



## **Butts County School System**

181 North Mulberry Street Jackson, GA 30233

Tel: (770) 504-2300

Email: [darrell.evans@bcssk12.org](mailto:darrell.evans@bcssk12.org)

## **REQUEST FOR PROPOSALS**

For

**Professional Lawn Care and Grounds Maintenance Services**

<b>Issued on:</b>	Monday, August 30, 2021
<b>Due Date:</b>	Friday, September 24, 2021 at 2:00 P.M. EST
<b>Administered by:</b>	Dr. Darrell Evans, Assistant Superintendent of Operations
<b>Return to:</b>	Butts County School System Attn: Dr. Darrell Evans, Assistant Superintendent of Operations 181 North Mulberry Street Jackson, GA 30233

*Butts County Schools is an equal opportunity employer.*

## **SECTION I – INTRODUCTION and INTENT of RFP:**

### **Notice to Contractors**

The Butts County School System [hereinafter referred to as the “System”] issues this invitation to bid for professional lawn and grounds maintenance services. The System seeks to contract for services designated at five (5) defined locations throughout the school system. Contractors can submit bids for an individual property listing, multiple property listings, or all five property listings. Contractors must provide all of the information required by this request for proposals.

Proposals will be accepted until **Friday, September 24, 2021 at 2:00 P.M. EST** by Dr. Darrell Evans at the Butts County School System Board Office Building- 181 North Mulberry Street, Jackson, Georgia 30233. Complete specifications and instructions are attached herewith.

It is the sole responsibility of the bidder(s) to ensure that bids are received by Dr. Darrell Evans, Assistant Superintendent of Operations, on or before the closing date and time. The bid submittal date and time shall be strictly observed. The System shall in no way be responsible for delays caused by any occurrence. Under no circumstances shall bids received after the specified date and time be considered.

The System reserves the right to amend this Invitation for Bid prior to the due date. All amendments and additional information will be posted to the Butts County School System’s website at: <http://www.bcask12.org>

The Butts County School System reserves the right to award bids to other than the lowest bidder, or to reject any and all bids, 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 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 or concerns must be directed in writing or by email to the following:

Butts County School System  
Attn: Dr. Darrell Evans  
Assistant Superintendent of Operations  
181 N. Mulberry Street  
Jackson, GA 30233 [darrell.evans@bcask12.org](mailto:darrell.evans@bcask12.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 Butts County School System and the successful contractor. All prices submitted with the proposal shall remain in effect for the contract period.

Sincerely,

Dr. Darrell Evans  
Assistant Superintendent of Operations

## **SECTION II – SCHEDULE:**

### **BUTTS COUNTY SCHOOL SYSTEM**

#### **Professional Lawn Care and Grounds Maintenance Services**

#### **Request for Proposal Schedule**

**Monday, August 30, 2021**

RFP notices placed on the Butts County School System website.

**Tuesday, September 13, 2021 2:00 P.M. EST**

Last day for questions. Questions must be signed and submitted in writing by 2:00 P.M. Questions may be delivered to Dr. Darrell Evans either by e-mail or fax.

**Friday, September 17, 2021 5:00 P.M. EST**

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 5:00 P.M.

**Friday, September 24, 2021 2:00 P.M. EST**

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

**Tuesday, October 5, 2021**

Present Recommendation to the Butts County School System's Board of Education for consideration.

**Wednesday, October 6, 2021**

Contractors are notified of award decision

**Monday, November 1, 2021**

Contract term begins

### **SECTION III – BACKGROUND:**

With the support of the Butts County community, we serve roughly 3,500 of Georgia's finest students at five schools. Supplementary facilities include an athletics complex, professional development/fine arts auditorium, bus shop, and administrative offices. The System's board offices are located at 181 North Mulberry Street, Jackson, GA 30233. The Butts County School System is soliciting proposals for Professional Lawn Care and Grounds Maintenance Services for the locations listed below.

The Butts County School System issues this invitation to bid for services at the five (5) property locations listed below.

#### **PROPERTY LOCATIONS CHART**

	<b>SCHOOL / LOCATION</b>	<b>ADDRESS</b>	<b>CITY</b>
1	Jackson High / Henderson Middle	717 Harkness Street 494 George Tate Drive	Jackson
2	Daughtry Elementary School	150 Shiloh Road	Jackson
3	Jackson Elementary School	1105 Brownlee Road	Jackson
4	Stark Elementary School	209 Stark Road	Jackson
5	Earnest Battle Building / Rufus Auditorium Franklin Street Gym / Red Devil Hill Complex	218 Woodland Way / 310 Franklin Street	Jackson

## **SECTION IV – GENERAL CONDITIONS and FINANCIAL PROVISIONS:**

**CONTRACTOR QUALIFICATIONS:** The successful Contractor must be properly licensed to do business within Butts 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 in fulfilling the terms of the contract.

**HOURS:** Hours of lawn care and grounds maintenance operations on school campuses (while school is in session) shall be at the discretion of the building Principal at each school and the Assistant Superintendent of Operations or designee for non-school facilities. Regardless, contractors must be able to perform all aspects of the contract terms from 4:00 P.M. until 9:00 P.M. Monday through Friday and 6:00 A.M. until 9:00 P.M. on weekends (to anticipate any school principal's election to limit work as such). System observed holidays and weekdays when school is not in session are exceptions. The System shall provide the Contractor with the school calendar. Hours of lawn care and grounds maintenance on supplementary System property (non-school facilities – example: Ernest Battle Building) shall be performed from 6:00 A.M. until 9:00 P.M. weekdays and weekends with special consideration 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 November 1, 2021 through October 31, 2022. The contract will be renewable on an annual basis for up to four (4) additional fiscal years by mutual agreement between the System and the 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 is approved and accepted by the Butts 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:

Butts County School System  
Attn: Chris Thurston  
Director of Maintenance  
181 North Mulberry Street  
Jackson, GA 30233

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, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work.

**CHANGES:** The System shall 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 or 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 assure 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 Butts 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 PREPARATION:** 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 submittal date, Friday, September 24, 2021. Although the contract is expected to be awarded prior to that 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 Butts 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 or 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 Butts County School System (including any member of the Butts County School System Board of Education). All Contractors must also disclose in writing with their proposal the name of any employee of System who owns, directly or indirectly, an 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 the 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 Workers 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:** The 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 Butts County School System as a Certificate Holder to their insurance policy.

**EVALUATION CRITERIA:** The Butts 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.

**Scoring Criteria:**

Completeness	Incomplete Proposals will not be considered
Pricing	200 Points
Contractor's Ability to Perform	200 Points
Contractor's Experience	300 Points
Responses to Mandatory Issues	300 Points

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, and/or because of failure of the Contractor to fulfill the contract obligations in any respect. A termination notice will be issued in writing. 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 workplace environment to ensure worker safety and workplace integrity. The Contractor further agrees their employees shall comply with the System’s Drug-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. Contractor employees must take proper steps to check in at school and property administrative offices each visit to gain visitors badges before conducting services on System property.

**EMPLOYEE GUIDELINES:** The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for ensuring 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 “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:** System personnel 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 System personnel 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 System, the System may cancel any agreement, reserving for itself any remedies it may have for breach of contract.

## **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 Dr. Darrell Evans,  
[darrell.evans@bcssk12.org](mailto:darrell.evans@bcssk12.org).

All property listings must be bid individually.

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 Contractor's 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 IX – MANDATORY ISSUES:**

- 1. List a minimum of three (3) references that can verify your qualifications and work quality by Business Name, Name of Contact Person, and Working Phone Number.**
- 2. Has a member of your team personally inspected the proposed work sites? Can you perform the scope of work at each site within the hours/days as listed above in Section IV?**
- 3. How will your company supervise your employees during the performance of the work on school and System property?**

## **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 professional, detailed and workmanlike manner. Curb appeal is very important to us!

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 building principal for school facilities, and the Director of Maintenance for non-school facilities owned by the System at the time of the invoice for payment. The essence of this report is essentially an “itemized services performed list” stating what work has been done during the given invoice period. The list and invoice is to be verified by the Contractor before sending to the System.

**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 at 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) **Turf Maintenance** – All grassed areas will be mowed, edged and line trimmed around obstructions at least 32 times each year and more often as needed to maintain a neat appearance.
- 3) **Ornamental Care** – Shrubs and plants must be trimmed on an ongoing basis to preserve a year-round manicured appearance. Shrubs shall be pruned with hand shears as needed to provide 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.
- 4) **Tree Maintenance** – Trees should be kept trimmed to a seven (7) foot height giving special attention to those over walkways and drives.
- 5) **Mulch** – Pine straw (or other mulch as requested) must be applied to plant beds and bare areas no less than two (2) times per year; once in conjunction with the beginning of the new school year (no later than August 1st) and once around mid-March. Mulch and beds are expected to be immaculate year-round, and especially so during heavy community traffic times – beginning of the school year (late July-early August, at the end of school year (mid-late May). Playground mulch is not to be included in this proposal.
- 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 a 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 #'s 1-4) must only be negotiated between Contractor and the school Principal. Additional work off school campuses (bid listing # 5) shall be negotiated between Contractor(s) and the Assistant Superintendent of Operations for the System or designee.
- 8) **Trash, Branches and Debris** – Trash, branches and other debris should be policed and removed from property. Contractor will clean all clippings from sidewalks, curbs, and roadways immediately after mowing, trimming, or edging. Contractor 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. Who is the contact person and phone number(s) in the event your firm is awarded the contract?

E-mail Address: \_\_\_\_\_

8. List any other applicable information that you wish to present as part of this proposal.

The BUTTS COUNTY SCHOOL SYSTEM  
181 North Mulberry Street  
Jackson, Georgia 30233



**REQUEST FOR PROPOSAL (RFP)**

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

Issue Date:	Administered by/Title:	Telephone & Email
<b>August 30, 2021</b>	<b>Dr. Darrell Evans</b>	<b>(770) 504-2300 ext. 1310</b>
	<b>Assistant Superintendent of Operations</b>	<a href="mailto:darrell.evans@bcssk12.org">darrell.evans@bcssk12.org</a>

**PROPOSAL DUE DATE & TIME: Friday, September 24, 2021 at 2:00 P.M. EST NOTE: Proposals received after the opening date and time will not be accepted.**

The Butts 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 Butts County School System, Attn: Assistant Superintendent of Operations, 181 North Mulberry Street, Jackson, GA, 30233 before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME", "RFP TITLE", and the "RFP SUBMITTAL DATE & TIME." **NO** faxed 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 ninety (90) days after the RFP proposal deadline 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 Butts County School System**

### **Professional Lawn Care and Grounds Maintenance Services RFP Due Date: Friday, September 24, 2021**

#### **PROPOSAL FORM**

#### **PART I: Proposal**

Please submit the total bid amount to perform Professional Lawn Care and Grounds Maintenance Services for one 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 12 equal payments.

<b><u>BID LISTING</u></b>	<b><u>LOCATION</u></b>	<b><u>BID AMOUNT</u></b>
<b>#1</b>	<b>Jackson High / Henderson Middle</b>	\$
<b>#2</b>	<b>Daughtry Elementary School</b>	\$
<b>#3</b>	<b>Jackson Elementary School</b>	\$
<b>#4</b>	<b>Stark Elementary School</b>	\$
<b>#5</b>	<b>Earnest Battle Building / Rufus Auditorium Franklin Street Gym / Red Devil Hill Complex</b>	\$

**Justification for bidding one (1), several, or the entire (5) bid list of properties:**

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

**PART II:** Addendum Acknowledgements (if applicable)

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

Addendum	Date Received	Date Contractor Received

**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 of 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: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

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 Butts 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**

**O R**

**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:**

**Butts County Schools  
181 North Mulberry Street  
Jackson, GA 30233  
Fax:  
770-504-2305**



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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C. G. A. 12-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Butts County School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C. G.A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C. G. A. 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorizations are as follows:

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

Service Provided

**Butts County School System**

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_ 21 in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

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

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

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

## Bid Listing # 1

Jackson High School/ Henderson Middle School Property- 717 Harkness Street/ 494 George Tate Drive, Jackson GA 30233  
(These two schools sitting on the same piece of property are to be bid as one package.)



### Special Considerations:

- The scope of work for this listing includes **both** schools that have interior spaces which must be accessed from inside the building. The work will require regular mowing, trimming, shrubbery, weed management and/or bedding maintenance. The highlighted area on the softball field is not included in the scope of work.
- Contact the Director of Maintenance (Chris Thurston - 678-228-7895) or the principal of each school to gain access to the properties for viewing purposes. All visitors on BCSS campuses must check in at the front office and be issued a visitor's badge.
- Jackson High School Principal - Mr. William Rustin (email: [rustinw@bcssk12.org](mailto:rustinw@bcssk12.org))
- Henderson Middle School Principal - Dr. Suzan Watkins (email: [suzan.watkins@bcssk12.org](mailto:suzan.watkins@bcssk12.org))

## Bid Listing # 2

Daughtry Elementary School Property - 150 Shiloh Road, Jackson GA 30233

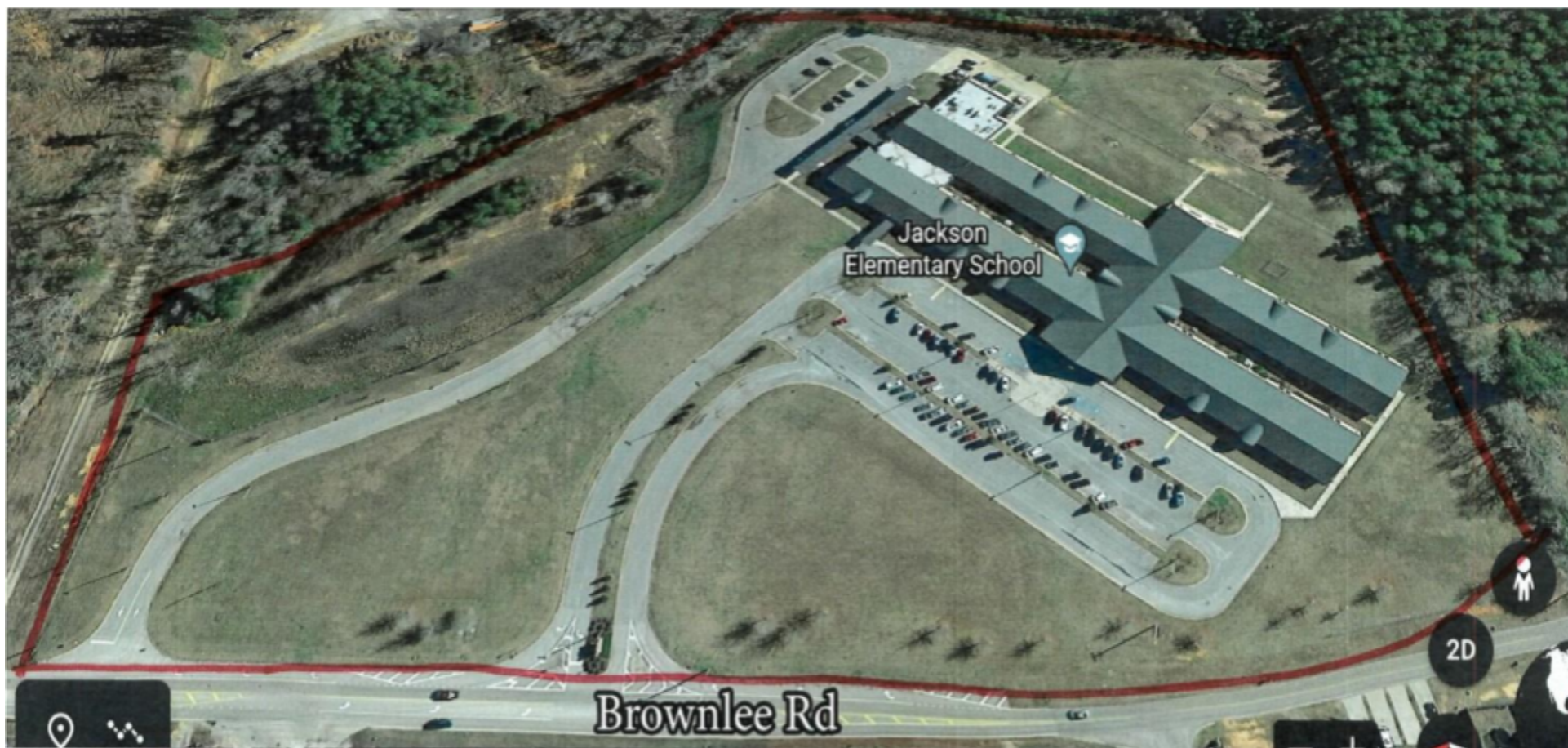


### Special Considerations:

- The Scope of work for this listing includes the entire property that has an interior space which must be accessed from inside the building. The work will require regular mowing, trimming, shrubbery, and/or bedding maintenance.
- Contact the Director of Maintenance (Chris Thurston - 678-228-7895) or the principal of each school to gain access to the properties for viewing purposes. All visitors on BCSS campuses must check in at the front office and be issued a visitor's badge.
- Daughtry Elementary School Principal - Ms. Tiffany Flanders [tiffany.flanders@bcssk12.org](mailto:tiffany.flanders@bcssk12.org)

## Bid Listing # 3

Jackson Elementary School Property- 1105 Brownlee Road, Jackson GA 30233



### Special Considerations:

- The Scope of work for this listing includes the entire property that has an interior space which must be accessed from inside the building. The work will require regular mowing, trimming, shrubbery, and/or bedding maintenance.
- Contact the Director of Maintenance (Chris Thurston - 678-228-7895) or the principal of each school to gain access to the properties for viewing purposes. All visitors on BCSS campuses must check in at the front office and be issued a visitor's badge.
- Jackson Elementary School Principal - Ms. Heather Stamoules (Email: [stamoulesh@bcsskl2.org](mailto:stamoulesh@bcsskl2.org))

## Bid Listing # 4

Stark Elementary School Property- 209 Stark Road, Jackson GA 30233



### Special Considerations:

- The Scope of work for this listing includes the entire property that has an interior space which must be accessed from inside the building. The work will require regular mowing, trimming, shrubbery, and/or bedding maintenance.
- Contact the Director of Maintenance (Chris Thurston - 678-228-7895) or the principal of each school to gain access to the properties for viewing purposes. All visitors on BCSS campuses must check in at the front office and be issued a visitor's badge.
- Stark Elementary School Principal - Ms. Shannon Daniel [Shannon.daniel@bcssk12.org](mailto:Shannon.daniel@bcssk12.org)

## Bid Listing #5a

Earnest Battle Building - 218 Woodland Way/ Competition Gym - 310 Franklin Avenue, Jackson GA 30233  
(These properties are to be bid as one package.)



### Special Considerations 5a:

- The Scope of Work for this listing consist of the entire BCSS property east of Franklin Avenue. The two planters at the front entrance of the Ernest Battle Building require warm and cool season annuals. This process includes delivery, installation and replenishing soil twice per year.
- Contact the Director of Maintenance (Chris Thurston - 678-228-7895).
- All visitors on BCSS properties must be approved

## Bid Listing #5b

Red Devil Hill Complex - 310 Franklin Avenue, Jackson GA 30233

(These properties are to be bid as one package.)



### Special Considerations 5b:

- The Scope of Work includes upkeep of the following highlighted areas (the circled areas are not part of the Scope of Work)
  - in and around the track complex parking lot
  - the planting bed on both sides of the fencing that fronts the entryway
  - one small planting bed on the South end of the track fieldhouse
  - the grass around the outside of the baseball fencing
  - the grass around the outside of the stadium
- Contact the Director of Maintenance (Chris Thurston - 678-228-7895).
- All visitors on BCSS properties must be approved