



Request for Proposal

For

Grounds Maintenance Mowing

For The

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

RFP # WCS-LG-2016-002

January 25, 2016

RFP # WCS-LG-2016-002

Contents

SECTION 1.0	NOTICE TO INTERESTED COMPANIES	4
SECTION 2.0	GENERAL INSTRUCTIONS	5
2.1	QUESTIONS	5
2.2	SUBMISSION	5
2.3	SUBMISSION DEADLINE	5
2.4	MANDATORY PRE-PROPOSAL MEETING	5
2.5	MANDATORY TOUR OF FACILITIES	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	GOVERNING LAW	7
2.15	INDEMNIFICATION	7
2.16	AWARD	8
2.17	CONTRACT	8
2.18	TRANSFER	8
2.19	TERMINATION	8
2.20	TOBACCO/ALCOHOL/DRUGS	8
2.21	PROPOSER'S EMPLOYEES	9
SECTION 3.0	PROPOSAL FORM	10
SECTION 4.0	SELECTION CRITERIA	11
4.1	PROPOSAL CRITERIA	11
4.2	COST	11
4.3	TECHNICAL	11
4.4	REFERENCES	11

SECTION 5.0 PROPOSAL REQUIREMENTS.....	12
5.1 Proposal Requirements:.....	12
SECTION 6.0 <u>SERVICE</u> REQUIREMENTS	13
6.1 GENERAL REQUIREMENTS	13
6.2 THE WORK	13
6.3 THE FACILITIES WHERE WORK IS TO BE PERFORMED	14
SECTION 7.0 <u>ADDITIVE</u> / ALTERNATE	15

SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **Grounds Maintenance - Mowing**
- 1.2 Owner: **Whitfield County Board of Education**
 1306 South Thornton Ave.
 Dalton, Georgia 30721
- 1.3 Representative of Owner: **Jim Fugate**
 Director of Logistics and Purchasing

END OF SECTION

RFP # WCS-LG-2016-002

SECTION 2.0

GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions and comments should be sent via email to:
jim_fugate@whitfield.k12.ga.us.

2.2 **SUBMISSION**

All proposals must be submitted to:

Jim Fugate
Director of Logistics and Purchasing
1030 Hill Road
Dalton, Georgia 30721

OR

jim_fugate@whitfield.k12.ga.us

2.3 **SUBMISSION DEADLINE**

Proposals must arrive no later than **11:00 a.m. (EST) on Monday, February 22, 2016**. Proposed 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 services. All companies who submit a proposal will be notified of the final award.

2.4 **MANDATORY PRE-PROPOSAL MEETING**

Only those proposers who attend the pre-proposal meeting at **9:00a.m., on February 2, 2016**, shall be eligible for submission of a proposal. The pre-proposal meeting will be held at the Whitfield County Purchasing Department, 1030 Hill Road, Dalton, GA 30721.

2.5 **MANDATORY TOUR OF FACILITIES**

It shall be the sole responsibility of the proposer to visit each facility to acquaint itself with the nature and extent of work involved. Site visits will be conducted over 2 days. **The first day of tour will start immediately after the Pre-Proposal meeting on the 2nd and will leave on February 3rd from 1030 Hill Road, Dalton, GA 30721, at 8:00am.** Transportation to all sites will be provided. District will have representatives to conduct tours and answer questions. Tours are **mandatory** for proposers.

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 services received will be made on a monthly basis after the invoice is approved by the Manager of Facilities and Safety. 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) \$10,000,000 Per Occurrence
- 5) The proposer will provide an insurance certificate with 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.whitfield.k12.ga.us/purchasing

2.14 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.

2.15 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

RFP # WCS-LG-2016-002

of action, which may 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.

2.16 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.

2.17 CONTRACT

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, 2016 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.

2.18 TRANSFER

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

2.19 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.

2.20 TOBACCO/ALCOHOL/DRUGS

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

2.21 PROPOSER'S EMPLOYEES

- 2.21.1 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.
- 2.21.2 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 the contractor, consultant, vendor or the employing company.
- 2.21.3 Only those employees who have been properly trained shall be assigned duties under this proposal.
- 2.21.4 Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the School District upon request of the Manager of Facilities and Safety.
- 2.21.5 The proposer agrees to be responsible for and shall provide general supervision of all his employees working under this proposal. Whenever any employee is working, there shall be a designated supervisor directing all work.
- 2.21.6 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.whitfield.k12.ga.us/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.**

END OF SECTION

SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Service: Grounds Maintenance - Mowing

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

Dated: January 25, 2016

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

RFP # WCS-LG-2016-002

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.

4.1 PROPOSAL CRITERIA

- 4.1.1 Proposal submitted on time.
- 4.1.2 Requirements met as included in Section 5.0 Proposal Requirements.
- 4.1.3 Requirements met as included in Section 6.0 Services Requirements.

4.2 COST

- 4.2.1 Determination based on price proposal.

4.3 TECHNICAL

- 4.3.1 Determination based on specifications included in Section 6.0
- 4.3.2 Performance Requirements.
- 4.3.3 Appropriateness for the tasks required.
- 4.3.4 Equipment proposed.

4.4 REFERENCES

- 4.4.1 Information received from contacting references.

Whitfield County Board of Education reserves the right to make its selection of an approved company 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

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:

- 5.1.1 Proposal form from Section 3.0.
- 5.1.2 A brief statement of the general background and capabilities of the firm submitting the proposal.
- 5.1.3 Three references: including phone numbers, addresses, and contact person. These references should be someone who has received the same service.
- 5.1.4 E-Verify affidavit.
- 5.1.5 Price proposal should include any and all equipment / tools / personnel / supplies required to meet the proposal requirements.
- 5.1.6 Provide list of equipment that will be utilized.
- 5.1.7 Provide information regarding proposed hours at each site and the minimum hourly wages paid to workers.

END OF SECTION

SECTION 6.0

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.whitfield.k12.ga.us/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

- 6.2.1 Mowing dates begin / end March – October. Specific dates based on weather and growth of grass.
- 6.2.2 Mowing should occur every 7 days, weather permitting. In times of excessive rain, a schedule of 3x per month will be accepted. A variance from the 7 day schedule must be coordinated with and receive written approval from Manager of Facilities and Safety.
- 6.2.2 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.
- 6.2.3 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.
- 6.2.4 Grass is to be mowed in designated areas to a height of 3 inches with a mulching kit installed. All windfall limbs to be removed from site.
- 6.2.5 Sites may or may not include mowing sports fields.
- 6.2.6 Bush Hog designated areas 2 times per year.
(Actual areas to be mowed / bush hogged will be covered at Pre-Bid meeting)
- 6.2.7 String trim and edge around all landscaping, sidewalks, parking lots and drives.

RFP # WCS-LG-2016-002

- 6.2.8 Spray mulch beds, sidewalks, and asphalt areas with Round Up (or equivalent) as needed.
- 6.2.9 Blow grass clippings and debris from all entrances, sidewalks, parking lots and drives.
- 6.2.9 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. Eastbrook Middle, 1382 Eastbrook Dr., Dalton, GA 30721
- 2. 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
- 3. Southeast High, 1954 Riverbend Rd., Dalton, GA 30721

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
ADDITIVE / ALTERNATE

1. Pricing for cutting / clearing retention ponds 2x per year.
2. Mulch landscape beds.
3. Pricing for proposal if mowing / trimming / blowing on a 10 day schedule.

END OF SECTION