



Where Georgia comes together.

**WASTEWATER TREATMENT PLANT LANDSCAPE
MAINTENANCE**

Bid No. 2019-34

Due Date: June 25, 2019 2:00 PM

MAY 28, 2019

Invitation to Bid
Wastewater Treatment Plant Landscape Maintenance
BID #2019-34
Due Date June 25, 2019

INVITATION TO BID

1.1 Competitive Cost Sealed Bids

The City of Perry is soliciting bids for the provision of landscape maintenance services for the Wastewater Treatment Plant located at 100 Frank Satterfield Road, Perry, GA 31069

Sealed Bids for Wastewater Treatment Plant Landscape Maintenance will be received until 2:00 pm on June 25, 2019 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 June 25, 2019 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 Following the closing time for the receipt of bids no bid may be withdrawn for a period of sixty (60) days.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 is soliciting bids for the services outlined in Exhibit A "City Property Mowing Guidelines" to be completed at the Wastewater Treatment Plant located at 100 Frank Satterfield Road, Perry, GA 31069.

General Requirements

- Bid price shall cover listed types of services required for the entire property landscape area as stated in Exhibit A.
- Bidder is responsible for maintaining all current general liability, vehicle/equipment liability, workers compensation and other appropriate insurance coverages at the levels stated herein.
- Bidder shall perform basic litter clean up before mowing.
- No clippings shall be left in the street or blown into street catch basins or ponds.
- Bidder shall abide by all standard safety requirements.
- A written contract will be required.
- The property shall be serviced biweekly unless otherwise agreed to by both parties.

1.3 Duration of Contract

A written contract shall be required between the awarded bidder and the City. The contract period shall be for one (1) year with four (4) one year extension if both parties are satisfied.

1.4 Mandatory Pre-Bid Meeting

The pre-bid meeting will be conducted at 9:00 AM on Tuesday June 18, 2019 at 100 Frank Satterfield Road, Perry, GA 31069. Attendance at the pre-bid meeting will be required in order to submit a bid for this project.

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1.4 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. **All bidders will be required to obtain a Georgia Certified Commercial Pesticide Applicator License and Georgia Pesticide Contractor License. A copy of each must be submitted with the bid.**

1.5 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 General Liability \$1,000,000, Vehicle Liability \$1,000,000, Worker's Compensation & Employees' Liability \$1,000,000. Prior to commencement of any work, these and other provisions will be established contractually.

1.6 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.

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1.7 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.

1.8 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.

1.9 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 <https://www.perry-ga.gov/administration/bids-proposals/>. The City will not be responsible for any oral or other unofficial interpretation of any element of this bid or its related documentation.

1.10 Bid Due Date

All bids must be received in the Department of Administration – Purchasing no later than 2:00 PM, June 25, 2019.

1.11 Questions

Any questions regarding this bid should be directed to Ansley Fitzner, Landscape Manager:

Ansley Fitzner, Landscape Manager
City of Perry
P – 478-988-2731
F – 478-988-2799
ansley.fitzner@perry-ga.gov
1211 Washington Street; P.O. Box 2030
Perry, GA 31069

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1.11 Submission of Bid

Bid documents must be clearly marked on outside "Bid #2019-34 Wastewater Treatment Plant Landscape Maintenance". No fax transmissions or emails will be accepted. Bids are to be submitted to:

Bid #2019-34 Wastewater Treatment Plant Landscape Maintenance
Department of Administration – Purchasing
1211 Washington Street
P.O. Box 2030
Perry, GA 31069

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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:

Wastewater Treatment Plant
Landscape Maintenance

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 thirty (30) calendar days.

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.

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BASIS OF BID

Bidder agrees to furnish material, labor and equipment for Wastewater Treatment Plant Landscape Maintenance for the total amount of _____, Dollars (\$ _____) per month, (\$ _____ annually). 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
- Save Affidavit
- List of References
- Copy of Business License
- Copy of Georgia Certified Commercial Pesticide Applicator License
- Copy of Georgia Pesticide Contractor License

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

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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 _____, _____, 201__ 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 _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

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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 _____, _____, 201____ 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 _____, 201_____.

NOTARY PUBLIC

My Commission Expires: _____

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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)]

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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 _____, 201_ in _____(city) _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS ____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:_____

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Exhibit A

“City Property Mowing Guidelines”

- Mow all turf areas to industry standard grass heights according to turf type. Bi-weekly service schedule.
- Maintain entire grounds within site fence, a boundary of 6 feet in width outside of fence line, and large area outside fence behind solids handling building.
- Edge around all structures, fences, tanks, and basins in addition to all areas where turf meets curb, hardscape or sidewalk.
- Weed-eat all areas where turf meets landscape mulch/straw bed and trim around signs, posts, etc.
- Apply pine straw twice per year in all existing pine straw beds and tree rings.
- Trim all shrubs monthly and trees as needed. Tree branches shall not encroach or touch perimeter or interior fencing.
- Remove all dead or hazardous tree limbs from existing trees on-site, to include areas from behind the Blower building to Operations building. All debris to be removed and disposed of off-site by the contractor.
- Maintain fences to remove and prohibit growth of vines or weeds.
- Use environmentally acceptable herbicides to control and kill weeds in hardscape, mulch, pine straw or flower bed areas. Ensure no chemicals are sprayed near or around stormwater structures to prevent runoff into local waterways.
- Herbicides should be utilized in addition to hand weeding to remove and prohibit weed growth in parking lot asphalt and curbing, all walkways, and parking blocks at administration building.
- Herbicides should be routinely sprayed in all gravel parking and laydown areas around administration building and pole barn facility.
- Complete all litter and debris collection prior to mowing and ensure all clippings are blown from paved or hardscape areas back into landscape or turf areas.
- Shrub and tree clipping debris shall be removed and disposed of off-site by the contractor.
- Utilize all recommended landscape maintenance industry standards while completing entire scope of services.
- Maintain all recommended safety standards and precautions while operating equipment and servicing City of Perry properties.
- Contractor must be able to respond to City Park or facility within two hours should an emergency or an incident occur.