

Washington County Schools

501 Industrial Drive
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Vickie Harden
Superintendent

REQUEST FOR PROPOSAL: ATHLETIC FIELDS MAINTENANCE

PERTINENT DATES

March 12, 2024	Request for Proposal Issued
April 16, 2024	Proposal Deadline
May 2, 2024	Recommendations Presented to Board
May 3, 2024	Award of Contract
July 1, 2024	Contract Beginning Date

Washington County Schools

REQUEST FOR PROPOSAL (RFP) ATHLETIC FIELD MTCE.

The Washington County School District wishes to establish a new standard of excellence in the maintenance of its Athletic Fields. Therefore, the Washington County School District is seeking proposals for an Athletic Field Maintenance contract for its educational facilities located in Sandersville and Washington County, Georgia. This Request for Proposal (RFP) is issued for the purpose of negotiating a contract for complete Athletic Field Maintenance services for the Washington County School District. In this RFP, the vendor is referred to as the “Contractor” and the Washington County School District as the “District.”

INTERESTED PARTIES: The District desires to evaluate all possible options for administering and improving the athletic field maintenance operations of the District. Interested parties may obtain proposal documents from the District’s administrative offices located at 501 Industrial Drive, Sandersville, Georgia.

DEADLINE FOR PROPOSALS: The deadline for receiving proposals is April 16, 2024 at 2:00 PM.

PROPOSAL SUBMISSION: A signed copy of the proposal must be submitted in a sealed envelope marked on the outside, “RFP ATHLETIC FIELD MAINTENANCE.” The sealed, marked envelope containing the copy of the proposal should be addressed to:

Vicki Frost
Purchasing Manager
Washington County Schools
501 Industrial Drive
Sandersville, GA 31082

All proposals must be signed by an authorized representative of the Contractor in spaces provided within this RFP and must be returned with the proposal.

QUESTIONS/INQUIRIES: All inquiries and requests for information regarding proposal submission shall be directed to Vicki Frost, Purchasing Manager, Washington County Schools, by **mail** – 501 Industrial Drive, Sandersville, GA 31082; by **phone** – (478)552-3981 ext 1253, by **fax** – (478)552-3128, or **email** – vfrost@washington.k12.ga.us.

EQUAL OPPORTUNITY EMPLOYER: The District is an equal opportunity employer and reserves the right to refuse or reject any or all proposals.

WAIVER OF FORMAL DEFECT: The District may waive any technical or formal defect in any proposal not prepared and submitted in accordance with the provisions herein, and reject any or all proposals. The District will make the award to the most responsive Contractor in its own judgment and in the best interest of the District. The award may or may not be given to the Contractor with the lowest cost proposal. The District reserves the right not to award a contract to any bidder.

CRITERIA FOR PROPOSAL ACCEPTANCE: Proposals will be evaluated and ranked with respect to criteria specifically developed to examine the technical competence and suitability of prospective providers. The contract will be awarded to the most qualified and responsible proposal for the most reasonable cost. In order to qualify as responsible, a prospective provider must meet the following criteria as it relates to this request for proposal:

1. Possess the adequate professional, technical and financial resources for performance of required services or have the ability to obtain such resources as required during performance of said services.
2. Possess the necessary experience and technical skills in the field.
3. Prove a satisfactory record of performance of services for other similar sized organizations.
4. Propose compensation that is considered fair and equitable to the level of effort to be expended.
5. Address all elements of the request of the proposal as specified in this document.
6. Possess experience with other educational institutions of a similar size.

PERIOD OF SERVICE REQUIRED: The District desires a contract period of July 1, 2024, through June 30, 2027. However, Georgia Code § 20-2-506 requires that any multi-year agreement with a school system “shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed.” However, “the contract may provide for automatic renewal unless positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.”

Accordingly, Contractor’s quote should specify separately the costs of Athletic Field Maintenance services for the following periods:

- July 1, 2024 to December 31, 2024;**
- January 1, 2025 to December 31, 2025;**
- January 1, 2026 to December 30, 2026;**
- January 1, 2027 to June 30, 2027.**

The contract entered into between the District and the Contractor who submits the successful quote will provide for automatic renewal at the end of each calendar year during the anticipated contract period of July 1, 2024 through June 30, 2027, subject to the provisions of Georgia Code § 20-2-506.

1. DESCRIPTION OF SERVICES:

Areas to be Maintained-

a. Washington County High School

All areas within the fenced perimeters of the baseball (including infield area), football (playing and practice) and softball fields and Soccer/Track field .

b. T. J. Elder Middle School

All areas within the fenced perimeter of the baseball and softball fields. Also, the newly constructed area for football/soccer to be approximate top of the slope on the western side adjacent to school building.

c. Irrigation System:

Maintain the irrigation systems at all athletic fields. Contractor will not be responsible for irrigation system repair costs. Any repairs under \$2500 do not need prior approval from the District. Any repairs over \$2500 must have prior approval and a quote must be sent to the Purchasing Manager ten days before the service is to be performed. Contractor must present a detailed invoice showing labor and materials, date of repair and scope of work to the Purchasing Manager for reimbursement by a check outside the monthly contract payment.

Equipment Required for Athletic Field Maintenance by Contractor:

All equipment listed below is required to be used and provided by Contractor for field maintenance.

- Self-contained hydraulic driver reel type mower – to maintain mowing heights of less than (1”) one inch.
- Mid-size tractor with turf tires – to spread fertilizer, seeds and other granular products needed year round as well as to apply sand top dressings.
- Large area top dresser – used to apply large amount of sand top dressings 300+/- tons per year. Sand provided by Contractor.
- Large area turf sprayer – used to apply chemicals for pre and post emergent weed and pest control.

Maintenance of all equipment is the cost and responsibility of the contractor.

Maintenance Practices Required by Contractor:

Applications of pre-emergents on a bi-annual schedule; early spring for summer weeds and early fall for winter weeds.

Continuous applications of post-emergent weed control when needed throughout the growing season.

Soil samples are taken on ALL fields, individually, on an as needed basis to determine optimum fertilizer mixes for subsequent applications and for lime applications to each acceptable pH levels in soil.

All fields are maintained at a growing height of 5/8” – 3/4” through growing season. Beginning in early fall, mowing heights are increased at minimal increments until winter dormancy (late November) of grass, when maximum height of cut is reached – approximately 1 1/4”. All fields to be overseeded with rye grass and maintained through dormant months. Contractor to provide seed.

All edges, i.e., fence lines, track edges; building edges, etc. are maintained with chemical applications to produce “clean” edge around all areas.

Apply sand topdressing of all fields in early to late spring to reduce thatch problems and promote new growth. Subsequent topdressing needed for grade problems is applied in mid-summer.

Following or immediately prior to topdressing, provide aerification of all fields. Aerification is necessary to permit oxygen introduction below soil surface, but most importantly to reduce compaction. Special attention is required on “Center of field” areas – football, soccer and practice fields due to heavy play in those areas. Contractor will have a licensed permit to maintain and use all chemicals used on all fields. All fields will be overseeded annually.

WHAT IS NOT INCLUDED

The repair and costs of materials for irrigation systems (reports of needed repair will be directed to the Facilities Manager).

Any additional labor and equipment required to repair the above-mentioned areas due to natural disaster and/or activities by vandals or school system personnel.

It is also agreed that Contractor will have full use and accessibility to all field lighting.

WHAT IS INCLUDED

All aspects of maintenance will be handled by Contractor including but not necessarily limited to: mowing, edging, and management of schedule and distribution of chemicals and fertilizers, regular watering and management of irrigation systems.

All power equipment required will be furnished by contractor.

2. Contract Period:

The contract period for these services will be from a period following Washington County Board of Education’s award and will be July 1, 2024 – June 30, 2027.

Prior to commencement of services, a calendar of the required services will be finalized which will ensure and guarantee superior workmanship within the specified parameters. Repeated failures of the aforementioned may result in the immediate termination of the contract. All damage to the fields by not performing correct chemical applications will be the responsibility of the contractor to replace or correct field issues.

3. Subcontractors:

The Contractor shall not employ subcontractors for this contract nor shall the contract be assigned without the written permission of the Washington County Board of Education.

4. Insurance Requirements:

The Contractor will provide proof of and maintain insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the Board of Education by the contractor, his agents, representative, and employees. Proof of coverage as contained herein will be submitted fifteen (15) days prior to the commencement of work and such coverage will be maintained by the Contractor for the duration of the contract period; for occurrence policies. If at any time the policy lapses or is terminated, the Contractor will be subject to immediate termination.

A. General Liability

Coverage will be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

- \$1,000,000 General Aggregate Limit
- \$1,000,000 Products & Completed Operations
- \$1,000,000 Personal & Advertising Injury
- \$1,000,000 Each Occurrence Limit
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

B. Automobile Liability

Coverage sufficient to cover all vehicles and equipment owned, used or hired by the contractor, his agent(s), representative(s), and employees.

Minimum Limits

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$5,000 Medical Expense Limit

C. Worker's Compensation

Limits as required by the Workers Compensation Act of Georgia.

- Employer’s liability \$1,000,000

D. Coverage Provisions

- All deductibles or self-insured retention will appear on the certificate(s).
- The contractor’s insurance will be primary over any applicable insurance or self-insurance by the Board
- The Washington County Board of Education, its officers/officials, agents, and volunteers will be added as “additional insured” as their interests may appear.
- The contractor will provide thirty (30) days written notice to the Board of Education before any cancellation, suspension or void of coverage in whole or part, where such provision is reasonable.
- Failure to comply with any of the reporting provisions of the policy(s) shall not affect coverage provided to the Board, its officers/officials, agents, employees, and volunteers.
- The insurer will agree to waive all rights of subrogation against the Board, its officers/officials, agent(s), employees, and volunteers for any act, omission, or condition of premises which the parties may be held liable by reason of negligence.
- The contractor will furnish the Board of Education certificates of insurance including endorsements affecting coverage.

5. Safety:

All contractors and subcontractors performing services for the Board are required and shall comply with all Occupation Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

6. Term:

Contract Length: 3 years – Beginning July 1, 2024
Ending June 30, 2027

7. Payment for Services:

Payment for services will be made on the fourth Thursday of every month. The total payment for three year’s services will be _____.

***Final payment of contract may be withheld pending satisfactory completion of contract requirements.**

8. Termination for Cause: The District may terminate their participation in this contract in whole or in part for any reason, or because of failure of the Contractor to fulfill the contract obligations in any respect. Contractor will be notified in person, if possible, or by phone or email. A formal letter of termination will be provided. All financial obligations on behalf of the District shall cease as of the date of termination. Payment for any outstanding services will be issued within ten days of termination, provided any property or resources belonging to the District are in the possession of the District (keys, equipment, etc.).

9. Equal Opportunity, Drug-Free Employer, E-Verify:

The Contractor must comply with all statutes of the Equal Opportunity Employer Act, be a Drug-Free Employer in the State of Georgia, and participate in the federal E-Verify program. Contractor must submit an E-Verify Affidavit with its proposal (form attached). Contractor must drug test employees before employment and conduct criminal background as well as fingerprint checks according to Georgia's requirements for school employees prior to the employee beginning allowed work or be present at any District facility where students are present. No employee with a felony conviction or any conviction of sex crime, crime of moral turpitude, or any crime against a child may be assigned by Contractor to a District facility. Copies of drug tests and background tests must be permanently maintained on file by the Contractor and must be made available for inspection by the District upon request.

Proposal Sheet

**Contract Price Quotation for Athletic Field Maintenance
Proposal Deadline is April 16, 2024, 2:00 PM**

- 1. Total Contract Price for Athletic Field Maintenance for July 1, 2024 thru December 31, 2024 \$ _____
- 2. Total Contract Price for Athletic Field Maintenance for January 1, 2025 thru December 31, 2025 \$ _____
- 3. Total Contract Price for Athletic Field Maintenance for January 1, 2026 thru December 31, 2026 \$ _____
- 4. Total Contract Price for Athletic Field Maintenance for January 1, 2027 – June 30, 2027 \$ _____

Name of Company _____

Address _____

Telephone/Fax Numbers _____

Email Address _____

Company Website _____

Authorized Company Representative (type or print)

Title/Position _____

Signature of Authorized Company Representative

Date _____

Appendix A

Agreement between Washington County Board of Education and

Name of Individual or Business

Any contractor or service provider submitting a proposal or bid, accepting a Purchase Order, and/or entering into any contract for the physical performance of services with the Washington County Board of Education, by signature and witness herein affirms, attests and declares that they are in compliance with O.C.G.A. 13-10-90.

Paragraph (a)

_____ at _____
Name of Individual or Business Address of Individual or Business

has registered with, is authorized to use, and uses the federal work authorization program.

Paragraph (b)

The User Identification Number and date of authorization for

_____ is:
Name of Individual or Business

User ID # _____

Date of Authorization _____

Paragraph (c)

_____ will continue to use e-verify
Name of Individual or Business

for any contracted services performed for the Washington County Board of Education..

Paragraph (d)

_____ will contract for the physical
Name of Individual or Business

performance of services only with sub-contractors who present an affidavit to

_____ with the same information as required in
Name of Individual or Business

paragraphs (a), (b), and (c) of this document.

Hereby attested, affirmed, and declared by below individual signature or signature of authorized agent of:

Name of Individual or Business

Printed Name

Signature

Date

Notarized and Witnessed:

Printed Name of Registered Notary

Signature of Registered Notary

Affixed Seal and Date of Witness

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this blank.

2 Business name if a registered entity; name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is requested on this Form. Check only one of the following owner types:

Individual sole proprietor or single-member LLC
 Sole proprietor or partner in a partnership
 Corporation
 S Corporation
 Partnership
 Trust or estate
 Other (see instructions)

4 Exemption codes apply only to certain self-employed individuals; see instructions on page 3.
 Exempt payee (if any): _____
 Exemption from FATCA reporting (code if any): _____
 Multiple exemption codes may be used.

5 Address (include apartment or suite number, if applicable).
 Requester's name and address (optional): _____

6 City, state, and ZIP code

7 The account number(s) and telephone(s)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must apply to the name shown on this Form to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, if it is your employer's identification number (EIN) (or FEIN), if you do not have a number, see how to get a TIN, later.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the instructions for Part I. Also see What Name and Number To Give the Requester for guidance on whose number to enter.

Part II Certification

Under penalty of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am acting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The "A-C" code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Confirmation instructions: You must mark item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For self-employment, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contribution to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part I, later.

Sign Here: _____ Signature of U.S. person

_____ Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
 An individual or entity (Form W-9 requested) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (broker or mutual fund sales and other transactions by brokers)
- Form 1099-S (proceeds from real estate transaction)
- Form 1099-K (merchant card sales; third party network transactions)
- Form 1099-M (mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
- Form 1099-C (carwash debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), or provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See 1099-B (broker withholding), later.

Affidavit
Verification of Lawful Presence in United States
Pursuant to O.C.G.A. § 50-36-1(e)

By executing this affidavit under oath, as an applicant for public benefits from the Washington County School District, the undersigned applicant verifies one of the following with respect to my citizenship status:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____ (ex., *driver's license, birth certificate, state I.D. with photo, military I.D., or list type of document issued by federal immigration agency*)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE _____ DAY OF
_____, 20____.

NOTARY PUBLIC
My Commission Expires: _____

