

## REQUEST FOR PROPOSAL (RFP)

### **PROPOSAL NUMBER: 070118** – Lawn Service (Multiple Locations)

Issued By: Valdosta City Schools

Closing Date for Vendor Response: April 30, 2018

POC: Crystal Hiller, Purchasing Director, 229-671-6048

Valdosta City Schools seeks to achieve the best value for the expenditure of public funds by offering experienced and qualified vendors the opportunity to submit bid proposals for providing Lawn Maintenance services at the specified locations for the period July 1, 2018 to June 30, 2019.

1. **LOCATIONS:** Locations are listed as per Attachment 1. All locations require service. Locations are divided into four zones. Each Zone requires separate bid. Frequency and type of service is listed per Attachment 2.
2. **INQUIRIES:** All inquiries related to this RFP should to be directed, in writing, no later than ten (10) days prior to the time and date set for closing, and shall be directed only to the Purchasing Department. Information obtained from any other source is not official and should not be relied upon.

### 3. **SUBMISSION OF PROPOSALS:**

a) Proposal submissions will be accepted from **12:00pm – 4:30pm**, local time on **April 30, 2018**, at the Valdosta Board of Education, 1204 Williams Street, Valdosta, GA 31603.

b) There **will not** be a public review of this RFP. Results of presentations will be shared with all vendors following tabulation of best value.

c) RFP submissions that are sent via facsimile or e-mail will not be considered.

d) RFP submissions received late, incomplete, unsigned, or in locations other than the address indicated will not be considered.

e) Valdosta City Schools will not be bound to accept the lowest price or any proposal and reserves the right to accept or reject in whole or in part, any and all proposals.

f) All costs incurred in preparation, presentation and submission of the RFP response shall be borne solely by the vendor.

g) Any proposal submitted in response to this RFP will become irrevocable upon the closing time.

h) Vendors shall submit one original and one copy of their proposal including a signed proposal form, reference form, and notarized contractor affidavit.

i) Submission of a proposal shall be construed to mean that the Vendor agrees to carry out all of the conditions set forth. Any proposed variation from the specifications, terms and conditions shall be clearly identified. If no changes are indicated, Valdosta City Schools shall expect to receive services exactly as specified. Please provide details of any non-compliance with stated conditions

**4. CONFIDENTIALITY:** Responses submitted in confidence shall not be so honored. Upon request, Valdosta City Schools will release to the public any specific information regarding any submitted responses except as may be required under law. All submissions are subject to the Freedom of Information and Protection of Privacy Act.

## **5. SITE VISIT**

a) Site visits are to be arranged by vendors at their convenience. Please contact the Secretary at the Main Office at each site to arrange for accessibility.

b) All vendors submitting a proposal for lawn services shall examine the sites and premises. Failure to visit the site prior to the RFP closing will in no way relieve the successful vendor from the necessity of performing any work that may be required to complete the services in accordance with the conditions and specifications without additional cost to the Valdosta City Schools.

**6. EQUIPMENT:** Vendor(s) shall, at their own expense, provide sufficient equipment necessary to fulfill contract requirements.

**7. ACCESS TO PREMISES:** Vendor(s) shall have reasonable access to the premises in order to ensure quality service. Vendor/workers shall not be on school property outside of the agreed upon hours of work without permission.

**8. HOUSEKEEPING:** Vendor(s) shall, as a direct cost of operation, maintain standards of housekeeping and sanitation in the immediate areas under its responsibility to the complete satisfaction of Valdosta City Schools and governmental authorities.

**9. VENDOR PURCHASES:** Vendor(s) will make all purchases in its own name and shall not in any way bind Valdosta City Schools in its Contractual Agreements.

**10. UTILITIES:** Valdosta City Schools shall provide power and water.

**11. PERSONNEL:**

(a) The selected vendor(s) agrees that, at all times, their employees furnishing or performing any of the services specified under this agreement shall do so in an identifiable uniform and in a professional and dignified manner.

(b) Prior to working on Valdosta City Schools premises, the vendor(s) shall subject all of its employees, to a Criminal Records Check. Vendor will not permit any of its employees with a Criminal Record to enter Valdosta City School's premises. In addition, Valdosta City Schools reserves the right to carry out its own Criminal Records Check for the selected vendor and any of the vendor's employees as is deemed necessary.

(c) Selected vendor must be enrolled in and use E-Verify. Contractor affidavit at Attachment 5 must be included in bid submission.

**12. INSURANCE AND LICENSE:** All bidders are required to furnish proof of license and insurance at the time of bid submission to be considered. Minimum insurance guidelines are listed in Attachment 4.

**13. THEFT & DISAPPEARANCE:** Valdosta City Schools shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, materials, supplies and other personal property of the vendor(s) or its employees, which may be located at the Service area.

**14. TERMINATION:** Valdosta City Schools, at its sole discretion, reserves the right and exclusive option to immediately and without further notice, terminate any contract, or part thereof, without further liability and penalty of any kind.

**15. TERMS OF CONTRACT:** Any contract shall be for a period of one year, renewable annually at the discretion of Valdosta City Schools for a maximum of three years.

**Attachment 1:****VALDOSTA CITY SCHOOLS LOCATIONS:****Zone A:**

Valdosta Board of Education/ Annex * (See note)	1204 Williams St	229-671-6000
S. L. Mason Elementary	821 West Gordon St	229-333-8525
Valdosta Early College Academy	1605 Azalea Dr	229-671-8455
Valdosta Middle School	110 Burton Ave	229-333-8555

**Zone B:**

Newbern Middle School	2015 East Park Ave	229-333-8566
Horne Learning Center	930 Old Lake Park Rd	229-333-8597
Pinevale Elementary	930 Old Statenville Hwy	229-333-8535

**Zone C:**

W.G. Nunn Elementary	1610 Lakeland Ave	229-333-8575
Transportation Department	1720 East Wind Rd	229-245-5640
Sallas Mahone Elementary	3686 Lake Laurie Dr	229-333-8530
J. L. Lomax Elementary	1450 Howell Rd	229-333-8520

**Zone D:**

Valdosta High School (New)	4590 Inner Perimeter Rd	229-671-6000
Valdosta High School (OLD)	3101 N. Forrest St	229-333-8540

NOTE: \*Annex encompasses the entire block (Ann Street, Williams Street, Brookwood, Slater Street) to include the Central Office, Bazemore-Hyder Stadium, Special Education Department, Warehouse, School Nutrition, Federal Programs, Teaching and Learning Department, Technology Department and Custodial Services Department.

**Attachment 2:**

**Specifics of Services Required:**

1. Mowing all grass areas at each location
2. Edging all sidewalks, curbs and beds
3. String trimming areas not reachable by mowers
4. Trimming hedges and bushes and removing all trimmings
5. Blowing sidewalk, driveways, parking lots and curbs
6. Removing debris, leaves, pinecones from lawn and beds
7. Spraying parking lots, perimeter fences and beds with approved herbicides
8. Maintaining holding ponds and concrete drainage paths
9. Replenish straw/mulch (3" thickness)
10. Applying fire ant treatment
11. Trimming trees that will come in contact with buildings, vehicles and pedestrians in the parking lots and sidewalks.

**Frequency of Service:**

1. Services 1-8 are to be provided weekly from the months of April thru January
2. Services 1-8 are to be provided bi-weekly during the months of January thru April
3. Service 9 is to be provided twice annually
4. Services 10 and 11 are considered safety issues and are to be provided continually, on an as needed basis.

**Attachment 3**

References: Please provide three.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Attachment 4:****Standard Insurance Limits for Services**

The following minimum insurance limits apply to vendors doing business with Valdosta City Schools. Coverage types and limits are minimums and may be increased as appropriate based on contract value and potential risks.

**Workers Compensation**

Bodily Injury by Accident – each employee	\$100,000
Bodily Injury by Disease – each employee	\$100,000
Bodily Injury by Disease – policy limit	\$500,000

**Commercial General Liability (CGL)**

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000

**Automobile Liability**

Combined Single Limit	\$1,000,000
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**Attachment 5:**

Contractor Affidavit under O.C.G.A 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Valdosta City Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Project Name

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_ DAY OF \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:\_\_\_\_\_