

REQUEST FOR PROPOSAL  
CANDLER COUNTY  
LAWN CARE AND MAINTENANCE SERVICES

Candler County, a political subdivision of the State of Georgia, acting by and through its duly authorized Board of Commissioners, (hereinafter referred to as “the County”) is soliciting bids for the provision of Lawn Care and Maintenance Services. The full RFP packet and submission form is available online at [www.metter-candercounty.com](http://www.metter-candercounty.com) or by calling (912) 685-2835.

Proposals must be in writing and delivered to the offices of the Candler County Board of Commissioners on or before 3:00 PM, March 27, 2023

Address for submission:

Candler County  
Attn: Request for Proposal for Lawn care and  
maintenance services 1075 East Hiawatha  
Street,  
Suite A  
Metter, GA 30439

The applicant’s proposal in response to this request must be submitted in a sealed and clearly marked envelope to the office of the Commissioners. The submission should include two copies with one marked original with the original signatures of the individual(s) legally authorized to bind the offer.

The County reserves the right to reject any or all proposals, rebid the proposal or award in whole or part any contract for services in the best interest of the citizens of Candler County.

The County will accept inquiries in writing or by e-mail from any and all interested parties. Inquiries should be addressed to:

Bryan Aasheim, County Administrator  
1075 E Hiawatha St, Suite A  
Metter GA 30439  
[baasheim@candlerco-ga.gov](mailto:baasheim@candlerco-ga.gov)

The Candler County Board of Commissioners reserves the right to revise the Request for proposal at any time prior to award. If at any time revisions are required the County shall notify all offerors.

## Introduction

Candler County is soliciting proposals for an annual contract for lawn care and maintenance services for County buildings. Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 3:00 PM, March 27, 2023, directly to the Commissioner's Office at the following address:

Candler County  
Attn: Request for Proposal for Lawn care and  
maintenance services  
1075 East Hiawatha Street, Suite A  
Metter, GA 30439

## General Instructions for Proposal

**a) *Proposal Content*** - A completed proposal must contain the following:

- *Proposal Form & Signature Page* – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- *References* – Proposals shall include a list of three (3) references including name, address, phone number and contact person. The County reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

**b) *Proposal Period*** – Proposal prices are to be firm for ninety (90) days.

**c) *Proposal Award*** - It is the intent of the County to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service, and other factors which the County may consider.

**d) *Term and Renewal*** – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

**e) *Basis of Payment*** – Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

## **Specifications**

The specifications outline the requirements for lawn care and maintenance services for County buildings. A list of each building and the address is outlined to assist you in your quote.

Sheriff's Office – 1015 East Hiawatha Street

Commissioners Office Building– 1075 East Hiawatha Street

Courthouse – 35 SW Broad Street

Tax Assessor & Tax Commissioner Building – 25 W Daniel St

Candler County EMS – 1065 E Hiawatha St

Candler County Health Department – 428 N Rountree St

## **Responsibilities of the Contractor**

**March – November** (Provide service every two weeks)

- Cut grass at all buildings including rights of way, frontage, sides and all landscaped areas;
- Edge, trim and maintain all pathways, walkways and landscaped areas;
- Trim and maintain all shrubs, bushes and trees in landscaped area;
- Provide active weed control for all landscaped areas;
- Contractor is responsible for removing all clippings and debris from lawn activities from each premises or placing them in the acceptable pickup area for pickup by the City of Metter

**December – February** (Provide service as needed)

- Spray all landscaped areas for prevention of weeds, unwanted grasses, etc.
- Cut, trim and maintain landscaped areas as needed

**Annually**

- Provide a proposal for replacing pine straw beds annually (County will determine whether to proceed each year based on the proposal cost)

## **Proposal Instructions**

### **Request for Proposal for Lawn care and maintenance services**

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to Candler County
2. Complete Proposal Form and Signature Page
3. Provide Worker's Compensation Certificate
4. Provide Liability Insurance Certificate
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Lawn care and maintenance services.**

If delivered via email, please include as subject line: "Request for Proposal for Lawn care and maintenance services." Proposals should be mailed or delivered in person to:

Candler County  
Attn: Request for Proposal for Lawn care and  
maintenance services  
1075 East Hiawatha Street, Suite A  
Metter, GA 30439

Proposals shall be emailed to: [baasheim@candlerco-ga.gov](mailto:baasheim@candlerco-ga.gov)

Proposals must be received no later than 3:00 PM on March 27, 2023

**Proposal Form**

**Request for Proposals for Lawn care and maintenance services**

The undersigned hereby submits the following proposal for the monthly cost of lawn care and maintenance services for the Candler County Buildings

|                                       |          |
|---------------------------------------|----------|
| <b>County Courthouse</b>              | \$ _____ |
| <b>Commissioner's Office Building</b> | \$ _____ |
| <b>Sheriff's Office</b>               | \$ _____ |
| <b>25 Daniel Street</b>               | \$ _____ |
| <b>EMS Building</b>                   | \$ _____ |
| <b>Health Department</b>              | \$ _____ |
| <b>Total Cost</b>                     | \$ _____ |

INDEPENDENT CONTRACTOR. Contractor shall perform this contract as an independent contractor and no provision of this contract shall be construed to form any employer- employee relationship between the parties or between the County and any of Contractor's employees. The manner and method of completing the duties undertaken by the Contractor shall be determined solely by the Contractor.

**Signatures:**

**Request for Proposal for Lawn care and maintenance services**

By: Name and Title (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Vendor Address \_\_\_\_\_

Contact (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_