

Proposal FOR GROUNDS MAINTENANCE

2022

Background

The Jackson County Water & Sewerage Authority (**JCWSA**) owns, operates and maintains numerous sites throughout Jackson County that require mowing, weed cutting, fence clearing and spraying. The sites are various sizes ranging from 5 acres to 1000 square feet.

The JCWSA desires to outsource the ground maintenance work duties to a qualified company (The **Contractor**) regularly engaged in this type of maintenance; that work is outlined under “scope of services “section of this proposal.

Scope of services:

All sites included in this proposal are fenced. Fences are to be kept clean of all brush, vines, and saplings always. The selected contractor has the option of employing continual cutting or spraying to maintain a clean fence.

All larger sites will require mowing. Smaller sites may be at the option of the selected Contractor, maintained by trimming or spraying.

The selected Contractor shall cut and or trim grass at each site listed below every two (2) weeks during the growing season (March 1st to October 31st):

1. Main Office at 117, MLK Jefferson
2. Middle Oconee WWTP, 2359 winder hwy.
3. Galilee Pump station
4. Hwy 60 Pump station and storage tank
5. Apple Valley Pump Station
6. Hoods Mill Pump station
7. Sheep Pasture Road Interconnect
8. Hwy 124 (Traditions) Water tanks site
9. Georgia Power Pump station site
10. East Jackson Water Tank
11. Talmo Water Tank and Pump Station

12. Jackson Trail Interconnection Site
13. Heritage Point Lift station
14. Dry Pond Water Tower
15. Traditions 1 Lift station
16. Traditions 2 Lift station
17. Doster Creek Lift Station
18. Morris Creek Lift station
19. Middle Oconee Lift station
20. Valentine Park Lift Station
21. Dry Pond Lift station
22. IDI Lift station
23. Wheeler Cemetery Pump station
24. Morris Creek Lift Station
25. Possum Creek Lift Station
26. Walnut Creek Lift Station
27. Pendergrass Glenn Lift Station
28. Jefferson Downs Lift Station (new in 2021)

General Conditions

The Contractor shall have a current occupational license and be engaged primarily in the landscaping, lawn care or grounds keeping form of work. The Contractor shall provide a current list of at least three (3) commercial/industrial clients that shall be contacted for reference purposes.

The Contractor shall not be allowed to subcontract work.

The Contractor will be required to comply with the JCWSA new vendor registry including participation in "E-Verify" and executing all required documents with JCWSA before starting work.

The duration of this proposal shall be one (1) year from the date of acceptance. The JCWSA may, at its discretion, renew this proposal for two (2) additional years, at which time a new proposal from qualified contractors shall be received and reviewed.

Contractor shall submit monthly invoices to JCWSA for work performed no later than the 5th of the month for the prior month for work completed. Invoices should be emailed to accountspayable@jcwsa.com with a carbon copy sent to mdudziak@jcwsa.com

The total amount invoiced for the year cannot exceed the specified annual lump sum as identified on the bid form.

The JCWSA shall pay all appropriate invoices within thirty (30) days of receipt.

The JCWSA reserves the right to reject any and all bids if the Authority Manager determines it is in the best interest of the JCWSA to do so.

Contractor shall be required to contact Mr. Wesley Colley (Procurement@jcwsa.com) to make arrangements to visit all sites listed in this proposal for any opportunity for Contractor to gain first-hand knowledge of work to be performed and ask appropriate questions. Site visits are not mandatory but suggested and should be completed prior to June 24th and bids must be received by July 2nd, 2021.

Bids accompanying this proposal can be hand delivered to JCWSA, 117 MLK, Jefferson GA 30549 or mailed to PO Box 869, Jefferson, GA 30549 in an envelope clearly marked: Mr. Wesley Colley. "JCWSA, Grounds Maintenance Bid" Emailing the documents to procurement@jcwsa.com is also acceptable.

The **Contractor** and **JCWSA** shall enter into an Agreement which specifies the annual total lump sum dollar amount for services indicated in this "2022 Proposal for Grounds Maintenance" and requires the **JCWSA** and **Contractor** to abide by all terms and conditions as outlined in this proposal. This Agreement may be terminated by either party upon (10) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating termination. In event of termination the Contractor shall be compensated for services performed to termination date, including charges for expense and equipment costs then due and all termination costs.

Insurance and Indemnification

Contractor shall purchase and provide the JCWSA with insurance information as required in the "JCWSA New Vendor Registry Package". Such Insurance shall include Contractual Liability protection. To the extent any of the provisions is found to be in violation or inconsistent with applicable law, the remainder of the provision shall remain in full force.

The Contractor, at its own expense, shall obtain and maintain in full force and effect, without interruption during the term of the agreement, the following levels of insurance:

1. Workers Compensation Insurance covering the legal liability of the Contractor under the applicable worker's compensation or occupational disease law of the State of Georgia for claims for personal injuries or death resulting therefrom to the Contractor and its employees. Certificate of Insurance must include a waiver of subrogation in favor of JCWSA.

2. Commercial Liability Insurance covering the legal liability (including liability assumed contractually, whether incidental or not) of the contractor who may be engaged in the services, for claims of personal injury (including death) and property damage resulting therefrom arising out of services performed by the contractor, in an amount no less than **\$1,000,000** for any one occurrence, **\$ 2,000,000** General Aggregate. **FORM CG20 10 01 and CG20 37 10 01 must be shown on the certification of insurance or its equivalent.**

3. Automobile Liability insurance covering the legal liability(including liability assumed contractually, whether incidental or not) of the Contractor who may be engaged in the services, for claims of personal injuries and death resulting therefrom and for property belonging to others than the contractor who maybe engaged in the services, for claims of personal injury and death therefrom for property belonging to others than the Contractor caused by highway licensed vehicles of or used by the Contractor in an amount no less: (i)**\$1,000,000** for any one person;(ii)**\$1,000,000** for bodily injury for any one occurrence; and (iii)**\$1,000,000** for property damage for any one occurrence. Automobile Liability insurance shall provide coverage for owned, hired or non -hired automotive equipment and shall be named on the policy.

4. The Contractors insurance coverage shall be the primary insurance as respect to work on this agreement for JCWSA, it's Board Members, officers and employees. The Contractor hereby waives and relinquishes any right of subrogation against the JCWSA and its agents, representatives, employees, and affiliates they might possess for any policy of insurance provided under this section or under any state or Federal Workers Compensation or Employer's Liability Act. Contractor shall require its insurer to notify JCWSA thirty (30) days prior to the effective date of any cancellation or material change in any required policies. Contractor's insurance shall be placed with insurers with a Best rating of no less than A- or better.

Attachments:

Mandatory Bid Form

Mandatory Agreement

New Vendor Registry form if applicable

JCWSA

2022 GROUNDS MAINTENANCE BID FORM

Name of Grounds Maintenance Company (**Contractor**):

Name of Owner (if company):

Contractor street and Mailing Address:

Contractor Contact Information:

Phone: _____

Email: _____

Occupational or Business License name and number:

Total Annual (2022) Lump Sum Bid Amount:

\$ _____