

# REQUEST FOR PROPOSALS

## Friendship Baptist Church

*“Friendship Changes Everything.”*

80 Walnut Street Atlanta, GA, 30314

404-688-0206

[www.fbcatlanta.org](http://www.fbcatlanta.org) ~ [info@fbcatlanta.org](mailto:info@fbcatlanta.org)



**RFP NO. 2017-15**

**FOR**

**GROUND MAINTENANCE SERVICES**

**NOTICE INVITING PROPOSALS**

**NOTICE IS HEREBY GIVEN** that sealed proposals will be received in the office of Friendship Baptist Church Church (FBC) either by U.S. Postal Service addressed to its mailing address, Interim Office Providence Missionary Baptist Church 2295 Benjamin E. Mays Drive SW, Atlanta, GA 30311, or by personal delivery to the church office on or before **Wednesday, July 12 2017, by 4:00 p.m.**, for the following:

**REQUEST FOR PROPOSALS (RFP) NO. 2017-15 GROUND MAINTENANCE SERVICES**

FBC seeks proposals from qualified firms to provide ground maintenance services to include lawn care and landscape maintenance for its entire campus. Proposals shall be enclosed in a sealed envelope marked “**RFP NO. 15-17, GROUND MAINTENANCE SERVICES,**” and plainly endorsed with the Proposer’s name and address.

A Pre-Proposal Conference and Site Tour will be held in the Construction Trailer of the Church site Tuesday, **June 27, 2017, at 1:00 p.m.** Attendance at the Preproposal Conference is not mandatory but is strongly recommended.

Requests for modifications or clarifications of any requirement must be submitted in writing to the church office by **Wednesday, July 5, 2017, at 4:00 p.m.**

Contractor and any approved subcontractors shall hold such current and valid Contractor’s Licenses as required by Georgia Law.

Proposals will be examined and reported to FBC’s Chief Administrative Officer and Board of Trustee’s. FBC reserves the right to reject all proposals, or to waive any irregularities or informalities in any proposal or in the proposal procedure, or to extend the proposal receipt date, or to cancel the RFP for good cause. Each Proposer will be notified of award of contract, if award is made.

The RFP Documents are available for download on FBC’s website, [www.fbcatlanta.org](http://www.fbcatlanta.org). To download the documents, go to FBC’s website, click on Contract Opportunities, and select RFP NO. 2017-15. The RFP documents may also be obtained at the FBC Interim Church Office, 2295 Benjamin E. Mays Drive SW, Atlanta, GA 30311.

For additional information, contact Curtis M. Evans, Chief Administrative Officer, at 404-688-0206 or [curtis.evans@fbcatlanta.org](mailto:curtis.evans@fbcatlanta.org).

\_\_\_\_\_  
Curtis M. Evans  
Chief Administrative Officer

\_\_\_\_\_  
Date

**FRIENDSHIP BAPTIST CHURCH**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**GROUND MAINTENANCE SERVICES**  
**RFP NO. 2017-15**

**1. PROPOSAL REQUEST**

- 1.1. Friendship Baptist Church (FBC) requests Proposals from qualified firms for the ground maintenance including lawn care and landscape maintenance of its entire campus. FBC will award a contract for a one (1)-year contract term; and reserves the right, at its sole discretion, to exercise up to two (2) additional one-year option terms to extend the contract.

**2. PROPOSAL TIME LINE**

- 2.1. Listed below is the Proposal Time Line that outlines pertinent dates of which the Proposers should make themselves aware:

Tuesday, June 20, 2017 RFP issued to public  
Tuesday, June 27, 2017 Pre-Proposal Conference/Site Tour at 1:00 p.m.  
Wednesday, July 5, 2017 Requests for clarification due Wed.  
July 7, 2017 Response to requests for clarification Friday,  
July 10, 2017 Proposals due by 4:00p.m.  
Week of July 17, 2017 Proposer interviews, if any

These dates are subject to revision at FBC's discretion.

**3. SUBMITTAL OF PROPOSALS**

- 3.1. **Pre-Proposal Conference and Site Tour** - There will be a Pre-Proposal Conference and Site Tour prior to the Proposal submission deadline. Members of FBC staff and its Property Committee will be available to answer general questions pertaining to the Request for Proposals (RFP) and the specifications.
- 3.2. **Requests for Clarifications, Modifications, or Corrections of the Proposal Specifications** - Any requests for clarifications, modifications, or corrections of the Proposal specifications shall be submitted in writing to the attention of the Chief Administrative Officer. Any interpretation, change, or correction of said specifications will be made by Addenda only, duly issued by the Secretary of the District no later than Friday, July 7, 2017. Copies of such Addenda will be mailed or otherwise furnished to each firm receiving a set of specifications. **All oral modifications of these conditions or specifications are void and ineffective.**

3.3. **Proposal Due Date** - Proposals must be received no later than **Monday, July 10, 2017, by 4:00 p.m.** Proposals received after the time and date specified will not be considered. FBC is not responsible for proposals delayed for any reason.

3.3.1. Submission of a Proposal shall constitute a firm offer to FBC for ninety (90) calendar days from the submission deadline for Proposals.

3.3.2. Proposers are requested to submit one original and three (3) hard copies of the Proposal to FBC. An electronic PDF copy should also be sent to [curtis.evans@fbcatlanta.org](mailto:curtis.evans@fbcatlanta.org). In case of any discrepancies, the original will be considered by FBC in evaluating the Proposal, and the electronic version is provided for FBC's administrative convenience only. Proposals should be submitted in a sealed envelope marked, "**RFP NO. 2017-15, GROUND MAINTENANCE SERVICES,**" and plainly endorsed with Proposer's name and address. Proposals will be sent or delivered to the following address:

Friendship Baptist Church  
Interim Church Office  
2295 Benjamin E. Mays Drive, SW  
Atlanta, GA 30311  
Attention: Curtis M. Evans, Chief Administrative Officer

3.3.3. Should firms interested in submitting a Proposal have questions regarding the required services, the contents of the Proposal, the selection procedures, or any other requirements, these questions should be directed to Curtis M. Evans at (404) 688-0206 or [curtis.evans@fbcatlanta.org](mailto:curtis.evans@fbcatlanta.org).

3.3.4. FBC will review all Proposals received and several finalists may be selected. These finalists may be invited to an oral interview. Please reserve the **week of June 17, 2017**, as the tentative week planned for finalist interviews, should interviews be conducted. It is requested that the attendees be restricted to those individuals who will have direct involvement/responsibility for the services to be performed under this contract.

3.4. **Proposal Documents** - The following documents must be submitted with each Proposal.

- 3.4.1. Proposal
- 3.4.2. Proposal Signature Form
- 3.4.3. Certificate of Insurance
- 3.4.4. Safety Program
- 3.4.5. List of Subcontractors

#### **4. SCOPE OF SERVICES**

Under the general direction of the Facilities Manager and designated FBC personnel, the Contractor shall provide professional support and assistance to accomplish the following:

#### **4.1. GENERAL**

The Contractor shall furnish all labor, equipment and materials for the lawn care and landscape maintenance of the FBC campus.

4.1.1. All services shall be guaranteed by the contractor and performed with the utmost professionalism in accordance with the best practices of the trade and horticultural procedures.

4.1.2. The contractor shall be available for consultation from 8:00a.m. – 5:00 p.m. Monday through Friday, if necessary.

#### **5. PLACE OF PERFORMANCE**

5.1. The place of performance shall be the entire FBC campus which includes property located at:

5.1.1. 80 Walnut Street, Atlanta GA, 30314

#### **6. PERIOD OF PERFORMANCE**

6.1. The period of performance shall be for one (1) year and may be extended for up to two (2) additional years at the sole discretion of FBC.

6.2. The contract may also be extended monthly if approved by both parties within 30-days of initial expiration.

#### **7. PERFORMANCE REQUIREMENTS**

##### **7.1. Turf Areas**

7.1.1. All turf areas shall be policed to remove debris prior to each mowing.

7.1.2. Turf areas shall be mowed as needed during the active growing season. The property at 80 Walnut Street shall be mowed on Thursday or Friday (prior to Sunday mornings) as possible.

7.1.3. All turf areas that cannot be cut by mowers (walkways, curbs, trees, signs, and buildings) shall be cut with weed eaters.

7.1.4. All turf areas, which abut walkways, curbs, and beds, shall be edged every time the turf is cut.

7.1.5. Clippings from mowing and edging shall be cleaned accordingly during the day of mowing.

7.1.6. The cost for major storm clean shall not be included in the contract price, however the contractor shall perform this service upon request for an additional charge.

##### **7.2. Shrub and Bed Maintenance**

7.2.1. All small ornamental trees shall be pruned to remove dead, diseased, and misshaped limbs. All limbs that are removed shall be done so in accordance with the best practices of the trade and horticultural procedures.

7.2.2. Small flowering and multi-trunked trees shall be pruned in accordance with the standards for the species. Low limbs shall be removed to form a canopy that is proper in proportion with the overall height and spread of the tree.

7.2.3. Suckers from the roots and water shoots on the trunk of trees shall be removed continuously during the term of the contract.

7.2.4. All shrubs will be pruned at least two (2) times yearly, selectively as growth warrants, to maintain and/or create a desired natural look for the species.

7.2.5. Groundcovers will be pruned to proper horticulture standards for the species.

### **7.3. Weed Control**

7.3.1. All shrubs and groundcover beds shall be kept weed and liter free continuously during the term of the contract.

7.3.2. Broadleaf weeds shall be removed by hand and/or by the application of a nonselective herbicide.

7.3.3. Weeds growing in sidewalks, curbs, etc. shall be removed continuously during term of contract.

7.3.4. Pre-emergent shall be added to all shrubs and groundcover beds. Application shall be spread once during the term of contract; one application in the spring.

### **7.4. Winter Program**

7.4.1. The mowing season consist of approximately 40 weeks after such the winter clean up takes its place.

7.4.2. As needed, all leaves shall be either mulched or removed on the day of service.

7.4.3. All beds shall continue to be cleaned during this time in accordance with section 7.3.1. above.

### **7.5. Mulch Program**

7.5.1. The cost of mulch material is not included in this contract; however, the contractor shall provide the mulch (at the customer's expense).

7.5.2. The contractor shall lay the mulch (including pine straw), for the semi-annual pruning in beds.

### **7.6. Annual Program**

7.6.1. The contractor shall plant annuals in April and October. Generally, pansies are planted in the fall and Begonias or Petunias in the spring.

7.6.2. The contractor shall fertilize all flowers at the time of planting and thereafter in accordance with best practices of the trade and horticultural procedures.

### **7.7. Chemical Program**

7.7.1. Shall include at least five (5) turf treatments of both fertilizer and pre-emergent; and shall include the treatment of all shrubs in accordance with best practices of the trade and horticultural procedures.

## **8. CONTRACT PRICE**

8.1. The contract price shall be a firm-fixed price (FFP).

8.2. The contractor shall propose a contract price for achieving the total scope of the services specified in this RFP.

## **9. CONTRACT PAYMENTS**

9.1. The contract payments shall be made in 12 equal amounts based upon the total contract price, and disbursed monthly upon receipt of the contractor's invoice and an acceptable level of service.

9.2. Payments will not be made for invoices that do not include the written report in section 13.1 below.

**10. CONTRACTOR INVOICES**

10.1. The contractor invoices shall be submitted by the fifth (5)-day of the month following the month services are performed to the address below.

Friendship Baptist Church  
ATTN: Chief Administration Officer  
80 Walnut Street  
Atlanta, GA 30314

10.2. The monthly report stated below shall be included with the invoices.

10.3. All valid invoices will be paid net 10 days from date of receipt.

**11. CONTRACT CHANGES**

11.1. All alterations and/or amendments shall be approved in writing by agreement of both parties.

11.2. Such agreements shall be signed by persons of the same authority as those signing the original contract.

**12. INSURANCE**

12.1. The contractor shall have adequate insurance coverage for this project, and a copy of the contractor's current "Certificate of Insurance" shall be included with the proposal.

**13. REPORT OF ACTIVITY – The following reporting is required under this contract:**

13.1. The Contractor shall submit a monthly written report outlining services performed, problems encountered and actions taken/needed to correct any problems. This report shall be submitted with the invoice as stated in section 10 above.

13.2. The contractor shall notify FBC's facilities manager at least one (1) week prior to the application of all fertilization treatments.

13.3. The contractor shall ensure that the FBC facilities manager or his designee is notified each time the contractor's maintenance team (including subcontractors) reports to and departs from the FBC campus to perform services under this contract.

**14. SAFETY PROGRAM**

14.1. The Contractor shall have a written safety program in place prior to awarding of the contract.

14.2. A copy of this program shall be submitted with the proposal.

**15. CONTRACT EXECUTION**

15.1. The contract shall be executed when signed by both parties.

## 16. **CONTRACT TERMINATION**

- 16.1. The contract may be terminated by the customer at any time should the contractor fail to perform the requirements of the contract in a satisfactory manner.
- 16.2. The contractor will be given a 30-day written notice of the customer's intent to terminate the contract.
- 16.3. The contractor will be given 30-days, from the receipt of the notice of intent to terminate, to bring their performance to a satisfactory level.
- 16.4. The customer shall not incur any cost penalties because of the termination of this contract.