

CITY OF OAKWOOD CEMETERY

PROJECT SCOPE

August 12, 2020

Overview

The City of Oakwood, Georgia is soliciting proposals from landscape maintenance companies or individuals to improve and enhance the aesthetics at the city's cemetery. Work includes, but not limited to, providing all labor, materials, equipment, tools, and services required in order to provide full professional lawn/landscaping maintenance on the designated city cemetery through October 2020 for calendar year 2021, March through October.

The proposal must contain the requested information below to be considered.

1. Weekly maintenance March through October

- a. Mowing entire property
- b. Litter and debris removal
- c. Trimming all plots, coping and headstones

2. Monthly March through October

- a. Spraying/Pulling weeds inside plot copings

Definitions:

1. Plots with coping

- a. granite borders with rock bedding and headstone

2. Plots with headstone

- a. No border or rock- headstone only

Exemptions:

All ornaments, flowers and memorabilia in plots are not to be removed with the exception of a storm event and such items have blown out of plots and scattered throughout cemetery.

MINIMUM QUALIFICATIONS & REQUIREMENTS

The City of Oakwood requires the following minimum qualifications of all individuals/firms submitting proposals:

Possesses a current Business License or Certificate or ability to obtain such license or certificate. Insured and/or bonded or ability to obtain sureties for damages made on, but not limited to, headstones, monuments, coping, and granite borders.

Basis of Award or Rejection of Bids: Staff will recommend the lowest responsive and responsible bidder to the City Manager. The City of Oakwood reserves the right to reject any or all bids, either part or in whole.

Contract Termination: The contract will renew annually. The City of Oakwood reserves the right to terminate a vendor's contract for just cause without penalty. The Public Works Director will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of termination and the contract will officially terminate at the end of the 30-day grace period. The vendor may request reconsideration of this decision in writing at any time during the 30-day grace period. The request must be addressed to the City Manager of Oakwood, who will initiate an internal review of the matter. If the vendor's input is required as part of the reconsideration process, the vendor will be notified when and where to appear. Request for reconsideration received after (30) day grace period will be denied.

Proposal Notice: Posted August 12, 2020 on City's Website, GLGA webpage and emailed to existing service contractor's on the current services bid list.

Bid proposals due: 12:00 Noon Tuesday, September 1, 2020. Proposal submitted after the deadline will be automatically disqualified. Bid Opening at 1:00 PM.

Bid award notification: Friday, September 4, 2020.

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Jason Spencer, Public Works Director
jspencer@cityofoakwood.net.

Please drop off or Mail your sealed bid to:

Attn: Jason Spencer
City of Oakwood
4035 Walnut Circle
P. O. Box 99
Oakwood, GA 30566