

Washington County Schools

501 Industrial Drive
Sandersville, GA 31082
(478)552-3981
Fax (478)552-3128

Vickie Harden
Superintendent

REQUEST FOR PROPOSAL:

Professional Lawn Care and Grounds Maintenance Services

PERTINENT DATES

| | |
|----------------|------------------------------------|
| March 12, 2024 | Request for Proposal Issued |
| April 16, 2024 | Proposal Deadline |
| May 2, 2024 | Recommendations Presented to Board |
| May 3, 2024 | Award of Contract |
| July 1, 2024 | Contract Beginning Date |

Washington County Schools

REQUEST FOR PROPOSAL (RFP) Professional Lawn Care and Grounds Maintenance

The Washington County School District wishes to establish a new standard of excellence in the maintenance of its School and Facilities Grounds. Therefore, the Washington County School District is seeking proposals for a Professional Lawn Care and Grounds Maintenance contract for its educational and administrative facilities located in Sandersville and Washington County, Georgia. This Request for Proposal (RFP) is issued for the purpose of negotiating a contract for complete Lawn Care and Grounds Maintenance services for the Washington County School District. This RFP **does not** pertain to any of the Athletic Fields in the District. In this RFP, the vendor is referred to as the “Contractor” and the Washington County School District as the “District.”

INTERESTED PARTIES: The District desires to evaluate all possible options for administering and improving the Lawn Care and Grounds Maintenance operations of the District. Interested parties may obtain proposal documents from the District’s administrative offices located at 501 Industrial Drive, Sandersville, Georgia, or from the District website – www.washingtoncountyschoolsga.org. The successful proposer, undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions. All site visits must be scheduled with Tim Chapman- Facilities Manager, at least 24 hours in advance.

DEADLINE FOR PROPOSALS: The deadline for receiving proposals is April 16, 2024 at 2:00 PM. Proposals will be time stamped when received. Late proposals will not be opened. No exception will be made for late proposals.

PROPOSAL SUBMISSION: A signed copy of the proposal must be submitted in a sealed envelope marked on the outside, “RFP Lawn and Grounds.” The sealed, marked envelope containing the copy of the proposal should be addressed to:

Vicki Frost
Purchasing Manager
Washington County Schools
501 Industrial Drive
Sandersville, GA 31082

Faxed or emailed proposals will not be accepted. All proposals must be signed by an authorized representative of the Contractor in spaces provided within this RFP and all attachments must be returned with the proposal.

QUESTIONS/INQUIRIES: All inquiries and requests for information regarding proposal submission shall be directed to Vicki Frost, Purchasing Manager, Washington County Schools, by **mail** – 501 Industrial Drive, Sandersville, GA 31082; by **phone** – (478)552-3981 ext 1253, by **fax** – (478)552-3128, or **email** – vfrost@washington.k12.ga.us.

PROPERTY LOCATIONS

| | |
|-------------------------------|--|
| Ridge Road Primary School | 285 Ridge Rd, Sandersville, GA 31082 |
| Ridge Road Elementary School | 285 Ridge Rd, Sandersville, GA 31082 |
| T J Elder Middle School | 902 Linton Rd, Sandersville, GA 31082 |
| Washington County High School | 420 Riddleville Rd, Sandersville, GA 31082 |
| Achievement Academy | 446 Riddleville Rd, Sandersville, GA 31082 |
| IGAL Academy | 423 Industrial Dr, Sandersville, GA 31082 |
| Board of Education | 501 Industrial Dr, Sandersville, GA 31082 |

*Aerial views with areas to be maintained are attached to this RFP.

SECTION 1: GENERAL PROVISIONS

WAIVER OF FORMAL DEFECT: The District may waive any technical or formal defect in any proposal not prepared and submitted in accordance with the provisions herein, and reject any or all proposals. The District will make the award to the most responsive Contractor in its own judgment and in the best interest of the District. The award may or may not be given to the Contractor with the lowest cost proposal. The District reserves the right not to award a contract to any bidder.

CRITERIA FOR PROPOSAL ACCEPTANCE: Proposals will be evaluated and ranked with respect to criteria specifically developed to examine the technical competence and suitability of prospective providers. The contract will be awarded to the most qualified and responsible proposal for the most reasonable cost. In order to qualify as responsible, a prospective provider must meet the following criteria as it relates to this request for proposal:

1. Possess the adequate professional, technical and financial resources for performance of required services or have the ability to obtain such resources as required during performance of said services.
2. Possess the necessary experience and technical skills in the field.
3. Prove a satisfactory record of performance of services for other similar sized organizations.
4. Propose compensation that is considered fair and equitable to the level of effort to be expended.
5. Address all elements of the request of the proposal as specified in this document.
6. Possess experience with other educational institutions of a similar size.

PERIOD OF SERVICE REQUIRED: The District desires a contract period of July 1, 2024, through June 30, 2027. However, Georgia Code § 20-2-506 requires that any multi-year agreement with a school system “shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed.” However, “the contract may provide for automatic renewal unless positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.”

-July 1, 2024 to December 31, 2024;

-January 1, 2025 to December 31, 2025;

**-January 1, 2026 to December 31, 2026 and
January 1, 2027 to June 30, 2027.**

The contract entered into between the District and the Contractor who submits the successful proposal will provide for automatic renewal at the end of each calendar year during the anticipated contract period of July 1, 2024 through June 30, 2027, subject to the provisions of Georgia Code § 20-2-506.

EQUAL OPPORTUNITY EMPLOYER/DRUG-FREE EMPLOYER/E-VERIFY: The District is an equal opportunity employer and reserves the right to refuse or reject any or all proposals that are not in the best interest of the school system

The Contractor must comply with all statutes of the Equal Opportunity Employer Act, be a Drug-Free Employer in the State of Georgia, and participate in the federal E-Verify program. Contractor must submit an E-Verify Affidavit with its proposal (form attached). Contractor must drug test employees before employment and conduct criminal background as well as fingerprint checks according to Georgia's requirements for school employees prior to the employee beginning allowed work or be present at any District facility where students are present. No employee with a felony conviction or any conviction of sex crime, crime of moral turpitude, or any crime against a child may be assigned by Contractor to a District facility. Copies of drug tests and background tests must be permanently maintained on file by the Contractor and must be made available for inspection by the District upon request.

INSURANCE REQUIREMENTS: The Contractor will provide proof of and maintain insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the Board of Education by the contractor, his agents, representatives, and employees. Contractor must provide a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Washington County School District as a Certificate Holder to their insurance policy and provide documentation of the same. If at any time the policy lapses or is terminated, the Contractor will be subject to immediate termination.

Minimum Coverage Required:

1. **General Liability**-a rate no less than \$500,000 per person and \$1, 000,000 per occurrence for bodily injury, personal injury and property damage.
2. **Worker's Compensation**- as required by the Workers Compensation Act of Georgia 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 the contract.
3. **Automobile** – Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. 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.

PAYMENT FOR SERVICES: Payment for services will be made in 12 equal monthly installments. These payment will be on the fourth Thursday of every month.

***Final payment of the contract may be withheld pending satisfactory completion of contract requirements.**

SAFETY: The Contractor will comply with all Occupational Safety, and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations

WORKMANSHIP AND INSPECTION: The Contractor will provide all materials, labor and equipment necessary to perform the specifics of the contract. Contractor shall perform services necessary within the scope of services in a manner that will promote the continued life and health of all maintained plantings and grasses. Services will be provided at **APPA Grounds Standards Level 2. (High-level maintenance associated with well-developed public areas, malls, government grounds or college/university campuses.) See attached standards.**

TERMINATION FOR CAUSE: The District may terminate their participation in this contract in whole or in part for any reason, or because of failure of the Contractor to fulfill the contract obligations in any respect. Contractor will be notified in person, if possible, or by phone or email. A formal letter of termination will be provided. All financial obligations on behalf of the District shall cease as of the date of termination. Payment for any outstanding services will be issued within ten days of termination, provided any property or resources belonging to the District are in the possession of the District (keys, equipment, etc.).

ASSIGNMENT: The Contractor may not assign or transfer this Contract without the prior written consent of the Board.

SECTION 2: SCOPE OF SERVICES

This contract DOES NOT require any services to the District's athletic fields.

The Contract will encompass all landscape services, including at a minimum, the following activities: Mowing, trimming, clean-up, plant and bed care, weeding, mulching, pruning and leaf removal. This Contract covers all areas within the boundaries on the attached plats except the athletic fields.

1. The Contractor will provide in the proposal a schedule for services and a description of services to maintain the five properties at the APPA Grounds Standards Level 2.
2. The Contractor will provide an overall approach (supervision, staffing, safety, means and methods, monitoring and control) in the proposal. Contractor may propose additions, modifications or deletions from the current landscaping.
3. The Contractor will provide a list of client references as well as credit references.

SECTION 3: EVALUATION CRITERIA

The proposals will be evaluated according to the following criteria:

1. Experience with projects of this size and reliability of Contractor.

2. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, financial stability and coverage by professional liability insurance.
3. Proof of E-Verify compliance.
4. Total Cost to complete Scope of Services.

The District reserves the right to contact any proposer for clarification or questions on any item or services included in the proposal. Modification to the original proposal may be made as a result of these discussions. Contact with a proposer does not guarantee a like contact to all vendors who have submitted a proposal. The District reserves the right to transfer the proposal into a formal bid document if the need arises.

Please see attached PDF documents containing aerial layouts of the properties.

APPA GROUNDS STANDARDS

LEVEL 2 High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.

TURF CARE. Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.

FERTILIZER. Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.

IRRIGATION. Sprinkler irrigated--electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

PRUNING. Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.

DISEASE AND INSECT CONTROL. Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

SURFACES. Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.

REPAIRS. Should be done whenever safety, function, or appearance is in question.

INSPECTIONS. Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.

FLORAL PLANTINGS. Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

Proposal Sheet

**Contract Price Proposal for Lawn Care and Ground Maintenance Services
Proposal Deadline is April 16, 2024, at 2:00 PM**

- 1. Total Contract Price for Lawn Care and Ground Maintenance Services for July 1, 2024 thru December 31, 2024 \$ _____
- 2. Total Contract Price for Lawn Care and Ground Maintenance Services for January 2, 2025 thru December 31, 2025 \$ _____
- 3. Total Contract Price for Lawn Care and Ground Maintenance Services for January 2, 2026 thru December 31, 2026 \$ _____
- 4. Total Contract Price for Lawn Care and Ground Maintenance Services for January 1, 2027 to June 30, 2027. \$ _____

5. Name of Company _____

Address _____

Telephone/Fax Numbers _____

Email Address _____

Company Website _____

6. Authorized Company Representative (type or print)

Title/Position _____

Signature of Authorized Company Representative

Date _____

Appendix A

Agreement between Washington County Board of Education and

Name of Individual or Business

Any contractor or service provider submitting a proposal or bid, accepting a Purchase Order, and/or entering into any contract for the physical performance of services with the Washington County Board of Education, by signature and witness herein affirms, attests and declares that they are in compliance with O.C.G.A. 13-10-90.

Paragraph (a)

_____ at _____
Name of Individual or Business Address of Individual or Business

has registered with, is authorized to use, and uses the federal work authorization program.

Paragraph (b)

The User Identification Number and date of authorization for

_____ is:
Name of Individual or Business

User ID # _____

Date of Authorization _____

Paragraph (c)

_____ will continue to use e-verify
Name of Individual or Business

for any contracted services performed for the Washington County Board of Education..

Paragraph (d)

_____ will contract for the physical
Name of Individual or Business

performance of services only with sub-contractors who present an affidavit to

_____ with the same information as required in
Name of Individual or Business

paragraphs (a), (b), and (c) of this document.

Hereby attested, affirmed, and declared by below individual signature or signature of authorized agent of:

Name of Individual or Business

Printed Name

Signature

Date

Notarized and Witnessed:

Printed Name of Registered Notary

Signature of Registered Notary

Affixed Seal and Date of Witness

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

| | | |
|---|--|---|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | <input type="checkbox"/> Exempt payee | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| City, state, and ZIP code | | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Social security number | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | |
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Affidavit
Verification of Lawful Presence in United States
Pursuant to O.C.G.A. § 50-36-1(c)

By executing this affidavit under oath, as an applicant for public benefits from the Washington County School District, the undersigned applicant verifies one of the following with respect to my citizenship status:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____ (ex., *driver's license, birth certificate, state I.D. with photo, military I.D., or list type of document issued by federal immigration agency*)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

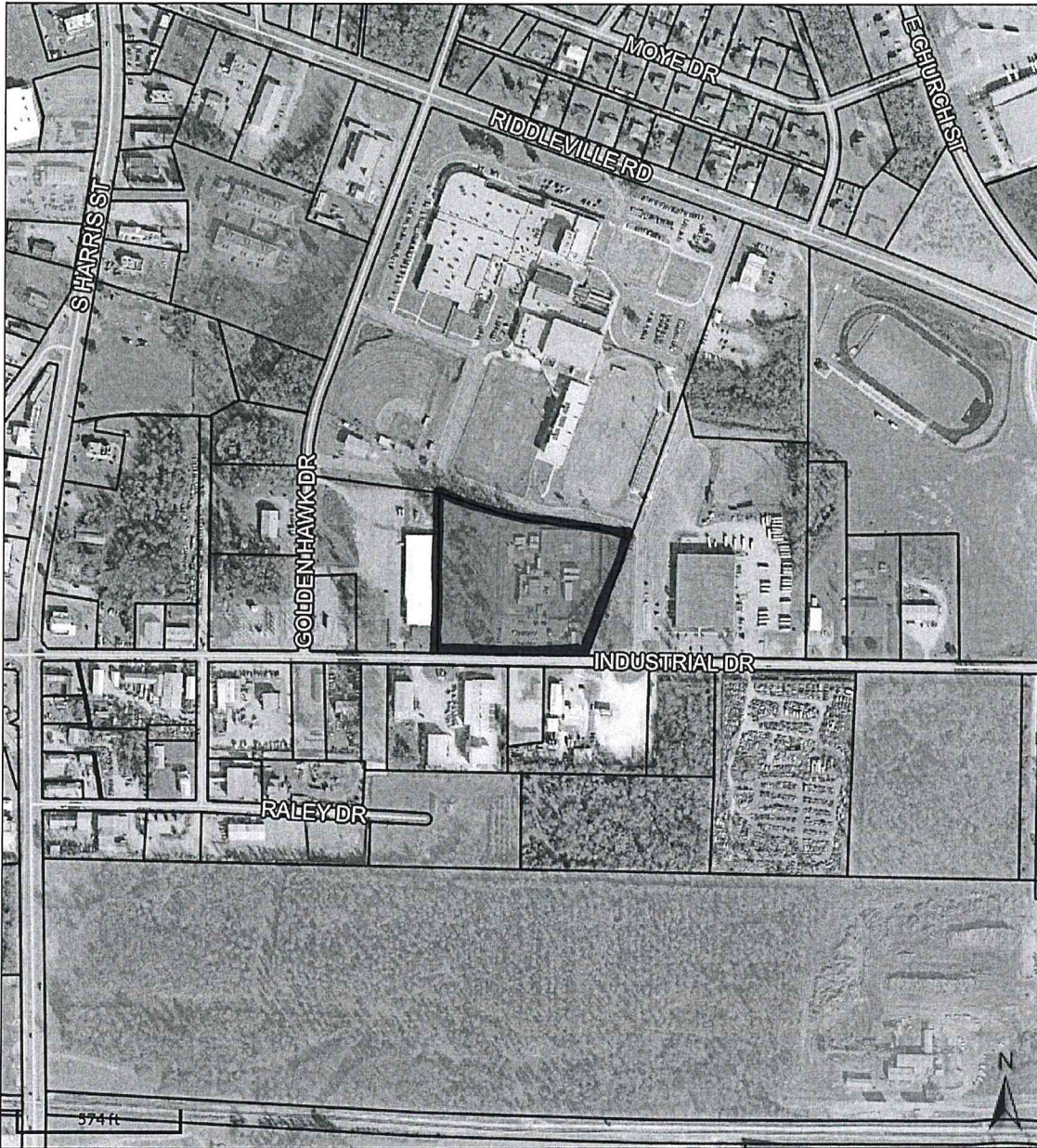
Signature of Applicant

Printed Name of Applicant

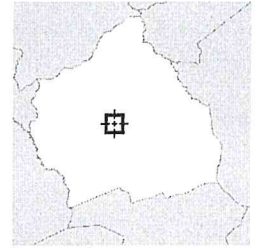
SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE _____ DAY OF
_____, 20____.

NOTARY PUBLIC
My Commission Expires: _____








IGAL Property



Overview



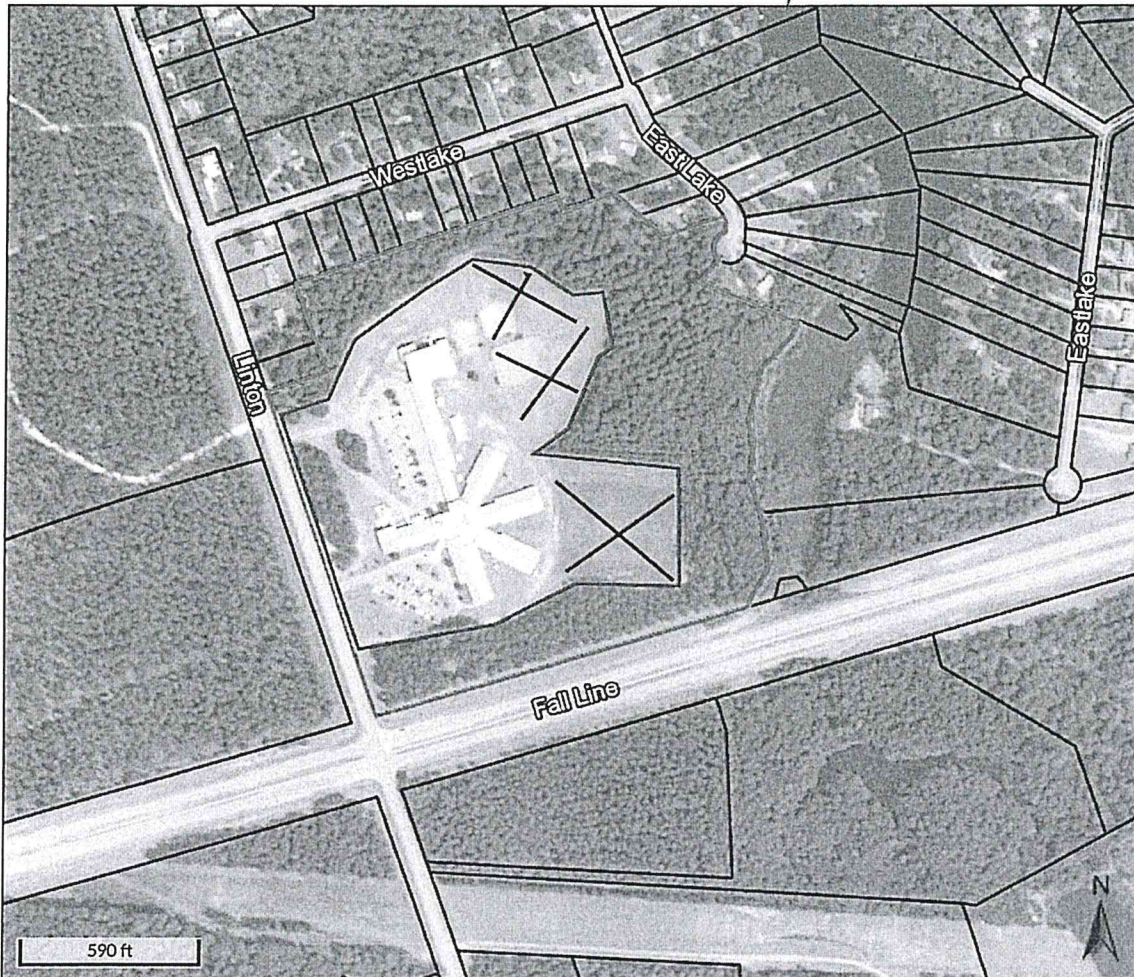
Legend

-  Parcels
- Yearly Sales
 -  2024
 -  2023
 -  2022
 -  2021
 -  2020
 -  2019
-  Roads

Date created: 2/26/2024
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EMS Property



Overview



Legend

-  Parcels
-  Roads

| | | | |
|-----------------|---------|------------------|--------------------------------------|
| Parcel ID | 094 030 | Owner | WASHINGTON COUNTY BOARD OF EDUCATION |
| Class Code | Exempt | | P O BOX 716 |
| Taxing District | COUNTY | | SANDERSVILLE GA 31082 |
| | COUNTY | Physical Address | FALL LINE FREEWAY |

(Note: Not to be used on legal documents)

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BOE Property



Overview



Legend

-  Parcels
-  Roads

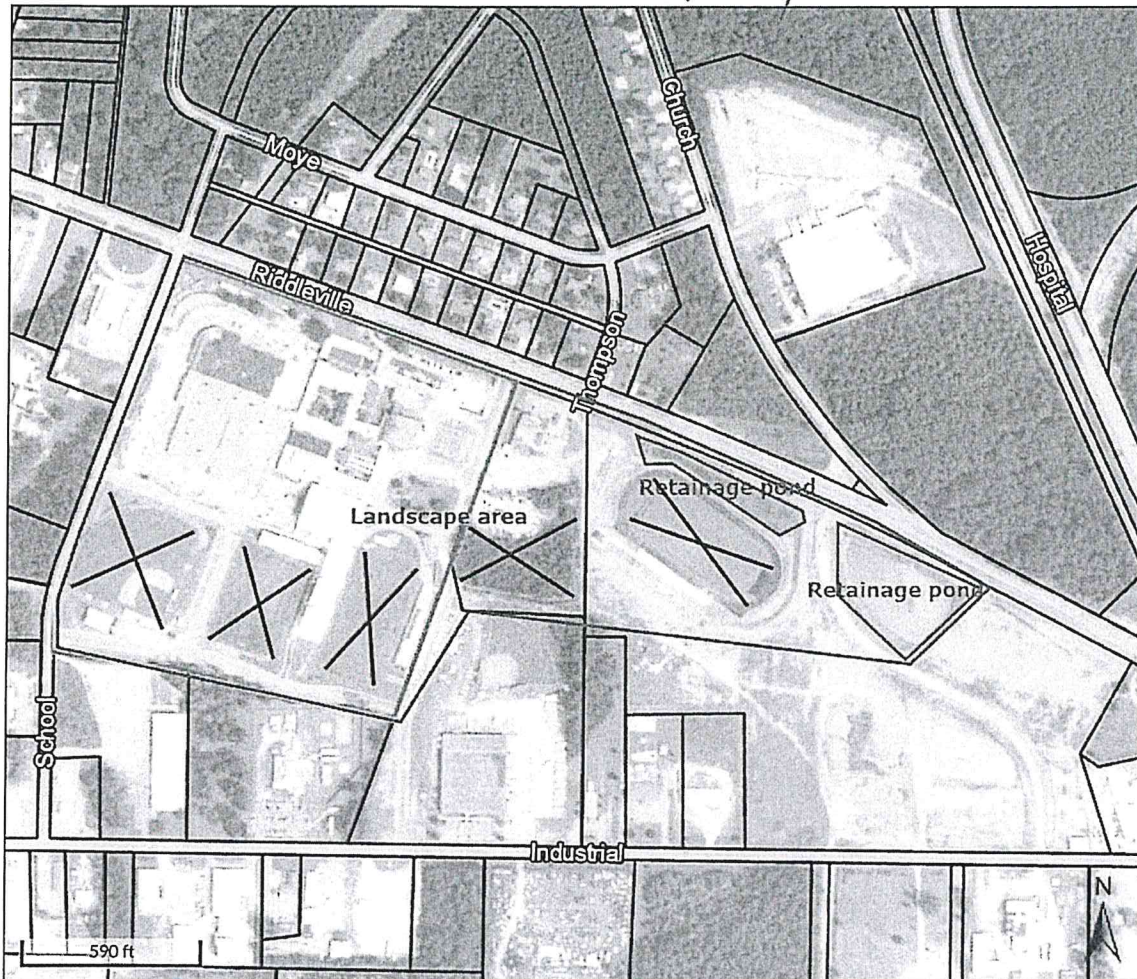
| | | | |
|-----------------|--------------|------------------|----------------------------|
| Parcel ID | 095 037 | Owner | WASHINGTON COUNTY BOARD OF |
| Class Code | Exempt | | EDUCATION |
| Taxing District | SANDERSVILLE | | P O BOX 716 |
| | SANDERSVILLE | | SANDERSVILLE GA 31082 |
| | | Physical Address | 501 INDUSTRIAL DR |

(Note: Not to be used on legal documents)

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WCHS Property



Overview



Legend

- Parcels
- Roads

| | | | |
|-----------------|--------------|------------------|----------------------------|
| Parcel ID | S31048 | Owner | WASHINGTON COUNTY BOARD OF |
| Class Code | Exempt | | EDUCATION |
| Taxing District | SANDERSVILLE | | P O BOX 716 |
| | SANDERSVILLE | | SANDERSVILLE GA 31082 |
| | | Physical Address | 420 RIDDLEVILLE RD |

(Note: Not to be used on legal documents)

Date created: 4/21/2017
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Developed by
The Schneider Corporation

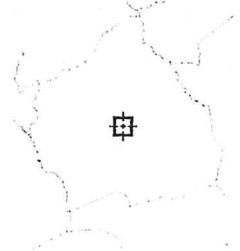






Washington County, GA
Ridge Road Property



Overview



Legend

-  Parcels
-  Roads

| | | | |
|-----------------|---------------------------|------------------|--------------------------------------|
| Parcel ID | 111020A | Owner | WASHINGTON COUNTY BOARD OF EDUCATION |
| Class Code | Exempt | | P O BOX 716 |
| Taxing District | SANDERSVILLE SANDERSVILLE | Physical Address | SANDERSVILLE GA 31082 |
| | | | 285 RIDGE RD |

(Note: Not to be used on legal documents)

Date created: 4/21/2017
Last Data Uploaded: 4/21/2017 12:27:13 AM

 Developed by
The Schneider Corporation