

Hall County Library System  
127 Main Street NW  
Gainesville, Ga. 30501  
Phone (770) 532-3311

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**Invitation for Bid**

**Part I**

**Date Issued: December 16, 2022**

**Bid # 2022-2**

Sealed proposals from suppliers will be received by the Administrative Office of the Hall County Library System, at 127 Main Street NW, Gainesville, Ga. 30501 until the legally prevailing time of **3:00 pm on Monday, January 30, 2023**, for

**Grounds Maintenance Services Contract**  
**From July 1, 2023 to June 30, 2024**  
**for the following locations:**

**Headquarters Library**  
**127 Main Street NW**  
**Gainesville, Ga. 30501**

**Blackshear Place Library**  
**2927 Atlanta Highway**  
**Gainesville, Ga. 30507**

**Spout Springs Library**  
**6488 Spout Springs Road**  
**Flowery Branch, Ga. 30542**

**Murrayville Library**  
**4796 Thompson Bridge Road**  
**Gainesville, Ga. 30506**

After the time noted above, the proposals for each commodity will be opened and read by the Facilities Manager. No extension of the bidding period will be made.

Contract, if awarded, will be on a lump sum basis only. No bid may be withdrawn for a period of 30 days after time has been called on the date of opening.

Failure to sign your bid in the proper space provided on Part II of Bid will force your bid to be declared as "Non-Responsive" and not be considered for award.

The Hall County Library System reserves the right to reject any or all bids and to waive technicalities and informalities.

Site inspection is recommended for each location. These inspections can begin any time after January 3, 2023. To schedule a site inspection, all interested bidders must contact Sam Evans, Hall County Library Facilities manager at (770) 532-3311 ext. 105 or 770-654-3149 by January 30, 2023. On January 20, 2023, if necessary, Sam Evans will available to answer questions in person between the hours of 10 a.m. to 12 noon at the address on the top of the Invitation to Bid form.

If interested in bidding on this project please contact Emily Braselton 770-532-3311 ext: 118 or down load "Bid Package" from [www.hallcountylibrary.org](http://www.hallcountylibrary.org) website. On the website go to "About HCLS" icon and click onto RFP.

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Bidders Response

**Part II Bid (This section to be completed by the bidder)**

**Date of Bid:** \_\_\_\_\_

**Bid # 2022-2**

The undersigned agrees, if this bid is accepted within thirty (30) calendar days after date of opening, to furnish all supplies and services in strict accordance with provisions of this Invitation for Bid at the price in the Bid Schedule.

Prices are to remain firm for thirty (30) calendar days after date of opening.

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 supplies or services and is in all respects fair and without collusion or fraud. I understand that 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 and certify that I am authorized to sign this bid for the bidder.

**Bidder Information  
(Type or Print)**

**Name and Mailing Address  
or where to send payments**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Phone Number (with area code)**

\_\_\_\_\_  
**Phone Number (with area code)**

\_\_\_\_\_  
**Fax Number (with area code)**

\_\_\_\_\_  
**Fax Number (with area code)**

**Tax ID Number:** \_\_\_\_\_ **Or Social Security Number:** \_\_\_\_\_

**Name and Title of Person  
authorized to sign**

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Name

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Title

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Signature

**Bids not signed must be declared as "Non-Responsive" and not considered for award.**

**Invitation For Bid # 2022-2**

It is the intent of the Hall County Library System to purchase these supplies or services as outlined in these specifications. See Section A "**Scope**" for the general description of this particular specification.

- A. **Scope**: This specification covers: **Grounds Maintenance Contract** for the following locations:  
**Headquarters Library**  
**Blackshear Place Library**  
**Murrayville Library**  
**Spout Springs Library**
- B. **Vendor Information**: The **Items/Services** offered shall be comparable with the detailed requirements listed below unless otherwise noted by bidder in blank lines on the right side of the page. Bidders are to indicate exactly what they are offering, if different from the exact specification, in each one of the blank lines under the "**Bidders Response**" column. If this is not done or it is incomplete, your bid will be considered to be exactly as specified. **Do not use "Comply", "Yes", "OK", "Same", an "X", a "V" Check Mark or a (" Ditto Mark.**
- C. **Supporting Data**: If bidding an item different in any way from the exact specification, bidders must furnish catalogue pages, specifications sheets, or similar data to support statements made in **Bidder's Response** column. Failure to furnish required data **may be considered as cause for rejection of bid.**
- D. **Basic Requirements**:
- A. **TURF**
- **Mowing**: All grass areas will be cut on a weekly or as needed basis so as to maintain a well-manicured appearance.
  - **Edging**: All areas will be edged on an as needed basis so as to maintain a well-manicured appearance.
  - **Blowing**: All areas, including parking areas and driveways, will be blown off and debris removed weekly in order to give a clean appearance.
  - **Weed Control**: Pre and post emergent weed control will be used in all beds and paved area as needed to control weeds.
  - **Aeration and Seeding**: Aeration and seeding, as recommended by the contractor and approved by the Facilities and Operation Manager, in Autumn **at additional cost above the contract price.**

**B. Trees and Shrubs**

1. All trees and shrubs not over twenty feet in height will be pruned on a regular basis as to provide a well maintained appearance at all times. Pruning at heights over twenty feet will be done as recommended by the contractor and approved by the Facilities and Operation Manager **at additional cost above the contract price.**
2. Leaf removal will be part of normal weekly maintenance with a major cleanup at end of season.

**C. Mulching and Clean-up**

1. Pine straw and/or other mulches to be applied as needed, as recommended by the contractor and approved by the Facilities and Operations Manager **at additional cost above the contract price.**

**D. Fertilization**

1. Chemical application of pesticides, herbicides, and fertilizer will be done on the following basis:
  - a. Fertilizer – Trees and Shrubs – twice annually in Spring and Fall. Turf—four to five times annually depending on need.
  - b. Pesticides – as needed.
  - c. Herbicides – as needed except for pre-emergent which will be applied to appropriate areas in February and March.

**E. Beds**

1. Flower beds or beds containing shrubs or other perennials will be weeded of noticeable plants once a month during the growing season of April – October if chemical weeding can not control the problem.

**F. Murrayville Library**

1. The Right-of-way (two feet) easement on north side of Driveway will be mowed at least once a month or as needed.

**G. Spout Springs Library:**

1. Trim pine/cedar tree areas between library and homeowner's property when necessary.

**All of these applications will be included in the contract price.**

The contractor will provide all equipment and supplies necessary for the lawn maintenance services. The purchase and maintenance of all equipment and supplies will be the responsibility of the contractor.

Damages to library property incurred by the contractor or his employee in the execution of this contract shall be the responsibility of the contractor to restore.

**Purpose**

The Hall County Library System has determined the need for a grounds maintenance services contract for the System's Gainesville Library, Blackshear Place Library, and Murrayville Library. The successful bidder for these services shall adhere to the requirements of the bid specifications and other general requirements.

Each bidder shall respond to each item listed herein, in the order listed and **failure to respond to the requirements could result in rejection of the bid.**

**I. Provide The Following Bidder Information In The Same Manner As Listed:**

- A. Name of bidder and address for this bid. \_\_\_\_\_
- B. Number of years in the grounds maintenance service \_\_\_\_\_
- C. Are your employees bonded? \_\_\_\_\_  
(If so, provide proof and amount of bonding)

**II. Cost Data:**

**Cost Data**

- A. Headquarters Library Bid Amount: \_\_\_\_\_ (per month)
- B. Blackshear Place Library Bid Amount: \_\_\_\_\_ (per month)
- C. Murrayville Library Bid Amount: \_\_\_\_\_ (per month)
- D. Spout Springs Library Bid Amount: \_\_\_\_\_ (per month)

**III. Vendor Information:**

- A. Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_
- B. Normal business hours phone (toll-free): \_\_\_\_\_
- C. Years in business as Grounds Maintenance Services supplier: \_\_\_\_\_
- D. Firm's Organization and Management Structure:

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

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

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

E. Vendor's contract administrator for this contract:

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

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

F. Payments to be mailed to: Firm Name: \_\_\_\_\_ Address \_\_\_\_\_

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

G. Please list three (3) agencies: (include address, phone, and contact information). These references are required to be from agencies that are currently receiving grounds maintenance services from your firm. If a bidder is currently providing grounds maintenance service in a library setting, the bidder will list that library as a reference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specifications**  
**Grounds Maintenance Services Contract**

1. **Scope:** To provide a contract for a basic purchase of Grounds Maintenance Services for the Hall County Library System's Headquarters Library, Blackshear Place Library, Murrayville Library and Spout Springs Library. The service to be provided includes the grounds at each location as specified below under General Specifications.

The Hall County Library System prefers to accept proposals from vendors with (5) five years experience minimum. This factor and the following will be studied to assist the Library in deciding the most favorable vendors each scored on a three point basis and weighed against bid amount:

- A. Number of years in business;
- B. Firm's organization/management structure;
- C. Firm's facilities and equipment;
- D. Firm's experience in doing the same type contracts;
- E. References;
- F. Contracts of like nature currently being performed;

- G. Number of professional staff available for this contract;
  - H. Number of standby or temporary professional staff available for emergencies that might arise during the life of the contract.
  - I. Pricing
2. **Contract Administration:** The contract administrator for this invitation any contract(s) arising as a result of this invitation will be Facilities Manager, Sam Evans, and (770) 532-3311 ext. 105. All questions concerning this invitation and all questions arising during contract period are to be addressed to the contract administrator.
  3. **Priority Status:** The Hall County Library System will expect successful bidder to give “Priority Action” on any call for service.
  4. **Evaluation:** The Library System may require additional information from the bidder concerning his ability to perform a contract for this service. Failure to comply if requested will be cause for rejection of bid.
  5. **Services:** All services are to be performed according to all state, county, and city building codes and regulations any changes there to during the contract period.

**Specifications**  
**Ground Maintenance Service Contract**

**A. Turf Care:**

I. Mowing:

- Rotary mowers shall be used at all locations.
- Mowing height shall be 3 to 4 inches for fescue lawn, and 1 ½ to 2 ½ inches for Bermuda lawn.
- Rotary mower blades shall be kept sharp to ensure a clean quality cut.

II. Frequency:

- Fescue lawns shall be mowed each site visit during the growing season.
- Additional cuts during winter visits as necessary to maintain a clean attractive turf.

III. Clippings Removal/Handling:

- Excess grass clippings shall be disbursed from walks and mulched areas, and collected and removed from site.

IV. Trimming/Edging:

- Areas inaccessible by mowers shall be cut by string trimmers.
- Herbicides shall be used to treat buffer areas around the obstacles such as buildings, pole, etc. This is necessary to guard against damage by string trimmer.

- Maximum herbicidal kill line shall not exceed 4 inches
- All walks, curbs, or paved areas shall be edged at least every other visit during the growing season and maintained during winter months as needed.

V. Aeration:

- All lawn areas shall be aerated annually.
- Coring type aerators shall be used.
- Fescue lawns shall be done in September.

VI. Fertilization: Report must be submitted when below is completed.

- Lawns shall be fertilized three times per annum.
- A granular time released pellet type turf fertilizer shall be used.
- Fescue lawns shall receive fertilizer applications in September, then in mid-November to mid-December, and again in March.

VII. Over-seeding: Report must be submitted when below is completed.

- Fescue lawns shall be over seeded in the fall in conjunction with aeration and fertilization listed above.
- K-31 tall fescue seed shall be used.
- Seed shall be applied at a rate of three to five pounds per 1000 sq. ft.

VIII. PH Analysis:

- Successful bidder shall take a representative soil sample at the beginning of the contract term for determining PH balance analysis and report it to the Facilities Manager within four weeks.

IX. Lime Application:

- If above mentioned soil samples indicate a high acidic soil condition it may be necessary to add lime.
- Successful bidder shall provide a quote of labor and material cost to apply 40 pounds of lime per 1000 sq. ft. This price will be good for the contract term.

X. Weed Control:

- Fescue lawns shall be treated with a pre-emergent herbicide in late winter and early spring.
- Post emergent herbicides shall be used to control broadleaf weeds during the growing season.

XI. Disease and Insect Inspection:



- Contractor will inspect turf for disease as well as insects, which could result in damage, and make recommendations as to treatment.

**B. Landscape Plants, Planting Beds and Natural Areas:**

I. Trimming and Pruning:

- Shrubs and trees of up to 4" caliper and 20' height, shall be trimmed and pruned as needed to maintain the following:
  - a. Shape
  - b. Size in proportion with its space
  - c. New growth and flower production
  - d. Deadwood removal
- Cutting and debris from trimming and pruning shall be gathered and disposed of off premises.

II. Bed Defining:

- The perimeters of all beds and natural areas shall be trenched 4" deep and maintained year-round.

III. Mulching:

- Planting beds and natural areas shall be mulched and maintained with 3" layer of clean pine straw year-round. Raised beds at Gainesville Library should be mulched with wood chips.

IV. Weed Control:

- Planting beds and natural areas shall be treated with herbicide and hand weeded to remove weeds year-round.
- Undergrowth in natural areas shall be controlled by mechanical and post emergent herbicidal means year-round.

V. Leaf Collection:

- Leaves shall be collected from lawns, planting beds, paved and natural areas every visit during leaf season. Leaves shall be bundled or bagged and disposed of off premises.

C. **General Requirements:**

I. **Licensing**

- Business License
- Commercial Applicators License (State of Ga.)

II. **Visitation Frequency:**

- The interval between site visitations shall not exceed 7 days. Exceptions will be made in the event of unseasonable or extremely inclement weather.

**Terms and Conditions – Invitation For Bid**

1. **Changes:** No change will made to this invitation except by written modification by the Library System. Requests for interpretation or changes must be in writing and received at least (10) ten calendar prior to the time set for opening of the bids. No change will be released after this (10) ten-day period begins.
2. **Signing of Bid:** Failure to sign your bid in the proper space provided on Part II of Bid will force your bid to be declared as “Non-Responsive” and not be considered for award.
3. **Bid Acceptance Time:** Bids requiring acceptance by the Library System in less than thirty (30) calendar days could be rejected.
4. **Bid Identification:** All bids submitted as a result of this invitation must be returned in a sealed envelope with information in the lower left-hand corner of the envelope: **Bid # 2022-2/ December 16, 2022.**
5. **Withdrawal of Bids:** Bids may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of the bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened. No bid may be withdrawn for a period of (30) thirty days after time has been called on the date of opening.
6. **Site Inspections:** Bidders are encouraged to inspect the sites to ascertain the nature and location of work and the general conditions which could affect the work of the cost thereof. The Library System will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this Invitation for Bid.
7. **Award of Contract:** Award will be made to that responsible bidder whose bid, conforming to the Invitation for Bid, will be most advantageous to the Library System; price and other factors considered. The Library System reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by

either party. Contract(s), if awarded, will be on a lump sum basis or individual item basis, whichever is found to be in the best interest of the Library System.

8. **E-VERIFY STATUS:** Any vendor under contract to provide services to the Hall County Library System must have on file in the library's system administrative offices an Affidavit verifying they are in compliance with O.C.G.A. 13-10-91 and the Georgia Department of labor rule 300-10-1-02. Failure to comply with this policy will preclude the library system from entering into any contract for services be they a sole provider or multi-employee establishment.
9. **Exceptions to Specifications:** Any award resulting from this invitation shall bind the bidder to all terms, conditions, and specifications set forth in this invitation. Bidders whose bids do not conform should so note on separate page, if necessary and/or on the **Bid Schedule**. While the Library System reserves the right to make an award to a non-conforming bidder, when in the best interest of the Library System, such awards will not be readily made, and bidders are urged to conform to the greatest extent possible. No exceptions will be considered to have been taken by a bidder unless it is properly set out as provided above. No exception will be deemed to have been taken by the Library System unless incorporated in an award resulting from this invitation and so stated.
10. **Bid Results:** Interested parties may request, in writing, a Bid Tabulation by sending a self addressed, stamped envelope with their request to:

**Hall County Library System  
Facilities Manager  
127 Main Street  
Gainesville, Ga. 30501**

11. **Payment:** Payments will be made upon all items completed each month or completion of all work and acceptance by the Library System on invoices submitted and approved by the proper Library System representative within (30) thirty days receipt of invoice. Invoices are to be submitted to:

**Hall County Library System  
Business Manager  
127 Main Street  
Gainesville, Ga. 30501**

**11.1.** Itemize all invoices in full. Mail the invoice to the address above. Each invoice is to include the following minimum information:

1. Date invoice is submitted;
2. Payment Terms;
3. Date of transaction;
4. Item(s) of service
5. Bid price of each item or service;

**Invoices received with any of the required information listed above missing will not be considered as a "Correct Invoice". All invoices submitted will be closely monitored for accuracy. Any invoice found to be incorrect will be returned to vendor for correction.**

12. **Regulatory Agencies:** Successful bidder will be responsible for all required permits or license required by any regulatory agency of the city, county, state, or federal governments. Further,

successful bidder will be responsible for meeting all requirements of any regulation(s) or guideline(s) of any of the said governments or any independent agency recognized by said governments as publisher of any such regulation(s) or guideline(s).

13. **Independent Contractors:** Bidder represents to the Library System that he is a fully experienced and properly qualified to perform the functions herein and that he is properly equipped, organized, and financed to perform such functions. Bidder shall finance his own operations hereunder, shall operate as an independent contractor and not as an agent of the Library System and nothing contained in this Invitation For Bid or a contract resulting from same shall be construed to constitute the bidder or any of his employees, servants, agents, or subcontractors as a partner, employee, servant, or agent of the Library System nor shall either party have any authority to bind the other in any respect; it being intended that each shall remain an independent contractor.
14. **Assignment of Contractual Rights:** It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, or any part thereof, without written consent of the Library System.
15. **Indemnity:** Successful bidder agrees, if entering into a contract as a result of this invitation, to defend, indemnify, and hold harmless the Library System from any and all courses of action or claims of damage arising out of or related to bidder's performance or actions or those of his employees or agents, under said contract.
16. **Appropriation of Funds:** Initial contract and any continuation contract(s) will terminate immediately and aggrieved party must give, in writing, to the other party any complaint for noncompliance to the terms and conditions of this contract. The other party shall have fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of thirty (30) calendar days following the date of the initial letter of complaint.
17. **Non-discrimination Clause:** The vendor, in accepting this contract, attests that he is in compliance with the nondiscrimination clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and prescribed by the Secretary of Labor, which is incorporated herein by reference.
18. **Anti-Discrimination Clause:** "The Hall County Library System does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or service provided."
19. **Changes to Contract:** No change will be made to this contract except by written modification by the Facilities Manager and approved by the Library Director.
20. **Scope:** To provide for a basic purchase of Ground Maintenance Services Contract with a guaranteed bid price for a 12-month period. This contract will begin July 1, 2023 and be in effect until June 30, 2024.
21. **Renewal:** The successful bidder could be allowed two (2) renewals of this contract, all upon the same terms and conditions. Price adjustment may be granted at the renewal date provided, that by March 1 of each year, the successful bidder submits to the Library System a letter requesting

renewal of the contract and prices for the renewal time. The Library System has the right to accept or reject the prices. Rejection of the renewal will result in a re-bid of this contract.

22. **Questions:** All questions concerning this invitation should be directed to the Facilities Manager unless otherwise directed.
23. **Cancellation for Cause:** Should either party fail to comply with the terms and conditions of this contract, the aggrieved party must give, in writing to the other party any complaint for non-compliance to the terms and conditions of this contract. The other party shall have fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of thirty (30) calendar days following the date of the initial letter of complaint.
24. **Certificate of Insurance:** Successful bidder will be required to furnish a certificate of liability coverage (including limits) to protect the Library System throughout the life of the contract against “**All Risks**” and proof of worker’s compensation coverage, and bonding. Coverage to include but not limited to General Liability: Comprehensive Form, Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Personal Injury, and Automobile/Vehicle Liability. Worker’s Compensation and Employer’s Liability are to be statutory amounts. The certificate must be furnished on the date of execution of contract.
25. **Inclusion:** All items and/or services standard, expected, necessary, and/or routine to such a project as this and not actually stated in this Invitation For Bid will be the responsibility of the successful bidder to provide at no other cost to the Library System unless so stated on the successful bidder’s proposal as additional cost items and accepted by the Library System at the time of the award and/or contract.
26. Completed E-verify/Save affidavit (located on Library’s RFP webpage)