



Lowndes County Schools

Home of the Vikings

1592 Norman Drive • Valdosta, Georgia 31601 • (229) 245-2250 • FAX (229) 245-2255

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Request for Proposal (RFP)

RFP# 030717- Lawn Services

Issued By: Lowndes County Schools

Closing Date: Friday, April 14, 2017

POC: Randy Hughes, Maintenance Director (229)-245-2268

Lowndes County Schools seeks to achieve the best value for the expenditures of public funds by offering experienced and qualified vendors the opportunity to submit bid proposals for providing Lawn Maintenance services at the specified locations for the period of July 1, 2017 – May 2020.

Locations: Locations are listed per Attachment 1 - 3. See each attachment for frequency and types of services. Each attachment requires a separate bid.

**Attachment 1: Dewar Elementary School
Moulton Branch Elementary School**

Attachment 2: Lowndes Middle School (excluding athletic fields)

Attachment 3: Lowndes High School (excluding athletic fields)

Pre-Submission Requirements: All Vendors must attend a meeting at Lowndes High School on Wednesday, April 5, 2017 at 10:00 a.m. at LHS in the front of the gym, followed by meeting at LMS. Bids will not be accepted from vendors who are not in attendance.

Submission of Proposals:

a. Proposal submissions will be accepted from 12:00 p.m. to 4:00 p.m. on Friday, April 14, 2017 at the Lowndes County Board of Education office at 1592 Norman Drive, Valdosta, GA 31601

- b. There will not be a public review of the RFP. Results from the presentations will be shared with all vendors following tabulation of best value.
- c. RFP submissions that are sent via fax or email will not be considered.
- d. RFP submissions received late, incomplete, unsigned or in locations other than the address indicated will not be considered.
- e. LCS will not be bound to accept the lowest price or any proposal and reserves the right to accept or reject in whole or part, any or all proposals.
- f. All costs incurred in preparation, presentation or submission of the RFP response shall be borne solely by the vendor.
- g. Any proposal submitted in response to this RFP will become irrevocable upon closing time.
- h. Vendors shall submit an original including a signed proposal form, reference form and contractor affidavit.
- I. Submission of proposal shall be construed to mean that the Vendor(s) agrees to carry out all of the conditions set forth. Any variation from the specifications, terms and conditions shall be clearly identified. If no changes are indicated, LCS shall expect to receive services exactly as specified.

Confidentiality: Responses submitted are subject to the Freedom of Information and Protection of Privacy Act.

Site Visits: Site visits are to be arranged by vendors at their convenience. Please contact the secretary at the main office at each site to arrange accessibility.

Equipment: Vendor(s) shall, at their own expense, provide sufficient equipment necessary to fulfill contract requirements.

Access to Premises: Vendors shall have reasonable access to the premises in order to ensure quality service work. Vendor/workers shall not be on school property outside of the agreed upon hours of work without permission.

Housekeeping: Vendor(s) shall, as a direct cost of operation, maintain standards of housekeeping and sanitation in the immediate areas under its responsibility to the complete satisfaction of LCS.

Vendor Purchases: Vendor(s) will make all purchases in its own name and shall not in any way bind LCS in its Contractual Agreements.

Utilities: LCS shall provide power and water.

Personnel:

a. The selected vendor(s) agrees that, at all times, their employees furnishing or performing any of the services specified under this agreement shall do so in an identifiable uniform and in a professional and dignified manner.

b. Prior to working on LCS premises, the vendor(s) shall subject all of its employees to a Criminal Records Check. Vendor will not permit any of its employees with a Criminal Record to enter LCS premises. In addition, LCS reserves the right to carry out its own Criminal Record Check for the selected vendor and any of the vendor's employees as is deemed necessary.

c. Selected vendor must be enrolled in and use E-Verify. Contractor affidavit at Attachment 4 must be included in bid submission.

Insurance and License: All bidders are required to furnish proof of license and insurance at the time of bid submission. Minimum insurance guidelines are listed in Attachment 5.

Theft and Disappearance: LCS shall have no responsibility for the loss, theft or mysterious disappearance of, or damage to, equipment, materials, supplies and other personal property of the vendor(s) or its employees, which may be located at the Service area.

Termination: LCS, at its sole discretion, reserves the right and exclusive option to immediately and without further notice, terminate any contract, or part thereof, without further liability and penalty of any kind.

Terms of Contract: Any contract shall be for a period of one year, renewable annually at the discretion of the Lowndes County Schools for a maximum of three years.

Attachment 1

Dewar Elementary: 3539 Mt. Zion Church Road 219-1370

Moulton Branch Elementary: 5725 Perimeter Road 245-2294

Specifics of Services Record:

1. Mowing of all grass at each location
2. String trimming all areas not reached by mowers
3. Blowing sidewalks, driveways, parking lots and curbs
4. Removing debris, leaves and pinecones from lawn and beds
5. Remove saplings
6. Apply fire ant treatment as needed
7. Edge all sidewalks, curbs and beds
8. Trim hedges and bushes and remove all trimmings
9. Spray parking lots, perimeter fences and beds with approved herbicide
10. Trim trees and low-hanging limbs that will come into contact with buildings, vehicles and pedestrians in the parking lots and sidewalks.

Frequency of Service:

1. Services 1-6 to be provided every 10 days or 3 times per month from April – November
2. Services 1-6 are to be provided bi-weekly during the period of December – March
3. Services 7-10 and to be provided quarterly, per calendar year

Attachment 2

Lowndes Middle School: 2379 Copeland Road 245-2280

Specifics of Services Record:

1. Mowing of all grass (excluding athletic fields)
2. String trimming areas not reached by mowers
3. Mow garden area
4. Remove saplings
5. Blowing sidewalks, driveways, parking lots and curbs
6. Removing debris, leaves and pinecones from lawn and beds
7. Apply fire ant treatment as needed

8. Edging all sidewalks, curbs and beds
9. Trim hedges and bushes and remove all trimmings
10. Spray parking lots, perimeter fences and beds with approved herbicides
11. Trim trees and low-hanging limbs that will come into contact with building, vehicles and pedestrians in the parking lots and sidewalks

Frequency of Service:

1. Services 1-6 to be provided every 10 days or 3 times per month from April – November
2. Services 1-6 are to be provided bi-weekly during the period of December – March
3. Services 7-11 and to be provided quarterly, per calendar year

Attachment 3

Lowndes High School: 1606 Norman Drive 245-2260

Specifics of Services Record:

1. Mowing of all grass (excluding athletic fields)
2. String trimming areas not reached by mowers
3. Blowing sidewalks, driveways, parking lots and curbs
4. Removing debris, leaves and pinecones from lawn and beds
5. Apply fire ant treatment as needed
6. Edging all sidewalks, curbs and beds
7. Maintain all islands in main parking lot
8. Trim hedges and bushes and remove all trimmings
9. Spray parking lots, perimeter fences and beds with approved herbicides
10. Trim trees and low-hanging limbs that will come into contact with building, vehicles and pedestrians in the parking lots and sidewalks. Remove saplings.
11. Maintain planters between E-Wing and J-Wing and Field House planter

Frequency of Service:

1. Services 1-6 to be provided every 10 days or 3 times per month from April – November
2. Services 1-6 are to be provided bi-weekly during the period of December – March
3. Services 7-11 and to be provided quarterly, per calendar year

Attachment 4

References: Please provide three

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

Attachment 5:

Standard Insurance Limits for Services

The following minimum insurance limits apply to vendors doing business with Lowndes County Schools. Coverage types and limits are minimums and may be increased as appropriate based on contract value and potential risks.

Workers Compensation

Bodily Injury by Accident-each employee	\$100,000
Bodily Injury by Disease-each employee	\$100,000
Bodily Injury by Disease-policy limit	\$500,000

Commercial General Liability

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
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Attachment 6

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

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

Federal Work Authorization User ID Number

Date of Authorization

Contractor Name (print)

Contractor Signature

RFP# 030717 LCS Lawn Care Services
Project Name

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

Notary Public

My Commission Expires On



Dewar Elementary School

Imagery Date: 1/14/2012 30°53'24.06" N 83°15'50.12" W elev 242 ft eye alt 1988 ft



Inner Perimeter Rd

7

400 ft

© 2013 Google

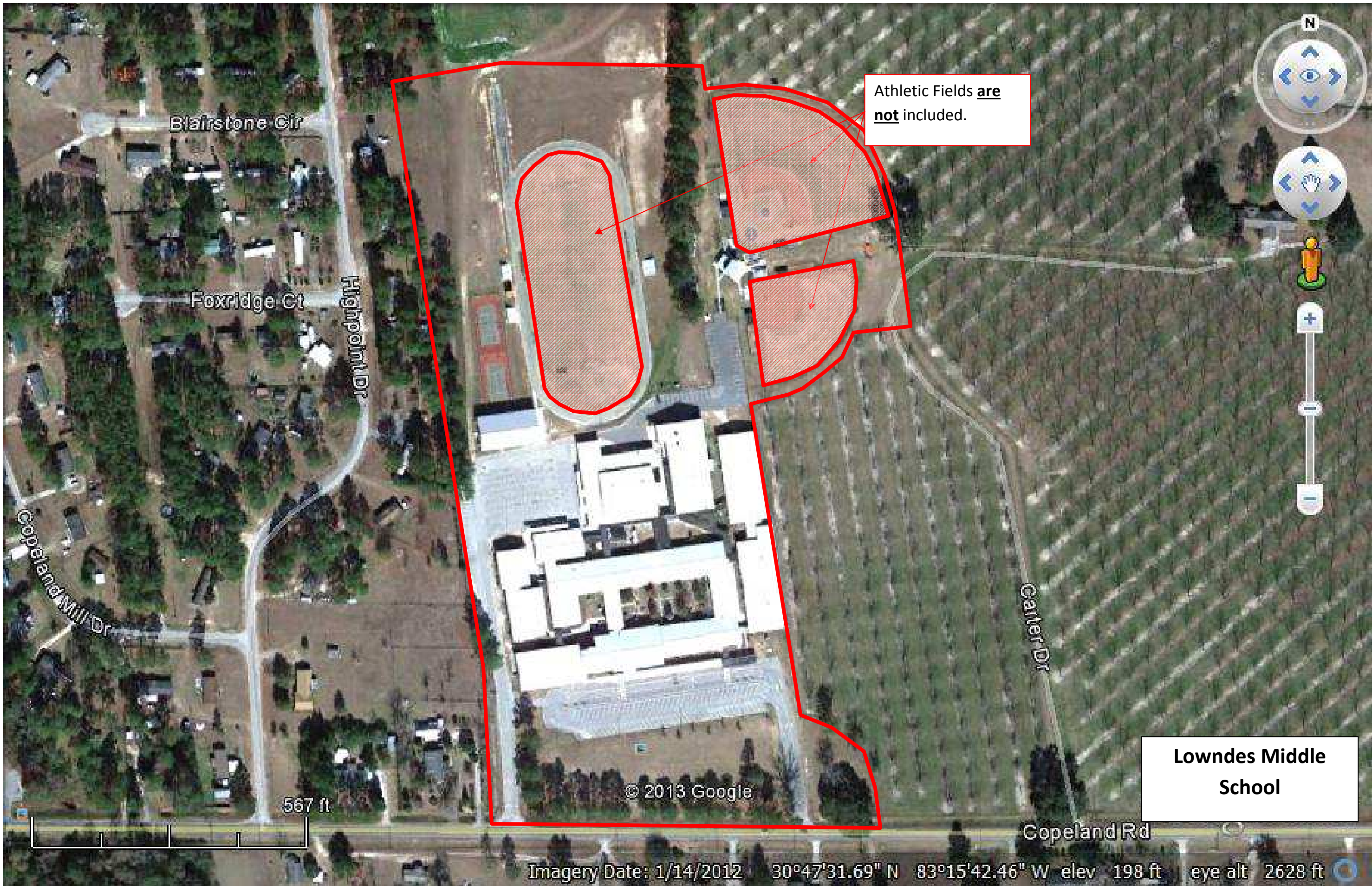
**Moulton-Branch
Elementary School**

Imagery Date: 1/14/2012 30°48'59.23" N 83°13'44.60" W elev 193 ft eye alt 1950 ft



Athletic Fields **are not** included.

Lowndes High School



Athletic Fields are not included.

Lowndes Middle School