



# **Macon-Bibb County, Georgia**

## **INVITATION FOR BIDS**

FOR

## **GROUNDS MAINTENANCE SERVICES**

209-66

BID NUMBER: 16-020-KMB

ISSUED: September 28, 2015

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, November 5, 2015

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Government Center  
Macon, Georgia 31201

## Ground Maintenance Services

### I. GENERAL

#### A. Invitation

1. Notice is hereby given that the Macon-Bibb County Board of Commissioners will receive sealed bids in the Procurement Department, Macon-Bibb Government Center, 700 Poplar Street, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, November 5, 2015 for Ground Maintenance Services for the Macon-Bibb County, Georgia.
2. **NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED TIME.**
3. Bids will be publicly opened in the Macon-Bibb County Procurement Department Conference Room on Thursday, November 5, 2015 at 2:00 pm.
4. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us) .

#### B. Bid Documents

1. Bid documents may be examined and obtained at the Macon-Bibb County Procurement Department, Macon-Bibb Government Center, 700 Poplar Street, Macon, Georgia 31201, by calling (478) 803-0550, or may be viewed and downloaded from one of the links included below:  
Georgia Procurement Registry website  
[http://ssl.doas.state.ga.us/PRSapp/PR\\_custom\\_index.jsp?agency=61100](http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100)  
Macon-Bibb County Procurement Page [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing)

#### C. Pre-Bid

1. A mandatory pre-bid conference and walk through is scheduled for 10:00 o'clock a.m., Tuesday, October 20, 2015, Macon-Bibb Government Center, 700 Poplar Street Room 308 Macon, Ga 31201.

#### D. Bid Bond

1. Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five-percent (5%) of the total base bid.
  - a) This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

#### E. Sealed Bids

1. Envelopes shall be identified on the outside as  
**“Ground Maintenance Services”**  
and delivered by hand or mailed to:

Macon-Bibb Government Center  
700 Poplar Street, Room 308  
Macon, Georgia 31201

F. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.

G. Contract Award

1. The contract, if awarded, will be based on total bid price.
2. Guidelines in the award of this contract will be Section 36-10-2.2, Official Code of Georgia Annotated.
3. Upon award of the Contract, a pre-construction meeting will be held to discuss the project and to establish a schedule of work.

H. Surety

1. Whereas the anticipated contracted price exceeds \$25,000, the bidder to whom award is made shall submit a Payment Bond and a Performance Bond, both in amount of one-hundred-percent (100%) of the contract price.
  - a) Bonding company/Surety shall be:
    - (1) Rated B+ or better in current Key Rating Guide as issued by A.M. Best Company, Oldwick, NJ.
    - (2) Licensed to do business in the State of Georgia.

I. Payment Conditions

1. A 10% retainage will be withheld from each payment until final payment is made. The Owner will only pay for items used and actual work performed.
2. Change orders are issued for any variance from contract or plan sheets.
3. Any unauthorized work or material change will not be paid for unless a change order has been issued prior to the completion of work.

J. Excise Taxes

1. Any material that is to be incorporated into the work of this project may be consigned to Macon-Bibb County in care of the contractor. If the shipping papers show clearly that any such materials is so consigned, the shipment shall be exempt from the tax on transportation of property under the provisions of Section 3478(b) of the Internal Revenue Code, as amended by Public Law 180-78th Congress.
2. The Contractor shall pay all transportation charges.
3. Each bidder shall take this exemption into account in calculating his bid.

K. Insurance

1. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia.
2. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract.
3. Macon-Bibb County shall be named as additional insured on the policy.
4. Coverage shall include water damage.
5. Contractor is responsible for any and all deductibles.
6. Required coverage:
  - a) Worker's Compensation: Statutory
  - b) General Liability:
    - (1) \$1,000,000.00 combined single limit for B.I., P.D.
    - (2) Maximum deductible: \$5,000.00
    - (3) To include:
      - (a) Premises – Operations
      - (b) Products & Completed Operations
      - (c) Broad form Contractual
      - (d) Independent Contractor and Subcontractor
      - (e) Underground explosion and collapse
  - c) Automobile Liability:
    - (1) \$1,000,000.00 combined single limit for B.I. and P.D.
    - (2) Maximum deductible: \$5,000.00
    - (3) To include:
      - (a) Owned Automobiles
      - (b) Hired Automobiles
      - (c) Non-Owned Automobiles

## II. INSTRUCTIONS TO BIDDERS

### A. Definitions

1. Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
2. Wherever the term “work” occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

### B. Related Documents

1. Specifications (Attachment “A”)
2. Bid Form
3. Bidder’s Qualification Form
4. Bidder MBE Plan Form
5. List of Sub-contractors
6. Financial & Legal Stability Statement
7. Bond Forms
8. E-Verify Affidavit

### C. Bidder’s Representation

1. Each bidder, by making his bid, represents that he has:
  - a) Read and understands the bidding documents; and,
  - b) Visited the site and become familiar with the local conditions under which the work is to be performed.
    - (1) Bidders shall examine the areas wherein work of this project is to be carried out and shall take into consideration all conditions that might affect his work.
      - (a) Failure of the bidder to inspect firsthand the areas affected by work in this project shall not relieve him of the obligation to comply fully with the scope of the work as defined herein.
      - (b) No consideration will be given any claim based on lack of knowledge of existing conditions, except where the Contract Documents make definite provisions for adjustment of cost or extension of time due to existing conditions that cannot be readily ascertained.

### D. Document Discrepancies

1. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.
2. Requests for Interpretations of Drawings and Specifications shall be made in writing to the Macon-Bibb County Procurement Department not later than seven (7) days prior to receipt of bids, email preferred, to [kbradley@maconbibb.us](mailto:kbradley@maconbibb.us).
3. Any subsequent instructions to bidders will be issued in the form of addenda to the specifications and sent to the bidder. All addenda shall be enumerated in the Bid Form.

4. All definitions set forth in the specifications are applicable to this Instruction to Bidders, the Bid Form and the proposed Contract Documents including, but not limited to, drawings, project manual, and any addenda issued prior to receipt of bids.
  - a) Addenda are written or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding documents by deletion, additions, clarifications or corrections.
  - b) Addenda will become part of the Contract Documents when the Contract is executed.

E. Submittals

1. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed documents.
  - a) Bid Form
  - b) Bidder's Qualification Form
  - c) List of Sub-Contractors
  - d) Minority Participation Goal
  - e) Financial & Legal Stability Statement
  - f) Bid Bond in amount of 5% of the total base bid
  - g) E-Verify Affidavit

F. Reservations

1. The bidder acknowledges that Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior County experience. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required submittals on the date required by the bidding documents, or if the bid is in any way incomplete or irregular. Hence the County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another.

G. Surety and Insurance Companies

1. The Contract provides that the surety and insurance companies must be acceptable to the Owner. The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

III. SPECIAL CONDITIONS

A. General

1. All work to be performed as part of this specification shall comply with all codes, ordinances and regulations applicable to the contract, including, but not limited to:
  - a) International Building Code

- b) State and Local Building Code
- c) Georgia Department of Transportation (D.O.T.)
- d) Occupational Safety and Health Administration (OSHA)
- e) Other Federal, State, or Local Codes

B. Permits and Licenses

1. Contractor shall obtain all permits and licenses, paying all fees as required, for execution of the Contract. In addition, the Contractor shall arrange for necessary inspections required by the City, County, State and other authorities having jurisdiction, and submit certificates of approval to the Owner or his designated representative.

C. Layout of Work

1. The Contractor shall verify all existing conditions and contiguous work and lay out his work there from, providing for himself all other necessary measurements, lines and levels, and shall assume the responsibility for the correctness of the layout of the work.

D. Work Area

1. The Contractor shall confine his operations to as small an area as possible, using only the areas designated for on-site storage.
2. The Contractor shall protect all surrounding adjoining private and public property, taking every precaution to prevent damage or injury to trees, shrubs, curbs, sidewalks, driveways and fences along or adjacent to the work. Should damage occur, the Contractor shall restore, at his expense, any such property damage or injuries by his operations to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring as may be directed by, and to the satisfaction of the Owner.
3. In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the Owner may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any monies due or which may become due the contractor under this contract.

E. Underground Utilities

1. The Contractor shall verify all underground utilities and their locations prior to commencing any work under this contract. Damages to underground utilities, and costs to repair same, shall be the responsibility of the Contractor.

F. Traffic Control

1. It shall be the responsibility of the Contractor to maintain traffic by utilizing adequate construction signs and flagmen at all times.
2. The Contractor shall furnish, install, maintain and eventually remove all traffic control devices necessary to properly protect and divert traffic. Such barricades and detour signs shall be illuminated at night.
3. All costs associated with traffic control shall be the responsibility of the Contractor.
4. The Contractor shall assume all responsibility for damages resulting from the failure of the

signs and/or barricades to properly protect the work from traffic.

G. Vandalism

1. The Contractor shall take every precaution not to leave equipment and materials where they can be reached and used for defacing new or existing work at any time.

H. Extension of Time

1. In the event the work under this project is delayed by neglect, delay, or default of any other Contractor or the Owner, or by any damage which is the result of an Act of God, or by a general strike of the employees, the Contractor shall have reason to claim for delay and request an extension of time to complete the contract.

I. Inspection

1. Inspectors may be appointed to inspect all materials used and all work performed. Such inspection may extend to all or any part of the work and to the preparation of manufacture of the materials to be used. The inspectors will not be authorized to revoke, alter, enlarge or relax the provisions of this specification, nor will they be authorized to approve or accept any portion of the completed work or to issue instruction contrary to the plans and specifications. The inspector shall have authority to reject defective material and to suspend work that is being improperly done, subject to the final decision of the Inspector.
2. It is mutually agreed between the parties to the contract that to prevent all disputes and misunderstandings between them in relation to any of the provisions contained in these specifications, or their performance by either of said parties, the Owner shall serve as the referee to decide all matters of construction of the specifications and of the terms of the contract, and as to all matters arising or growing out of said contract and his decision shall be final and binding upon both parties.
3. The Owner and his inspectors shall have free access to all parts of the work, and to all material intended for use in the work. The work will be inspected as it progresses, but failure to reject or condemn defective work at the time it is done will in no way prevent its rejection whenever it is discovered before the work is finally accepted and approved, nor will final acceptance and approval constitute waiver by the County of any right of action for defective work or the failure to perform the contract according to its terms.

IV. EXECUTION

A. General

1. It is the intent of this specification to provide for the POS Network Infrastructure for Macon Centreplex, for the Macon-Bibb County, Macon, Georgia.

B. Specifications

1. The Contractor shall provide all services as outlined in Attachment "A"- Specifications, attached hereto and incorporated herein.

V. WARRANTY

- A. The Contractor shall guarantee all labor and workmanship for minimum of one (1) year from date of completion.



# BID FORM

Macon-Bibb County Board of Commissioners  
Ms. Nyesha Daley, MBA, CPPB  
Macon-Bibb County, Procurement Dept.  
700 Poplar Street, Suite 308  
Macon, Georgia 31201

DATE: \_\_\_\_\_

Re: Ground Maintenance Services  
Macon-Bibb County  
Bibb County, Georgia

Dear Ms. Daley:

1. We have examined the Specifications, related documents and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.
2. ADDENDUM RECEIPT:
  - a. We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.
  - b. Bidder acknowledges receipt of the following addenda:  
  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
3. We agree to commence actual physical work on site, with an adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.
4. We agree that this bid may not be revoked or withdrawn after the time set for the opening of bids and shall remain open for acceptance for a period of sixty (60) days following such time.
5. In case of written notification by mail, telegraph, or delivery of the acceptance of this bid within sixty (60) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation and at the same time to furnish and deliver to the Owner a Performance Bond and a Payment Bond, both in an amount equal to one-hundred-percent (100%) of the Contract Sum.
6. Enclosed herewith is a Bid Bond in the amount of five-percent (5%) of the total base bid. We agree that the above stated amount is the proper measure of liquidated damages that the Owner will sustain by the failure of the undersigned to execute the Contract and to furnish the Performance Bond and the Payment Bond.
7. If this bid is accepted within sixty (60) days after the date set for the opening of bids and we fail to execute the Contract within ten (10) days after written notice of such acceptance or if we fail to furnish both a Performance Bond and a Payment Bond, the obligation of the bond will remain in full force and affect and the money payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure; otherwise, the obligation of the bond will be null and void.

## BID FORM

8. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.
9. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

**BID FOR**  
**GROUND MAINTENANCE SERVICES**  
**FOR**  
**RECREATION DEPARTMENT**

**Properties to be maintained by the Contractor**

	Park Name	Address	Approx. Acres
1	Frank Johnson Center / Park <i>(Includes mowing the ball field)</i>	2227 Mercer University Dr.	12
2	East Macon Center / Park <i>(Includes mowing the ball fields and BMX Track)</i>	3326 Ocmulgee East Blvd.	32
3	Memorial Center / Park <i>(Includes mowing the ball field)</i>	963 Long St.	5
4	Bloomfield Center / Park, includes front lot on Rocky Creek Road <i>(Includes mowing the ball fields)</i>	4115 Lions Place	45
5	Gilead School – Next to Bloomfield <i>(Includes mowing the ball fields)</i>	1931 Rocky Creek Rd	20
6	Freedom Park Center / Park <i>(Includes mowing the ball fields)</i>	3301 Roff Ave.	26
7	Rosa Jackson Center / Park	1121 Maynard St.	4
8	North Macon Center / Park <i>(Includes mowing the ball fields)</i>	889 Wimbish Rd.	14
9	West Macon Park <i>(Includes mowing the ball fields)</i>	5018 West Macon Park Drive	18
10	Fontaine Park <i>(Includes mowing the ball fields)</i>	2182 Anthony Road	4
11	South Macon Park <i>(Includes mowing the ball fields)</i>	450 Guy Paine Road	30
12	Senior Center	1283 Adams Street	1
13	Booker Washington Park	401 Monroe Street	2
14	Tattnall Square	1155 College St	22
15	Central City Park <i>(Includes front of the park, "Midway" parking area, &amp; all areas not inside the baseball diamonds – Ball fields will be cut by county)</i>	150 Willie Smokie Glover Dr.	60
16	Riverside Extension (Central City Park)	Flower medians in front of CCP	1
17	Kings Park	Kings Park Circle	4
18	East view Police Precinct	1110 Eastview Avenue	1
19	Willingham Court	542 Willingham Court	1.5
20	Riverview Park	2753 Riverview Road	1
21	Henry Burns Park	3298 Ingleside Avenue	3
22	Mattie Jones Playground	1991 First Avenue	3
23	Becky Cummings Park	3326 Atkins Drive	1
24	Hillcrest Park	2880 Hillcrest Avenue	4
25	Daisy Park	970 Daisy Park	1
26	Dog Park	1520 Chestnut Street	4
27	Village Green Park	Village Green Dr./Edwina Dr.	2

28	Village Green Basketball Courts	Village Green B-ball Courts	1
29	James Williams Park	596 Pansy Avenue	2
30	Lynmore Estates	4056 Mead Road	8
31	John Drew Tennis Center	3280 North Ingle Place	13
32	Murphy Park	2245 Ingleside Avenue	3
33	Houston Road "Sarah Willis	6010 Houston Road	3
34	Dandy Park	990 S. Ponce De Leon Circle	1
35	Animal Welfare	1010 Eleventh Street	1
36	Coleman Hill Park	285 Spring Street	6
37	Heritage Trail / River Walk	Glenridge Drive To past Otis Redding Bridge	35
38	Jackson Springs and Camellia Garden		
39	Filmore Thomas Park (start April 2016)		15

All above acreage is approximate and Contractor should complete their own measurements before submitting a bid.

<b>PRICING WORK SHEET</b>			
		<b>Monthly Cost</b>	<b>Annual Cost</b>
1	Frank Johnson Center / Park		
2	East Macon Center / Park		
3	Memorial Center / Park		
4	Bloomfield Center / Park, includes front lot on Rocky Creek Road		
5	Gilead School – Next to Bloomfield		
6	Freedom Park Center / Park		
7	Rosa Jackson Center / Park		
8	North Macon Center / Park		
9	West Macon Park		
10	Fontaine Park		
11	South Macon Park		
12	Senior Center		
13	Booker Washington Park		

14	Tattnall Square		
15	Central City Park <i>(Shall include fertilizing, over-seeding, and fertilizer and pre &amp; post emergent as indicated in this bid – Includes Luther Williams Stadium)</i>		
16	Riverside Extension (Central City Park)		
17	Kings Park		
18	Eastview Police Precinct		
19	Willingham Court		
20	Riverview Park		
21	Henry Burns Park		
22	Mattie Jones Playground		
23	Becky Cummings Park		
24	Hillcrest Park		
25	Daisy Park		
26	Dog Park		
27	Village Green Park		
28	Village Green Basketball Courts		
29	James Williams Park		
30	Lynmore Estates		
31	John Drew Tennis Center		
32	Murphy Park		
33	Houston Road "Sarah Willis		
34	Dandy Park		
35	Animal Welfare		
36	Coleman Hill Park		

37	Heritage Trail / River Walk		
38	Jackson Springs and Camellia Garden		
39	Filmore Thomas Park (start 04/2016)		
	<b>TOTALS =</b>		

Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid, which conforms to the Invitation to Bid.

**Macon-Bibb County may select one or more contractor(s) to provide landscaping and grounds maintenance services. An agreement will be established with the select contractor(s). Prior to the establishment of the agreement, Macon-Bibb County may amend the scope and/or list of locations to conform to budgetary constraints.**

<b>Total Bid Price</b>	\$ _____
<b>Date available to start</b>	____/____/____

**All work performed under this bid and the resulting contract shall be in strict compliance with the project specifications.**

Respectfully Submitted,

Authorized Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_