**REQUEST FOR PROPOSALS (RFP)**

Lawn Mowing and Landscaping Services for Various Locations in the City of Senoia

Proposal Deadline: April 19, 2021, 3:00 p.m.

The City of Senoia, Georgia (hereinafter referred to as “the City”) 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 contractor shall furnish all Personnel, labor, equipment, vehicles and all other items necessary to provide for the Landscaping Maintenance Service as Specified in the RFP and to perform all of the work called for and described within the designed areas of the City as described in the RFP.

The selected contractor will be required to:

* Execute a contract with the City; and
* 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 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 complies with all Equal Employment Opportunity requirements. The City 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 Senoia or Coweta 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 **April 19, 2021, 3:00 p.m**. and delivered to City, Attn: Harold Simmons, P.O. Box 310, Senoia, GA 30276 or City Hall Drop Box, 80 Main St. Senoia, GA 30276. NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City’s sole discretion.

The 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 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 RFP, 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 in the City. The contractor shall furnish all labor, 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 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; and
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 mowing’s per the mowing schedule and provide black mulch to all bump outs and flower beds as needed. Schedule of mowing’s 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 |
| City Cemetery | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Police Department | Remove litter and debris, cut grass, trim shrubbery, clean flower beds maintain underbrush & mulch (if applicable and necessary) |
| Marimac Lake | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Seavy St. Park | Remove litter and debris, cut grass, trim shrubbery, bump outs, mulch (if applicable and necessary) |
| Hwy. 85 and Seavy St. Corridor | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Hwy. 16 / 85 East & South Corridor | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Hwy. 16 & Pylant St. Corridor | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Rockaway Road to Main St. Corridor | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Rock House & Pylant St. Corridor | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Main St. / Broad St. to Hwy. 16 | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Main St. / Johnson St. Parking Lot | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| City Hall Parking Lot | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Morgan St. Parking Lot | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |
| Barnes St. / Travis St.  and City Parking Lot | Remove litter and debris, cut grass, trim shrubbery (if applicable and necessary) |

**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 e-mailed to hsimmons@senoia.com or call 770-599-3679.

**PROPOSAL SUBMISSION FORM**

City of Senoia

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 mowing’s X 14 locations)

Annual Cost:

Additional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date