

**CITY OF BRUNSWICK, GEORGIA**

**MARCH 2024**

**REQUEST FOR PROPOSAL**

**CEMETERY MOWING AND GROUNDS MAINTENANCE  
SERVICES**



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

## **CEMETERY MOWING AND GROUNDS MAINTENANCE SERVICES FOR THE CITY OF BRUNSWICK**

The City of Brunswick, Georgia (the City) will receive proposals for CEMETERY MOWING AND GROUNDS MAINTENANCE SERVICES until Wednesday, March 20, 2024, at 10:00 a.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 “**CEMETERY MOWING & 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 No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.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.

A pre-proposal meeting will be held on Tuesday, March 12, 2024 at 10:30 a.m. at the City of Brunswick Public Works Administrative Office at 525 Lakewood Avenue, Brunswick, GA. The meeting is not mandatory but all potential respondents are encouraged to attend.

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, March 8, 2024. Responses to any questions will be discussed at the pre-proposal meeting and posted to the City of Brunswick’s website no later than Thursday, March 14, 2024.

Proposals may also be submitted via email to [galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov) where they will remain unopened until the deadline has passed.

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-**

## **CEMETERY MOWING AND GROUNDS MAINTENANCE FOR THE CITY OF BRUNSWICK**

**Project Description:** The City of Brunswick is interested in entering a contract for mowing and grounds maintenance of two (2) cemeteries within the City during the growing season (April 1 – September 30). Services included in the contract shall be mowing, edging, trimming, blowing, and weed control. Cemetery locations shall include Palmetto Cemetery (including Palmetto East) and Greenwood Cemetery. All locations within each cemetery shall be included in this project, including access roads, burial spaces (with coping/walls or not), unoccupied space and common areas

### **Locations:**

- Palmetto Cemetery including Palmetto East, but excluding Hebrew Section (map attached) (approx. 56.6 acres)
  - Project Boundaries:
    - N – Chain link fence
    - E- Wrought iron fence or top of bank
    - S – top of bank
    - W – top of bank
- Greenwood Cemetery (approx. 18.2 acres) (map attached)
  - Project Boundaries:
    - N – Chain Link Fence
    - E – Wrought Iron Fence
    - S – Top of Bank or woods line
    - W – Woods line

**Scope of Services:** The following tasks, at a minimum, will be included in the bid price:

- **Mowing:** All grassed areas within project boundaries shall be mowed on a bi-weekly basis (13 visits per cemetery).
- **Trimming:** All hardscape areas within project boundaries (including border walls, roads, driveways, fences, etc.) and

softscape areas (tree rings, plant beds, etc.) shall be trimmed with steel blade edgers or string trimmers during each visit.

- **Blowing**: Grass clippings and trimming debris shall be blown from roads, driveways, plots and grave stones during each visit.
- **Weed control**: Weeds shall be removed 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.

**Additional services**: Tasks other than those listed in the Scope of Services such as debris cleanup from named tropical storms, fertilization, mulching and pruning will not be included in this contract. Those tasks may be added at the time of the event at an additional cost and shall be priced at that time.

**Project Work Plan**: Vendors' submittals shall include a proposed work plan for the various areas included in this project. This work plan shall include a general staffing chart, list of equipment to be used in the maintenance of the cemeteries, and a proposed schedule which will allow for servicing each cemetery on a bi-weekly basis, at minimum.

**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 used for weed control, pest control, or other measures. Contractor shall provide certificates of workers compensation 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 be 12 months beginning April 1, 2024 through March 31, 2025. Unless cancelled by either party, contract will renew for two additional terms through March 31, 2026, and March 31, 2027. Contract may be cancelled by either party upon written notice of at least 30 days.

### **Proposal Requirements:**

- All proposals shall include the vendor's full contract bid price for the services requested.
- Vendor shall include price and description of any services to be included in contract beyond the scope of services listed above.
- Proposed price increase for possible second and third terms of contract
- General liability and Worker's Comp insurance certificates
- References (including contact information) of three previous customers (current or former) who have used the vendor's services.
- Oath
- Drug-free certification

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

- Conformance to minimum requirements listed in this RFP;
- Cost of the services;
- Proposed work plan including staffing, equipment and schedule;
- References from previous customers;

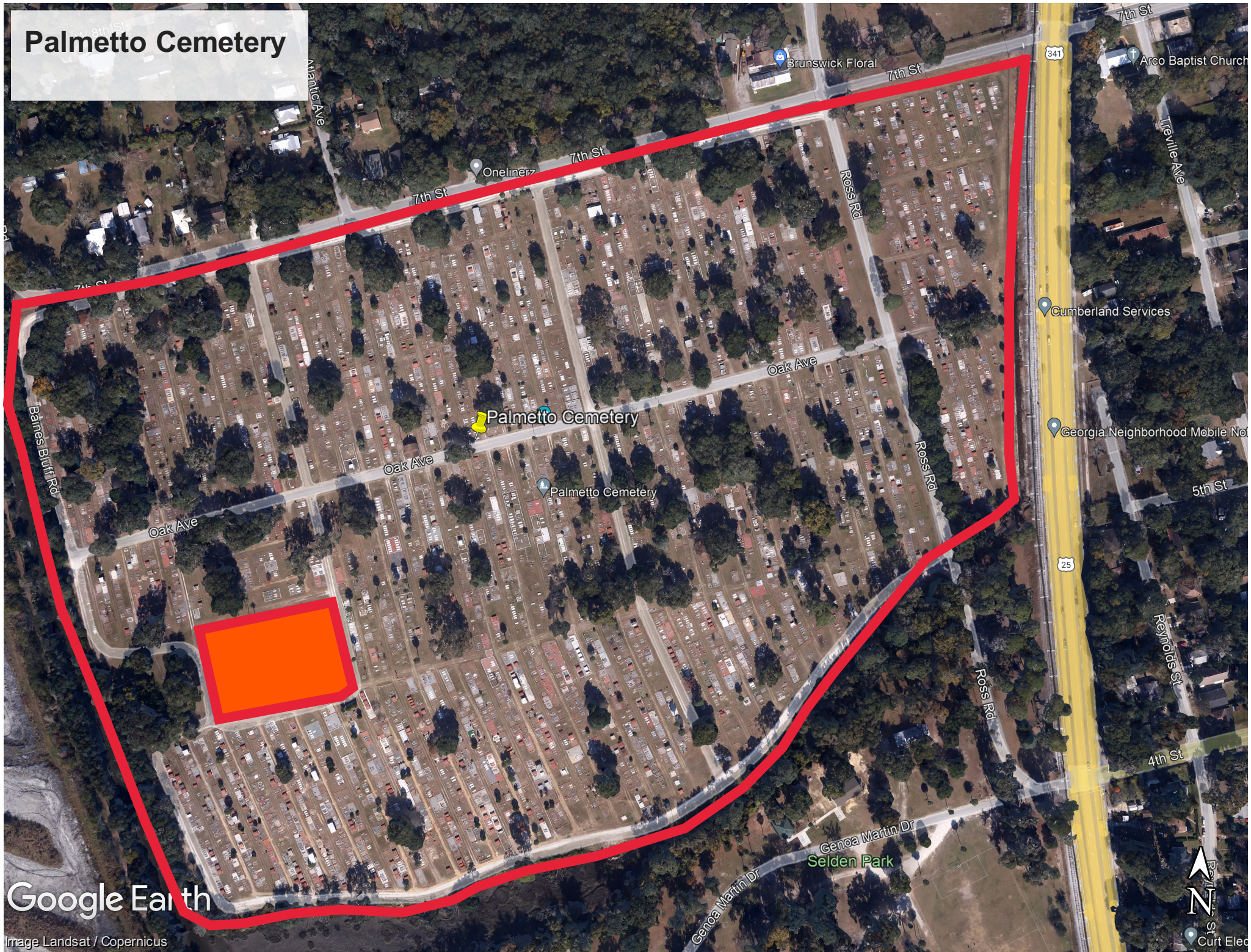
**Conflict of Interest:** Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

**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

# Palmetto Cemetery



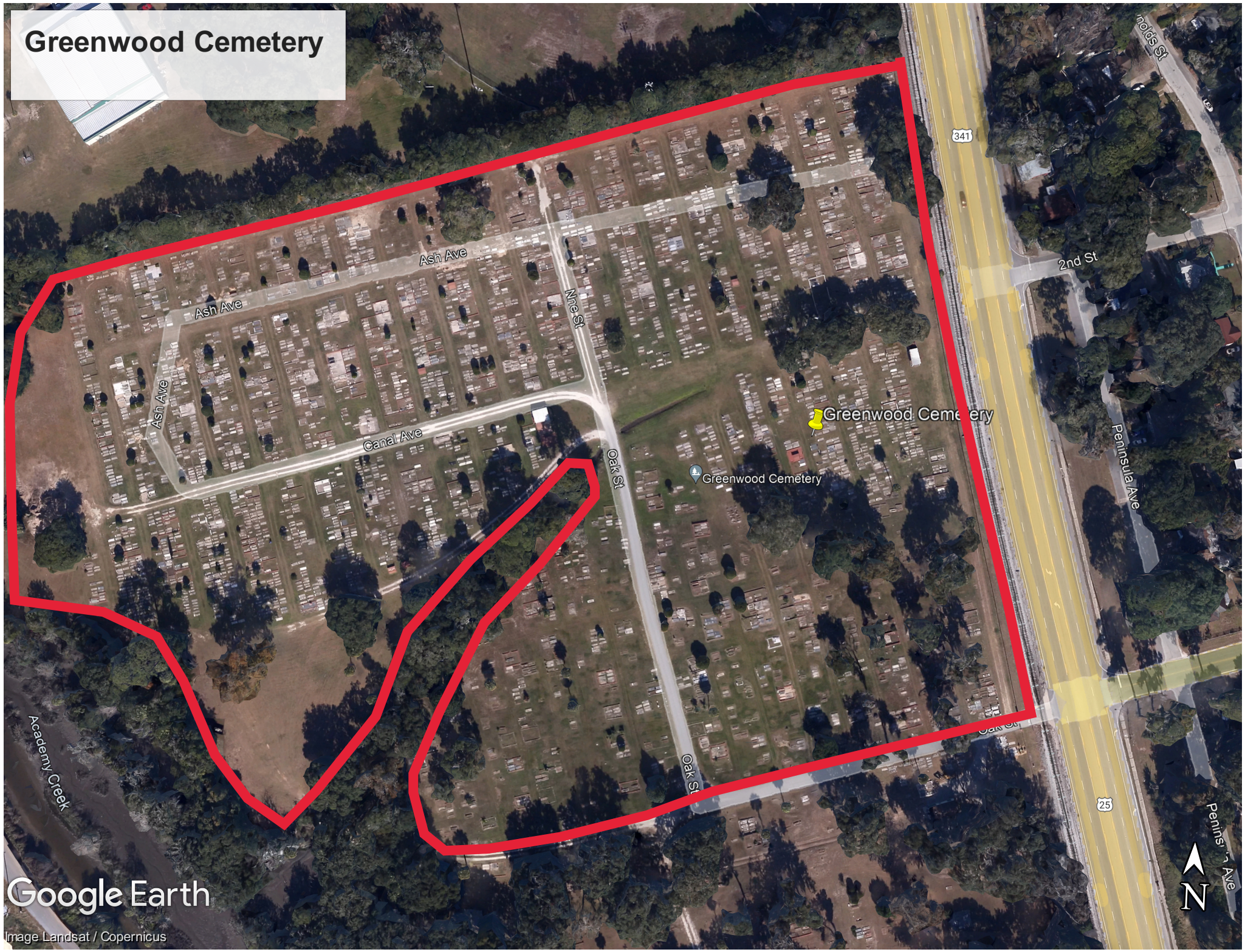
Google Earth

Image Landsat / Copernicus





# Greenwood Cemetery



Google Earth

Image Landsat / Copernicus

