



**Whitfield County Schools**

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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# **Request for Proposal**

**For**

## **Grounds Maintenance Mowing 2020**

**For The**

**Whitfield County Schools  
Purchasing Department  
1030 Hill Road  
Dalton, GA 30721**

**RFP # WCS-FA-2019-029**

**October 18, 2019**

RFP # WCS-FA-2019-029

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**SECTION 1.0**  
**NOTICE TO INTERESTED COMPANIES**

1.1 Product / Service:                      Grounds Maintenance - Mowing 2020

1.2 Owner:                                      Whitfield County Board of Education  
1306 South Thornton Ave.  
Dalton, Georgia 30720

1.3 Representative of Owner:              Jim Fugate  
Procurement Officer

1.4 Anticipated Time Frames:

|   |                  |
|---|------------------|
| Issue RFP to market                               | October 18, 2019 |
| Pre-Proposal meeting                              | October 23, 2019 |
| Questions on RFP due                              | October 25, 2019 |
| Response to questions posted                      | October 29, 2019 |
| RFP responses due in Procurement Office by 2:00pm | November 6, 2019 |
| Proposal Evaluations                              | TBD              |
| (Optional) Vendor Presentation/Interview          | TBD              |
| Recommendation to Whitfield County Board          | December 2, 2019 |

**Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.**

**END OF SECTION**

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**SECTION 2.0**  
**GENERAL INSTRUCTIONS**

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing) -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

**October 23-25, 2019 at 8:30am to 4:00pm**

at

**Central Office Board Room  
1306 South Thornton Ave.  
Dalton, GA 30720**

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-FA-2019-029 Grounds Maintenance - Mowing 2020”** and submitted to:

Jim Fugate  
Procurement Officer  
1030 Hill Road  
Dalton, Georgia 30721

**OR**

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing) -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE  
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on November 6, 2019**

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**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing)

**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TOBACCO/ALCOHOL/DRUGS/WEAPONS**

All forms of tobacco products, alcohol, drugs and weapons are prohibited on District property.

2.15 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at [www.wcsga.net/TermsAndConditions](http://www.wcsga.net/TermsAndConditions)

**END OF SECTION**

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**SECTION 3.0**  
**PROPOSAL FORM**

**For The General Proposal for the Product or Service: Grounds Maintenance - Mowing 2020**

**ADDRESSED TO:** Jim Fugate  
Whitfield County Schools  
1030 Hill Road  
Dalton, Georgia 30721

Dear Jim Fugate,  
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

**Titled: Grounds Maintenance - Mowing 2020**  
**Dated: October 18, 2019**

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

**Respectfully submitted:**

---

**Contractor/Vendor (Company Name)**

---

**Representative (Name and title)**

---

**Signature**

---

**Business Address**

---

**Federal I.D. Number**

**END OF SECTION**

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**SECTION 3.0**  
**PROPOSAL FORM (Continued)**

**Base Services Cost Proposal**

\_\_\_\_\_ (Company) agrees to each specification listed in the RFP **Grounds Maintenance - Mowing 2020** and submits the proposal of:

\_\_\_\_\_ (Dollars) for products and services rendered.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Facilities Director**.

**Additional Cost Items**

\_\_\_\_\_ Hourly rate for labor (man hours) for additional work provided outside the terms of the contract.

**Include this form with your complete proposal as detailed in:**

**SECTION 5.0 PROPOSAL REQUIREMENTS**  
**TAB 5 Cost**

**END OF SECTION**

## **SECTION 4.0**

### **SELECTION CRITERIA**

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

**PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.**

#### **4.1 COST**

4.1.1 Determination based on price proposal.

#### **4.2 PROPOSAL CRITERIA**

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

#### **4.3 TECHNICAL**

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

#### **4.4 REFERENCES / EXPERIENCE**

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

**Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.**

**END OF SECTION**

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## **SECTION 5.0**

### **PROPOSAL REQUIREMENTS**

#### **5.1 Proposal Requirements:**

**The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:**

#### **TAB 1 Company and contact information**

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

#### **TAB 2 Understanding and Ability to meet all RFP Requirements**

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

#### **TAB 3 Satisfactory Record of Performance**

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

#### **TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.**

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

**TAB 5 Cost**

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

**TAB 6** Additional information not requested.

**END OF SECTION**

**SECTION 6.0**  
**PRODUCT / SERVICE REQUIREMENTS**

**6.1 GENERAL REQUIREMENTS**

- 6.1.1 All employees shall be dressed in a manner authorized by the proposer and in accordance with the Whitfield County Schools Employee dress code which may be found at: <http://files.wcsga.net/support-services/WCS-Staff-Dress-Code.pdf> Uniforms shall be worn which fully identify the employee as a member of the proposer's work force.
- 6.1.2 All vehicles must be marked to identify that they are owned by the proposer.
- 6.1.3 **Employees shall report any property loss or damage** to their supervisor immediately. The supervisor shall report such damage to the principal or site administrator immediately and to the Manager of Facilities and Safety within 24 hours in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.

**6.2 THE WORK TO BE PERFORMED**

- 6.2.1 Mowing dates begin / end March 1 – October 31. Specific dates based on weather and growth of grass.

**GRASS MUST BE MOWED TO PROVIDE NEAT APPEARANCE  
BEFORE THE FIRST DAY OF SCHOOL. EVERY YEAR.**

- 6.2.2 Mowing should occur according to contracted schedule which will be on a 7 day or 10 day basis, weather permitting. A variance from the contracted schedule must be coordinated with and receive written approval from Manager of Facilities and Safety.

**Price proposal must contain prices for 7 day schedule and 10 day schedule.**

**RESPONDENT MUST WORK WITH SCHOOL ADMINISTRATORS TO  
ACCOMMODATE SPECIAL EVENTS (BE FLEXIBLE)**

- 6.2.3 No work may be performed during testing dates / times. You will be provided a schedule. During testing, mowing must be scheduled after 3:30 pm and weekends.
- 6.2.4 Since work will generally be performed at times when school children are present, **proposer must use extreme caution** to ensure the safety of our students and staff.
- 6.2.5 Grass is to be mowed in designated areas to a height of 3 inches **with a mulching kit installed. No grass clippings on walls, windows, HVAC system, vehicles, etc..**
- 6.2.6 All windfall limbs to be removed from site.

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**SECTION 6.0**  
**PRODUCT / SERVICE REQUIREMENTS (Continued)**

- 6.2.7 Site areas to mow **DO NOT** include sports fields.
- 6.2.8 Retention Ponds at Coahulla Creek, Eastside, Cedar Ridge (back 2 ponds) to be mowed 4 times during mowing season. First week in April, first week in June, last week in July and first week of October.  
Retention Ponds at Antioch, Cedar Ridge (Front pond only) and Tunnel Hill must be mowed every time with 7 or 10 day schedule.
- 6.2.9 Bush Hog designated areas:  
Beaverdale, Cedar Ridge. 3 times per year. First week in April, last week in July, first week in October.  
Southeast - Bush Hog 2 times per year – First week in April and Last week in July. Finish mow that area from the first week in August through last week in September for athletic events parking area.  
(Actual areas to be mowed / bush hogged will be covered at Pre-Bid meeting)
- 6.2.10 String trim and edge around all landscaping, sidewalks, parking lots and drives.
- 6.2.11 Spray mulch beds, sidewalks, and asphalt areas with Round Up (or equivalent) as needed.
- 6.2.12 Blow grass clippings and debris from all entrances, sidewalks, parking lots and drives.
- 6.2.13 Mow in such a way as to not leave mower tire / grass tracks on sidewalks.

**6.3 THE FACILITIES WHERE WORK IS TO BE PERFORMED**

**Elementary Schools**

1. Antioch Elementary, 1819 Riverbend Road, Dalton, GA 30721
2. Beaverdale Elementary, 9196 Highway 2, Dalton, GA 30721
3. Cohutta Elementary, 254 Wolfe St., Cohutta, GA 30710
4. Cedar Ridge Elementary, 285 Cedar Ridge Rd., Dalton, GA 30721
5. Dawnville Elementary, 1380 Dawnville Road, Dalton, GA 30721
6. Eastside Elementary, 102 Hill Rd., Dalton, GA 30721
7. New Hope Elementary, 1175 New Hope Rd., Dalton, GA 30720
8. Pleasant Grove Elementary, 2725 Cleveland Rd., Dalton, GA 30721
9. Tunnel Hill Elementary, 203 East School St., Tunnel Hill, GA 30755

**Middle Schools**

1. New Hope Middle, 1111 New Hope Rd., Dalton, GA 30720

**High Schools**

1. Coahulla Creek High, 3361 Crow Rd., Dalton, GA 30721
2. Northwest High, 1651 Tunnel Hill-Varnell Rd., Tunnel Hill, GA 30755

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**SECTION 6.0**  
**PRODUCT / SERVICE REQUIREMENTS (Continued)**

3. Southeast High, 1954 Riverbend Rd., Dalton, GA 30721
4. Northwest Georgia College and Career Academy

**Administrative / Other**

1. Central Office Building, 1306 S. Thornton Ave., Dalton, GA 30720
2. Operations Campus, 1030 Hill Rd., Dalton, GA 30721
3. Student Services Center, 201 E. Tyler St., Dalton, GA 30721

**END OF SECTION**

**SECTION 7.0**  
**ADDITIONAL INFORMATION**

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

**END OF SECTION**



**SECTION 8.0**  
**ADDITIVE / ALTERNATE**

**8.1 MOWING SCHEDULE**

8.1.1 Price proposal must contain pricing for 7 day mowing schedule and 10 day mowing schedule.

**END OF SECTION**

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## SECTION 9.0 EVALUATION MATRIX / COMMITTEE

### RFP Respondent Selection Matrix

W/CS-FA-2019-029

Categories

| Respondents                   | Ranking | Weighted | Ranking | Weighted | Ranking | Weighted |
|-------------------------------|---------|----------|---------|----------|---------|----------|
| Price                         | 30%     | 0        |         | 0        |         | 0        |
| Met RFP Response Requirements | 25%     | 0        |         | 0        |         | 0        |
| Suitability for Purpose       | 20%     | 0        |         | 0        |         | 0        |
| Experience with Company       | 15%     | 0        |         | 0        |         | 0        |
| Management Expertise          | 10%     | 0        |         | 0        |         | 0        |
| <b>Total Points</b>           |         | <b>0</b> |         | <b>0</b> |         | <b>0</b> |

Note: All RFP requirement must include Certificate of Insurance that meets RFP stated requirements.

Signed

Date

Jim Fugate - Procurement Officer

Eric Patterson - Facilities Director

Marty Robertson - Mgr. Facilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_