



Grounds Maintenance Request for Proposal

1. GENERAL UNDERSTANDING - It is important that the Contractor understand that the City of Oxford (hereinafter referred to as the City) is a municipality. The needs of its citizens are to be respected.

2. SCOPE OF WORK
 - a. Landscape maintenance on the properties listed below will include mowing, weed eating, edging, mulching of trees, blowing off hard surfaces, and bed care. Each property will received 42 visits per year. Weekly visits from April through October and biweekly visits from November through March. These properties include: City Hall and adjacent park - 110 West Clark Street; City maintenance barn - 105 West Watson Street; Whatcoat Building, 810 Whatcoat Street; and George Street Park - at the end of George Street between Wesley and Asbury.
 - b. Turf Fertilization will be performed only upon request of the City at the following: City Hall, City maintenance barn, and the Whatcoat Building.
 - c. Road rights of way – The City has some very wide rights of way. Some residents prefer the City to trim the right of way and some residents prefer to trim the right of way in front of their property themselves. During part of the year, the Contractor will provide weekly mowing service to selected portions of the right of way on the streets listed below. The map attached as Appendix A marks in green all the lots which receive mowing services. Only the right-of-way is mowed; not the entire lot.

Street	Right of Way
Oxford Ct	50 feet
Airport Ct	50 feet
Mitchell	30 feet
E. Soule	40 feet
Oxford Way	50 feet
Emory Way	50 feet
E Richardson	50 feet
Ashbury	132 feet
Fletcher	165 feet
Whatcoat	150 feet
Pierce	66 feet
Wesley	165 feet
Hull	33 feet
W Soule	99 feet

W Richardson	99 feet
Cindy Ct	50 feet
Coke	141 feet
Collingsworth	99 feet
Haygood	50 feet
Marshal	50 feet
Emory (SR 81)	60 feet

The right of way will be mowed weekly from April through October and monthly from November through March. This mowing schedule may be altered by the city supervisor if excessive rainfall or drought conditions affect the amount of grass to be mowed.

- d. Sidewalk edging – Sidewalk edging will be performed monthly April through October for both sidewalks on Emory (SR81). This service will be suspended during construction.

3. QUALITY ASSURANCE

- a. Qualifications: A qualified Landscape Contractor whose work has resulted in successful establishment and maintenance of exterior plants and turf. The Contractor shall possess each of the following:
 - i. Georgia Commercial Pesticide Applicator’s License
 - ii. Commercial Business License in a Georgia county
 - iii. Georgia Soil and Water Conservation Commission Level 1A Certification
- b. Field Supervision: The Contractor shall maintain an experienced full-time supervisor on site when any work is in progress.

4. COORDINATION

- a. Scheduled maintenance is to be completed no earlier than 8:00 AM and no later than 6:00 PM, weather permitting. Under no circumstances shall routine maintenance be performed during the weekend, without prior approval of the City. Should additional services be required for a special event, the City will notify at least one week prior to event and Contractor may, if necessary, charge standard hourly rate for additional services.
- b. All contractor employees working on this project must be clearly identified. All employees must wear uniforms with the company name visible. All vehicles must have the company name and phone number visible according to DOT requirements.
- c. Weather limitations: Proceed with maintenance and planting only when existing and forecasted weather conditions permit.
- d. Surrounding landscaped areas that are damaged during the installation of plant materials shall be repaired as soon as possible after work is completed.

5. PRODUCTS - Soil Amendments

- a. Lime shall be agricultural limestone containing a minimum 80 percent calcium carbonate equivalent and as follows: Provide lime in form of dolomitic limestone.
- b. Compost, if used, shall be well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8; moisture content 35 to 55 percent by weight; not exceeding 0.5 percent inert contaminants and free of substances toxic to plantings.
- c. Manure, if used, shall be well-rotted, unleached, stable or cattle manure containing not more than 25 percent by volume of straw, sawdust, or other bedding materials; free of toxic substances, stones, sticks, soil, weed seed, and material harmful to plant growth.
- d. Commercial-grade, slow-release fertilizer, consisting of nitrogen, phosphorous, and potassium in percentages that are in keeping with soil test recommendations.
- e. Organic mulch shall consist of double-grind, hardwood mulch and shall be free from deleterious materials and suitable as a top dressing of trees and shrubs.

6. MAINTENANCE

- a. Soil testing and liming: soil samples shall be taken in the winter, initially, and every year for two years in turf areas.
- b. Lime shall be applied according to soil test results and the intended major plant species for each area.
- c. Leaf removal: Leaves shall be removed from all turf areas, driveways, parking lots, and walkways throughout the year. During the period of primary leaf fall, leaves shall be collected frequently to prevent damage to turf. Leaves shall be removed from site. When possible leaves shall be used as mulch for the trees on the lot. Leaves shall not be blown into adjacent shrub areas unless those areas are currently mulched with natural leaf material.
- d. Wooded areas - Weed control within these area shall consist of two applications of herbicide (glyphosate-based material such as Roundup™) using a concentrated directed spray at undesirable species such as poison ivy, mimosa sprouts, privet, amur honeysuckle, English ivy, and other seedlings of non-native plant species. Care shall be taken to preserve any native holly, dogwood, redbud, or white oak seedlings emerging in the woods. General clean-up of the wooded areas shall include removal of fallen limbs larger than two inch diameter and any other large debris.
- e. Lawn management
 - i. General quality standards - Mowing shall be performed routinely throughout the growing season to assure a well-manicured lawn at all times (including dormant season.) Mow once per week from April through October and not less than twice per month from November through March for a total of 42 visits (more often if grass reaches a height of four inches, or is discolored by frost.) Adjust mowing frequency as needed to remove no more than 1/3

the height of grass blade at any single mowing. Additionally, mowing frequency may need to be varied to fit the growing rate of different grass species. Remove all trash and debris from the lawn areas prior to mowing. If possible, mowing should be postponed if leaf blades are wet from moisture or dew.

- ii. Mowing height shall be approximately 2 – 2½ inch for warm season turf areas (Bermuda, Zoysia, and Centipede.) For fescue areas the mowing height shall be 3½ inches. Heights may be adjusted with City approval.
- iii. Edging and line trimming shall be done so lawn adjoining walks, paved drives, buildings, signs, shrub and tree beds will form a smooth border. Trimming in warm-season turf areas shall correspond with the mowing schedule. Trimming in the fescue areas shall be done on an as-needed basis to maintain a smooth clean edge. Banks, ditches and culverts within the right of way will also be trimmed.
- iv. Clippings and leaves shall be collected from all paved areas. (See general comments on leaf removal.) Use mulching mowers where possible and/or collect any noticeable remaining grass clippings. Leaves and other debris shall be removed from all lawn areas every week.
- v. Fertilization of turf areas shall be accomplished according to the following schedule:

Warm Season Program:

Early Spring – Round 1 – Jan/Feb

Pre-emergent (crabgrass preventer)

Post-emergent (broadleaf weed control)

Late Spring – Round 2 – Mar/April

Pre-emergent (crabgrass preventer)

Post-emergent (broadleaf weed control)

Balanced Nitrogen

Early Summer – Round 3 – May/June

Balanced Nitrogen

Phosphorous and Potash

Broadleaf weed control

Late Summer – Round 4 – July/Aug

Balanced Nitrogen

Phosphorous and Potash

Broadleaf weed control

Fall – Round 5 – Sept/Oct

Potash
Broadleaf weed control
Pre-emergent for winter grasses

Winter – Round 6 – Nov/Dec

Lime
Broadleaf weed control

Cool Season Program:

Early Spring – Round 1 – Jan/Feb

Pre-emergent (crabgrass preventer)
Post-emergent (broadleaf weed control)
Balanced nitrogen

Early Summer – Round 2 – May/June

Moderate application of nitrogen & potash
Broadleaf weed control

Late Summer – Round 3 – July Aug

Lime

Early Fall – Round 4 – Sept/Oct

Balanced nitrogen
Phosphorous and potash
Broadleaf weed control

Late Fall – Round 5 – Nov/Dec

Balanced nitrogen – quick release fertilizer
Phosphorous and potash

Early Winter – Round 6 – Dec/Jan

Apply limestone according to soil sample results.

- vi. Aerification shall be performed once a year in the spring (April) for warm season turf areas and in the fall (September) for fescue turf areas. Fescue areas shall be overseeded every year at time of aerification. The seeding rate for general areas shall be four to six pounds per 1,000 square feet and eight to ten pounds per 1,000 square feet in bare areas. Bare areas shall also be mulched with a light topping of weed-free wheat straw. Aeration will be billed under separate agreement and shall be approved in advance.
- vii. Pest control shall be the responsibility of the Contractor, but no pesticides shall be applied without consent of the City. It is intended that all turf areas receive proper attention through fertilization and mowing so as not to require the use of pesticide.

A certain level of mixed grass and weed species is expected and should not warrant the use of herbicides. It is the responsibility of the Contractor to monitor for insects, nematodes, and noxious weeds and inform the City of the need for control. Any pesticides used shall be labeled for use on the particular plant species and pest for which it is being used. Pest Control is not part of the Turf Fertilization program and will be billed under a separate agreement if needed. Additional applications to turf not covered in this agreement will be submitted for approval from the City before services are rendered.

- viii. Retention ponds - Maintenance of retention ponds shall be completed a minimum of six times per year. All vegetation shall be kept below 8" in height.
- ix. Annual flower installation - Annual flowers shall be installed two times per year and shall be installed using the highest quality flowers, soil amendments, fertilizers, and mulch. Installer shall be responsible for watering flowers and dead heading during the season. All nutrient applications, fungicide applications, and micro nutrient application shall be included in this contract.

7. TREE MANAGEMENT

- a. The Contractor will meet with the city arborist (Ms. Connie Head) at the beginning of this contract to review the procedures for any city trees. All city trees shall be protected from damage to their roots, trunks, and limbs during all landscape maintenance activities. Weed eating and mowing shall not occur within the mulched area around trees. Trunks shall not be damaged by mowers or weed trimmers. Roots shall not be severed by trenching around mulch beds. No vehicle traffic or materials storage shall occur within the critical root zone (a radius of 1.0 feet per inch of trunk diameter measured at 4.5 feet above the ground) of any city tree.
- b. Large trees - Pruning of larger trees shall be considered under a separate contract.
- c. Small trees (trees that can be reached from the ground without a ladder)
 - i. Fertilization of smaller trees in turf areas shall be accomplished through proper turf fertilization. Fertilization of smaller trees in shrub areas should follow the rate and times for the surrounding shrubs.
 - ii. Pruning of all smaller trees will be performed by city staff or the volunteers of the City Tree Board. The Contractor will not have any responsibility for tree trimming.
 - iii. Weed control shall be performed using spot directed application of glyphosate or hand pulling as needed.
 - iv. Small trees shall be mulched twice per year, in April and again in October. Mulch shall be spread 2 to 3 inches deep in an even layer beginning 6 inches from the trunk and extending out to the dripline of the tree whenever possible (please see attached illustration –

Attachment B). Mulch shall not be piled deeper than 3 inches nor shall any mulch be placed within 6 inches of the tree's trunk.

8. **SHRUB MANAGEMENT** - Pruning of shrubs shall be in accordance with recommended practices as outlined in UGA Cooperative Extension (Bulletin #961) "Pruning Ornamental Plants in the Landscape," and should be performed at the time of year appropriate to each individual plant. Pruning shall promote flowering as well as promote plant health. Certain shrubs may require initial rejuvenation pruning to re-establish proper height and form. Subsequent pruning shall be required to maintain height and shape. Dead, diseased, and damaged growth shall be removed at any time of year as soon as detected.
9. **MULCHING** - Pine straw will be installed under separate agreement when authorized by the City. All areas to have pine straw installed shall be bed trenched prior to installing pine straw except beds against sidewalks or driveways or mulch beds around trees.
10. **CLEANUP AND PROTECTION**
 - a. During all maintenance work being performed the contractor must keep adjacent areas clean and work area in an orderly condition.
 - b. Protect exterior plants from damage due to landscape maintenance operations, operations by other contractors and trades, and others. Maintain protection during installation and maintenance periods. Treat, repair, or replace damaged exterior planting.
 - c. Disposal: Remove surplus soil and waste material, including excess subsoil, unsuitable soil, trash, and debris, and legally dispose of them off the City's property.
11. **IMMIGRATION REFORM** - The Contractor must comply with the Immigration Reform and Control Act of 1986 (IRCA) and the Georgia Security and Immigration Compliance Act OCHA 13-10-90 (SB 529), or E-Verify program. The Contractor will provide an affidavit and agreement containing the E-Verify number and status of E-Verify program.
12. **EVALUATION CRITERIA** – Proposals will be evaluated on criteria deemed to be in the City's best interests to include, but not be limited to:
 - Ability to perform the required services as specified
 - Pricing of services
 - Information provided by references
 - Experience in providing the required services
 - Experience in working directly with municipalities
13. **COMMUNICATION WITH THE CITY** – It is the responsibility of the Contractor to inquire about any part of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The City will not be bound by

oral responses to inquiries or written responses other than addenda. Inquiries about the RFP will be to the City Manager.

14. **AWARD OF PROPOSAL** – The City will make the award to the most responsive and responsible Contractor as determined by evaluation of the defined criteria. The City reserves the right to waive minor irregularities. The City reserves the right to reject any or all proposals, in whole or in part, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.
15. **AWARD PROTEST** – Contractors may appeal the award decision by submitting a written protest to the City Manager within five business days of the date of the award notice.
16. **CONFIDENTIALITY** – The information contained in proposals submitted for the City’s consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time all proposals will be available for public inspection.
17. **COSTS OF PREPARATION** – The Contractor assumes all the costs of preparation of the proposal and any presentations necessary to the proposal process.
18. **PROPOSAL UNDERSTANDING** – By submitting a proposal the Contractor confirms that the specifications are understood, adequate, and the Contractor accepts the terms and conditions herein.
19. **PROPOSAL SUBMISSION** – A SIGNED original of the proposal must be submitted to: City Manager, City of Oxford, 110 West Clark Street, Oxford, GA 30054 no later than noon on Wednesday, November 6, 2013. Normal business hours are 8:00 am to 5:00 pm. Proposals received after the due date and time will not be accepted. Faxed and emailed proposals will not be accepted. Proposals must be submitted in a sealed envelope and clearly marked with the proposal title and proposal date on the outside of the envelope.
20. **CONTRACT DOCUMENTS** – The contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, and a purchase order or letter of agreement from the City. In addition, the Contractor shall submit the E-Verify affidavit and a completed W-9 form.
21. **CONTRACT MODIFICATION AND AMENDMENT** – The parties may adjust the specific terms of this contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Modifications or amendments must be in writing and signed by both parties.
22. **CONTRACT VALIDITY** – In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

23. CANCELLATION/TERMINATION – If the Contractor fails in any way to provide service in accordance with the contract terms, the City may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this contract with written notice. Except for such cancellation for cause by the City, either party may terminate this contract by giving sixty (60) days advance written notice to the other party.
24. CLARIFICATION OF RESPONSIBILITIES – If the Contractor needs clarification of the terms of the contract, it is the Contractor’s responsibility to obtain written clarification or approval from the City.
25. LITIGATION – This contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Georgia.
26. ASSIGNMENT – Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the City.
27. INDEMNIFICATION – The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the City and its employees from and against all loss, damage, cost and expense (including attorney’s fees) suffered or sustained by the City (with the exception of loss, damage, cost or expense caused by the sole negligence of the City and its employees) for which the City may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.
28. CONTRACTOR’S LIABILITY INSURANCE – During the term of this agreement, the Contractor shall maintain at least the following insurance:
- General Liability minimum
 - Each Occurrence: \$1,000,000
 - General Aggregate: \$2,000,000
 - Commercial Automobile Liability: Combined Single Limit \$1,000,000
 - Excess/Umbrella Liability
 - Each Occurrence: \$2,000,000
 - Aggregate: \$2,000,000
 - Workers’ Compensation Insurance for each employee assigned to this Contract.
- Certificates shall be provided to the City by the Insurance Company. Certificates will not be accepted from the Contractor.
29. NOTIFICATION OF CONTRACTOR CONTRACT AWARD – The Contractor will be notified of the City Council’s decision to award the contract within three working days following the December 2, 2013 regular City Council meeting.

30. **CONTRACT TERM** – The initial term of this contract will be from January 1, 2014 and continue for twelve months. The contract may be extended for one year with 30 days advance notice from the City to the Contractor.

31. **PAYMENTS** – Contractor payment will be made monthly upon submittal of an invoice to the City on a net 30 basis unless discount terms are offered.

32. **SUBMITTALS** – The submittal from the contractor shall include:

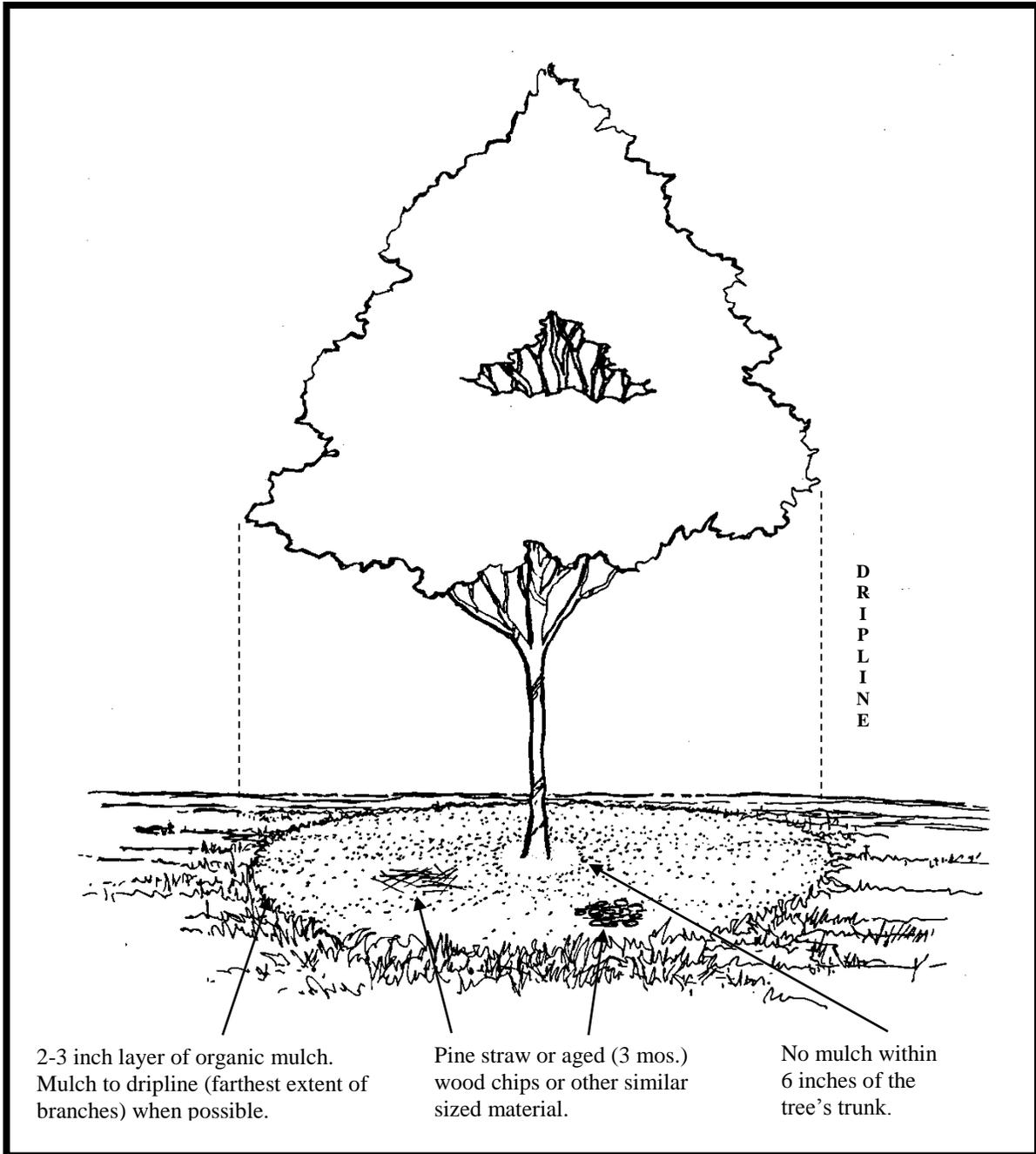
- a. Bid Form
- b. Product Data, Nursery Certificates and/or MSDS Sheets shall be provided for all plants, fertilizers, pesticides, chemicals, and seed applied or installed.
- c. Insurance Certificates
- d. Copy of Pesticide Applicator's License
- e. Copy of Business License
- f. Copy of Georgia Soil and Water Conservation Commission Level 1A
- g. Reference list with at least 5 current customers and 3 past customers with jobs equivalent in size.

**CITY OF OXFORD
Grounds Maintenance - BID FORM**

Description	Price Each	Number of Treatments or Visits per year	Total Yearly Price
Landscape Maintenance – City Hall		42	
Landscape Maintenance – City Maintenance Barn		42	
Landscape Maintenance – Whatcoat Building		42	
Landscape Maintenance – George Street Park		42	
Turf Fertilization – City Hall – upon request		1	
Turf Fertilization – City Maintenance Barn – upon request		1	
Turf Fertilization – Whatcoat Building – upon request		1	
Road rights of way		32	
Sidewalk edging		7	
		TOTAL BID	\$

Name of Company:
Address:
Contact Person:
Telephone:
Email:
Name and Title of Authorized Representative:
Signature of Authorized Representative:

Attachment B - Mulching



PROPER MULCHING ILLUSTRATION

From a drawing by Robinson Fisher included in Athens-Clarke County's Best Management Practices for Community Trees.