

RFB 19-0930
Grounds Maintenance Services

Notice is hereby given that the Braselton Town Manager will receive sealed bids at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, until 2 o'clock PM on Monday, September 30, 2019 for Grounds Maintenance Services for the Town of Braselton, Georgia.

NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED TIME.

Bids will be publicly opened in the Braselton Town Hall on Monday, September 30, 2019 at 2:00 pm.

A. Bid Documents

Bid documents may be examined and obtained at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, by calling 706-654-3915 x1034, or may be viewed and downloaded from the Town of Braselton Website (www.braselton.net) and found under the Town Info/RFP/Bids tab.

B. Sealed Bids

Envelopes shall be identified on the outside as "Grounds Maintenance Services Bid" and delivered as follows:

By USPS Mail	Overnight or Hand Delivered
Ms. Jennifer Scott Town Manager Town of Braselton P.O. Box 306 Braselton, GA 30517	Ms. Jennifer Scott Town Manager Town of Braselton 4982 Highway 53 Braselton, GA 30517

BID FORM

Ms. Jennifer Scott
Town Manager
Town of Braselton
P.O. Box 306
Braselton, GA 30517

DATE: _____ Re: Grounds Maintenance Services

1. We have examined the Specifications, related documents and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.
2. ADDENDUM RECEIPT: We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.
3. We agree to commence actual physical work on site, with an adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.
4. We agree that this bid may not be revoked or withdrawn after the time set for the opening of bids and shall remain open for acceptance for a period of sixty (60) days following such time.
5. In case of written notification by mail, email, or delivery of the acceptance of this bid within sixty (60) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation.
6. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.
7. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

BID FOR GROUND MAINTENANCE SERVICES

Properties to be maintained by the Contractor and Pricing Worksheet

Property Name	Monthly Cost	Annual Cost
Braselton Town Hall		
Braselton Police & Court		
Braselton Planning & Utility		
Braselton Park		
Braselton Community Center		
Braselton Library		

Total Bid Price \$ _____

The Town of Braselton may select one or more contractor(s) to provide landscaping and grounds maintenance services. An agreement will be established with the select contractor(s). Prior to the establishment of the agreement, the Town of Braselton may amend the scope and/or list of locations to conform to budgetary constraints.

Date the above properties were inspected for this bid: ____/____/____

Date available to start ____/____/____

All work performed under this bid and the resulting contract shall be in strict compliance with the project specifications.

Respectfully Submitted,

Authorized Signature: _____

Dated: _____

Typed Name: _____

Title: _____

Attachment "A" Required Submission Documents

BIDDER INFORMATION

Company Name: _____

Company Address: _____

Authorized By (typed or printed name): _____

Title: _____

Authorized Signature: _____ Date: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____ Company's Web Page: _____

REMITTANCE INFORMATION (where payments should be sent)

Remit to Name: _____

Remit to Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

Contact: _____ Email: _____

Tax ID: SSN _____ Federal Tax ID _____

Business Type: Individual Business Misc.

PURCHASE ORDER INFORMATION (where purchase orders should be sent)

Purchase Order Name: _____

Purchase Order Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

Contact: _____ Email: _____

Payment Terms: Discount _____% No. Days _____ Net Due _____

Freight Terms: Ship Via: _____ FOB _____

BIDDER QUALIFICATION FORM

Company Name: _____

Address: _____

When Organized: _____

Where Incorporated: _____

How many years have you engaged in business under the present firm name? _____

Credit available for this contract? _____

Contracts now in hand? _____

Has bidder ever refused to execute a contract at the original bid amount? _____

Has bidder ever been declared in default on a contract? _____

Comments:

Authorized By (typed name): _____

Authorized Signature: _____

Title: _____

Date: _____

REFERENCES

Provide at least three (3) references for non-residential contracts similar in scope to this RFB.

PROJECT NAME _____

DATES OF SERVICE _____

LOCATION _____

CONTACT _____ PHONE # _____

PROJECT NAME _____

DATES OF SERVICE _____

LOCATION _____

CONTACT _____ PHONE # _____

PROJECT NAME _____

DATES OF SERVICE _____

LOCATION _____

CONTACT _____ PHONE # _____

LIST OF SUB-CONTRACTORS

I do not propose to sub-contract any of the work for this contract.

I do propose to sub-contract some of the work on this project to the following contractors:

NAME/ADDRESS	TYPE OF WORK	% of Contract

FINANCIAL & LEGAL STABILITY STATEMENT

Please check appropriate item(s):

Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation. Pending litigations (if any) will not affect the firm’s ability to perform on this contract, if awarded.

Company Name:

Authorized By (typed name):

Authorized Signature:

Title: _____

Date: _____

INSURABILITY STATEMENT

Please check appropriate item(s):

By submission of this form, this firm confirms the ability to acquire and maintain the required levels of insurance as outlined in the bid document. It is the understanding of this firm that proof of Insurance must be provided prior to contract execution and maintained throughout the entire term of the contract.

Company Name:

Authorized By (typed name):

Authorized Signature:

Title: _____

Date: _____

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name: _____

Solicitation No./Contract No.: _____

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Town of Braselton 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).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Town of Braselton at the time the subcontractor(s) is(are) retained to perform such service.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____	_____
Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)	Date of Authorization
_____	_____
Printed Name of Authorized Officer or Agent	Title of Authorized Officer or Agent
_____	_____
Signature of Authorized Officer or Agent	Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

_____ [NOTARY SEAL]

Notary Public

My Commission Expires: _____

Attachment “B” SPECIFICATIONS FOR LANDSCAPE MAINTENANCE SERVICES

Communications, Reports, and Payment:

1. Regular communication between the Contractor and Braselton representatives (Buildings & Grounds) is required. The Contractor is encouraged to ask questions, rather than make assumptions.
2. The Contractor shall correspond with the Town monthly to discuss the services provided by the Contractor, anticipated amendments to the maintenance schedule and any other related issues.
3. The Contractor shall provide to the Town the name and phone number of the Contractor’s representative for this site. The Contractor’s representative shall be a person in the employment of the Contractor who is familiar with, and shall personally perform regular reviews of the Contractor’s sites.
4. The Contractor shall submit a copy of a Weekly Maintenance Checklist derived from the maintenance specifications and approved by the Town. The checklist copy shall have a check mark by all items completed at the site during the week by the Contractor. Any items completed that are not on the checklist shall be noted on the back of the checklist. The checklist shall be dated, and contain the name and signature of the Contractor’s representative for the work at each location.
5. Prior to the start of the contract, the Contractor shall provide the Town with a detailed schedule of work to include the number of staff members assigned to each area and their designated position. The Contractor shall identify someone who can communicate with Town staff, and is able to correct minor maintenance problems that may arise.
6. The Contractor will provide MONTHLY SCHEDULES, at least one week prior to the upcoming month specifying the days each property or location will be maintained.
7. Contractor shall submit invoices monthly at the end of the service period.

Safety:

1. No work shall be performed in any manner at any location that may endanger the health, safety, or welfare of the public now or in the future. Means, methods, techniques, etc... are the sole responsibilities of the Contractor.
2. The Contractor agrees to assume sole and complete responsibility for all work performed by the employees of the Contractor.
3. Throughout the term of this agreement, the Contractor shall comply with rules, ordinances, regulations, etc... set forth by agencies having jurisdiction, that pertain to the work site of the Contractor’s employees.

Appropriate Dress:

1. Appropriate dress is to be worn at all times by the Contractor’s employees. Appropriate dress shall include a shirt and hat identifying the landscape maintenance company, preferably, a distinctive uniform provided to all employees.

Equipment:

1. All lawn care equipment must meet standard safety requirements. Mulching mowers are required for all areas mowed.

Scope of Services for Braselton Buildings and Parks

The overall scope of work includes: weekly turf mowing, trimming and mulching, leaf, litter, and debris removal, weed control and grass removal in tree and shrub areas.

Frequency: Scheduled maintenance weekly, once every seven days.

Service: Highest Standard, Premium Quality of Maintenance.

Standard: Turf areas should always present a manicured appearance.

- Mowing and edging of grassed areas once weekly March through October, monthly November through February, and as needed.
- All litter, limbs, or obstructions shall be removed before mowing.
- Turf should be mowed at a uniform height of 1 ½ to 2 ½ inches with no scalping or uneven cutting.
- Turf shall be neatly edged along buildings, curb lines, fences, flower and shrub beds, furniture, monuments, streets, trees, utility boxes, walkways, concrete slabs, and any other permanent structures at minimum during each mowing.
- Turf edges in some lower visibility areas may be chemically contained, as authorized by the Town.
- Trimming at a height consistent with the turf shall be performed around all signposts, trees, shrubs, utility poles, and other permanent structures, with special care given not to damage trees or shrubs.
- All mowers shall have mulching kits to reduce visible clippings and to prevent hazardous objects from discharging beneath the mower.
- Grass clippings should not be visible in turf areas, on adjacent walkways, in adjacent roadways or other structures.
- **NOTE: Contractor will be responsible for the over-seeding of the Braselton Park in the beginning of October and shall mow over-seeded turf every two weeks throughout the cool season.**

Hardscapes:

Grass and weeds shall not be present within curbs, sidewalks, parking lots, furniture pads, streets, stairwells and walkways.

- Litter, limbs or obstructions shall be removed from the roadways and the walkways within or adjacent to maintained locations.

Shrubs:

All Shrub beds shall remain free of weeds, grass, vines and other invasive plant materials.

- Shrub beds shall be edged and well defined.

Flower beds:

All Flower beds shall remain free of weeds, grass, vines and other invasive plant materials.

Flower beds shall be edged and well defined. Annuals shall be heavily planted in beds twice annually.

Tree Rings:

Rings around trees shall be maintained to protect the critical root zone, which is 18" – 24" from perimeter of shrub.

- The critical root zone shall extend 1.5 feet for every 1-inch of trunk diameter out from the trunk.
- Tree rings shall remain free of debris, grass and weeds.

Pine Straw:

Pine straw shall be placed once a year throughout the locations.

Natural Areas:

There are natural areas included in the maintenance area such as the areas along a property line or street right of way. These areas shall be kept free of weeds, poison ivy, kudzu, vines, invasive plant materials, and fallen tree limbs.

