

CITY OF BRUNSWICK, GEORGIA

MAY 2020

REQUEST FOR PROPOSAL

**CEMETERY MOWING AND GROUNDS MAINTENANCE
SERVICES**



**Engineering & Public Works
525 Lakewood Ave
Brunswick, Georgia 31520
galberson@cityofbrunswick-ga.gov**

CEMETERY MOWING AND GROUNDS MAINTENANCE SERVICES FOR THE CITY OF BRUNSWICK

The City of Brunswick, Georgia (the City) will receive proposals for CEMETERY MOWING AND GROUNDS MAINTENANCE SERVICES until Tuesday, May 19, 2020, at 2:00 p.m. EST. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson
Director of Engineering & Public Works
City of Brunswick
525 Lakewood Ave
Brunswick, Georgia 31520
galberson@cityofbrunswick-ga.gov

All proposals must be marked “**CEMETERY MOWING & GROUNDS MAINTENANCE RFP.**” The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted. Proposals received after the scheduled opening time and date will remain unopened and will not be considered.

Questions regarding this request for proposals should be submitted in writing to Garrow Alberson, Director of Engineering & Public Works, at galberson@cityofbrunswick-ga.gov, prior to 12:00 noon on Tuesday, May 12, 2020. Responses to any questions will be posted to the City of Brunswick’s website no later than Friday, May 15, 2020.

Proposals may also be submitted electronically through the online vendor service “Vendor Registry” where they will remain sealed until the deadline has passed. Service providers can sign up with Vendor Registry by visiting the City of Brunswick’s website at www.brunswickga.org and click the provided link found under the “News and Announcements” section and follow the instructions provided.

The City of Brunswick anticipates making a single award; however, it reserves the right to make multiple awards should it deem in the best

interest of the City. It is anticipated that such an award, if any, will be accomplished within sixty (60) days (unless otherwise agreed upon by the Proposer and the City) from the proposal opening.

The City of Brunswick provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veteran's status. This policy ensures all segments of the business community have access to supplying the goods and services needed by The City of Brunswick.

**THE BOARD OF COMMISSIONERS, CITY OF BRUNSWICK, GEORGIA
RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS,
WAIVE TECHNICALITIES AND MAKE THE AWARD IN THE BEST
INTEREST OF THE CITY.**

-End of This Section-

CEMETERY MOWING AND GROUNDS MAINTENANCE FOR THE CITY OF BRUNSWICK

Project Description: The City of Brunswick is interested in entering a contract for mowing and grounds maintenance of three (3) cemeteries within the City. Services included in the contract shall be mowing, edging, trimming, blowing, and weed control. Cemetery locations shall include Palmetto Cemetery (including Palmetto East), Greenwood Cemetery, and Oak Grove Cemetery (including Oak Grove Annex).

Scope of Services: The following tasks, at a minimum, will be included in the bid price:

- **Mowing:** All grassed areas shall be mowed on a bi-weekly basis (26 visits per year per cemetery). Grass clippings may be left on grassed areas, but no visible clumps shall remain.
- **Trimming:** All hardscape areas (including border walls, roads, driveways, fences, etc.) and softscape areas (tree rings, plant beds, etc.) shall be trimmed with steel blade edgers or string trimmers during each visit.
- **Blowing:** Grass clippings and trimming debris shall be blown from roads, driveways & plots during each visit.
- **Weed control:** Weeds shall be trimmed or removed from paved areas with string trimmers or steel blade edgers. Chemical treatment may be used to assist with weed control with approval from City Public Works staff.

Additional services: Tasks other than those listed in the Scope of Services such as debris cleanup and removal from tropical storms or hurricanes and removal/disposal of trees and large limbs will not be included in this contract. Those tasks may be added at the time of the event at an additional cost and shall be priced at that time.

Licenses, Permits & Insurance: Contractor shall possess a valid business license in Glynn County or City of Brunswick. Contractor shall possess the required pesticide/herbicide licenses if chemicals are used for

weed control, pest control, or other measures. Contractor shall provide certificates of workers compensation and general liability insurance.

Payment: Contractor shall submit monthly invoices for services. Invoices shall be paid by the City within 30 days of receipt of invoice.

Contract Renewal: Initial term of contract shall be 12 months beginning July 1, 2020 through June 30, 2021. Unless cancelled by either party, contract will renew for two additional terms through June 30, 2022, and June 30, 2023. A 1.5% price increase will be applied prior to each additional term. Contract may be cancelled by either party upon written notice at least 30 days prior to end of term.

Addenda to RFP: If the City determines that an amendment is required to this RFP, or if questions are received from potential respondents, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

Proposal Requirements:

- All proposals shall include vendor's full contract bid price for the services requested.
- Vendor shall include price and description of any services to be included in contract beyond the scope of services listed above.
- Submittals shall also include references (including contact information) of three previous customers (current or former) who have used the vendors services.

Proposals will be evaluated on:

- Conformance to minimum requirements listed in this RFP;
- References from previous customers;
- Cost of the services.

Conflict of Interest: Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

Negotiations and Contract award: The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation Request, sole source or do nothing.

-End of This Section