

**REQUEST FOR PROPOSALS
LANDSCAPING AND MAINTENANCE SERVICES**

INTRODUCTION

The City of Forsyth is seeking proposals for the general landscaping and maintenance of bumpouts, tree planters, and Lee Street Park. Contractual duties shall include mowing and weed-eating in Park, weeding, mulching, pruning, among other general landscaping items in bumpouts and planters.

GENERAL INFORMATION AND REQUIREMENTS

Contractors must be properly licensed and have been operating for a minimum of two years. Contractors are required to provide evidence of a valid Georgia business license and proof of insurance.

Proposals will be accepted by the City of Forsyth no later than **4:00 PM on November 19, 2019** at which time proposals will be opened in Aldermen Hall, 5 W Adams Street, Forsyth, GA. The attached proposal form is strongly encouraged for submittal of proposals but is not required. All proposals must be submitted to the City of Forsyth, P.O. Box 1447, City Manager, Forsyth, GA 31029 or by hand delivery or overnight delivery to 68 North Lee Street, Forsyth GA 31029.

INSURANCE REQUIREMENTS

Each respondent must submit current certificate of liability insurance and workers' compensation. Contractor agrees to purchase and maintain liability insurance during the life of this contract.

AWARD OF CONTRACT

The City of Forsyth reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons. Price will be the primary consideration for award; however, capacity, scheduling and references will also be considered in the awarding process. All work as specified shall begin at a mutually agreed upon date. The contract shall be for one (1) year. Contractor warrants that pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed to fulfill the terms of the contract. The contract may be terminated at any time by either party with a thirty (30) day written notice.

Terms, conditions and specifications of this proposal will become part of the contract if the proposal is deemed approved and accepted by the City of Forsyth.

SCOPE OF WORK

Specifications for services must include at a minimum, but not limited to, the following:

- **Lee Street Park and surrounding planting areas**
 - Maintain grass in park
 - Clippings blown off walkways and removed from park
 - Litter and debris to be removed from lawn prior to mowing and removal of all trash and debris from the areas before departure
 - Weed-eat areas as needed
 - Remove or spray weeds in planting areas at each visit
 - Mulch planting areas at least twice per year
 - Maintain plants in planting areas removing dead or diseased plants as needed
 - Prune trees as needed
- **Bumpouts around square and on East Johnston Street (Lee Street to Harris Street)**
 - Remove or spray weeds in planting areas at each visit
 - Maintain plants in bumpouts removing dead or diseased plants as needed
 - Plant seasonal plants to provide visual interest in the downtown
 - Mulch planting areas at least twice per year
 - Make recommendations as to type of plants to add to bumpouts
- **Tree Planters around square and trees on East Johnston Street (Harris Street to Railroad)**
 - Remove or spray weeds in planting areas at each visit
 - Maintain trees and plants in planters removing dead or diseased plants as needed
 - Prune trees as needed for proper growth and appearance
 - Plant seasonal plants to provide visual interest in the downtown
 - Mulch planting areas at least twice per year
 - Make recommendations as to type of trees and/or plants to be added to planters

Contractors will take steps to protect the public from injury and property from damage from their activities.

PROPOSAL FORM FOR LANDSCAPING AND MAINTENANCE SERVICES

THE CITY OF FORSYTH

Date _____

Proposal of _____
(Company Name)

Address _____
(Street Number and Name, Municipality, State, Zip Code)

Phone _____ Contact Name: _____

Years in Business under this Name _____

Landscaping and maintenance services:

Annual Total Cost: \$ _____

Number of annual visits proposed _____

References:

Provide three (3) References for Comparable Services (Company name, contact name, and phone number):

1. _____

2. _____

3. _____

