

DEVELOP

Milledgeville-Baldwin County

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INVITATION TO BID:

The Development Authority of City of Milledgeville and Baldwin County invites your firm to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a landscape maintenance agreement based on the specifications outlined in this RFP.

DATE:

September 25, 2017

The Project:

Project Name: Milledgeville-Baldwin County Industrial Park
Project Address: Georgia Highway 22, West
Milledgeville, GA 31061

The Owner:

Name: Development Authority of the City of Milledgeville &
Baldwin County
Address: 105 East Hancock Street
Milledgeville, GA 31061

PROPOSAL CONTACTS:

Any questions concerning this RFP, and all correspondence must be submitted in writing via e-mail to the following contact:

Name: Matt Poyner
Address: 105 East Hancock Street
Milledgeville, GA 31061
Contact Phone: (478) 451-0369
Contact E-Mail: mpoyner@developmilledgeville.com

All questions must include: Contractor's name, e-mail and address; Reference to the specific section of the RFP in question; Contact name, telephone number fax number and email address.

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Questions from RFP participants and the corresponding response will be shared with all bidders via fax and/or email. All questions shall be received at least 24 hours prior to bid date and time. Questions submitted after that time shall not be addressed

SUBMISSION OF PROPOSALS:

In order to qualify for the work on this project, bidders must submit all information requested in the following bid forms and/or requests. All proposals must be received by 10:00 AM on October 31, 2017. Bids should be submitted by email to mpoyner@developmilledgeville.com prior to the time and date indicated above.

All proposals must remain in effect for at least 60 days from submittal. The Development Authority of the City of Milledgeville and Baldwin County has the sole discretion to: (a) reject any and all bid proposals, and (b) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that award of a landscaping contract will be made to any firm.

CONTRACTOR INFORMATION:

The Development Authority of the City of Milledgeville and Baldwin County may request additional information, samples, or presentations in support of proposals. Additionally, the Development Authority of the City of Milledgeville and Baldwin County may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

PROJECT TOURS:

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the Project and fully understand the conditions that in any way may affect the work proposed. Failure to inspect the Sites will in no way relieve the successful contractor from the necessity of furnishing any materials or performing any labor necessary for the satisfactory completion of the work.

GENERAL INFORMATION

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to perform the duties shown on the bid

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The intent is to maintain a Class A appearance of the property as determined by Owner. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by Owner.

DURATION OF AGREEMENT

The term of the agreement shall be for a period of one (1) year, but shall provide for renewal at the discretion of the Owner under stated conditions for up to two (2) additional one (1) year terms.

QUALITY CONTROL

Work covered shall be performed by a single firm experienced in landscape maintenance of a similar nature and scope. Subject to approval of the Owner, the Contractor may subcontract any Work to be performed under this Contract. However, the election to subcontract Work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract and the Contractor shall remain liable to the same extent that its liability would attach, as if the Work had been performed by the Contractor's own employees.

By submitting the bid, the Contractor certifies as to meeting the following requirements:

1. Maintains a permanent place of business, with a minimum of three (3) years in business.
2. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.
3. Will provide a sworn financial statement upon request, which evidences the Bidder has adequate financial resources to complete the work being bid, as well as all other work the Bidder is presently under contract to complete.
4. Has a documented safety program with a history of satisfactory past performance.
5. The Landscape Maintenance Contractor for work under this section shall be licensed by the State of Georgia to apply insecticides approved for use in the State of Georgia.
6. Has a record of satisfactorily completing past projects. Criteria which will be considered in determining satisfactory completion of projects by Contractor will include:
 - a. Completed past contracts in accordance with the Contract Documents.
 - b. Diligently pursued execution of the work and completed past contracts according to established schedules.

INSURANCE

Throughout the term of this Agreement, the Contractor shall maintain at his sole expense effective insurance covering his activities at the project premises. Said insurance shall be secured from a company(s) licensed to do business in the locale of the Project premises.

The Contractor shall furnish the Owner with documentation of this insurance coverage. Such insurance shall be in the amounts as required by law. Should the Owner require insurance in excess of these amounts, the Owner shall reimburse the Contractor to the actual cost of obtaining the required excess insurance.

1. Worker's Compensation Insurance as required by State of locale of the Project for all of the Contractor's employees engaged in Work associated with the Project.
2. General Liability Insurance:
 - a. The Contractor shall maintain during the life of this Contract, and until one year after completion of this Contract Commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Contract. Such General Liability coverage shall include employees of the Contractor as insured's.
3. Auto Liability Insurance:
 - a. Contractor shall procure and shall maintain during the life of the Contract, Commercial Automobile Liability Insurance for all owned, non-owned and hired vehicles that are used in carrying out the Contract.
4. Scope of Insurance and Special Hazards:
 - a. The insurance required shall provide adequate protection for the Contractor against damage claims that may arise from operations under this Contract, whether such operation be by the insured and also against any of the special hazards that may be encountered in the performance of this Contract.
5. Proof of Insurance: Contractor shall provide a certificate of insurance from a company licensed to do business in the State of the Project locale indicating coverage is in place at the limits set forth in this Article. The insurer shall give the Owner thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract.

PAYMENTS

Contractor shall submit an Application Payment/Invoice, to the Owner, for services on a monthly basis. The Owner shall render the Contractor regularly scheduled payments in remuneration for the Contractor's Maintenance Services in amounts as specified. Failure to pay any billing due shall entitle the Contractor, at their option, to withdraw their services with thirty (30) days notice.

CODES AND STANDARDS

Perform all work in compliance with applicable requirements of governing authorities having jurisdiction. The following publications of the issues listed below, but referred to hereafter by basic designation only, form a part of this specification to the extent designated by references thereto:

Comply with all Federal and State Department of Agriculture regulations for pest control which, in general, require that Contractors operating in infested areas thoroughly clean all equipment units before moving them to non-infested areas.

TAXES

The Bidder shall include in the bid, all Sales, Consumer, Use and other similar taxes required by law.

PROJECT CONDITIONS

In order for the Contractor to properly perform and complete his work, the Owner must cooperate by providing him with access to the work areas and any staging, offloading or preparation areas that are required.

The Contractor shall be familiar with the Project premises and how the existing conditions will affect his work during maintenance services. The Contractor shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site and conditions of actual job site. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the Contractor from necessity of furnishing any materials or equipment, or performing any work that may be required to complete the work in accordance with the RFP. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.

The Owner shall provide full information regarding all requirements for the Project, not specifically contained herein, and shall establish and maintain an effective communications system with the Contractor throughout all phases of the Work.

SEQUENCING AND SCHEDULING

Upon acceptance of the Bid, the Contractor shall coordinate with the Owner to arrange a schedule of services and shall continue coordination at intervals set forth by the Owner.

The Owner shall diligently endeavor to facilitate the Contractor's work by providing reasonable access to all work areas. The Owner shall facilitate the Contractor's Services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular,

scheduled maintenance and any special service(s). Further, the Owner shall assure the Contractor of the availability of off-loading and staging areas and other facilities required for the efficient performance of the work.

This project shall consist of those items shown on the Bid Sheet and as agreed upon with the Owner for maintaining the health and appearance of the project's landscape and plantings and specified in the request. The Contractor is responsible for all aspects of requested work during the term of the agreement. The information below serves as general definition and duties and may or may not be a part of the request as outlined in the Bid Sheet:

TURF MAINTENANCE

Turf Mowing:

- Manicured area shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.
- Excessive clippings are to be collected and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required.
- Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage to them.

Turf Edging:

- Edging and trimming along curbs, walks, bed edges and treewells shall be done to keep a neat appearance. All hard edges shall be mechanically edged once per month during the growing season. Mow strips shall be treated with a non-selective herbicide as needed.
- Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be treated chemically and/or physically removed with a spade.
- Edging that cannot be addressed during regular visits, due to vehicle obstructions, is to be discussed with the owner to achieve a solution.

Turf Fertilization & Weed Control:

- Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor's knowledge and needs of the area.
- All lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.

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Trash and Debris Removal:

- During routine maintenance visits the Contractor is responsible for removing trash and debris from the property. Especially prior to and as a part of mowing.
- Curbs, sidewalks, etc., are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.
- Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.

OPEN SPACE MANAGEMENT

Rotary Mowing:

- Mowing of non-manicured areas through the use of “bush hog” type mower as per the requested schedule.

TREE AND SHRUB MAINTENANCE

All plant and tree material is to be pruned in a manner to provide a neat natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed. Shearing and selective pruning techniques are left to the discretion of the Contractor.

Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.

All formal hedges shall be sheared to maintain desired shape and height.

Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.

Dead or damaged portions of plants shall be removed whenever possible.

Well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor’s knowledge and needs of the area.

Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to the Owner. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.

Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. Owner shall be informed before

any drastic cutbacks are performed.

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All mulched shrub beds, maintained natural areas and walking paths, are to be treated with pre-emergence and post-emergence chemicals to control weeds. Weeds more than 2" tall are to be removed by hand and disposed of. Weeds less than 2" tall are to be treated with legally approved post-emergence herbicides.

All pruning debris is the responsibility of the Contractor. No debris may be disposed of on-site without the expressed permission of the customer.

GROUND COVER & BEDS

Open ground between plants shall be kept weed-free using mechanical or chemical methods.

All plant material shall be free of insect and disease. At all times public and environmental safety is to be considered when applying pesticides.

Groundcovers shall be fertilized, with a complete fertilizer, as appropriate and as recommended by the Contractor.

Litter and debris shall be removed during maintenance visits in order to ensure a neat appearance.

Soil surfaces shall be raked smooth and cultivated regularly.

Vines shall be trimmed neatly against supporting structures and kept within bounds.

Groundcovers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.

Sign faces and windows shall be kept clear of encroaching growth.

EXTERIOR COLOR MAINTENANCE

Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

The Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of the Contractor to arrange for and oversee watering of the planters and un-irrigated beds.

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Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

Plants shall be watered as required to promote optimum growth. Contractor shall make provisions to provide watering services up to two times per week for non-irrigated areas such as containers. If further watering is necessary, Contractor shall notify Owner.

Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

Litter shall be removed as color is generally in a focal area. Color beds and containers shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage a proposal for replacement shall be submitted and approved by the Owner prior to replacement installation. The Owner agrees to be financially responsible to replace plant materials on a timely basis.

The Contractor shall establish and maintain an effective communication system with the Owner.

BIDSHEET

Proposals must adhere to the format of these bid forms and content of this RFP. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Based on the areas as delineated by the attached map, I agree to perform the following services:

Map Area	Service	Frequency	Special Notes	Bid Price
1 to 1A	Rotary mow right-of-way	4 times per year, minimum 3 times during growing season	Owner to secure GDOT approval	
2 to 2A	Rotary mow right-of-way	4 times per year, minimum 3 times during growing season	Owner to secure GDOT approval	
3	Rotary mow	3 times per year, minimum 2 times during growing season		
4	Rotary mow	1 time per year		
5 (both sides of road)	Turf mow	1 time per week during growing season, 1 time per month remainder of year		
6 (all three median areas)	Rotary mow	2 times per month during growing season, 1 time per month remainder of year	Owner to secure GDOT approval	
7 (entrance sign area)	Rotary mow	1 time per week during growing season, 1 time per month remainder of year		
8 (both sides of road)	Rotary mow	2 times per month during growing season, 1 time per month remainder of year		
TOTAL BID PRICE				

In compliance with your Invitation to Bid, we propose to furnish all materials, labor, equipment and services necessary to perform the requested services for a period of one (1) year for the for the above stated project, for an annual fee of (inclusive of all state and local sales tax):

_____ Dollars (\$_____) per Year

BID FORM PRICE AUTHORIZATION

By signing this bid form, such action certifies that the Bidder has personal knowledge of the following:

- That said Bidder has examined the RFP and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.
- That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.
- The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape services of:

Project Name

Name of Contractor

Authorized Signature

Name & Title of Signatory

Type of Organization: Corporation,
Partnership, Proprietorship
SEAL:
(if corporation)

THOMAS & HUTTON
 50 PARK OF COMMERCE WAY • PO BOX 2727
 SAVANNAH, GA 31402-2727 • 912.234.5300
 www.thomasandhutton.com

This map is intended to provide a general overview of the development project for the site. It is not intended to be used as a legal document. The client is responsible for all zoning, permitting, and other regulatory requirements. The information shown on this map is for informational purposes only and is not intended to be used as a legal document. The information shown on this map is for informational purposes only and is not intended to be used as a legal document.

NOTES:
 1) PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE.
 2) FUTURE PARK LAYOUT IS AS DESIGNED BY OTHERS AND WAS NOT PREPARED BY THOMAS AND HUTTON.

FUTURE
 PARK
 EXPANSION
 AREA

Milledgeville-Baldwin
 County Industrial Park
 MILLEDGEVILLE / BALDWIN COUNTY,
 GEORGIA

OVERALL PARK CONCEPT
 PREPARED FOR:

DEVELOP
 Milledgeville-Baldwin County

FEBRUARY 20, 2014

T&H J.# - 24839.0000

