
City of Temple
240 Carrollton Street
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Temple, Georgia 30179



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May 26, 2021

REQUEST FOR PROPOSAL FOR GROUNDS/LANDSCAPE MAINTENANCE SERVICES

The City of Temple is requesting proposals from businesses that are qualified to provide grounds maintenance (landscape maintenance) services at several municipal government locations. The 3-year contract period would be from August 1, 2021, through July 31, 2024. Services would be delivered on the grounds at six different locations within the City of Temple: City Hall, City Police Department, the Branch Library in the downtown business district, the Senior Center, the Temple Museum, and the Welcome Sign area on Georgia Highway 113 near Interstate 20.

The contact person with the City of Temple for this RFP is Assistant City Administrator Lisa Jacobson. The telephone number at City Hall is 770/562-3369. The email address for Ms. Jacobson is: ljacobson@templega.us

The deadline for receipt of proposals at the Temple City Hall is 4:00 p.m. Thursday, June 24 and must be submitted to the City of Temple via U.S. Mail, UPS, Federal Express, or hand delivery. Proposals shall be clearly marked "**Grounds/Landscape Maintenance Services RFP Response**". City Hall is located at 240 Carrollton Street, Temple, Georgia 30179. The mailing address is Temple City Hall, P. O. Box 160, Temple, Georgia 30179. Proposals will not be accepted via facsimile or electronic mail.

The locations of these six sites are (a) City Hall at the intersection of U. S. Highway 78 and Georgia Highway 113. (b) Police Department across the intersection from City Hall. (c) Temple Library in the downtown area at 337 Sage Street. (d) Senior Center at 280 Rome Street. (e) Temple Museum at 598 Sage Street. (f) Welcome Sign area across Georgia Highway 113 from McDonald's.

SERVICE AREAS AND GENERAL COMMENTS ON THE SCOPE OF SERVICE

An on-site inspection will show that site (a) is somewhat larger than site (b), and that site (c) is much smaller. The same scope of services is to be performed on these three sites, and services are to be provided at each of these three sites during a minimum of 40 visits during the contract period. There is a Monthly Maintenance Visit Schedule for these three sites, and it is included in this RFP.

The Senior Center and Museum have a slightly different scope of service, but the same number of visits as for (a), (b) and (c). The same Monthly Visit Schedule, PART E, would apply to the Senior Center and Museum.

The City is not specifying the number of visits for the Welcome Sign area, but it is anticipated that a fewer number of visits would be acceptable. (A minimum of 30 visits each year of the contract.)

CITY'S RESERVATION OF CERTAIN RIGHTS

The City of Temple reserves the right to consider all proposals submitted and to make its final decision based upon qualifications of the contractor, scope of services to be rendered, experience, and other factors. The City reserves the right to reject any proposal; and to accept, a proposal from one bidder for one site and another bidder for another site.

MORE SPECIFIC INFORMATION ON THE SCOPE OF SERVICES TO BE PERFORMED

PART A

General Services to be provided to sites (a), (b), and (c) through the 40 visits during the contract period:

- a. Cut and trim lawn areas
- b. Edge lawn areas and shrub beds
- c. Weed beds by hand or spray
- d. Pick up small limbs and debris on the lawn
- e. Trim shrubs as needed
- f. Blow off curbs and walks
- g. Watering as needed on each site visit

PART B

Other Services to be provided to sites (a), (b), and (c) with different quantities required due to the different square footage of the areas being served:

- a. Provide pine straw ground cover two times annually. Each time use 170 bales at City Hall, 150 bales at Police Department, and 40 bales at Library.
- b. Fertilization. A one-time pre-emergent application for shrub beds. Fertilization and weed control for lawn a total of six times. 16,040 square feet at City Hall, and 9,900 square feet at Police Department. There is a very small area at the Temple Library (site c).
- c. Seasonal Color. Installation of annual flowers with amendments two times annually. 108 annual flowers (1801 size cups/6 flats) with amendments at City Hall. The same at Police Department, as well as seven specialty plants. For the small Temple Library site, only 36 annual flowers (1801 size cups/2 flats) with amendments.

PART C

Services to be provided to site (d) the Senior Center. The services are to be provided in the small areas adjacent to the front of the Senior Center and adjacent to the side of the building near Rome Street. The specific services are to be as follows at the Senior Center:

A Once-A-Year Service: Remove weeds and all dead and dying plants from the front of the Senior Center; replace with a mix of evergreens and flowering plants and bushes.

Twice during the year: Provide pine straw ground cover. Both times, the amount of ground cover should be equivalent to what is done at sites (a), (b), and (c).

A Continuing Service: During the remainder of the 36 months, provide the same type of services at (d) as at the other three sites noted above in Part A.

PART D

Services to be provided to the site (e) the Museum. The services are to be provide to the front, side, and rear of the museum building up to the shed building. The specific services are to be as follows at the Museum:

A Once-A-Year Service: Remove weeds and all dead and dying plants from around the Museum building; replace them with a mix of evergreens and flowering plants and bushes.

Twice during the year: Provide pine straw ground cover. Both times, the amount of ground cover should be equivalent to what is done at sites (a), (b), and (c).

A Continuing Service: During the remainder of the 36 months, provide the same type of services at (e) as at the other three sites noted above in Part A.

PART E

Monthly Maintenance Visit Schedule for Sites (a), (b), (c), (d) and (e)

- | | |
|--------------|----------|
| a. January | 1 visit |
| b. February | 1 visit |
| c. March | 3 visits |
| d. April | 4 visits |
| e. May | 5 visits |
| f. June | 4 visits |
| g. July | 5 visits |
| h. August | 4 visits |
| i. September | 3 visits |
| j. October | 5 visits |
| k. November | 3 visits |
| l. December | 2 visits |

A total of 40 scheduled visits each year of the contract.

PART F

Services to be provided to site (f) the Welcome Sign area on Georgia Highway 113 near I-20. The City is not specifying the number of visits but does require a minimum of 30 visits each year. The schedule is less rigid, as shown below. A lump sum should be included in this part of the proposal. The contractor must provide Temple's City Public Works Director with a general schedule of when the visits are to occur during the contract period, which is imperative so that the City can arrange for Watering at the site (f) as needed during any week when no visit is scheduled at the Welcome Sign area. For site (f), the tasks and general time for performance of the services are shown below.

- a. Mowing: Weekly during the growing season.
- b. Pine Straw Ground Cover: Spring, 1 time. Fall, 1 time.
- c. Weed Control (Pre-emergent Herbicide): Early Spring, 1 time.
- d. Weed Control (Post-emergent Herbicide): As needed, with a minimum of 2 times.
- e. Edging: Every other week during the growing season.
- f. Pruning: Early Spring.
- g. Fertilizing: Early Spring, 1 time. Summer, 1 time.
- h. Litter Removal: Weekly during the growing season; every other week at other times
- i. Deadheading of Perennials: Weekly during the growing season.
- j. Watering: As needed on each site visit. Also, before August 31, 2021, provide the City Public Works Director with a schedule identifying which weeks during the 3-year contract period there is to be no visit to the site (e) by the business providing these services.

PROPOSAL BREAKOUT

Part A	\$ _____
Part B	\$ _____
Part C	\$ _____
Part D	\$ _____
Part E	(No \$ figure is needed here.)
Part F	\$ _____
TOTAL	\$ _____

Signature and Title, Name and Address of Business