



## City of Elberton

### General Landscaping and Lawn Care Maintenance

The City of Elberton is seeking competitive bids for general landscape and lawn care maintenance for several properties as specified on the enclosed bid summary sheet.

Sealed Bids will be received by the City Clerk of the City of Elberton until 1:59 p.m. local time, on Friday, February 21, 2025. At 2:00 p.m., Friday, February 21, 2025 the sealed bids will be publically opened and read aloud.

The term of service will be twelve (12) months commencing April 1, 2025. Payment for the work will be made on a monthly basis.

Copies of the bid packet can be obtained by email request to Cindy Churney, City Clerk at [cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net) or in person at 203 Elbert Street, Elberton, GA 30635.

Contact Allen Turner at 706-498-6531 to schedule a walk-through of the properties contained in this bid.

Sealed Bids may be delivered:

- 1) In person prior to the bid opening; or
- 2) By U.S. Mail or other delivery service to P.O. Box 70, 203 Elbert Street, Elberton, GA 30635-0070. Envelope must be marked "**Attn: City Clerk; Lawn Care.**"

The City of Elberton reserves the right to refuse any and all bids, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton. The City of Elberton operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.

***NO LATE BIDS WILL BE ACCEPTED!***

## **BID CONDITIONS & INSTRUCTIONS**

These conditions are an integral part of this bid, and the vendor must comply with them.

1. Must cut the grass as often as necessary to maintain good appearance which usually means at least once every two weeks. More or less cuttings may be required depending on weather conditions and season.
2. Bidder must carry at least \$100,000 of general commercial liability insurance.
3. Must provide at least three professional references.
4. Bidder must provide all necessary labor, material, and equipment to successfully meet the specifications of the contract.
5. Submission of a bid means that the bidder complies with these instructions and conditions.
6. Each Bidder should submit the enclosed bid summary sheet, Page 4, as requested.
7. Each bidder must sign the bid with his/her signature and shall give his/her full address on the form provided in this bid.
8. The City of Elberton operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
9. The City of Elberton reserves the right to refuse any and all bids, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of both parties.
10. No late bids will be accepted.
11. Bids will be opened and read publicly at the Municipal Building, 203 Elbert Street, Elberton, GA 30635 on the specified date and time.
12. No bid award will be made at the time of the opening.
13. Payments for the work will be made on a monthly basis.
14. Bidders must contact Allen Turner to obtain schedule a walk through of the areas by calling 706-498-6531.

## BID SPECIFICATIONS

The City of Elberton is considering awarding a twelve (12) month contract to a qualified company to perform general landscape and lawn care maintenance service for several locations owned by the City of Elberton.

The term of the contract will be April 1, 2025, through March 31, 2026. Payment for services will be in twelve (12) equal monthly payments according to the terms of the contract.

The location and description of service required at each location:

1. Hickory Drive Park located on Hickory Drive in the city limits of Elberton—
  - Lawn care inside the fenced area to include all open spaces, around the tennis courts, and the ball field.
  - Weeding, trimming and spraying of all areas inside the fence of the park as needed to maintain good appearance
2. Burke Street Park located on Burke Street in the city limits of Elberton—
  - Lawn care inside the fenced area to include all open spaces, around gym and playground area, around the picnic pavilions, and the ball field.
  - Weeding, trimming and spraying of all areas inside the fence of the park as needed to maintain good appearance
3. Granite City Walking Trail including parks (Attachment A). Location includes area along Forest Hills Road to Oak Drive, area inside Brookhaven Circle, area from Brookhaven Circle north to Church Street next to the Granite Bowl, area along Brookhaven Circle
  - Lawn care
  - Minor collecting of limbs as needed. No less than monthly within the maintained lawn area
  - Blowing off the asphalt walking trail after the grass is mowed
  - Several small shrubbery beds to be trimmed, weeded, and mulched as necessary to maintain good appearance. Beds can be specifically identified by contacting Allen Turner
  - Entire area must be cut within a 48 hour period

**Bidders must contact Allen Turner to schedule a walk-through of the areas by calling 706-498-6531.**

**BID SUMMARY & CERTIFICATION**

The City of Elberton is seeking sealed bids for general landscape and lawn care maintenance for several locations owned by the City of Elberton. The term of service will be twelve (12) months commencing April 1, 2025.

Total Bid price including material/labor/equipment: \_\_\_\_\_

Other comments (if any): \_\_\_\_\_

**Bidder agrees to carry at least \$100,000 of general commercial liability insurance.**

Please provide at least three professional references:

| Name | Affiliation | Contact Number |
|------|-------------|----------------|
|      |             |                |
|      |             |                |
|      |             |                |

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date Certified: \_\_\_\_\_