



**Request for Quote
RFQ 2023-102
Landscaping Services**

August 28, 2023

**Mandatory: Pre-Bid Conference
Thursday, August 31, 2023, at 10:30 a.m.
starting at Browns Mill Park, 5099 Browns Mill Road,
Stonecrest, GA 30038**

**QUOTES DUE DATE:
Tuesday, September 5, 2023, at 2:30 pm**

**Proposals shall only be accepted online through the Bidnet Portal at:
<https://www.bidnetdirect.com/georgia/cityofstonecrest>**

Any proposal submitted in any other format (email, paper, fax, mail, etc.) will not be accepted.

Instructions to Proponents:

1. All communications regarding this solicitation must be with the Procurement Manager, Shakerah Hall, shhall@stonecrestga.gov.
2. The City of Stonecrest reserves the right to reject all bids, waive technicalities and informalities, and make awards in the best interest of the City of Stonecrest.
3. The City of Stonecrest is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their quotes prior to the due date of this solicitation.

SCOPE OF SERVICES

This scope of work pertains to the requirements of maintaining grass and landscaping at Browns Mill Recreation Park, Southeast Athletic Complex, and Fairington Park in Stonecrest, GA. As part of the response to this quote, bidders, if awarded will be required to submit a bi-weekly checklist showing lawn care specifications were completed.

The contractor must be able to start on Friday, September 8, 2023, to perform the Fall one-time cleanup.

The overall responsibility of the Contractor is to coordinate, plan, manage, and perform lawn care services as identified and included in the quote.

The Contractor shall furnish all labor and materials necessary to perform the mowing and landscaping maintenance tasks.

The contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas of the lawn to be maintained upon completion of the walking tour (Thursday, August 31, 2023, at 10:30 am. starting at Browns Mill Park, Southeast AC, Fairington Park, Sams Club).

HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 9 a.m. to 6 p.m. No work shall be done on Saturday or Sunday without written permission from the Director of Park and Recreation ns. There will be no additional premium for services on the weekend.

SPECIFICATIONS

The lawn and landscaped areas must be maintained and serviced at the bi-weekly frequency and to the standards detailed in these specifications. The Director of Parks and Recreation or his/her designee shall determine whether the tasks have been performed and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Landscape Maintenance Standards and Specifications

Overview: The following standard outlines the scope of services and responsibilities required of the Contractor but may not be inclusive of the entire scope of services.

The contractor shall have current knowledge of best management practices in lawn care. Provide mobile numbers for the landscape maintenance manager.

Attend meetings and site inspections of the grounds as requested.

The contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of the lawn at Browns Mill Recreation Park, Southeast Athletic Complex, and Fairington Park.

Lawn maintenance shall consist of summer and spring clean-up and regularly scheduled grass cutting twice per month or every other week.

Lawn maintenance shall consist of fall clean-up and closure of service for dormant months whereas there is no growth in the lawn due to climate change and weather conditions.

MOWING SCHEDULE

Month Number of cuts

- ***Fall Clean Up** - September bi-weekly
- October bi-weekly
- November bi-weekly
- December, no charge nor cut winter season
- January, no charge nor cut winter season
- February, no charge no cut winter season
- ***Spring Clean Up**- March bi-weekly
- April bi-weekly
- May bi-weekly
- ***Summer Clean Up** - June bi-weekly
- July bi-Weekly
- August bi-weekly

The Contractor shall visually inspect all landscape areas monthly from April through October to identify potential pest problems. Pest problems include insects, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. The contractor shall keep written records of identified pests and areas where problems may develop. **The Contractor must contact the Director of Parks and Recreation or his/her designee to approve this task.**

Grass will be mowed with professional quality grass mower equipment. Prior to each mowing, remove all litter and debris from lawn areas.

Mechanically trim all landscape grass edges. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, walls, and other obstacles.

Keep walks, planting beds, roadway gutters, and lawn areas free of leaves.

One Time Clean Up

The Contractor is responsible for mowing, edging, trimming, maintaining shrubs, hedges, fertilizing, weed control, pest control, mulching, debris removal, and general maintenance of the City Parks listed in this RFQ.

FACILITIES LOCATIONS

Facilities	Address	Approximate Acreage	Landscaping	Sport Turf
Browns Mill Park Complex & Aquatic Center	5099 Browns Mill Road	10.78	3.93	6.85
Southeast Athletic Complex	5845 Hillvale Road	36.51	11.05	25.46
Fairington Park	2831 Fairington Parkway	5.26	1.90	3.36
Sam's Club	2994 TURNER HILL RD	3	1	
	Total Acreage	55.55	17.88	35.67

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***Please note that One-time Clean Up counts as one of the bi-weekly mows (Fall/September, Spring/March, and Summer/June).**

**RFQ 23-102
Landscaping Services
Bid Schedule**

Item No.	Description	Unit of Measure	Estimated Quantity	Unit Cost	Yearly Cost
1.	Browns Mill Park	Each	Monthly		

Item No	Description	Unit of Measure	Estimated Quantity	Unit Cost	Yearly Cost
2.	Southeast Athletic Complex	Each	Monthly		

Item No.	Description	Unit of Measure	Estimated Quantity	Unit Cost	Yearly Cost
3.	Fairington Park	Each	Monthly		

One-Time Clean Up	Summer Clean Up	Spring Clean Up	Fall Clean Up
Browns Mill Park			
Southeast Athletic Complex			
Fairington Park			

Optional:

Item No.	Description	Unit of Measure	Estimated Quantity	Unit Cost	Yearly Cost
1.	Sams Club				

Contractor: _____

Signature: _____

Date: _____

Email & Telephone: _____