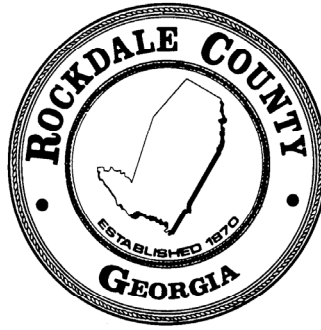


**BOARD OF COMMISSIONERS**

JANICE VAN NESS, CHAIR & CEO

Tuwanya C. Smith, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



**DEPARTMENT OF FINANCE**

JAVAID MAJID, CFO

TELEPHONE: 770-278-7555

FACSIMILE: 770- 278-8910

**Addendum No. 5**

**ITB No. 25-23**

**LANDSCAPE & GROUNDS MAINTENANCE FOR PARKS & RECREATION**

**September 15, 2025**

**ITB #25-23** is hereby amended as follows:

1. Below are questions received and corresponding answers:

- A. **Question:** Can you please provide the complete procurement award package for ITB #21-10, fully executed contract agreement, all addenda issued during solicitation, contract exhibits, renewals, amendments, or extensions executed since award, evaluation documents, and a summary of payments paid under this contract by fiscal year?

**Answer:** Please see attached.

- B. **Question:** Will you confirm that all locations will be serviced 4 times in a month from (April through the end of November) and serviced twice in a month (December through the end of March)?

**Answer:** As stated in the Scope of Work in the Bid Package, pages 9 through 18, all locations will be serviced weekly April through end of November and bi-weekly December through the end of March, except for Portman Drive. Portman Drive will be serviced bi-weekly as stated in the Scope of Work pages 13 and 14.

- C. **Question:** When will this contract begin?

**Answer:** Anticipating contract to begin in December 2025.

- D. **Question:** Will it be awarded to one or multiple contractors?

**Answer:** 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.

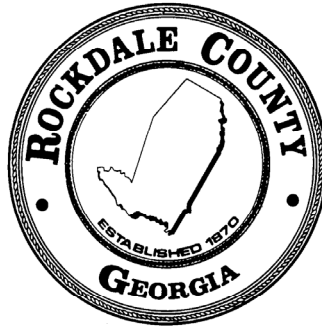
2. All other conditions remain in full force and effect.

BOARD OF COMMISSIONERS

JANICE VAN NESS, CHAIR & CEO

Tuwanya C. Smith, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

JAVOID MAJID, CFO

TELEPHONE: 770-278-7555

FACSIMILE: 770- 278-8910

3. If a bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the bid price, the new price and/or changes will be inserted below:  

---
4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 21 of the Bid Package.

*Tina Malone*

Tina Malone, CPPB CPPO

Procurement Manager

Department of Finance, Purchasing Division

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN

Sherri L. Washington, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR

TELEPHONE: 770-278-7555

FACSIMILE: 770- 278-8910

**Addendum No. 1**

**RFP No. 21-10**

**Landscape and Grounds Maintenance For General Services**

**June 16, 2021**

**RFP #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

**A. Question:**

If you are awarded the bid When does the contract begins?

**Answer: The current contract ends 9/12/21. A new contract is anticipated to start 9/13/21.**

**B. Question:**

If you are awarded the bid. What are the payment arrangements monthly?

**Answer: Our payment terms are Net 30 days.**

**C. Question:**

what was the last winning contract Amount on this Proposal? And who was the vendor?

**Answer: See attached Contract No. 2017-30, Five Fields**

**D. Question:**

Is there a current contractor in place or is this the first time you are getting quotes on the locations?

**Answer: Current contract with Five Fields**

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN

Sherri L. Washington, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR

TELEPHONE: 770-278-7555

FACSIMILE: 770- 278-8910

E. Question:

If there is a contractor, can you post the Tally sheet, please?

**Answer: See answer to C**

F. Question:

How much was the prior award?

**Answer: See answer to C**

G. Question:

Is it mandatory to bid on all properties?

**Answer: No, Rockdale County reserves the right to make no award, one award, or multiple awards.**

H. Question: I am requesting the bid tabs for the current contract holder who has been doing this job.

**Answer: See answer C**

2. All other conditions remain in full force and effect.

3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:

---

---

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN

Sherri L. Washington, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE  
WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 15 of the Proposal Form.

*Tina Malone*

---

Tina Malone, CPPB CPPO

Procurement Officer

Department of Finance, Purchasing Division

**LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT**

THIS AGREEMENT (the "Agreement") entered into on this 14<sup>th</sup> day of March, 2017, between Five Fields Lawn Care, a company whose address is 1081 Old Mills Farms Drive, Mansfield, GA 30055 (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 the 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 Rockdale County locations at J.P. Carr Complex and the Courthouse and Municipal Buildings (hereinafter "Work"), and in accordance with the County's Invitation to Bid #16-30, and all addenda, incorporated herein by reference, (hereinafter "Work"), and as described in Contractor's bid dated October 13, 2016, 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 Director of the Rockdale County Recreation and Maintenance 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 (JP Carr Complex and Rockdale County Courthouse and Municipal Buildings) – 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 One Thousand, Seventy Five and 00/100 (\$1,075.00) Dollars for the Courthouse and Municipal Buildings. The County shall pay to the Contractor the monthly fee of Eight Hundred, Thirty Five and 00/100 (\$835.00) Dollars for the J.P. Carr Complex. Total monthly fee to be paid to Contractor, for both sites, is One Thousand, Nine Hundred Ten and 00/100 (\$1,910.00) 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. 2017-30

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 Board of Commissioners  
Attn: Tina Malone, Procurement Officer  
P.O. Box 289  
Conyers, Georgia 30012  
770-278-7552  
tina.malone@rockdalecountyga.gov

IF for Contractor:

Five Fields Lawn Care  
Attn: Amy C. Smith

1081 Old Mill Farms Drive  
Mansfield, GA 30055  
770-851-8645  
fivefieldslawncare@yahoo.com

**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.

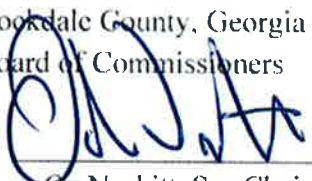
**19. APPLICABLE LAW.** This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

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

Five Fields Lawn Care

By:   
Amy C. Smith, Owner

Rockdale County, Georgia  
Board of Commissioners

By:   
Oz Nesbitt, Sr., Chairman

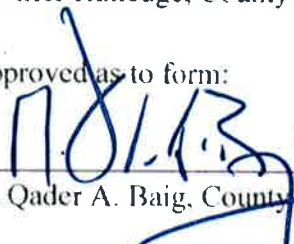
Witness:

By: 

Attest:

  
Jennifer Rutledge, County Clerk

Approved as to form:

  
M. Qader A. Baig, County Attorney

Board of Commissioners  
Richard A. Oden, Chairman  
Oz Nesbitt, Sr., Commissioner  
Dr. Doreen Williams, Commissioner



Department of Finance  
Telephone: 770-278-7555  
Facsimile: 770-278-8910

**Addendum No. 1**

**ITB No. 16-30**

**Landscape and Gronds Maintenance at JP Carr Complex, Courthouse and Municipal Buildings, and Portman Drive**

**October 6, 2016**

**ITB #16-30** is hereby amended as follows:

1. Below is a question received and corresponding answer:

A. Question: Can Rockdale County provide the price for current services?

Answer: The County pays Kut Above Landscaping Solutions \$1,249/month for just the County Courthouse and Municipal buildings. The other two properties are not currently outsourced.

2. All other conditions remain in full force and effect.

3. If a proposal has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:

---

---

4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on Page 15, Part II of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Officer  
Department of Finance, Purchasing Division

**BID FORM – ITB No. 16-30**

Instructions: Complete all THREE (3) parts of this bid form.

**PART I: Bid Summary**

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

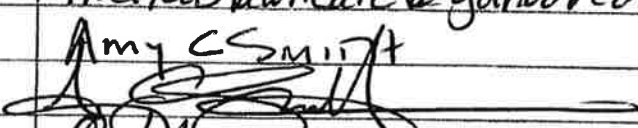
|    |                                    |                               |                       |
|----|------------------------------------|-------------------------------|-----------------------|
| 1. | JP Carr Complex                    | LUMP SUM                      | \$ 10,020.00 one year |
| 2. | Courthouse and Municipal Buildings | LUMP SUM                      | \$12,900.00 one year  |
| 3. | Portman Drive                      | LUMP SUM                      | \$ 2,584.00 one year  |
|    |                                    | <b>TOTAL</b><br>(lines 1 & 3) | \$ 25,504.00          |

**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"     | 10-10-16             | KS       |
| "2"     |                      |          |
| "3"     |                      |          |
| "4"     |                      |          |
| "5"     |                      |          |
| "6"     |                      |          |

**PART III: Vendor Information:**

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| Vendor Name                 | Five Fields Lawn Care - Amy Smith                                                    |
| Address                     | 1081 Old Mill Farms Dr Marietta, GA 30065                                            |
| Telephone                   | 770-851 8645                                                                         |
| E-Mail                      | fivefieldslawn@yaho.com                                                              |
| Representative (print name) | Amy C Smith                                                                          |
| Signature of Representative |  |
| Date Submitted              | October 13, 2016                                                                     |

CONTRACT AMENDMENT NO. 1 to the  
Landscape and Grounds Maintenance Services Agreement dated March 14, 2017

This AMENDMENT, made and entered into by and between ROCKDALE COUNTY, GEORGIA, hereinafter called the "County", and FIVE FIELDS LAWN CARE, hereinafter called the "Contractor", shall be incorporated into and become a part of the original Agreement cited immediately above.

WHEREAS, the parties previously agreed, pursuant to the Agreement to amend the contract as needed, and;

WHEREAS, a need to amend the contract has arisen.

NOW, THEREFORE, for and in consideration of the covenants and promises to be carried out by each party herein and in the original Agreement cited above, it is agreed by and between the parties as follows:

- Add additional lawn care maintenance services at the ~~BB&T Building~~ <sup>Rockdale Water Resources Customer Service Center</sup> to be utilized for Water Resources Customer Service Division in accordance with Contractor's proposal dated September 2, 2019 attached hereto and made a part hereof for an additional cost of \$250.00 per month, total of \$3,000 yearly as lined out in the proposal.
- Renew contract term by one year, until March 13, 2021.

All other terms and conditions remain in effect in accordance with the Agreement referenced in this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment on this 22<sup>nd</sup> day of October, 2019.

Five Fields Lawn Care

By:   
AMY C. SMITH  
Name (Typed or Printed)

OWNER  
Title

Witness:



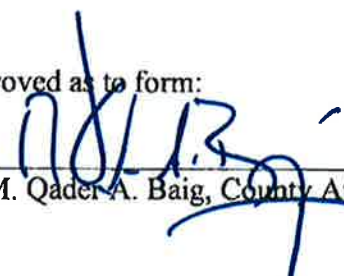
Rockdale County, Georgia

By:   
Osborn Nesbitt, Sr., Chairman

Attest:

  
Jennifer O. Rutledge, County Clerk

Approved as to form:

  
M. Qader A. Baig, County Attorney

**five fields**  
L A W N C A R E

770-851-8645

DATE: SEPTEMBER 2, 2019

**MAINTENANCE PROPOSAL FOR**

**OLD BB & T BUILDING**

CONYERS, GA

PROPER LANDSCAPE MAINTENANCE SUSTAINS THE QUALITY AND HEALTH OF A LANDSCAPED AREA AND PRESERVES THE INTENDED DESIGN CONCEPT. LANDSCAPING IS INTENDED TO PROVIDE OVERALL AESTHETICALLY PLEASING APPEARANCE FOR THE COMMUNITY.

FIVE FIELDS LAWN CARE HEREBY PROPOSES TO FURNISH THE MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF THE SERVICES LISTED BELOW. THE FOLLOWING IS TO SERVE AS REQUIRED SPECIFICATIONS AND TO PROVIDE GUIDANCE IN THE MAINTENANCE OF EACH OF THE AREAS WHICH FALL UNDER THE MAINTENANCE CONTRACT.

**A. MOWING**

THE TURF SHALL BE MOWED WEEKLY OR BI-WEEKLY DURING THE GROWING SEASON AND AS REQUIRED DURING THE WINTER MONTHS. THE MOWING HEIGHT SHALL BE APPROPRIATE TO THE TURF SPECIES.

**B. EDGING**

ALL TURF EDGES ALONG SIDEWALKS AND CURBS SHALL BE EDGED BEFORE EACH MOWING DURING THE ACTIVE GROWING SEASON AND AS REQUIRED FOR THE APPEARANCE FOR THE REMAINDER OF THE YEAR.

**C. DEBRIS REMOVAL** LITTER AND TRASH INCLUDING, RUBBISH, PAPER, BOTTLES, CANS, ROCKS/GRAVEL, AND OTHER DEBRIS SHALL BE REMOVED FROM ALL AREAS ON A WEEKLY BASIS.

**D. PRUNING**

TREES AND SHRUBS SHALL BE PRUNED TO MAINTAIN GROWTH WITHIN SPACE LIMITATIONS, TO MAINTAIN OR ENHANCE THE NATURAL GROWTH HABIT OR TO ELIMINATE DISEASED OR DAMAGED GROWTH. SOME SPECIES SHALL BE TRIMMED APPROPRIATELY TO INFLUENCE FLOWERING AND TO IMPROVE VIGOR.

**E. FERTILIZATION N/A**

FERTILIZATION SHALL COINCIDE WITH THE GROWING SEASON OF EACH SPECIFIC TURF. WEEDS SHALL BE CONTROLLED IN THE TURF AREAS. POST EMERGENT SHALL BE SPRAYED OR SPREAD AT THE MANUFACTURES RECOMMENDED RATES.

**F. IRRIGATION-N/A**

THE IRRIGATION SHALL BE OPERATED AT AN APPROPRIATE SEASONAL SCHEDULE, USING THE LEAST AMOUNT OF WATER NECESSARY TO MAINTAIN THE GROWTH, HEALTH, AND VIGOR OR ALL LANDSCAPE PLANT MATERIAL.

**SCOPE OF WORK OUTLINE:** INCLUDES THE ENTIRE PROPERTY. THIS INCLUDES THE SERVICES LISTED BELOW

MOWING  
EDGING  
WEED TRIMMING  
BLOWING  
DEBRIS (TRASH) REMOVAL  
WEED CONTROL  
INCLUDES PINE STRAW

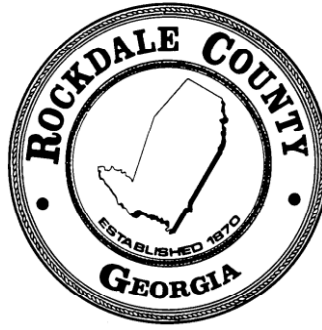
*EXTRAS ARE TO INCLUDE BUT NOT LIMITED TO: PER CUSTOMER REQUEST \*\* PLEASE CALL FIVE FIELDS LAWN CARE TO SET UP SCHEDULE FOR ANY EXTRA SERVICES.*

THE SERVICES ABOVE (NOT INCLUDING EXTRAS) COMES TO (\$250.00.) PER MONTH.

PER MONTH: \$250.00  
YEARLY: \$3000.00

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE  
WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 2**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 22, 2021**

**RFP #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

**A. Question:**

Is a map of the facilities covered by the ITB 21-10 available?

**Answer: No map is available.**

**B. Question:**

Rockdale County Fleet Services are y'all talking about cutting the whole building front and back I just decide where you see the building name and the voting area?

**Answer: The entire area.**

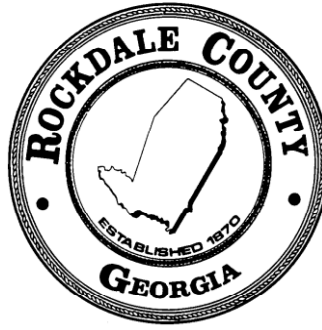
**C. Question:**

does Rockdale County want that whole Plaza cut or just the back area where the voting sign is in the back?

**Answer: The entire area.**

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

D. Question:

the area of the 911 Communities are we quitting just outside the gate or do you have to go inside the gate. The same with the recycling center one?

**Answer:** Inside the gate for 911 and recycling center.

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:  
  
\_\_\_\_\_  
\_\_\_\_\_
4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 15 of the Proposal Form.

***Tina Malone***

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

**BOARD OF COMMISSIONERS**

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



**DEPARTMENT OF FINANCE**

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 3**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 23, 2021**

**ITB #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

- A. Question:** I would like to make an open record request for the following:  
Landscape and Grounds Maintenance for General Services for the contract for the past 3 years or last awarded contract for the current solicitation ITB 21-10.

**Answer: See attached Contract.**

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:
- 
- 
4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 29 of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division



# ROUTE SLIP FOR CONTRACTS, AGREEMENTS, AND MOU'S

FOR PURCHASING USE ONLY

Tracking#

Contract# C-2017-30

Actual BOC Date: 3-14-17

## FOR USE BY THE USER DEPARTMENT

Department: Rec & Maintenance - Parks Contact Name & Extension: Sue Sanders X 7223

Project Title and Brief Summary: Yearly Landscape/Grounds Maintenance for Courthouse and JP Carr Complex

Term of Contract and/or Project: One year/renewable for three years

Vendor Name: Five Fields Lawn Care Contact/Email: Amy C. Smith

Address/Phone#: 1081 Old Mills Dr. Mansfield, GA 30055 / 770-851-8645

Contract \$ \$22,920/year Funding Source and Account Number #: 100-6200-522200-42

Priority: NEXTBOCKMTG / 30 / 60 / 90 (Choose One) Comments/Justify NEXTBOCKMTG:

Director/Elected Official Signature: Sue Roberts Date: 1/25/17

## FOR USE BY PURCHASING AND CONTRACTING DIVISION OF FINANCE

Date and Time Received: 1-26-17 Date and Time: 1/26/17

☒ ITB ☐ RFP ☒ Agreement/Contract ☐ Change Order No ☐ GSA/SWC

☐ Approved Sole Source ☐ Other (specify):

Projected BOC Meeting Date:

Comments/Notes: ITB # 16-30

Procurement Officer Signature: Jana Malone

## FOR USE BY THE DIRECTOR OR FINANCE

Date and Time Received: 1-26-17 Date and Time Out: 2-20-17

Funding Source: GF Budget Amount: \$23,000

Finance Officer Signature: R. Miller

## FOR USE BY COUNTY ATTORNEY

Date and Time Received: 1-26-17

☐ Returned to Purchasing with comments Date and Time Out:

Comments:

☐ Received from reroute (if applicable): Date and Time In:

☒ Approved as to form and Returned to Purchasing Date and Time Out: 1-27-17

County Attorney Signature:

## FOR USE BY THE CHIEF OF STAFF

Date and Time Received: Date and Time Out:

☐ Approved for Agenda Placement and Forwarded to County Clerk Agenda Date:

Comments/Notes:

Chief of Staff Signature:



Rockdale County Board of Commissioners

## Agenda Item Summary: Item #

Priority:  
RUSH/30/60/90

MEETING DATE:

Requesting Department  
Recreation and Maintenance / Park Maintenance Division

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Signature of Contract

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Approval of Contract for Landscape and Ground Maintenance Service

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board of Commissioners Focus Area or Goal)*



Yes



No

Customer Service

Summary & Background

*(First sentence includes Department recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Year round landscape and ground maintenance services for Courthouse and JP Carr Complex.

Fiscal Impact / Funding Source

*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

\$22,920/yr. / 100-6200-522200-42

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Contract – Landscape and Ground Services Agreement

Source of Additional Information

*(Type Name, Title, Department and Phone)*

Joel Strickland, Parks Manager, X 7126; 404-313-1143

### Department Head/Director's Approval

Typed Name and Title

Susan Sanders, Director Recreation and Maintenance

Phone

770-278-7223

Signature

*Sue Sanders*

Date

1/26/17

Chief of Staff  
Approval

## LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") entered into on this 14<sup>th</sup> day of March, 2017, between Five Fields Lawn Care, a company whose address is 1081 Old Mills Farms Drive, Mansfield, GA 30055 (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 the 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 Rockdale County locations at J.P. Carr Complex and the Courthouse and Municipal Buildings (hereinafter "Work"), and in accordance with the County's Invitation to Bid #16-30, and all addenda, incorporated herein by reference, (hereinafter "Work"), and as described in Contractor's bid dated October 13, 2016, 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 Director of the Rockdale County Recreation and Maintenance 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 (JP Carr Complex and Rockdale County Courthouse and Municipal Buildings) – 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 One Thousand, Seventy Five and 00/100 (\$1,075.00) Dollars for the Courthouse and Municipal Buildings. The County shall pay to the Contractor the monthly fee of Eight Hundred, Thirty Five and 00/100 (\$835.00) Dollars for the J.P. Carr Complex. Total monthly fee to be paid to Contractor, for both sites, is One Thousand, Nine Hundred Ten and 00/100 (\$1,910.00) 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. 2017-30

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 Board of Commissioners  
Attn: Tina Malone, Procurement Officer  
P.O. Box 289  
Conyers, Georgia 30012  
770-278-7552  
tina.malone@rockdalecountyga.gov

IF for Contractor:

Five Fields Lawn Care  
Attn: Amy C. Smith

1081 Old Mill Farms Drive  
Mansfield, GA 30055  
770-851-8645  
fivefieldslawncare@yahoo.com

**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.

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

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

Five Fields Lawn Care

By:

Amy C. Smith, Owner

Rockdale County, Georgia  
Board of Commissioners

By:

Oz Nesbitt, Sr., Chairman

Witness:

By:

Amy C. Smith

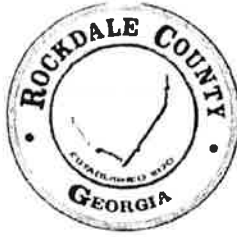
Attest:

Jennifer Rutledge, County Clerk

Approved as to form:

M. Qader A. Baig, County Attorney

Board of Commissioners  
Richard A. Oden, Chairman  
Oz Nesbitt, Sr., Commissioner  
Dr. Doreen Williams, Commissioner



Department of Finance  
Telephone: 770-278-7555  
Facsimile: 770-278-8910

**Addendum No. 1**

**ITB No. 16-30**

**Landscape and Gronds Maintenance at JP Carr Complex, Courthouse and Municipal Buildings, and Portman Drive**

**October 6, 2016**

**ITB #16-30** is hereby amended as follows:

1. Below is a question received and corresponding answer:

A. Question: Can Rockdale County provide the price for current services?

Answer: The County pays Kut Above Landscaping Solutions \$1,249/month for just the County Courthouse and Municipal buildings. The other two properties are not currently outsourced.

2. All other conditions remain in full force and effect.
3. If a proposal has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:  

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4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on Page 15, Part II of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Officer  
Department of Finance, Purchasing Division

# **INVITATION TO BID**

**No. 16-30**

## **ROCKDALE COUNTY, GEORGIA**

**September 21, 2016**

### **LANDSCAPE AND GROUNDS MAINTENANCE AT JP CARR COMPLEX, COURTHOUSE AND MUNICIPAL BUILDINGS, AND PORTMAN DRIVE**



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

**INTRODUCTION:**

This is an Invitation to Bid (ITB) for **Landscape and Grounds Maintenance at JP Carr Complex, Courthouse and Municipal Buildings, and Portman Drive** in Rockdale County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

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 invitation and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Dawn Spivey, Contract Specialist at [dawn.spivey@rockdalecountyga.gov](mailto:dawn.spivey@rockdalecountyga.gov) or at the following address:

Rockdale County Finance Department  
Attn: Dawn Spivey  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7553, Fax (770) 278-8910  
E-mail: [dawn.spivey@rockdalecountyga.gov](mailto:dawn.spivey@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:**

Three (3) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*). CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

All bid materials must be completed and enclosed in a sealed envelope prior to submittal. 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:**

One (1) year from date of Notice to Proceed with option to renew three (3) additional one-year terms.

**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, October 13, 2016**. Bids received after this time will not be accepted.

**PRE-BID CONFERENCE:**

There will be a **MANDATORY** Pre-Bid Conference held at the **Rockdale County Administration Building, 958 Milstead Avenue, 1<sup>st</sup> Floor Conference Room No. 106, Conyers, GA 30012, at 10:00 a.m., local time, Monday, October 3, 2016.** Site visits will follow immediately after this meeting. Any questions and/or misunderstandings that

may arise from this ITB may be asked and answered at the pre-bid conference. Questions received after the pre-bid conference must be submitted in writing to [dawn.spivey@rockdalecountyga.gov](mailto:dawn.spivey@rockdalecountyga.gov) or at the above address. *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 [dawn.spivey@rockdalecountyga.gov](mailto:dawn.spivey@rockdalecountyga.gov) or at the above address no later than **2:00 p.m., local time, on Thursday, October 6, 2016**. 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](http://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](http://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](http://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 (3) three references from projects with similar experience using the materials and process in this Invitation to Bid.

#### **ESCALATION CLAUSE:**

During the life of the contract, if the successful bidder requests a price increase, the successful bidder shall furnish price lists to the County for his/her increases and those of his/her supplier (e.g. factory) increases, as and if prices are changed. Furnish also a list of his/her supplier's (e.g. factory) prices that had been in effect during bidder's earlier prices; so that County can see the difference. Price change will be in effect only after receipt and approval of one copy of these price lists, (or catalogs), by the Rockdale County Purchasing Department. Price lists and changes thereto are to be furnished under the contract and without charge to the County. Catalogue(s) or Price List(s) are to be submitted to Purchasing Department, P.O. Box 289, Conyers, GA 30012. All price increases will require Board of Commissioners approval as a change order to the contract.

#### **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.

**PROPRIETARY INFORMATION:**

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.

**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.

**QUANTITIES:**

The quantities listed in the Bidders Response Schedule are provided as an estimate for bid purposes. The County will not be obligated to quantities beyond actual needs.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and/or Evaluation Committee makes 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:**

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

| Coverage                                                                 | Limits of Liability                                                                |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 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                                                                |                                                                                    |
| Property Coverage                                                        | Equal to or greater than the existing building limit<br>if performing renovations. |
| (If hazardous substances are involved)                                   |                                                                                    |
| Contractor's Pollution Liability (with 1 year extended reporting period) |                                                                                    |
| Each Occurrence                                                          | \$1,000,000.00                                                                     |
| Aggregate                                                                | \$2,000,000.00                                                                     |
| 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 to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

**BONDS:****N/A****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.

**ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY**

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities, and scrolling down to the bottom of the page.

**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 **ITB# 16-30** must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids 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. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.
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, Telegraphic 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 #58-800068K
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.

## BID SPECIFICATIONS:

The specifications are as follows and on the attached pages:

### General:

Purchase Price shall include delivery, F.O.B. Rockdale County, Conyers, GA 30012.

### Landscape and Grounds Maintenance At JP Carr Complex, Courthouse and Municipal Buildings, and Portman Drive

Rockdale County is seeking qualified bidders to provide year round landscape and grounds maintenance services for the JP Carr Complex, the Courthouse and Municipal Buildings, and Portman Drive. All general maintenance must be done on Saturdays or before / after office working hours as not to interfere with 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 / bedlines
- 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 / bedlines 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 Human Resources and Tax Assessors – 981 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 though 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 / bedlines

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 / bedlines 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.

### **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 / bedlines

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 / bedlines 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.

### 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: Amy C. Smith

Emergency telephone number: 6-342-4068 Cell Number: 7851-8645

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, and Portman Drive) – All sites are to be maintained according to the contract 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.

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. 16-30**

Instructions: Complete all THREE (3) parts of this bid form.

**PART I: Bid Summary**

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

|    |                                    |                               |                       |
|----|------------------------------------|-------------------------------|-----------------------|
| 1. | JP Carr Complex                    | LUMP SUM                      | \$ 10,020.00 one year |
| 2. | Courthouse and Municipal Buildings | LUMP SUM                      | \$12,900.00 one year  |
| 3. | Portman Drive                      | LUMP SUM                      | \$ 2,584.00 one year  |
|    |                                    | <b>TOTAL</b><br>(lines 1 & 3) | \$ 25,504.00          |

**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"     | 10-10-16             | KS       |
| "2"     |                      |          |
| "3"     |                      |          |
| "4"     |                      |          |
| "5"     |                      |          |
| "6"     |                      |          |

**PART III: Vendor Information:**

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| Vendor Name                 | Five Fields Lawn Care - Amy Smith                                                    |
| Address                     | 1081 Old Mill Farms Dr Marietta, GA 30067                                            |
| Telephone                   | 770-851 8645                                                                         |
| E-Mail                      | fivefieldslawncare@yahoo.com                                                         |
| Representative (print name) | Amy C Smith                                                                          |
| Signature of Representative |  |
| Date Submitted              | October 13, 2016                                                                     |

**ROCKDALE COUNTY BOARD OF COMMISSIONERS  
NON-COLLUSION AFFIDAVIT OF VENDOR**

State of Georgia )

County of Rockdale )

Amy C. Smith, being first duly sworn, deposes and says that:

(1) He/She is Amy C. Smith (owner, partner officer, representative, or agent) of Five Fields Lawn Care, 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) [Signature]

(Title) OWNER

Subscribed and Sworn to before me this 10<sup>th</sup> day of October, 2016

Name Kingsley R Allen

Title Office Manager

My commission expires (Date) Jan. 31, 2017



**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 RFP 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 \_\_\_\_\_, 20 \_\_\_\_.

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date) \_\_\_\_\_

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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-verify #574416  
Federal Work Authorization User Identification Number

APRIL 2010  
Date of Authorization

Amy C. Smith  
Name of Contractor

Rockdale County Maintenance Contract  
Name of Project

Rockdale County Government  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on MAR. 1, 2017 in LOV (city), GA (state)

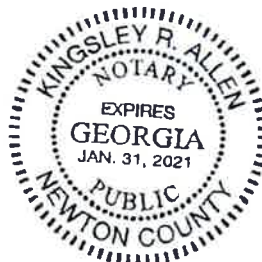
[Signature]  
Signature of Authorized Officer or Agent

AMY C. SMITH OWNER  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 1 DAY OF March, 2017

Kingsley R Allen  
NOTARY PUBLIC

My Commission Expires:  
1-31-2021



### Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned 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 with (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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. 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 Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
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 it 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-subcontractors hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

### Affidavit Verifying Status for County Public Benefit Application

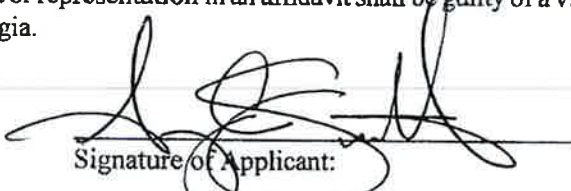
By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I Amy C. Smith, [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 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: 10/10/16

Amy C Smith  
Printed Name:

\*  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
10<sup>th</sup> DAY OF October, 2016.

  
Notary Public

My commission Expires: Jan 31 2017



\*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.

\_\_\_\_\_

### Affidavit Verifying Status for County Public Benefit Application

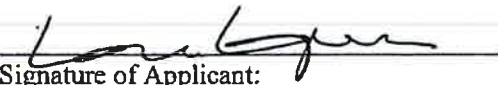
By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I Hilario Lopez [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section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

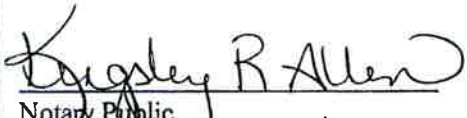
Date: 10-10-16

Printed Name: Hilario Lopez

\*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
10 DAY OF October, 2016.

  
Notary Public  
My commission Expires: Jan 31, 2017



\*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.

\_\_\_\_\_

### 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 GERMAN LOPEZ. [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.

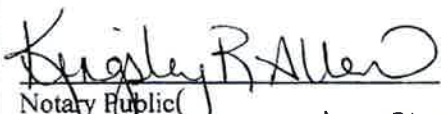
  
Signature of Applicant

10-10-16  
Date

GERMAN LOPEZ  
Printed Name:

\* \_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
10 DAY OF October, 2016.

  
Notary Public  
My commission Expires: Jan 31, 2017



\*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.

\_\_\_\_\_

### 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 VICTOR MENDEZ [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]*  
Signature of Applicant:

10-10-16  
Date

VICTOR MENDEZ  
Printed Name:

\*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
10 DAY OF October, 2016.

*Kingsley R Allen*  
Notary Public

My Commission Expires: Jan 31 2017



\*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.

### Affidavit Verifying Status for County Public Benefit Application

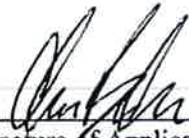
By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I CHRIS BAKER. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section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

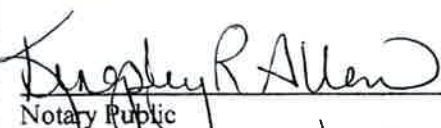
  
Signature of Applicant:

10-10-16  
Date

CHRIS BAKER  
Printed Name:

\*  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
10 DAY OF October, 2016.

  
Notary Public

My commission Expires: Jan 31, 2017



\*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.

### 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 Bill Smith. [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.

William H. Smith  
Signature of Applicant:

10-10-16  
Date

William H. Smith  
Printed Name:

\*  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
10<sup>th</sup> DAY OF October, 2016.

Kingsley R Allen  
Notary Public  
My commission Expires: Jan 31, 2017



\*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: Five Fields Lawn Care- Amy Smith

### 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: 1081 Old Mill Farms Drive  
Mansfield, GA 30055
- B. Previous Name or address of contractor: 2543 Lake Capri Rd.  
Conyers, GA 30012
- C. Current president or CEO and years in position: 6 years- CEO- Owner
- D. Number of permanent employees: 6 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) 2016 to present | 220,091.00 |
| B. | Expenditures (Gross)             | 78,000.00  |
| C. | Overhead & Admin (Gross)         | 46,523.00  |
| D. | Profit (Gross)                   | 56,000.00  |

2. YEAR PRIOR TO "1" ABOVE: 2015

|    |                          |            |
|----|--------------------------|------------|
| A. | Revenues (Gross)         | 327,613.91 |
| B. | Expenditures (Gross)     | 115,650.00 |
| C. | Overhead & Admin (Gross) | 75,000.00  |
| D. | Profit (Gross)           | 125,000.00 |

3. YEAR PRIOR TO "2" ABOVE: 2014

|    |                          |            |
|----|--------------------------|------------|
| A. | Revenues (Gross)         | 239,579.30 |
| B. | Expenditures (Gross)     | 91,347.00  |
| C. | Overhead & Admin (Gross) | 61,619.00  |
| D. | Profit (Gross)           | 58,613.00  |

**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).

no

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).

no

**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:

**Project #1:**

Name and Address:

Harland Clarke

2939 Miller Road

Decatur, GA 30035

Date of Construction/Project:

May 2, 2011

Type of Construction/Project: Installation of plant material  
Weekly maintenance contract 5 buildings on 42 acres

Contract Price: \$7,000.00 a month maintenance

Owner contact info: Evelyn Pope- facilities manager  
770-593-5067

Architect/Engineer contact info:  
(if applicable)

**Project #2:**

Name and Address: Hampton Inn, Conyers and Covington, and Covington Village  
1340 Dogwood Dr. SE  
Conyers, GA 30013

Date of Construction/Project: January 2012 to present

Type of Construction/Project: Maintain plant material, mulch, pine straw on a seasonal basis  
Mow, weed eat, blow parking lots, weed control

Contract Price: Average \$5000 plus in plant materials a year  
Maintenance contract - \$1150.00 a month

Owner contact info: Adrian Mitchell- facilities manager  
adrian.mitchell@hilton.com

Architect/Engineer contact info:  
(if applicable)

**Project #3:**

Name and Address: Academy of Scholars  
5096 Panola Industrial Blvd  
Decatur, Ga

Date of Construction/Project: October 2013 to present

Type of Construction/Project: maintenance of 10 acres of property  
Install seasonal colors and mulch

Contract Price: \$15500.00 a year

Owner contact info: Wanda Foote

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? no

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? no

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? no

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? no

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? no

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? no

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):

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## 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 have a horticultural and design degree from Quinnell Technical College and I have 20 years in the landscape industry.

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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

Title

10-10-16  
Date

Sworn to and subscribed before me

This 10<sup>th</sup> day of October 2016

Signature

Notary Public

My Commission Expires: Jan. 31, 2017



Morgan County Planning and Development  
Occupational Tax Department  
Post Office Box 1357  
150 East Washington Street, Suite 200  
Madison, Georgia 30650

## Occupational Tax Certificate

**2017 - 145**

Occupational Tax Number

**Five Fields Lawn Care**  
**1081 Old Mill Farms Drive**  
**Mansfield, Georgia 30655**

Amy C. Smith  
Proprietor

### Landscape Services

NAICS Number **561730**

Issue Date **1/11/2017**

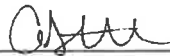
Type **Home Office**

Expiration Date **12/31/2017**

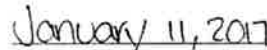
Occupancy **Residential**

Receipt Amount **\$110.00**

Mailing Address  
**Five Fields Lawn Care**  
**1081 Old Mill Farms Drive**  
**Mansfield, Georgia 30655**



Authorizing Agent Signature



Approval Date

It is the responsibility of the business owner to notify this department of any changes of ownership or status of the business.  
This Occupational Tax Certificate is only valid until the expiration date printed on this certificate. Failure to renew this  
certificate prior to the expiration will result in a penalty and/or fine.



# Georgia Department of Agriculture

Gary W. Black, Commissioner

19 Martin Luther King Jr. Drive, SW • Atlanta, Georgia 30334-4201  
Agricultural Inputs • Pesticide Section • Phone: (404)656-4958 • Fax: (404) 657-8378

Nichols Nursery  
2700 Oglesby Bridge Rd.  
Conyers, GA 30094

The enclosed Georgia Contractors License is valid through 12/31/2017.

We have updated our website. Visit [www.kellysolutions.com/GA/Contractors](http://www.kellysolutions.com/GA/Contractors) to take a look at the new layout. There are a number of useful tools to help you manage your license, including being able to update your user information online. You can renew your license by making a secure payment by credit card, and you can find applicator recertification courses. If you have questions, check out the FAQs section. We hope you enjoy these new user-friendly features.

If you have questions or concerns regarding your Contractor License, please contact: Georgia Department of Agriculture - Pesticide Section, (404) 656-4958.

(Fold or cut on line to display)

## Georgia Department of Agriculture

Gary W. Black, Commissioner  
Pesticide Division

19 M.L.K. Jr. Drive, SW, Room 410  
Atlanta, GA 30334

Tele: (404) 656-4958 Fax: (404) 657-8378  
[agr.georgia.gov/pesticides.aspx](http://agr.georgia.gov/pesticides.aspx)

# PESTICIDE CONTRACTOR LICENSE

Expiration Date:

12/31/2017

License Number:

15218

Nichols Nursery  
2700 Oglesby Bridge Rd.  
Conyers GA 30094



Categories:

24;

This License Must Be Posted At All Times In A Prominent Location.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                       |  |                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Thomas E. Burden<br>1001 Pennington Rd<br>Madison GA 30650                         |  | <b>CONTACT NAME:</b> Eddie Burden<br><b>PHONE (A/C, No, Ext):</b> 706-342-0414<br><b>FAX (A/C, No):</b> 706-342-7024<br><b>E-MAIL ADDRESS:</b> teburden@gfb.org                                                                 |  |
| <b>INSURED</b><br>Amy Smith<br>Five Fields Lawn care<br>1081 Old Mills Farms Dr<br>Mansfield GA 30055 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> United States Liability Insurance Co<br><b>INSURER B:</b> Wesco Insurance Company<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                    | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                       |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC |           |          | CP1608248A    | 03/11/2016              | 03/11/2017              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ included<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS                                                                         |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                        |
|          | <b>UMBRELLA LIAB</b><br><b>EXCESS LIAB</b><br><input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br><b>DED</b> <b>RETENTIONS</b>                                                                                                                                                                 |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                     |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y/N <input type="checkbox"/> N/A                                                                                     |           |          |               |                         |                         | WC STATUS/TOY LIMITS OTH ER<br>E.L. EACH ACCIDENT \$ 100,000<br>E.L. DISEASE - EA EMPLOYEE \$ 100,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                                                                                              |
|          |                                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Landscape Gardening

**CERTIFICATE HOLDER****CANCELLATION**

|                                                                        |                                                                                                                                                                                                                   |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rockdale County Government<br><br>958 Milstead Ave<br>Conyers GA 30012 | <b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b><br><br><b>AUTHORIZED REPRESENTATIVE</b><br> |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                      |  |                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Thomas E Burden<br><br>1001 Pennington Rd<br>Madison GA 30650                     |  | <b>CONTACT NAME:</b> Eddie Burden<br><b>PHONE (A/C, No, Ext):</b> 706-342-0414<br><b>E-MAIL ADDRESS:</b> <a href="mailto:eburden@gfb.org">eburden@gfb.org</a><br><b>FAX (A/C, No):</b> 706-342-7024 |
| <b>INSURED</b><br>Amy Smith<br>Five Fields Lawncare<br>1081 Old Mills Farms Dr<br>Mansfield GA 30055 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Ga Farm Bureau<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F:                                                             |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                        | ADDL SUBR INSR WVD                  | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                           |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>GENERAL LIABILITY</b><br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR<br><br><input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC |                                     |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS COMP/OP AGG \$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS                                                                         | X                                   | BAP 3200058   | 11/25/2016              | 05/25/2017              | COMBINED SINGLE LIMIT (Ea accident) \$ 300,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                          |
|          | <b>UMBRELLA LIAB</b><br><b>EXCESS LIAB</b><br><br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                                                     |                                     |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                               |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                             | Y/N<br><input type="checkbox"/> N/A |               |                         |                         | WC STATUTORY LIMITS<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                  |
| A        | Automobile Liability                                                                                                                                                                                                                                                                                                     |                                     | BAP 3200060   | 11/25/2016              | 05/25/2017              | Combined Single Limit 300,000                                                                                                                                                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Landscape Gardening

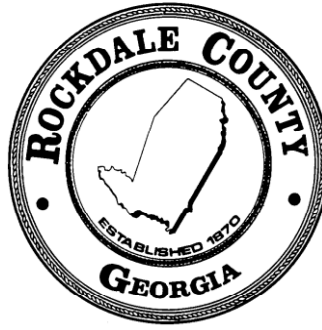
**CERTIFICATE HOLDER****CANCELLATION**

|                                                                        |                                                                                                                                                                                                    |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rockdale County Government<br><br>958 Milstead Ave<br>Conyers GA 30012 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS<br><br>AUTHORIZED REPRESENTATIVE<br> |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**BOARD OF COMMISSIONERS**

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



**DEPARTMENT OF FINANCE**  
WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 4**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 30, 2021**

**ITB #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

**A. Question:** Each property page provided in the ITB has a section labeled “Seasonal Enhancements” Services such as pinestraw 1x per year and annual flowers 2x per year, are these to be included in the pricing within the contract or are these enhancements to be provided and billed outside this contract?

**Answer: Please include in the contract.**

**B. Question:** Are any detention/retention pond maintenance included in this contract?

**Answer: No**

**C. Question:** Is a turf care program (fertilization and pre-emergence) to be included for any site listed within this ITP? Upon site inspections performed, The courthouse complex and the JP Carr Complex are the only sites receiving turf care.

**Answer: No**

**D. Question:** Grimes Bridge Park – are the open vacant lots south of the park included as part of the park?

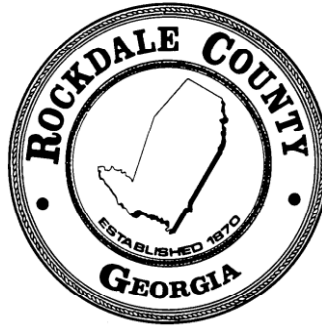
**Answer: No**

**E. Question:** At the Recycling Center, what is the expectation if any to maintain the kudzo and the very back of the lot?

**Answer: The Kudzo will need to be sprayed once it is cut. The back of the lot needs to be**

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

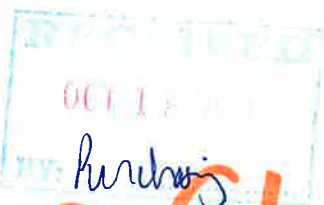
cut as well.

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:  
  
\_\_\_\_\_  
\_\_\_\_\_
4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 29 of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

Board of Commissioners  
Agenda Item Transmittal Form  
Procurement/Contract Transmittal Form



**Close-Out**

Type of contract: 1 year ☐ Multi-year ☒ Single Event ☐ Purchasing Use Only Contract #:

☐ Submission Information

Contact Name: Sue Sanders - ext. 7223

Department: General Services - Parks

Project Title: Yearly Landscape/grounds  
Maintenance for Courthouse, Portman Dr., JP Carr  
Complex, RWR Customer Service

Funding Account Number: 100-6200-522200-61 &  
505-4410-522200-44

Contract amount:

Contract Type: Goods ( ) Services (x) Labor ( )

Contract Action: New (X) Renewal ( ) Change Order ( )

Original Contract Number:

☐ Vendor Information

Vendor Name: Pinnacle Maintenance, LLC

Address: 863 Flat Shoals Rd. Suite C358

Address: Conyers, GA. 30094

Email: Koreysargeant@yahoo.com

Phone #: 770-851-8645

Contact: Korey Sargeant

Term of contract: 1 year with option to renew for 3  
additional 1-year periods

Finance Director Signature

I have reviewed the attached contract, and the amount is  
approved for processing.

Signature:

Date:

Procurement Officer Signature

I have reviewed the attached contract, and it is in compliance  
with Purchasing Policies of Rockdale County.

Signature:

Date:

*Jane Malone* 10/19/21  
by provided

Summary: General Services recommends a contract with Pinnacle Maintenance, LLC. This will include:

- Services for maintenance/landscaping of grounds for Courthouse, Portman Dr., JP Carr Complex and Rockdale Water Resource Customer Service Center.

ITB-21-10- As per Specifications

Department Head/Elected Official Signature:

Date:

*Sue Sanders*

10/18/2021



GEORGIA  
CORPORATIONS  
DIVISION

GEORGIA SECRETARY OF STATE

BRAD  
RAFFENSPERGER

[HOME \(/\)](#)**BUSINESS SEARCH****BUSINESS INFORMATION**

|                              |                                                                                    |                                           |                                                  |
|------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------|
| Business Name:               | <b>PINNACLE<br/>MAINTENANCE LLC</b>                                                | Control Number:                           | <b>19042794</b>                                  |
| Business Type:               | <b>Domestic Limited<br/>Liability Company</b>                                      | Business Status:                          | <b>Active/Compliance</b>                         |
| NAICS Code:                  | <b>Construction</b>                                                                | NAICS Sub Code:                           | <b>All Other Specialty<br/>Trade Contractors</b> |
| Principal Office<br>Address: | <b>7310 STONECREST<br/>CONCOURSE, Suite<br/>C358, LITHONIA, GA,<br/>30094, USA</b> | Date of Formation /<br>Registration Date: | <b>3/8/2019</b>                                  |
| State of Formation:          | <b>Georgia</b>                                                                     | Last Annual<br>Registration Year:         | <b>2021</b>                                      |

**REGISTERED AGENT INFORMATION**

Registered Agent  
Name: **linwood cameron**

Physical Address: **863 Flat Shoals Road, Suite C358, Conyers, GA, 30094, USA**

County: **Rockdale**

[Back](#)[Filing History](#)[Name History](#)[Return to Business Search](#)



# INTERDEPARTMENTAL MEMORANDUM

Department  
of Finance  
Purchasing Division

TO: Jason Redmond  
FROM: Tina Malone, Procurement & Purchasing Manager, Finance  
DATE: July 8, 2021  
SUBJECT: ITB No. 21-10: Landscape and Grounds Maintenance for General Services

Attached find copy(ies) of bid(s) / proposal (s) and abstract.

There are certain rules and regulations which govern the dissemination of bid information. To protect the County and the integrity of our process, it is requested that you do not give out any information concerning these bids. If you have anyone seeking this information, refer them to Purchasing. The bid copies are confidential, and no bidder is permitted to handle them.

If departments have questions or need clarifications regarding bids, such questions must be submitted to Purchasing in writing, and Purchasing will address any questions to the vendor and provide the information back to the department.

Our analysis of the bids indicates that the following is (are) low bidder(s) meeting specification, and we anticipate to recommend award to:

Please review and advise low bidder meeting specification.

If you agree that the above listed bidder(s) should be awarded the contract, please indicate your agreement. If you think otherwise, please give reasons and your alternative recommendation. Further, it is requested that this form along with an agenda transmittal form with your recommendation be completed and returned no later than the close of business on Friday, July 23, 2021.

Keep a copy of the abstract for your files and make your comments/recommendation(s) below or on a separate sheet and return them to us.

If you have any questions, please call me as our department is always ready to assist you.

*Tina Malone*  
Tina Malone, CPPO, CPPB

Procurement Manager, Finance, Procurement Division

TM/mp

## Department's Response

Date 7/23/2021

This bidder meets ~~does not meet~~ our approval. (please circle the appropriate response)

Return this memorandum with your comments whether or not your recommendation concurs with that of Purchasing.

Recommendation Pinnacle Maintenance LLC meets the specifications required for Landscape and grounds maintenance.

*Jason Redmond* 7/23/2021  
Person Completing Form Date

*Sue Sanders* 8/11/2021  
Department Director Date

# ROCKDALE COUNTY

958 Miltstead Avenue Conyers, GA 30012



ITB# 21-10: Landscape and Grounds,  
Maintenance for General Services

7/08/2021 BID OPENING 2:00 P.M.

## BID TABULATION SHEET

| Number | Vendor                                | Lump Sum Price |  |  |  |  |  |  |  | COMMENTS |
|--------|---------------------------------------|----------------|--|--|--|--|--|--|--|----------|
| 1      | Harvey Properties and Lawn Care, Inc. | \$79,100.00    |  |  |  |  |  |  |  |          |
| 2      | Yellowstone Landscape                 | \$160,357.00   |  |  |  |  |  |  |  |          |
| 3      | ARTSCAPE, Inc.                        | \$200,734.75   |  |  |  |  |  |  |  |          |
| 4      | Pinnacle Maintenance, LLC             | \$43,875.00    |  |  |  |  |  |  |  |          |
| 5      | Pro Cutters Landscapes, Inc.          | \$91,284.00    |  |  |  |  |  |  |  |          |
| 6      | Mearoo Young - Young Industries       | \$154,300.00   |  |  |  |  |  |  |  |          |
| 7      |                                       |                |  |  |  |  |  |  |  |          |
| 8      |                                       |                |  |  |  |  |  |  |  |          |
| 9      |                                       |                |  |  |  |  |  |  |  |          |
| 10     |                                       |                |  |  |  |  |  |  |  |          |
| 11     |                                       |                |  |  |  |  |  |  |  |          |
| 12     |                                       |                |  |  |  |  |  |  |  |          |
| 13     |                                       |                |  |  |  |  |  |  |  |          |
| 14     |                                       |                |  |  |  |  |  |  |  |          |
| 15     |                                       |                |  |  |  |  |  |  |  |          |

*Meagan Porch*

Meagan Porch

Date

7/8/2021



Brian P. Kemp  
Governor

J. Alexander Atwood  
Commissioner

### State of Georgia Suspended and Debarred Suppliers

The following list of suppliers have been suspended or debarred from receiving State of Georgia contracts as of the respective effective date through the identified expiration date:

| Supplier Name | Supplier ID | Supplier Address | Status<br>(Suspended/Debarred) | Effective Date | Expiration Date |
|---------------|-------------|------------------|--------------------------------|----------------|-----------------|
| NONE          |             |                  |                                |                |                 |

## LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between PINNACLE MAINTENANCE, LLC, a company whose address is 863 Flat Shoals Road, SE, Suite C358, Conyers, Georgia 30094 (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 four (4) Rockdale County Sites at J.P. Carr Complex, Courthouse and Municipal Buildings, Portman Drive, and the Water Resources Customer Service Building (hereinafter "Work"), and in accordance with the County's Invitation to Bid (ITB) No. 21-10, and all addenda, incorporated herein by reference, (hereinafter "Work"); and as described in Contractor's bid dated July 3, 2021 and August 27, 2021, 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 General Services 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 **One Thousand Eight Hundred Twenty Dollars and .83/100 (\$1,820.83)** for all four (4) 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. 2021-\_\_\_\_\_

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](mailto:tina.malone@rockdalecountyga.gov)

IF for Contractor:

Pinnacle Maintenance, LLC  
Attn: Korey Sarjeant  
863 Flat Shoals Road, Suite C358  
Conyers, GA 30094  
404-434-1184/404-980-0081  
[Koreysarjeant@yahoo.com](mailto:Koreysarjeant@yahoo.com)

**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.

PINNACLE MAINTENANCE, LLC

ROCKDALE COUNTY, GEORGIA

By: Kimwood Cameron

By: \_\_\_\_\_  
Osborn Nesbitt, Sr., Chairman

Witness:

Natasha Cameron

Attest:

\_\_\_\_\_  
Jennifer Rutledge, County Clerk



Approved as to form:

\_\_\_\_\_  
M. Qader A. Baig, County Attorney

## BID FORM – ITB No. 21-10

Complete both parts of this Bid Form

### PART I: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

|    |                                             |    |            |
|----|---------------------------------------------|----|------------|
| 1. | Rockdale Water Resource Building – Lump Sum | \$ | \$9,200.00 |
|----|---------------------------------------------|----|------------|

### PART II: Vendor Information:

|                             |                                                        |
|-----------------------------|--------------------------------------------------------|
| Vendor Name                 | Pinnacle Maintenace Inc.                               |
| Address                     | 863 Flat Shoals Road SE C35E<br>Conyers, Georgia 30094 |
| Telephone                   | 404-434-1184 / 404-980-0081                            |
| E-Mail                      | Koreysarjeant@yahoo.com                                |
| Representative (print name) | Korey Sarjeant                                         |
| Signature of Representative | <i>Korey A.B. Sarjeant</i>                             |
| Date Submitted              | 08-27-2021                                             |

## **Landscape and Grounds Maintenance At Rockdale Water Resource Building**

Rockdale County is seeking qualified bidders to provide year-round landscape and grounds maintenance services for the Rockdale water resource building located at 940 South Main Street NE, Conyers, GA 30012.

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

### **Rockdale Water Resource Building**

#### **Property to be maintained**

940 South 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 / bedlines

- 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 / bedlines 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.

Fertilization shall coincide with the growing season of each specific turf. Weeds shall be controlled in the turf areas. Post emergent shall be sprayed or spread at the manufactures recommended rates.

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

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

## BID FORM – ITB No. 21-10

Instructions: Complete all THREE parts of this bid form.

### PART I: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

|     |                                                                                   |                                            |
|-----|-----------------------------------------------------------------------------------|--------------------------------------------|
| 1.  | JP Carr Complex – Lump Sum                                                        | \$ 5,150.00                                |
| 2.  | Courthouse & Municipal Buildings – Lump Sum                                       | \$ 4,000.00                                |
| 3.  | Portman Drive – Lump Sum                                                          | \$ 3,500.00                                |
| 4.  | CE Steele Community Center – Lump Sum                                             | \$ 2,100.00                                |
| 5.  | Pine Log Park – Lump Sum                                                          | \$ 7,525.00                                |
| 6.  | Shady Grove Park – Lump Sum                                                       | \$ 700.00                                  |
| 7.  | Milstead Park & Median ( <u>up to pavilion &amp; old water tower</u> ) – Lump Sum | \$ 4,900.00                                |
| 8.  | Grimes Street Park – Lump Sum                                                     | \$ 1,120.00                                |
| 9.  | Lakeview Estates Parks #1 & #2 – Lump Sum                                         | \$ 2,100.00                                |
| 10. | E911 Communications – Lump Sum                                                    | \$ 1,100.00                                |
| 11. | Recycling Center – Lump Sum                                                       | \$ 2,100.00                                |
| 12. | Library – Lump Sum                                                                | \$ 2,100.00                                |
| 13. | Voting/4-H Complex – Lump Sum                                                     | \$ 3,500.00                                |
| 14. | Animal Control – Lump Sum                                                         | \$ 2,100.00                                |
| 15. | Welcome Rock – Lump Sum                                                           | \$ 500.00                                  |
| 16. | Fleet Services – Lump Sum                                                         | \$ 2,500.00                                |
| 17. | <b>TOTAL LUMP SUM PRICE (Lines 1 through 16)</b>                                  | \$ 43,875.00 <small>Type text here</small> |

**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"     | 7-3-2021             | KS       |
| "2"     | 7-3-2021             | KS       |
| "3"     | 7-3-2021             | KS       |
| "4"     | 7-3-2021             | KS       |
| "5"     |                      |          |
| "6"     |                      |          |

**PART III: Vendor Information:**

|                             |                                                            |
|-----------------------------|------------------------------------------------------------|
| Vendor Name                 | Pinnacle Maintenace LLC.                                   |
| Address                     | 863 Flat Shoals Roads Suite c358<br>Conyers, Georgia 30094 |
| Telephone                   | (404) 434-1184                                             |
| E-Mail                      | koreysarjeant@yahoo.com                                    |
| Representative (print name) | Korey A.B. Sarjeant                                        |
| Signature of Representative | <i>Korey A.B. Sarjeant</i>                                 |
| Date Submitted              | 7-3-2021                                                   |

**BOARD OF COMMISSIONERS**

**OSBORN NESBITT, SR., CHAIRMAN**

**Sherri L. Washington, Commissioner Post I**

**Dr. Doreen Williams, Commissioner Post II**



**DEPARTMENT OF FINANCE**

**WILLIAM VAUGHN, DEPUTY DIRECTOR**

**TELEPHONE: 770-278-7555**

**FACSIMILE: 770- 278-8910**

**Addendum No. 4**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 30, 2021**

**ITB #21-10 is hereby amended as follows:**

**1. Below are questions received and corresponding answers:**

- A. Question:** Each property page provided in the ITB has a section labeled "Seasonal Enhancements" Services such as pinestraw 1x per year and annual flowers 2x per year, are these to be included in the pricing within the contract or are these enhancements to be provided and billed outside this contract?

**Answer: Please include in the contract.**

- B. Question:** Are any detention/retention pond maintenance included in this contract?

**Answer: No**

- C. Question:** Is a turf care program (fertilization and pre-emergence) to be included for any site listed within this ITP? Upon site inspections performed, The courthouse complex and the JP Carr Complex are the only sites receiving turf care.

**Answer: No**

- D. Question:** Grimes Bridge Park – are the open vacant lots south of the park included as part of the park?

**Answer: No**

- E. Question:** At the Recycling Center, what is the expectation if any to maintain the kudzo and the very back of the lot?

**Answer: The Kudzo will need to be sprayed once it is cut. The back of the lot needs to be**

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DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR

TELEPHONE: 770-278-7555

FACSIMILE: 770-278-8910

cut as well.

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:  
  
\_\_\_\_\_  
\_\_\_\_\_
4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 29 of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO

Procurement Manager

Department of Finance, Purchasing Division

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DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770-278-8910

**Addendum No. 3**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 23, 2021**

ITB #21-10 is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

- A. Question: I would like to make an open record request for the following:  
Landscape and Grounds Maintenance for General Services for the contract for the past 3 years or last awarded contract for the current solicitation ITB 21-10.

---

**Answer: See attached Contract.**

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:
- 
- 
4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 29 of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

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Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 2**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 22, 2021**

**RFP #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

**A. Question:**

Is a map of the facilities covered by the ITB 21-10 available?

**Answer: No map is available.**

**B. Question:**

Rockdale County Fleet Services are y'all talking about cutting the whole building front and back I just decide where you see the building name and the voting area?

**Answer: The entire area.**

**C. Question:**

does Rockdale County want that whole Plaza cut or just the back area where the voting sign is in the back?

**Answer: The entire area.**

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DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770-278-8910

D. Question:

the area of the 911 Communities are we quitting just outside the gate or do you have to go inside the gate. The same with the recycling center one?

**Answer:** Inside the gate for 911 and recycling center.

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:

---

---

4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 15 of the Proposal Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

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Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 1**

**RFP No. 21-10  
Landscape and Grounds Maintenance For General Services**

**June 16, 2021**

**RFP #21-10 is hereby amended as follows:**

**1. Below are questions received and corresponding answers:**

**A. Question:**

If you are awarded the bid When does the contract begins?

**Answer: The current contract ends 9/12/21. A new contract is anticipated to start 9/13/21.**

**B. Question:**

If you are awarded the bid. What are the payment arrangements monthly?

**Answer: Our payment terms are Net 30 days.**

**C. Question:**

what was the last winning contract Amount on this Proposal? And who was the vendor?

**Answer: See attached Contract No. 2017-30, Five Fields**

**D. Question:**

Is there a current contractor in place or is this the first time you are getting quotes on the locations?

**Answer: Current contract with Five Fields**

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**DEPARTMENT OF FINANCE**

**WILLIAM VAUGHN, DEPUTY DIRECTOR**

**TELEPHONE: 770-278-7555**

**FACSIMILE: 770- 278-8910**

**E. Question:**

If there is a contractor, can you post the Tally sheet, please?

**Answer: See answer to C**

**F. Question:**

How much was the prior award?

**Answer: See answer to C**

**G. Question:**

Is it mandatory to bid on all properties?

**Answer: No, Rockdale County reserves the right to make no award, one award, or multiple awards.**

**H. Question:** I am requesting the bid tabs for the current contract holder who has been doing this job.

**Answer: See answer C**

2. All other conditions remain in full force and effect.

3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:

---

---

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Sherri L. Washington, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR

TELEPHONE: 770-278-7555

FACSIMILE: 770- 278-8910

4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 15 of the Proposal Form.

Tina Malone

Tina Malone, CPPB CPPO

Procurement Officer

Department of Finance, Purchasing Division

**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:

| Coverages:                          | Limits of Liability:           |
|-------------------------------------|--------------------------------|
| 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

#### **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](http://www.rockdalecountyga.gov), Bid Opportunities. Local vendors interested in being considered for the Local Vendor Preference must submit an

The Local Vendor Preference Policy: will   X   / will not        - apply to this ITB or RFP.

#### **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.

**Landscape and Grounds Maintenance At  
JP Carr Complex, Courthouse and Municipal Buildings,  
and Portman Drive, CE Steele Community Center, Pine Log Park, Shady Grove  
Park, Milstead Park and median (up to the pavilion/old water tower), Grimes  
Street Park, Lakeview Estates Park #1 and #2, E911 Communications, Recycling  
Center, Library, Voting/4H, Animal Control, Welcome rock and Fleet**

Rockdale County is seeking qualified bidders to provide year round landscape and grounds maintenance services for the JP Carr Complex, the Courthouse and Municipal Buildings, and Portman Drive, CE Steele Community Center, Pine Log Park, Shady Grove Park, Milstead Park and median (up to the pavilion/old water tower), Grimes Street Park, Lakeview Estates Park #1 and #2, E911 Communications, Recycling Center, Library, Voting/4H, Animal Control, Welcome rock and Fleet

All general maintenance must be done on Saturdays or before / after office working hours as not to interfere with 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 / bedlines
- 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 / bedlines 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 Human Resources and Tax Assessors – 981 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 / bedlines  
 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 / bedlines 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.

## **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 / bedlines

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 / bedlines 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.

## **CE STEELE COMMUNITY CENTER**

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

CE Steele Community Center – 1040 Oakland Ave 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 / bedlines

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 / bedlines 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.

## **PINE LOG PARK**

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

Pine Log Park – 1451 Pine Log Road 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 / bedlines

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 / bedlines 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.

## **SHADY GROVE PARK**

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

Shady Grove Park – 2100 Old Covington Road Conyers, Ga 30013

### **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 / bedlines

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 / bedlines 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.

## **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 / bedlines

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 / bedlines as needed

Weed-eat around structures and obstacles as needed

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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.

## **GRIME STREET PARK**

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

Grime Street Park – 1792 Grimes Street 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 / bedlines

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  
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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.

## **LAKEVIEW ESTATES PARK**

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

Lakeview Estates #1 – 2500 Lake Rockaway Road Conyers, Ga 30012

Lakeview Estates #2- 50 Skyline Drive 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 / bedlines

Weed-eat around structures and obstacles as needed

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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

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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.

## **E911 COMMUNICATIONS**

**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 / bedlines

Weed-eat around structures and obstacles as needed

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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.

## **RECYCLING CENTER**

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

Recycling Center – 1200 Sigman Rd 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 / bedlines

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Bi-Weekly Grounds and Landscape Maintenance as follows:

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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.

## **CONYERS-ROCKDALE LIBRARY**

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

Conyers-Rockdale Library – 864 Green Street SW 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"

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

## **VOTING/4H**

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

Rockdale County Election (Voting/4H) – 1261 Commerical Dr. SW ST. B 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"

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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.

## **ANIMAL CONTROL**

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

Rockdale County Animal Control – 1506 Rockbridge 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"

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Edge all curbs, walkways, and turf / bedlines

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Bi-Weekly Grounds and Landscape Maintenance as follows:

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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.

## **WELCOME ROCK**

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

Welcome Rock – 1040 Oakland Ave 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 / bedlines

Weed-eat around structures and obstacles as needed

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Bi-Weekly Grounds and Landscape Maintenance as follows:

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

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Keep all landscape and flower beds neat and weed free

### **Seasonal Enhancements**

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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.

## **FLEET**

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

Rockdale County Fleet Services – 2570 Old Covington Hwy 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 / bedlines

Weed-eat around structures and obstacles as needed

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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

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### **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, and Portman Drive, CE Steele Community Center, Pine Log Park, Shady Grove Park, Milstead Park and median (up to the pavilion/old water tower), Grimes Street Park, Lakeview Estates Park #1 and #2, E911 Communications, Recycling Center, Library, Voting/4H, Animal Control, Welcome rock and Fleet) – All sites are to be maintained according to the contract 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.

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.

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: Korey A.B. Sarjeant

Emergency telephone number: 4044341184 Cell Number: 4044341184

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.

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF VENDOR**

State of Georgia

County of Rockdale

Linwood Cameron, being first duly sworn, deposes and says that:

(1) He/She is 100% (owner, partner officer, representative, or agent) of Pinnacle Maintenance LLC 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.

Linwood Cameron  
(Signed)

Owner  
(Title)

Subscribed and Sworn to before me this 4<sup>th</sup> day of November, 2021

Name Natasha Cameron

Title Notary 2/1/2025  
My commission expires (Date)



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

State of Georgia )

County of Rockdale )

Alexis Little, being first duly sworn, deposes and says that:

(1) He/She is Representative (owner, partner officer, representative, or agent) of Pro Turf LLC, 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.

Alex Little  
(Signed)

Operations Manager

(Title)

Subscribed and Sworn to before me this 26<sup>th</sup> day of November, 2021.

Name Natasha Cameron

Title Notary

My commission expires (Date) 2/1/2025



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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

1717760  
Federal Work Authorization User Identification Number

7/20/21  
Date of Authorization

Pinnacle Maintenance LLC  
Name of Contractor

21-10 ITB Grounds Maintenance  
Name of Project

Rockdale County  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov. 4, 2021 in Rockdale (city), Georgia (state).

Linwood Cameron  
Signature of Authorized Officer or Agent

Linwood Cameron  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 4th DAY OF November, 2021  
Natasha Cameron  
NOTARY PUBLIC

My Commission Expires: 2/1/2025



**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned 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 with (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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

179942

Federal Work Authorization User Identification Number

01-14-2009

Date of Authorization

Pro Turf LLC

Name of Subcontractor

Landscape and Grounds Maintenance for General Service:

Name of Project

Pro Turf LLC

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov, 22, 2021 in Conyers (city), Georgia (state).

Alex Little  
 Signature of Authorized Officer or Agent

Alexis Little

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
 ON THIS THE 26<sup>th</sup> DAY OF NOVEMBER, 2021.

Natasha Cameron

NOTARY PUBLIC

My Commission Expires:

2/1/2025

**Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies it 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-subcontractors hereby attests that its federal work authorization user identification number and date of authorization are as follows:

179942

Federal Work Authorization User Identification Number

01-14-2009

Date of Authorization

Pro Turf LLC

Name of Sub-Subcontractor

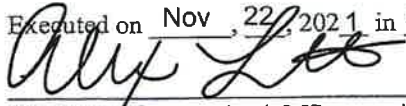
Landscape and Grounds Maintenance for General Services

Name of Project

Pro Turf LLC

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov 22, 2021 in Conyers (city), Georgia (state).


Signature of Authorized Officer or Agent

Alexis Little

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 26<sup>th</sup> DAY OF NOVEMBER, 2021.



NOTARY PUBLIC

My Commission Expires: 2/1/2025

**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 Linwood Cameron, [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.

Linwood Cameron  
Signature of Applicant:

11/4/21  
Date

Linwood Cameron  
Printed Name:

\*  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
4<sup>th</sup> DAY OF Nov, 2021.

Notasha Cameron  
Notary Public  
My commission Expires: 2/1/2025



\*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.



# Georgia Department of Agriculture

Gary W. Black, Commissioner

19 Martin Luther King Jr. Drive, SW • Atlanta, Georgia 30334-4201  
Agricultural Inputs • Pesticide Section • Phone: (404)656-4958 • Fax: (404) 657-8378

Pro-Turf  
4400 Sterling Forest Dr.  
Decatur, GA 30034

The enclosed Georgia Contractors License is valid through 12/31/2021.

We have updated our website. Visit [www.kellysolutions.com/GA/Contractors](http://www.kellysolutions.com/GA/Contractors) to take a look at the new layout. There are a number of useful tools to help you manage your license, including being able to update your user information online. You can renew your license by making a secure payment by credit card, and you can find applicator recertification courses. If you have questions, check out the FAQs section. We hope you enjoy these new user-friendly features.

If you have questions or concerns regarding your Contractor License, please contact: Georgia Department of Agriculture - Pesticide Section, (404) 656-4958.

(Fold or cut on line to display)

## Georgia Department of Agriculture

Gary W. Black, Commissioner

Pesticide Division

19 M.L.K. Jr. Drive, SW, Room 410

Atlanta, GA 30334

Tele: (404) 656-4958 Fax: (404) 657-8378  
[agr.georgia.gov/pesticides.aspx](http://agr.georgia.gov/pesticides.aspx)

# PESTICIDE CONTRACTOR LICENSE

Expiration Date:

12/31/2021

License Number:

100185

Pro-Turf  
4400 Sterling Forest Dr.  
Decatur GA 30034

Categories:  
24; 26; 27;

This License Must Be Posted At All Times In A Prominent Location.



## CITY OF STONECREST

### BUSINESS LICENSE

OCCUPATIONAL TAX CERTIFICATE  
3120 STONECREST BLVD  
STONECREST, GA 30038

# 2020

ACCOUNT NUMBER: BL19-000496

BUSINESS NAME: PINNACLE  
MAINTENANCE LLC

DESCRIPTION: LANDSCAPING SERVICES

NAICS CODE: 561730

DATE ISSUED: 12/17/2019

EXPIRES: 12/31/2020

MAIL TO:  
PINNACLE MAINTENANCE LLC  
7310 STONECREST CONCOURSE  
STONECREST, GA 30038

BUSINESS LOCATION:  
7310 STONECREST CONCOURSE  
STONECREST, GA 30038

**NON REFUNDABLE - NON TRANSFERABLE**

**THIS LICENSE MUST BE POSTED IN PUBLIC VIEW**



Board of Commissioners  
Agenda Item Transmittal Form  
Procurement/Contract Transmittal Form

Type of contract: 1 year ☐ Multi-year ☒ Single Event ☐

Purchasing Use Only  
Contract #: C-2021-202

☐ Submission Information

Contact Name: Sue Sanders - ext. 7223

Department: General Services - Parks

Project Title: Yearly Landscape/grounds  
Maintenance for Courthouse, Portman Dr., JP Carr  
Complex, RWR Customer Service

Funding Account Number: 100-6200-522200-61 &  
505-4410-522200-44

Contract amount:

Contract Type: Goods ( ) Services (x) Labor ( )

Contract Action: New (X) Renewal ( ) Change Order ( )

Original Contract Number:

☐ Vendor Information

Vendor Name: Pinnacle Maintenance, LLC

Address: 863 Flat Shoals Rd. Suite C358

Address: Conyers, GA. 30094

Email: Koreysargeant@yahoo.com

Phone #: 770-851-8645

Contact: Corey Sargeant

Term of contract: 1 year with option to renew for 3  
additional 1-year periods

BOC APPROVED

Date: 12-14-21

Initials: [signature]

Finance Director Signature

I have reviewed the attached contract, and the amount is  
approved for processing.

Signature: [signature]

Date: 11/30/2021

Procurement Officer Signature

I have reviewed the attached contract, and it is in compliance  
with Purchasing Policies of Rockdale County.

Signature: [signature]

Date: 10/19/21

Summary: General Services recommends a contract with Pinnacle Maintenance, LLC. This will include:

- Services for maintenance/landscaping of grounds for Courthouse, Portman Dr., JP Carr Complex and Rockdale Water Resource Customer Service Center.

ITB-21-10- As per Specifications

Department Head/Elected Official Signature:

[signature]

Date:

10/18/2021



GEORGIA  
CORPORATIONS  
DIVISION

GEORGIA SECRETARY OF STATE  
**BRAD  
RAFFENSPERGER**

[HOME \(/\)](#)

## BUSINESS SEARCH

### BUSINESS INFORMATION

|                              |                                                                                    |                                           |                                                  |
|------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------|
| Business Name:               | <b>PINNACLE<br/>MAINTENANCE LLC</b>                                                | Control Number:                           | <b>19042794</b>                                  |
| Business Type:               | <b>Domestic Limited<br/>Liability Company</b>                                      | Business Status:                          | <b>Active/Compliance</b>                         |
| NAICS Code:                  | <b>Construction</b>                                                                | NAICS Sub Code:                           | <b>All Other Specialty<br/>Trade Contractors</b> |
| Principal Office<br>Address: | <b>7310 STONECREST<br/>CONCOURSE, Suite<br/>C358, LITHONIA, GA,<br/>30094, USA</b> | Date of Formation /<br>Registration Date: | <b>3/8/2019</b>                                  |
| State of Formation:          | <b>Georgia</b>                                                                     | Last Annual<br>Registration Year:         | <b>2021</b>                                      |

### REGISTERED AGENT INFORMATION

Registered Agent  
Name: **linwood cameron**

Physical Address: **863 Flat Shoals Road, Suite C358, Conyers, GA, 30094, USA**

County: **Rockdale**

[Back](#)

[Filing History](#)

[Name History](#)

[Return to Business Search](#)



# INTERDEPARTMENTAL MEMORANDUM

Department  
of Finance  
Purchasing Division

TO: Jason Redmond  
FROM: Tina Malone, Procurement & Purchasing Manager, Finance  
DATE: July 8, 2021  
SUBJECT: ITB No. 21-10: Landscape and Grounds Maintenance for General Services

Attached find copy(ies) of bid(s) / proposal (s) and abstract.

There are certain rules and regulations which govern the dissemination of bid information. To protect the County and the integrity of our process, it is requested that you do not give out any information concerning these bids. If you have anyone seeking this information, refer them to Purchasing. The bid copies are confidential, and no bidder is permitted to handle them.

If departments have questions or need clarifications regarding bids, such questions must be submitted to Purchasing in writing, and Purchasing will address any questions to the vendor and provide the information back to the department.

Our analysis of the bids indicates that the following is (are) low bidder(s) meeting specification, and we anticipate to recommend award to:

Please review and advise low bidder meeting specification.

If you agree that the above listed bidder(s) should be awarded the contract, please indicate your agreement. If you think otherwise, please give reasons and your alternative recommendation. Further, it is requested that this form along with an agenda transmittal form with your recommendation be completed and returned no later than the close of business on Friday, July 23, 2021.

Keep a copy of the abstract for your files and make your comments/recommendation(s) below or on a separate sheet and return them to us.

If you have any questions, please call me as our department is always ready to assist you.

*Tina Malone*

Tina Malone, CPPO, CPPB

Procurement Manager, Finance, Procurement Division

## Department's Response

TM/mp

Date 7/23/2021

This bidder meets ~~does not meet~~ our approval. (please circle the appropriate response)

Return this memorandum with your comments whether or not your recommendation concurs with that of Purchasing.

Recommendation

Pinnacle Maintenance LLC meets the specifications required for Landscape and grounds maintenance.

*Jason Redmond*  
Person Completing Form

7/23/2021  
Date

*Sue Sanders*  
Department Director

8/11/2021  
Date

# ROCKDALE COUNTY

955 Milstead Avenue Conyers, GA 30012



ITB# 21-10: Landscape and Grounds  
Maintenance for General Services

7/08/2021 BID OPENING 2:00 P.M.

## BID TABULATION SHEET

| Number | Vendor                                | Lump Sum Price |  |  |  |  |  |  |  | COMMENTS |
|--------|---------------------------------------|----------------|--|--|--|--|--|--|--|----------|
| 1      | Harvey Properties and Lawn Care, Inc. | \$79,100.00    |  |  |  |  |  |  |  |          |
| 2      | Yellowstone Landscape                 | \$160,357.00   |  |  |  |  |  |  |  |          |
| 3      | ARTSCAPE, Inc.                        | \$200,734.75   |  |  |  |  |  |  |  |          |
| 4      | Pinnacle Maintenance, LLC             | \$43,875.00    |  |  |  |  |  |  |  |          |
| 5      | Pro Cutters Landscapes, Inc.          | \$91,284.00    |  |  |  |  |  |  |  |          |
| 6      | Mearco Young - Young Industries       | \$154,300.00   |  |  |  |  |  |  |  |          |
| 7      |                                       |                |  |  |  |  |  |  |  |          |
| 8      |                                       |                |  |  |  |  |  |  |  |          |
| 9      |                                       |                |  |  |  |  |  |  |  |          |
| 10     |                                       |                |  |  |  |  |  |  |  |          |
| 11     |                                       |                |  |  |  |  |  |  |  |          |
| 12     |                                       |                |  |  |  |  |  |  |  |          |
| 13     |                                       |                |  |  |  |  |  |  |  |          |
| 14     |                                       |                |  |  |  |  |  |  |  |          |
| 15     |                                       |                |  |  |  |  |  |  |  |          |

*Meagan Porch*

Meagan Porch

Date

7/8/2021



Brian P. Kemp  
Governor

J. Alexander Atwood  
Commissioner

### State of Georgia Suspended and Debarred Suppliers

The following list of suppliers have been suspended or debarred from receiving State of Georgia contracts as of the respective effective date through the identified expiration date:

| Supplier Name | Supplier ID | Supplier Address | Status<br>(Suspended/Debarred) | Effective Date | Expiration Date |
|---------------|-------------|------------------|--------------------------------|----------------|-----------------|
| NONE          |             |                  |                                |                |                 |

## LANDSCAPE AND GROUNDS MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") entered into on this 14<sup>th</sup> day of December, 2021, between PINNACLE MAINTENANCE, LLC, a company whose address is 863 Flat Shoals Road, SE, Suite C358, Conyers, Georgia 30094 (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 four (4) Rockdale County Sites at J.P. Carr Complex, Courthouse and Municipal Buildings, Portman Drive, and the Water Resources Customer Service Building (hereinafter "Work"), and in accordance with the County's Invitation to Bid (ITB) No. 21-10, and all addenda, incorporated herein by reference, (hereinafter "Work"), and as described in Contractor's bid dated July 3, 2021 and August 27, 2021, 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 General Services 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 **One Thousand Eight Hundred Twenty Dollars and .83/100 (\$1,820.83)** for all four (4) 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. 2021-202

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](mailto:tina.malone@rockdalecountyga.gov)

IF for Contractor:

Pinnacle Maintenance, LLC  
Attn: Korey Sarjeant  
863 Flat Shoals Road, Suite C358  
Conyers, GA 30094  
404-434-1184/404-980-0081  
[Koreysarjeant@yahoo.com](mailto:Koreysarjeant@yahoo.com)

**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.

PINNACLE MAINTENANCE, LLC

ROCKDALE COUNTY, GEORGIA

By: Kimwood Cameron

By: Osborn Nesbitt, Sr.  
Osborn Nesbitt, Sr., Chairman

Witness:

Natasha Cameron

Attest:

Jennifer Rutledge  
Jennifer Rutledge, County Clerk



Approved as to form:  
M. Qader A. Baig  
M. Qader A. Baig, County Attorney

## BID FORM – ITB No. 21-10

Complete both parts of this Bid Form

### PART I: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

|    |                                             |    |            |
|----|---------------------------------------------|----|------------|
| 1. | Rockdale Water Resource Building – Lump Sum | \$ | \$9,200.00 |
|----|---------------------------------------------|----|------------|

### PART II: Vendor Information:

|                             |                                                        |
|-----------------------------|--------------------------------------------------------|
| Vendor Name                 | Pinnacle Maintenance Inc.                              |
| Address                     | 863 Flat Shoals Road SE C358<br>Conyers, Georgia 30094 |
| Telephone                   | 404-434-1184 / 404-980-0081                            |
| E-Mail                      | Koreysarjeant@yahoo.com                                |
| Representative (print name) | Korey Sarjeant                                         |
| Signature of Representative | <i>Korey A.B. Sarjeant</i>                             |
| Date Submitted              | 08-27-2021                                             |

## **Landscape and Grounds Maintenance At Rockdale Water Resource Building**

Rockdale County is seeking qualified bidders to provide year-round landscape and grounds maintenance services for the Rockdale water resource building located at 940 South Main Street NE, Conyers, GA 30012.

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

### **Rockdale Water Resource Building**

#### **Property to be maintained**

940 South 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 / bedlines

- 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 / bedlines 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.

Fertilization shall coincide with the growing season of each specific turf. Weeds shall be controlled in the turf areas. Post emergent shall be sprayed or spread at the manufactures recommended rates.

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

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

## BID FORM – ITB No. 21-10

Instructions: Complete all THREE parts of this bid form.

### PART I: Bid Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Bid Form.

|     |                                                                      |                                            |
|-----|----------------------------------------------------------------------|--------------------------------------------|
| 1.  | JP Carr Complex – Lump Sum                                           | \$ 5,150.00                                |
| 2.  | Courthouse & Municipal Buildings – Lump Sum                          | \$ 4,000.00                                |
| 3.  | Portman Drive – Lump Sum                                             | \$ 3,500.00                                |
| 4.  | CE Steele Community Center – Lump Sum                                | \$ 2,100.00                                |
| 5.  | Pine Log Park – Lump Sum                                             | \$ 7,525.00                                |
| 6.  | Shady Grove Park – Lump Sum                                          | \$ 700.00                                  |
| 7.  | Milstead Park & Median (up to pavilion & old water tower) – Lump Sum | \$ 4,900.00                                |
| 8.  | Grimes Street Park – Lump Sum                                        | \$ 1,120.00                                |
| 9.  | Lakeview Estates Parks #1 & #2 – Lump Sum                            | \$ 2,100.00                                |
| 10. | E911 Communications – Lump Sum                                       | \$ 1,100.00                                |
| 11. | Recycling Center – Lump Sum                                          | \$ 2,100.00                                |
| 12. | Library – Lump Sum                                                   | \$ 2,100.00                                |
| 13. | Voting/4-H Complex – Lump Sum                                        | \$ 3,500.00                                |
| 14. | Animal Control – Lump Sum                                            | \$ 2,100.00                                |
| 15. | Welcome Rock – Lump Sum                                              | \$ 500.00                                  |
| 16. | Fleet Services – Lump Sum                                            | \$ 2,500.00                                |
| 17. | <b>TOTAL LUMP SUM PRICE (Lines 1 through 16)</b>                     | \$ 43,875.00 <small>Type text here</small> |

**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"     | 7-3-2021             | KS       |
| "2"     | 7-3-2021             | KS       |
| "3"     | 7-3-2021             | KS       |
| "4"     | 7-3-2021             | KS       |
| "5"     |                      |          |
| "6"     |                      |          |

**PART III: Vendor Information:**

|                             |                                                           |
|-----------------------------|-----------------------------------------------------------|
| Vendor Name                 | Pinnacle Maintenance LLC.                                 |
| Address                     | 863 Flat Shoals Road Suite c358<br>Conyers, Georgia 30094 |
| Telephone                   | (404) 434-1184                                            |
| E-Mail                      | koreysarjeant@yahoo.com                                   |
| Representative (print name) | Korey A.B. Sarjeant                                       |
| Signature of Representative | <i>Korey A.B. Sarjeant</i>                                |
| Date Submitted              | 7-3-2021                                                  |

**BOARD OF COMMISSIONERS**

OSBORN NESBITT, SR., CHAIRMAN  
Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



**DEPARTMENT OF FINANCE**

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 4**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 30, 2021**

**ITB #21-10 is hereby amended as follows:**

**1. Below are questions received and corresponding answers:**

- A. Question:** Each property page provided in the ITB has a section labeled “Seasonal Enhancements” Services such as pinestraw 1x per year and annual flowers 2x per year, are these to be included in the pricing within the contract or are these enhancements to be provided and billed outside this contract?

**Answer: Please include in the contract.**

- B. Question:** Are any detention/retention pond maintenance included in this contract?

**Answer: No**

- C. Question:** Is a turf care program (fertilization and pre-emergence) to be included for any site listed within this ITP? Upon site inspections performed, The courthouse complex and the JP Carr Complex are the only sites receiving turf care.

**Answer: No**

- D. Question:** Grimes Bridge Park – are the open vacant lots south of the park included as part of the park?

**Answer: No**

- E. Question:** At the Recycling Center, what is the expectation if any to maintain the kudzo and the very back of the lot?

**Answer: The Kudzo will need to be sprayed once it is cut. The back of the lot needs to be**

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DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

cut as well.

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:  
  
\_\_\_\_\_  
\_\_\_\_\_
4. All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 29 of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

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Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



**DEPARTMENT OF FINANCE**

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 3**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 23, 2021**

**ITB #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

- A. Question:** I would like to make an open record request for the following:  
Landscape and Grounds Maintenance for General Services for the contract for the past 3 years or last awarded contract for the current solicitation ITB 21-10.

**Answer: See attached Contract.**

- 2.** All other conditions remain in full force and effect.
- 3.** If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:

---

---

- 4.** All bidders under this Invitation to Bid are kindly requested to acknowledge receipt of this Addendum on page 29 of the Bid Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

BOARD OF COMMISSIONERS

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Sherri L. Washington, Commissioner Post I  
Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

**Addendum No. 2**

**ITB No. 21-10**

**Landscape and Grounds Maintenance**

**June 22, 2021**

**RFP #21-10** is hereby amended as follows:

**1. Below are questions received and corresponding answers:**

**A. Question:**

Is a map of the facilities covered by the ITB 21-10 available?

**Answer: No map is available.**

**B. Question:**

Rockdale County Fleet Services are y'all talking about cutting the whole building front and back I just decide where you see the building name and the voting area?

**Answer: The entire area.**

**C. Question:**

does Rockdale County want that whole Plaza cut or just the back area where the voting sign is in the back?

**Answer: The entire area.**

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Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR  
TELEPHONE: 770-278-7555  
FACSIMILE: 770- 278-8910

D. Question:

the area of the 911 Communities are we quitting just outside the gate or do you have to go inside the gate. The same with the recycling center one?

**Answer:** Inside the gate for 911 and recycling center.

2. All other conditions remain in full force and effect.
3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:  
  
\_\_\_\_\_  
\_\_\_\_\_
4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 15 of the Proposal Form.

*Tina Malone*

Tina Malone, CPPB CPPO  
Procurement Manager  
Department of Finance, Purchasing Division

BOARD OF COMMISSIONERS

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Sherri L. Washington, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR

TELEPHONE: 770-278-7555

FACSIMILE: 770-278-8910

**Addendum No. 1**

**RFP No. 21-10**

**Landscape and Grounds Maintenance For General Services**

**June 16, 2021**

**RFP #21-10 is hereby amended as follows:**

**1. Below are questions received and corresponding answers:**

**A. Question:**

If you are awarded the bid When does the contract begins?

**Answer: The current contract ends 9/12/21. A new contract is anticipated to start 9/13/21.**

**B. Question:**

If you are awarded the bid. What are the payment arrangements monthly?

**Answer: Our payment terms are Net 30 days.**

**C. Question:**

what was the last winning contract Amount on this Proposal? And who was the vendor?

**Answer: See attached Contract No. 2017-30, Five Fields**

**D. Question:**

Is there a current contractor in place or is this the first time you are getting quotes on the locations?

**Answer: Current contract with Five Fields**

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**Dr. Doreen Williams, Commissioner Post II**



**DEPARTMENT OF FINANCE**

**WILLIAM VAUGHN, DEPUTY DIRECTOR**

**TELEPHONE: 770-278-7555**

**FACSIMILE: 770- 278-8910**

**E. Question:**

If there is a contractor, can you post the Tally sheet, please?

**Answer: See answer to C**

**F. Question:**

How much was the prior award?

**Answer: See answer to C**

**G. Question:**

Is it mandatory to bid on all properties?

**Answer: No, Rockdale County reserves the right to make no award, one award, or multiple awards.**

**H. Question:** I am requesting the bid tabs for the current contract holder who has been doing this job.

**Answer: See answer C**

2. All other conditions remain in full force and effect.

3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:

---

---

BOARD OF COMMISSIONERS

OSBORN NESBITT, SR., CHAIRMAN

Sherri L. Washington, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



DEPARTMENT OF FINANCE

WILLIAM VAUGHN, DEPUTY DIRECTOR

TELEPHONE: 770-278-7555

FACSIMILE: 770- 278-8910

4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 15 of the Proposal Form.

*Tina Malone*

Tina Malone, CPPB CPPO

Procurement Officer

Department of Finance, Purchasing Division

**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:

| Coverages:                          | Limits of Liability:           |
|-------------------------------------|--------------------------------|
| 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

#### **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](http://www.rockdalecountyga.gov), Bid Opportunities. Local vendors interested in being considered for the Local Vendor Preference must submit an

The Local Vendor Preference Policy: will   X   / will not        - apply to this ITB or RFP.

#### **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.

**Landscape and Grounds Maintenance At  
JP Carr Complex, Courthouse and Municipal Buildings,  
and Portman Drive, CE Steele Community Center, Pine Log Park, Shady Grove  
Park, Milstead Park and median (up to the pavilion/old water tower), Grimes  
Street Park, Lakeview Estates Park #1 and #2, E911 Communications, Recycling  
Center, Library, Voting/4H, Animal Control, Welcome rock and Fleet**

Rockdale County is seeking qualified bidders to provide year round landscape and grounds maintenance services for the JP Carr Complex, the Courthouse and Municipal Buildings, and Portman Drive, CE Steele Community Center, Pine Log Park, Shady Grove Park, Milstead Park and median (up to the pavilion/old water tower), Grimes Street Park, Lakeview Estates Park #1 and #2, E911 Communications, Recycling Center, Library, Voting/4H, Animal Control, Welcome rock and Fleet

All general maintenance must be done on Saturdays or before / after office working hours as not to interfere with 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 / bedlines
- 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 / bedlines 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 Human Resources and Tax Assessors – 981 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 / bedlines  
 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 / bedlines 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.

## **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 / bedlines

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 / bedlines 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.

## **CE STEELE COMMUNITY CENTER**

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

CE Steele Community Center – 1040 Oakland Ave 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 / bedlines

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 / bedlines 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.

## **PINE LOG PARK**

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

Pine Log Park – 1451 Pine Log Road 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 / bedlines

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 / bedlines 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.

## **SHADY GROVE PARK**

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

Shady Grove Park – 2100 Old Covington Road Conyers, Ga 30013

### **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 / bedlines

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 / bedlines 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.

## **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 / bedlines

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 / bedlines 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.

## **GRIME STREET PARK**

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

Grime Street Park – 1792 Grimes Street 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 / bedlines

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 / bedlines 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.

## **LAKEVIEW ESTATES PARK**

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

Lakeview Estates #1 – 2500 Lake Rockaway Road Conyers, Ga 30012

Lakeview Estates #2- 50 Skyline Drive 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 / bedlines

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

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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.

## **E911 COMMUNICATIONS**

**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 / bedlines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

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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

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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.

## **RECYCLING CENTER**

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

Recycling Center – 1200 Sigman Rd 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 / bedlines

Weed-eat around structures and obstacles as needed

Keep all parking lots and curbs clean of litter and debris

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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

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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.

## **CONYERS-ROCKDALE LIBRARY**

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

Conyers-Rockdale Library – 864 Green Street SW 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 / bedlines

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

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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.

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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.

## **VOTING/4H**

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

Rockdale County Election (Voting/4H) – 1261 Commerical Dr. SW ST. B 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 / bedlines

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

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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

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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.

## **ANIMAL CONTROL**

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

Rockdale County Animal Control – 1506 Rockbridge 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 / bedlines

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

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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  
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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.

## **WELCOME ROCK**

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

Welcome Rock – 1040 Oakland Ave 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 / bedlines

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

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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  
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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.

## **FLEET**

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

Rockdale County Fleet Services – 2570 Old Covington Hwy 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 / bedlines

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

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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

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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, and Portman Drive, CE Steele Community Center, Pine Log Park, Shady Grove Park, Milstead Park and median (up to the pavilion/old water tower), Grimes Street Park, Lakeview Estates Park #1 and #2, E911 Communications, Recycling Center, Library, Voting/4H, Animal Control, Welcome rock and Fleet) – All sites are to be maintained according to the contract 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.

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.

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: Korey A.B. Sarjeant

Emergency telephone number: 4044341184 Cell Number: 4044341184

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.

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF VENDOR**

State of Georgia

County of Rockdale

Linwood Cameron, being first duly sworn, deposes and says that:

(1) He/She is 100% (owner, partner officer, representative, or agent) of Pinnacle Maintenance LLC 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.

Linwood Cameron  
(Signed)

Owner  
(Title)

Subscribed and Sworn to before me this 4<sup>th</sup> day of November, 2021

Name Natasha Cameron

Title Notary 2/1/2025  
My commission expires (Date)



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

State of Georgia )

County of Rockdale )

Alexis Little, being first duly sworn, deposes and says that:

(1) He/She is Representative (owner, partner officer, representative, or agent) of Pro Turf LLC, 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) *Alex Little*

Operations Manager

(Title)

Subscribed and Sworn to before me this 26<sup>th</sup> day of November, 2021.

Name Natasha Cameron

Title Notary

My commission expires (Date) 2/1/2025



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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

1717760  
Federal Work Authorization User Identification Number

7/20/21  
Date of Authorization

Pinnacle Maintenance LLC  
Name of Contractor

21-10 ITB Grounds Maintenance  
Name of Project

Rockdale County  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov. 4, 2021 in Rockdale (city), Georgia (state).

Linwood Cameron  
Signature of Authorized Officer or Agent

Linwood Cameron  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 4th DAY OF November, 2021  
Natasha Cameron  
NOTARY PUBLIC

My Commission Expires: 2/1/2025



**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned 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 with (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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

179942

Federal Work Authorization User Identification Number

01-14-2009

Date of Authorization

Pro Turf LLC

Name of Subcontractor

Landscape and Grounds Maintenance for General Service:

Name of Project

Pro Turf LLC

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov, 22, 2021 in Conyers (city), Georgia (state).

Alex Little  
 Signature of Authorized Officer or Agent

Alexis Little

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
 ON THIS THE 26<sup>th</sup> DAY OF NOVEMBER, 2021.

Natasha Cameron  
 NOTARY PUBLIC

My Commission Expires:

2/1/2025

### 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-subcontractors hereby attest that its federal work authorization user identification number and date of authorization are as follows:

179942

Federal Work Authorization User Identification Number

01-14-2009

Date of Authorization

Pro Turf LLC

Name of Sub-Subcontractor

Landscape and Grounds Maintenance for General Services

Name of Project

Pro Turf LLC

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov 22, 2021 in Conyers (city), Georgia (state).

Alexis Little  
Signature of Authorized Officer or Agent

Alexis Little

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 26<sup>th</sup> DAY OF NOVEMBER, 2021.

Natasha Cameron  
NOTARY PUBLIC  
My Commission Expires: 2/1/2025



**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 Linwood Cameron. [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.

Linwood Cameron  
Signature of Applicant:

11/4/21  
Date

Linwood Cameron  
Printed Name:

\*  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
4<sup>th</sup> DAY OF Nov, 2021.

Notasha Cameron  
Notary Public  
My commission Expires: 2/1/2025



\*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.



# Georgia Department of Agriculture

Gary W. Black, Commissioner

19 Martin Luther King Jr. Drive, SW • Atlanta, Georgia 30334-4201  
Agricultural Inputs • Pesticide Section • Phone: (404) 656-4958 • Fax: (404) 657-8378

Pro-Turf  
4400 Sterling Forest Dr.  
Decatur, GA 30034

The enclosed Georgia Contractors License is valid through 12/31/2021.

We have updated our website. Visit [www.kellysolutions.com/GA/Contractors](http://www.kellysolutions.com/GA/Contractors) to take a look at the new layout. There are a number of useful tools to help you manage your license, including being able to update your user information online. You can renew your license by making a secure payment by credit card, and you can find applicator recertification courses. If you have questions, check out the FAQs section. We hope you enjoy these new user-friendly features.

If you have questions or concerns regarding your Contractor License, please contact: Georgia Department of Agriculture - Pesticide Section, (404) 656-4958.

(Fold or cut on line to display)

Georgia Department of Agriculture  
Gary W. Black, Commissioner  
Pesticide Division  
19 M.L.K. Jr. Drive, SW, Room 410  
Atlanta, GA 30334  
Tele: (404) 656-4958 Fax: (404) 657-8378  
[agr.georgia.gov/pesticides.aspx](http://agr.georgia.gov/pesticides.aspx)

## PESTICIDE CONTRACTOR LICENSE

Expiration Date:

12/31/2021

License Number:

100185

Pro-Turf  
4400 Sterling Forest Dr.  
Decatur GA 30034

Categories:  
24; 26; 27;

This License Must Be Posted At All Times In A Prominent Location.



**CITY OF STONECREST**  
**BUSINESS LICENSE**  
OCCUPATIONAL TAX CERTIFICATE  
3120 STONECREST BLVD  
STONECREST, GA 30038

**2022**

**ACCOUNT NUMBER: BL19-000496**

**BUSINESS NAME: PINNACLE  
MAINTENANCE LLC**

**DATE VALID: 01/01/2022**

**DESCRIPTION: LANDSCAPING SERVICES**

**EXPIRES: 12/31/2022**

**NAICS CODE: 561730**

**MAIL TO:**  
PINNACLE MAINTENANCE LLC  
7310 STONECREST CONCOURSE  
STONECREST, GA 30038

**BUSINESS LOCATION:**  
7310 STONECREST CONCOURSE  
STONECREST, GA 30038

**NON REFUNDABLE - NON TRANSFERABLE**

**THIS LICENSE MUST BE POSTED IN PUBLIC VIEW**



PINNMAI-01

KAHER1

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 12/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Cincinnati Insurance Company<br>Cincinnati Customer Care Center<br>P.O. Box 145496<br>Cincinnati, OH 45250-5496 | <b>CONTACT NAME:</b> Erica Kahl<br><b>PHONE (A/C, No, Ext):</b> (877) 687-1291 <b>FAX (A/C, No):</b> (513) 881-8114<br><b>E-MAIL ADDRESS:</b> CincinnatiCerts@cinfin.com                                                                                                                                                                                                                                                                                                  |                               |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------|------------|------------------------------|-------|------------|------------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED</b><br><br>PINNACLE MAINTENANCE LLC<br>863 FLAT SHOALS RD SE # C358<br>CONYERS, GA 30094                                | <table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Cincinnati Insurance Company</td><td>10677</td></tr> <tr> <td>INSURER B:</td><td>Cincinnati Indemnity Company</td><td>23280</td></tr> <tr> <td>INSURER C:</td><td></td><td></td></tr> <tr> <td>INSURER D:</td><td></td><td></td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | Cincinnati Insurance Company | 10677 | INSURER B: | Cincinnati Indemnity Company | 23280 | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NAIC #                        |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:                                                                                                                         | Cincinnati Insurance Company                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10677                         |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:                                                                                                                         | Cincinnati Indemnity Company                                                                                                                                                                                                                                                                                                                                                                                                                                              | 23280                         |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |  |        |            |                              |       |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                               | ADDL INSD                                 | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                        |
|----------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                                                |                                           |          | ENP 0596805   | 11/20/2021              | 11/20/2022              | EACH OCCURRENCE \$ 1,000,000                                                                  |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                  |                                           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000                                          |
|          |                                                                                                                                 |                                           |          |               |                         |                         | MED EXP (Any one person) \$ 10,000                                                            |
|          |                                                                                                                                 |                                           |          |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                                            |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                                              |                                           |          |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                                                |
|          | <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC |                                           |          |               |                         |                         | PRODUCTS - COMPI/OP AGG \$ 2,000,000                                                          |
|          | OTHER:                                                                                                                          |                                           |          |               |                         |                         | \$                                                                                            |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY                                                                        |                                           |          | ENP 0596805   | 11/20/2021              | 11/20/2022              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                              |
|          | <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS                          |                                           |          |               |                         |                         | BODILY INJURY (Per person) \$                                                                 |
|          | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                         |                                           |          |               |                         |                         | BODILY INJURY (Per accident) \$                                                               |
|          |                                                                                                                                 |                                           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                                             |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR                                                           |                                           |          |               |                         |                         | \$                                                                                            |
|          | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE                                                       |                                           |          |               |                         |                         | \$                                                                                            |
|          | DED <input type="checkbox"/> RETENTION \$                                                                                       |                                           |          |               |                         |                         | \$                                                                                            |
| B        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                               |                                           |          | EWC 0596806   | 11/20/2021              | 11/20/2022              | <input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER \$ |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                                                     | Y/N <input checked="" type="checkbox"/> N | N/A      |               |                         |                         | E.L. EACH ACCIDENT \$ 500,000                                                                 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                                          |                                           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 500,000                                                         |
|          |                                                                                                                                 |                                           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 500,000                                                        |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Contract No. 2021-202

C-2021-202

## CERTIFICATE HOLDER

## CANCELLATION

Rockdale County, GA  
 958 Milstead Avenue  
 Conyers, GA 30012

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
 Erica Kahl

Board of Commissioners  
Agenda Item Transmittal Form  
Procurement/Contract Transmittal Form

NOV 21 2022  
Purchasing



Type of contract: 1 year ☐ Multi-year ☒ Single Event ☐

Contract #: C-2021-202-  
BOC Approval Date: C01

| <input type="checkbox"/> Submission Information                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Vendor Information                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Name: Jason Redmond ext. 7257<br>Department: Parks and Recreation<br>Project Title: Yearly Grounds Maintenance for New 911 Center<br>Funding Account Number: 100 6200 522200-61<br>Contract amount: \$800.00/monthly<br>Contract Type: Goods ( ) Services (✓) Labor ( )<br>Contract Action: New ( ) Renewal ( ) Change Order (✓)<br>Original Contract Number: C-2021-202 | Vendor Name: Pinnacle Maintenance LLC.<br>Address: 863 Flat Shoals Road SE Suite C358<br>Address: Conyers, Ga 30094<br>Email:<br>Phone #: 470-990-2998<br>Contact: Abdul Latif<br>Term of contract: One year with option to renew three (3) additional one-year periods. |

BOC APPROVED

Date: 12-13-22

Initials: DL

| Finance Director Signature                                                                                                     | Procurement Manager Signature                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| I have reviewed the attached contract, and the amount is approved for processing.<br>Signature: [Signature]<br>Date: 12/1/2022 | I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County.<br>Signature: [Signature]<br>Date: 11/21/22 |

Detailed Summary of Contract:

Department of Parks and Recreation requests approval of attached contract.

This is permission to add additional site for the new 911 Center at an additional cost of \$800.00 monthly in accordance with Pinnacle's November 25, 2022, estimate attached.

This is also permission to renew contract term through December 13, 2023.

Department Head/Elected Official Signature:

Date:

11/14/2022

**CONTRACT AMENDMENT NO. 1 to the  
Landscape and Grounds Maintenance Services Agreement dated December 14, 2021**

This AMENDMENT, made and entered into by and between ROCKDALE COUNTY, GEORGIA, hereinafter called the "County", and PINNACLE MAINTENANCE, LLC, hereinafter called the "Contractor", shall be incorporated into and become a part of the original Agreement cited immediately above.

WHEREAS, the parties previously agreed, pursuant to the Agreement to amend the contract as needed, and;

WHEREAS, a need to amend the contract has arisen.

NOW, THEREFORE, for and in consideration of the covenants and promises to be carried out by each party herein and in the original Agreement cited above, it is agreed by and between the parties as follows:

1. Add additional site for the new 911 Center at the bi-weekly cost of \$400 per service for a monthly total of \$800.00 in accordance with Pinnacle's October 25, 2022 Estimate attached hereto and made a part hereof.
2. Renew contract term through December 13, 2023.

All other terms and conditions remain in effect in accordance with the Agreement referenced in this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment on this 13<sup>th</sup> day of December, 2022.

**Pinnacle Maintenance, LLC**

By: Abraham Abdul Latif

**Rockdale County, Georgia**

By: [Signature]  
Osborn Nesbitt, Sr., Chairman

Witness:

[Signature]

Attest:

[Signature]  
Jennifer O. Rutledge, Executive Director/  
County Clerk

Approved as to form:

[Signature]  
M. Qader A. Baig, County Attorney



# ROCKDALE COUNTY NEW 911 CENTER LAWN MAINTENANCE

**PINNACLE MAINTENANCE LLC**  
863 FLAT SHOALS ROAD SE C358  
CONYERS, Georgia 30094  
United States

Phone: Abdul Latif  
Mobile: 470-990-2998  
[www.pinnaclemaintenance.net](http://www.pinnaclemaintenance.net)

BILL TO  
**Rockdale County**  
Reginald Camon

[Reginald.camon@rockdalecountyga.gov](mailto:Reginald.camon@rockdalecountyga.gov)

**Estimate Number:** 72

**Estimate Date:** October 25, 2022

**Expires On:** November 25, 2022

**Grand Total (USD):** \$800.00

## Items

### Grounds Maintenance

This proposal is for turf maintenance that will be performed every two weeks.

1. Turf will be cut to a minimum height of 3".
2. All sidewalks and plant beds will be edged every service date.
3. Shrubs will be kept trimmed to a desirable height and shape to maintain curb appeal.
4. All trash and debris will be remove every service date.

**Total:** \$800.00

**Grand Total (USD):** \$800.00

### Notes / Terms

The cost of maintaining the 911 Center will \$400 per service visit which will be bi-weekly for a monthly total of \$800.

RECEIVED

NOV 15 2024

BY: Purchasing



Board of Commissioners  
Agenda Item Transmittal Form  
Procurement/Contract Transmittal Form

Type of contract: 1 year X Multi-year ☐ Single Event ☐

Contract #: C-2021-202E24

BOC Approval Date:

CO2

☐ Submission Information

Contact Name: Jason Redmond

Department: Parks & Recreation

Project Title: Landscape Maintenance

Funding Account Number: 100-6200-522200-61

Contract amount: \$3,400

Contract Type: Goods ( ) Services (X) Grant ( )

Contract Action: New ( ) Renewal ( ) Change Order (X)

Original Contract Number: C-2021-202E24

☐ Vendor Information

Vendor Name: Pinnacle Maintenance, LLC

Address: 863 Flat Shoals Road SE

Address: C358

Email: pinnaclemaintenacellc1@gmail.com

Phone #: 470-990-2998

Contact: Abdul Latif

Term of contract: December 13<sup>th</sup>, 2024 – December 13<sup>th</sup>, 2025

BOC APPROVED

Date: 1-14-25

Initials: DL

Chief Financial Officer Signature

I have reviewed the attached contract, and the amount is approved for processing.

Signature:

Date:

Procurement Manager Signature

I have reviewed the attached contract, and it is in compliance with Purchasing Policies of Rockdale County.

Signature:

Date:

Detailed Summary of Contract:

Parks and Recreation request approval of the attached contract with Pinnacle Maintenance, LLC.

This is for permission to provide additional landscape maintenance to the Parking Lot located at 842 West Circle, Conyers GA 30012 and Restorative Complex located at 2800 Highway 138 SW, Conyers, GA 30094.

Department Head/Elected Official Signature:

Date:

11/15/2024

CONTRACT AMENDMENT NO. 2 to the  
Landscape and Grounds Maintenance Services Agreement dated December 14, 2021

This AMENDMENT, made and entered into by and between ROCKDALE COUNTY, GEORGIA, hereinafter called the "County", and PINNACLE MAINTENANCE, LLC, hereinafter called the "Contractor", shall be incorporated into and become a part of the original Agreement cited immediately above.

WHEREAS, the parties previously agreed, pursuant to the Agreement to amend the contract as needed, and;

WHEREAS, a need to amend the contract has arisen.

NOW, THEREFORE, for and in consideration of the covenants and promises to be carried out by each party herein and in the original Agreement cited above, it is agreed by and between the parties as follows:

1. Add additional site for lawn maintenance for the parking lot at 842 West Circle, Conyers, GA through December 13, 2025 at the additional monthly cost of \$400.00 in accordance with Pinnacle's May 16, 2024 Estimate No. 7, attached hereto and made a part hereof. Photos included as reference.
2. Add additional site for lawn maintenance for Restorative Justice Complex, 2800 Hwy. 138 SW, Conyers, GA through December 13, 2025 at the additional monthly cost of \$1300.00 in accordance with Pinnacle's May 29, 2024 Estimate No. 10, attached hereto and made a part hereof.
3. Renew contract term through December 13, 2025.

All other terms and conditions remain in effect in accordance with the Agreement referenced in this Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment on this 14<sup>th</sup> day of January, 2024.

Pinnacle Maintenance, LLC

By: Abraham Abdul Latif

Witness:

Rockdale County, Georgia

By: Janice Van Ness  
Janice Van Ness, Chair & CEO

Attest:

Jennifer O. Rutledge  
Jennifer O. Rutledge, Executive Director/  
County Clerk

Approved as to form:

M. Qader A. Baig  
M. Qader A. Baig, County Attorney



# ESTIMATE

**PINNACLE MAINTENANCE LLC**  
Georgia  
United States

Mobile: 470-990-2998  
www.pinnaclemaintenance.net

BILL TO  
**Rockdale County**  
Reginald Camon

Reginald.camon@rockdalecountyga.gov

**Estimate Number:** 7

**Estimate Date:** June 17, 2024

**Valid Until:** July 2, 2024

**Estimate Total (USD):** \$400.00

| Items                                                                                           | Quantity | Price    | Amount          |
|-------------------------------------------------------------------------------------------------|----------|----------|-----------------|
| <b>Maintenance for 842 West Circle</b><br>Provide weekly landscaping of lot during grow season. | 1        | \$400.00 | \$400.00        |
| <b>Subtotal:</b>                                                                                |          |          | \$400.00        |
| <b>Total:</b>                                                                                   |          |          | \$400.00        |
| <b>Estimate Total (USD):</b>                                                                    |          |          | <b>\$400.00</b> |

## Notes / Terms

This will be a weekly maintenance at the rate of \$100 per week for a total of \$400 per month



# ESTIMATE

PINNACLE MAINTENANCE LLC  
Georgia  
United States

Mobile: 470-990-2998  
www.pinnaclemaintenance.net

BILL TO  
**Rockdale County**  
Reginald Camon

Reginald.camon@rockdalecountyga.gov

**Estimate Number:** 10

**Estimate Date:** May 29, 2024

**Valid Until:** June 28, 2024

**Estimate Total (USD):** \$1,300.00

| Items                                                                                                                                                                                                                                                                                                                                                                                             | Quantity | Price      | Amount     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|
| <b>Landscape Maintenance for Facility located at 2800 Hwy 138 SW</b><br>Maintenance at facility will include the uniform trimming of shrubs, mowing of turf, edging, and weedeating. Spraying of herbicide to control weeds will be in beds and pavement will be conducted sytemically to maintain the aesthetics of the facility. Trash will be removed from the grounds on each day of service. | 1        | \$1,300.00 | \$1,300.00 |
| <b>Subtotal:</b>                                                                                                                                                                                                                                                                                                                                                                                  |          |            | \$1,300.00 |
| <b>Total:</b>                                                                                                                                                                                                                                                                                                                                                                                     |          |            | \$1,300.00 |
| <b>Estimate Total (USD):</b>                                                                                                                                                                                                                                                                                                                                                                      |          |            | \$1,300.00 |

## Notes / Terms

Service at facility will be conducted on a weekly cycle during the grow season of April-October and every other week during non-peak season







**Dominick Villano**

Deputy Director, General Services

Rockdale County

PO Box 289

Conyers, GA 30012

Off: 770-278-7091

Cell: 470-345-0222

Email: [dominick.villano@rockdalecountyga.gov](mailto:dominick.villano@rockdalecountyga.gov)

## Dawn Ludy

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**From:** Jason Redmond  
**Sent:** Wednesday, June 28, 2023 10:16 AM  
**To:** Dawn Ludy  
**Cc:** Tahira Wilson; Reginald Camon  
**Subject:** RE: Time to Renew Soon - Pinnacle Maintenance, LLC, 2021-202 - Landscape and Grounds Maintenance for Five County Sites

Good morning,

Yes, please renew.



*Jason Redmond, M.Ed; CPM*

**Director**

**Parks & Recreation**

1781 Ebenezer Rd SW | Conyers, GA 30094

**Main:** 770 278 7529 | **Office:** 770 278 7257

**W:** [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov)

**From:** Dawn Ludy <Dawn.Ludy@RockdaleCountyGa.gov>  
**Sent:** Wednesday, June 28, 2023 10:10 AM  
**To:** Jason Redmond <Jason.Redmond@RockdaleCountyGA.gov>  
**Cc:** Tahira Wilson <Tahira.Wilson@RockdaleCountyGA.gov>  
**Subject:** Time to Renew Soon - Pinnacle Maintenance, LLC, 2021-202 - Landscape and Grounds Maintenance for Five County Sites

Good morning Director Redmond,

Subject contract ends 12/13/23 unless renewed. Do you wish to renew another year through 12/13/2024?

Dawn Ludy (pronounced "lu-dee")

**Contract Specialist**

**Rockdale County Government | Department of Finance**

Purchasing Division

958 Milstead Ave, Suite 300 | P.O. Box 289 | Conyers, GA 30012

770-278-7553 - direct | 770-278-8910 - fax

E-mail: [Dawn.Ludy@RockdaleCountyGa.gov](mailto:Dawn.Ludy@RockdaleCountyGa.gov) | [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov)

*The secret of happiness is not to do what you like to do, but to learn to like what you have to do.*



# INTERDEPARTMENTAL MEMORANDUM

Department  
of Finance  
Purchasing Division

TO: Jason Redmond  
FROM: Tina Malone, Procurement & Purchasing Manager, Finance  
DATE: July 8, 2021  
SUBJECT: ITB No. 21-10: Landscape and Grounds Maintenance for General Services

Attached find copy(ies) of bid(s) / proposal (s) and abstract.

There are certain rules and regulations which govern the dissemination of bid information. To protect the County and the integrity of our process, it is requested that you do not give out any information concerning these bids. If you have anyone seeking this information, refer them to Purchasing. The bid copies are confidential, and no bidder is permitted to handle them.

If departments have questions or need clarifications regarding bids, such questions must be submitted to Purchasing in writing, and Purchasing will address any questions to the vendor and provide the information back to the department.

Our analysis of the bids indicates that the following is (are) low bidder(s) meeting specification, and we anticipate to recommend award to:

Please review and advise low bidder meeting specification.

If you agree that the above listed bidder(s) should be awarded the contract, please indicate your agreement. If you think otherwise, please give reasons and your alternative recommendation. Further, it is requested that this form along with an agenda transmittal form with your recommendation be completed and returned no later than the close of business on Friday, July 23, 2021.

Keep a copy of the abstract for your files and make your comments/recommendation(s) below or on a separate sheet and return them to us.

If you have any questions, please call me as our department is always ready to assist you.

*Tina Malone*

Tina Malone, CPPO, CPPB  
Procurement Manager, Finance, Procurement Division

## Department's Response

TM/mp

Date 7/23/2021

This bidder meets ~~does not meet~~ our approval. (please circle the appropriate response)

Return this memorandum with your comments whether or not your recommendation concurs with that of Purchasing.

Recommendation Pinnacle Maintenance LLC meets the specifications required for Landscape and grounds maintenance.

*Jason Redmond*  
Person Completing Form

7/23/2021  
Date

*Sue Sanders*  
Department Director

8/11/2021  
Date

| Vendor Name              | Document Type | Document Date | Purchases Amount |
|--------------------------|---------------|---------------|------------------|
| <b>2022</b>              |               |               |                  |
| PINNACLE MAINTENANCE LLC | Payment       | 2/14/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 3/2/2022      | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 3/16/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 3/30/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 4/6/2022      | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 4/20/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 5/11/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 6/15/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 7/13/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 8/10/2022     | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 8/31/2022     | \$1,975.00       |
| PINNACLE MAINTENANCE LLC | Payment       | 9/7/2022      | \$1,820.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 11/9/2022     | \$3,641.66       |
| PINNACLE MAINTENANCE LLC | Payment       | 12/14/2022    | \$3,420.83       |
| PINNACLE MAINTENANCE LLC | Payment       | 12/20/2022    | \$800.00         |
| PINNACLE MAINTENANCE LLC | Payment       | 12/20/2022    | \$800.00         |

**TOTAL** **\$30,666.62**

|                          |         |            |            |
|--------------------------|---------|------------|------------|
| <b>2023</b>              |         |            |            |
| PINNACLE MAINTENANCE LLC | Payment | 1/25/2023  | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 2/8/2023   | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 3/8/2023   | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 5/24/2023  | \$5,241.66 |
| PINNACLE MAINTENANCE LLC | Payment | 6/14/2023  | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 7/6/2023   | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 8/9/2023   | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 10/11/2023 | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 11/8/2023  | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 12/21/2023 | \$2,620.83 |

**TOTAL** **\$28,829.13**

|                          |         |            |            |
|--------------------------|---------|------------|------------|
| <b>2024</b>              |         |            |            |
| PINNACLE MAINTENANCE LLC | Payment | 1/4/2024   | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 2/7/2024   | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 4/24/2024  | \$2,620.83 |
| PINNACLE MAINTENANCE LLC | Payment | 5/8/2024   | \$5,535.83 |
| PINNACLE MAINTENANCE LLC | Payment | 6/12/2024  | \$3,420.83 |
| PINNACLE MAINTENANCE LLC | Payment | 7/17/2024  | \$3,070.83 |
| PINNACLE MAINTENANCE LLC | Payment | 8/14/2024  | \$4,370.83 |
| PINNACLE MAINTENANCE LLC | Payment | 9/18/2024  | \$3,000.00 |
| PINNACLE MAINTENANCE LLC | Payment | 10/16/2024 | \$7,991.65 |
| PINNACLE MAINTENANCE LLC | Payment | 10/23/2024 | \$3,400.00 |
| PINNACLE MAINTENANCE LLC | Payment | 11/20/2024 | \$4,520.83 |
| PINNACLE MAINTENANCE LLC | Payment | 12/18/2024 | \$1,700.00 |
| PINNACLE MAINTENANCE LLC | Payment | 12/26/2024 | \$2,620.83 |

**TOTAL** **\$47,494.12**

|                          |         |           |             |
|--------------------------|---------|-----------|-------------|
| <b>2025</b>              |         |           |             |
| PINNACLE MAINTENANCE LLC | Payment | 3/26/2025 | \$10,341.66 |
| PINNACLE MAINTENANCE LLC | Payment | 4/9/2025  | \$8,641.66  |
| PINNACLE MAINTENANCE LLC | Payment | 5/7/2025  | \$4,320.83  |
| PINNACLE MAINTENANCE LLC | Payment | 6/5/2025  | \$4,320.83  |
| PINNACLE MAINTENANCE LLC | Payment | 7/23/2025 | \$4,320.83  |
| PINNACLE MAINTENANCE LLC | Payment | 8/13/2025 | \$3,485.00  |
| PINNACLE MAINTENANCE LLC | Payment | 8/20/2025 | \$4,320.82  |

**TOTAL** **\$39,751.63**