**REQUEST FOR PROPOSAL**

**GATEWAY85 GWINNETT COMMUNITY IMPROVEMENT DISTRICT**

**Landscape Maintenance Contract**

### Released December 7th, 2023.

**Point of Contact:** Robert Michener

**Gateway85 Gwinnett CID**

6305 Crescent Drive

Norcross, Ga 30071

Phone: 863-781-4089

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# CALL FOR PROPOSALS

The Gateway85 Gwinnett Community Improvement District (CID) issues this Request for Proposal (RFP) seeking a qualified contractor to maintain landscaping on public right of way in the areas identified at the end of this RFP.

**Respondent must either hand deliver its bid proposal to Robert Michener at the CID office shown above or email to robert@gateway85.com with a read receipt attached by 2:00 P.M., December 21, 2023. Email is preferred. If hand delivering, please make sure to arrange a time in advance to drop off.** Any submittal received after this time will **not** be considered.

The CID reserves the right in its sole discretion to: (a) waive minor irregularities or variances, non-material bid formalities or defects in any proposal; (b) reject any and all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all proposing firms; (d) request resubmissions from all proposing firms; (e) make partial, progressive or multiple awards; (f) withdraw or cancel this RFP without prior notice, at any time, at its sole discretion; and (g) to re-advertise. The proposing firm shall be solely responsible for any and all costs associated with developing and preparing its proposal.

# SCHEDULE

Questions/Request for Information

Due Date – 5:00 p.m. Wednesday. 12/13/2023

Bid Due – 2:00 p.m. Thursday. 12/21/2023

CID enters negotiation with prospective contractor.

Anticipated Bid Award 12/29/ 2023

Contract Start Date 1/1/2024

1. **SUBMITTAL REQUIREMENTS**

Each Respondent, before preparing a bid, should visit the site of the proposed work, fully acquaint and familiarize itself with the conditions as they exist and the character of the operation to be carried on under the proposed contract, and make such investigation as may be reasonably necessary to fully understand the facilities, difficulties, physical conditions and restrictions attending the work under the contract.

Each Respondent shall submit a lump sum bid, enumerating labor, materials, overhead costs, and any incidental expenses. Respondent should take into consideration that if it is chosen, it will be required to provide for traffic control measures. The chosen Respondent will be required to provide a certificate of insurance satisfactory to the CID, as well as an indemnification.

Prior to beginning maintenance, the successful bidder will provide a Performance Bond if required by the Georgia Department of Transportation or Gwinnett County, and the price of the bond must be included in its bid price.

1. **EVALUATION AND SELECTION PROCESS**

The CID will evaluate and be the sole judge of all proposals. Bids will be awarded by balancing the following criteria: (a) Meets requirements and criteria in this RFP; (b) Lowest responsive bid; (c) Best value to the CID; (d) Most advantageous and in best interest of the CID; (e) Quality, responsibility, availability, and capability of the bidder; (f) Demonstrated competence and qualifications; (g) Suitability of the materials and/or services to be rendered; and (h) Other criteria set forth in this RFP.

A contract for landscape maintenance services will be formulated in substantially the form of the Sample Services Agreement attached and executed as soon as appropriate. Following the proposal due date, the proposal constitutes a binding offer and may not be withdrawn prior to the consummation of good faith contract negotiations or rejection of a proposal by the CID in its sole discretion, or sixty (60) days after submittal, whichever occurs first. No award shall be binding upon the CID unless and until consummated by a written, fully executed contract by authorized signatories.

Bids will not be made public until after the contract is awarded. This is due to the fact that “package bids” may be awarded or negotiated and it is the intent of the CID to have the original bid costs sealed to protect the integrity of the bid process during the review process. The Respondent shall state with specificity those elements of its response that it considers confidential and/or proprietary. Failure to properly identify and mark information as confidential or proprietary may result in all information received being deemed non-confidential, non-proprietary, and in the public domain. Notwithstanding the foregoing, the proposing firm is hereby notified that any and all materials submitted in response to this RFP will be treated as if subject to the provisions of Georgia’s Open Records Act (O.C.G.A. § 50-18-70 et seq.). The CID’s receipt, review, evaluation or any other act concerning any such information shall not create an acceptance by the CID of any obligation or duty to prevent the disclosure of any such information except as required by the Open Records Act. Proposing firms that submit information they believe should be exempt from disclosure under the Open Records Act shall clearly mark each document as confidential, proprietary or exempt, and state the legal basis for the exemption with supporting citations to the Georgia Code. If the information is requested under the Open Records Act, the CID shall make a final determination if any exemption actually exists for the CID to deny the request and prevent disclosure. The CID will withhold such information from public disclosure under the Open Records Act only if the CID determines, in its sole discretion, that there is a clear legal basis to do so.

The Respondent selected will be notified following final determination by the CID. Respondents not selected for the contract will be notified shortly thereafter.

1. **SUBMITTAL INSTRUCTIONS**

The Respondent shall provide the following: All of these items will be used in the overall evaluation of the Bid. The CID is not required to select the overall lowest bid, however, the CID intends to select the overall most responsive bidder.

1. Bid Form with bid prices for the maintenance areas shown below
2. Certificate of Insurance (per Sample Service Agreement)
3. 5 references including name of business, date of service of contract, value of contract, and contact name and telephone number
4. Provide method of weed control and fertilization (sod and plants/trees) including the number of times areas will be treated and type of treatment to be used. This includes the four I-85 Interchanges and the special landscaped areas along the corridors.
5. The CID reserves the right to pick and choose among the listed areas on the bid form. Some areas/corridors may not be chosen based on CID priorities and funding restraints. Respondent is encouraged to submit “package pricing” indicating discounting if awarded a group of areas or corridors. This should be submitted as a separate sheet (bid form) if the Respondent chooses to provide “package pricing”.
6. Respondents are also encouraged to provide cost savings and recommendations for frequencies of primary and secondary work areas. If Respondent decides to provide this, it should be submitted on a separate sheet with the bid package.
7. Provide a % of increase, decrease, or status quo for costs if the CID decides to renew the contract for an additional year. This should be included as part of the “One Year Renewal Rate”.



