

**REQUEST FOR PROPOSALS
LAWN CARE AND MAINTENANCE
CRISP COUNTY BOARD OF COMMISSIONERS**

Introduction:

The Crisp County Board of Commissioners is seeking proposals for year round lawn care and maintenance services from experienced, qualified vendors who specialize in commercial lawn care and maintenance services for three (3) public sites; 1) the Crisp County Government Center, located at 210 South 7th Street, Cordele, Ga.; 2) the Crisp County Government Center Annex, located at 110 13th Avenue East, Cordele, Ga.; and 3) the Crisp County Courthouse, located at 510 North 7th Street, Cordele, Ga.

General Information and Requirements:

Each respondent is responsible for examination of premises and taking into consideration site conditions, which may affect work to include the area and dimensions of each site.

Each respondent must be properly licensed as required by state and local regulations in all areas outlined in proposal specifications and must have been in the commercial lawn care and maintenance business for a minimum of three (3) years. Respondent is required to provide evidence of a valid Occupation Tax Certificate and/or Local Regulatory Permit.

The Crisp County Board of Commissioners will accept proposals until 2:00 p.m. on Tuesday, January 31, 2012. Two unbound, reproducible original copies of each proposal must be enclosed in an envelope marked Lawn Care Proposal and submitted to the following:

Sherrie Leverett
Crisp County Finance Director
210 South 7th Street, Suite 309
Cordele, Ga. 31015

No respondent may submit more than one bid. Multiple bids by the same firm or owners will not be accepted. Bids must be made on Proposal/Bid Form furnished or they will be rejected. Proposals should be type written or printed in ink on the form prepared by the County.

Respondent assumes all costs of preparation of the bid.

All Bids shall remain valid for 60 days from the date of the bid opening.

It is entirely the responsibility of the respondent to see that the Crisp County Board of Commissioners receives bids on, or before, the date and time specified for the bid opening.

Two (2) references of lawn maintenance agreements covering similar services must be included in the proposal. List company name, contact name and phone number.

The respondent should also include a proposed work schedule for a 12-month period.

Insurance Requirements:

Each respondent must submit current certificates of liability insurance and workers' compensation and agree to purchase and maintain both certificates during the life of this contract as follows:

1. Commercial General Liability \$1,000,000 per occurrence or more
(Bodily injury and property damage)
2. Workers Compensation Required for all personnel in compliance with
applicable State law.

The Crisp County Board of Commissioners shall be named as Additional Insured on the Commercial General Liability Insurance.

Performance Terms and Conditions:

The respondent understands that he shall abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety.

The respondent understands that he must comply with the Copeland “Anti-Kick Back” Act.

The respondent understands that he must comply with the Georgia Security and Immigration Compliance Act

Award of Contract:

The Crisp County Board of Commissioners reserves the right to receive, accept or reject any and all proposals. All work shall begin on or before March 1, 2012. The contract will consist of a one-year base period with up to four (4) optional one-year renewal periods. Optional renewals are contingent upon satisfactory completion of each prior one-year period.

Terms, conditions and specifications of this proposal will become part of the contract if the proposal is deemed approved and accepted by the Crisp County Board of Commissioners.

The contract will be paid in 12 equal amounts based upon the total contract price and disbursed monthly upon receipt of invoice and acceptable level of service.

Proposal Specifications:

Request for proposal for lawn care and maintenance is to include:

Mowing, weed-eating, edging & blowing.	As needed but no less than every 7 to 10 days
Litter & debris removal from lawn prior to mowing & removal of all trash and debris from the property before departure.	Each occurrence
Pruning trees & shrubs and hauling off debris.	As needed but no less than twice per year
Furnishing and spreading pine straw.	As needed but no less than twice per year
Weed pulling, spraying and control.	As needed but no less than monthly
Pre-emergent application to lawns.	As needed but no less than annually
Pesticide application to beds and lawns.	As needed but no less than monthly
Planting and Maintaining Seasonal Bedding Plants (for color) at the Crisp County Courthouse Facility, in the flowerbeds immediately adjacent to the front entrance. This service will not be needed in any other areas or locations.	As needed but no less than twice per year
Keeping holding pond area cleaned.	As needed but no less than monthly
Irrigation system control, maintenance and monitoring.	As needed and directed by owners in the event of watering restrictions
Monitoring landscape condition and reporting any serious insect, disease or other landscapes problems to the owners.	Continuously

The respondent understands that that he shall provide all labor, supplies and equipment necessary to perform the work.

The respondent understands that he be expected to take all steps necessary to protect the public and nearby property from damage during lawn care and maintenance activities.

**PROPOSAL FOR LAWN CARE AND MAINTENANCE
TO THE CRISP COUNTY BOARD OF COMMISSIONERS**

Date: _____

Proposal of: _____
(Company Name)

Address: _____
(Street Number and Name, County, State, Zip)

Business Phone: _____ Years in Business under this name: _____

**LAWN CARE AND MAINTENANCE FOR THE CRISP COUNTY BOARD OF COMMISSIONERS
AS PER SPECIFICATION:**

TOTAL MONTHLY COST FOR SERVICES

\$ _____

Two (2) References for comparable services:

1. Company name, contact name and phone number

2. Company name, contact name and phone number

Proposed Work Schedule:

Attach:

Copy of local Occupation Tax Certificate and/or Regulatory Permit. Copy of chemical application licenses as related. Copy of current general liability and workman's compensation insurance declarations. E-verify number and date obtained and/or affidavit as required by Georgia's Security and Immigration Compliance Act.

Company Name: _____

By: _____ Name/title: _____
Signature Printed