



## Request for Proposal

Issue Date: September 4, 2020

RFP: Field Maintenance, MNT21002

Issuing Agency: Barrow County School System

Using Agency and/or Location where work will be performed: **Apalachee High School- Baseball & Softball Field, Winder Barrow High School- Baseball, Softball, & Practice Field**

**PERIOD OF CONTRACT:** The contract will be for a period of one year with Barrow County School System having the option of extension annually up to four additional years. Extension will be based upon the satisfactory performance by the Contractor.

**DELIVERY:** Sealed responses to this Request for Proposal will be received until 10:00 AM on September 22, 2020. Proposals may either be:

A. DELIVERED (hand delivered, express mail services, etc.) OR mailed (by U.S. Mail or certified mail) to:

**Barrow County School System**

**Attn: Greg Webb**

**RFP # MNT21002**

**645 Jefferson Highway**

**Winder, GA 30680**

B. EMAILED to Greg Webb at [greg.webb@barrow.k12.ga.us](mailto:greg.webb@barrow.k12.ga.us)

\*\*\*\*\* LATE PROPOSALS WILL NOT BE ACCEPTED \*\*\*\*\*

**INQUIRIES:** Contractors shall have until **10:00 AM on September 16, 2020** to make any inquiries. All inquiries for information should be directed in writing to **Mr. Greg Webb, 645 Jefferson Highway Winder, GA 30680** or via email at [MNTbids@barrow.k12.ga.us](mailto:MNTbids@barrow.k12.ga.us).

**A mandatory pre-proposal meeting will be held at Apalachee HS Baseball Field on September 15, 2020 at 10:00 AM. Request for access to the meeting shall be made to [greg.webb@barrow.k12.ga.us](mailto:greg.webb@barrow.k12.ga.us) before 10:00 AM on September 14, 2020.**

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Firm:

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

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

*The Barrow County School System is an Equal Opportunity Owner/Employer and will not discriminate against any party submitting a proposal because of race, creed, color, religion, sex, national origin, or ADA disability status*



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## **I. Purpose of Request for Proposal**

The purpose of this request for proposal is to solicit from qualified contractors for annual maintenance of baseball, softball, and practice fields for Apalachee High School and Winder Barrow High School.

## **II. Nature of Proposal**

Each interested contractor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the Contractor's best offer as a supplier of pest control services for Barrow County School System.

Each proposal shall be complete, and it shall be outlined and identified by sections of this request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of each proposal attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination purposes.

## **III. Program Requirements**

Primary representation must live in the immediate North Georgia area and be available within two (2) hours in emergency situations.

The name of a secondary representative must be available and also reside in the North Georgia area. The secondary rep must be familiar with current programs and equipment.

Supplier must maintain a minimum of \$1,000,000 general liability insurance and furnish proof thereof. Supplier must also furnish proof of worker's comp to meet minimum requirements of the State of Georgia. A Federal Tax ID number for supplier shall be furnished.

Supplier must have a program in place to meet all federal requirements and details of the Homeland Security and facets of the Immigration and Naturalization Act, citizenship assurance as outlined in Federal Form I-9, OMB NO. 1615-0047.

## **IV. Scope of Program**

Scope of services and specifications for athletic field maintenance of two baseball fields, two softball fields, and one baseball practice field. For a total of (five) areas to be serviced. All of which are property of the Barrow County School System.

General requirements:

- Field mowing
- Edging & string trimming
- Blowing off the warning track and of all areas within the fenced perimeter of each field.
- Weed and fertilizer to be done by others.
- Field maintenance will be performed once a month during fall and winter or as needed for consistency.
- Removal of all trash within the fenced field area.
- Yearly aeration and top dressing of all fields as directed by Barrow County Schools per unit costs provided with RFP.



- The contractor shall create a schedule for the maintenance of each location.
- During spring and winter, months' service will be twice a week.
- Verti-cut as scheduled and coordinated with Barrow County Schools.

#### **Athletic Field Maintenance for (RFP):**

1. The first location of the service will be as follows. Winder-Barrow High School Hwy 11 complex. At 338 Monroe Hwy. Winder Ga. This location has one-baseball, one-softball, and one-practice baseball fields.
2. Second is the Apalachee High School at 940 Haymon Morris Rd Winder, Ga. This location has the following, one baseball and one softball field.
3. Fields shall be maintained at the height of no more than one and a quarter 1 ¼ inches tall.
4. When cutting the fields, periodic direction change is preferred to eliminate creating tire ruts and ground irregularities.
5. Cutting the fields will be through the fall and winter months of October through April a minimum of one per week.
6. Cutting during the spring and summer months of May through September, the field shall be cut a minimum of twice a week.
7. Topdressing and aeration shall be completed early May, June, or July. Exact schedule will be coordinated between awarded contractor and Barrow County Schools.
8. No storage of materials unless approved by the director of maintenance or his designee
9. Irrigation will be serviced and repaired made by others unless requested by the director of maintenance or his designee.
10. Scheduling of watering to the contracted fields should be made to the director of maintenance or designee and relayed to the grounds contractor.
11. Edging of the warning track and infield area shall be performed according to the Georgia High School Athletic Association (GHSA) specifications. Edging should be performed during each service Visit or as needed.
12. Maintaining the warning track and infield area will be the responsibility of the awarded contractor.
13. Blow all clippings from the playing surface after service is completed.
14. Include an additional unit price for over seeding with winter ryegrass for both baseball fields at Winder-Barrow High and Apalachee High school. This cost will not be in base bid.

All services must be completed by the awarded contractor and not performed by a subcontractor.

All unsafe ground conditions shall be reported to the director of maintenance and or his designee for immediate repair or maintenance.

#### **V. Special Requirements for The Submission of A Proposal**

- A. **Copies of Proposal** - Each proposal shall include One (1) original and one (2) separately bound identical copies. Submit proposals in a sealed envelope with proposer's name, RFP Reference, and project name clearly indicated. Failure to comply may result in rejection of proposal.
- B. **Acceptance/Rejection of Proposal**
  1. The contract will be awarded to the qualified proposer whose offer, conforming to the conditions and requirements of this request for proposal will be **most advantageous** to Barrow County School System. The committee's evaluation of submitted criteria and other factors will be taken into consideration.
  2. Barrow County School System reserves the right to reject any or all offers and to waive informalities and



minor irregularities in proposals received.

3. This Request for Proposal does not commit Barrow County School System to contract for any requirements for this solicitation.
  4. A written award or contract furnished to the successful proposer, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.
  5. This is a closed opening; prices will not be divulged at opening.
- C. **Firm Offer** - Each Contractor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one (1) year after the opening of the proposals.
- D. **Unit and Total Cost**— Each proposal shall include monthly and yearly unit and total cost figures.
- E. **Noncompliance of the Contract**— Upon noncompliance of the contract by the Contractor for completeness and thoroughness in the duties as judged by the Barrow County School System, the Barrow County School System shall so inform the Contractor in writing thereof. The Barrow County School System shall notify the Contractor of noncompliance and will reserve the right to have the duties completed by other means. Noncompliance shall be cause for the Barrow County School System cancellation of this agreement. The Contractor shall be given thirty (30) day notice of cancellation at no cost to Barrow County School System.

**VI. Evaluation of Proposals**

- A. Committee- Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Barrow County School System. In the process of evaluation the total Contractor's proposal will be considered. Proposals will be evaluated off the following criteria:

Suitability	25%
Price	75%

Suitability includes a firm’s ability to service Barrow County Schools based on proximity to Barrow County, company experience, company size, and previous experience with Barrow County Schools or Barrow County School’s personnel.

- B. During the process of evaluation the Team may need additional information. This need will be communicated through Barrow County School System. Each Contractor shall be responsible to respond in written form or by appearance before the committee as requested.

**VII. Contract**

- A. **Award** – It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a one-year period and a fixed price, beginning on the date of the contract, with provisions for four (4) one-year extensions. Extension swill be made based upon the recommendations of the authorized representative(s) of the Barrow County School System and the contractor. In case of extensions, the cost per month which was submitted in the Contractor’s proposal may be increased or decreased. During extension this cost figure may be changed in accordance with any change in the United States Consumer Price Index over the preceding twelve months effective 90 days prior to the termination of the contract period. Final approval for any contract or extension shall be made by the Barrow County School System and Board of Education.
- B. **Assignment** - No contract or its provisions may be assigned, sublet, or transferred without written consent of the Barrow County School System.



- C. **Termination/Cancellation** - Barrow County School System reserves the right to cancel the contract upon ten (10) days written notice for reasons of non-performance within the terms and conditions of this request for proposal or conditions beyond control, such as inadequate funding at no cost to Barrow County School System.
- D. **Payments** - Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Payment shall be made thirty (30) days after approval of the submitted invoice.
- E. **Insurance** - The Contractor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the Barrow County School System before the commencement of any work:

- **Standard Insurance Limits for Goods and Ancillary Services**

- Workers Compensation (WC): Statutory Limits – required in all contracts

- 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 (CGL):

- Each Occurrence Limit \$1,000,000

- Personal & 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

- a. Additional Insured: The vendor shall add the “Barrow County Board of Education” as an additional insured under the commercial general liability policy. This will need to be noted in the description area of the certificate and/or checked off in the additional insured column. The bidder will provide an insurance certificate with twenty one (21) days after acceptance of contract.

- b. Barrow County School System must have a thirty (30) day notice of cancellation or change in insurance coverage and give its approval.

The Barrow County School System shall be named as an additional insured by endorsement on the Contractor's policy as to the subject contract.

- F. **Addenda**- Any "Addenda" or Instruction to Bidders issued by Barrow County School System prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract; they shall become a part thereof.

### VIII. Responsibilities of Contractor

- A. **Safety** - Contractor shall be familiar and in complete compliance with, OSHA, AHERA, EPA requirements and any local or state codes/regulations that may apply and shall immediately report any loss or time of major injuries.



- B. **Workmanship** - The Contractor's employees shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be performed according to the specifications covering the class or type of work.
- C. **Working Hours** - Normal hours are from 7:00 AM. to 3:30 PM, exceptions to these hours can be negotiated.
- D. **Work Conferences** - The Contractor's Contract Manager will meet upon request with the Director of Maintenance or his designee.

## IX. Qualifications

1. Each Contractor shall submit evidence of qualifications which would influence the ability to satisfactorily maintain the pest control plan.
2. Contractor must be licensed to do business in Barrow County, Georgia.
3. Contractor must have been in the Athletic Turf Maintenance business for a minimum of five (5) years.
4. Contractor must register and participate in the federal work authorization program to verify information for all new employees.
5. Proposers may be required to furnish evidence in writing that they maintain permanent places of business, have adequate equipment, finances, and personnel to furnish the service offered satisfactorily and expeditiously



Submit cost for the following:

LOCATION	Monthly Cost	Annual Cost
Apalachee Baseball Field Maintenance		
Apalachee Softball Field Maintenance		
Winder Barrow Baseball Maintenance		
Winder Barrow Softball Maintenance		
Winder Barrow Practice Maintenance		





Submit a unit cost for the following:

Verti-cut baseball field	\$
Verti-cut softball field	\$
Spot treat for weeds	\$
Extra cut for baseball field	\$
Extra cut for softball field	\$
Over seed ryegrass for baseball field	\$
Over seed ryegrass for softball field	\$



## **E-VERIFY AFFIDAVIT**

### **Georgia Security and Immigration compliance Act: e-Verify and SAVE Program Overview**

**[OCGA §13-10-91]**

Pursuant to the "Georgia Security and Immigration Compliance Act," Barrow County School Barrow County School System is required to have all of its Contractors register and participate in the federal work authorization program to verify information of all new employees. Contractors or subcontractors cannot enter a contract with the School Barrow County School System for the physical performance of services unless the Contractors or subcontractors register and participate in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91. Each Contractor is urged to complete the attached Affidavit.

Affirmative language will be included in contracts for the performance of services regarding the above requirement. The School Barrow County School System will require an affidavit from a Contractor showing its compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. The contract shall include language referencing this obligation and providing that failure to supply an affidavit evidencing such compliance (or to continue to meet the statutory obligation during the life of the contract) shall constitute a material breach of the contract.

*To register for the E-Verify Program, visit [www.uscis.gov](http://www.uscis.gov). Your bid will not be accepted without this e-verify number.*