



Where Georgia comes together.

CITY HALL LANDSCAPING

Bid No. 2024-23

Due Date: May 10, 2024, 2:00 PM

APRIL 12, 2024

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

INVITATION TO BID

1.1 Competitive Cost Sealed Bids

The City of Perry is requesting qualified contractors to supply quotes for the removal of existing plant material, installation of new plant material, and installation of an irrigation system. A rendering of the design is provided for plant types and layout. The property is located at 808 Carroll Street, Perry, Ga 31069.

Sealed Bids for City Hall Landscaping will be received until 2:00 p.m. on May 10, 2024, at 1211 Washington Street, Perry, GA 31069. Bids will then be publicly opened and read aloud at said office. Any bid received after 2:00 pm on May 10, 2024, will not be considered by the Owner. Following the closing time for the receipt of bids, no bid may be withdrawn for a period of sixty (60) days.

1.2 Scope of Work

The City of Perry is seeking a qualified contractor to supply quotes for the removal of existing plant material, installation of new plant material, and installation of an irrigation system. A rendering of the design is provided for plant types and layout. The property is located at 808 Carroll Street Perry, GA 31069. Quotes should include all labor and material cost for the following requirements:

1. Water source is available on site. Contractor to be responsible for locating and installing connection and controller for irrigation system. Existing irrigation lines will be abandoned or removed.
2. Procure locally grown and sourced plant material from vendors in the central Georgia area as outlined in the planting plan. Planting sizes are listed below.
3. Provide a 1 year warranty on plant material and irrigation installation.

Trees

Japanese Maple – 7 gallon or B&B

Sweet Bay Magnolia – 7 gallon minimum or B&B 7' height

Shrubs

Camellia japonica – 3 gallon minimum

Anise – 3 gallon minimum

Dwarf Pittosporum – 1 gallon

Tea Olive – 3 gallon

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

Encore azalea – 1 gallon

Maiden grass – 1 gallon

Pink muhly – 1 gallon

Perennials/Bulbs

Cast Iron Plant – 1 gallon, 24-36” o.c.

Gaillardia blanket flower – 1 gallon, 18-24” o.c.

Bulb mix – 18-24” o.c.

Holly fern – 24” o.c.

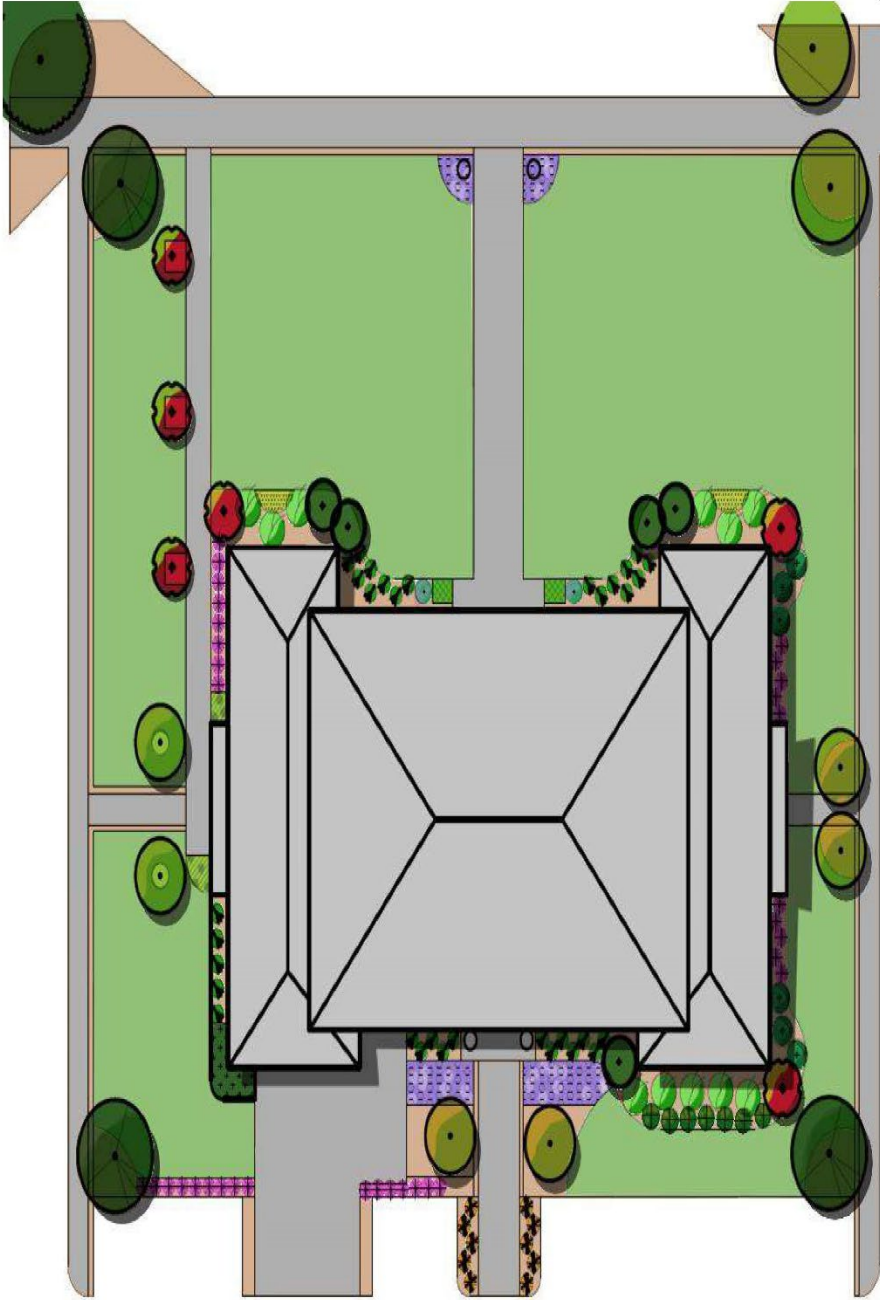
Hosta – 28” o.c.

All work to be completed must be reviewed by City of Perry staff with all final decisions made by said staff.

**Invitation to Bid
 City Hall Landscaping
 BID #2024-23
 Due Date May 10, 2024**

Rendering:

Proposed Design



-  EXISTING TREE: CHINESE EVERGREEN OAK
-  EXISTING TREE: GRAPE MYRTLE
-  EXISTING TREE
-  JAPANESE MAPLE
-  SWEET BAY MAGNOLIA
-  CAMELLIA JAPONICA
-  ANISE
-  DWARF PITTOSPORUM
-  TEA OLIVE
-  ENCORE AZALEA
-  MAIDEN GRASS
-  PINK MUHLY
-  CAST IRON PLANT
-  GALLARDIA BLANKET FLOWER, 24" O.C.
-  BULB MIX, IRIS/DAFFODIL, DAYLILY 18" O.C.
-  HOLLY FERN, 24" O.C.
-  HOSTA, 18" O.C.



Where Georgia comes together.

Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024

1.3 Licenses and Permits

The vendor shall obtain and pay for any permits and licenses required for the performance of the work, post all notices required by law, and comply with all laws, ordinances, and regulations bearing on the conduct of the work, as specified herein. For any work that requires an inspection certificate issued by local authorities or any other governing body, such inspection certificate(s) shall be obtained by and paid for by the vendor. The chosen vendor shall procure all required certificates of acceptance or completion issued by state, municipal, or other authorities, and must deliver these to the City.

1.4 Insurance

The vendor shall, at vendor expense, procure and maintain satisfactory public liability and casualty insurance to adequately protect the vendor's personnel and the City against damages for bodily injury, including death that may arise from operations under this contract, whether such operations are by the vendor or by the vendor's subcontractor, or anyone directly or indirectly employed by the vendor.

The City will require the vendor with which a contract is established to provide evidence of appropriate professional liability insurance, errors and omission insurance, and workers' compensation insurance coverage prior to commencement of work.

Such coverage must be provided by an insurance company or companies authorized to do business in the State of Georgia. Certificates must name the City as an Additional Insured, shall provide that contractor's policy is primary over any insurance carried by the City, and shall provide that the policy will not be cancelled or materially changed without 30 days prior notice in writing to the City. The successful vendor must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Provider minimum insurance coverages are:

Workers' Compensation Insurance:

- State: \$100,000 or state required coverage, whichever is greater
- Federal: \$200,000 or federally required coverage, whichever is greater

Employer's Liability Insurance:

- \$200,000 or the statutorily required coverage, whichever is greater

Comprehensive General Liability Insurance:

- Combined single limit for bodily injury and property damage: \$1,000,000 each occurrence; \$2,000,000 combined single limit.
- General aggregate- \$2,000,000
- Operations aggregate - \$2,000,000

Personal Injury Insurance:

- \$1,000,000 each occurrence

Excess/Umbrella Policy:

Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024

- \$1,000,000 each occurrence; \$2,000,000 general aggregate

Comprehensive Automobile Liability Insurance:

- Bodily Injury: \$1,000,000 each person; \$1,000,000 each occurrence
- Property damage: \$100,000 each occurrence; combined single limit of \$200,000
- Combined single limit per accident for property damage and bodily injury- \$2,000,000

Prior to commencement of any work, these and other provisions will be established contractually.

1.5 Bidder Responsibility

Unless otherwise stipulated, vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work.

1.6 E-Verify Requirement

All bidders shall provide a signed E-Verify affidavit with bid. Bids will not be considered without the Contractor's affidavit. The successful bidder is responsible for obtaining a signed E-verify affidavit from their Subcontractors and Sub-subcontractors.

1.7 Rejection of Proposal:

The City reserves the right to reject any or all proposals, to waive any informality in such proposals, to request new proposals, to revise the Bid prior to the time for final submission of written proposals, to proceed to do the work otherwise, to withdraw this Bid, to not award the contract, to not award a portion or portions of the contract, and/or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City. The City may not award a contract based solely on this request for proposals and will not pay for the information obtained and solicited. The information obtained will be used in determining the proposal that best meets the City's needs. Unauthorized conditions, limitations or provisions attached to a Proposal may render it as not complying with the City's original request and may be subsequently rejected. No oral proposal or modifications to submitted proposals will be accepted.

1.8 Amendments

The City reserves the right to amend this bid prior to the proposal due date. All amendments and additional information will be posted to the City of Perry website at <http://www.perry-ga.gov/bids.php>. The City will not be responsible for any oral or other unofficial interpretation of any element of this BID or its related documentation.

1.9 Bonds – None.

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

1.10 Bid Due Date

All bids must be received in the Department of Finance – Purchasing no later than 2:00 PM, May 10, 2024.

1.11 Non Mandatory Pre Bid Meeting

A pre-bid meeting will be conducted at 10:00 a.m. on Thursday, May 2, 2024, at 808 Carroll Street, Perry, Ga 31069. Attendance at the pre-bid meeting is voluntary to submit a bid for this project.

1.12 Questions

Any questions regarding this bid should be directed to Ansley Fitzner.

It is highly recommended, but not required, that all desiring to submit a bid for this project conduct a pre-bid site visit. The site visit can be scheduled by contacting Ansley Fitzner:

Ansley Fitzner, Public Works Superintendent
City of Perry
1211 Washington Street
P.O. Box 2030
Perry, GA 31069
(478) 244-6618
ansley.fitzner@perry-ga.gov

1.13 Submission of Bid

Bid documents must be clearly marked on outside “Bid #2024-23 City Hall Landscaping”. No fax transmissions or emails will be accepted. Bids are to be submitted to:

Bid #2024-23 City Hall Landscaping
Department of Administration – Purchasing
1211 Washington Street
P.O. Box 2030
Perry, GA 31069

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

BID FORM

BID RECIPIENT

This Bid is submitted to:

CITY OF PERRY
Department of Administration – Purchasing
1211 Washington Street
P O Box 2030
Perry, Georgia 31069

Project:

City Hall Landscaping

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner to perform all work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

BIDDER ACKNOWLEDGEMENTS

Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner. After the Notice to Proceed is received, the awarded bidder shall begin work within 5 days of notification. Work shall commence on a date agreed to by both parties and continue uninterrupted until the project is complete. An installation schedule must be provided to indicate an approximate completion date.

BIDDER REPRESENTATIONS

In submitting this Bid, Bidder represents that:

- Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

Addenda No.

Addenda Date

- Bidder is familiar with the site and is satisfied as to the general, local and site conditions that may affect cost, progress, and performance of the work.

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

BASIS OF BID

Bidder agrees to furnish material, labor and equipment for City Hall Landscaping for the total amount of _____, Dollars (\$_____). Which shall be considered our base bid.

ATTACHMENTS TO THIS BID

The following documents are attached to and made a condition of this Bid:

- Contractor's Affidavit
- **Bid Bond – Not Required**
- Save Affidavit
- Copy of Business License
- Reference List of Clients with Similar Completed Projects to Include:
 - Project Title
 - Project Location
 - Final Cost
 - Project Owner Contact
- Cost Proposal including line-items details
- Construction/installation schedule indicating approximate completion date

BID SUBMITTAL

The undersigned declares that he/she is an officer of the firm listed above and is authorized to sign this proposal and fully bind said firm to all the conditions and provisions thereof.

Company Name

Company Address

Authorized Agent Signature

Authorized Agent (printed):

Contact Number

Fax Number

Email Address

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Perry has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires: _____

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of contractor) on behalf of City of Perry, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 202____ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 202____.

NOTARY PUBLIC

My Commission Expires: _____

Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024

Secure and Verifiable Documents under O.C.G.A. § 50-36-2

- A United States passport or passport card [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A passport issued by a foreign government. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2] • A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card. [O.C.G.A. § 50-36-2(b) (3); 22 CFR § 41.2]
- A NEXUS card. [O.C.G.A. § 50-36-2(b) (3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card. [O.C.G.A. § 50-36-2(b) (3); 22 CFR § 41.2] • A driver's license issued by a Canadian government authority. [O.C.G.A. § 50-36-2(b) (3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services. (USCIS) (Form N- 560 or Form N-561) [O.C.G.A. § 50-36-2(b) (3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services. (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document for proof of or documentation of identity, that document will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

**Invitation to Bid
City Hall Landscaping
BID #2024-23
Due Date May 10, 2024**

SAVE AFFIDAVIT

STATE OF GEORGIA
HOUSTON COUNTY

By executing this affidavit under oath, as an applicant for a public benefit, as referenced in O.C.G.A. §50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies on of the following with respect to my ability to enter into a contract with the City of Perry.

- 1. _____ I am a United States Citizen
Or
- 2. _____ I am a legal permanent resident of the United States.
Or
- 3. _____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least on secure and verifiable document, as required by O.C.G.A. §50-36-1(f)(1), with this affidavit.

The secure and verifiable document provided with the affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed this ____ day of _____, 202__ in _____ (city) _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires: _____