be reviewed and may be approved by the City of Dublin at its sole discretion. Verbal agreements to the contrary will not be recognized.

6.13 Invoicing and Payment

The City of Dublin agrees to pay the Offeror in current funds for the performance of the contract subject to additions and deductions as provided in the General Conditions of the contract. Upon completion of work and acceptance of the items, the Offeror shall submit an invoice detailing the appropriate charges as currently allowed. When all Work is completed and final acceptance has been approved by the City, the Offeror may invoice for the amount retained.

The City will process approved payment requests under this project to the awarded Contractor. Payment to subcontractors and suppliers is the responsibility of the awarded Contractor. The City will not entertain any other payment arrangements.

Invoices shall be submitted to:

City of Dublin
Attn: Accounts Payable
PO Box 690
Dublin, GA 31040

Upon receipt of invoice and inspection and acceptance of the items, the City of Dublin will render payment. All such invoices will be paid within thirty (30) days by the City of Dublin unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Offeror will provide complete cooperation during any such investigation. Successful Offeror(s) must provide the City with a completed and signed W-9.

6.14 Taxes

No sales tax will be charged on any orders.

6.15 Deliveries

In the event there are to be deliveries on site, all goods and materials will be F.O.B. Destination, Freight Prepaid and Allowed. The onsite delivery address shall be coordinated with the Facility Director or his/her designee at the specified location within the City of Dublin. No freight or postage charges will be paid by the City of Dublin unless such charges are included and accepted in the bid price and awarded by contract. The Offeror, at Offeror's expense, will arrange to have someone onsite to inspect and accept delivery. The Offeror has sole responsibility for securing all materials at the project site. Offeror shall transfer and deliver to the department named all of the goods and/or services described in this bid for the consideration set forth herein. Risk of loss of the goods shall pass to the department upon acceptance only. Title to the goods shall remain with vendor until acceptance by the department.

Appendix A – Standard Forms

This section contains the forms necessary to ensure compliance with various laws as described within this RFP.

Please complete, sign, and return each of the following forms with the bid submittal:

- Cost Bid Form

- References

- List of Subcontractors

- Affidavit Verifying Contractor Participation in Federal Work Authorization Program (E-Verify)

COST BID FORM

TO:

Kris Harden, Purchasing Director

CITY OF DUBLIN

702 E. MADISON ST

DUBLIN, GEORGIA 31021

In compliance with your Invitation To Bid, the undersigned, hereinafter termed the Bidder, proposes to enter into a Contract with the City of Dublin, Georgia, to provide the necessary machinery, tools, apparatus, other means of construction, and all materials and labor specified in the Contract Documents or as necessary to complete the Work in the manner therein specified within the time specified, as therein set forth, for:

RFP #22.02.001 - LANDSCAPING MAINTENANCE SERVICES

The Bidder has carefully examined and fully understands the Contract, Specifications, Plans, and other documents hereto attached, has made a personal examination of the Scope of Work, has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his bid is accepted, he will contract with the City of Dublin in full conformance with the Contract Documents.

It is the intent of this Bid to include all items of scope of work and all Work indicated called for in the Specifications, or otherwise a part of the Contract Documents.

In accordance with the foregoing, the undersigned proposes to furnish and construct the items listed in the attached Bid schedule for the unit prices stated.

The Proposer agrees that the cost of any work performed, materials furnished, services provided or expenses incurred, which are not specifically delineated in the Contract Documents but which are incidental to the scope, intent, and completion of the Contract, shall be deemed to have been included in the prices bid for the various items scheduled.

Offeror must check and initial applicable blank below:

Offeror affirms that specifications are exactly met:

Yes _____ No _____

ANY DEVIATION FROM SPECIFICATIONS MUST BE COMPLETELY EXPLAINED BY Offeror. Bidder will explain exact particulars where bid does not meet exactly the specification if “No” is checked above.

If this proposal shall be accepted by the City of Dublin and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, and give satisfactory Performance and Payment Bonds, or furnish satisfactory proof of carriage of the insurance required within ten (10) days from the date of Notice of Award of the Contract, then the City of Dublin may, at its option, determine that the undersigned abandoned the Contract and there upon this bid shall be null and void, and the sum stipulated in the attached Bid Bond shall be forfeited to the City of Dublin as liquidated damages.

Offeror agrees that the provisions of the City of Dublin are incorporated herein by reference and made a part hereof just as if it had been fully set out herein. Provided, however, that in the event of a conflict between the terms and conditions contained therein and the terms and conditions of this Contract, the latter shall govern.

Offeror agrees that from the date this Request for Proposals is issued until an award is made, Offerors are not allowed to communicate with any staff or elected officials of the City regarding this procurement. Any unauthorized contact may disqualify the bidder from further consideration. Contact information for the single point of contact is as follows:

Buyer: Kris Harden, Purchasing Director

Address: 702 E. Madison St.
Dublin, GA 31021

Telephone Number: 478-277-5047

E-mail Address: hardenk@dublinga.org

Bidder has carefully examined the Bidding Documents entitled:

RFP #22-0228-01 - LANDSCAPING MAINTENANCE SERVICES;

Proposal Due Date: March 29 , 2022, 2:00 PM EST;

Acknowledges receipt of the following addenda numbers and dates, if any:

_____;

And has examined the premises and conditions affecting the Work, the undersigned proposes to furnish all services, labor and materials called for by them for the Base Bid Work, in accordance with said documents, for a lump sum amount:

COST WORKSHEET

SUPPLIER

NAME: _____

The supplier agrees to provide landscaping services at the following monthly rates for each location. Write N/A if a service is not required for that site.

LOCATIONS:	SERVICES	UNIT Cost/PER SERVICE COST	MONTHLY COST
Hwy. 441/Country Club Road	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
441 South Gateway	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	

	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Barron Airport Sign	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Bicentennial Park	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	

City Hall	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Downtown Areas	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Farmer's Market	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	

	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Hwy. 80 Sign	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Hwy. 19 Sign	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	

	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Kellam Rd. at Bellevue Rd. island	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
MLK Jr./Hudson St.	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
MLK Monument Park	Turf Mowing	\$ _____	
	Edging	\$ _____	

	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Northview Median	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Police Department	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	

	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Public Works Gate	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Railroad Park	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	

Riverwalk Park	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Springdale Rd. @ Allen Dr.	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Stubbs Precinct	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	

	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Veterans Blvd. Median – East Section	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Veterans Blvd. Median – West Section	Turf Mowing	\$ _____	
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	

	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Community Garden	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Hillcrest West	Turf Mowing	\$ _____	\$ _____
	Edging	\$ _____	
	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	
Hillcrest East	Turf Mowing	\$ _____	
	Edging	\$ _____	

	Sweeping	\$ _____	
	Weed Control	\$ _____	
	Pruning	\$ _____	\$ _____
	Mulching	\$ _____	
	Aeration	\$ _____	
	Fire Ant Control	\$ _____	
	Ornamental Beds	\$ _____	
	Fertilization	\$ _____	

Total Cost of Locations: \$ _____

All Locations: Cost per hour/ Extra Work - Suppliers must also quote an hourly rate for extra work and work performed during special events on Monday-Friday, Saturday and Sunday/holidays. The extra \$ _____ work rate must include labor, services, and equipment used.

Note: All interested suppliers should attend the pre-bid meeting and view the grounds. Prices cannot be amended due to errors made by the supplier. Exceptions: Fully explain any exceptions in proposed services to the specifications as described in the request for proposal.

Bidder further declares that the full name and business address of Bidder's Principal is as follows:

Signed, sealed, and dated this _____ day of _____

Bidder _____

Company Name: _____

Bidder Mailing Address: _____

By: _____

Title: _____

Phone: _____

E-Mail: _____

Exhibit A -REFERENCES

REFERENCES: Please provide the City with the last five (5) clients of similar size and scope. You may submit your standard list of references as opposed to using this form, but you still need to complete and sign at the bottom.

REFERENCE # 1

Name of Entity/Firm:

Mailing Address:

City/State/Zip Code:

Contact Person

Name:_____

Contact Person Telephone Number:

Date When Work Performed:

Description of Work Performed:

REFERENCE # 2

Name of Entity/Firm:

Mailing Address:

City/State/Zip Code:

Contact Person

Name:_____

Contact Person Telephone Number:

Date When Work Performed:

Description of Work Performed:

REFERENCE # 3

Name of Entity/Firm:

Mailing Address:

City/State/Zip Code:

Contact Person

Name: _____

Contact Person Telephone Number:

Date When Work Performed:

Description of Work Performed:

REFERENCE # 4

Name of Entity/Firm:

Mailing Address:

City/State/Zip Code:

Contact Person

Name: _____

Contact Person Telephone Number:

Date When Work Performed:

Description of Work Performed:

REFERENCE # 5

Name of Entity/Firm:

Mailing Address:

City/State/Zip Code:

Contact Person

Name: _____

Contact Person Telephone Number:

Date When Work Performed:

Description of Work Performed:

List of Subcontractors

Please list any subcontractors:

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:

Name:

Address:

Telephone Number:



City of Dublin, Georgia

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a Federal Work Authorization Program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Dublin, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dublin at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 20 _____

Notary Public _____

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)



City of Dublin, Georgia

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

EEV/ Basic Pilot Program* User Identification Number

Date _____

BY: Authorized Officer or Agent
(Subcontractor Name)

Title of Authorized Office or Agent of Subcontractor

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

Notary Public _____

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration (SSA)