

## GORDON COUNTY BOARD OF COMMISSIONERS

### Provide Lawn Maintenance Services

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The Gordon County Board of Commissioners is accepting sealed written bids from qualified vendors to provide lawn maintenance at various facilities.

Your written and sealed proposal must contain at a minimum:

- An authorized signature.
- Complete Bid Form with total cost of services
- Written oath stating the Vendor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Workman's Compensation Insurance documentation of at least \$1,000,000
- Liability Insurance documentation of at least \$1,000,000

If you choose to submit a Bid for this service, the County requires the vendor submit two (2) original printed bid/proposals. Your sealed bid/proposal must be marked, "Lawn Maintenance – Buildings and Grounds" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on June 12, 2013**. The receiving time at the Gordon County Administration Building 201 N. Wall Street – Calhoun, GA 30701 will be the governing time for acceptability of the bid.

No faxed or e-mail Bids will be accepted; only sealed written Bids will be accepted. Any response received after the deadline date and time will be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. All Bids will be publicly opened at that time and place. You are invited to attend the opening. No Bids shall be withdrawn for a period of 60 days after the opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all Bids received and/or disregard informalities in the Bids received. If additional information is needed, contact Martin Vaughn, Gordon County Purchasing Director [mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

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### **Communications:**

All Communications regarding this Bid should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this Bid should be submitted to Martin Vaughn via e-mail – mvaughn@gordoncounty.org. Your Bid must contain company name, address, telephone number and Bid name.

**Alternate Proposals:** The County **will** accept alternate proposals to those being solicited in this Bid.

**No Electronic Transmissions of Bids:** The County will not accept or consider oral, telegraphic, electronic, and facsimile or telephone Bids or modifications.

### **THE RESPONDERS SHALL:**

Review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The County shall not be liable for any costs incurred by a respondent prior to entering into contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements. The County may solicit information from any available source concerning any aspect of this Bid and seek and review any other information deemed pertinent to the evaluation process,

### **Award:**

While the County is entertaining a Bid, it will not be bound to award the Bid.

The County may contact and evaluate the vendor's and any subcontractor's references; contact any vendor to clarify response; contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to award a contract to other than the vendor submitting the lowest total price and to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the Bid received. Accordingly, Bids should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

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**Tentative Calendar of Events:**

Bid Posted:	May 10, 2013
Mandatory Pre Bid Meeting	May 30, 2013 at 9AM
<b>Starting at</b> <b>Gordon County Administration Building</b> <b>201 N. Wall Street – Calhoun, GA 30701</b>	
Bid Opening:	June 12, 2013 at 2PM

**Other:**

The successful proposing Vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

**THE COUNTY SHALL:** Pay the contractor in payments with terms of NET 45 unless cash discounts are offered for early payment. The county will pay contractor within 15 days if contractor accepts American Express as payment and does not impose fees or misc. charges for accepting American Express.

To bid on this contract a vendor must have three (3) or more years experience in similar circumstances as outlined in this RFP. Interested contractors must be able to provide equipment, staff and resources needed to effectively perform the service.

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The contractor shall be responsible lawn maintenance consisting of the below activities and at each of listed facilities (see attached facility list).

Mowing Weekly April thru September

Mowing every 2 weeks March, October and November

Mowing once in December

No mowing in January and February

Trim shrubs 2 times per year

Weed beds and cracks once per month March thru December.

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### **Safety**

The contractor shall emphasize and enforce common safety standards using ground maintenance equipment. Employees should wear necessary safety equipment when providing the service.

### **Equipment**

The contractor shall be responsible for providing any and all equipment needed to satisfactorily provide the services listed in this Bid. Equipment that damages turf or side walks 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. The County will not be responsible for maintaining or repairing any equipment. No County 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 the timely and continuous fulfillment on this contract. No relief in responsibility for work performance will be granted in the event of broken-down equipment.

### **Employment**

The contractor shall hire, employ, supervise and pay the full compensation of all employees needed to adequately provide services. The contractor shall ensure that all employees maintain appropriate attire identifying each worker as an employee of the contracted company. The contractor shall also be responsible for paying all appropriate income taxes, social security, insurance, workers' compensation, etc. on all individuals employed by the contractor.

### **Length of Contract**

The County wishes to contract with a service provider for a period of 12 months with the option of renewing the contract for additional one-year terms. The contract start date is estimated to be July 1, 2013..

### **Contract Renewal**

The contract will automatically renew each year if the County has not given notice of intent to not renew 30 days or greater than the renewal date.

### **Contract Price Increases**

Contractor is to provide a contract price increase notice 60 days or greater prior to renewal date. If no notice is received by the County the contract will automatically renew at the price of the prior year.

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#### **Standards of Quality**

Standards of quality will be determined by the Building and Grounds Director. Contractor shall be required to remove all debris produced during service and will clean any and all spills during service provision. If service results are deemed unsatisfactory by the Buildings and Grounds Director, the contractor shall be required to perform all additional necessary services up to a satisfactory level. If, in the opinion of the Buildings and Grounds Director, continued unsatisfactory services are provided this is grounds for termination of the contracted services.

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**PROPOSAL RESPONSE REQUIREMENTS**

Give the names of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone, e-mail and fax number(s).

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Include all documents required by Gordon County.

Yearly Price \_\_\_\_\_ no fuel surcharge or others charges shall be paid in addition to the yearly price bid.

Vendor to bill monthly.

See Facilities covered in this agreement (attached)

List on separate page - 3 references of similar projects – include full contact information – Company, Name, Address, Phone Number

Company Name: \_\_\_\_\_

Authorized Bidder: \_\_\_\_\_ Date \_\_\_\_\_

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List Deviation to this bid:



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**Acceptance of Terms of this Agreement**

Name of Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

\_\_\_\_\_

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**NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, being first duly sworn, depose and say that;

He is \_\_\_\_\_ of \_\_\_\_\_, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

Commission Expires: \_\_\_\_\_

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**DRUG-FREE WORKPLACE CERTIFICATE**

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**CONTRACTOR'S  
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 **Gordon County**, has registered with and is participating in a federal work authorization program\* {any of the electronic verification of work authorization programs operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. 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 **Gordon County**, contractor will secure from each 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 each compliance and provide a copy of each such verification to **Gordon County** at the time the subcontractor(s) is/are retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent (contractor name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed name of Authorized Officer or Agent

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

\_\_\_\_\_  
Notary Public  
My Commission Expires

\_\_\_\_\_  
\* - As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the EEV/Basic Pilot Program operation by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

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**Facilities to be serviced:**

<b>Administration Building</b>	<b>201 N. Wall Street</b>	<b>Calhoun, GA 30701</b>
<b>Court House</b>	<b>100 S. Wall Street</b>	<b>Calhoun, GA 30701</b>
<b>Public Defender</b>	<b>101 Boston Road</b>	<b>Calhoun, GA 30701</b>
<b>911 Office</b>	<b>100 Nine One One Drive</b>	<b>Calhoun, GA 30701</b>
<b>Tallatona</b>	<b>194 Newtown Road NE</b>	<b>Calhoun, GA 30701</b>
<b>Senior Center</b>	<b>170 Cambridge Court</b>	<b>Calhoun, GA 30701</b>
<b>DFACS</b>	<b>619 Mauldin Road</b>	<b>Calhoun, GA 30701</b>
<b>Health Department</b>	<b>310 N. River Street</b>	<b>Calhoun, GA 30701</b>
<b>Mental Health</b>	<b>320 N. River Street</b>	<b>Calhoun, GA 30701</b>
<b>Alms House</b>	<b>316-318 N. River Street</b>	<b>Calhoun, GA 30701</b>
<b>Records Retention</b>	<b>788 Harris Beamer Rd</b>	<b>Calhoun, GA 30701</b>
<b>Buildings Shop</b>	<b>870 Harris Beamer Rd</b>	<b>Calhoun, GA 30701</b>
<b>Boys' &amp; Girls Club</b>	<b>1001 S. Wall Street</b>	<b>Calhoun, GA 30701</b>
<b>EMA</b>	<b>4553 Hwy 53 East</b>	<b>Calhoun, GA 30701</b>
<b>Road Department</b>	<b>4011 Hwy 53 East</b>	<b>Calhoun, GA 30701</b>
<b>Ooky Faith Park</b>	<b>402 Belwood Rd SE</b>	<b>Calhoun, GA 30701</b>
<b>Ranger Fire Station #10</b>	<b>131 US Hwy 411</b>	<b>Ranger, GA 30734</b>
<b>Oakman Fire Station #9</b>	<b>227 Oakman Rd NE</b>	<b>Oakman, GA 30732</b>
<b>Radio System Tower</b>	<b>1676 Firetower Road</b>	<b>Fairmount, GA 30139</b>
<b>Geo Chamber Resource</b>	<b>1000 Hwy 53 Spur SW</b>	<b>Calhoun, GA 30701</b>
<b>Ag Service Center</b>	<b>1282 Hwy 53 Spur SW</b>	<b>Calhoun, GA 30701</b>

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