REQUEST FOR PROPOSALS (RFP)

Lawn Mowing and Landscaping Services For Various Locations in the City of McRae-Helena

Proposal Deadline: July 5, 2019 12:00 p.m. Noon

The City of McRae-Helena, Georgia, is seeking proposals for a Contractor who has demonstrated abilities to perform the attached Scope of Work. The contractor must currently be in the business of providing lawn and landscaping maintenance services.

The selected Contractor will be required to:

- Execute a contract with the City of McRae-Helena
- Maintain General Liability Insurance ($1,000,000 minimum) and Workers Compensation Insurance ($100,000) and furnish proof of such insurance

No Contractor who is the recipient of City of McRae-Helena funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran's status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of McRae-Helena complies with all Equal Employment Opportunity requirements. The City of McRae-Helena does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors located in McRae-Helena or Telfair County, are encouraged to submit proposals.

Proposal responses shall be submitted on the Proposal Submission Form.

Proposal must include at least one professional reference. Reference(s) should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Completed proposals must be received no later than July 5, 2019 at 12:00 p.m. and delivered to: City of McRae-Helena Attn: Elizabeth McLean P.O. Box 55157 McRae-Helena, GA 31055. NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

The City of McRae-Helena (City) will review all proposals submitted and if deemed to be in the best interest of the City, a Contractor will be chosen. The City shall be free to accept any proposal it deems appropriate in its sole discretion. The City will determine final scope and project components, based on funding availability.

The Contractor selected will be required to submit a Certificate of Insurance naming the City of McRae-Helena as an additional insured, which will be reviewed by the City Manager's Office.

A contract will then be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work taking into account any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

SCOPE OF SERVICES

This scope of work pertains to the requirements of maintaining grass and landscaped areas at cemeteries in the City. The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks in the RFP. It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors proposal.

All work is to be performed Monday through Friday between the hours of 7 am to 6 pm.

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The City Manager or her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications.

SCOPE OF WORK

1. Contractor shall furnish all labor, equipment, and materials necessary to complete the scope of work, as specified herein.
2. Prior to each mowing, remove all litter and debris from lawn areas, set flowers and/or flower pots upright, and perform general upkeep of area.

MOWING SCHEDULE

Month	Number of cuts
January	Once a month
February	Once a month
March	Once a month
April	Bi-monthly
May	Bi-monthly

June	Bi-monthly
July	Bi-monthly
August	Bi-monthly
September	Bi-monthly
October	Once a month
November	Once a month
December	Once a month

NOTE: Base Contract price includes 18 mowings per the mowing schedule. Schedule of mowings may be altered per the City's request or as required by climatic conditions.

LOCATIONS OF WORK TO BE PERFORMED UNDER RFP

A. Locations included in base bid:

LOCATIONS	TASKS
Helena Cemetery	Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) – approximately 5.98 acres
Oak Grove Cemetery	Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) – approximately 14.39 acres
Pine Grove Cemetery	Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) - approximately 8.04 acres

PAYMENT TO CONTRACTOR

At the end of each month, the Contractor shall render to the Contract Manager their invoice, for the services provided during the preceding month.

CONTACT INFORMATION:

Questions can be emailed to liz.mclean@mcrae-helena.org or call 229-868-6051.

PROPOSAL SUBMISSION FORM

City of McRae-Helena Lawn Mowing and Landscaping Services For Various Locations

1. COMPANY NAME
2. ADDRESS (Home Office)
3. TELEPHONE NUMBER
4. NUMBER OF FULL-TIME EMPLOYEES
5. OWNERSHIP
6. PROFESSIONAL REFERENCE (Attached)

These are fixed prices for all requirements identified in Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP.

Pricing to comply with the Scope of Services for locations identified in the RFP. Base bid for the lawn mowing and landscaping services:

Price per cut:

(18 mowings X 3 locations)

Annual Cost:

Additional Comments:

_____ Signature of Authorized Representative

_____ Name/Title of Authorized Representative

_____ Date