



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Director

REQUEST FOR E-QUOTE NUMBER: 15FB99020C

PROJECT TITLE: Lawn Maintenance Service

DEPARTMENT: Public Works/General Services

DUE DATE: October 19, 2015

WILL BE RECEIVED UNTIL: 2:00 P.M.

LAST DAY FOR QUESTIONS: October 14, 2015

BIDDERS MAY SUBMIT REQUESTS FOR CLARIFICATION OR QUESTIONS REGARDING THIS E-QUOTE TO THE PURCHASING CONTACT PERON LISTED BELOW. ANY REQUEST SHALL ONLY BE SUBMITTED IN WRITING (FAX OR EMAIL). ALL RESPONSES TO WRITTEN REQUEST(S) WILL BE DISTRIBUTED AS ADDENDA TO THIS E-QUOTE AND POSTED ON THE FULTON COUNTY WEBSITE AT www.fultoncountyga.gov.

THE COUNTY WILL NOT RESPOND TO REQUESTS RECEIVED AFTER *October 19, 2015* AT 2:00 P.M.

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT www.fultonvendorelfservice.co.fulton.ga.us. BY THE DATE AND TIME INDICATED. You must be a registered vendor in order to respond to E-QUOTES.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW VIA EMAIL ONLY. NO PHONE CALLS WILL BE ACCEPTED. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

EFFECTIVE JULY 1, 2013, STATE LAW REQUIRES THAT ALL CONTRACTS FOR THE PHYSICAL PERFORMANCE OF SERVICES FOR ALL LABOR OR SERVICE CONTRACT(S) THAT EXCEED \$2,499.99 (EXCEPT FOR SERVICES PERFORMED BY AN INDIVIDUAL WHO IS LICENSED PURSUANT TO TITLE 26, TITLE 43, OR THE STATE BAR OF GEORGIA) MUST COMPLY WITH THE ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT. THE COUNTY CANNOT ENTER INTO A CONTRACT FOR THE PHYSICAL PERFORMANCE OF SERVICES THAT EXCEEDS \$2,499.99, UNLESS THE CONTRACTOR HAS REGISTERED WITH, IS AUTHORIZED TO USE AND USES THE FEDERAL WORK AUTHORIZATION PROGRAM COMMONLY KNOWN AS E-VERIFY. BEFORE A BID FOR ANY SUCH SERVICES IS CONSIDERED BY THE COUNTY, THE BID SHALL INCLUDE A SIGNED, NOTARIZED AFFIDAVIT FORM THE CONTRACTOR ATTESTING THE AFFIANT HAS REGISTERED WITH, IS AUTHORIZED TO USE, AND USES THE FEDERAL WORK AUTHORIZATION PROGRAM.

CONTACT NAME:

Felicia Brooks

E-MAIL ADDRESS:

Felicia.Brooks@fultoncountyga.gov

FAX NUMBER:

404-612-0351

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **METHOD OF SOURCE SELECTION.** This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is Code Section 102-373, Competitive Sealed Bidding.
3. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
4. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
5. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
6. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
7. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
8. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for E-Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
9. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
10. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
11. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County

reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

12. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
13. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
14. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
15. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
16. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received by Accounts Payable.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name

b. Department Representative Name

17. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
18. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
19. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
20. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
21. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
22. **RIGHT TO PROTEST.** Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.
23. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

REQUEST FOR E-QUOTE SPECIFICATIONS

Lawn Maintenance Service Department of Public Works/General Services

1. DESCRIPTION

The Fulton County Department of Purchasing is soliciting e-quotes from qualified vendors to provide lawn maintenance service for the Department of Public Works/General Services.

2. CONTACT PERSON

Please contact Felicia Brooks, Procurement Officer name by e-mail Felicia.Brooks@fultoncountyga.gov or Fax (404) 612-0351 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. TERM OF AGREEMENT

The term of agreement is for 12 months from issuance of purchase order.

4. PRODUCT/SERVICE SPECIFICATIONS

The work to be performed under this scope of work is estimated to consist of furnishing all labor, tools, mobilization to and from the site, equipment and incidentals and completing all work required in order to perform the following:

A. MOWING / TURF MANAGEMENT

1. Mowing, edging and trimming shall be performed weekly during the growing season (April through September) and biweekly thereafter or otherwise as directed by the contract administrator. Turf shall be mowed at appropriate height for industry standards. All turf areas will be mowed between 2 1/2" - 3 1/2" and not to exceed 4". String trimmers will be used to cut debris and grass that cannot be mowed. Chemical trimming along building, poles and fences must not exceed 4 inches in width. The contractor shall be responsible for edging all curbs, walkways, etc., with a gas edger every mowing event.
2. Remove all trash from turf and grass areas, including but not limited to, paper products, plastic products, metal containers, wood products, glass products, rubber products and tree branches up to 3 cubic yards per site prior to mowing per visit.
3. Mowing at each location will be conducted on a rotating basis to present a uniform appearance. If weather disrupts a scheduled mowing, then mowing will be conducted on the following day or as soon as practical thereafter.
4. An assigned foreman that will have the necessary background to effectively manage this project must supervise all mowing. This person must be on site throughout all mowing operations.
5. Finished mowing areas shall not produce any visible grass clippings under any circumstances.

6. Mowing will be done around all buildings and in and out of fence areas.
7. All mowing in the vicinity of the road will not allow grass cuttings into street or sidewalk areas.
8. All mowing will be conducted in accordance with the noise ordinance of the local jurisdiction.
9. All sites will be secured by vendor upon completion of work. This includes securing/locking gated entrance to facilities with supplied pad lock or pass code.
10. At no time are any mowers to exceed 7 mph on any turf area due to the increased risk of an unexpected injury to staff. Mowers must have shrouds in the down position at all times.
11. No abrupt turning or sliding of equipment which results in turf damage shall occur. It is the contractor's personal responsibility to repair all damage within one (1) week of an incident.
12. All sidewalks, driveways and paved areas are to edged and clean of debris each mowing occurrence.
13. String trimming will be done as needed around signs, curbs, and parking lot concrete stops, storage tanks, pump stations, fencing and along road guardrails.
14. All concrete sidewalks will be edged each visit with a string trimmer and a minimum of every other visit with an edging machine to maintain a visible edge between the sidewalk and turf.
15. All debris will be blown/swept off of all sidewalks after mowing is completed.
16. The contractor shall be responsible for the removal and proper disposal of leaves. This must be done on a continuing basis and leaves shall not be allowed to accumulate excessively. In the fall, leaf removal shall be done during the mowing events. Mulching of leaves is acceptable providing appropriate mulching equipment is used. No leaves shall be visible on site upon completion of mowing.
17. Fire ants and other insects and/or diseases that are detrimental to the health and appearance of the turf shall be controlled by approved product applications. Three insect and/or disease treatments shall be provided per site during a 12 month period.

B. MULCHING

All landscape beds shall be mulched with pine straw or bark to a depth of 3 inches as follows:

1. Mulching shall be done during each of the months of April, August, and December.
2. All ornamental beds shall be trench-edged along all adjoining lawn areas. This edge shall follow the established flow of the bed lines and be two to three inches deep, with pine straw or mulch tucked into the trench. Beds shall be edged periodically to maintain a clean edge. The trench-edge shall be made by using

appropriate equipment, such as a flat-edge spade, or/a half-moon edger. Garden tillers etc. shall not be used. The pine straw / mulch must be tucked under and around the plant material.

3. All ornamental beds shall be mulched within 30 days of the day on which the contract was awarded. Graded pine bark may be substituted upon approval of the contract administrator. Any areas where mulch washes, deteriorates or otherwise does not adequately cover soil shall be re-mulched as necessary to maintain cover.
4. Vendor shall provide all pine straw, mulch and pine bark.

C. PRUNING, TRIMMING AND TREE AND ORNAMENTAL PLANT MAINTENANCE

1. All shrubs and ground cover shall be pruned once in the spring and once in the fall as necessary to maintain a neat and natural shape within the planting boundaries. Any dead wood shall be pruned out. All trees shall be limbed up uniformly according to design and plant habit, with suckers removed as necessary. Crape myrtles shall only be limbed up, with suckers being removed as necessary. Crape myrtles shall remain in tree form. Perennials shall be cleared of decaying leaves and pruned backed by hand when fully dormant. Perennials, daylilies, etc., shall not be mowed or pruned back with a weed eater.
2. The contractor is responsible for maintaining all ornamental beds in a weed-free condition. In addition to hand pulling, appropriate pre and post emergent herbicides may be used to control weeds. Non-selective herbicides must never be applied to any desirable plant material. All trash shall be removed from all ornamental beds each visit.
3. All trees, shrubs and ground cover shall be fertilized with an appropriate liquid fertilizer in April per label directions. Plant material shall be fertilized again in October-November with a slow-release fertilizer.
4. Vendor shall provide all fertilizer and herbicides.

Plant Maintenance shall occur at each site once in the spring and once in the fall. The unit price for this item shall include pruning, trimming, and fertilizing trees and plants as well as weeding ornamental beds with a combination of hand pulling and herbicide treatment. Each occurrence (Spring and Fall) shall be paid for as a separate item.

5. PRICING SHEETS

<i>Item No.</i>	<i>Item Description</i>	<i>Estimated Quantity</i>	<i>Unit of Issue</i>	<i>Unit price (\$)</i>
A)	Hembree Tank Site			
1.	Mowing / Turf Management	39	each	
B)	Hackett Tank Site			
2.	Mowing / Turf Management	39	each	
3.	Mulching	2	each	
4.	Plant Maintenance	2	each	
C)	Woodstock Pump Station			
5.	Mowing / Turf Management	39	each	
D)	Dogwood Pump Station			
6.	Mowing / Turf Management	39	each	
E)	Jones Bridge Tank Site			
7.	Mowing / Turf Management	39	each	
F)	Alpharetta Tank Site			
8.	Mowing / Turf Management	39	each	

6. SPECIAL CONDITIONS/INSTRUCTIONS

A. CONTRACTOR SERVICE REQUIREMENTS:

1. The Contractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the chemical application when deemed necessary.
2. The Contractor shall provide detailed site-specific recommendations to aid in reducing chemical use. The Contractor should use non-chemical methods whenever possible.
3. All services provided by the Contractor will be in compliance with all relevant Federal, State, and local laws.
4. When chemical applications are deemed necessary, the Contractor shall notify the project manager at minimum of two (2) days prior to said application.
5. The Contractor shall provide current product labels, EPA numbers, and Material Safety Data Sheets (MSDS) for all chemicals to the project manager.
6. No additional or separate payment shall be made for any traffic control, work area protection, recording, safety measures, set-up of equipment and set-up of staging area.
7. The company must have and use on Fulton County sites approved Landscape vehicles in good working condition, be acceptable in appearance, and must be

marked with the company's name on both sides. The company shall use only commercial landscape maintenance equipment on Fulton County sites. Fulton County reserves the right to inspect equipment prior to an award being made. In no way shall an inspection be perceived by the bidder as a successful award.

8. The personnel of the company that will work on Fulton County sites must be uniformed with the company's logo and the employees name on their uniform. The company's employees must conduct themselves in a professional manner while on the county's sites. At least 1 contact person on each crew must be able to communicate verbally with the Fulton County Contract Administrator to resolve any issues on site. At least 1 member of each crew that works on Fulton County sites must have a valid Georgia Driver's License.
9. If you plan to sub-contractor any portion of these landscape maintenance services, you must identify the sub-contractor(s) by business name, address and telephone number.
10. Prior to award, the selected vendor shall submit a current and valid copy of their business license. The business license must be in the same name as the company, and the application date cannot be later than this bid open date.
11. Prior to award, the selected vendor shall submit a copy of their State of Georgia, Georgia Pesticide Applicators License, for Category 24.

B) MISCELLANEOUS SITE REQUIREMENTS

1. Trash and debris shall be removed from the entire site, to include parking areas, walkways and other hard surfaces each site visit. Trash cans on the exterior of the building must be emptied each site visit, with a new trash can liner being placed in the trashcan. All trash and debris other than leaves may be placed in the dumpster on site where available. Leaves may not be placed into trashcans or dumpster. No additional or separate payment will be made for disposal off site of surplus grass cuttings, dead tree limbs branches or trash materials.
2. Drainage and grate inlets must be kept clear of debris at all times. Leaves and debris shall not be allowed to accumulate on drains and grates.
3. Contractor is required to water all ornamental plants during dry or drought periods, with the exception of lawn areas.
4. All detention ponds shall be considered part of the site and therefore shall be maintained on the same schedule as the rest of the sites.

C) WORKING HOURS

This contract is to provide services on a scheduled basis. Services may be performed any time between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday; rain days must be made up; however, noisy and/or loud sounding equipment shall not be operating at times which would be likely to disturb nearby residents. Any work performed outside of normal working hours (including weekends and holidays) shall observe these same noise restrictions.

D) INVOICING

Vendors will only be paid for items listed on the quote pricing sheet (See Section #5- Pricing Sheet)

Invoice submitted must include the purchase order number, item number(s) and item description(s), and net prices. Invoices will be returned unpaid to the vendor when one of the following conditions exists:

1. Invoice does not contain all the required information.
2. Price on the invoice does not correspond to the bid price.

E) LOCATIONS AND SERVICES REQUIRED:

- A. **Hembree Tank Site** - 272 Hembree Road Roswell, GA 30075
Mowing/Turf Management: Approximately 1.0 acre – to include outside fenced area both sides of driveway from edge of driveway for 10 ft
Mulching: None Required
Plant Maintenance: None Required
- B. **Hackett Tank Site** - 11380 Hackett Road Roswell, GA 30075
Mowing/Turf Management: Approximately 1.25 acre – to include 5 ft. both sides of driveway outside fenced area
Mulching: 57 tree plantings mulch 6 ft diameter 3 inches deep
Pruning and trimming: 42 – Cryptomeria Japonica, 8 – Nellie R. Stevens Holly,
7 – Virginia Pine.
- C. **Woodstock Pump Station** - Woodstock Road, Roswell GA 30066
(Rt. 92 Fulton, Cobb county line)
Mowing/Turf Management: Approximately 0.25 acre – to include outside front fenced area (114 linear ft.) to curb
Mulching: None Required
Plant Maintenance: None Required
- D. **Dogwood Pump Station** – 9625 Dogwood Road, Roswell GA 30075
Mowing/Turf Management: Approximately 0.50 acre – only outside front fenced area to edge of road
Mulching: None Required
Plant Maintenance: None Required
- E. **Jones Bridge Tank Site** – 10735 Jones Bridge Road Johns Creek, GA 30022
Mowing/Turf Management: Approximately 2.5 acre – inside fenced area
Mulching: None Required
Plant Maintenance: None Required
- F. **Alpharetta Tank Site** – 3450 Preston Ridge Road Alpharetta, GA 30005
Mowing/Turf Management: Approximately 1.0 acre – inside fence and 900sq.ft.outside fenced area in front of fence gate
Mulching: None Required
Plant Maintenance: None Required

F) SITE VISITS LOCATIONS

Vendors will have the opportunity to attend a non-mandatory site visit at listed location prior to quote submission. A site visit for each location will be held as follows:

Hembree Tank Site – 272 Hembree Road Roswell, GA 30075

Date: Tuesday, October 13, 2015

Time: 10:00 am

Hackett Tank Site – 11380 Hackett Road Roswell, GA 30075

Date: Tuesday, October 13, 2015

Time: 10:45 am

Woodstock Pump Station – Woodstock Road, Roswell GA 30066

Date: Tuesday, October 13, 2015

Time: 11:30 am

Dogwood Pump Station – 9625 Dogwood Road, Roswell GA 30075

Date: Tuesday, October 13, 2015

Time: 12:15 pm

Jones Bridge Tank Site – 10735 Jones Bridge Road Johns Creek, GA 30022

Date: Tuesday, October 13, 2015

Time: 1:00 pm

Alpharetta Tank Site – 3450 Preston Ridge Road Alpharetta, GA 30005

Date: Tuesday, October 13, 2015

Time: 1:45 pm

7. Insurance and Risk Management Provisions

Professional Landscape & Lawn Care Services

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to Fulton County Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$500,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$500,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability Each Occurrence		\$1,000,000
(Other than Products/Completed Operations) General Aggregate		\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Bodily Injury & Property Damage	Each Occurrence	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		

4. CONTRACTOR'S POLLUTION LIABILITY Each Occurrence \$500,000

Certificates of Insurance

The aforementioned insurance policies shall contain or be endorsed to contain a Provision that coverage afforded under such policies shall not expire, be cancelled or altered without at least thirty (30) days written notice to Fulton County Government. Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 20 10 (11/85), its equivalent or on a blanket basis.

The Contractor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates **must** list Project Name (where applicable).

Important:

It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMETNIONED REQUIREMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

STATE OF GEORGIA

COUNTY OF FULTON

FORM 1: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

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 services¹ under a contract with **[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program²,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public: _____

County: _____

Commission Expires: _____

1O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

2*[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

