



**Whitfield County Schools**

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

*tradition • purpose • excellence*

# **Request for Proposal**

**For**

## **Grounds Maintenance Mowing and Maintenance Athletic Fields**

**For The**

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

**RFP # WCS-FA-2019-001**

**January 15, 2019**

RFP # WCS-FA-2019-001

Page 1 of 22

# Contents

<b>SECTION 1.0</b> .....	4
<b>NOTICE TO INTERESTED COMPANIES</b> .....	4
<b>SECTION 2.0</b> .....	5
<b>GENERAL INSTRUCTIONS</b> .....	5
2.1 QUESTIONS .....	5
2.2 MANDATORY PRE-PROPOSAL MEETING .....	5
2.3 SUBMISSION .....	5
2.4 SUBMISSION DEADLINE .....	5
2.5 EVALUATION .....	5
2.6 FUNDING .....	6
2.7 COSTS .....	6
2.8 SIGNATURE .....	6
2.9 SELECTION .....	6
2.10 PAYMENTS .....	6
2.11 SITE INSPECTION .....	6
2.12 INSURANCE .....	6
2.13 E-VERIFY AFFIDAVIT .....	7
2.14 NON-COLLUSION CLAUSE .....	7
2.15 GOVERNING LAW .....	7
2.16 INDEMNIFICATION .....	7
2.17 AWARD .....	8
2.18 CONTRACT .....	8
2.19 TRANSFER .....	8
2.20 TERMINATION .....	8
2.21 TOBACCO/ALCOHOL/DRUGS .....	8
2.22 PROPOSER'S EMPLOYEES .....	8
<b>SECTION 3.0</b> .....	10
<b>PROPOSAL FORM</b> .....	10
<b>SECTION 3.0</b> .....	11
<b>SECTION 4.0</b> .....	12
<b>SELECTION CRITERIA</b> .....	12
4.1 COST .....	12

4.2	PROPOSAL CRITERIA .....	12
4.3	TECHNICAL .....	12
4.4	REFERENCES / EXPERIENCE .....	12
<b>SECTION 5.0 .....</b>		<b>13</b>
<b>PROPOSAL REQUIREMENTS.....</b>		<b>13</b>
5.1	Proposal Requirements:.....	13
<b>SECTION 6.0 .....</b>		<b>14</b>
<b>PRODUCT / SERVICE REQUIREMENTS .....</b>		<b>14</b>
6.1	GENERAL REQUIREMENTS .....	14
6.2	SERVICE LEVEL AGREEMENT .....	14
6.3	THE WORK/PRODUCT .....	14
6.4	THE FACILITIES WHERE WORK IS TO BE PERFORMED .....	17
<b>SECTION 7.0 .....</b>		<b>20</b>
<b>ADDITIONAL INFORMATION.....</b>		<b>20</b>
<b>SECTION 8.0 .....</b>		<b>21</b>
<b>ADDITIVE / ALTERNATE.....</b>		<b>21</b>
<b>SECTION 9.0 .....</b>		<b>22</b>
<b>EVALUATION MATRIX / COMMITTEE .....</b>		<b>22</b>

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

1.1 Product / Service: **Grounds Maintenance - Mowing and Maintenance Athletic Fields**

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	January 15, 2019
Pre-Proposal meeting	January 22, 2019
Questions on RFP due	January 24, 2019
Response to questions posted	January 25, 2019
RFP responses due in Procurement Office by 2:00pm	January 29, 2019
Proposal Evaluations	January 30, 2019
(Optional) Vendor Presentation/Interview	January 31, 2019
Recommendation to Whitfield County Board	February 6, 2019

**END OF SECTION**

RFP # WCS-FA-2019-001

**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 at:

**9:00 am on January 22, 2019**

at

**Operations Department  
1030 Hill Road  
Dalton, GA 30721**

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Hard Copies and a PDF version on a USB drive or CD/DVD**, be clearly marked **“PROPOSAL – RFP WCS-FA-2019-001”** 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

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on January 29, 2019**

2.5 **EVALUATION**

Proposed product / 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 product / services. All companies who submit a proposal will be notified of the final award. **See Section 9.0 for evaluation matrix.**

RFP # WCS-FA-2019-001

2.6 FUNDING

This proposal is based on available funding; therefore, work cannot begin until Whitfield County Schools has issued a Purchase Order.

2.7 COSTS

Full cost of preparation 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 the Board considers the most advantageous for the Board.

2.10 PAYMENTS

Payment for product / services received will be made on a monthly basis after the invoice is approved by the **Director of Facilities and Maintenance**. Payment shall be made within a reasonable timeframe. The Whitfield County School District is exempt from all state sales tax and federal excise tax. These taxes must be deducted from any proposal.

2.11 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 that may affect the work.

2.12 INSURANCE

The proposer shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

- 1) Commercial/Comprehensive General Liability
  - a) \$1,000,000 Bodily Injury Per Person
  - b) \$1,000,000 Bodily Injury Aggregate Limit
  - c) \$ 500,000 Property Damage Per Occurrence
  - d) \$1,000,000 Property Damage Aggregate Limit
- 2) Comprehensive Automobile Liability
  - a) \$1,000,000 Property Damage Per Occurrence
- 3) Workmen's Compensation and Employer's Liability

- a) \$ 500,000 Bodily Injury Per Person
- 4) Umbrella or Excess of Loss Coverage
  - a) \$5,000,000 Per Occurrence
- 5) The proposer will provide an insurance certificate within 21 days after acceptance of contract.
- 6) Whitfield County School District must have 10 days notice of cancellation or change in insurance coverage and give its approval.

The District shall be named as an additional insured by Endorsement on the proposer's policy as to the subject contract.

2.13 E-VERIFY AFFIDAVIT

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

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

2.14 NON-COLLUSION CLAUSE

By signing this document, the contractor certifies that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting an offer for the same items, and is in all respects fair and without collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences and civil damage awards.

2.15 GOVERNING LAW

THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK AND THE SERVICES HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF GEORGIA, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN GEORGIA, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

2.16 INDEMNIFICATION

The vendor shall indemnify, hold harmless and defend the Board, its agents, servants and employees from and against any and all claims, liability, losses, charges, expenses (including attorney fees) and / or cause of action, which may

RFP # WCS-FA-2019-001

arise from any negligent act, or omission of the vendor, its agents, servants, or employees in the performance of services under this contract.

Nothing contained herein is intended to be a waiver in any respect whatsoever of the Board's right to assert under any circumstances whatsoever its claims of governmental and or official immunity from any liability or damages asserted against it by any natural person or entities created by law.

2.17 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.

2.18 CONTRACT

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a period beginning on the date the contract is signed by both parties and ending December 31 of the current 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.

2.19 TRANSFER

No contract or its provisions may be assigned, sublet, or transferred without written consent of the District.

2.20 TERMINATION

Whitfield County School District reserves the right to cancel the contract upon thirty (30) days written notice to the proposer, with or without cause.

2.21 TOBACCO/ALCOHOL/DRUGS

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

2.22 PROPOSER'S EMPLOYEES

2.22.1 All matters pertaining to recruiting, screening, hiring, compensating, retaining, and terminating shall be the exclusive responsibility of the proposer. These matters shall be done fully in compliance with all state and federal statutes and regulations pertaining to affirmative action, non-



discrimination, wage and hour, insurance, and any other stipulations prudent to employee management.

- 2.22.2 Employees shall be of good integrity and character. **Whitfield County School District policy requires that all contractors, consultants, or vendors providing services on Whitfield County Schools premises be fingerprinted and submit to a criminal background check**, initiated by Whitfield County Schools, prior to providing services to the District. There is a fee associated with the background check that is payable online at time of registration for fingerprinting of each applicant. The payment of this fee is the sole responsibility of the contractor, consultant, vendor or the employing company.
- 2.22.3 Only those employees who have been properly trained shall be assigned duties under this proposal.
- 2.22.4 Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the Maintenance Director.
- 2.22.5 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.**
- 2.22.6 All vendor vehicles must be clearly marked with company name and logo to identify ownership.

**END OF SECTION**

RFP # WCS-FA-2019-001

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

**For The General Proposal for the Product or Service: Grounds Maintenance - Mowing and Maintenance Athletic Fields**

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

Dear Jim Fugate,  
Having carefully examined the Request for Proposal

**Titled: Grounds Maintenance -Mowing and Maintenance Athletic Fields**

**Dated: January 15, 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**

RFP # WCS-FA-2019-001

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

**Base Services Cost Proposal**

\_\_\_\_\_ (Company) agrees to each specification listed in the RFP Grounds Maintenance – Mowing and Maintenance Athletic Fields and submits the proposal of:

\_\_\_\_\_ (Dollars) Per Year for services rendered.

It is understood that Whitfield County Schools will be billed on a monthly basis the annual amount divided by 12.

**Additional Cost Items**

\_\_\_\_\_ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

\_\_\_\_\_ Hourly rate for labor (man hours).

\_\_\_\_\_ Hourly rate for lawn care equipment.

**For Whitfield County Schools internal budgeting purposes, please provide the annual cost included above for all fertilizing, aerating and top dressing.**

\_\_\_\_\_ (Dollars) Per Year

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

**SECTION 5.0 PROPOSAL REQUIREMENTS**

**END OF SECTION**

## **SECTION 4.0**

### **SELECTION CRITERIA**

Selection of the company and system will be based on the following standards. Four rubrics will be used to assist with the selection of the company. The rubrics will deal with 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. Non-responsive offerors are those who submit proposals that do not unequivocally agree to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.5 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 Board of Education. 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**

RFP # WCS-FA-2019-001

## **SECTION 5.0**

### **PROPOSAL REQUIREMENTS**

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

The proposal must include the following items in a systematic organization in order specified to be considered a complete proposal:

#### **TAB 1 Understanding and Ability to meet all RFP Requirements**

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

#### **TAB 2 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 3 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 4 Cost**

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

#### **TAB 5 Additional information not requested.**

**END OF SECTION**

RFP # WCS-FA-2019-001

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

**6.1 GENERAL REQUIREMENTS**

6.1.1 Maintain Athletic Fields and surrounding turf inside perimeter fence of athletic fields / tracks.

**6.2 SERVICE LEVEL AGREEMENT**

6.2.1 Provide athletic field and track turf management that exemplifies quality care.

**6.3 THE WORK/PRODUCT**

**6.3.1 Equipment List (Recommended)**

- a) Reel Mower with 60 inch cut or greater (Preferred equipment for field areas)
- b) Rotary mower with 60 inch cut or greater (For non-field areas)
- c) Top Dresser (example: Mill Creek or Ty Crop)

**FERTILIZER TRUCKS PROHIBITED ON FIELDS**

- d) Boom sprayer (example: Toro Multi Pro Boom Sprayer or similar)
- e) Infield Drag

**6.3.2 Mowing Schedule**

- a) For the hybrid Bermuda grass, (Tifway and Tifway II), a mowing height of  $\frac{3}{4}$  to 1 inch is preferred, and for common Bermuda grass 1  $\frac{1}{2}$  to 2 inches is preferred. The first mowing in the spring should be low by as much as one-half the desired height. The grass should be mowed often enough so that no more than  $\frac{1}{3}$  of the leaf surface is removed at a mowing. Generally, this means the field should be cut twice a week during the summer. High mowing heights don't need as frequent mowing. If this cutting height damages the grass the Owner will be responsible for replacing. The clippings during the last cut before game day must be bagged
- b) May through October -twice per week on a Wednesday and Saturday Monday and Thursday or Tuesday and Friday schedule. Vendor must coordinate with athletic schedule to allow for painting field, etc.
- c) November through April -as needed to keep a neat appearance.

**6.3.3 Top Dressing**

- a) All Athletic Fields with Bermuda grass areas are to be dressed one time per year. Base quote on 50 tons Brown Top Dressing Sand or Masonry Sand per field per school. Actual tons of sand applied to each field may vary based on need. Additional tonnage that may be required for top dressing shall be billed separate from the base quoted amount at the

RFP # WCS-FA-2019-001

same cost per ton. **Must be completed between May 15<sup>th</sup> and June 15<sup>th</sup> in conjunction with 1<sup>st</sup> aeration.**

**6.3.4 De-Thatch and Aerate**

- a) All athletic fields must be de-thatched once per year prior to top dressing. Aerate all football fields twice per year (May to June and again in July). Aerate all soccer, baseball and softball fields once per year in June.

**6.3.5 Fertilization Program**

- a) In March, soil samples are to be taken from each field and sent to laboratory for analysis for pH, phosphorus and potassium needs. Adjust fertilization as required for each turf.
- b) All fields will require:
  - 1. Spring fertilization for “green up”.
  - 2. Monthly application of Nitrogen during active growing season (1 lb of nitrogen per 1,000 sq.ft. per month)
  - 3. Fall fertilization for “winterization”.

**Schedule and Amounts must be submitted for approval**

**6.3.6 Irrigation**

- a) Contractor is to schedule irrigation to obtain optimal growth patterns without interfering with scheduled sporting events.

**Schedule must be submitted for approval**

**6.3.7 Weed Control**

- a) Apply pre-emergent (must be Ronstar or equivalent) and post-emergent as needed for weed control.

**6.3.8 Flagging Treated Fields**

- a) Fields must be flagged every time they are treated and school office should be left a ticket listing treatment.

**6.3.9 Athletic Tracks**

- a) Must keep tracks with concrete curbs edged and asphalt edges must be sprayed with Round-Up to keep a two (2) inch edge. All runways and field event areas must be edged and sprayed to control weeds/grass.
- b) All tracks and field event areas must be blown off after each fertilization treatment or top dressing. All tracks must be kept clear of any mower clippings.
- c) At the athletic sporting tracks, the only additional information concerning work will be to show the contractor where and how he can drive his mowers and equipment across the tracks. Contractor shall provide

RFP # WCS-FA-2019-001

protection to ensure that the athletic sporting tracks are not damaged as equipment is being transported across tracks.

6.3.10 **Infield Areas (softball/baseball)**

- a) Drag twice a week to keep skinned areas free of weeds and grass.
- b) Edge out all skin areas 2 weeks prior to each sports starting season.

6.3.11 **It is the Contractor's responsibility to verify actual areas of athletic fields.**

6.3.12 **String Trimming**

Perform all string trimming as required to maintain neat appearance inside perimeter fencing of athletic areas.

6.3.13 **Winter Rye**

All football fields, soccer fields and baseball must be sown with perennial rye in early fall. No later than October 1<sup>st</sup>. Spray with herbicide to remove rye 1 week before last game of the season in late winter / early spring.

6.3.14 **Pre-Emergent**

Pre-Emergent must be applied to Bermuda fields that are to be seeded with perennial rye. Application is to be in July (8 weeks prior to seeding). Pre-Emergent is to be Resolute (or equivalent that is certified for Bermuda and athletic fields) for the prevention of Poa Annua and other weeds.



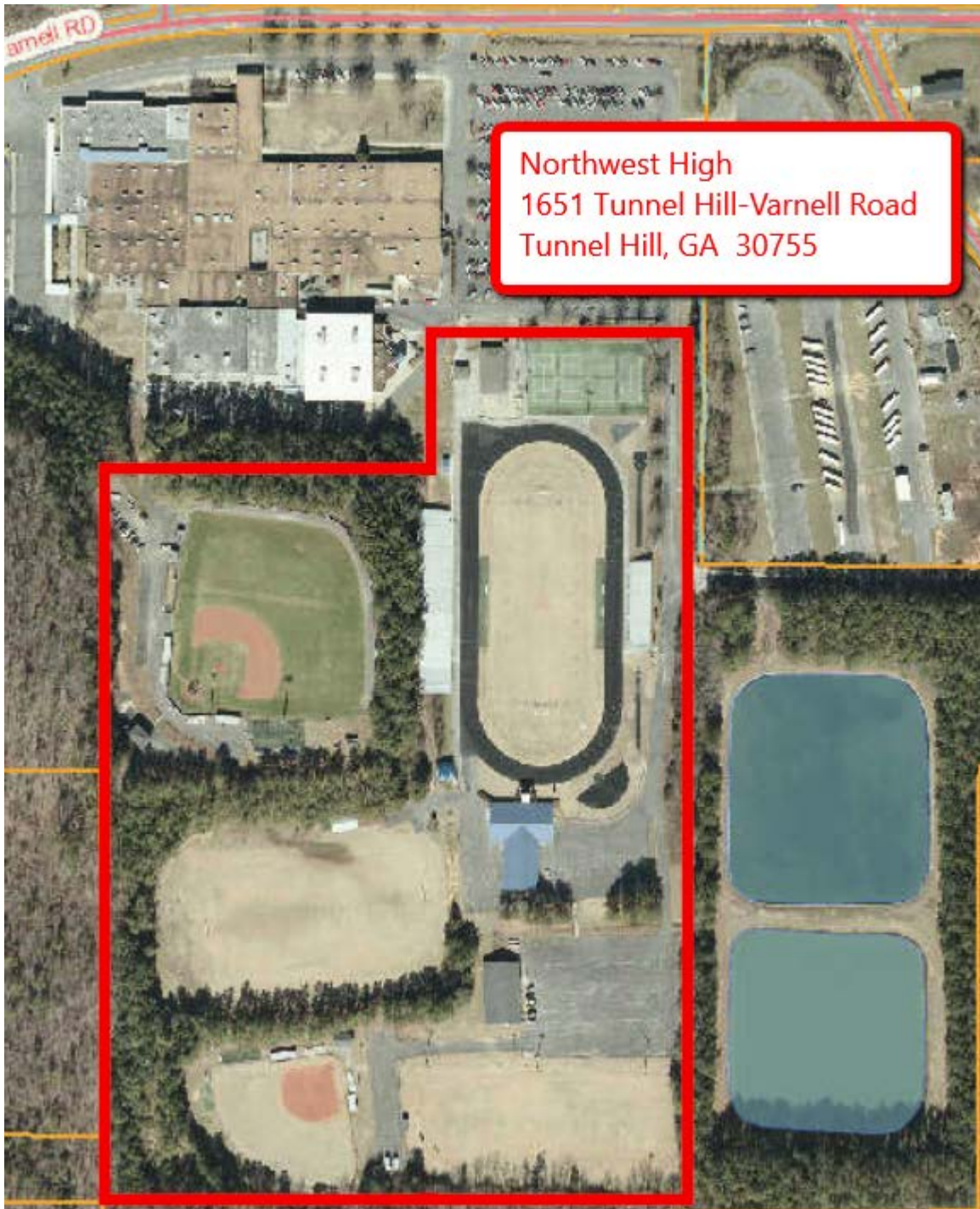
**6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED**

**Coahulla Creek High School**

3361 Crow Road  
Dalton, GA 30721



**Northwest High School**  
1651 Tunnel Hill-Varnell Road  
Tunnel Hill, GA 30755



RFP # WCS-FA-2019-001

**Southeast High School**  
1954 Riverbend Road  
Dalton, GA 30721



**END OF SECTION**

RFP # WCS-FA-2019-001

Page 19 of 22

**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 No additive / alternate.

**END OF SECTION**

## SECTION 9.0 EVALUATION MATRIX / COMMITTEE

**RFP Respondent Selection Matrix**  
Grounds Maintenance - Mowing Athletic Fields  
WCS-FA-2019-001

Respondent's	Score	Weighted	Score	Weighted	Score	Weighted
Price	30%	0	0	0	0	0
Met RFP Response Requirements	25%	0	0	0	0	0
WCS Experience with Company / References	20%	0	0	0	0	0
Quality of equipment	10%	0	0	0	0	0
Management Expertise	10%	0	0	0	0	0
Personnel Experience	5%	0	0	0	0	0
<b>Total Points</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Score 1-5, 5 being the best. Ties are allowed.  
 Note: All RFP requirement must include Certificate of Insurance that meets RFP stated requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Jim Fugate - Procurement Officer \_\_\_\_\_

Eric Patterson \_\_\_\_\_

Marty Robertson \_\_\_\_\_

**END OF SECTION**