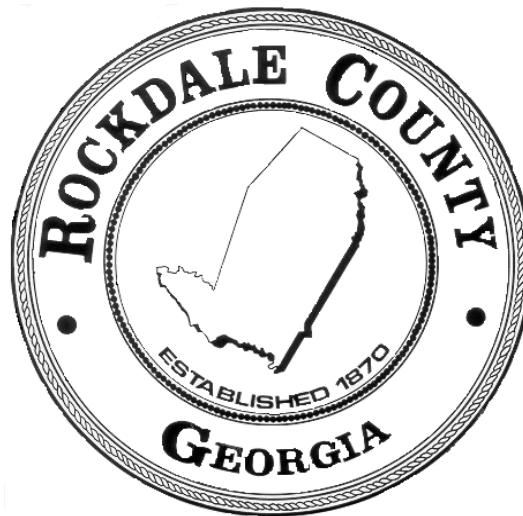


ROCKDALE COUNTY, GEORGIA

August 6, 2025

LANDSCAPE AND GROUNDS MAINTENANCE FOR PARKS & RECREATION

**INVITATION TO BID
No. 25-23**



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT DIVISION
958 MILSTEAD AVENUE
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

This is an Invitation to Bid (ITB) for **Landscape and Grounds Maintenance for Parks & Recreation** in Rockdale County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

The Contractor will furnish all products, tools, construction equipment, skill, and labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner for **Landscape and Grounds Maintenance for Parks & Recreation** in accordance with the County's Request for Proposal No. 25-23, incorporated herein by reference, (hereinafter called "Work"), and Contractor's proposal dated _____ (input date), attached hereto and made a part hereof, (hereinafter called "Proposal"). Contractor shall provide, at their expense, all vehicles and equipment necessary to provide this work.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap, or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this ITB and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne Brown, at Adrienne.m.brown@rockdalecountyga.gov.

Rockdale County Finance Department
Purchasing Division
Attn: Adrienne Brown
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557

E-mail: Adrienne.m.brown@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the bidder.

BID COPIES FOR EVALUATION:

One (1) USB Flash Drive in Adobe PDF format will be required for review purposes. Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

The ITB number must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted bids may be rejected.**

CONTRACT TERM:

The Contract Term will be (1) year and will auto renew (3) additional one-year terms, unless cancelled in writing 30 days before the end of current term.

Because this contract contains three (3) renewal periods and the price of materials is subject to change from year to year, it is appropriate to allow the Contractor to offer price increases prior to the renewal of the contract for the following year. Therefore, 90 days prior to the end of the contract, the Contractor will advise the County in writing of their desire to renew the contract and will provide the County with an updated price list (this should be the same price list from the original bid with any necessary additions that became evident during the previous year's operations). The County will review the price increases and if necessary, negotiate with the Contractor to finalize pricing. Once both parties have agreed to the contract extension pricing, the County will prepare an Amendment to the original contract outlining the extension period, the new pricing that has been approved by both parties, and any other changes to the contract that become necessary to improve the operational effectiveness of the Agreement.

DUE DATE:

Sealed bids will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, September 18, 2025**. Bids received after this time will not be accepted. Bidders are not required to attend bid opening.

PRE-BID CONFERENCE AND SITE VISITS:

There will be a **MANDATORY** Pre-Bid Conference held at **Rockdale County JP Carr Gym, 1090 Hardin St., SW, Conyers, GA 30012, at 9:00 A.M., local time, Thursday, August 28, 2025**. Site Visits to each location listed on Scope of Work will follow Pre-Bid Conference. Prime bidders who arrive more than 5 minutes after the start of the meeting (as stated in the solicitation and by the Procurement representative's watch) or after the discussion portion of the meeting (whichever comes first) may not be permitted to submit a bid on the project. Any questions and/or misunderstandings that may arise from this ITB may be asked and answered at the pre-bid conference; however, oral responses are not authoritative. Bidders are encouraged to review the ITB before attending the pre-bid conference. Questions received after the pre-bid conference must be submitted in writing to Adrienne.m.brown@rockdalecountyga.gov. *Any contractor who intends to submit a Bid is required to attend this meeting.*

QUESTIONS AND CLARIFICATIONS:

All questions and/or requests for clarifications concerning this ITB must be submitted to the Purchasing Division via email to adrienne.m.brown@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, September 11, 2025**. It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this ITB will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov under Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the bidder's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, under Bid Opportunities for any addenda that may be issued, prior to submitting a bid for this ITB.

QUALIFICATIONS OF OFFERORS:

Bidders must have a current business license from their home office jurisdiction and provide a copy of that license with the submittal of their bid response. Rockdale County vendors doing business in Rockdale County must have a current Rockdale County Business License.

Bids from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Bidders are to submit at least **three (3) references** from projects with similar experience using the materials and process in this Invitation to Bid.

DEBRIEFINGS:

In lieu of Post-Award debriefings, Rockdale County will provide the final evaluation Score Sheet. The Score Sheet will include the scores for all firms who responded and will typically be provided with a PDF file and e-mailed.

SILENCE OF SPECIFICATIONS

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

OPTION TO AUDIT

Successful bidder will be required to maintain complete records during the life of the contract and for a period of one year after completion of the contract. Such records are to be made available to the County if officially requested, to be audited by a designated County auditing staff. In such audits reveal overcharges and/or undercharges, such will be adjusted, and compensation made by either party to correct charges.

TORT IMMUNITY:

No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.

SUBMITTAL COST AND CONFIDENTIALITY

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

OPEN RECORDS

The contents of the bids will not be made public until after an award and contract has been executed.

AWARD OF CONTRACT:

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

SELECTION PROCESS:

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose bid represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all bids if such action is in the county's interest.

Rockdale County may evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial bid should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

<u>Coverages:</u>	<u>Limits of Liability:</u>
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Invitation to Bid (ITB) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:
 Rockdale County, Georgia
 958 Milstead Avenue
 Conyers, GA 30012

BONDS:

Bonds are not required for this ITB

PERMITS:

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this ITB must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the ITB package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

LOCAL VENDOR PREFERENCE POLICY

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bid and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitations to Bid. A copy of the Policy may be downloaded from the County website at www.rockdalecountyga.gov, Bid Opportunities. Local vendors interested in being considered for the Local Vendor Preference must submit an Affidavit of Eligibility with their bid response. The form is attached to these bid documents.

The Local Vendor Preference Policy will apply to this ITB.

PIGGYBACKING

Rockdale County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

GENERAL INFORMATION:**RECEIPT OF BID:**

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a bid not properly addressed and identified.

WITHDRAWAL OF BID:

A bidder may withdraw his bid before the bid due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF BID:

Rockdale County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any bid in the proposing procedure. Rockdale County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities, and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from proposing and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

GOVERNING LAWS:

This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

ERRORS AND OMISSIONS:

The vendor shall not take advantage of any errors or omissions in this Bid Request and shall promptly notify Rockdale County of any omissions or errors found in this document.

STANDARD INSTRUCTIONS:

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Rockdale County and must be followed by each bidder.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this bid may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the bid price.
4. The following number, RFP No. **25-23**, must be written clearly on the outside of USB Flash Drive proposal envelope in order to avoid prior opening in error.
5. All USB Flash Drive proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. USB Flash Drive Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. The Proposal Form submitted on the USB Flash Drive **must be the first page** and include the name of the business, mailing address, the name, title and signature of the person submitting the proposal.
8. Rockdale County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, Emailed or Facsimile bids will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.

Federal I.D. #58-6000882
Sales Tax Exempt #308750008
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Bidders shall state delivery time after receiving order.
14. Bidders shall identify any subcontractors and include an explanation of the service or product that they may provide.

**Landscape and Grounds Maintenance at
JP Carr Complex, Courthouse and Municipal Buildings,
Portman Drive, Emergency Management Agency (EMA), MILSTEAD PARK (up to
pavilion & old water tower), Water Resources Customer Service Building, Tax
Commissioner Office, Judicial Complex, and West Avenue Parking Lot, and
Restorative Complex 2800 Hwy 138**

Rockdale County is seeking qualified bidders to provide year-round landscape and grounds maintenance services for the JP Carr Complex, Courthouse and Municipal Buildings, Portman Drive, Emergency Management Agency (EMA), MILSTEAD PARK (up to pavilion & old water tower), Water Resources Customer Service Building, Tax Commissioner Office, Judicial Complex, and West Avenue Parking Lot, and Restorative Complex 2800 Hwy 138

All general maintenance must be done on Saturdays or before/after office working hours as not to interfere with the daily operations of these facilities.

JP Carr Complex

Properties to be maintained (the entire JP Carr Complex consists of the addresses below):

JP Carr Gym – 1090 Hardin Street
Olivia Haydel Senior Services Building – 1240 Dogwood Drive
JP Carr Community Center – 981,983,985, 987 Taylor Street (One Building)
Family & Children's Services – 975 Taylor Street
Mental Health 977 Taylor Street

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

- Edge all curbs, walkways, and turf / bed-lines
- Weed-eat around structures and obstacles as needed
- Keep all parking lots and curbs clean of litter and debris
- Keep drains in parking lots clean of litter and debris
- Trim all shrubbery as needed to maintain shape and neat appearance
- Trim all ivy and other groundcovers to keep neat and out of walkways
- Prune any low hanging limbs to keep neat and safe
- Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

- Clean up and remove leaves from turf, landscape, and hard surface areas such as parking lots, walkways, and steps
- Maintain edge on all curbs, walkways, and turf / bed lines as needed
- Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris
 Keep drains in parking lots clean of litter and debris
 Trim all shrubbery as needed to maintain shape and neat appearance
 Trim all ivy and other groundcovers to keep neat and out of walkways
 Prune any low hanging limbs to keep neat and safe
 Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:

Around the JP Carr Services Center Sign on Taylor Street

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

The JP Carr Complex grounds are outlined on the attached map.

Courthouse and Municipal Buildings

The service requested is for the grounds and landscape maintenance of the properties listed below. All general maintenance must be done on Saturdays or after courthouse and BOC working hours.

Properties to be maintained (the Rockdale County Courthouse and Municipal Buildings consist of the addresses below:

Rockdale County Courthouse – 922 Court Street

Rockdale County BOC – 962 Milstead Avenue

Rockdale County Auditorium / Meeting Hall / Admin. Bldg. – 901 Main St.
 and 958 Milstead Avenue (Back Entrance)

Rockdale County Judicial Complex – 981 Milstead Avenue

Rockdale County Water Resources – 958 Milstead Avenue

Rockdale County Tag Office – 969 Pine Street

Rockdale County Magistrate Court – 945 Court Street (948 Bank St. – back side)

Rockdale County DUI and Accountability Court – 943 Court Street

*Shared Church Parking Lot (Across from Tax Assessors Building)

General Maintenance

April through the end of November

Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe
Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed
*Any grass clippings or leaves must be mulched up or hauled away.
Clean up and remove leaves from turf, landscape, and hard surface areas
such as parking lots, walkways, and steps
Maintain edge on all curbs, walkways, and turf / bed lines as needed
Weed-eat around structures and obstacles as needed
Keep all parking lots and curbs clean of litter and debris
Keep drains in parking lots clean of litter and debris
Trim all shrubbery as needed to maintain shape and neat appearance
Trim all ivy and other groundcovers to keep neat and out of walkways
Prune any low hanging limbs to keep neat and safe
Keep all landscape and flower beds neat and weed free

*The tasks to be completed at the shared church parking lot are:
Picking up trash, removing limbs, blowing leaves

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings twice per year.

Plant seasonal flowers in three locations twice per year:

1. Main St. Courthouse Entrance
2. In front of the BOC Meeting Hall
3. In front of the BOC Offices

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

The courthouse and municipal grounds are outlined on the attached map. The shared church parking lot is outlined by itself.

Tax Commissioner

Properties to be maintained (the Rockdale County Tax Commissioner offices consist of the addresses below:

Rockdale County Tax Commissioner Office – 1088/1096 West Avenue Conyers, GA 30094

General Maintenance

April through the end of November

Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3"
*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines
 Weed-eat around structures and obstacles as needed
 Keep all parking lots and curbs clean of litter and debris
 Keep drains in parking lots clean of litter and debris
 Trim all shrubbery as needed to maintain shape and neat appearance
 Trim all ivy and other groundcovers to keep neat and out of walkways
 Prune any low hanging limbs to keep neat and safe
 Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed
 *Any grass clippings or leaves must be mulched up or hauled away.
 Clean up and remove leaves from turf, landscape, and hard surface areas
 such as parking lots, walkways, and steps
 Maintain edge on all curbs, walkways, and turf / bed lines as needed
 Weed-eat around structures and obstacles as needed
 Keep all parking lots and curbs clean of litter and debris
 Keep drains in parking lots clean of litter and debris
 Trim all shrubbery as needed to maintain shape and neat appearance
 Trim all ivy and other groundcovers to keep neat and out of walkways
 Prune any low hanging limbs to keep neat and safe
 Keep all landscape and flower beds neat and weed free

*The tasks to be completed at the shared church parking lot are:
 Picking up trash, removing limbs, blowing leaves

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings twice per year.

Plant seasonal flowers in three locations twice per year:

1. In front of the entrance facing West Avenue
2. In front of entrance facing back parking lot

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

The courthouse and municipal grounds are outlined on the attached map. The shared church parking lot is outlined by itself.

MILSTEAD PARK (up to pavilion & old water tower)

Properties to be maintained (County Facility consists of the addresses below):

Milstead Park – 1665 Main Street NE Conyers, Ga 30012

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas

such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

PORTMAN DRIVE

Properties to be maintained:

County offices located at 1329 Portman Drive, Conyers, GA 30012

General Maintenance

The property will be maintained bi-weekly, thus 26 service visits per year.

April thru the end of November

Bi-Weekly Grounds and Landscape Maintenance

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

December thru the end of March

Bi-Weekly Grounds and Landscape Maintenance

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas
such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings twice per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas
such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

E911 COMMUNICATIONS (old)

Properties to be maintained (County Facility consists of the addresses below):

E911 Communications – 2120 Farmers Road NW Conyers, Ga 30012

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas

such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

up or hauled away.

Emergency Management Agency

Properties to be maintained (County Facility consists of the addresses below):

Rockdale County EMA – 3500 East Fairview Road Stockbridge, Ga 30281

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas

such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

Parking Lot (West Avenue)

Properties to be maintained (County Facility consists of the addresses below):

Rockdale County Parking Lot – 842 West Circle Conyers, Ga 30012

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas
such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

Restorative Complex

Properties to be maintained (County Facility consists of the addresses below):

Rockdale County EMA – 2800 Highway 138 SW, Ga 30094

General Maintenance

April through the end of November

Weekly grounds and landscape maintenance as follows:

Mow all turf areas at a cutting height of 3"

*Any grass clippings or leaves must be mulched up or hauled away.

Edge all curbs, walkways, and turf / bed lines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

December through the end of March

Bi-Weekly Grounds and Landscape Maintenance as follows:

Mow all turf areas at a cutting height of 3" as needed

*Any grass clippings or leaves must be mulched up or hauled away.

Clean up and remove leaves from turf, landscape, and hard surface areas
such as parking lots, walkways, and steps

Maintain edge on all curbs, walkways, and turf / bed lines as needed

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

Keep drains in parking lots clean of litter and debris

Trim all shrubbery as needed to maintain shape and neat appearance

Trim all ivy and other groundcovers to keep neat and out of walkways

Prune any low hanging limbs to keep neat and safe

Keep all landscape and flower beds neat and weed free

Seasonal Enhancements

Put fresh pine straw in landscape areas and around tree rings once per year.

Plant seasonal flowers in one location twice per year:

Prune back all knock out roses once per year.

Heavy storm "tree damage" will be handled by Rockdale County Park Maintenance.

Any irrigation system repairs will be handled by Rockdale County Park Maintenance.

ADDITIONAL TERMS AND CONDITIONS:

Response Time – Successful Bidder will respond to regular service calls within **forty-eight (48) hours** after receipt of call from the County. Initial response to emergency calls must occur within **two (2) hours** after receipt of notification from the County. For the purposes of this bid, an emergency shall be defined as any condition that poses a threat to health, welfare, or safety of people and/or property or a condition that will negatively impact any essential service(s) as determined by Rockdale County. The successful bidder will provide the County with a twenty-four (24) hour emergency contact and telephone number. *Delivery of emergency services must occur within twenty-four (24) hours.*

Bidder state agreement: Yes _____ No _____

Emergency Contact Person: _____

Emergency telephone number: _____ Cell Number: _____

Alternate delivery time may be considered provided it is so stated below:

(Bidder state alternate time for delivery of services)

Equipment Storage – No storage or service of equipment should take place on County property.

Contractor Damages – Any damages to the road, facilities, sewers, utilities, irrigation system, plant material or vegetation caused by the Contractor shall be repaired at the expense of the Contractor to the satisfaction of the County. Failure to restore said damages within three (3) working days following notification shall result in a deduction from the next invoice of the County's expenses incurred by the County for labor, material or equipment to restore the property to its original condition.

Fuel Surcharges & Ecological Fees – Rockdale County will not accept fuel surcharges or ecological fees from the bidder.

Uniforms – The Contractor will provide, at Contractor's expense, color coordinated uniforms for all contractor personnel. Such uniforms shall meet the County's public image requirements and be maintained by Contractor so that all personnel are professional in appearance at all times. Non-uniform clothing will not be permitted, including for new employees.

Required Signatures - Bids must be signed by an officer or agent of the firm having the authority to execute contracts.

Background Check - Successful contractor is required to do background checks on all employees as stated in the solicitation document.

Lead Crew Worker – The Contractor shall maintain a Lead Crew Worker at the sites at all times during the hours of scheduled maintenance service, and such Lead Crew Worker shall be able to be communicated with by two-way radio or cellular telephone. Lead Crew Worker must also speak and understand the English language.

Sites (JP Carr Complex, Rockdale County Courthouse and Municipal Buildings, Portman Drive, Milstead Park and median (up to the pavilion/old water tower), E911 Communications, EMA Building, Restorative Complex, Tax Commissioner Building, Parking Lot (842 West Circle), – All sites are to be maintained according to the contract specifications and standards. If any site does not meet the standards set forth in the bid package at the completion of the contract terms, the last payment of the contract terms shall be placed on hold and each site will be required to be brought up to minimum standards within one (1) week of the contract completion.

Special Events – When required, all necessary maintenance practices will be performed prior to special events (government functions, dedications, memorials, concerts, etc.), with the emphasis on the overall aesthetic appearance and cleanliness of the property site (s). Special efforts are to be taken to prevent damage to property and injury to the public. All immediate site maintenance requirements (trash and debris removal, irrigation, mulching, etc.) must be promptly addressed after the event.

License - All bidders must furnish, with their bid, clear photocopies of the license(s) listed below, in addition to a clear photocopy of their Business License:

Commercial Pesticide License and Pesticide Contractor License (category 24 for Ornamental Landscapes)

Equipment/Products – Selected Contractor must furnish his/her own equipment and products (ex: pesticides, plants, mulch, fertilizer, etc.) in the performance of the contract.

The Contractor shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified by the County. If, in the opinion of the County, the Contractor has insufficient equipment on the job to satisfactorily complete the work within the required time, the Contractor shall immediately provide additional equipment as directed by the County at no additional cost to the County.

The County reserves the right to inspect all equipment before it is placed in or while it is in service. If at any time, the County determines that any equipment is deficient in any way, the Contractor shall remove the equipment from service immediately, and the equipment shall remain out of service until the deficiency is corrected to the satisfaction of the County. Inspection and approval of the Contractor's equipment by the County shall not relieve the Contractor of responsibility or liability for injury to persons or damage to property caused by the operation of the Contractor's equipment, nor shall it relieve the Contractor of the responsibility to meet the established time for completion of the mowing cycle.

The Contractor shall provide a cut that is clean and sharp with uniform distribution of cuttings at all times for areas mowed. Any areas determined to be unsatisfactory by the County shall be re-mowed at no additional cost to the County.

BID FORM – ITB No. 25-23

Instructions: Complete all THREE parts of this bid form.

PART I: Bid Summary

Complete the information below.

1.	JP Carr Complex – Lump Sum	\$
2.	Courthouse & Municipal Buildings – Lump Sum	\$
3.	Tax Commissioner – Lump Sum	\$
4.	Milstead Park and median (up to the pavilion/old water tower) – Lump Sum	\$
5.	Portman Drive – Lump Sum	\$
6.	E911 Communications – Lump Sum	\$
7.	EMA Building – Lump Sum	\$
8.	Parking Lot (West Ave) – Lump Sum	\$
9.	Restorative Complex – Lump Sum	\$
10.	TOTAL LUMP SUM PRICE (Lines 1 through 9)	\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Vendor Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

 (Signed)

 (Title)

Subscribed and Sworn to before me this _____ day of _____, 202__

Name _____

Title _____

My commission expires (Date)

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached ITB;

(2) He/She is fully informed respecting the preparation and contents of the attached ITB and of all pertinent circumstances respecting such ITB;

(3) Such ITB is genuine and is not a collusive or sham ITB;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham ITB in connection with the Contract for which the attached ITB has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached ITB or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached ITB are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

 (Signed)

 (Title)

Subscribed and Sworn to before me this _____ day of _____, 202_____.

Name _____

Title _____

My commission expires (Date)

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

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

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 _____, _____, 20____ 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 THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

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 (name of public employer) 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 THE _____ DAY OF _____, 202__.

NOTARY PUBLIC
My Commission Expires:

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

*

Alien Registration number for non-citizens

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

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. **LAST COMPLETE FISCAL YEAR:**

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____

C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

2. YEAR PRIOR TO "1" ABOVE:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

3. YEAR PRIOR TO "2" ABOVE:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____
2. What is the value of the Contractor's work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Reference/Project #1:

Name and Address: _____

Date of Construction/Project: _____

Type of Construction/Project: _____

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Reference/Project #2:

Name and Address:

Date of Construction/Project:

Type of Construction/Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Reference/Project #3:

Name and Address:

Date of Construction/Project:

Type of Construction/Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

V. ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? _____

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? _____

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? _____

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI. COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me

This _____ day of _____

Signature

Notary Public

My Commission Expires:



ROCKDALE COUNTY

LOCAL VENDOR PREFERENCE

AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Incomplete forms may be rejected.

1. LEGAL NAME OF FIRM: _____
 Mailing Address: _____ Physical Address (if different): _____

2. Year your business was established in Rockdale County: _____
3. Business License:
 License Number: _____ County _____
4. For transactions which require sales tax, provide the following Reseller information:
 Reseller Permit Number: _____
 Enter the Company Name and Address as it appears on permit:

5. Does your business have more than one office in the State of Georgia?
 Yes _____ No _____
 If Yes, specify the office location considered as the point-of-sale for sales tax purposes:

6. Was the local business required to pay business and/or real property tax for the most recent tax year?
 Yes _____ No _____
 If Yes, did the local business pay any of this tax to Rockdale County?
 Yes _____ No _____

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation, or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Rockdale County products and services for a period of one (1) year.

Authorized Signature: _____ Date: _____

Printed Name & Title: _____ Phone: _____

LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT

The County reserves the right to revise this agreement as it is a sample.

THIS AGREEMENT (the "Agreement") entered into on this _____ day of _____, 2025, between _____, a company whose address is _____ (hereinafter "Contractor") and Rockdale County, Georgia, a political subdivision of the State of Georgia, 962 Milstead Avenue, Conyers, Georgia 30012 (hereinafter "County"); and

WHEREAS, the County desires to engage the services of Contractor to perform year-round landscape and grounds maintenance services to Rockdale County; and

WHEREAS, Contractor is qualified to perform this service and desires to render year-round landscape and grounds maintenance services to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. SCOPE OF SERVICES. Contractor shall furnish all products, tools, equipment, skill and labor of every description necessary to carry out and to complete in a good firm, substantial workmanlike manner for year round landscape and grounds maintenance services for the nine (9) Rockdale County Sites at J.P. Carr Complex, Courthouse and Municipal Buildings, Tax Commissioner, Milstead Park, Portman Drive, E911 Communications, Emergency Management Agency (EMA), Parking Lot (West Avenue), and the Restorative Complex (hereinafter "Work"), and in accordance with the County's Invitation to Bid (ITB) No. 25-23, and all addenda, incorporated herein by reference, (hereinafter "Work"), and as described in Contractor's bid dated _____, both attached hereto and made a part hereof, and hereinafter referred to as the "Services". Contractor shall provide, at their expense, all vehicles, supplies, and equipment necessary to provide these Services. These Services shall be performed at the direction of the Executive Director of the Rockdale County Parks & Recreation Department or her designee and consistent with all federal, state, and local laws. The Contract Documents, Invitation to Bid, and Bid are considered essential parts of the Contract, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all labor necessary to complete the Work in an acceptable manner by the County.

Contractor must provide services year-round on Saturdays or before 7:00 a.m. or after 5:00 p.m. weekdays so that services do not interfere with daily operations of these facilities.

The Contractor shall maintain a Lead Crew Worker at the sites at all times during the hours of scheduled maintenance service, and such Lead Crew Worker shall be able to be communicated with by two-way radio or cellular telephone. Rockdale County reserves the right to request that the Lead Crew Worker must also speak and understand the English language.

Sites – All sites are to be maintained according to the specifications and standards. If any site does not meet the standards as set forth in the bid package at the completion of the contract terms, the last payment of the contract terms shall be placed on hold and each site will be required to be brought up to minimum standards within one (1) week of the contract completion.

2. PAYMENT. The County shall pay to the Contractor the monthly fee of _____ for all four (8) Sites for the Work provided under this Agreement, as set forth in Contractor's Bid, (hereinafter "Bid"). Contractor shall submit monthly invoices to the County in a format acceptable to the County that includes accurate and current information. The amount billed in each invoice shall be calculated as set forth in the Bid.

Payment Requests and original invoice(s) must be submitted to:

Rockdale County Finance Department
P.O. Box 289
Conyers, GA 30012
Include Contract No. 2025-_____

Payment is to be made no later than thirty (30) days after submittal of undisputed invoice.

3. PERFORMANCE OF SERVICES. The manner in which the services are to be performed, shall be determined by Contractor. The County will rely on Contractor to work as many hours as may be necessary to fulfill Contractor's obligations under this Agreement for the fee provided in Section 2 of this Agreement.

4. DEFAULT AND TERMINATION. Failure to substantially perform the Services or fulfill obligations set forth hereunder shall constitute material default. Where either party believes there is a material default by the other party, the party claiming such default shall give written notice of the default to the other party within fifteen (15) days. The defaulting party shall have ten (10) days in which to correct or cure the default, provided, however, that such default shall be cured within fifteen (15) days unless otherwise agreed upon by the parties.

Should either party materially default in the performance of any provision of this Agreement and fail to cure such default as provided herein, the other party shall be permitted to terminate this Agreement with fifteen (15) days written notice to the other party hereto. Termination of this Agreement shall not constitute waiver of any other remedy either party may have hereunder.

5. TERM/TERMINATION. The initial term of this Agreement shall be a one (1) year period beginning from the date of execution by all parties. The parties may agree to renew this Agreement for three (3) additional one-year periods renewable each year under the same terms and conditions as the original Bid, unless and until terminated as provided below.

Either party, upon giving thirty (30) days written notice, may terminate this Agreement at any time without cause.

Termination of this Agreement by either party shall not impair or affect whatever rights, including payment for services performed prior to termination either party may have under this Agreement.

Upon such termination, Contractor shall be entitled to collect only the outstanding fees incurred based upon the work completed as the day of termination. In the event of termination, Contractor shall submit a final billing through the date of termination and if accepted by the County, payment shall be made within twenty (20) days of receipt thereof.

6. RELATIONSHIP OF PARTIES. It is understood by the parties that Contractor is an independent contractor with respect to the County and not an employee of the County.

7. INDEMNIFICATION. Contractor agrees to hold harmless and indemnify County, its Directors, Officers, and employees from and against any and all liability, claims, actions, causes of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons or damage to property, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation and defense thereof, to the extent caused by a negligent act, error or omission of Contractor, or as a result of defective services under this Agreement.

8. ASSIGNMENT. The Contractor's obligations under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the County.

9. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for the County:

Rockdale County, Georgia
Department of Finance – Purchasing Division
Attn: Tina Malone, Purchasing and Procurement Manager
P.O. Box 289
Conyers, Georgia 30012
770-278-7552
tina.malone@rockdalecountyga.gov

IF for Contractor:

10. ENTIRE AGREEMENT. This Agreement, its attachments and essential documents (as provided in paragraph 1 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

11. CORPORATE AUTHORITY. Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery hereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

12. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

13. SEVERABILITY. If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provisions of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. WAIVER OR CONTRACTUAL RIGHT. The failure of either party to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. FURTHER ASSURANCES. The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

16. INTERPRETATION. Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

17. VENUE & JURISDICTION. The County and the Contractor, by entering into this Agreement, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-conveniens and the right to challenge the venue of any court proceeding.

18. INSURANCE. The Contractor shall not commence any work under this Contract until all insurance, as stipulated in the invitation to bid, has been obtained and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence any work on subcontractor's contract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor. All insurance required by this Contract shall be maintained by the Contractor during the entire term of this Contract.

It is the Contractor's responsibility to provide the County with proof of renewal insurance coverages in a timely fashion so that coverages do not expire. The County may choose to notify Contractor of upcoming expiration of insurance coverages; however, this courtesy should not be relied upon.

Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification.

19. APPLICABLE LAW. This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

For purposes of executing this Agreement and any change orders, scanned signatures shall be as valid as the original.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

AWARDED CONTRACTOR NAME HERE

ROCKDALE COUNTY, GEORGIA

By: _____

By: _____
JaNice Van Ness, Chair & CEO

Witness:

Attest:

Jennifer Rutledge, Director / County Clerk

Approved as to form:

M. Qader A. Baig, County Attorney

SUBCONTRACTORS

Instructions: Type or clearly print all information.

NAME, ADDRESS, & PHONE NUMBER OF SUBCONTRACTOR	SUBCONTRACT WORK ITEM	DOLLAR VALUE OF SUBCONTRACT WORK
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: _____ Date: _____

BIDDER'S CHECKLIST

_____ **ONE (1) FLASH DRIVE** (containing a copy in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:

- _____ **Bid Form (See Page 21)**
- _____ **All Applicable Affidavit Forms (See Pages 22-27)**
- _____ **Contractor's Qualifications Statement & Questionnaire (See Pages 28-32)**
- _____ **Local Vendor Preference Policy (If Applicable) - (See Page 33)**
- _____ **Subcontractors (See Page 38)**
- _____ **Proof of Business License**

The purpose of this checklist is to remind bidders of the documents generally required for the bid submittal. It is the bidder's responsibility to include additional documents requested in the bid that may not be shown on the checklist, if applicable.