

**CITY OF BRUNSWICK, GEORGIA**

**SEPTEMBER 2023**

**REQUEST FOR PROPOSAL**

**CITY PARKS  
LANDSCAPE AND GROUNDS  
MAINTENANCE  
SERVICES**



**Engineering & Public Works  
525 Lakewood Ave  
Brunswick, Georgia 31520  
[galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov)**

## **CITY PARKS LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR THE CITY OF BRUNSWICK**

The City of Brunswick, Georgia (the City) will receive proposals for CITY PARKS LANDSCAPE AND GROUNDS MAINTENANCE SERVICES until October 17, 2023, at 2:00 p.m. EST. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson  
Director of Engineering & Public Works  
City of Brunswick  
525 Lakewood Ave  
Brunswick, Georgia 31520  
[galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov)

All proposals must be marked “**CITY PARKS LANDSCAPE & GROUNDS MAINTENANCE RFP.**” The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted. Proposals received after the scheduled opening time and date will remain unopened and will not be considered.

Questions regarding this request for proposals should be submitted in writing to Garrow Alberson, Director of Engineering & Public Works, at [galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov), prior to 12:00 noon on Friday, September 29, 2023. Responses to any questions will be provided as an addendum to this RFP no later than Friday, October 6, 2023.

A pre-proposal meeting will be held at the City of Brunswick Department of Public Works office at 525 Lakewood Avenue, Brunswick, GA, on Tuesday, October 3, 2023 at 10:30 a.m. All interested vendors are encouraged to attend this meeting.

The City of Brunswick anticipates making a single award; however, it reserves the right to make multiple awards should it deem in the best interest of the City. It is anticipated that such an award, if any, will be

accomplished within sixty (60) days (unless otherwise agreed upon by the Proposer and the City) from the proposal opening.

The City of Brunswick 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 veteran's status. This policy ensures all segments of the business community have access to supplying the goods and services needed by The City of Brunswick.

**THE BOARD OF COMMISSIONERS, CITY OF BRUNSWICK, GEORGIA  
RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS,  
WAIVE TECHNICALITIES AND MAKE THE AWARD IN THE BEST  
INTEREST OF THE CITY.**

**-End of This Section-**

# **HISTORIC SQUARES LANDSCAPE AND GROUNDS MAINTENANCE FOR THE CITY OF BRUNSWICK**

## **Project Description:**

The City of Brunswick is interested in entering a contract for full-service landscape and grounds maintenance of several improved park areas along the U.S. Highway 17 (Glynn Avenue) corridor within the City. The areas which are included in this project are park areas which contain brick, concrete, or hardscaped access paths, benches and seating areas, grassed areas, shrubbery, planting beds, and other trees. Many of the parks include a monument, sign, restroom building or other central feature. Some of the parks includes an existing landscape irrigation system in all or portions of the park, but other parks do not contain irrigation systems.

The City wishes to enter a contract with a landscape installation and maintenance firm to handle all the necessary tasks at each of these locations. The duties designated in the contract shall include mowing, trimming, blowing, mulching, fertilization, removal of debris, irrigation maintenance, pruning, and other tasks to keep the parks in superior condition for city residents and visitors.

## **Locations:**

The parks included in this project are all located along the Newcastle Street corridor and include the following:

- Liberty Ship Park
- Anchor Monument (intersection of Hwy 17 and Hwy 341 (Fourth Ave.))
- Overlook Park
- Monument Sign area (intersection of Hwy 17 and Gloucester Street
- Visitors' Club (Hwy 17 and Torras Causeway)
- City Hall
- Oak Grove Cemetery Entrance

The locations are illustrated on map exhibits included in Appendix A of this RFP.

## **Scope of Services:**

The following tasks will be included in the project:

- **Mowing, Edging and Trimming:** All grassed areas shall be mowed on a weekly basis during the growing season, approximately 44 visits per year. Mowing may be less frequent during the dormant season. No visible clumps of clippings shall be left on the grass surface. All hardscape areas (sidewalks, fences, driveways, parking areas, etc.) and softscape areas (tree rings, plant beds, etc.) shall be edged with a steel blade edger or string trimmer at each visit. Grass clippings shall be blown from sidewalks, curbs, driveways and parking areas. More frequent mowing may be required if directed by City Public Works staff.
- **Leaf Control:** Leaves shall be collected and removed from the lawns, shrubbery, planting beds, parking areas and other areas of the parks at the time of each mowing and trimming visit. Collected leaves shall not be scattered underneath shrubbery as mulch. Leaves and other debris are to be removed from the site by the vendor; the City will not remove piles of leaves or debris from park areas.
- **Weed control:** Weeds shall be removed from park areas as necessary. Chemical treatment may be used to assist with weed control with approval from City Public Works staff. Signs shall be posted where chemicals are applied.
- **Fertilization:** Vendor shall apply fertilizer or other growth enhancement products as needed for health of grasses, shrubs, trees and other plants. The City Public Works staff shall be notified of all fertilizer and other applications, and signs shall be posted where products are applied. Vendor's proposal shall include a schedule of fertilizer or turf enhancement applications.
- **Mulching:** Mulch or pine straw shall be applied to planting beds and other areas and refreshed as needed. Type of mulch or straw shall be consistent among all parks within the project. If mulch is used, color must be approved by City Public Works staff. Red mulch will not be allowed.
- **Pruning (Growing Season):** Plants and shrubs shall be pruned during growing season to remove new growth and maintain the shape of the plant. Tree pruning shall be completed in order to maintain seven (7) feet of clearance over sidewalks and paths. Vendor shall notify City Public Works staff if traffic control or lane closures are required for pruning activities.

- **Pruning (Dormant Season):** Pruning shall be completed during dormant season in order to re-shape, thin or invigorate plant material. Evergreen hedges, holly bushes, roses, etc. shall be hard pruned as needed. Crepe Myrtles shall be pruned by removing cross branches and seed heads. Ornamental grasses shall be cut back to promote new growth.
- **Irrigation Maintenance and Repair:** Vendor shall be responsible for the operation, maintenance and upkeep of irrigation systems within park areas as needed for optimum plant health. Tasks shall include setting system operating schedule, checking for leaks, and repair of leaks or broken heads, valves, or timers. Any costs for repairs to the irrigation systems will be reimbursable by the City.
- **Debris Removal:** Vendor shall be responsible for removal of leaves, twigs, limbs or other debris in park areas following thunderstorms, wind events or heavy rain events. Debris must be removed from the site; City will not provide curbside pick-up of debris piles. Debris collection and removal following named tropical storms will be reimbursable by the City and may be invoiced separately.

**Additional services:** Tasks other than those listed in the Scope of Services such as irrigation system repairs, plant & shrub replacement, and debris cleanup and removal from named tropical storms will not be included in this contract. Vendors shall include pricing for such additional services as part of the proposal package. Vendor will invoice the City for such additional services as needed in accordance with rate schedule provided.

**Project Work Plan:** Many of the tasks listed in the scope of services are to be performed on a weekly basis, at minimum. Other tasks are required on a seasonal basis, while others are to be performed as needed. A variety of personnel and equipment will be necessary to perform these tasks on the required schedules. Vendors' submittals shall include a proposed work plan for the various park areas included in the project. This work plan shall include a general staffing chart, list of equipment to be used in the maintenance of the parks, and a proposed schedule which meets the requirements of the scope of services.

**Licenses, Permits & Insurance:** Contractor shall possess a valid business license in Glynn County or City of Brunswick. Contractor shall possess the required pesticide/herbicide licenses if chemicals are to be used for weed control, pest control, fertilization or other measures. Contractor shall provide certificates of workers compensation, vehicle insurance and general liability insurance.

**Payment:** Contractor shall submit monthly invoices for services. Invoices shall be paid by the City within 30 days of receipt of invoice.

**Contract Renewal:** Initial term of contract shall begin December 1, 2023 through June 30, 2024. Unless cancelled by either party, contract may renew for up to two additional terms through June 30, 2025, and June 30, 2026. Any proposed price increase for each additional term shall be noted in the proposal submittal. Contract may be cancelled by either party upon written notice at least 30 days prior to end of term.

### **Proposal Requirements:**

All proposals shall include:

- Vendor's full contract bid price (itemized) for the services requested.
- Price and description of any additional services beyond the scope of services listed above.
- Proposed price increase for possible second and third terms of contract.
- Vendor's project management plan including staffing charts, equipment lists, and proposed schedules
- W-9 form
- Vehicle, general liability and workers' comp insurance certificates
- References (including contact information) of three previous customers (current or former) who have used the vendor's services.
- Oath
- Drug-free workplace certification

### **Proposals will be evaluated on:**

- Conformance to minimum requirements listed in this RFP;
- Proposed work plan, staffing, and equipment schedule;
- References from previous customers;
- Cost of services (including proposed increases for additional contract terms)

**Conflict of Interest:** Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

**Addenda to RFP:** If the City determines that an amendment is required to this RFP, or if questions are received from potential respondents, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the “City Website”) and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

**Negotiations and Contract award:** The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation Request, sole source or do nothing.

-End of This Section



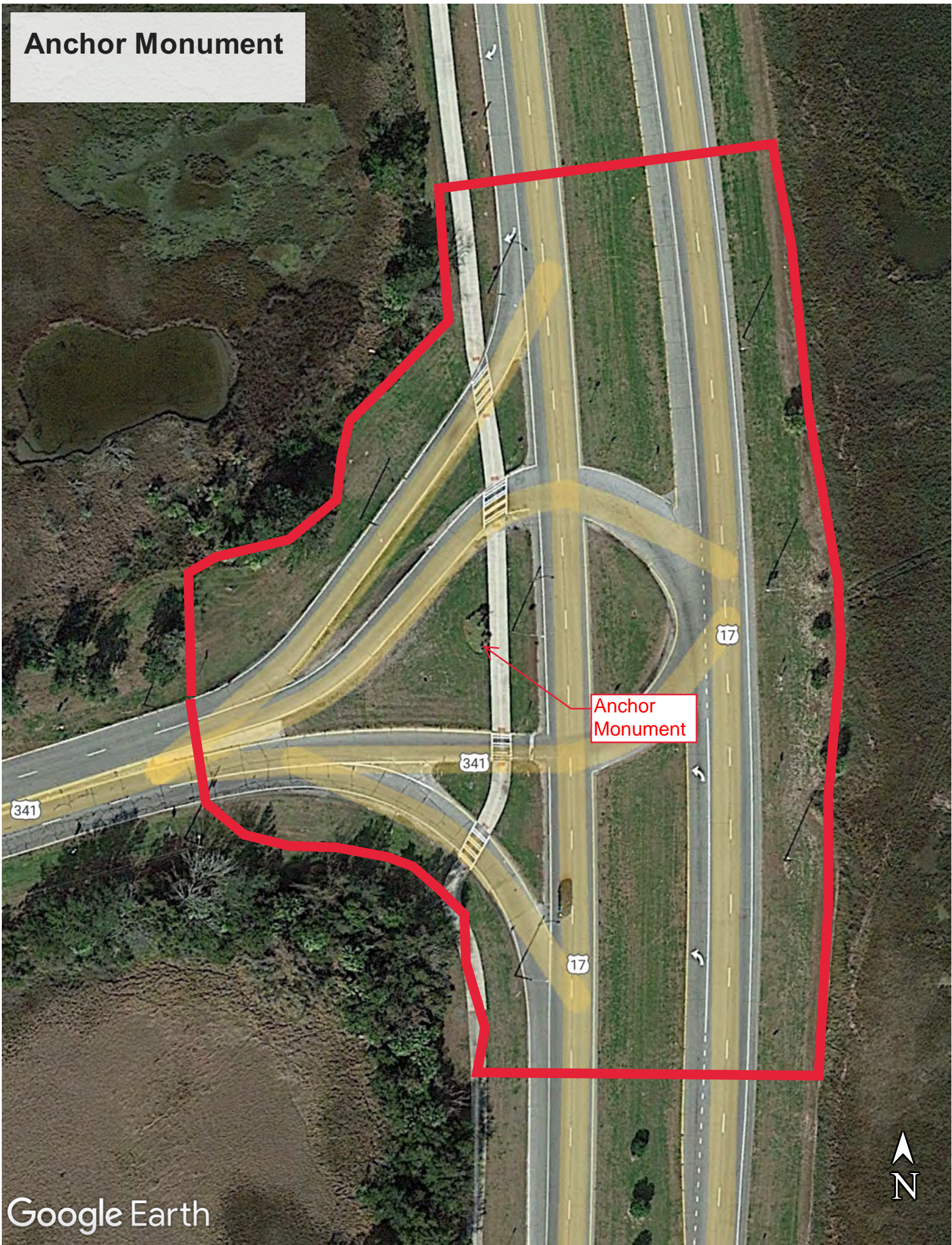
# **APPENDIX A**

## **PROJECT AREA MAPS**

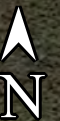
# Liberty Ship Park



# Anchor Monument



Anchor Monument



# Overlook Park



Google Earth



# Monument Sign

Glynn Ave

25

Hwy 17

17

17

25

25

17

Google Earth



Visitors' Club



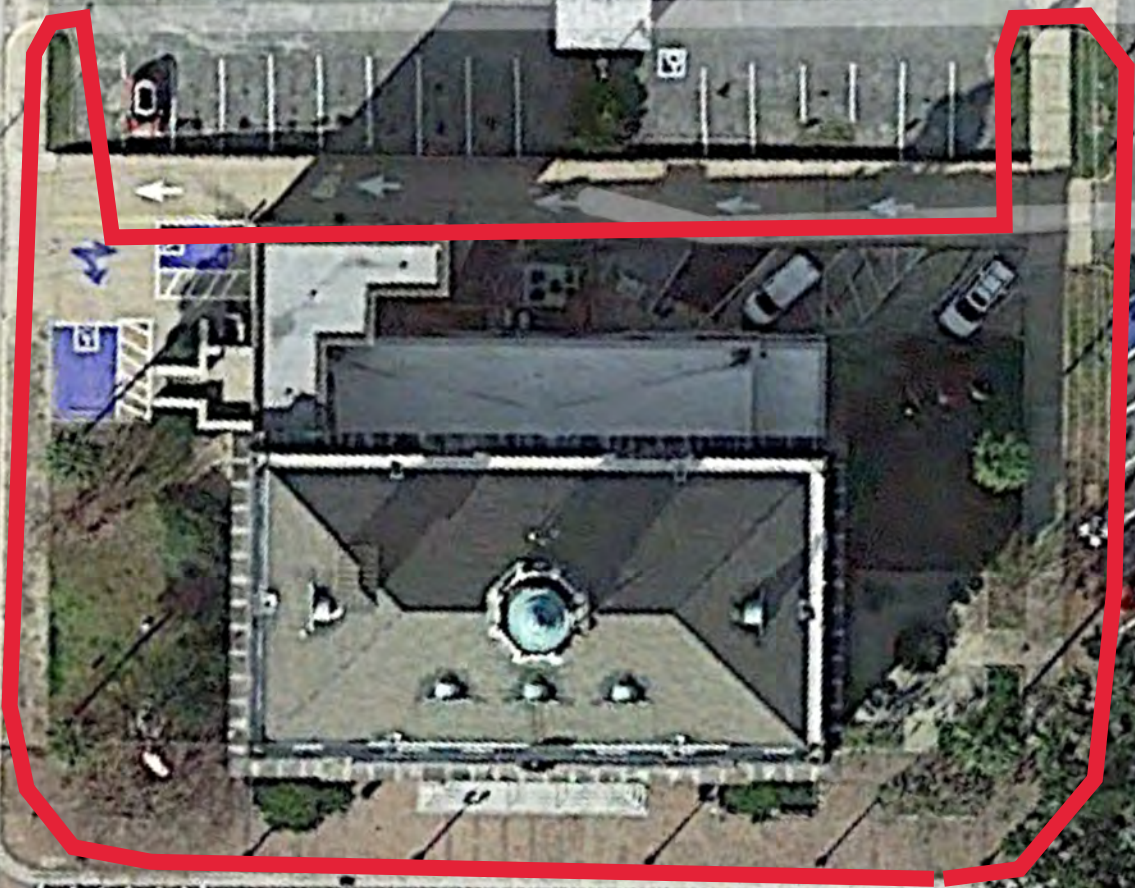
City Hall

Reynolds

Reynolds St

Reynolds St

Google Earth



# Oak Grove Cemetery

Planting Beds at Entrance

Mansfield St





# **APPENDIX B**

## **OATH**

### **DRUG-FREE WORKPLACE CERTIFICATION**

# OATH

State of Georgia

County of Glynn

City of Brunswick

I, \_\_\_\_\_, solemnly swear that in the procurement of the contract CITY PARKS LANDSCAPE MAINTENANCE PROJECT, that I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the bidding or proposals of said project or from submitting a bid or proposal for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, corporation or partnership has caused or induced any other bidder or proposer to withdraw his/her bid or proposal from consideration for this project. Said oath is filled in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This \_\_\_\_\_ day of \_\_\_\_\_ 2023

Signed by \_\_\_\_\_

\_\_\_\_\_  
(Corporate or Partnership Name)

Sworn to and subscribed

before me this \_\_\_\_\_ day of \_\_\_\_\_ 2023

NOTARY PUBLIC

My Commission Expires:

(SEAL)

## **DRUG FREE WORKPLACE CERTIFICATION**

In order to have a drug- free workplace, a business shall:

- Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.
- Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee’s community, by any employee who is so convicted.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

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**Company Name**

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**Authorized Signature**

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**Title**

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**Date**