



**SPALDING COUNTY, GEORGIA
REQUEST FOR PROPOSALS 2024 027**

For

Griffin, GA City Park Maintenance

ISSUE DATE: April 19, 2024

BID DUE DATE: Tuesday, May 24, 2024 at 2:00 PM (EST) in HARD COPY.

Electronic submissions via email or fax will NOT be accepted.

Instructions to Bidders

Questions should be directed in writing to the Spalding County Purchasing Department,
Mitzy Campbell, via email to: mcampbell@spaldingcounty.com

The deadline to submit questions is Friday May 3, 2024, at 2:00 PM (EST).

All spaces below are to be filled in and the BID FORM **must** be signed where indicated.
Failure to sign and return all required documents may result in rejection of the bid. Bids must be received in a sealed envelope. Bids not sealed will be rejected.

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

INTRODUCTION:

This is a Request for Bid for City Park Landscaping and Turf Maintenance for Spalding County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

It is the intent of the Spalding County Board of Commissioners to award a SINGLE CONTRACT for the City Park Landscape Maintenance. Spalding County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Spalding County.

ADMINISTRATIVE SERVICES CONTACT FOR THIS REQUEST:

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the following:

Spalding County Administration
Attn: Mitzy Campbell
Purchasing Department
119 East Solomon Street
Griffin, GA 30223
Phone: (770) 467-4226, Fax (770) 467-4227
E-mail: mcampbell@spaldingcounty.com

To maintain a "level playing field," and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

DUE DATE:

Sealed bids will be received at the Spalding County Board of Commissioners office, 119 East Solomon Street, Room 104, Griffin, GA 30223 no later than **2:00 PM, Local Time, Tuesday, May 24, 2024**. Bids received after this time will not be accepted.

BID COPIES FOR EVALUATION:

Three Copies; (2) copies and one (1) original will be required for review purposes.

GENERAL SCOPE:

The Spalding County Board of Commissioners is seeking to bid out the landscape maintenance of their City Park facility. The facility is located at 601 Camp Northern Road in Griffin Georgia.

The facility is a park setting consisting of 19 acres of turf, 4 pavilions, 5 tennis courts, picnic areas, walking trails, playgrounds, parking lots, roadways, two ball fields and a skate park. The scope of work will be limited to the maintenance of turf and landscaping. No building maintenance, physical Plant maintenance or specialty maintenance related to courts, playgrounds, skate park, restrooms, or ball fields is included.

Landscape and grounds maintenance will include turf maintenance, general landscaping tasks such as weed eating, edging, and blowing. The removal of grass clippings and leaves will be included as well. Landscape bed maintenance will be limited to maintaining mulch and trimming as needed.

Tree maintenance will be limited to maintaining the tree canopy at a safe height from the ground for users.

All building maintenance, restroom cleaning, physical plant maintenance, playground maintenance, skate park maintenance and specialty ballfield maintenance will be the responsibility of Spalding County. Any maintenance concerns discovered, not included in the bid specifications, will be reported to Spalding County by the contractor.

CONTRACT TERM:

The contract will be for a period of one year beginning July 1, 2024, to June 30, 2025

Bid specifications describing the level of maintenance and a map of the facility indicating measurements have been included with the bid request, along with a bid sheet to affix pricing.

The bid shall be for the items indicated only. Any additional items or tasks that are asked for by Spalding County throughout the contract period will be negotiated and contracted separately.

INSURANCE:

The successful bidder shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:

a. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.

b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.

c. **Worker's Compensation & Employer's Liability Insurance:** Workers Compensation as required by Georgia statute.

Before a contract with the successful bidder is executed, the successful bidder shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract but must be provided prior to execution of the contract document by both parties. The certificate shall list an additional insured as follows:

SPALDING COUNTY

119 E. SOLOMON STREET GRIFFIN, GA 30224

BID SPECIFICATIONS:

Turf Cutting Season (July 1, 2024 – October 31, 2024, and March 1, 2025 – June 30, 2025)

Cut turf once every 7 days.

Cut to a maximum height of 3”.

Excess clippings that cannot be mulched should be collected and removed off site.

The equipment used should be equipped with all appropriate safety guards.

Turf can be cut when wet if it does not clump and machinery does not damage the ground.

Clippings cannot be blown onto any hard surface. Clippings on hard surface should be blown off.

To include trimming (weed eating) all non-living physical obstacles (fences, posts, etc.)

To include edging of all sidewalks, curbing, concrete slabs, etc.

Plant Beds

Beds shall be weeded every 10 days.

Beds shall be mulched with approved mulch fall and spring.

Separate prices shall be given for mulch options.

Shrubs

Shall be trimmed once per month.

Clippings shall be collected and removed off site.

Maintenance issues and vandalism shall be reported when discovered.

Tree limbs should be trimmed up to a height of 8’ above the ground.

Limbs on the ground should be collected and removed off site every 10 days.

An onsite dumpster will be designated for trash disposal.

Skate Park and restroom will be the responsibility of the county.

Ballfield maintenance will remain with the county.

City Park, Griffin, GA Landscape Maintenance

DATE: _____

COMPANY INFORMATION

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

PROJECT CONTACT PERSON

Name: _____

Title: _____

Office Number: _____

Cell Number: _____

Email Address: _____

City Park Griffin Georgia Landscape Maintenance Bid Sheet

Total Annual Bid

Prices quoted shall be firm for the period of the contract, unless otherwise specified in the bid.

ANNUALLY- Turf and Landscaping Maintenance: _____ (affix annual cost here)

Mulch (material) Options, to include installation: (List in space below):



Legend

Boundary	66,797 sq. ft.
Baseball Field	15,881 sq. ft.
Community Center / Gym	15,881 sq. ft.
Concessions / Restroom	1,616 sq. ft.
Concrete Seating	1,615 sq. ft.
Concrete Slab	1,025 sq. ft.
Dugout	638 sq. ft.
Grass	850,843 sq. ft.
Pavilion 1	1,064 sq. ft.
Pavilion 2	7,970 sq. ft.
Pavilion 3	1,978 sq. ft.
Pavilion 4	844 sq. ft.
Picnic Tables	2,235 sq. ft.
Playground	9,345 sq. ft.
Press Box	159 sq. ft.
Restroom	1,616 sq. ft.
Road / Parking	274,035 sq. ft.
Skate Park	19,942 sq. ft.

