



**TWIGGS COUNTY
PUBLIC SCHOOLS**

REQUEST FOR PROPOSALS

For

District Landscaping Services

For all questions about this RFP contact:

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April 14, 2017

DUE ON:
Thursday, May 18, 2017 at 2:00 P.M. Eastern Time

Introduction

The Twiggs County School District has three active schools with approximately 950 students and 200 staff members. The mission of Twiggs County Public Schools is to inspire, challenge and prepare all students to compete globally.

Twiggs County Public Schools currently has a contract with a lawn maintenance company to provide all lawn services for the four campuses: Jeffersonville Elementary School, Twiggs County Middle High School, Dry Branch Elementary School (vacant) and the Twiggs County Board of Education Complex.

Statement of Purpose

The purpose of this Request for Proposal (RFP) is to define the Twiggs County School District's (hereafter known as "District") minimum requirements, solicit proposals and gain adequate information by which the school district may evaluate the services offered by prospective vendor.

The District intends to secure a contract for the performance of district-wide lawn maintenance. Price and the ability to perform the scope of work in a timely manner will be critical factors in the selection of the successful bidder. However, the response with the lowest pricing shall not necessarily be awarded the bid. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the school district.

TERMS OF RFP

Contract Duration

The District desires to enter into a contract with an effective period of 12 months and the district has the option to renew up to 36 additional months.

Proposal Deadline and Delivery

Proposals shall be delivered to the person indicated on page one of this RFP package by no later than 2:00 p.m. eastern standard time on May 18, 2017. Prospective vendors shall respond to the written RFP and any exhibits, attachments, and/or amendments. The package shall contain one original proposal and seven copies. A prospective vendor's failure to submit a proposal before the deadline shall cause the proposal to be disqualified. The District assumes no responsibility for delays caused by any delivery service. Late proposals shall not be accepted nor shall additional time be granted to any prospective vendor.

Nondiscrimination

The Twiggs County Board of Education is an equal opportunity organization and will not discriminate against any party submitting a bid because of race, creed, color, religion, gender, national origin, or ADA disability status.

Assistance to Prospective Vendors with a Disability

Prospective vendors with a disability may receive accommodation regarding the means of communicating this RFP and participating in this procurement process. Prospective vendors with a disability should contact the District to request reasonable accommodation.

Proposal Submittal

All proposals must contain the RFP name, bidder's address, point of contact, phone number and contact email address. At a minimum, the proposal must include the following elements:

1. A cover letter, signed by an officer of the vendor, which indicates an understanding of the requirements stated in this proposal and the company's overall plan for compliance with those requirements.
2. Provide three references of recent past or current customers that the bidder has provided services for at least one year. The name, phone number and email address of the primary contact for each reference must be included.
3. Provide a list of equipment to be used on the proposed work. Please indicate if this equipment is currently owned or will be purchased if awarded the bid.
4. Prospective vendors must register and participate in the federal work authorization program to verify information for all new employees.
5. Provide evidence of general liability insurance (\$100,000), including beginning date of coverage.
6. Provide evidence of Workers Compensation Insurance.

Proposal Requirements

Selection may be made without further discussion or bidder presentations. Bidders shall offer the most favorable terms in response to this RFP. Bidder must demonstrate an understanding of the scope of service to be provided and the ability to provide such services. The RFP shall include information that will enable the District to determine the prospective vendor's overall qualifications. The District reserves the right to request additional information or clarification on any matter included in the proposal response to enable the District to arrive at a final award decision.

Proposal Preparation Costs

The District shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

Proposal Withdrawal

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the Chief Financial Officer. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

Proposal Amendment

The District shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

Proposal Errors

Prospective vendors are liable for errors or omissions contained in their proposals. Prospective vendors shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

Incorrect Proposal Information

If the District determines that a prospective vendor has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the prospective vendor knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

Assignment and Subcontracting

The contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subcontractor must be approved in writing by the District. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the District. Notwithstanding the use of approved subcontractors, the bidder, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Right to Refuse Personnel

The District reserves the right to refuse, upon proper notice, any personnel provided by the prime contractor or its subcontractors.

RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all vendors. Prospective vendors shall respond to the final written RFP and any exhibits, attachments and amendments.

Right of Rejection

The District reserves the right, at its sole discretion, to accept or reject any and all proposals, portions thereof, to waive technicalities, to extend bid deadline, or to cancel this RFP in part or its entirety. Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Prospective vendors must comply with all of the terms of this RFP and all applicable state laws and regulations. The District may reject any proposal that does not comply with all the terms, conditions, and performance requirements of this RFP. The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the prospective vendor from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any bidder to strict compliance with the RFP.

Vendor Selection

A number of factors will be considered by the District prior to making any decision based upon the proposals received in response to this RFP. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the District taking into

consideration the evaluation criteria listed below. Pricing is a vital criterion, but the responses with the lowest pricing shall not necessarily be the awarded vendor. The selection results will be made official only after the Twiggs County Board of Education takes official action relative to this RFP. The District reserves the right to negotiate further with any and all prospective vendor after receipt of the bids. The District further reserves the right to not select any vendor or to award the contract to multiple vendors.

Proposal Requirement and Examination of Work to be Performed

The bidder is required to thoroughly examine the request for proposal requirements and the work contemplated. It will be assumed that the contractor has investigated and is satisfied as to the requirements.

Cost Proposal

The cost proposed shall incorporate all costs for the proposed scope of services for the total contract period. Any rate, amount or information that is an alternative to the proposed scope of service and the justification and their benefits may be included for consideration. The proposed vendor must sign and date the cost proposal.

Questions

All questions should be in written format and mailed to the attention of Mary McCollough at the address shown on the front of the RFP or emailed to mmccollough@twiggs.k12.ga.us. **All questions must be received April 28, 2017.** Questions received by the deadline will be answered at the mandatory Pre-Proposal Conference scheduled for May 3, 2017.

SCOPE OF WORK

PROPERTY LOCATIONS CHART

SCHOOL/FACILITY	ADDRESS	CITY
Jeffersonville Elementary School	675 Bullard Road	Jeffersonville
Twiggs County Middle/High School	375 Watson Drive	Jeffersonville
Dry Branch Elementary School	534 Old Gordon Road	Dry Branch
Twiggs County Board of Education	952 Main Street	Jeffersonville

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Contract Manager or his/her designee shall

determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Landscape Maintenance Standards and Specifications

The following standard outlines the scope of services and responsibilities required of the Contractor, but may not be inclusive of the entire scope of services. The specifications outline the quantity and category of work required. Other parts of the contract (**not included here**) provide requirements such as insurance and licensing standards, hours of work, work authorizations, etc.

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

a. Contractor shall replace, at no additional cost to District, any turf, plant materials or any other District property damaged as a result of improper maintenance, attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Repair of damaged property must be done within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of District.

b. Contractor is not responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

2. CONTRACTOR RESPONSIBILITIES

a. Contractor will provide staff able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices regarding: safety, hazardous materials spill response, lawn care, plant health, pruning, and pest management. The District reserves the right to demand the replacement of Contractor's staff who do not meet the District's standards for safety, professionalism, or knowledge.

b. Provide an emergency contact list identifying the names, positions held, and phone numbers of key maintenance personnel. Provide mobile numbers for the landscape maintenance manager and site supervisor.

c. Attend meetings and site inspections of the grounds as requested.

d. Contractor shall maintain a computerized log of activities performed and provide a written copy monthly.

e. Establish a schedule/chart for regular maintenance activities by area and submit to the Chief Operating Officer for review. The contractor should maintain a schedule that is inclusive of all of the district's special events such as: Graduation, opening of school, parent nights, so that additional maintenance services are available on those occasions.

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

a. This document is intended as a benchmark of the District's minimum standards for maintenance, repair and improvements. However, the District respects the Contractor as a professional and as such, will take under consideration, any and all recommendations made by the Contractor.

b. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf and plantings, as specified herein. It is the intent of the District that sites be maintained in a resource-efficient, sustainable, and cost-effective manner.

c. Maintenance shall consist of spring removal of old mulch, pruning, mowing, Integrated Pest Management, weed/insect/disease control, litter control and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of turf and landscape plantings.

d. All turf shall be mowed with professional quality mulch-moving equipment. Prior to award of contract, Contractor shall provide to the District evidence that they are in possession of all of equipment needed to implement the contract as outlined.

e. The District prefers that blowers and other power equipment are low-decibel, as not to interfere with classroom instruction.

f. Contractor is encouraged to develop cultural practices which incorporate on-site recycling of organic materials, such as leaves and grass clippings, and the use of recycled materials in its maintenance operations.

2. TURF MOWING

a. All turf will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.

b. Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below and maintained at a height of no less than 2-1/2 inches and no more than 3 inches. Coordinate mowing schedules with District. The District and the Contractor

will evaluate and determine any areas that require bagging and removal of clippings on a regular year-around basis.

c. Clippings will be swept or blown from hardscapes after each mowing. Sweeping is encouraged when feasible.

3. TURF EDGING AND TRIMMING

a. Mechanically trim all landscape turf edges once a month. Edges include all formal lawn perimeters and tree wells in lawn areas. In May, June, and August, redefine all formal lawn edges with a mechanical blade-type edger or hand spade. Clean debris from hardscapes and non-turf landscape areas. Remove larger debris.

b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing.

C. MATERIALS AND EXECUTION - GENERAL AREA MAINTENANCE

1. LEAF AND BRANCH REMOVAL

a. Keep walks, planting beds, roadway gutters and lawn areas free of leaves on a weekly basis throughout the year.

2. LANDSCAPE TRASH REMOVAL

a. Remove all trash from landscaping beds and turf areas. Contractor shall haul it away for appropriate disposal.

3. MULCH REPLACEMENT

a. Early spring, Contractor shall remove old mulch and replenish mulch to maintain a depth of no less than two and a half inches (2-1/2") in all planting areas and tree wells.

b. After leaf removal in fall, a light mulching is to be done in all landscaping to maintain the 2 1/2" depth in all planting areas.

c. It is preferred that mulch be brown or red shredded hardwood.

PRE-BID CONFERENCE AND WALK THROUGH

On Wednesday, May 3, 2017 there will be a mandatory Pre-Proposal Conference and "Walk Through" of the areas of each location where work will be performed. We will meet at the Twiggs County Board of Education Office, 952 Main Street, Jeffersonville, Georgia, at 10:00 am eastern standard time. In case of inclement weather we will reschedule this "Walk Through".

BIDDER'S PRE- QUALIFICATION PACKET

The Bidder must provide the following documents at the mandatory Pre- Bid Conference in a sealed manila envelope labeled with the business name, address and contact information:

- List of clientele, including names and phone numbers of customers where landscape maintenance was or is performed of similar size and scope;
- List of equipment to be used on proposed worksites. Please indicate if equipment is currently owned or will be purchased upon bid award;
- Proof of general liability, workmen compensation and auto insurance; and
- Three references from commercial clients.