

Rabun County Board of Education

963 Tiger Connector Road

Tiger, GA 30576

Phone: 706-212-4350

Email: jhogan@rabuncountyschools.org

REQUEST FOR PROPOSAL

For

Professional Lawn Care and Grounds Maintenance Services

Issued on: 4-21-2020

Due Date: 5-19-2020

Administered by: Jason Hogan, Operations Facilities Director

Return to: Rabun County School System

Attn: Jason Hogan, Operations Facilities Director

963 Tiger Connector Road

Tiger, GA 30576

SECTION I – INTRODUCTION AND INTENT OF RFP:

Notice to Proposers

The Rabun County School System [herein after referred to as the “System”] issues this invitation to submit a proposal to provide professional lawn and grounds maintenance services. The System seeks to contract for services designated at two (2) different defined locations throughout the school system. Contractors must submit proposals for both property listings. Contractors must provide all of the information required by this request for proposals.

Proposals will be accepted until (2:00 pm on May 19, 2020) by Jason Hogan, at the Rabun County Board of Education, 963 Tiger Connector Road, Tiger, Georgia 30576. Complete specifications and instructions are attached herewith.

It is the sole responsibility of the proposer(s) to ensure that proposals are received by Jason Hogan, Operations Facilities Director, on or before the closing date and time. The proposal opening time shall be strictly observed. The System shall in no way be responsible for delays caused by an occurrence. Under no circumstances will proposals received after the specified time be given consideration.

The System reserves the right to amend this request for proposal prior to the due date. All amendments and additional information will be posted to the Rabun County School System’s website at: <http://rabuncountyschools.org>.

The Rabun County School System reserves the right to award contract to other than the lowest cost proposer, or to reject any and all proposals, if such action would best serve the interests of the System. The contract period shall be one (1) year from the beginning date with four (4) additional one (1) year options to renew by mutual agreement between the System and the contractor. The Rabun County School System may terminate their participation in this contract in whole or in part with thirty (30) days’ notice, for their convenience, or because of failure of the contractor to fulfill the contract obligations in any respect.

The laws of the State of Georgia and the policies of the System shall govern this agreement in all respects. Items and/or services on this order are exempt from Federal Excise Tax and Georgia Sales and Use Tax.

All questions and/or concerns must be directed in writing or by email to the following:

Rabun County Board of Education
Attn: Jason Hogan, Operations Facilities Director
963 Tiger Connector Road
Tiger, GA 30576
jhogan@rabuncountyschools.org

Submission of a proposal signifies the Contractor’s Agreement that its proposal and the content thereof are valid and will become part of the contract that is negotiated between the Rabun County School System and the successful Contractor. All prices submitted with the proposal shall remain for the contract period.

Sincerely,



Jason Hogan
Operations Facilities Director

SECTION II – SCHEDULE:

SECTION II – SCHEDULE:

RABUN COUNTY SCHOOL SYSTEM

Professional Lawn Care and Grounds Maintenance Services Request for Proposal Schedule

**Tuesday,
(4-21-2020)**

RFP notices emailed to potential Contractors and placed on the Rabun County School System website.

**Thursday,
(4-30-2020
10:00 am)**

Mandatory Pre-Bid meeting and tour of properties will be held at Rabun County Maintenance Shop located at 268 Wildcat Hill Drive, Tiger, GA, 30576.

**Tuesday,
(5-12-2020
2:00 pm)**

Last day for questions. Questions must be signed and submitted in writing by 5:00 P.M. Questions may be delivered to Jason Hogan by mail, email, or fax.

**Thursday,
(5-14-2020
2:00 pm)**

Last day Addenda will be posted. All questions will be clarified through an addendum. Addendum will be posted with the RFP on the System website by 4:30 P.M.

**Tuesday,
(5-19-2020
2:00 pm)**

Proposal receipt deadline. Proposals opened. All proposals are due at the Rabun County School System Board Office by 2:00 P.M. EST. No late proposals will be accepted.

**Friday,
(5-22-2020)**

Contractors are notified of RFP award decision.

**Wednesday,
(7-1-2020)**

Contract term begins.

SECTION III – BACKGROUND:

The Rabun County School System is soliciting proposals for Professional Lawn Care and Grounds Maintenance Services for the locations listed below.

The Rabun County School System issues this request for services at the two (2) property locations listed below. Athletic fields at RCHS/RCMS and activity field at RCPS are NOT included in this contract. All common areas around the athletic and activity field are included.

All other site visits will require pre-approval from Jason Hogan, Operations Facilities Director, at least 48 hours in advance. All visitors on Rabun County School campuses must check in at front office and issued visitor badges prior to proceeding with any other activity.

PROPERTY LOCATIONS CHART

Site #	SCHOOL / LOCATION	ADDRESS	CITY
1	Rabun County School Campus	230 Wildcat Hill Drive	Tiger
2	Rabun County BOE Building	963 Tiger Connector Road	Tiger

SECTION IV – GENERAL CONDITIONS AND FINANCIAL PROVISIONS

CONTRACTOR QUALIFICATIONS: The successful Contractor must be properly licensed to do business within Rabun County and the State of Georgia. The successful Contractor shall have been in the Lawn Care and Maintenance business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

PRICING: The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period with four (4) additional one (1) year options to renew by mutual agreement between the System and the Contractor. Pricing shall include all charges that may be imposed to fulfilling the terms of the contract.

HOURS: Hours of lawn care and grounds maintenance on school campuses (while school is in session) shall **ONLY** be performed during approved times from maintenance staff. Special consideration will be given to athletic, academic, and arts competitions and performances being held at those locations. The System shall coordinate with the Contractor on event schedules.

TERMS OF CONTRACT: The initial contract term will be from (7-1-2020) through (6-30-2021). The contract will be renewable on an annual basis for up to four (4) additional fiscal years by mutual agreement between the System and Contractor.

CONTRACT AGREEMENT: All subsequent contract agreements as a result of an award hereunder, shall incorporate all terms, conditions, and specifications contained herein, and in response hereto, unless mutually amended in writing.

SIGNED PROPOSAL CONSIDERED AN OFFER: Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by the Rabun County School System's Board of Education. In the event of a default on the part of the Contractor after acceptance, the System may take such action as it deems appropriate, including legal action for damages or specific performance.

PAYMENT TERMS: Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

The Rabun County School System
Accounts Payable
963 Tiger Connector Road
Tiger, Georgia 30576

The System is responsible for all payments to the Contractor under this contract.

SUBCONTRACTING: The Contractor shall **NOT** have the right or power to assign, subcontracting any services covered in the scope of work.

CHANGES: The System should have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost of the time required for the

performance, or otherwise affects any other provision of this agreement an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal.

NON-DISCRIMINATION: The Contractor shall not discriminate against any individuals and will take proactive measures to ensure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

ADVERTISING: In submitting a proposal to the Rabun County School System, the Contractor agrees **NOT** to use the results of their proposal as a part of any commercial advertising without prior approval of the System.

CONFIDENTIALITY OF PROPOSALS: In submitting a proposal, the Contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of System until after the award of the contract. Contractors not in compliance with the provision may, at the option of the System, be disqualified from contract award. Only discussions authorized by the System are exempt from this provision.

ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

COST FOR PROPOSAL PRESENTATION: Any costs incurred by Contractors in preparing or submitting proposals are the Contractors' sole responsibility. The System will not reimburse any Contractor for any costs incurred prior to award of this contract.

TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days following the submitted date, (5-22-2020). Although the contract is expected to be awarded prior to the time, the 90-day period is requested to allow for unforeseen delays.

RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors shall become the property of the System when received.

COLLUSIVE BIDDING: The vendor's signature on the System's "Request for Proposal (RFP)" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude the System from obtaining the lowest possible competitive price.

GENERAL INDEMNITY: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Rabun County School System, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the System or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the System or System officials (including administrators, agents and employees) from any and all such losses, expenses, damages, demands and claims.

The Contractor further agrees to defend any suit or action brought against the System or System officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts listed in the insurance coverage requirements below. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance of self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal, the name of any owner, officer, director, or agent who is also an employee of the Rabun County School System (including any member of the Rabun County Board of Education). All Contractors must also disclose in writing with their proposal, the name of any employee of the System who owns, directly or indirectly, and interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify System of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** – The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Georgia, as well as employer's liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$500,000 per person and \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- **Automobile** – Automobile Liability Insurance to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with this contract, shall have liability limits of not less than \$500,000 per person and \$1,000,000 per occurrence. The minimum combined single limit shall be \$1,000,000.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Georgia. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Georgia. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Georgia laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: This policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage, or in limits except after 30 days written notice.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Rabun County School System as a Certificate Holder to their insurance policy and provide documentation of same.

EVALUATION CRITERIA: The Rabun County School System, at its sole discretion, following an objective evaluation, will award this contract(s) to the most responsible, responsive Contractor(s). The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractor's ability to follow the specifications, the Contractor's ability to provide a team of skilled, trained employees, the Contractor's experience with similar projects and the Contractor's responses to "Mandatory Issues". In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The System reserves the right to make independent investigations as to the qualifications of the Contractor(s). Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The System reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the System.

AWARD OF BID: The System, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on "**BEST VALUE**". "**BEST VALUE**" will allow the System to consider factors beyond pricing, such as whether the responsible Contractor is able to meet and/or exceed the required specifications. "**BEST VALUE**" will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one Contractor does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the System.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor(s) and the award for Professional Lawn Care and Grounds Maintenance Services has been made, the successful Contractor(s) will be notified by the System verbally and by a letter of award.

TERMINATION FOR CAUSE: The System may terminate their participation in this contract in whole or in part with thirty (30) days' notice, for their convenience, or because of failure of the Contractor to fulfill the contract obligations in any respect. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the System.

SECTION V – EMPLOYEE GUIDELINES:

DRUG POLICY: The Contractor certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity. The Contractor further agrees their employees shall comply with the System's Drug-Free, Vape-Free & Tobacco-Free Campus Policy.

AUTHORIZED PERSONNEL: While engaged in the performance of these Professional Lawn Care and Grounds Maintenance Services, only authorized employees of the Contractor are allowed at the locations where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor.

EMPLOYEE GUIDELINES: The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds.

SECTION VI – SAFETY:

SAFETY: The Contractor and any persons employed by the Contractor shall be required to adhere to all OSHA requirements and regulations that apply while performing any part of the work listed under the title “Scope of Work”. The Contractor and any persons employed by the Contractor shall be required to wear the following safety items as required by OSHA regulations while performing any part of the work listed under the title of “Scope of Work”.

State and Federal Regulations: The Contractor shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, tools and supplies. The Contractor shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

System Safety Director: The Maintenance Director and Facilities Director for the System shall be given full access to inspect all aspects of the job, work zone, equipment, personal protective equipment and all areas and aspects of the job for compliance with OSHA, State, and Federal safety regulations. Should the System’s designee identify any areas of concern, the Contractor shall, at his expense, address these concerns to the satisfaction of the System’s designee.

Should the Contractor fail to remedy any identified safety concerns, where feasible, the Maintenance Director and/or Facilities Director shall have functional authority to halt work until said safety concerns are corrected to the System’s satisfaction.

Should the Contractor fail to remedy any verifiable safety concerns identified by the Maintenance Director, the System, at its’ option may cancel any agreement, reserving for itself any remedies it may have for breach of contract.

Public Safety: The Contractor shall protect the safety and convenience of the general public. The Contractor shall perform work as needed and necessary to protect the general public from hazards.

SECTION VII – SUPERVISION:

CONTRACTOR SUPERVISION: The Contractor, or the Contractor’s authorized agent, shall make sufficient routine inspections to ensure the Professional Lawn Care and Grounds Maintenance work is performed as required by the contract.

SECTION VIII – PROPOSAL INFORMATION:

- All proposals must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. The Bid Forms must be completed, signed, and dated by an official of the company authorized to bind the firm. Unsigned proposals will not be considered. Proposals must consist of one (1) original and one (1) copy. These proposals shall be marked as such – Original and Copy.
- Questions regarding this RFP must be submitted in writing directly to Jason Hogan, jhogan@rabuncountyschools.org. The subject line shall contain “2020 Lawn Care Bid”.
- All property listings must be bid individually.

The **Mandatory Pre-Bid Meeting** and tour of properties will be held on date and time listed above, at the Rabun County Maintenance Shop located at 268 Wildcat Hill Drive, Tiger, GA, 30576. The successful Contractor(s) shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of the Contractors proposal should be based on the information provided, site visitations and a careful review of the RFP specifications including any addenda. After proposals have been submitted, the Contractor shall not assert there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the System.

- The Contractor(s) to whom these services are awarded shall execute a written contract with the System to perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.
- Each Contractor and their employees are expected to be trained and experienced in Professional Lawn Care and Grounds Maintenance Services on a large scale. When submitting a proposal, the Contractor should include a statement of experience where Professional Lawn Care and Grounds Maintenance Services have been performed in similar work situations and environments.
- The System may make such investigations deemed necessary to determine the ability of the Contractor to perform the services outlined in these specifications. If requested, the Contractor shall provide the System with all such information and data for this purpose. The System reserves the right to reject any proposal if the evidence submitted by or derived from an investigation of such Contractor fails to satisfy the System that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.

SECTION X – SCOPE OF WORK:

CONTRACTOR RESPONSIBILITIES: The chosen Contractor(s) shall provide the management, supervision, manpower and equipment necessary to provide the Professional Lawn Care and Grounds Maintenance Services, as detailed in this proposal. All work shall be performed in a safe, professional and workmanlike manner using quality equipment and materials, all of which must be maintained and operated with nothing but the highest standards. There will be a self-reporting model included with this contract. Itemized reports of services completed at each property are to be submitted each month to the Maintenance Director or Facilities Director at the time of the invoice for payment. The essence of this report is essentially a “checklist” stating what work has been done during the given invoice period and is to be signed by the Contractor.

YARD MAINTENANCE PRODUCTS & EQUIPMENT: The Contractor(s) will supply the pine straw/mulch needed to perform the scope of work as defined in this RFP. **All equipment shall be supplied by the Contractor.** Any additional materials or work defined as that agreed upon between the System and the Contractor that is above the scope as defined by this RFP will be charged as an agreed upon rate between both parties.

The successful Contractor(s) shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

GENERAL DESCRIPTION of GROUNDS/SERVICE AREA:

- 1. Trash Collection** – Trash and litter must be removed from the parking lots, sidewalks, courtyards, playgrounds and grassed areas prior to mowing and trimming.
- 2. Lawn Maintenance on All Common Areas** – All grassed areas will be mowed, edged and line trimmed around obstructions every 10 days from March 1st through September 28th, and as needed to maintain a neat appearance from October 1st through February 28th. All driveways, walkways, and parking lots shall be blown off each service trip. Spot treatments of ant hills shall be done as needed. A turf treatment program of weed control and fertilization shall be applied 5 times per year on approximately 90,000 square feet of Bermuda sod. Attach your proposed treatment plan.
- 3. Ornamental Care** – Shrubs and plants must be trimmed on an ongoing basis to preserve a year-round manicured appearance. Shrubs will be pruned with hand shears as needed to provided shape, fullness and blooms. Sucker growth will be removed by hand from the base of trees. Crape Myrtles should be trimmed to preserve a full canopy. If any plant loss should occur due to the maintenance practices, the Contractor shall accept responsibility for such loss and replacement. All other plant replacement shall be at the System’s expense with the System’s prior approval. Any severe pruning that becomes necessary shall be done separately at an hourly rate with the System’s prior approval.
- 4. Tree Maintenance** – Trees should be kept trimmed to a seven (7) foot height giving special attention to those over walkways and drives. All leaves, limbs, and debris shall be cleaned up each service trip. Clean-up of leaves, limbs, and debris caused by ice or high winds shall be charged separately at an hourly rate.
- 5. Mulch** – Pine straw (or other mulch as requested) must be applied to plant beds and bare areas a minimum of three (3) times per year; once in conjunction with the beginning of the new school year (no later than August 1st), once on or around December 1st, and once no later than May 1st.
- 6. Weed Control** – Shrub beds, tree rings, walkways, driveways and playgrounds will be kept free of weeds with manual weeding or chemicals. **All chemical applications must be performed by licensed chemical applicators and only when children are not on the property (preferably weekends).**
- 7. Additional Work** – Additional work (such as annual flowers) at any property as requested by school Principal or other system official, will be billed directly to the school at an agreed upon price between

the Contractor(s) and school Principal. Additional work on school campuses (bid listing #1) must only be negotiated between Contractor(s) and each school Principal. Additional work on Board of Education (bid listing #2) should only be negotiated between Contractor(s) and the Maintenance Director for the System. Other procedures shall be negotiated separately as the need may arise.

- 8. Trash, Branches and Debris** – Trash, branches and other debris should be policed and removed from property. Contractor(s) will clean all clippings from sidewalks, curbs, roadways immediately after mowing, trimming, or edging. Contractor(s) will **NOT** sweep, blow or otherwise dispose of clippings in sewer drains or ponds.

SECTION XI – CONTRACTOR INFORMATION:

1. Owner of the Company _____
2. Location address of the Company _____
3. List the number of years in business _____
4. Is your business full or part-time? _____
5. List the number of people employed on a regular basis _____
6. Do you maintain an office that is staffed during normal daily working hours? _____
7. List the name of the contact person and phone number(s) in the event your firm is awarded the contract _____
What is their email address? _____
8. List any other applicable information that you wish to present as part of this proposal:

**RABUN COUNTY BOARD OF EDUCATION
963 TIGER CONNECTOR ROAD
TIGER, GEORGIA 30576**

REQUEST FOR PROPOSAL (RFP)

RFP TITLE: **Professional Lawn Care and Grounds Maintenance Services**

Issue Date:
(4-21-2020)

Administered by/Title:
**Jason Hogan
Operations Facilities Director**

Telephone and Email:
**(706) 212-4350 ext. 5223
jhogan@rabuncountyschools.org**

PROPOSAL DUE DATE & TIME: **(5-19-2020 -- 2:00 pm)**

Note: **Proposals received after the opening date and time will not be accepted.**

The Rabun County School System invites your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. Two (2) copies of your proposal must be sealed and delivered to: The Rabun County School System, Attn: Jason Hogan, 963 Tiger Connector Road, Tiger, Georgia, 30576 before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME", "RFP TITLE", and the "RFP OPENING DATE & TIME". **NO** faxed or emailed proposals will be accepted. The System will not be responsible for late or lost bids by the U.S. Postal Office or any other delivery services used by the Contractor. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

The following must be completed, signed, and returned as part of your proposal. Proposals WILL NOT be accepted without this form signed by an authorized agent of the Contractor.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER(S):

FAX NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

(AUTHORIZED SIGNATURE)

(TYPED OR PRINTED NAME)

TITLE: _____ DATE: _____

THIS PAGE MUST BE COMPLETED, SIGNED AND INCLUDED IN YOUR PROPOSAL.

The Rabun County School System
Professional Lawn Care and Grounds Maintenance Services RFP
RFP Opening Date: (5-19-2020)
PROPOSAL FORM

PART I: Proposal

Please submit the total cost amount to perform Professional Lawn Care and Grounds Maintenance Services for one (1) calendar year as specified in this RFP. Unless agreed upon mutually between the System and Contractor(s), the awarded Contractor(s) will invoice the System monthly at an amount that equally divides the total bid amount over equal payments.

<u>RFP LISTING</u>	<u>LOCATION</u>	<u>AMOUNT</u>
#1	Rabun County School Campus	\$
#2	Rabun County Board of Education Building	\$

Extra services to be provided upon request. These services will be billed in addition to the monthly contract price.

1. Weed eating slopes – per man hour – labor and materials @ \$ _____/man hour
2. Additional Pine Straw – per bale spread – labor and materials @ \$ _____/bale
3. Dylox grub treatment – per thousand square feet treated @ \$ _____/1,000 square feet
4. Agricultural Limestone – per ton spread @ \$ _____/ton spread
5. Granular Fertilizer (per soil test recommendations) – cost of spreading per ton @ \$ _____/ton spread
6. Five Turf Treatments per year of 90,000 square feet of Bermuda grass sod - @ \$ _____/treatment
7. Playground fall mulch – installation cost/ton on playgrounds as needed - @ \$ _____/ton installed

THIS PAGE MUST BE COMPLETED, SIGNED AND INCLUDED IN YOUR PROPOSAL.

PART II: Addenda Acknowledgements (if applicable)

Each Contractor is responsible for determining that all addenda issued by the Rabun County School System have been received before submitting a proposal.

<u>ADDENDA</u>	<u>DATE RECEIVED</u>	<u>DATE CONTRACTOR RECEIVED</u>

PART III: Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The Contractor has taken care to site visits and is aware of prevailing conditions associated with performing these services.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 90 days from the date of the opening.

CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX #: _____

EMAIL: _____

BY: _____

(SIGNATURE)

(TYPED OR PRINTED NAME)

(TITLE)

(DATE)

THIS PAGE MUST BE COMPLETED, SIGNED AND INCLUDED IN YOUR PROPOSAL.

**Georgia Security and Immigration Compliance Act:
E-Verify and SAVE Program Overview
[OCGA § 13-10-91]**

Pursuant to the “Georgia Security and Immigration Compliance Act”, the Rabun County School System is required to have all of its contractors register and participate in the federal work authorization program to verify information of all new employees.

If your company employs more than one person, please complete the attached Affidavit

Or

If you are a sole proprietor, you may either complete the attached Affidavit or submit a copy of your Georgia Drivers' License as acceptable proof of citizenship and return to:

**Rabun County Schools
963 Connector Road
Tiger, GA 30576
Fax: 706-782-6224**



RCBOE Site # 1



Legend

Google Earth

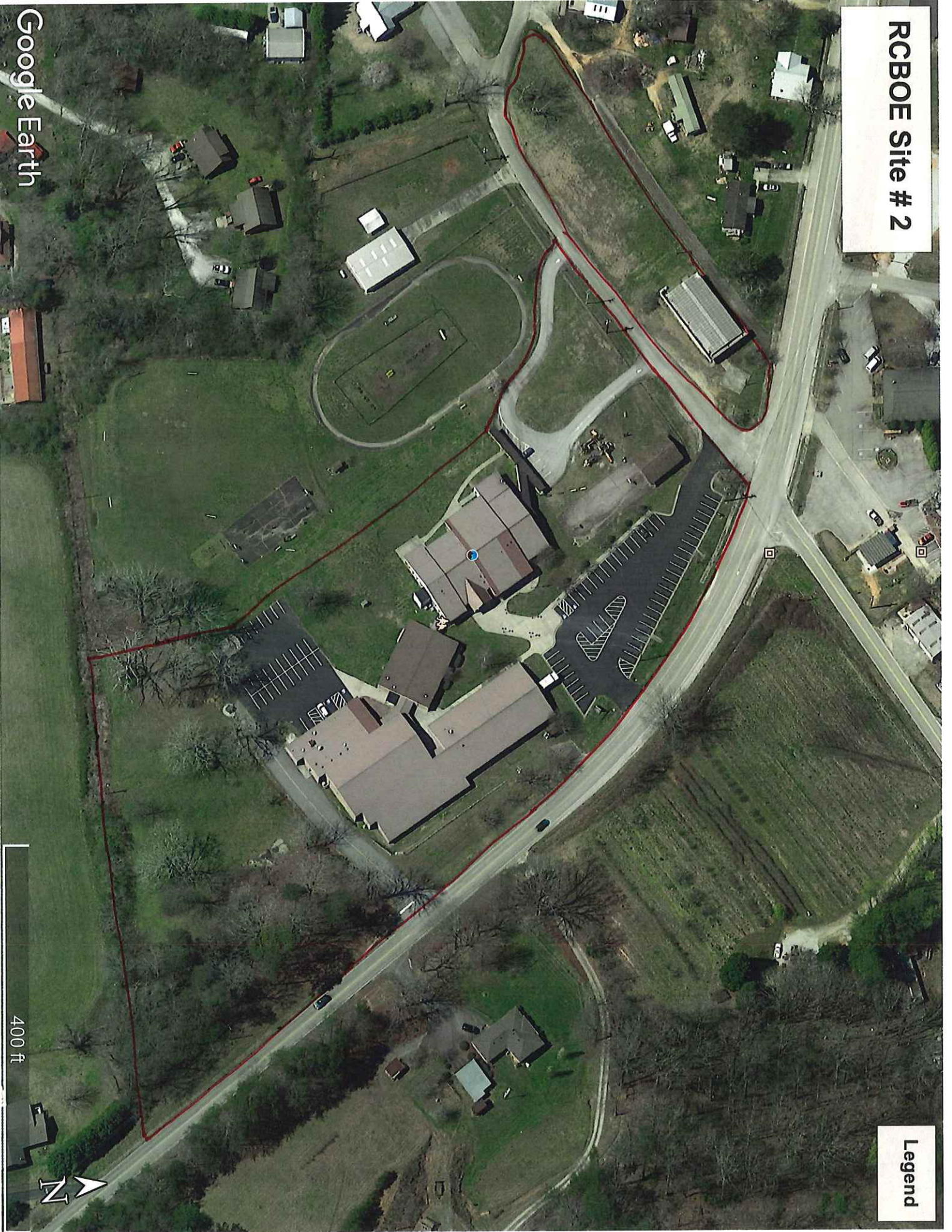
@ 2020 Google

2000 ft



RCBOE Site # 2

Legend



Google Earth

400 ft

