



May 16, 2024

## REQUEST FOR PROPOSAL FOR GROUNDS/LANDSCAPE MAINTENANCE SERVICES

The City of Temple is requesting proposals from businesses that are qualified to provide grounds maintenance (landscape maintenance) services at several municipal government locations. The 3-year contract period would be from August 1, 2024, through July 31, 2027. The City and Contractor may mutually agree to extend the term for one or both of two (2) successive periods of three (3) years each. Services would be delivered on the grounds at seven different locations within the City of Temple: City Hall, City Police Department, the Branch Library in the downtown business district, the Senior Center, the Temple Museum, the Welcome Sign area #1 on Georgia Highway 113 near Interstate 20, and the Welcome Sign area #2 on the corner of 78 Hwy and Oak Shade Road.

The contact person with the City of Temple for this RFP is City Clerk Kristin Etheredge. The telephone number at City Hall is 770/562-3369. The email address for Ms. Etheredge is:

[ketheredge@templega.us](mailto:ketheredge@templega.us)

**The deadline for receipt of proposals at the Temple City Hall is 2:00 p.m. Thursday, June 13 and must be submitted to the City of Temple via U.S. Mail, UPS, Federal Express, or hand delivery.** Proposals shall be clearly marked "**Grounds/Landscape Maintenance Services RFP Response**". City Hall is located at 240 Carrollton Street, Temple, Georgia 30179. The mailing address is Temple City Hall, P. O. Box 160, Temple, Georgia 30179. Proposals will not be accepted via facsimile or electronic mail.

The locations of these seven sites are: **City Hall** at 240 Carrollton Street, **Police Department** at 184 Carrollton Street, **Library** at 337 Sage Street, **Senior Center** at 280 Rome Street, **Museum** at 598 Sage Street, **Welcome Sign area 1** across Georgia Highway 113 from McDonald's, and the **Welcome Sign area 2** on the corner of 78 Hwy and Oak Shade Road.

### CITY'S RESERVATION OF CERTAIN RIGHTS

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

City of Temple

240 Carrollton Street | Temple, GA 30179 | 770.562.3369 | 770.562.9440 fax | [www.templega.us](http://www.templega.us)

## **MORE SPECIFIC INFORMATION ON THE SCOPE OF SERVICES TO BE PERFORMED**

### **CITY HALL**

General Services to be provided through the 40 annual visits during the contract period:

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

Other Services to be provided:

- a. Provide pine straw ground cover two times annually (170 bales/each time).
- b. Fertilization. A one-time pre-emergent application for shrub beds. Fertilization and weed control for lawn a total of seven times (16,040 square feet at City Hall).
- c. Seasonal Color. Installation of annual flowers with amendments including moisture manager "soil surfactant" two times annually. 108 annual flowers (1801 size cups/6 flats) with amendments; and 4 flowerpots, spring and fall.
- d. See Monthly Maintenance Schedule.

### **POLICE DEPARTMENT**

General Services to be provided through the 40 annual visits during the contract period:

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

Other Services to be provided:

- a. Provide pine straw ground cover two times annually (150 bales/each time).
- b. Fertilization. A one-time pre-emergent application for shrub beds. Fertilization and weed control for lawn a total of seven times (9,900 square feet at Police Department).
- c. Seasonal Color. Installation of annual flowers with amendments including moisture manager "soil surfactant" two times annually. 108 annual flowers (1801 size cups/6 flats), as well as seven specialty plants with amendments.
- d. See Monthly Maintenance Schedule.

## LIBRARY

General Services to be provided through the 40 annual visits during the contract period:

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

Other Services to be provided:

- a. Provide pine straw ground cover two times annually (40 bales/each time).
- b. Fertilization. A one-time pre-emergent application for shrub beds. Fertilization and weed control for lawn a total of seven times (very small area).
- c. Seasonal Color. Installation of annual flowers with amendments including moisture manager "soil surfactant" two times annually. 36 annual flowers (1801 size cups/2 flats) with amendments.
- d. See Monthly Maintenance Schedule.

## SENIOR CENTER

The services are to be provided in the small areas adjacent to the front of the Senior Center and adjacent to the side of the building near Rome Street.

General Services to be provided through the 40 annual visits during the contract period:

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

Other Services to be provided:

- a. Provide pine straw ground cover two times annually (12 bales/each time).
- b. Once-A-Year Service: Remove weeds and all dead and dying plants from the front of the Senior Center; replace with a mix of evergreens and flowering plants and bushes.
- c. See Monthly Maintenance Schedule.

**MUSEUM**

The services are to be provided to the front, side, and rear of the museum building up to the shed building.

General Services to be provided through the 40 annual visits during the contract period:

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

Other Services to be provided:

- a. Provide pine straw ground cover two times annually (25 bales/each time).
- b. Once-A-Year Service: Remove weeds and all dead and dying plants from around the museum building; replace with a mix of evergreens and flowering plants and bushes.
- c. See Monthly Maintenance Schedule.

| <b>Monthly Maintenance Schedule</b> |          |   |
|-------------------------------------|----------|---|
| a. January                          | 1 visit  |   |
| b. February                         | 1 visit  |   |
| c. March                            | 3 visits |   |
| d. April                            | 4 visits |   |
| e. May                              | 5 visits |   |
| f. June                             | 4 visits |   |
| g. July                             | 5 visits |   |
| h. August                           | 4 visits |   |
| i. September                        | 3 visits |   |
| j. October                          | 5 visits |   |
| k. November                         | 3 visits |   |
| l. December                         | 2 visits | A total of 40 scheduled visits each year of the contract. |

### WELCOME SIGN AREAS 1 and 2

The services to be provided are at the two locations of the Welcome Signs: area 1 on Georgia Highway 113 near I-20, and area 2 on the corner of 78 Hwy and Oak Shade Road. The City is not specifying the number of visits but does require a minimum of 30 visits annually. The schedule is less rigid, as shown below. A lump sum should be included in this part of the proposal. The contractor must provide Temple's City Public Works Director with a general schedule of when the visits are to occur during the contract period, which is imperative so that the City can arrange for watering at these two locations as needed during any week when no visit is scheduled at the Welcome Sign areas. The tasks and general time for performance of the services are shown below.

- a. Mowing: Weekly during the growing season.
- b. Pine Straw Ground Cover: Spring, 1 time. Fall, 1 time.
- c. Edging: Every other week during the growing season.
- d. Pruning: Early Spring.
- e. Fertilizer with pre-emergent & post-emergent: 7 applications annually.
- f. Litter Removal: Weekly during the growing season; every other week at other times.
- g. Deadheading of Perennials: Weekly during the growing season.
- h. Watering: As needed on each site visit. Also, before August 31, 2024, provide the City Public Works Director with a schedule identifying which weeks during the 3-year contract period there is to be no visit to the sites by the business providing these services.

## PROPOSAL BREAKOUT

|                          |          |
|--------------------------|----------|
| City Hall                | \$ _____ |
| Police Department        | \$ _____ |
| Library                  | \$ _____ |
| Senior Center            | \$ _____ |
| Museum                   | \$ _____ |
| Welcome Sign Areas 1 & 2 | \$ _____ |

|              |                 |
|--------------|-----------------|
| <b>TOTAL</b> | <b>\$ _____</b> |
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Signature and Title

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Name and Address of Business