



**REQUEST FOR BID (PW200826)
FOR
ANNUAL CONTRACT FOR
LAWN CARE MAINTENANCE FOR THE
CITY OF SNELLVILLE**

August 26, 2020

The City of Snellville (City) is soliciting competitive sealed bids from qualified vendors for the ANNUAL CONTRACT FOR LAWN CARE MAINTENANCE, in the City of Snellville, Georgia. Sealed bids will be received by the City of Snellville Administration Department, 2342 Oak Road, Snellville, Georgia 30078 until 2:00 P.M. local time on Wednesday, September 23, 2020 and then opened publicly at 2:05 P.M. Any bid received after 2:00 P.M. will not be accepted and will be returned unopened to the bidder. The bid envelope must be plainly marked on the outside with the Bid number, name of Bidder, and date and time of opening.

Work required under this contract includes, but may not be limited to, furnishing materials, labor, equipment, etc. for the annual contract for lawn care maintenance for the City of Snellville.

Bids in the case of Corporations not chartered in Georgia, must be accompanied by proper certification stated that said corporation is authorized to do business in the State of Georgia. No Bidder may withdraw his Bid within sixty (60) days after the actual date of opening.

A list of firms submitting bids along with the initial bid tabulation will be publicly available via the City website by 12:00 noon on Wednesday, September 24, 2020. The City reserves the right to waive any informality and any technicalities, and to reject any or all proposals if it is deemed to be in the best interest of the City to do so.

Bid documents may be obtained from Snellville City Hall, 2342 Oak Road, Snellville, Georgia. Questions concerning this solicitation must be directed to Melisa Arnold via email at marnold@snellville.org. Any responses to questions will be in writing only and distributed to all registered bidders.

Sincerely,

CITY OF SNELLVILLE, GEORGIA

Melisa Arnold
City Clerk/Administrative Manager
City of Snellville



REQUEST FOR SEALED BID

Lawn Care Maintenance for the City of Snellville (Bid# PW200826)

CITY OF SNELLVILLE, GEORGIA

August 26, 2020

The City of Snellville (City) is soliciting competitive sealed bids for the lawn care maintenance in the City of Snellville, Georgia. Sealed bids for the award of this contract will be accepted at Snellville City Hall, 2342 Oak Road until 2:00 p.m. local time on Wednesday, September 23, 2020. Any bid received after said time and date will not be accepted by the City. Bids must be submitted in a sealed envelope identifying the project and prospective bidder on the outside of the envelope. Bids will be publicly opened at 2:05 P.M. on Wednesday, September 23, 2020 at Snellville City Hall. The Bids shall remain valid for a period of 60 days from bid opening. The City reserves the right to waive any informality and any technicalities, and to reject any or all bids if it is deemed to be in the best interest of the City to do so.

The information for bidders, scope of work, and other related documents may be obtained from the City's website at www.snellville.org or at the following location:

Melisa Arnold
City Clerk
City of Snellville Administration Department
2342 Oak Road
Snellville, Georgia 30078
Email: marnold@snellville.org

CITY OF SNELLVILLE, GEORGIA

Melisa Arnold

City Clerk, Administration Department



INVITATION TO BID

Sealed bids for the *Annual Contract for Lawn Care Maintenance for the City of Snellville (PW200826)* are solicited as follows:

PROJECT DESCRIPTION:

The project consists of the lawn care maintenance for the City of Snellville according to the specifications designated by the City of Snellville, Georgia. Work required under this contract may include, but not be limited to, furnishing materials, labor, equipment, etc.

OWNER: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Ms. Melisa Arnold, City Clerk

PROJECT MANAGER: Craig Barton
Project Manager
2491 Marigold Rd
Snellville, Georgia 30078

RECEIPT OF BIDS:

Bids will be received at City Hall until 2:00 p.m. prevailing local time September 23, 2020. Bids will be publicly opened by the City of Snellville at 2:05 P.M. on September 23, 2020.

BIDDING DOCUMENTS:

Bid Documents may be obtained from the Snellville City Hall located at 2342 Oak Road, Snellville, Georgia 30078, via the City website at www.snellville.org, or by contacting Melisa Arnold, City Clerk at (770) 985-3503 or via email at marnold@snellville.org.

BIDDER'S GENERAL QUALIFICATIONS:

All Bidders must submit, with the Bid, written evidence of Bidder's qualifications to perform the Work covered by the Contract Documents, and other documentation called for in Article 3 of the Instructions to Bidders.

BID EXPIRATION:

Bid shall remain valid and shall not be subject to withdrawal for a period of sixty (60) calendar days after the Bid opening, except as provided in the Instructions to Bidders.



AWARD, WAIVER AND REJECTION OF BIDS:

All portions of the Bid Form must be completed in full. The contract will be awarded pursuant to the requirements of applicable state and federal laws and regulations. To the extent permitted by such laws and regulations, Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to accept the Bid deemed by it to be in the best interest of the City of Snellville.

PRE-BID CONFERENCE AND SITE VISIT

A pre-bid conference will be held at 10:00 am, Thursday, September 10, 2020 at the Snellville City Hall located at 2342 Oak Road, Snellville, Ga. 30078. This is not a mandatory meeting, but it is recommended that you attend.

DEFINITIONS:

Terms used in the "Invitation to Bid" which are defined in the Bidding Documents shall have the meanings assigned to them by the Bidding Documents.

By: _____ Date: _____
City of Snellville

END
INVITATION TO BID



INSTRUCTIONS TO BIDDERS

BID NUMBER: PW200826

BID DATE: August 26, 2020

PROJECT: ANNUAL CONTRACT FOR LAWN CARE MAINTENANCE FOR THE CITY OF SNELLVILLE

1. The complete Bid Document Package will include the Advertisement for Bid, Specifications, Bid Documents, and Contract Documents as outlined below:
 - a. Advertisement for Bid
 - b. Bid Documents which include:
 1. Instructions to Bidders
 2. Bid Form
 3. Qualification and Experience Contractor Questionnaire
 4. Subcontractor List
 5. Noncollusion Affidavit
 - c. Contract Documents which include:
 1. Contract Agreement Form – Standard Agreement for Contract Services

DEFINED TERMS

- 1.1 Certain additional terms used in these Instructions to Bidders have the meanings indicated below.
 - 1.1.1 The term "City" means the City of Snellville, Georgia.
 - 1.1.2 The term "Bidder" means one who submits a Bid directly to Owner, as distinct from a sub-bidder, who submits a Bid to the Bidder.
 - 1.1.3 The term "Successful Bidder" means Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.
 - 1.1.4 The term "Bidding Documents" includes the Invitation to Bid, Instructions to Bidders, the Bid Form and the proposed Contract Documents (including Contract Forms, Contract Conditions, Specifications, Drawings and all Addenda issued prior to receipt of Bids.)
2. COPIES OF BIDDING DOCUMENTS
 - 2.1 Complete sets of Bidding Documents may be obtained from the City as stated in the Invitation to Bid.



- 2.2 Complete sets of Bidding Documents must be used in preparing Bids. The City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.3 The City, in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.
- 2.4 Any part of the Bid Documents may be modified by Addenda.

Where forms are provided, **they must be used without substitution!** Use of forms other than those provided by the City shall constitute a non-responsive Bid and shall be rejected.

NOTE: Bidder must submit one original and two (2) copies of the Bid Documents to include: Bid Form; Instructions to Bidders; Bidders Affidavit; and

3. QUALIFICATIONS OF BIDDERS

- 3.1 To demonstrate qualifications to perform the Work, each Bidder must submit written evidence that Bidder is skilled in work of a similar nature to that covered by the Contract Documents. The information must be presented on the Questionnaire form (00452) included in the Bid Documents with related attachments, which must be submitted with the Bid.
- 3.2 The City may make any investigations deemed necessary to determine the Bidders ability to perform the Work, and the Bidder shall furnish all information and data requested by the City. Nothing herein will prohibit the City from reserving the right to reject any bid from any Bidder that the City considers not properly qualified to carry out Contract obligations or able to satisfactorily complete the Work on schedule.
- 3.2 Bidder must also submit with Bid:
 - 3.2.1 Listings of Subcontractors and Suppliers proposed for the Work as stated in Article 8 of these Instructions to Bidders.
 - 3.2.2 If the Bidder is a corporation, evidence that the corporation is properly registered with the State of Georgia in accordance with the laws of the State of Georgia.
 - 3.2.3 Authority to Execute Bid and Agreement (as stated in paragraph 9.4 of these Instructions to Bidders), and a Noncollusion Affidavit (as stated in paragraph 10.5 of these Instructions to Bidders).
 - 3.2.4 Certificates of insurance for existing coverage. If current insurance coverage does not comply with that specified in the Contract Documents, a statement issued by the Bidder's insurance carrier shall also be submitted with the Bid, giving evidence that the additional insurance will be provided if the Bidder is awarded the contract.



4. EXAMINATION OF BID DOCUMENTS AND SITE

- 4.1 It is the responsibility of each Bidder before submitting a Bid:
 - 4.1.1 To examine thoroughly the Contract Documents and other related data identified in the Bidding Documents (including any "technical data" referred to below);
 - 4.1.2 To consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the Work; and
 - 4.1.3 To study and carefully correlate Bidder's knowledge and observations with the Contract Documents and such other related data.
- 4.2 Before submitting a Bid each Bidder will be responsible to obtain such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences or procedures of construction to be employed by Bidder and safety precautions and programs incident thereto or which Bidder deems necessary to determine its Bid for performing and furnishing the Work in accordance with the time, price and other terms and conditions of the Contract Documents.
- 4.3 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures of construction (if any) that may be shown or indicated or expressly required by the Contract Documents, that Bidder has given City written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered in the Contract Documents and the written resolutions thereof by City is acceptable to Bidder, and that the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

5. AVAILABILITY OF LANDS FOR WORK

- 5.1 Unless identified elsewhere in the Contract Documents, Contractor activities are only authorized in the public right-of-way, or on City owned property.

6. INTERPRETATIONS AND ADDENDA

- 6.1 All questions about the meaning or intent of the Bidding Documents are to be directed in writing to the City.
- 6.2 Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda and distributed via facsimile and/or email to all parties recorded by the City as having received the Bidding Documents.



- 6.3 Questions received less than three (3) working days prior to the date for opening of Bids may not be answered.
- 6.4 Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 6.5 Addenda may also be issued to modify the Bidding Documents as deemed advisable by the City.
- 6.6 Addenda will be sent to all persons holding Bidding Documents by email and/or by facsimile.

7. SUBSTITUTE AND "OR EQUAL" ITEMS

- 7.1 The Contract, if awarded, will be on the basis of materials and equipment indicated in the Drawings or specified in the Specifications without consideration of possible substitute or "or equal" items. Whenever it is indicated in the Drawings or specified in the Specifications that a substitute or "or equal" item of material or equipment may be furnished or used by Contractor if acceptable to City, application for such acceptance will not be considered by City until after the Effective Date of the Agreement. The procedure for submission of any such application by Contractor and consideration by City is set forth in the General Conditions.

8. SUBCONTRACTORS AND SUPPLIERS

- 8.1 Each Bidder must submit with his Bid a list of Subcontractors and Suppliers proposed for the Work as required on the Questionnaire form. If requested by the City, the Successful Bidder, and any other Bidder so requested, shall, within seven days after the date of the request, submit to Owner a statement of experience with pertinent information as to similar projects and other evidence of qualification including Registration/Certification numbers and corporate authority to operate in the State of Georgia for each Subcontractor and Supplier, person and organization. If City after due investigation has reasonable objection to any proposed Subcontractor, Supplier, other person or organization, City may, before giving the Notice of Award, request the Successful Bidder to submit an acceptable substitute without an increase in Bid Price.
- 8.2 If the apparent Successful Bidder declines to make any such substitution, Owner may award the contract to another Bidder that proposes to use acceptable Subcontractors and Suppliers. The declining to make requested substitutions will not constitute grounds for sacrificing the Bid security of any Bidder. Any Subcontractor or Supplier listed and to whom Owner does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner subject to revocation of such acceptance after the Effective Date of the Agreement as provided in the General Conditions.

9. BID FORM

- 9.1 The Bid Form is included with the Bidding Documents.



- 9.2 All blanks on the Bid Form must be completed by printing in black ink or by typewriter.
 - 9.3 Bid Forms must be accompanied by all Documentation listed in Article 3 of these Instructions to Bidders.
 - 9.4 Bids by corporations must be executed in the corporate name by the President or a Vice-President (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and State of incorporation must be shown below the signature. The person signing a Bid for a corporation must include with the Bid the Authority to Execute Bid and Agreement as evidence of the person's authority to bind the corporation.
 - 9.5 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Proof of proper registration with the State of Georgia must be provided. If requested, the persons signing a Bid for a partnership must produce satisfactory evidence of the person's authority to bind the partnership.
 - 9.6 All names must be typed or printed in black ink below the signature.
 - 9.7 The Bid must contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
 - 9.8 The address and telephone numbers for voice and facsimile communications regarding the Bid must be shown.
10. SUBMISSION OF BIDS
- 10.1 Bids must be submitted at or before the time and at the place indicated in the Invitation to Bid and must be submitted in an opaque sealed envelope. The envelope must be marked on the exterior: "SEALED BID FOR ANNUAL CONTRACT FOR LAWN CARE MAINTENANCE FOR THE CITY OF SNELLVILLE (PW200826)"
 - 10.2 The envelope must show the Bid opening time and date listed in the Invitation to Bid. The envelope must contain the Bid, the name and address of the Bidder, any required Bid security, and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope must be enclosed in a separate envelope with the notation "SEALED BID ENVELOPE ENCLOSED" on the face thereof.
 - 10.3 Each prospective Bidder is furnished one copy of the Bidding Documents. The Bid Form, included in the Bidding Documents, is to be completed and submitted with required documents to the Owner. All copies of the Bidding Documents, along with all other documents issued for the purpose of preparing Bids, must be returned intact with the Bid.
 - 10.4 If more than one Bid is received for the same Contract from an individual, firm, partnership, corporation or association, under the same or different names, none of such Bids will be considered. Reasonable grounds for believing that any Bidder has an interest in more than



one Bid for the same Contract will cause the rejection of all such Bids in which the Bidder is interested.

- 10.5 If there are reasonable grounds for believing that collusion exists among the Bidders, the bids of participants in such collusion will not be considered. The Noncollusion Affidavit must be completed and submitted with the Bid.

11. MODIFICATION AND WITHDRAWAL OF BIDS

11.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so; and, in case signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the request for withdrawal or modification. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn or modified.

11.2 If, within twenty-four hours after Bids are opened, any Bidder files a duly signed, written notice with Owner and within five calendar days thereafter demonstrates to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

12. OPENING OF BIDS

12.1 Bids will be opened publicly as indicated in the Invitation to Bid. An initial bid tabulation documenting the Bid opening and listing Bidders will be available after the date of the Bid opening.

13. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

13.1 All Bids will remain subject to acceptance for the period stated in the Invitation to Bid, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to that date.

13.2 Extensions of time when Bids will remain open beyond the stated period will be made only by mutual agreement between the Owner, the Successful Bidder, and the surety, if any, for the Successful Bidder.

14. AWARD OF CONTRACT

14.1 To the extent permitted by applicable state and federal laws and regulations, Owner reserves the right to reject any or all Bids, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids and to reject the Bid of any



Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner. Owner also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder.

- 14.2 Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
 - 14.3 In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
 - 14.4 Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as discussed in Article 11 of these Instructions to Bidders.
 - 14.5 Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.
 - 14.6 If the contract is to be awarded, it will be awarded to the lowest qualified, responsible and responsive Bidder whose evaluation by Owner indicates to Owner that the award will be in the best interests of the Project. The right is reserved, however to reject any or all Bids, or to accept a Bid other than the lowest submitted if such action is deemed to be in the best interest of the Owner.
 - 14.7 If the contract is to be awarded, Owner will give the successful Bidder a Notice of Award within the time period stated for expiration of Bids in the Invitation to Bid.
15. CONTRACT SECURITY
- 15.1 The General Conditions and the Supplementary Conditions set forth Owner's requirements as to Performance and Payment Bonds. When the Successful Bidder delivers the executed Agreement to Owner, it must be accompanied by the required Performance and Payment Bonds if required.
16. SIGNING OF AGREEMENT
- 16.1 When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by two unsigned counterparts of the Agreement with all other written Contract Documents



attached. Within fifteen calendar days thereafter Contractor shall execute and deliver all counterparts of the Agreement and attached documents to Owner with the required Bonds. Within ten calendar days thereafter, Owner will deliver one fully executed counterpart to Contractor. Each counterpart is to be accompanied by a complete set attachments with appropriate identification.

17. PRE-BID CONFERENCE AND SITE VISIT

17.1 The date, time and place for the Pre-Bid Conference and for the Site Visit, if required, are set forth in the Invitation to Bid.

17.2 If a Pre-Bid Conference is deemed necessary, Representatives or Owner will be present to discuss the Project. Bidders are required to attend and participate in the conference. The City will transmit to all prospective Bidders of record such Addenda as the City considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective.

18. HEALTH AND SAFETY

18.1 It shall be at all times the sole responsibility of the successful Bidder to protect the health and monitor the safety of its personnel, subcontractors, the public, and other persons who may be affected by the Work and the environment within the limits of the Contractors work area. Throughout the full duration of the Work, the Successful Bidder shall comply with all applicable federal, state, county, and local ordinances, and all applicable requirements of the Owner.

END
INSTRUCTIONS TO BIDDERS

BID FORM

(This Bid Form is a part of the Bid Documents)

BID NUMBER: PW200826

BID DATE: Sept 23, 2020

SUBMITTAL DATE: _____

BY: _____

PROJECT: ANNUAL CONTRACT FOR LAWN CARE MAINTENANCE FOR THE CITY OF SNELLVILLE

THIS BID IS SUBMITTED TO: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Ms. Melisa Arnold, City Clerk

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents as written, except as specifically modified, and to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid Form and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions contained in the Bid Document Package, including without limitation those dealing with the City's time for accepting Bid and disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) calendar days after the day of Bid opening. BIDDER will sign and deliver two copies of the Agreement and other documents required by the Bidding Requirements (in the Instructions to Bidders) within fifteen calendar days after the date of Owner's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
 - (b) BIDDER has given City written notice concerning conflicts, errors, or discrepancies discovered in Bid Document Package and written resolution by City is acceptable to BIDDER.

- (c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

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BID SCHEDULE

- NOTE 1.** **Failure to return all of Bid Schedule as part of Bid Document may result in rejection of bid.**
- NOTE 2.** **The City of Snellville requires firm pricing for the first year of the contract period. Failure to hold pricing firm for the initial first year of contract may be sufficient cause for the City to declare the bid non-responsive.**
- NOTE 3.** **Contract may be renewed for a second year provided:**
- (a) The price remains static or increases by a pre-designated amount, and**
 - (b) Services provided during the first year are satisfactory to the City, and**
 - (c) City Council of Snellville approves the contract extension.**
- NOTE 4.** **Contract may be renewed for a third year provided the Contractor meets the requirements of (a), (b), and (c) of Note 3 above.**
- NOTE 5.** **In compliance with the specifications referred to herein, the Contractor offers and agrees, if this Bid is accepted by the City Council**

**City of Snellville Scope of Work for Annual Contract for Landscape
Maintenance
(PW200826)**

Locations to be included:

City Hall / Senior Center /
Towne Green
2342 & 2350 Oak Road
Snellville, GA 30078

Public Works and Recycle Center
2491 & 2531 Marigold Rd
Snellville, GA 30078

Police Department
2315 Wisteria Drive
Snellville, GA 30078

Right of Way Downtown
Oak Rd, Clower St, Wisteria Dr.

Hwy 124 Medians

Total of four (4) medians on Highway 124 beginning at Ronald Reagan Parkway and Highway 124 (Target) and heading north to the City limits (Sam's Club).

The above mentioned locations should include the following:

Furnishing all supervision, labor, material and equipment required to maintain the landscaping of the grounds at all locations and preparation and maintenance of all sprinkler systems located at the City Center throughout a twelve (12) month period. Specifics are listed below by location.

All work performed by the contractor shall be conducted in accordance with ANSI A300 and ANSI Z133.1 standards.

CITY HALL / SENIOR CENTER / TOWNE GREEN

- 1.) Weekly mowing of grass during the growing season All turf area's need to be mowed during dormant season as needed to maintain neat and clean appearance. Turf shall be scalped in early spring to remove dormant turf from warm season grass.
- 2.) Weekly edging of all grassed areas at sidewalks, including curb lines & bed areas.
- 3.) Weekly clean up of all paper, cans, bottles, sticks, cigarettes, leaves and other normal debris – this will encompass removal of grass clippings, weeds at curb and pavement lines, weed removal in all mulch, shrub and bedding areas and other trash that has settled in these areas.
- 4.) Proper pruning of all shrubs and trees or as needed to remove new growth. Deep hand pruning to be done as necessary. Selective cleaning and pruning of Crepe Myrtles is to be performed annually.
- 5.) Weed control for beds and hard surfaces shall be controlled by using herbicides and where it is necessary hand removal of weeds shall be done.
- 6.) Blowing off of parking lot and concrete areas.

POLICE DEPARTMENT

- 1.) Weekly mowing of grass during the growing season All turf area's need to be mowed during dormant season as needed to maintain neat and clean appearance. Turf shall be scalped in early spring to remove dormant turf from warm season grass.
- 2.) Weekly edging of all grassed areas at sidewalks, including curb lines & bed areas.
- 3.) Weekly cleanup of all paper, cans, bottles, sticks, cigarettes, leaves and other normal debris – this will encompass removal of grass clippings, weeds at curb and pavement lines, weed removal in all mulch, shrub and bedding areas and other trash that has settled in these areas.
- 4.) Proper pruning of all shrubs and trees or as needed to remove new growth. Deep hand pruning to be done as necessary. Selective cleaning and pruning of Crepe Myrtles is to be performed annually.
- 5.) Weed control for beds and hard surfaces shall be controlled by using herbicides and where it is necessary hand removal of weeds shall be done.
- 6.) Blowing off of parking lot and concrete areas.

PUBLIC WORKS / RECYCLE CENTER

- 1.) Weekly mowing of grass during the growing season. All turf area's need to be mowed during dormant season as needed to maintain neat and clean appearance. Turf shall be scalped in early spring to remove dormant turf from warm season grass.
- 2.) Weekly edging of all grassed areas at sidewalks, including curb lines & bed areas.
- 3.) Weekly cleanup of all paper, cans, bottles, sticks, cigarettes, leaves and other normal debris – this will encompass removal of grass clippings, weeds at curb and pavement lines, weed removal in all mulch, shrub and bedding areas and other trash that has settled in these areas.
- 4.) Proper pruning of all shrubs and trees or as needed to remove new growth. Deep hand pruning to be done as necessary. Selective cleaning and pruning of Crepe Myrtles is to be performed annually.
- 5.) Weed control for beds and hard surfaces shall be controlled by using herbicides and where it is necessary hand removal of weeds shall be done.
- 6.) Blowing off of parking lot and concrete areas.

HIGHWAY 124 MEDIANS

Total of four (4) medians on Highway 124 beginning at Ronald Reagan Parkway and Highway 124 (Target) and heading north to the City limits (Sam's Club).

- 1.) Weekly mowing, trimming, edging and blowing of all grassed areas and curbs.
- 2.) Upon completion of weekly maintenance visit, a general clean up of all paper, cans, bottles, sticks, cigarettes, leaves and other normal debris. This will

encompass removal of grass clippings, weeds at curb and pavement lines, and other trash that has settled in these areas in turning lane.

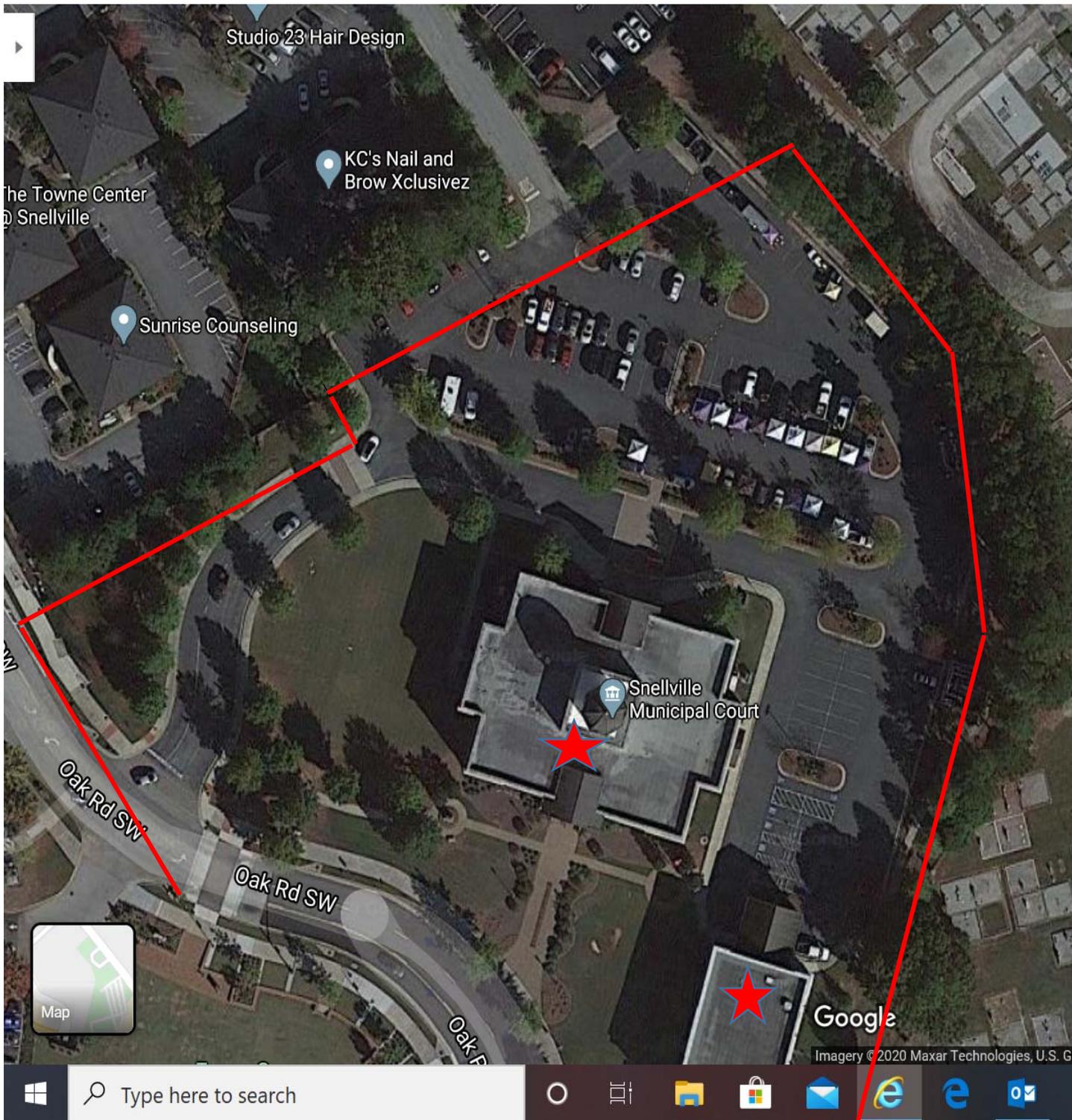
RIGHT OF WAY DOWNTOWN SQUARE (OAK RD, CLOWER ST, WISTERIA DR.). *Both sides of the road from post office to City Hall on Oak Rd. Both sides of the road on Clower St. Both sides of the road from Police Department to Post Office rear exit on Wisteria Dr.*

- 1.) Weekly mowing of grass during the growing season on both sides of the road. All turf area's need to be mowed during dormant season as needed to maintain neat and clean appearance. Turf shall be scalped in early spring to remove dormant turf from warm season grass.
- 2.) Weekly edging of all grassed areas at sidewalks, including curb lines & bed areas.
- 3.) Weekly cleanup of all paper, cans, bottles, sticks, cigarettes, leaves and other normal debris – this will encompass removal of grass clippings, weeds at curb and pavement lines, weed removal in all mulch, shrub and bedding areas and other trash that has settled in these areas.
- 4.) Weed control for beds and hard surfaces shall be controlled by using herbicides and where it is necessary hand removal of weeds shall be done.
- 5.) Trimming and cleaning of the liriopie in islands. Winter scalping of liriopie.
- 6.) Blowing off of concrete sidewalk and paved areas.

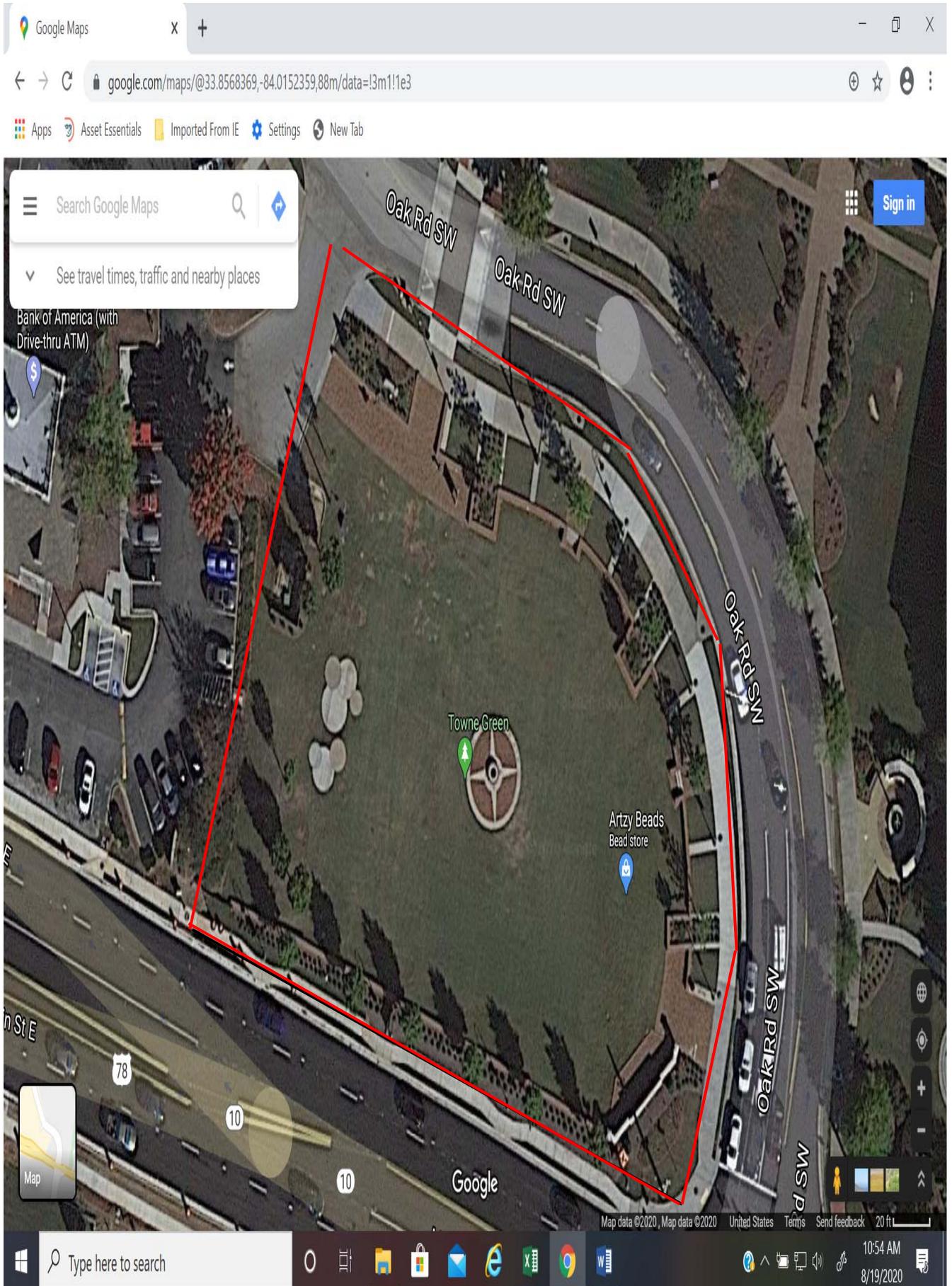
Extra Services to be quoted separately:

- 1.) Quotes on long needle pine straw applications at locations.
- 2.) Park and Recreation Briscoe Park - Right of Way mowing from Marigold Rd to Snell Drive. Weekly mowing, trimming, edging and blowing of area during the growing season. Litter pick up on right of way.
- 3.) 3231 Lenora Church Road (Bakers Rock Property)- Right of Way mowing . Weekly mowing, trimming and blowing of area during the growing season. Litter pick up on right of way.
- 4.) East Park Drive- Moat area behind black fence on Soccer Field – Weekly mowing, trimming of the designated area during growing season. Litter pick up as needed.

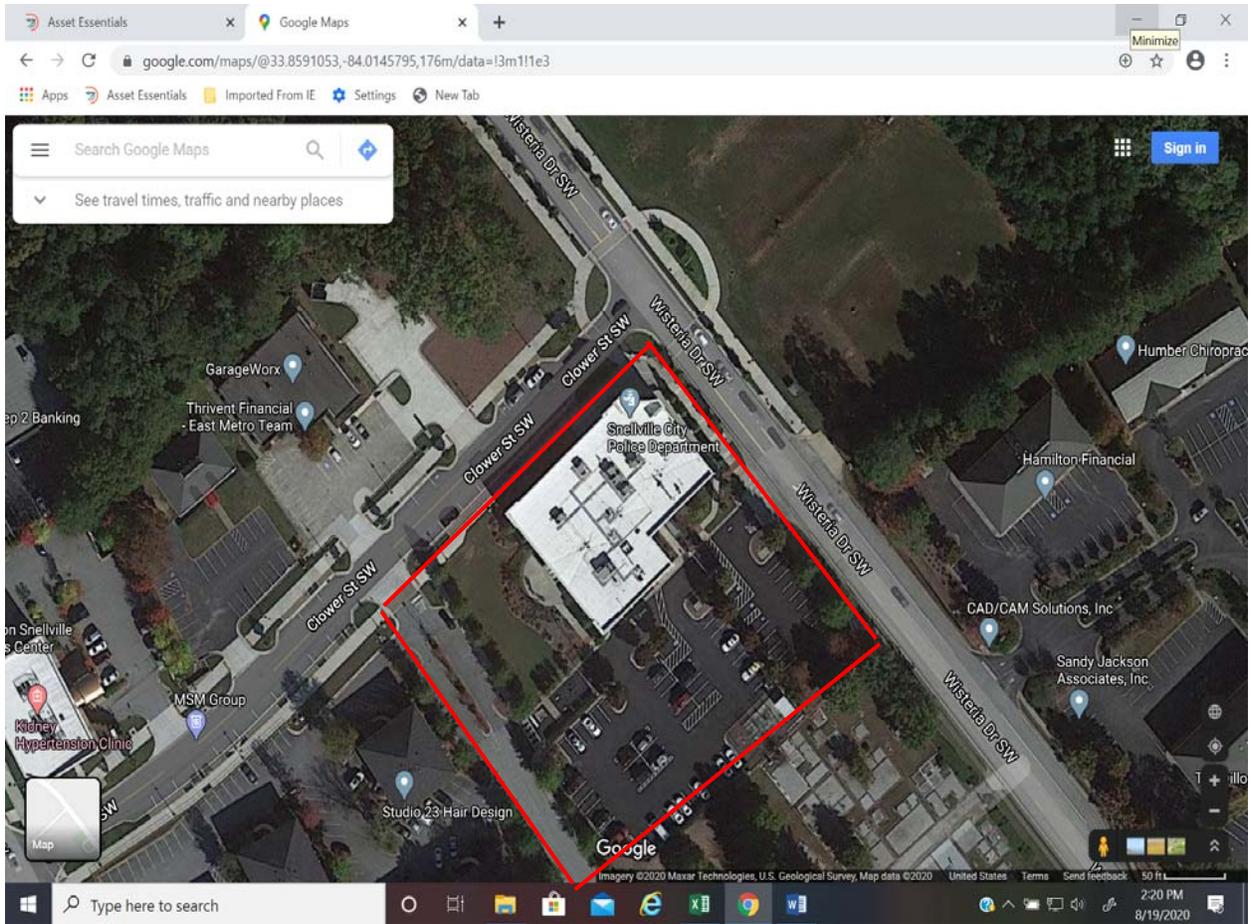
City Hall/Senior Center Property – 2342 Oak Road & 2350 Oak R



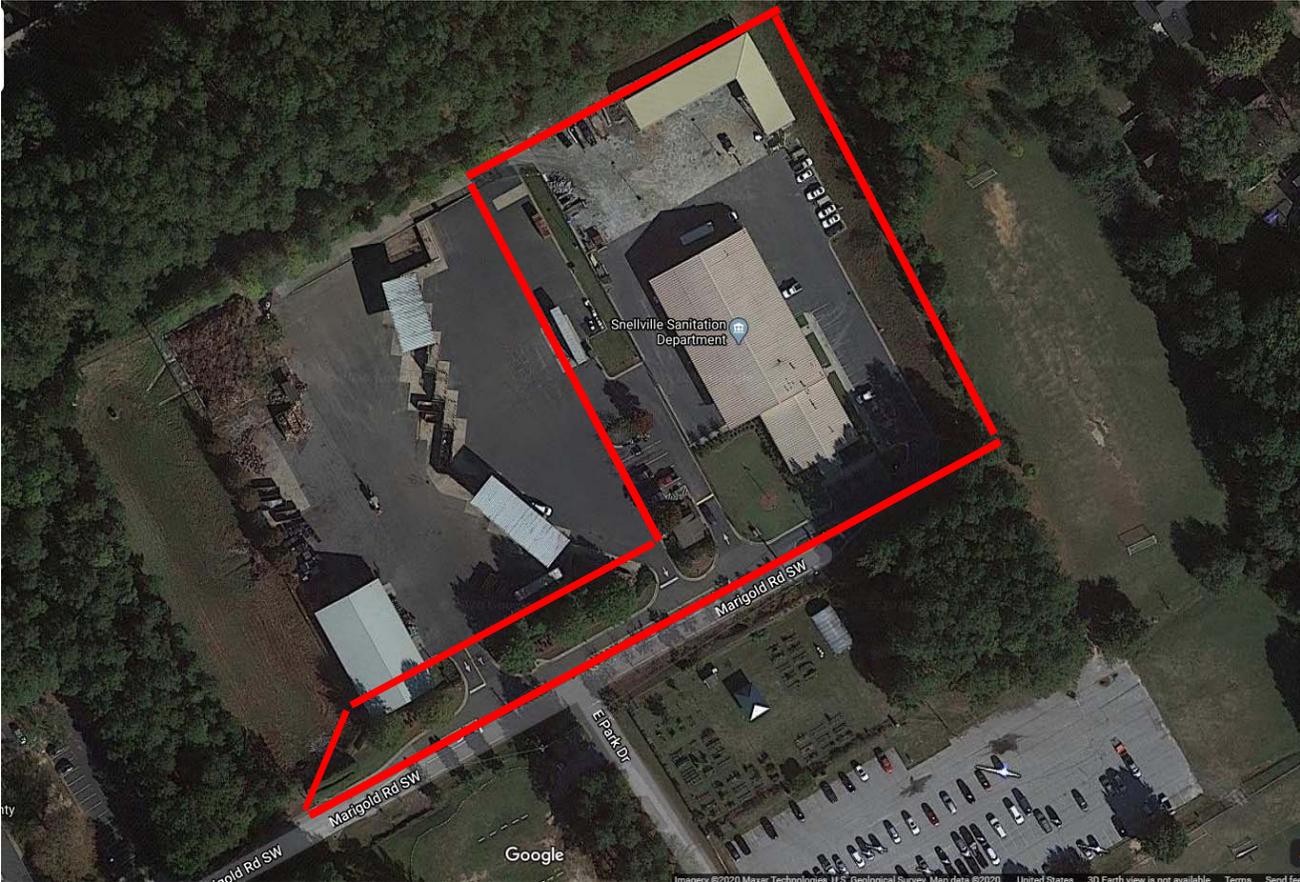
Towne Green – Across Oak Road from City Hall at 2342 Oak Road



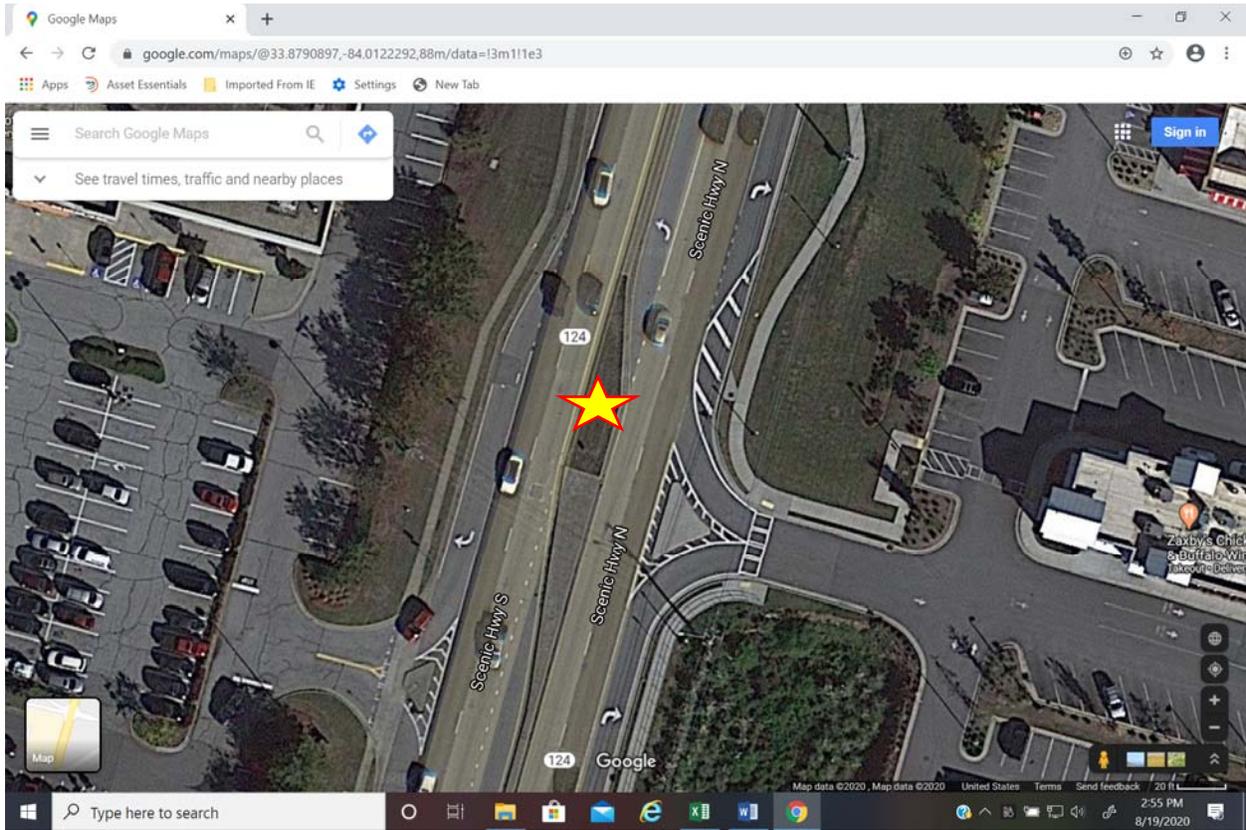
Police Dept Lawn maintenance 2315 Wisteria Drive



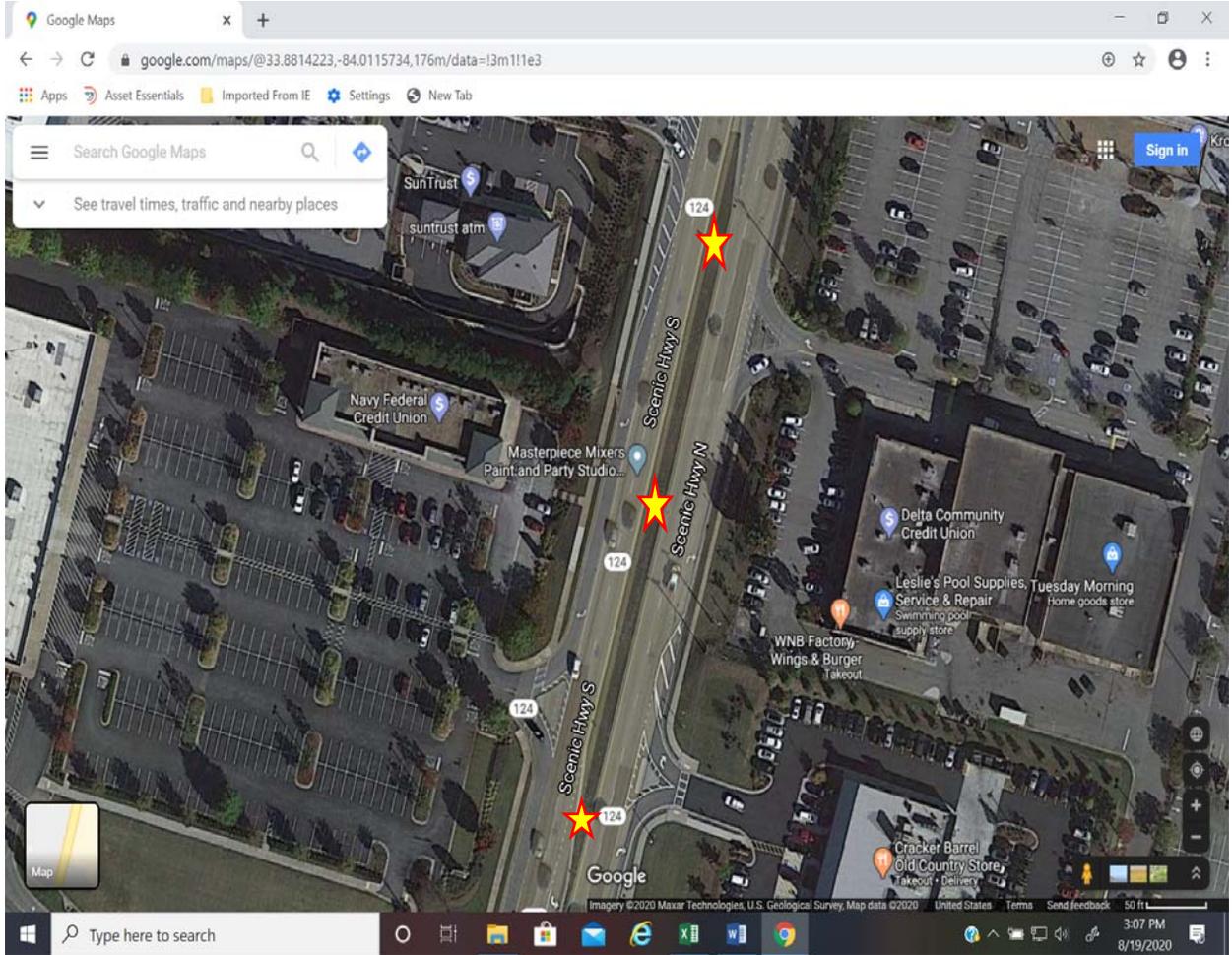
Public Works & Recycling Center – 2491 Marigold Road



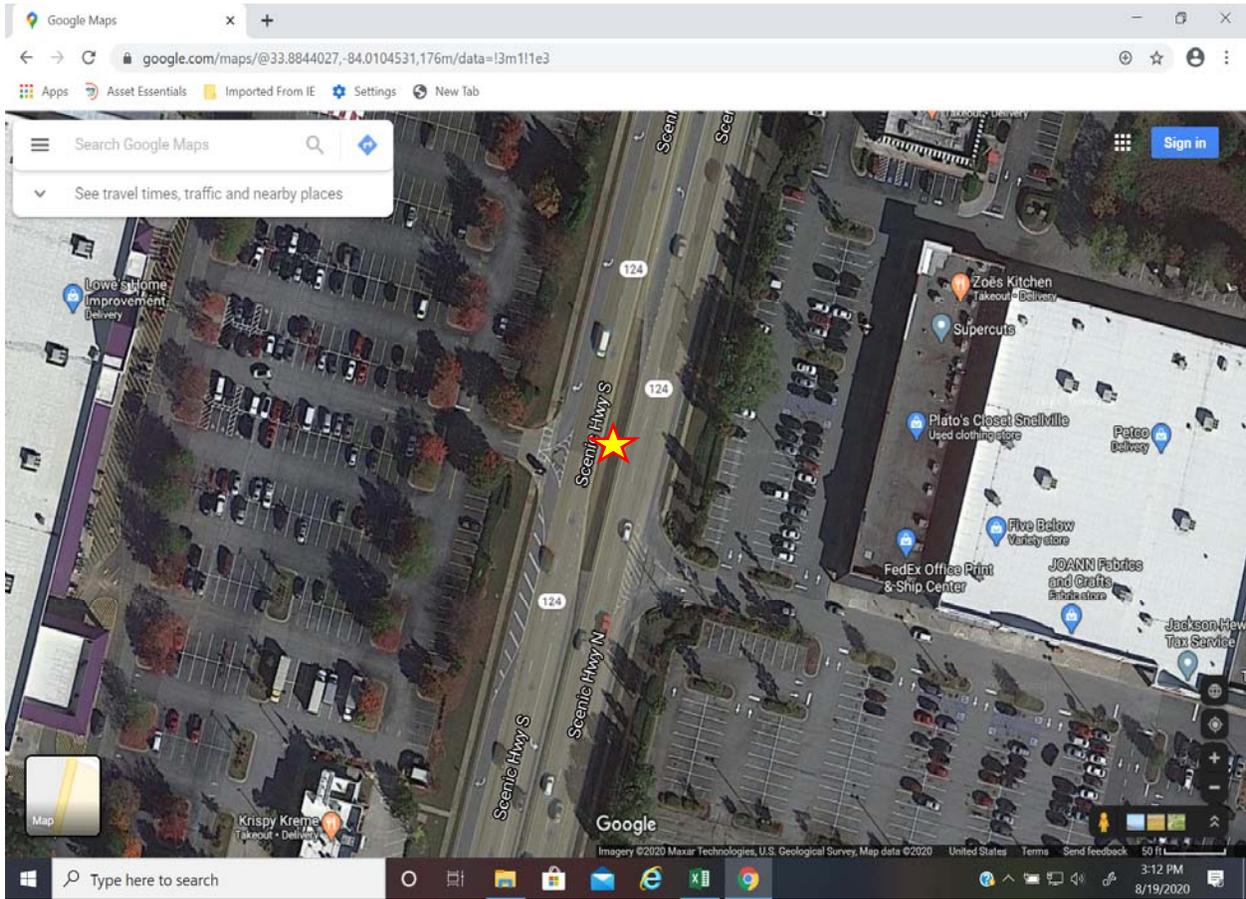
Highway 124 – Median #1



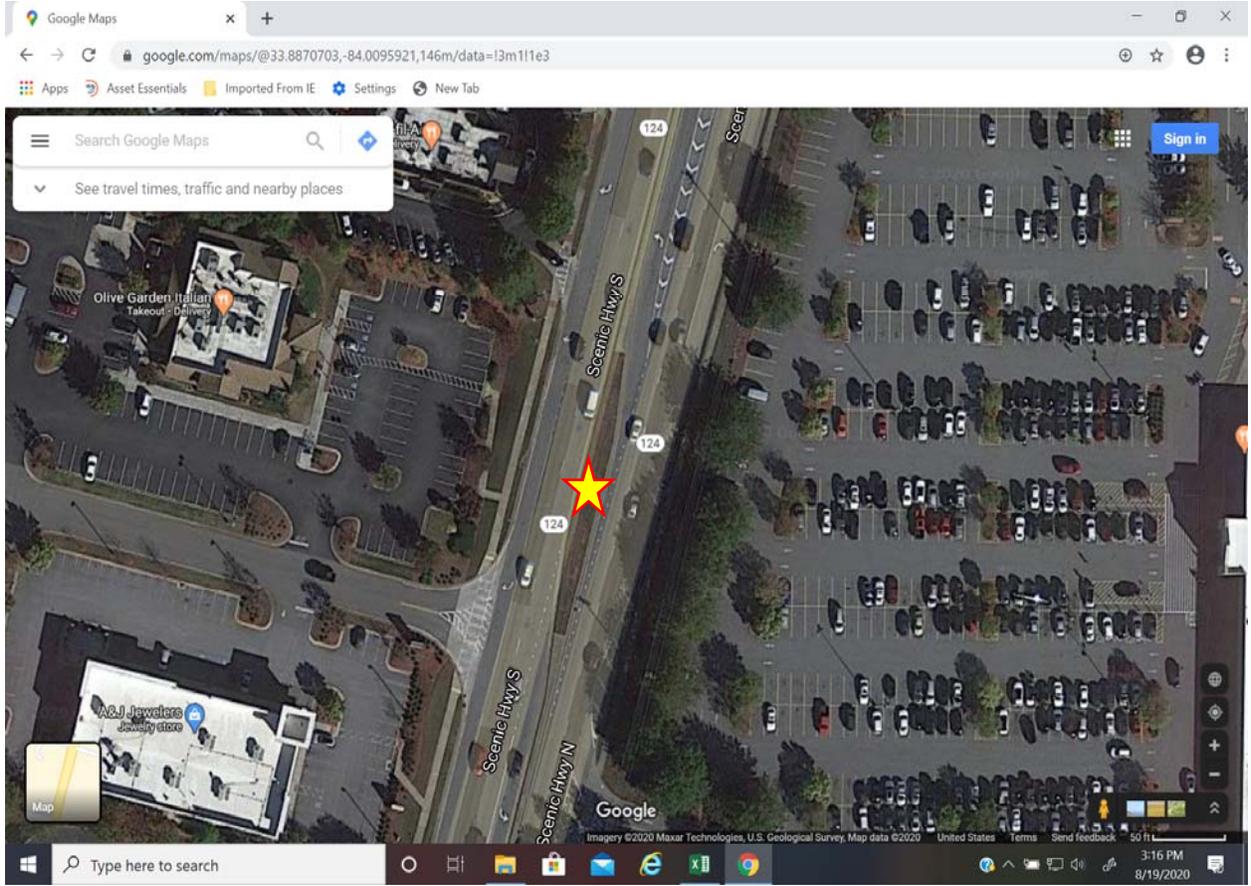
Hwy 124 – Median #2



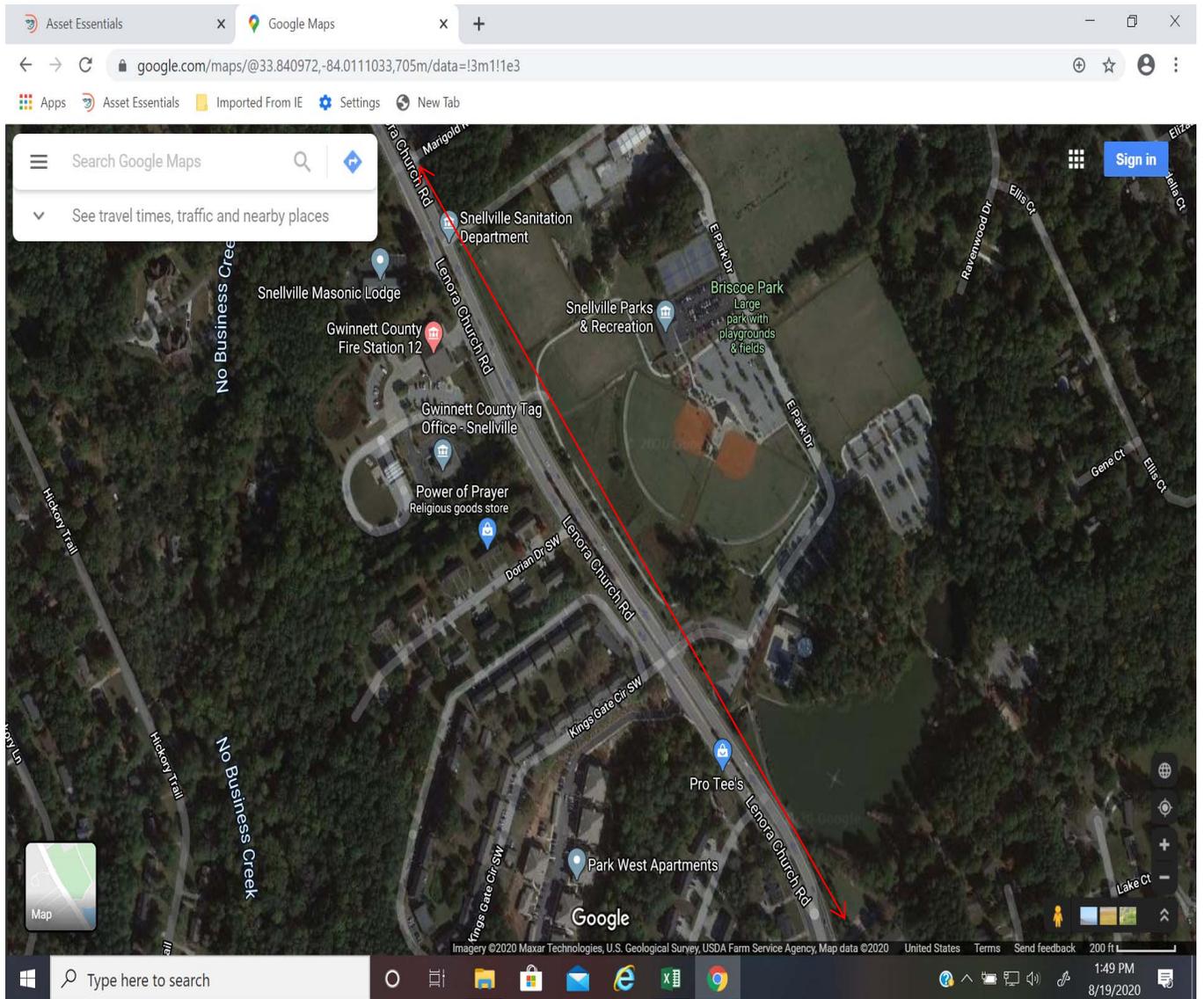
Highway 124 – Median 3



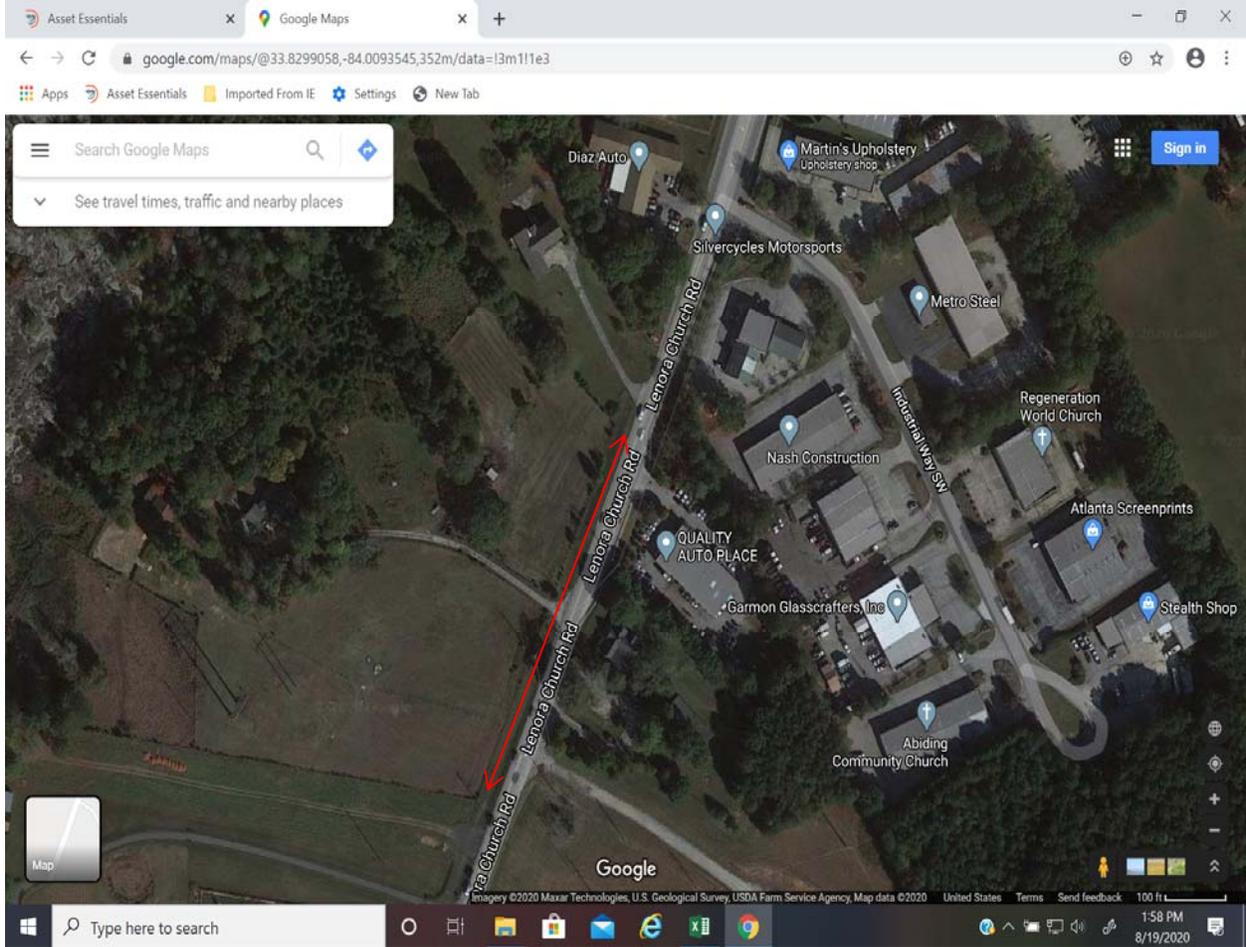
Hwy 124 – Median # 4



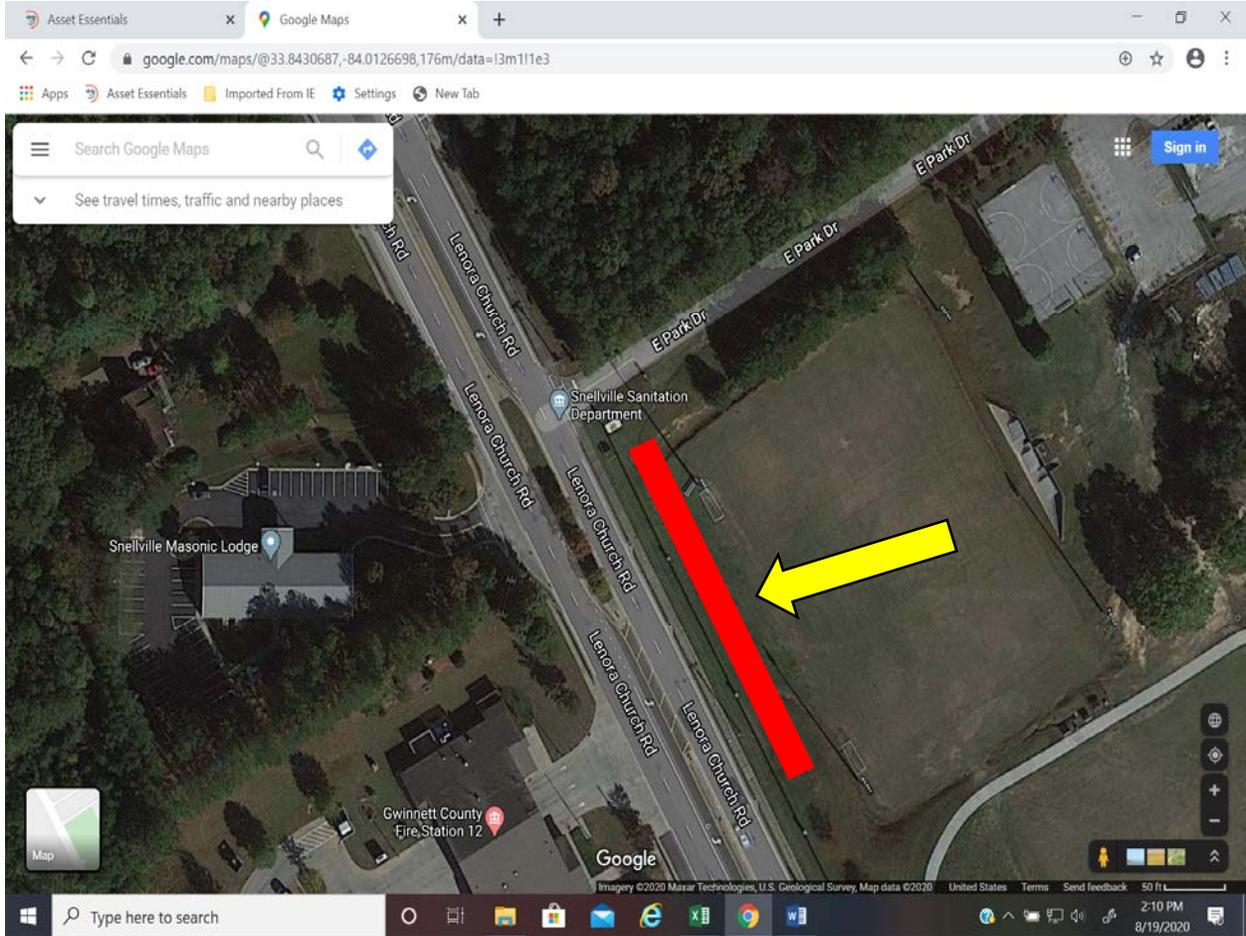
Briscoe Park Right Of Way- Starting at Marigold Rd to Snell Drive



3231 Lenora Church Rd -- Right of Way



East Park Drive-- Briscoe Park Moat Area. Optional Pricing.



Bid Form

Bid Number: PW200826

Bid Date: September 23, 2020

Company Name: _____

Bidder's Signature: _____

BID PRICING SCHEDULE

Bidder submits the following unit prices for the LAWN CARE MAINTENANCE FOR THE CITY OF SNELLVILLE ON AN ANNUAL PRICE AGREEMENT identified in the Bid Form as part of this Bid. Unit pricing must be all inclusive to perform the work assignments.

ITEM #	DESCRIPTION		MONTHLY PRICE	YEARLY PRICE
1	City Hall / Towne Green			
2	Police Department			
3	Senior Center			
4	Highway 124 Medians			
5	Public Works / Recycle Facility			
6	Downtown ROW / Beauty Strip (Post office to City Hall Oak Rd , Clower Street, Wisteria Drive in front of Police Dept..)			
7	TOTAL =			
	EXTRA SERVICE QUOTES FOR LONG NEEDLE PINESTRAW (2X a year)			
8	City Hall, Senior Center, Towne Green - Cost of long needle pine straw and number of bales per application			
9	Police Department - Cost of long needle pine straw and number of bales per application			
10	Public Works / Recycle Facility - Cost of long needle pine straw and number of bales per application			
11	Downtown right of way - Cost of long needle pine straw and number of bales per application			

4. The contract period shall be for one (1) year with an option to renew on a yearly base for two further years up to a maximum of three (3) years. The City requires firm pricing during the first year contract period. Contract may be renewed for a second year providing the pricing remains static or increases by a pre-designated amount. Contract may also be renewed for a third year provided the pricing remains static or increases by a further pre-designated amount

Unless otherwise noted, quoted prices for the second year will remain firm. If a percentage of increase is to be incorporated into this bid please note in the space provided below, together with an explanation for the increase. If no increase envisaged state zero (0).

PERCENTAGE INCREASE (SECOND YEAR) = _____ %

EXPLANATION OF INCREASE:

Unless otherwise noted, quoted prices for the third year will remain firm. If a percentage of increase is to be incorporated into this bid please note in the space provided below, together with an explanation for the increase. If no increase envisaged state zero (0).

PERCENTAGE INCREASE (THIRD YEAR) = _____ %

EXPLANATION OF INCREASE:

Attached prices shall include all labor and materials, insurance, and other costs to cover all finished Work.

BIDDER agrees this BID shall be good and may not be withdrawn for a period of sixty (60) calendar days after scheduled closing time for receiving bids. Undersigned Bidder hereby agrees to each and every stipulation in Bid Document Package pertaining to the submission of Bids and further, if awarded the Contract, duly agrees to execute and secure the required Contract and Bid Document Package within fifteen (15) days from service of Notice of Award.

5. The following documents are attached to and made a condition of this Bid:
- (a) Required documents listed in Article 3 of the Instructions to Bidders.
 - (b) Other documents: _____

Submitted on _____, 2020__

BIDDER is:

An Individual

By _____ (SEAL)
(Individual's Name)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner)

Business address: _____

Phone No.: _____

END of
BID FORM



**CITY OF SNELLVILLE
QUALIFICATIONS AND EXPERIENCE
CONTRACTOR QUESTIONNAIRE**

A. GENERAL INFORMATION

1. How many years has your organization been in business as a Contractor? _____
2. Attach qualifications and experience for proposed key personnel who will be assigned to the project, including: Project Manager, Superintendent, Quality Control Officer, etc.
3. Have you ever failed to complete work awarded to you? If so, where and why?

4. What construction / Lawn equipment do you own that you plan to use for this Work?
Attach a list.
5. List any subcontractor to be used for this work.



List a minimum of three typical projects that you have completed similar in type, size, and nature as the one(s) under consideration. Attach additional sheets to describe each project if necessary.

a. Name of Project _____
Owner/Engineer _____
Phone Number _____
Address _____
Date Started _____ Date Completed _____
Project Superintendent _____
Value of Contract _____
Description of Project _____

b. Name of Project _____
Owner/Engineer _____
Phone Number _____
Address _____
Date Started _____ Date Completed _____
Project Superintendent _____
Value of Contract _____
Description of Project _____

c. Name of Project _____
Owner/Engineer _____
Phone Number _____
Address _____
Date Started _____ Date Completed _____
Project Superintendent _____
Value of Contract _____
Description of Project _____



B. OTHER INFORMATION

Provide other information to illustrate your qualifications to do the Work. (Include attachments as applicable.)

The undersigned warrants the truth and accuracy of all statements and answers herein contained.

Date Questionnaire Submitted: _____, 2020

Name of Bidder _____

Authorized Signature _____

Name & Title of Signer (Printed) _____

Business Address _____

Phone Number _____ Fax Number _____

The following sheets and documents are attached:

END QUESTIONNAIRE



SUBCONTRACTOR LIST

List subcontractors who will be used for the Work. Attach additional sheets as necessary.

	<u>Subcontractor</u> <u>(Name, Address, Tele, No.)</u>	<u>Work to</u> <u>Be Performed</u>	<u>Est. %</u> <u>of Work</u>
1.	_____	_____	_____ %
	_____	_____	
	_____	_____	
2.	_____	_____	_____ %
	_____	_____	
	_____	_____	
3.	_____	_____	_____ %
	_____	_____	
	_____	_____	
4.	_____	_____	_____ %
	_____	_____	
	_____	_____	
5.	_____	_____	_____ %
	_____	_____	
	_____	_____	
6.	_____	_____	_____ %
	_____	_____	
	_____	_____	
7.	_____	_____	_____ %
	_____	_____	
	_____	_____	
8.	_____	_____	_____ %
	_____	_____	
	_____	_____	

**CITY OF SNELLVILLE
NONCOLLUSION AFFIDAVIT**



For Project: _____

Bid Date: _____

State of _____)

ss.

County of _____)

_____ being first duly sworn, deposes and says that:

- (1) Signer is the [*Owner, Partner, Officer, Representative or Agent*] (circle one) of _____
_____, the Bidder that has submitted the attached Bid.
- (2) Signer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this signer, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against City of Snellville, or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any other of its agents, representatives, owners, employees or parties in interests, including this affidavit.

Subscribed and sworn to before me

BY: _____
(Signature)

this _____ day of _____, 20_____.

(Title)

My commission expires _____.

END
NONCOLLUSION AFFIDAVIT

**CONTRACT AGREEMENT FORM WILL BE RELEASED AT A LATER DATE WITH AN
ADDENDUM**