City of Forest Park Request for Proposals
Landscape Project

Mandatory Pre-Proposal Conference at August 19, 2014 at 10:00 am
Proposal Deadline September 5, 2014 at 2:00 pm

Purpose: The City of Forest Park will accept sealed proposals from qualified landscape contractors for the removal of old plant material and the installation of new material according to the landscape plan provided. Proposals must be submitted in strict conformity with the PDF documents and Landscape plans available upon request.

The City of Forest Park will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Vendor(s)." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

The City will require work to begin the first full week in October 2014 at the latest and all work must be complete by the last day of October 2014.

Timeline: August 19, 2014, 10:00 am Mandatory Pre-Proposal meeting
September 1, 2014, 12:00 pm Deadline for Inquiries
September 3, 2014, 4:00 pm Deadline for inquiry responses
September 5, 2014, 2:00 pm Deadline for Proposals

Scope: Scope of work involves the removal and installation of plant material, soil amendments, mulch, in accordance with the supplied plans with includes the front, back, and sides of the Planning and Zoning and Recreation buildings.

All questions pertaining to this RFP shall be directed to Jeff Eady at the City of Forest Park by email to jeady@forestparkpw.com.

The contractor must familiarize himself/herself with the site, all details of the work required, and existing conditions. Please contact Jeff Eady by email at jeady@forestparkpw.com to obtain an electronic file of the plans, specifications and notes.
The contractor must be a going entity for at least 5 years, produce a valid certificate of liability insurance, which must be on hand before work begins.

The City of Forest Park will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

**General Requirements:**
- Removal of existing material
- Bed preparation
- Soil amendments
- Fertilizer
- Installation of plant material
- Mulch

**Qualifications:**
All bidders must be licensed and qualified.

**Communication:**
Prior to work commencing, it shall be the Contractor’s responsibility to inspect the grounds and become familiar with the job site. Work to be performed will be in accordance with the specifications of the Landscape plans provided by the Landscape Architect.

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties, by email, that have received a copy of the RFP. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Jeff Eady, Director of Public Works. [jeady@forestparkpw.com](mailto:jeady@forestparkpw.com)

The deadline for all inquiries is September 1, 2014, at noon. Any inquiries that come in after this date and time will not be answered. The deadline for all answers is September 3, 2014 at 4:00 pm though all answers will be posted as promptly as possible. All addendums will be emailed to those eligible to bid. It will not be the City’s responsibility to ensure that the most current information is available in any additional way other than by email to the qualified vendors.
Evaluation: Award will be made to the bidder considered most qualified who will act in the best interest of the City and whose proposed proposal meets the demands of the City’s services. Bid packages must include at least three (3) references. These references should represent agencies utilizing the bidder’s services as outlined in the proposal. Provide company names with contact person and telephone number.

Evaluation Criteria:

Proposals will be evaluated on many criteria deemed to be in the City’s best interests to include but are not be limited to:

- Ability to meet specifications
- Pricing
- Responsiveness to proposal terms and conditions
- References
- Experience in providing the services specified in this RFP.

Pre Proposal: There is a mandatory pre-proposal conference that will allow for a detailed discussion with the staff. At this time, bidders will have an opportunity to address any questions, and communicate the feasibility of the City’s expectations. If bidders do not attend this conference and still submit a bid package, their bids will not be considered valid and will not be considered for award.

The pre proposal conference will be held on August 19, 2014 and begin promptly 10:00 am at 5230 Jones Rd., Forest Park Georgia, 30297. A site visit will immediately follow.

Award: The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid but instead will accept the bid that best suites the City and the City’s services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for local.

It is the responsibility of the bidder to inquire about any details of this RFP that are not understood. All inquiries must be submitted by email. Responses to inquiries, if they change the RFP in a substantial manner, will be forwarded by email addenda to all parties that have qualified to submit a proposal. Therefore, it is the responsibility of the bidder to ensure an email address has been provided.

Submission: A SIGNED original and three (3) copies of the bid documents including the bid proposal form and bidder qualification sheet must be received at Forest Park City
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Hall, 745 Forest Parkway, 30297. **Deadline for submittals is September 5, 2014 at 2pm.** The bid must be date/time stamped by Forest Park City Hall in order to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date WILL NOT be a substitute for receipt of bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

**Bid Bond**

Each bid must be accompanied by a bid Bond payable to the owner for five percent of the total amount of the bid. As soon as the bid prices have been compared, the owner will return the bonds of all except the three lowest responsible bidders. When the Agreement is executed the bonds of the two remaining unsuccessful bidders will be returned. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond.

A performance bond and a payment bond each in the amount of 100 percent of the contract price, with a corporate surety approved by the owner, will be required for the faithful performance of the Contract.

Attorney in fact who sign bid bonds or payment bonds and performance bonds must file with each bond a certified and effective dated copy of their power of attorney.

**Insurance Requirements:**

A. **Statutory Workers Compensations Insurance**
   Employers Liability
   Bodily Injury Accident - $100,000 Each Accident
   Bodily Injury by Disease - $500,000 Policy Limit
   Bodily Injury by Disease - $100,000 Each Employee

B. **Comprehensive General Liability Insurance**
   $500,000 Limit of Liability per Occurrence for bodily injury and property damage.

C. **Auto Liability Insurance**
   $500,000 Limit of liability per occurrence for bodily injury and property damage. Comprehensive form covering all owned, non-owned and hired vehicles

D. **Umbrella Liability Insurance**
   $1,000,00 limit of liability
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Envelope: The signed bid should be submitted in an envelope or package, sealed and identified on the outside of the envelope with contact name, contact email, company name and due date.

Proposal Opening: The bid packages will be opened and recorded immediately after the deadline for submittal at Forest Park City Hall, 745 Forest Parkway, Forest Park, Georgia 30297. For all bids that clearly identify a primary contact, provide an email address for the primary contact, a list of the submitted bids with company name, and bid amount will be sent via email.

Materials to Include:
1. Contact Information
2. Description of Company
3. Project Proposal
4. Credentials of Relevant Staff
5. List of Proposed Subcontractors (if any)
6. Basis of Pricing
7. E Verify Affidavit or Statement
8. Certificate of Insurance
9. Professional Certifications
10. References as previously described

Selection: All of the proposals are due on or before September 5, 2014 at 2:00 pm. Each proposal will be evaluated separately by the appropriate staff. Three (3) bidders may be placed on a “short list” and MAY be asked to come in for an interview. If so the bidders that are selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If less than 3 or only 3 bids are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.
E-Verify: E-Verify- All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the proposal deadline, and E-Verify affidavit is included in the package.
Proposal Form

Having carefully examined the request for proposal for landscape improvements inside the City Limits of Forest Park, Ga. 30297 and having visited the site, examined and become familiar with all conditions affecting the cost of the work. The undersigned hereby propose to furnish all labor, material, equipment and incidentals; and to perform all work in the manner and form as provided. It is the responsibility of the bidder to furnish with their bid a list clarifying any and all deviations from these specifications, written or implied, in order that a fair and proper evaluation can be made. Those bidders not submitting a list of deviations will be presumed to have bid as specified. Each site location listed must be bid separately using the form below. Attach your itemized proposal to the form for each location.

Detailed information should be submitted on the supplied spreadsheet. Total cost must be recorded below.

REMOVAL AND INSTALLATION COST: _________________________

TOTAL BID AMOUNT COST: _________________________

DATE OF COMPLETION WILL BE TAKEN INTO CONSIDERATION WHEN AWARDING BID.

LENGTH OF TIME TO COMPLETION PROJECT: _________________________

DATE TO COMMENCE WORK AFTER NOTIFICATION: _________________________

COMPANY NAME: _________________________________________________________

ADDRESS: ________________________________________________________________

CITY____________________STATE__________________ ZIP CODE_________________

E-MAIL:___________________________________________ FAX #:____________________

NAME OF BIDDER:___________________________________________________________

SIGNATURE OF BIDDER____________________________DATE:____________________

WARRANTY PERIOD:________________________________________________________

CITY OF FOREST PARK
5230 Jones Rd. Forest Park Ga., 404.608.2310
Email – jeady@forestparkpw.com
Bidders Qualification Sheet

Company Name _____________________________________________________________

Name _____________________________Title____________________________________

Address __________________________ City __________________________________

St. _______________________________ Zip_____________________________________

Phone ___________ Fax ______________ E-Mail__________________________________

1. Number of years of experience bidder has in the type of work described in specifications.   ____________________________________________________

2. Name & location of places where similar services have been performed in the past five (5) years, and indicate date and year of contracts and name of person to contact who approved Bidders work.

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<th>Name</th>
<th>Location</th>
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3. Number of employees specifically hired by proposer to perform services of type specified.  

   Supervisory _________________ Laborers___________________________

4. Additional Information__________________________________________________

   ______________________________________________________________________

Signature & Title of Person Preparing this Form       Date

License No. (if applicable) ____________________ Date ____________________

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