

EVERMORE CID REQUEST FOR PROPOSAL:  
MULCH INSTALLATION SERVICES



August 07, 2020,

The Evermore Community Improvement District Board of Directors is seeking a professional landscape maintenance contractor to provide for the installation of mulch in the medians and nodes of the State Highway and local street right-of-way (ROW) within and bordering the Evermore CID. The intent is to give the contractor the overall responsibility of ensuring that all street ROW areas within the district, regardless of parcel ownership, sustain a consistent, high-quality appearance. Pending approval by the Evermore CID Board of Directors, it is anticipated the effective date of this agreement would be no sooner than **September 15, 2020** and would terminate **November 01, 2020**.

Proposals will be received until **3:00 p.m. August 21, 2020** in the Evermore CID offices at 2795 Main Street West, Building 28 Suites A&B, Snellville, Ga 30078. Any proposal received after this date and time will not be accepted. Questions regarding proposals should be directed in writing to Jim Brooks, Executive Director, at the office address listed above, by e-mail at [jbrooks@evermorecid.org](mailto:jbrooks@evermorecid.org), no later than **5:00p.m. August 17, 2020**. Any questions submitted will be made available on our website no later than **5:00p.m. August 18, 2020**. Proposals are legal and binding upon the bidder when submitted and must be valid for 60 days after the close of the bid.

Selection criteria are stated in the Request for Proposal package. The award of the contract will be to the contractor whose responses comply with the requirements set forth in this request for proposal, and whose proposal represents the best overall value taking into consideration all aspects of the responses. Rates will not be the sole determining factor. Evermore CID Board of Directors reserves the right to reject any or all proposals, to waive technicalities and to make an award in whole or in part and as deemed in its best interest. The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified of award.

We look forward to your proposal and appreciate your interest in the Evermore CID.

A handwritten signature in blue ink that reads "Jim Brooks".

Jim Brooks  
Executive Director

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I. OBJECTIVE

This RFP is intended to foster effective, fair, and broad-based competition for public procurement within the free enterprise system. It is unethical for any person to offer, give, or agree to give any CID Board Member, employee, business associate, or relative a gratuity as an inducement for the award of a bid. The goal of the RFP is to select the most qualified firm, and a fair and equitable fee, to be paid for services, will be negotiated following selection.

II. BACKGROUND

The Evermore CID is an organization of commercial property owners located on Highway 78, between Snellville and Stone Mountain, in Gwinnett County. The mission of the CID is to establish a vibrant, upscale destination area, improve business development opportunities, and enhance property values by developing and promoting coordinated transportation improvements and community character improvements to benefit property owners, business owners, and residents along the Highway 78 corridor.

III. IMPORTANT PROPOSAL DATA

Review of Dates

Proposal Deadline	<b><u>August 21, 2020 @ 3:00 P.M.</u></b>
Recommendation to Board of Directors	<b><u>August 26, 2020 @ 2:30 P.M.</u></b>
Award of Contract Effective Date	<b><u>September 15, 2020</u></b>
Contract Termination Date	<b><u>November 01, 2020</u></b>

One original (designated as the original) and two (2) paper copies, and one electronic copy, of your proposal must be submitted to be considered. Any proprietary information contained in the proposal should be so indicated. However, in the event the entire contents, or a major portion, of a proposal is designated as proprietary, then the proposal will not be considered. A company official that has authorization must sign proposals in blue ink to commit company resources. The responses to this RFP may be subject to Open Records.

This submission will assist Evermore CID in selecting a professional contractor to support and direct the CID's goal of maintaining the cleanliness and appearance of all public roads and streets within the District area. Evermore CID needs sufficient information to determine your firm is adequately staffed and capable of providing professional services.

For any clarification or questions, you may contact Jim Brooks, via email [jbrooks@evermorecid.org](mailto:jbrooks@evermorecid.org), no later than **5:00 p.m. August 17, 2020**, which will be answered with an addendum issued to all proposers no later than **August 18, 2020**. This addendum will be made available on our website until the proposals received date.

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Individual contact will not be made with proposers after this date and questions will not be received after this date.

No sub-contractors will be permitted as part of the proposal unless there is a declaration of their use and the percentage of subcontractors used.

The full cost of proposal preparation is to be borne by the proposing firm.

Sole responsibility rests with the contractor to see the proposal(s) are received on time at the stated location.

IV. REQUIREMENTS FOR SUBMISSION

Each proposal must contain an appropriate Mulch Quotation Sheet that includes the type, quantity (in yards), and unit price of the proposed mulch. The preference is Brown Hardwood Mulch, but we will accept up to two (2) additional rate quotation sheets, per contractor, of alternative material. You do not have to submit a separate proposal for each mulch type, only a separate Mulch Quotation Sheet per material. The Mulch Quotation Sheet must include contact information and must have an authorized signature. An example of The Mulch Quotation Sheet can be found in Exhibit "B"; however, we will accept a Mulch Quotation Sheet that is printed with the contractor's letterhead, so long as it includes the required information, as set forth in Exhibit "B".

The proposal must include the typed responses to the questionnaire, found in Exhibit "C", along with a list of three references.

Contractor shall procure and maintain in full force and effect, at all times during the term of this Agreement, the following insurance through companies with an "A VII" rating from Bests, licensed to conduct business in the State of Georgia and approved by CID:

Comprehensive General Liability and Automobile Liability insurance covering Contractor's operations as set forth in this Request for Proposal with a combined single limit of not less than \$5,000,000.00 for bodily injury and property damage. Said liability insurance policies shall carry an Endorsement naming Evermore CID as additional insured. Said liability insurance shall recognize and insure performance by Contractor of the obligation to indemnify herein contained.

The Contractor's Comprehensive General and Automobile Liability Insurance shall be written for not less than limits of liability as follows:

Comprehensive General Liability

Bodily Injury: \$1,000,000.00 Each Occurrence/\$2,000,000.00 Aggregate  
Property Damage: \$1,000,000.00 Each Occurrence/\$2,000,000.00  
Aggregate

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Comprehensive Automobile Liability

Bodily Injury and Property Damage: \$1,000,000.00 Combined Single Limit.  
Hired and Non-Owned liability is to be included.

Umbrella Liability Policy

\$3,000,000.00 that is in excess of General Liability, Automobile Liability and  
Workers' Compensation.

Worker's Compensation insurance covering all employees of Contractor or any subcontractor engaged in performing the services required by this proposal of not less than the minimum requirement of \$100,000/\$100,000/\$500,000. Such policy must contain a waiver of subrogation endorsement.

Contractor shall provide CID with a valid Certificate of Insurance evidencing Evermore CID, the State of Georgia, the City of Snellville and Gwinnett County as named additional insured (s). The certificate will further confirm that at least thirty (30) days prior written notice will be furnished to CID by insurer before cancellation or non-renewal of policy. The insurance policies may not include a deductible, retention, or self-insurance exceeding \$10,000. It is further understood any coverage extended by reason of this paragraph shall be primary and non-contributory and such shall be evidenced on the Certificate of Insurance. Any insurance maintained by CID for its own protection shall be secondary or excess insurance.

All insurance companies providing coverage must have an AM Best Rating of A-VIII or better unless approved by the CID in advance and at its sole discretion.

Contractor shall plan and conduct the services to comply with local, state and Federal laws, rules and regulations, to adequately safeguard persons and property from injury.

Contractor shall obtain and maintain current any and all licenses, certificates, registrations, permits and any other item or permission necessary to perform and complete the services outlined in this Request for Proposal.

Contractor shall comply with all United States, State of Georgia, Gwinnett County, city of Snellville, and Georgia Department of Transportation rules and regulations either currently in effect or as may be promulgated in the future, while performing services for the CID.

Contractor shall ensure that all employees qualify for employment under the stipulations required by the Federal Government E-Verify program.

Contractor shall adequately protect workers, landowners, tenants, adjacent property, and the public during its operations.

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V. SELECTION CRITERIA

<u>POINTS</u>	<u>CRITERIA</u>
30	Experience and Qualifications - Consider both breadth and depth of experience, including demonstrated high quality and exceptional service.
30	Proposed Services - The degree to which proposed services meet goals and expectations.
30	Cost/Fee – Consideration of the cost and method of billing
10	References – A minimum of three (3) references must be submitted.
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<b>100</b>	<b>Total Points</b>

VI. OVERVIEW

The contractor will be chosen based upon the responses to this RFP. The CID's staff and the Board of Directors will conduct the evaluation of proposals and will announce a decision during the next Board of Directors meeting, on August 26, 2020 at 2:30 PM. Notification of contract award will be provided within 24 hours after the meeting. The contract effective date will be September 15, 2020 and will be terminated on November 01, 2020.

The relationship between the Contractor and the CID staff/board is one of independent contractor with the goal of delivering the most effective use of talent to achieve the most favorable results for the district.

VII. GENERAL INFORMATION

The Evermore CID's geographic area extends from the DeKalb County line to the eastern most property line of Heritage Village along US78/GA10 and all other north and south roadways to the extent of the CID boundaries. The response should include mulch installation within the CID boundaries as shown in Exhibit "A." A parcel map can also be found on our website: [www.evermorecid.org](http://www.evermorecid.org).

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VIII. SCOPE OF WORK

The Contractor will install mulch in all required areas within the CID Boundaries. Bagged (not bulk) Brown Hardwood, or a comparable alternative, mulch shall be placed in all planting beds, medians and tree wells to a depth of 3 inches (3" in). A sample including manufacture's data shall be submitted and approved by the CID prior to the start of the project.

Once the work is complete, proof of material used for this project must be submitted to the CID. Both weight and yards of the product will be required for each load of delivered. Tare weight must be subtracted from any gross number submitted.

The proposal must include the following areas in your bid. These areas are within the CID boundaries and mulch installation services are to be performed as indicated above:

- All 4 quadrants of West Park Place Blvd and Islands.
- Triangle at Rockbridge Road (by storage building)
- Island on W. Park Place Blvd-east of Marco's Pizza
- Median Island at 5200 block of Hwy 78
- Triangle west of the Bank of America
- Parker Court median Island
- Island at CVS
- Island at AM Chiropractor
- Side and nodes of Lake Lucerne, Median Island
- Lake Lucerne Drive Node
- Median at Jessica Daron
- Median at Nissan, IHOP, and NTB
- Median at Killian Hill to Zaxbys
- Killian Hill and Bethany Church Nodes
- Median/Island on Oakland Park Blvd
- Median at Wages Funeral Home
- Median at Hacienda
- Median at Britt Rd
- Median at Walton Ct
- Median and all 4 quadrants at Highpoint Road
- Evermore North Blvd and Highpoint Roundabout
- Median at Firestone
- Median at Triangle Rent a car
- Median and Node at Applebee's
- East Park Place Node
- Fountain Drive median- all the way up to Scott Chiropractic
- Intersection of SR 124 & Hwy 78
- And any additional areas that fall within the CID Boundaries: from the Dekalb County line to 2250 Main Street, Snellville, GA 30078

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**EXHIBIT "A":**  
**CID BOUNDARIES**



**East Section (contains City of Snellville)**



**River Bridge)**

**Mid Section (Contains Lake Lucerne & Yellow**



**West Section (Contains Park Place Area)**

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**EXHIBIT "B":**  
**MULCH QUOTATION SHEET**

Job Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

SCOPE OF SERVICES:

Type of Mulch: \_\_\_\_\_

Quantity (yds)	Description	Unit Price	Total

Total Cost: \_\_\_\_\_

IN COMPLIANCE WITH THE ATTACHED SPECIFICATIONS, THE UNDERSIGNED OFFERS AND AGREES, IF THIS PROPOSAL IS ACCEPTED BY THE **EVERMORE CID** BOARD OF DIRECTORS WITHIN NINETY (90) DAYS OF THE DATE OF PROPSAL OPENING, TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED AT THE PRICE SET OPPOSITE EACH ITEM.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_



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**EXHIBIT "C":**  
**QUESTIONNAIRE AND REFERENCES**

**QUESTIONNAIRE** - Complete this questionnaire in responding to this RFP

1. Name of individual and phone number who can be contacted for further explanation or clarification of your proposal.
2. Date local office was established and address.
3. A statement of previous/current experience of the contractor (and sub contractors) in directly related projects.
4. Provide a listing of other CIDs/governments/large corporate developments in the metro-Atlanta area for which you provide landscaping services/support.
5. Provide a certificate of Insurance.
6. What are your billing and payment requirements?

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REFERENCES- Please list by company/county name, services rendered by the staff which are similar in size to the Evermore CID and scope of operation. Please provide the name of the individual to contact and phone number where they can be reached. Three current references are required.

Company Name:

Address:

Authorized Representative:

Telephone Number:

E-Mail:

Company Name:

Address:

Authorized Representative:

Telephone Number:

E-Mail:

Company Name:

Address:

Authorized Representative:

Telephone Number:

E-Mail: