



**CITY OF WAYCROSS  
REQUEST FOR PROPOSAL  
MOWING 3 CITY CEMETERIES  
FY20-09  
August 6, 2019**

**GENERAL**

The City of Waycross will be accepting sealed proposals from Lawn Care Contractors for the mowing of 3 city owned cemeteries. Proposals will be accepted until, **2:00 p.m., Wednesday, August 28, 2019**. Envelope must be sealed and marked Bid # FY20-09 Mowing .Proposals may be mailed to the City of Waycross Purchasing Department, PO Drawer 99 Waycross, GA 31502 or hand delivered to City of Waycross, Purchasing Department, 417 Pendleton Street. The City of Waycross does not accept late, faxed or emailed bids.

**There will be a mandatory pre-bid meeting at Oakland Cemetery Offices located off Alice Street at 9:00 a.m., Monday, August 19, 2019 to familiarize yourself with the scope of work to be completed.**

**SCOPE OF WORK TO BE DONE AT EACH LOCATION**

Oakland Cemetery – Plant Avenue – Approximately 47 acres.  
Mowed 2 time during the month.  
Weed eat around each grave space and head stones.

Lott Cemetery - Tebeau Street – Approximately 5 acres  
Mowed 2 times each month  
Weed eat around each grave space and head stones.

Hazzard Hill Cemetery – Central Avenue – Approximately 17 acres  
Mowed 2 time each month/  
Weed eat around each grave space and head stones.

**STANDARD INSTRUCTIONS:**

1. Upon award Certificate of Insurances and Workers Comp Insurance forms must be submitted. Contractor will be held responsible for any damage done to grave sites.
2. Completed E-Verify to be submitted with proposal
3. Include 5 business references that you have completed similar work with. Include names and phone numbers.
4. Brief synopsis of your business; number of years in business, number of employee, list of equipment that you will be using.
5. Request for Quote sheet has been included and must be completed and returned with bid. Pricing shall be for 1 complete mowing/weed eating of each location.
6. Mowing is required between the months of April – November (may fluctuate due to weather) on an as needed basis.
7. The time period of this contract shall be September 2019 – November 2020.

**EVALUATION CRITERIA**

- |                         |     |
|-------------------------|-----|
| 1. Price                | 60% |
| 2. Experience/Equipment | 30% |
| 3. References           | 10% |

**TERMS AND CONDITION**

The City reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, to make an award in the best interest of the City. City shall be the sole judge as to which proposal is best and will make an award that is the absolute best value for the City, which may or may not be the lowest proposals.

# City of Waycross P.O. Drawer 99 Waycross, GA 31502

REQUEST FOR QUOTATION	
BID #:	FY20-09 Mowing
DATE:	August 6, 2019
THE ABOVE NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE.	
<b>THIS IS NOT AN ORDER</b>	
CHARGEABLE ACCOUNT NUMBER	
PLEASE QUOTE ON THIS SHEET IN SPACES INDICATED BELOW FOR THE ARTICLES DESCRIBED. NOTE DELIVERY REQUIRED AND IN QUOTING, ADVISE DEFINITE DELIVERY. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS PRINTED AND/OR TYPED HEREON.	

QUOTE NOT LATER THAN 2:00 pm, Wed, 8/28/19	REQUISITION NO.	DATE OF REQUISITION
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## This is not an order

WE QUOTE YOU AS BELOW	
NAME OF COMPANY	
BY (SIGNATURE)	
OFFICIAL TITLE	DATE

DELIVERY REQUIREMENT		DELIVERY PROMISED	TERMS	F.O.B.	
ASAP ARO		Days	% Days	Waycross, GA 31501	
ITEM	QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
1.	1	Complete Mow and Trimming Oakland Cemetery			\$
2.	1	Complete Mow and Trimming Lott Cemetery			\$
3.	1	Complete Mow and Trimming Hazzard Hill Cemetery			\$

This quote sheet is provided for your convenience. Please return completed form with your bid. Contact James Smart with any questions concerning this proposal.  
912-281-5535 or jsmart@waycrossga.com

**LINDA E. JONES, CPPB  
PURCHASING DIRECTOR**

## QUOTATION REQUEST