



Request for Proposals

RFP Item #11-129

Landscape Maintenance Services

For

The City of Augusta - Solid Waste Department

RFP Due: Thursday, May 26, 2011 @ 3:00 P.M.

Funding for this project may include federal funds provided by the U. S. Department of Transportation (DOT) and/or other federal agencies. All DOT funded projects are subject to the requirements of 49 CFR Part 26. These requirements are mandatory and non-negotiable. Augusta enforces Disadvantage Business Enterprise (DBE) requirements and/or DBE goals set by Federal and/or State Agencies in accordance with State and Federal laws. Please be advised that the U. S. District Court for the Southern District of Georgia has entered on Order enjoining the Race-Based portion of Augusta, Georgia's DBE Program. Thus, Augusta, Georgia does not have or operate a DBE, MBE or WBE Program for projects (or portions of projects) having Augusta, Georgia as the source of funding.

"ANY LANGUAGE INCLUDED HEREIN THAT VIOLATES OR IS INCONSISTENT WITH THE MARCH 14, 2007 COURT ORDER IN THE CASE, THOMPSON WRECKING, INC. V. AUGUSTA, GEORGIA, CIVIL ACTION NO. 1:07-CV-019, IS VOIDABLE BY THE AUGUSTA GOVERNMENT."

One (1) Original and Six (6) Copies shall be submitted

Thanks for doing business with us . . .

*Geri A. Sams, Procurement Director
530 Greene Street, Room 605
Augusta, Georgia 30901*



CITY OF AUGUSTA, GEORGIA
OFFICE OF THE PROCUREMENT DIRECTOR
530 GREENE STREET SUITE 605
AUGUSTA, GEORGIA 30901
(706) 821-2422
www.augustaga.gov

DATE: April 4, 2011

RFP NO. 11-129

SUBJECT: Request for Proposal to submit on the following services.

NAME OF RFP: Landscape Maintenance Services

This letter extends to your Firm an invitation to submit a proposal to supply the City of Augusta with equipment, supplies, and/or services as indicated above. Sealed proposals for the above will be received at the Office of the City Procurement Director, 530 Greene Street – Suite 605, the Municipal Building, Augusta, Georgia, up to **3:00 P.M., Thursday, May 26, 2011** at which time, proposals will be opened and publicly read. The Board of Commission reserves the right to reject any and all bids/RFPs and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the attached packet. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit, return signed RFP invitation sheet and state reason. **Also, please clearly mark the outside of your envelope as "No Response."**

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document all approved changes. **Any RFP submitted which does not acknowledge the receipt of an addendum will not be considered.**

The City of Augusta seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs.

Doing business with Augusta has become easier! The new **ARCBid** link, which is located on the Procurement Department's website at www.augustaga.gov, enables you to view current and past public bid information online. Should you have any questions concerning the bid documents, or need additional information, you may contact a member of the Bid and Contract Team directly @ 706 821-2422. A request for bid documents **must be faxed to 706 821-2811.**

A Proposal from your Firm will be appreciated.

Sincerely yours,

A handwritten signature in blue ink that reads "Geri".

Geri A. Sams
Procurement Director

Request for Proposal

Request for Proposals will be received at this office until Thursday, May 26, 2011 @ 3:00 P.M. for furnishing:

RFP ITEM #11-129

Landscape Maintenance Services for Solid Waste Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Richmond County web site under the Procurement Department **ARCbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department. **A Mandatory Pre-Proposal Conference will be held on Tuesday, May 3, 2011 @ 10:00 a.m. in the Procurement Department, 530 Greene Street, Room 605. A mandatory site visit will follow. All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Thursday, May 5, 2011 @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.**

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference on an eligible local project, the certification statement as a local bidder and all supporting documents must be submitted to the Procurement Department with your bonafide bid package.

No RFP may be withdrawn for a period of **90** days after time has been called on the date of opening.

An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director. Please mark RFP number on the outside of the envelope.

Bidders are cautioned that sequestration of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Funding for this project may include federal funds provided by the U. S. Department of Transportation (DOT) and/or other federal agencies. All DOT funded projects are subject to the requirements of 49 CFR Part 26. These requirements are mandatory and non-negotiable. Augusta enforces Disadvantage Business Enterprise (DBE) requirements and/or DBE goals set by Federal and/or State Agencies in accordance with State and Federal laws. Please be advised that the U. S. District Court for the Southern District of Georgia has entered on Order enjoining the Race-Based portion of Augusta, Georgia's DBE Program. Thus, Augusta, Georgia does not have or operate a DBE, MBE or WBE Program for projects (or portions of projects) having Augusta, Georgia as the source of funding.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle April 7, 14, 21, 28, 2011
Metro Courier August 13, 2010

cc: Tameka Allen Interim Deputy Administrator
 Mark Johnson Solid Waste Department
 Lori Videtto Solid Waste Department

RFP Item 11-129 Landscape Maintenance Services
Due Date: Thursday, May 26, 2011 @ 3:00 p.m.

INSTRUCTIONS TO BID

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply the City of Augusta with equipment, supplies, and or services as listed above. All bids are governed by the Code of the City of Augusta.
- 1.2 **How to Prepare Bid Proposals:** All bid proposals shall be:
(A) Prepared on the forms enclosed herewith, unless otherwise prescribed.
(B) Typewritten or completed with pen and ink, signed by the vendor or his authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.
- 1.3 **How to Submit Bid Proposals:** All bid proposals shall be:
(A) Submitted in sealed opaque envelope, plainly marked with the bid number and equipment, supply and/or service description listed above.
(B) Mailed or delivered as follows in sufficient time to ensure receipt by the Procurement Director on or before the date and time specified above.
 (a) Mailing Address: Geri A. Sams, Procurement Director
 530 Greene Street – Suite 605
 Augusta, Georgia 30901.
 (b) Hand Delivery Address: Geri A. Sams, Procurement Director
 Procurement Department – 6th Floor of the Municipal Building
 Suite 605 - Augusta, Georgia
 (c) RFPs not received by the time and date specified in the first paragraph of the letter will not be opened.
- 1.4 **Augusta-Richmond Code, Readopted 7/10/08: Sec. 1-10-43. Sealed bids selection method.**
(b) Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director. All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta-Richmond County Commission for approval by the Augusta-Richmond County Commission.
- 1.5 **Procurement Protests:**
(A) Right to protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to Augusta-Richmond County. Protestors shall seek resolution of their complaints initially with the Procurement Director. All protests must be submitted in writing to the Procurement Director.
(B) Protests concerning invitations to bid. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals. If not done by that time, the complaint or protest is lost.
(C) Stay of procurement during protests. In the event of a timely protest under subsection (b) of this Section, the Procurement Director shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the Augusta-Richmond County Administrator or Commission makes a determination on the record that the award of the contract without delay is necessary to protect the interests of Augusta-Richmond County.
- 1.6 **Failure to Submit:** If a RFP is not submitted, vendor should return bid sheets, stating reason therefore, and indicate whether their business should be retained or removed from the City's vendor's list. **The outside of the envelope should clearly be marked "No Response".**

- 1.7 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of error in extension of prices in the bid, the unit prices shall govern.
- Correction or withdrawal of bids. Correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted under the circumstances described below:
- (1) Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening.
 - (2) After the bid opening, corrections to bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended. Otherwise, no changes in bid prices or other provisions of bids prejudicial to the interest of Augusta-Richmond County or fair competition shall be permitted.
 - (3) In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:
 - a. the mistake is clearly evident in the bid document but the intended correct bid is not similarly evident; or
 - b. the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made.
 - (4) All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported in a written report made by the Procurement Director.
 - (5) Withdrawal after receipt of bids is cause to forfeit bid security unless substantial evidence was presented clearly evidencing the mistake and hardship that would occur to either the County or the bidder in the event of award
- 1.8 **Standards for Acceptance of Bid for Award Contract:** The City reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejections or waiver is in the interest of the City.
- The City reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract a bidder who failed to submitted any requested documentation to include bid bond, performance and payments.
- 1.9 **Proposal:** An offer, something proffered. An offer, by one person to another of the terms and conditions with reference to some work or undertaking, or for the transfer of property, the acceptance whereof will make a contract between them. (Black's law Dictionary, 5th Edition). Proposals for professional service received by the county will be evaluated for their comparative level of compliance with the specifications issued for the project. The evaluation of proposals may or may not include proposed price as one of the evaluation criteria.
- Bidder:** Whenever the term "bidder" is used it shall encompass the "contractor", "purchaser" or other party having a contract with the City in such capacity after a contract has been entered into or between such party and the City.
- 1.10 **Compliance with laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or City statute, ordinances and rules during the performance of any contract between the bidder and the City. Any such requirement specifically set forth in any contract document between the bidder and the City shall be supplementary to this section and not in substitution thereof.
- 1.11 **Termination of Contract:** The City of Augusta may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Augusta exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.
- 1.12 **Non-Collusion Affidavit:** By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for up to three years and any current orders will be canceled.

- 1.13 The City pays by invoices only net 30. Unless otherwise arranged. Invoices should be sent to the following address:

City of Augusta
Richmond County Georgia
Accounting Department – Room 105
City-Municipal Building
530 Greene Street
Augusta, Georgia 30901

- 1.14 All Bids, Request for Proposal/Qualifications and or Quote are governed and awarded in accordance to The City of Augusta, Georgia (Richmond County) Code. To view the Code visit Augusta's website at www.augustaga.gov.

GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the City. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, American Society for Testing and Materials (A.S.T.M.) regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications. Some specifications are made from actual samples or prior use.
- 2.2 **Prices to be Firm:** Vendor warrants that RFP, terms and conditions quoted in his submittal will be firm for acceptance for a period of ninety (90) days from opening date.
- 2.3 **Completeness:** All information required by Request for Proposal must be completed and submitted to constitute a proper RFP.
- 2.4 **Default Provision:** The contract may be canceled or annulled by the City of Augusta in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next vendor, for articles and/or services specified or they may be purchased on the open market and, the defaulting Contractor (or his surety) shall be liable to the City of Augusta for costs to the City in excess of the defaulted contract prices. The Contractor shall continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.
- 2.5 **Award of Contract:** The contract, if awarded, will be awarded to the most responsive and responsible vendor whose proposal will be most advantageous to the City, price and other factors considered. The City will make the determination.
- 2.6 **Local Vendor Preference:** The City of Augusta has a local vendor preference policy which allows the lowest local bidder, (defined as within Augusta Richmond County), within 5% or \$10,000, whichever is less, of the lowest non-local bidder, to match the bid submitted by the non-local bidder and therefore be awarded the contract. Vendors must complete the enclosed vendor's Certification form.
- 2.7 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program. Funding for this project may include federal funds provided by the U. S. Department of Transportation (DOT) and/or other federal agencies. All DOT funded projects are subject to the requirements of 49 CFR Part 26. These requirements are mandatory and non-negotiable. Augusta enforces Disadvantage Business Enterprise (DBE) requirements and/or DBE goals set by Federal and/or State Agencies in accordance with State and Federal laws. Please be advised that the U. S. District Court for the Southern District of Georgia has entered on Order enjoining the Race-Based portion of Augusta, Georgia's DBE Program. Thus, Augusta, Georgia does not have or operate a DBE, MBE or WBE Program for projects (or portions of projects) having Augusta, Georgia as the source of funding.*
- 2.8 **Qualified Vendor:** A "Qualified Vendor" is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
- 2.9 **Compliance with Specifications - Terms and Conditions:** The Request for Proposal Invitation, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Submittal, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.

- 2.10 **Signed Bid/RFP Considered Offer:** The signed bid/RFP shall be considered an offer on the part of the bidder/vendor, which offer shall be deemed accepted upon approval by the Commission of the City of Augusta, the City Administration or his designee. In case of a default on the part of the bidder/vendor after such acceptance, the City of Augusta may take such actions as it deems appropriate including legal action for damages or specific performance.
- 2.11 **Notice to Proceed:** The successful bidder shall not commence work under this invitation to bid until duly notified by receipt of contract signed as executed by the Mayor/Commission or Administrator or their designee (Clerk or Commission or the Procurement Director). If the successful vendor does commence any work prior to receiving official notification, he does so at his own risk.
- 2.12 **Pre-bid conference and addendum:** A conference to be conducted by the Procurement Director and using agency head, if appropriate, hearing will be scheduled at least five (5) working days before receipt of bids. While the pre-bid conference is not a requirement, it is strongly recommended and widely used to further acquaint interested bidders with the bid requirements and items to be purchased and vendor input. Any substantive changes to specifications resulting from the pre-bid conference or other vendor/contractor sessions shall be documented in an addendum and communicated to all bidders registered for the procurement action. **Note: In the event of a MANDATORY PRE-BID CONFERENCE ALL INTERESTED VENDORS MUST ATTEND.**
- 2.13 **Bid opening.** Sealed Bids/RFPs shall be opened publicly in the presence of one or more witnesses at the time and place designated in the public notice and invitation for bids/Request for Proposals. The amount of each bid, and such other relevant information as the Procurement Director deems appropriate, together with the name of each bidder/vendor shall be recorded; the record and each bid shall be open to public inspection in accordance with § 1-10-5 (Public Access to Procurement Information).
- 2.14 **Bid acceptance and bid evaluation.** Provided that the bids/RFPs are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids/Request for Proposals, the bids/proposals shall be conditionally accepted without alteration or correction pending evaluation. Bids/proposals shall be evaluated based on the requirements set forth in the invitation for bids/Request for Proposal, which may include bidder responsiveness, capability and past performance, and criteria to determine acceptability such as inspection, testing, quality workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid/proposal price and be considered in evaluation for award shall be objective and clearly measurable, including but not limited to discounts, transportation costs, and total or life cycle costs. The main advantage of using life-cycle costing is that both initial costs and related costs for the life of the item are considered. When the criterion for awarding the contract is based on lowest responsive bidder, it may mean that the contract specifications are just minimally complied with. Selecting of the lowest bidder could result in a higher incidence of maintenance, and down-time could eat up any savings made if the purchasing process considers only the initial cost.

2.15 **Employment Eligibility Verification and Systematic Alien Verification for Entitlements (SAVE):**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, **O.C.G.A. Section 2, Article 3 13-10-91** and as required by **O.C.G.A. § 50-36-1** the following shall apply: Bidders shall comply with the rules and submit with your bid the Contractor Affidavit and Agreement. In addition, the successful vendor will submit to the Procurement Department the Affidavit Verifying Status for the City of Augusta Benefit Application no later than five (5) days after receiving the “Letter of Recommendation” (Vendor’s letter will denote the date forms are to be received).

Georgia Security and Immigration Act of 2006

As of July 1, 2009, all contracts with Richmond County must have a certification from the Contractor that they comply with the Georgia Security and Immigration Act of 2006. This requires all those individuals, firms, contractors, consultants, etc., contracting with the County to execute the Contractor Affidavit and Agreement. If Sub-contractors are engaged, they are required to execute the Subcontractor Affidavit. These affidavits are attached for your convenience in compliance with this requirement.

ATTACHMENT B – Prime Contractors Affidavit and Agreement

Please note as Prime Contractor in accordance to the attached Contractor’s Affidavit, I will accept the responsibility stated in the affidavit which states: “The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta Richmond County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta Richmond County Board of Commissioners at the time the subcontractor(s) is retained to perform such service. “

Subcontractor Affidavit and Agreement

The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the “Letter of Recommendation” (Vendor’s letter will denote the date forms are to be received)

Systematic Alien Verification for Entitlements (SAVE) Program

O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the City are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Augusta Benefit Application prior to receiving any City contract. The affidavit is included as part of this Bid/RFP/RFQ package but is only required of the successful bidder.

SPECIAL CONDITIONS

- 3.1 **County's Right To Amend Bid Solicitations Or Awards That Are In Violation Of Law.**
(A) Prior to bid opening or closing date for receipt of proposals. If prior to the bid opening or the closing date for receipt of proposals, the Procurement Director, after consultation with the Augusta-Richmond County Administrator, and the Augusta-Richmond County Attorney, determines that a solicitation is in violation of federal, state, or local law or ordinance, then the solicitation shall be canceled or revised to comply with applicable laws.
(B) Prior to award. If after bid opening or the closing date for receipt of proposals, the Procurement Director, after consultation with the Administrator or his designee, and the Augusta-Richmond County Attorney determine that a solicitation or proposed award is in violation of federal, state or municipal law, and then the solicitation or proposed award shall be canceled.
(C) After award. If, after an award, the Procurement Director, after consultation with the Administrator and the Augusta-Richmond County Attorney determines that a solicitation or award of a contract was in violation of applicable law, then the contract shall be revised to comply with applicable law. If Augusta-Richmond County is unable to revise the contract to comply therewith, the contract shall be terminated and declared null and void by the Augusta-Richmond County Commission.
- 3.2 **Bonds:** (Check where applicable)
☐ (A) Each bidder shall post a **bid bond, certified check or money order** made payable to the City in the amount of 10% of the bid price. A company check is **not** acceptable. No bids shall be read or considered without a proper form of security.
☒ (B) No bond, certified check, or U.S. Money Order is required.
☐ (C) Bidder shall post a **payment/performance bond** payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance specifications and warranty requirements.
Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
☐ (D) Bidder shall post a **performance bond** in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.
In accordance with Article 5 of the City's Code. Augusta Richmond County's code can be viewed in its entirety @ <http://www.augustaga.gov/index.aspx?NID=685> Guidelines & Procedures.
- 3.3 **City License Requirement:** Contractor must be licensed in the State of Georgia or by the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain an Augusta Richmond County business license if awarded a Bid/RFP/RFQ. For further information contact the License and Inspection Department @ 706 312-5162.
General Contractors License Number: If applicable, bidders responding to this Invitation to Bid must provide their General Contractors License number in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.
Utility Contractor License Number: If applicable, bidders responding to this Invitation to Bid must provide their Utility License Number in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 3.4 **Warranty Requirements:** (Check where applicable)
☐ (A) Provisions of item 2.12 in regards to quality shall apply.
☒ (B) Warranty required.
☒ (a) Standard Warranty shall be offered with bid.
☐ (b) Extended Warranty shall be offered with bid.
- 3.5 **Terms of Contract:** (Check where applicable)
☐ (A) Annual Contract
☒ (B) One time Purchase
☐ (C) Other

LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM

4.1 General Principles{ TC “Local Small Business Opportunities Program -- General Principles”}

This Ordinance and/or the codification hereof may be referred to as the “Augusta-Richmond County Local Small Business Opportunities Program Ordinance” (“LSBOP”).

4.2 Objective

Augusta-Richmond County is firmly committed to the principles of equal opportunity and in keeping with these principles, hereby sets forth a program and establishes a mechanism for developing, approving, and implementing procedures by which local small business enterprises shall be identified, informed and educated regarding opportunities for supplying goods, general services, and construction services required by Augusta-Richmond County, and providing for objectives for bidders to incorporate the use of Local Small Businesses as commercially useful sub-contractors, thereby promoting balanced economic and community growth throughout Augusta-Richmond County. The LSBOP is a race and gender-neutral program.

4.3 Policy

It is the policy of Augusta-Richmond County that all necessary and reasonable steps shall be taken to ensure that local small business enterprises have the maximum opportunity to compete for and participate in all contracts and subcontracts funded by or through Augusta-Richmond County government. Further, the Augusta-Richmond County Commission has determined as a means to ensure full economic participation by small local business that a mechanism for developing, approving and implementing a LSBOP is required.

Augusta-Richmond County has established the LSBOP to promote opportunities for certified Local Small Business to participate in Augusta-Richmond County’s contracting and procurement activities by requiring contractors to utilize certified Local Small Businesses to perform commercially useful functions to the maximum extent possible and as economically feasible, as partners or subcontractors for service delivery or as suppliers of various goods required in the performance of a contract. This LSBOP is in addition to and shall not supplant the Local Preference Ordinance, Code §1-10-6.

Augusta’s Local Small Business Opportunities Program shall comply with federal and state requirements applicable to small or disadvantaged business, including but not limited to those requirements set forth by regulation by the Federal Aviation Administration, U.S. Department of Housing & Urban Development, and Georgia Department of Transportation. It is expressly recognized that such federal and state regulations preempt Augusta’s regulations regarding this subject.

4.4 Local Small Business Vendor Information and Program Information: Please contact:

Yvonne Gentry
501 Greene Street - Suite 304
Augusta, Georgia 30901
Office: (706) 821-2406
Fax: (706) 821-4228

The successful vendor will submit the required LSBOP forms to the Procurement Department no later than five (5) days after receiving the “Letter of Recommendation” (Vendor’s letter will denote the date forms are to be received).



Funding for this project may include federal funds provided by the U. S. Department of Transportation (DOT) and/or other federal agencies. All DOT funded projects are subject to the requirements of 49 CFR Part 26. These requirements are mandatory and non-negotiable. Augusta enforces Disadvantage Business Enterprise (DBE) requirements and/or DBE goals set by Federal and/or State Agencies in accordance with State and Federal laws. Please be advised that the U. S. District Court for the Southern District of Georgia has entered on Order enjoining the Race-Based portion of Augusta, Georgia's DBE Program. Thus, Augusta, Georgia does not have or operate a DBE, MBE or WBE Program for projects (or portions of projects) having Augusta, Georgia as the source of funding.

REV. 01/31/11



NOTICE TO ALL BIDDERS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Bidder/Officer
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & all 3 Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Contractor must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain an Augusta Richmond County business license if awarded a Bid/RFP/RFQ. For further information contact the License and Inspection Department @ 706 312-5162.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Return Only If Applicable:

1. The Exception Sheet (if applicable)
2. Local Vendor Preference (if applicable)

DO NOT RETURN AT THIS TIME:

1. Affidavit Verifying Status for City of Augusta Benefit Application (**S.A.V.E. Program**)
2. Georgia Security and Immigration Subcontractor Affidavit
3. Non-Collusion Affidavit of Sub-Contractor
4. Local Small Business (LSB) Good Faith Efforts
5. Local Small Business (LSB) Subcontractor/Supplier Utilization Plan
6. Local Small Business (LSB) monthly subcontractor/supplier utilization report will be submitted upon request

Note: The successful vendor will submit the above forms to the Procurement Department not later than five (5) days after receiving the "Letter of Recommendation" (vendor's letter will denote the date forms are to be received).

WARNING: Bidders are cautioned that sequestration of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Bids/RFPs/RFQs are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a Bid/RFP/RFQ.

Rev. 3/24/2011



Attachment B

You Must Complete and Return all 3 pages of Attachment B with Your Submittal. Document Must Be Notarized.

City of Augusta Procurement Department

ATTN: Procurement Director

530 Greene Street, Suite 605

Augusta, Georgia 30901

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Do You Have A Business License?

Yes: _____

No: _____

Business License # for your Company (Must Provide): _____

Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain an Augusta Richmond County business license if awarded a Bid/RFP/RFQ. For further information contact the License and Inspection Department @ 706 312-5162.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) _____: (#2) _____: (#3) _____: (#4) _____: (#5) _____: (#6) _____: (#7) _____: (#8) _____:

NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta-Richmond County to promote full and equal business opportunity for all persons doing business with Augusta-Richmond County. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the bid or contract awarded by Augusta-Richmond County. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta-Richmond County's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the bidding/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Augusta to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder/Offeror

By submission of a bid, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this ITB, and

2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this ITB, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this ITB.

By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

You Must Complete and Return all 3 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Attachment B - Page 3 of 3

Contractor Affidavit and Agreement

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta Richmond County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A 13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta Richmond County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta Richmond County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

****E-Verify * User Identification Number (Company I.D.)** _____

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta Richmond County Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I, further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

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

Notary Public

NOTARY SEAL

My Commission Expires: _____

You Must Complete and Return all 3 pages of Attachment B with Your Submittal. Document Must Be Notarized.

REV. 3/24/2011



EXCEPTION SHEET

If the commodity (ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder(s) offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

Return with submittal if the commodity and/or services proposed in the response to this bid are in anyway different from that contained in the specifications.

REV. 8/31/09



Certification Statement Local Vendor Preference

I certify that my company meets all of the following qualifications to be eligible for the local vendor preference:

- (1) That my company has a fixed office or distribution point located in and having a street address within Augusta for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by Augusta; and
- (2) That my company holds any business license required by the Augusta Richmond County Code for at least 6 months.
- (3) That my company employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Augusta, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Augusta.
- (4) Attached is a copy of my Augusta Business License.

Company Name: _____

Address: _____

Business License Number _____

Phone Number: _____ Fax Number: _____

Owner's Name: _____ Signature: _____

VENDOR DO NOT COMPLETE

To be completed by Authorized City Representative from Augusta Richmond County Procurement Department:

Vendor Certified: _____ Date: _____

Authorized City Representative Signature



Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for City of Augusta Benefit Application

By executing this affidavit under oath, as an applicant for a City of Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Augusta contract for _____

[Bid/RFP/RFQ Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

* Alien Registration Number for Non-Citizens

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

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received).

REV. 3/24/2011



STATE OF GEORGIA - COUNTY OF RICHMOND

BID/RFP/RFQ# _____

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of Augusta Richmond County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O. C. G. A 13-10-91.

E-Verify * User Identification Number

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires:

Georgia Law requires your company to have an
E-Verify*User Identification Number on or after July
1, 2009.

For additional information: **State of Georgia**
http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf
<https://e-verify.uscis.gov/enroll/>

NOTARY SEAL

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received).



In accordance with the Laws of Georgia, the following affidavit is required by all vendors

NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR

I, _____ certify that this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e),

_____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

Signature of Authorized Company Representative

Title

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Signature

Notary Public: _____ (Print Name)

County: _____

Commission Expires: _____ **NOTARY SEAL**

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received).

AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM

GOOD FAITH EFFORTS SUBCONTRACTOR & SUPPLIER CONTACT FORM

Attention Bidder/Proponent: List all subcontractors or suppliers that were contacted regarding this project. Use additional sheets as necessary.

Name of Subcontractor/Supplier	Subcontractor/Supplier Name, Address and Phone Number	Augusta-Richmond Co. Business License? (Yes or No)	Scope of Work Solicited	Local Small Business?	ARC LSBOP Registration No.	Results of Contact

Bidder/Proponent's _____ Project Name: _____ Bid #: _____
 Signature: _____ Date: _____

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (vendor's letter will denote the date forms are to be received).

If there are no subcontracting opportunities the form must be executed (write N/A, sign, date, and return)
 Questions, please contact: Ms. Yvonne Gentry at (706) 821-2406

AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM

LSB SUBCONTRACTOR / SUPPLIER UTILIZATION PLAN

Attention Bidder/Proponent: List all ARC Registered Local Small Business subcontractors/suppliers, including lower tiers, to be used in the Project.

Name of Subcontractor/Supplier	Company Name, Address and Phone Number	Scope of Work to be Performed	ARC Business License? Yes or No	ARC LSBOP Registration No. and Expiration Date	Dollar (\$) Value of Work	Percentage of Total Bid Amount

Company Name _____ Project Name: _____ Contract #: _____

Signature: _____ Date: _____

Note: The successful vendor will submit the above forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (vendor's letter will denote the date forms are to be received).

If there are no subcontracting opportunities the form must be executed (write N/A, sign, date, and return)
 Questions, please contact: Ms. Yvonne Gentry at (706) 821-2406

REV. 8/31/09

AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM

MONTHLY SUBCONTRACTOR/SUPPLIER UTILIZATION REPORT

List all subcontractors/suppliers, including lower tiers, to be used on this project.

[illegible]

CONTRACTOR: _____ AUTHORIZED SIGNATURE _____ DATE _____
 PAY REQUEST NO. _____ PERCENTAGE OF TOTAL CONTRACT COMPLETED TO DATE _____ %
 Total L&B % _____

Local Small Business (LSB) monthly subcontractor/supplier utilization report will be submitted upon request.

Questions: Contact Ms. Yvonne Gentry –Office: (706) 821-2406 or Fax: 706 821-4228

RFP Item 11-129 Landscape Maintenance Services

Due Date: Thursday, May 26, 2011 @ 3:00 p.m.

SCOPE

Augusta-Richmond County is soliciting proposals for a one (1) year contract with the option to renew for four (4) one year extensions to provide landscape maintenance at the Augusta-Richmond County Solid Waste Facility. A **Mandatory Pre-Proposal Conference will be held on Tuesday, May 3, 2011 @ 10:00 a.m.** in the Procurement Department, 530 Greene Street, Room 605. A Mandatory Site Visit will follow. All questions are to be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department. The last day to submit questions is Thursday, May 5, 2011 @ 5:00 p.m.

Please submit **one (1) original (clipped) and six (6) copies** of the Proposal on or before **Thursday, May 26, 2011 @ 3:00 p.m. Eastern Standard Time**. The RFP must be submitted in a sealed envelope and labeled with the company's name and the name of the project - **RFP #11-129 Landscape Maintenance Services** and shall be addressed and delivered to:

Ms. Geri Sams, Director of Procurement
Procurement Department
530 Greene Street, Room 605
Augusta, Georgia 30901

The **Fee Proposal(s)** shall be submitted in a **separate sealed envelope labeled:**

RFP #11-129 Landscape Maintenance Services – FEE PROPOSAL

Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

If an award of contract is made as a result of this solicitation, contract will be made on the basis of the response which best satisfies the intent of this RFP and other factors considered in the best interest of the Owner.

The Owner reserves the right to reject any or all proposals received as the result of this request. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

To be considered, firms must submit a response using the format provided and must arrive at the Procurement Department offices, located at 530 Greene Street, Room 605, Augusta, GA 30901, by **3:00 p.m.**, Prevailing Eastern Time, on **Thursday, May 26, 2011**. **One (1) original and six (6) copies** of the RFP are required to be submitted. They should be marked to the attention of Geri Sams, Director of Procurement.

An official authorized to bind the firm to the terms and provisions of the proposal must sign the proposal. For a proposal to be considered it must remain valid for at least ninety (90) days from the time that the Owner receives it.

The Owner will evaluate all proposals received from firms with respect to evidence that the goals and objectives of the project are fully understood. The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta-Richmond County Commission for their consideration and final approval.

Please see requirements and detailed description of work below along with *sample* outline of monthly services:

The successful Contractor shall be required to provide the minimum Landscape maintenance services outlined in the **Landscape Services Required Schedule** included below, which shall be subject to review.

- The successful Contractor shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute this Contract. The RFP should include an outline of the type of equipment which the Contractor intends to use so as to indicate if Contractor has sufficient equipment and supplies for each of the individuals who will be executing the Agreement. The Contractor must utilize equipment that meets with the approval of the Solid Waste Department.
- Contractor's RFP should propose a plan of the minimum services, and services to be performed which are in addition to the minimum services as reflected in the **Landscape Services Required Schedule**. The plan should include the number of personnel which will be used to execute the landscape maintenance service, the time each day the personnel will report to perform the landscape maintenance service, and the estimated time it will take to complete the landscape maintenance services on a daily and weekly basis.
- The Contractor's plan should indicate there are sufficient personnel and equipment in order to execute the minimum requirements as set out in **Landscape Services Required Schedule**.
- Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure Contractor employees are performing their work in a safe manner.

Landscape Services Required Schedule

LAWNS

Lawns shall be mowed weekly during the months of March through November. They will be maintained as needed during the months of December through February; aerate and overseed as needed. Prior to mowing, trash, paper and other debris will be removed. Raking of the lawns is to be done after each mowing, or as needed, and where needed to present a neat appearance, and to prevent the buildup of thatch. At no time shall more than 1/3 of the leaf blade be removed during mowing.

EDGING

All grassed areas, including edges of walks, curbs, buildings, and planting beds shall be edged every two weeks, or as deemed necessary by Augusta Solid Waste. Edging shall include backs of grassed areas as well as those areas adjacent to the curb. Chemicals are not to be used to edge grass. This task shall be completed with regularity during the months of March through November, and as needed to maintain a neat appearance during the months of December through February. Landscapers utilizing edgers must not cause any damage to vehicles or other objects or property.

CLEANING/TRASH

Grass clippings and all other debris resulting from the services provided by the Contractor will be removed from lawns, sidewalks, parking lots, and streets immediately upon completion of work or as deemed necessary by Augusta Solid Waste. The Contractor shall pick up and dispose of all clippings and litter per visit and dispose of in the proper area on-site.

CHEMICAL PROGRAM

The Contractor shall furnish a minimum of three (3) fertilizer applications to lawn areas, and one (1) fertilizer application to trees and shrub beds per year. The cost of the fertilizer and labor is included in the agreement. The Contractor agrees to provide, in the cost of this agreement, any and all pre or post emergent herbicides necessary to enhance all lawns and bed areas. The Contractor shall also, to prevent injury to landscape plants, turf plants and for treatment of problems such as insect infestations and disease, include pesticide applications on an "as needed" basis. Documentation provided to Augusta Solid Waste shall be required for application of any and all chemicals, specifying the date of application, type of chemical and application rate.

PRUNING

Plants shall be shaped to enhance and preserve their natural appearance. Shearing is not acceptable. Major pruning is to be accomplished in the months of December through February. Light pruning is to be done, as required, in order to maintain proper growth during the months of March through November.

The Contractor agrees to prune winter kill branches from shrubs and ground cover as soon as it is evident the plant will not recover. Augusta Solid Waste anticipates all dead wood pruning to be completed no later than May 15th of each year.

MULCH/PINE STRAW

Pine straw shall be provided by the Contractor two (2) times a year. A minimum of three (3) inches of mulch shall be maintained at all times. Mulch shall be clean and free of excess branches, litter, and weeds.

NATURAL AREAS

Natural areas shall only receive the maintenance required to keep clean of trash at each visit.

INSPECTION

It is understood within this agreement that any problems such as disease, insect infestations, or unusual weather conditions, etc. shall be discussed with Augusta Solid Waste Management. A landscape maintenance foreman shall check with management each day while providing services included in this agreement. This will enable the foreman to discuss work orders and any other concerns either party might have. Periodic inspections will be scheduled with the foreman as deemed necessary by Augusta Solid Waste.

IRRIGATION SYSTEM

Contractor is to coordinate irrigation schedule with Augusta Solid Waste on a regular basis, taking into consideration seasonal demands, watering restrictions and off season deactivation. Contractor shall winterize (de-activate) irrigation system prior to the average first frost date in the Fall of the year. Contractor shall energize the irrigation system after the average last frost date in the Spring of the year. Contractor is to advise Management of any and all leaks, cracks, damage to controllers and or heads and any other impairment to the system as soon as the problem is discovered and isolate those failures by turning off that zone of the system. At that point, Contractor will provide a quote for repair of the failure BEFORE repairing. These quotes will be presented to Augusta Solid Waste Management. Any repairs caused by contractor's neglect to be remedied at no cost to Augusta Solid Waste.

SPECIAL PROVISIONS

1. Fire ants in lawn and shrub bed areas shall be treated as they appear.
2. Vegetation growing in asphalt or concrete cracks shall be treated as it appears.
3. All workers must be dressed appropriately to include wearing of shirts and shoes while on the premises.

GENERAL INSTRUCTIONS

1. Mowing, trimming, edging – should be done as outlined above or when deemed necessary by Augusta Solid Waste.
2. Trash – per visit.
3. De-thatching – when thatch exceeds ½" - ¾" in depth in warm season grasses.
4. Fertilization – year round.
5. Lime – only as needed.
6. Weeding – year round.
7. Aeration/Over seeding – early Spring/late Summer as conditions warrant.
8. Pine straw – twice per year.
9. All clippings, pruned branches, and sucker growth on trees shall be disposed of in the proper area on-site.

LICENSE AND PERMITS

It shall be the responsibility of the successful vendor to obtain all licenses and permits, IF REQUIRED, to perform this service at no additional cost to Augusta-Richmond County.

Firm's Tasks:

1. Contractor shall furnish all materials, equipment, machinery, transportation and other implements and materials necessary to execute this Contract. Equipment that damages turf or sidewalks shall not be allowed. The Contractor shall be responsible for all equipment maintenance, repair and expendables including but not limited to fuel, oil, and tires. No City equipment will be loaned or otherwise leased or rented to the Contractor. A sufficient supply of back up equipment must be kept on hand to ensure timely and continuous fulfillment of this Contract. No relief in responsibility for work performance will be granted in the event of broken down equipment. Landscape services shall be provided as outlined in **Landscape Services Required Schedule**.
2. Contractor shall emphasize and enforce common safety standards for mowing, applying chemicals and using ground maintenance equipment. Employees should wear necessary safety equipment at all times and use extreme care when applying chemicals. Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner.
3. Contractor shall provide sufficient onsite supervisory personnel to ensure proper inspection of work performed, close supervision, and technical assistance to the work force. The term "on-site supervision" will be a person designated to be at the work site, and act as the selected Contractor's point of contact for Augusta Solid Waste.
4. The Contractor shall be responsible for all damages or personal injury resulting from its operations. This includes, but is not limited to, damage to plants, and turf as well as buildings and structures. Damages and any personal injury will be reported immediately to Augusta Solid Waste.
5. Contractor shall return to work site after being notified of any deficient conditions. If two callbacks occur during a one-month period or if a total of five such callbacks occur during the contract period, Augusta Solid Waste shall have the right to declare the Contractor non-performing and shall have the right to terminate the contract without penalty.
6. The Contractor shall state their qualifications as a professional Landscape Service firm which should include, but not be limited to, previous Landscape Services offered to businesses within the Augusta, Georgia area, current landscape contracts being performed by the Contractor, the length of time this business has been performing this service, the length of time employees who will execute the service have been employed by the service, and any special qualifications those employees might have.
7. The Contractor shall provide a detailed monthly maintenance schedule which should include, but not be limited to, pruning schedule, fertilizer and weed control products to be used (sample attached).
8. The Contractor shall have a minimum of five (5) references of clients whom are being provided the same or similar type services. The reference list shall include current clients which services have been provided within the past three (3) years and shall provide a contact person and telephone number for each. The Contractor shall also provide a list of all clients lost within the past three years and shall provide a contact name, telephone number, length of service of the account, and the reason for the loss. The City of Augusta reserves the right to contact clients for reference checks.
9. All Landscape work shall be performed during standard Landfill operating hours Monday through Friday of each week according to the agreed upon **Landscape Services Required Schedule**.
10. Contractor's vehicles will be properly identified and maintained in a neat and professional manner.

Owner's Tasks:

1. The owner shall see that access to the premises is available.
2. The Contractor shall be aware that security cameras will be in use on the premises.

CONTRACT PAYMENT SCHEDULE

Payment for any contract entered into as a result of this request will be made as follows:

1. For payment due for basic services the Contractor shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Contractor's services as rendered.
2. The Contractor shall provide an invoice which provides detailed billing for services provided no later than ninety (90) calendar days after the date of services have been rendered. Invoices received after this time has elapsed may be considered null and void. The invoice shall reference the purchase order number assigned to this agreement.
3. The invoice shall be addressed as follows:
Augusta –Richmond County Solid Waste Dept.
4330 Deans Bridge Road
Blythe, GA. 30805
4. Payments shall be paid to Contractor within thirty (30) days contingent upon the following:
 - From date of receipt by the Solid Waste Department of properly documented invoices for payment as determined by the **Landscape Services Required Schedule**.
 - On the condition that the Contractor has accomplished the Services to the satisfaction of the Solid Waste Department.
 - There will be no disputes over invoices.

PROJECT AND OWNERSHIP OF DATA

PROJECT DESCRIPTION:

PURPOSE The Augusta-Richmond County Solid Waste Department intends to establish a contract for the purchase of Landscape Maintenance Services for the Solid Waste Facility property located at 4330 Deans Bridge Road, Blythe, GA 30805. The products and services required are detailed in this RFP.

Based on an evaluation of the proposals and qualifications of the firms responding to this solicitation, **the City desires to retain a qualified firm for a period of one (1) year with an option to renew for four (4) one year extensions.**

OWNERSHIP OF DATA: The ownership of all data, drawings, charts, etc., which are prepared under this contract shall be that of Augusta-Richmond County and the Solid Waste Department.

EVALUATION CRITERIA		POINTS
1. Qualifications of Company – to include relevant projects		30
2. Qualifications of key personnel that will actually be assigned and directly involved and responsible throughout the duration of the project.		15
3. Work plan and overall service schedule		35
4. References - required for RFP (include specific individuals with addresses and telephone numbers)		15
5. Proximity to Augusta		5
Within Augusta Richmond County	5 pts	
Within the CSRA	4 pts	
Within Georgia	3 pts	
Within SE United States (includes AL, TN, NC, FL)	2 pts	
All others	1 pt	
TOTAL		100

RFP Item 11-129 Landscape Maintenance Services

Due Date: Thursday, May 26, 2011 @ 3:00 p.m.

Please enclose this form in a separate sealed envelope

PROPOSAL FORM

I have read and understand the requirements of this proposal and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

Monthly Fee \$ _____ (x12 Months=) Annual Fee \$ _____

SUBMITTED BY:

COMPANY: _____

NAME: _____
SIGNATURE

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: () _____ **FAX:** _____

SAMPLE -

SEASONAL LANDSCAPE REQUIREMENTS

JANUARY

1. Complete Winter pruning – evergreen and deciduous plants – (non flowering and summer flowering trees and shrubs).
2. Leaf removal – leaves shall be blown from parking areas, right of ways, lawn and shrub beds and disposed of in approved location.
3. Lawns mowed, trimming and edging completed as needed.

FEBRUARY

1. Complete Winter pruning as needed.
2. Weed control with pre-emergent for turf and shrub beds.
3. Weed control with pre-emergent for Bermuda; fertilize shrub beds with (5-10-20).
4. Weed control with pre-emergent for Fescue; fertilize shrub beds with (25-2-5).
5. Lawns mowed, trimming and edging completed as needed.

MARCH

1. Fertilize shrubs and trees with balanced slow release fertilizer with iron (8-10-10).
2. Weed control with pre-emergent for turf and shrub beds.
3. Prune flowering trees.
4. Irrigation – check controller and all heads for any leaks, cracks, or other winter damages.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

APRIL

1. Fertilize Fescue (19-3-7) 50% SCH w/pre-m.
2. Fungicide ornamentals and turf at first indication of disease.
3. Weed control with pre-emergent in shrubs and turf.
4. Fertilize shrubs and trees (8-10-10) – balanced slow release fertilizer.
5. Weed control with pre-emergent in shrubs and on Bermuda with (25-2-5) 30% SCU w/pre-m.
6. Lawns mowed weekly.
7. Edging and trimming completed every two (2) weeks.

MAY

1. Fertilize Bermuda w/balanced slow release fertilizer (25-5-9) 5 lbs/1000 (in May or June).
2. Prune winter die back on all plants.
3. Weed control in shrub beds and turf with post emergent.
4. Prune and shape spring shrubs and trees.
5. Fertilize shrubs and trees (12-8-8) – balanced slow release fertilizer.
6. Lawns mowed weekly.
7. Edging and trimming completed every two (2) weeks.

JUNE

1. Shape pruning of shrubs and trees.
2. Weed control in shrub beds w/post-emergent.
3. Fertilize Fescue with (5-10-31)
4. Sod replacement.
5. Water (turf, shrubs and trees).
6. Sucker growth removed on all trees.
7. Fertilize Bermuda with (32-5-7) 50% SCU.
8. Lawns mowed weekly.
9. Edging and trimming completed every two (2) weeks.

JULY

1. Insect control (only those insects that damage plant material)
2. Water (turf, shrubs, and trees).
3. Weed control (post emergent) in shrub beds and turf.
4. Shape pruning of shrubs and trees.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

AUGUST

1. Lawns mowed weekly.
2. Edging and trimming completed every two (2) weeks.

SEPTEMBER

1. Weed control in shrub beds and turf with post-emergent.
2. Fertilize groundcovers, shrubs, trees (8-10-10) balanced fertilizer.
3. Aerate and over seed Fescue fertilize with (18-24-12) 25% SCU, and lime as needed, (in September or October).
4. Shape pruning of shrubs and trees.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

OCTOBER

1. Lime turf grass as needed.
2. Fescue mowing
3. Leaf removal-leaves shall be blown from parking areas, right of ways, lawn, and shrub beds and disposed of in approved location.
4. Shape pruning of shrubs and trees.
5. Fertilize shrubs and trees with (8-10-10) balanced fertilizer.
6. Fertilize Bermuda (5-10-20) w/pre-m.
7. Lawns mowed weekly.
8. Edging and trimming completed every two (2) weeks.

NOVEMBER

1. Fescue mowing.
2. Leaf blowing and removal-blown from parking areas, right of ways, lawn and shrub beds and disposed of in approved location.
3. Pine straw – only after complete leaf removal (may run into December if leaves still on trees).
4. Fall planting of upgrades.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

DECEMBER

1. Complete leaf removal – blown from parking areas, right of ways, lawn, and shrub beds and disposed of in approved location.
2. Fertilize fescue with (32-3-8).
3. Lime Bermuda (as needed).
4. Lawns mowed, trimming and edging completed as needed.