



Request for Proposals / Bids to Provide Landscape Maintenance for The City of Hawkinsville

The City of Hawkinsville seeks Proposals / Bids to provide Landscape Maintenance Services for Properties under its ownership and/or control. All Proposals shall be delivered and addressed to Sara Myers (City Manager for The City of Hawkinsville) at 56 Broad Street, P.O. Box 120, Hawkinsville, Ga 31036, by 11:00 a.m. Tuesday, November 26, 2024 (any bids delivered after this time are disqualified and will not be considered). Any questions pertaining to this request for proposals are to be in writing and emailed to Sara Myers at sara@hawkinsvillega.net. All sealed bids will be opened and read out loud in the office of the City Manager on behalf of The City of Hawkinsville. While the City of Hawkinsville desires to award the Contract to the lowest qualified bidder, it shall reserve the right to reject any bids should the City determine any of the bids do not sufficiently meet the needs of the City. Upon review of the Proposals, the City Manager shall make recommendations to the Board of Commissioners for Bid selection to be voted on at the Board of Commissioners Regular meeting on Monday, December 2, 2024, at 6:00 PM.

Contract Term: The Contract shall be awarded for 12 months beginning on January 1st, 2025, and ending on December 31st, 2025. The City of Hawkinsville shall have the right to renew the contract on the same terms for an additional 12 months by giving notice to the Contractor by December 31st, 2025.

Invoicing: Invoices shall be delivered to The City of Hawkinsville on the first day of the month following the month upon which services were provided. The City of Hawkinsville shall make payment no later than the 15th of the following month for which services were provided. (Example- January landscape services shall be billed on February 1st and payment is to be received by February 15th)

Insurance Requirements: If the contractor fails to complete its work in any month or at the end of the calendar year, payment will be withheld until the work is complete.

Insurance: All Proposals / Bids shall require the Company to provide current insurance coverage for General Liability (\$1,000,000.00 minimum coverage), Auto Coverage (\$1,000,000.00 minimum coverage), and Worker's Compensation (\$1,000,000.00 minimum coverage) Furthermore, the contractor shall be required to name The City of Hawkinsville as an Additional Insured under all applicable policies and provide copies of the policies to the City before starting work.

The contractor shall be responsible for stating the date of service to each site on monthly invoices. If the Contractor fails to visit and perform maintenance within the intervals, the monthly invoice will be prorated.

Additional Requirements: All Proposals / Bids shall require the Company to disclose how many employees they have working for their company as of October 2024. All Proposals / Bids shall require the Company to disclose how many lawnmowers and other additional equipment they own. All Proposals / Bids shall require the Company to provide 3-5 references of similar scope. All Proposals / Bids shall require the Company to provide a bid bond to be included with sealed proposal. All Proposals / Bids shall require the Company to provide other contracts with right-of-way mowing included.

Segregation of Services: The City of Hawkinsville reserves the right to award Landscape Maintenance contracts to multiple contractors. Bids shall reflect a contract price for each property listed.

Termination of Contract: The City of Hawkinsville shall reserve the right to terminate this contract should the Contractor fail to adequately provide any of the services defined in the Scope of Work below. The City's determination of adequacy will be entirely within its sole discretion.

Scope of Work:

The City of Hawkinsville Properties shall be identified as either Class A or Class B properties and are identified in the exhibits below. Each Class shall have a definition of Scope. Lawn Care Turf applications should be included on all properties denoted with Lawn Care to include 3 Rounds of Fertilization, 2 Rounds of Pre- Emerge, and 2 Rounds of Post Emerge, and 1 Round of Insecticide Control and a minimum of 7 Rounds.

Class A: Grassed Areas shall be cut and serviced once a week during the growing season (April through September). Grassed Areas shall be cut and serviced every other week during the non-growing season (October through March) for 39 visits a year. Invoices submitted shall be required to indicate when site visits were performed, or the City of Hawkinsville will be notified upon the completion of any service. In any event, each growing season shall have at least four visits per month. The non-growing season should have no less than 2 visits per month. All mowing should be completed to cut the grass at a height not to exceed 1 ½ inches. No more than 1/3 of the leaf blade should be removed per cut. Mowing height should increase through the growing season (Example ½ inch in April 1" inch in June, 1 ½" in August).

All areas that are unable to be mowed will be cut by a weed eater. All sidewalks, curbs, or any area of hard surface that adjoins turf or mulch shall be maintained with a stick edger. Weed eaters shall not be permitted to be used as edgers.

Any irrigation systems shall be maintained throughout the contract period. Irrigation maintenance shall include a winterization in November to remove all water from the lines. The irrigation system shall be checked and set to run on or before April 1st of each year of the contract. The contractor shall be required to run through the entire system to ensure that the heads are functioning properly and that there are no leaks. The irrigation system should operate to provide 1 inch of water per week to the area it is being applied in and should be checked by a rain gauge to determine the amount of time each zone should run. The 1-inch rule shall apply to June, whereas April and May shall run at 75%, July and August will run at 125%, and September and October will run at 100%. The system will be turned off in November. Each controller shall have an operating rain gauge that will shut the system off in the event of rain to conserve water use while assuring the landscape receives a minimum of 1 inch of water per week. The contractor shall be required to replace any heads that are damaged throughout the contract term.

All bed areas, tree rings or any existing area that has mulch shall be renewed upon the city's request with an agreed upon price prior to installation.

All Landscape plants shall be pruned to Best Management Practices, regarding method and timing. All flowering materials that bloom on new wood should be pruned no later than April 15th. All materials that bloom on old wood should be pruned within 2 weeks after bloom. Disease and damage should be removed immediately upon discovery.

All mulched areas should remain weed-free throughout the contract. The application of Glyphosate and other over-the-counter herbicides should be used to control weeds in mulched areas. The Contractor shall also include the application of pre-emergent in February, April, September, and November. Post-emergent herbicides shall be used as needed. Pesticides shall be as needed.

Each property visit shall include the removal of any trash, refuse, brush, or unsightly materials within the landscape. All hard surfaces and adjoining streets should be cleaned with a blower, after weed eating, mowing, and edging has been complete.

Class A Property

1. Hawkinsville City Hall – 56 Broad Street (39 visits, 7 apps of Lawn Care, Pine Straw upon request)
2. Veterans Memoria Park – 11 Veterans Memorial Ave. (39 visits, 7 apps of Lawn Care, Mulch upon request)