



HOUSING AUTHORITY OF THE CITY OF CARROLLTON

March 10, 2025

Request for Proposal

Landscape Maintenance

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**GENERAL CONDITIONS**

**PART 0 - INSTRUCTIONS TO THE BIDDERS**

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**Invitation to bid**

The Housing Authority of the City of Carrollton (hereinafter, "the Authority" or "CHA") invites your firm to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine your firm's qualifications. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required to qualify for consideration. The successful Bidder shall be required to enter into a landscape maintenance contract based on the specifications outlined in this RFP.

**The date of Solicitation:** March 10, 2025

**The properties:**

1. Project Name: Thomas Homes  
Project Address: 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> Streets  
Carrollton, GA 30117
2. Project Name: Alabama Circle  
Project Address: 551 - 559 Alabama Circle  
Carrollton, GA 30117
3. Project Name: Ingram Homes  
Project Address: 401 -415 Park Lane  
Carrollton, GA 30117
4. Project Name: Elder Circle  
Project Address: 1 Roop Street (main office) & 501 - 514 Elder Circle  
Carrollton, GA 30117
5. Project Name: Griffin Homes  
Project Address: 209 Newnan Road  
Carrollton, GA 30117
6. Project Name : Davis Field (not including basketball court and playground)  
Project Address: MLK Jr. Street  
Carrollton, GA
7. Project Name : River Drive 30117  
Project Address: 360 - 680 River Drive  
Carrollton, GA 30117
8. Project Name : House Circle  
Project Address: 601 – 605 House Circle  
Carrollton, GA 30117

## GENERAL CONDITIONS

### The Owner/Contact:

Name: Carrollton Housing Authority, as Contract Administrators for Little River Property Management, Inc.  
Address: 1 Roop St  
Carrollton GA 30117  
Contact: Charles Griffin, Executive Director  
Contact Phone: 770-834-2046  
Contact Fax: 770-834-8708  
Contact Email charles@carrolltonhousingauthority.com

**QUESTIONS:** may not be submitted by telephone. All questions must be made by email and include the Contractor's name and reference to the specific section of the RFP. The last day for questions will be April 11<sup>th</sup> at 2:00 pm EST. Questions submitted after that time shall not be addressed.

All questions from RFP participants and the corresponding response will be posted on the Authority website.

### SUBMISSION OF PROPOSALS:

In order to qualify for the Work on this Project, bidders must submit all information requested in this proposal. All proposals must be received by April 18<sup>th</sup>, 2025, by 11 am. Bids will be accepted at 1 Roop St., Carrollton, GA 30117. Bids will not be accepted by way of email or U.S. Mail.

All proposals must remain in effect for at least 30 days from submittal. CHA has the sole discretion to: (a) reject any and all bid proposals and (b) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that the award of a landscaping contract will be made to any firm.

### CONTRACTOR INFORMATION

The Authority may request additional information, samples, or presentations in support of proposals. Additionally, CHA may interview contractors under consideration to clarify any information provided or to gather more evidence of managerial, financial, and technical abilities.

## GENERAL CONDITIONS

### PART 1 - GENERAL CONDITIONS

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#### SCOPE OF WORK

The Landscape Maintenance Contractor (hereinafter called the "Contractor") shall recognize and perform in accordance with all stated intents, specifications, and stipulations contained or referenced herein.

Each Bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Landscape Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not be limited to mowing, edging, pruning, fertilizing, and cleanup.

The intent is to maintain an attractive appearance of the property as determined by the Owner. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by the Owner.

#### DURATION OF AGREEMENT

The term of the Agreement shall be for two (2) years. At its sole discretion, the Carrollton Housing Authority reserves the right to extend the Contract yearly for Four (4) years if agreed to by both parties.

#### QUALITY CONTROL

Work covered shall be performed by a single firm experienced in landscape maintenance of a similar nature and scope. Subject to approval of the Owner, the Contractor may subcontract any Work to be performed under this Contract. However, the election to subcontract Work shall not relieve the Contractor from responsibility or liability which it has assumed under this Contract, and the Contractor shall remain liable to the same extent that its liability would attach as if the Contractor's employees had performed the Work.

By submitting the Bid, the Contractor certifies as to meeting the following requirements:

1. Has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the Work being bid, and the type of Work completed is similar to that being bid.
2. Maintains a permanent place of business, with a minimum of three (3) years in business.
3. Has access to all necessary equipment and the organizational capacity and technical competence to do the Work properly and expeditiously.
4. Is safety conscience with a history of satisfactory past performances.

## **GENERAL CONDITIONS**

5. The Landscape Maintenance Contractor for Work under this section shall be licensed by the State of Georgia to apply insecticides approved for use in the State of Georgia.
6. Has a record of satisfactorily completing past projects. Criteria that will be considered in determining the satisfactory completion of projects by the Contractor will include:
  - a. Completed past contracts in accordance with the Contract Documents.
  - b. Diligently pursued execution of the Work and completed past contracts according to established schedules.

### **Insurance**

Throughout the term of this Agreement, the Contractor shall maintain adequate Insurance covering his activities at the project premises at his sole expense. Said Insurance shall be secured from a company(s) licensed to do business in the locale of the Project premises. The Contractor shall furnish the Owner with documentation of this insurance coverage. Such Insurance shall be in the amounts stated below.

#### **1. Worker's Compensation Insurance:**

As required by State of the locale of the Project for all of the Contractor's employees engaged in Work associated with the Project equal to \$1,000,000 workers compensation insurance.

#### **2. Commercial General Liability Insurance:**

The Contractor shall maintain during the life of this Contract and until one year after completion of this Contract Commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Contract. Minimum coverage shall be \$1,000,000 per occurrence, \$1,000,000 general aggregate per Project, and a combined single limit for bodily injury, personal injury, and property damage. Such coverage shall be of the "occurrence" type form. Such General Liability coverage shall include employees of the Contractor as insured.

### **Payments**

Contractor shall submit an Application Payment/Invoice to the Owner for services monthly. The Owner shall render the Contractor regularly scheduled payments in remuneration for the Contractor's Maintenance Services in amounts as specified. Failure to pay any billing due shall entitle the Contractor, at their option, to withdraw their services with seven (7) days' notice.

The Owner shall promptly reply to all Contractor's questions or requests pertaining to the Project and approve or reject all Contractor submittals. The Owner shall perform the final inspection(s) within five days of the date of notification by the Contractor of substantial completion of the Work.

## **GENERAL CONDITIONS**

### **CODES AND STANDARDS**

The Contractor shall perform all Work in compliance with applicable requirements of governing authorities having jurisdiction.

### **PROJECT CONDITIONS**

For the Contractor to properly perform and complete his Work, the Owner must cooperate by providing him with access to the work areas and any required staging, offloading or preparation areas.

The Contractor shall be familiar with the Project premises and how the existing conditions will affect work during maintenance services. The Contractor shall visit and examine the site to become acquainted with the adjacent areas, means of approach to the site, and conditions of the actual job site. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the Contractor from the necessity of furnishing any materials or equipment or performing any work that may be required to complete the Work in accordance with the RFP. Neglect of the above requirements will not be accepted as a reason for delay in the Work or additional compensation.

The Owner shall provide complete information regarding all requirements for the Project not expressly contained herein and shall establish and maintain an effective communications system with the Contractor throughout all phases of the Work.

### **SEQUENCING AND SCHEDULING**

Upon acceptance of the Bid, the Contractor shall coordinate with the Owner to arrange a schedule of services and shall continue coordination at intervals set forth by the Owner.

The Owner shall diligently endeavor to facilitate the Contractor's Work by providing reasonable access to all work areas. The Owner shall facilitate the Contractor's Services program by providing access to the project premises during regular business hours and, as is necessary, at other times so that the Contractor can conduct regular, scheduled maintenance and any unique service(s). Further, the Owner shall assure the Contractor of the availability of offloading and staging areas and other facilities required for the efficient performance of the Work.

PART 2 - LANDSCAPE SERVICES

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The services shall consist of a complete, regularly scheduled program (and as agreed upon with the Owner) for maintaining the health and appearance of the Project's landscape and plantings. Trained service technicians shall carry out these services at all times. The Contractor is responsible for all aspects of landscape maintenance during the term of the Agreement.

**TURF MAINTENANCE**

**Turf Mowing**

Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor must use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.

All properties must be mowed every 7 days without exception during the growing period of April 1 and October 31. All properties must be mowed at a predetermined rate during the non-growing period between November 1 and March 31.

The Contractor must mow grounds along the roadside and fences for all properties.

Permanent fixtures in the turf areas must be trimmed with weed-eaters to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage.

**Turf Edging**

Edging and trimming along curbs, walks, and tree wells shall be done to keep a neat appearance. All hard edges shall be mechanically edged three (3) times yearly during the growing season.

Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders must be treated chemically and/or physically removed with a spade.

Edging that cannot be addressed during regular visits due to vehicle obstructions must be discussed with the Owner to achieve a solution.

**Turf Fertilization & Weed Control**

Well-balanced fertilizer shall be used to maintain a healthy green color and applied based on the Contractor's knowledge and needs of the area.

All lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.



## LANDSCAPE SERVICES

### Trash, Debris, Sticks & Limbs

During routine maintenance visits, the Contractor is responsible for removing trash, debris, sticks and limbs from the property.

Curbs, sidewalks, etc., must be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.

Heavy accumulations of sand, gravel, leaves, etc., must be removed with a shovel and brooms if blowers provide unsatisfactory results.

Contractor is responsible for trimming tree limbs as needed.

### GROUND COVER & BEDS

Open ground between plants shall be kept weed-free using mechanical or chemical methods.

Groundcovers shall be fertilized with a complete fertilizer, as appropriate and as the Contractor recommends.

Litter and debris shall be removed during maintenance visits to ensure a neat appearance.

Vines shall be trimmed neatly against supporting structures and kept within bounds.

Groundcovers shall be kept trimmed within curbs and along walkways.

### OTHER SERVICES

Spring and Fall Cleanup shall be performed as follows and should be included in the pricing. Spring cleanup shall include, but not be limited to, leaf removal from all beds.

Fall Cleanup shall be performed as follows and should be included in the pricing. Fall cleanup shall be in late fall after all leaves have fallen from the trees in the area. Work shall consist of, but not be limited to, leaf removal from all areas of the property, removal of all dead annuals, and cutting back perennial plantings appropriately.

The Contractor shall establish and maintain an effective communication system with the Owner. Occasionally, the Contractor may be asked to act as a general contractor for landscape/hardscape installations.

## MISCELLANEOUS PROVISIONS

### PART 3 - MISCELLANEOUS PROVISIONS

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#### OWNER RESPONSIBILITIES AND RIGHTS

The Owner shall facilitate the Contractor's Services Program by providing access to the Project premises during regular business hours and, as is necessary, at other times so that the Contractor can conduct both regularly scheduled landscape services and any special services with prior approval from the Owner.

#### Termination of Agreement

During the Landscape services period, **(30)** days notice shall be required for termination of this Agreement.

In the event of termination not the Contractor's fault, the Contractor shall be compensated for all products and services supplied to the termination date.

#### Conflict of Laws, Assignment & Integration Clauses

Unless otherwise specified, this Agreement shall be governed by the law of the locale of the Project.

Owner and the Contractor, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party with respect to all covenants of this Agreement. Neither the Owner nor the Contractor shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

#### Bid Evaluation

Interested parties will be evaluated based on cost, qualifications, and evidence of ability to perform services in accordance with the Procurement Policy of the Housing Authority of the City of Carrollton. As time permits, an evaluation panel will rate eligible parties according to the above criteria and may conduct reference checks as part of the process. If there is insufficient information, the CHA reserves the right to request additional information and to interview interested parties to discuss their qualifications.

**B I D F O R M S**

**PART 4 - B I D F O R M S**

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Proposals must adhere to the format of these bid forms and the content of this RFP. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required to qualify for consideration.

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Firm Name

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Address

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City, State, Zip

---

Telephone

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Date

**MONTHLY LANDSCAPE SERVICES BID:**

In compliance with your Invitation to Bid, we propose to furnish all materials, labor, equipment, and services necessary to perform the Landscape Maintenance Services for a period of one (1) year for the landscaping and bed work for the above-stated Project for an annual fee of (inclusive of all state and local sales tax):

Dollars (\$\_\_\_\_\_ ) per Year.

**B I D F O R M S**

**BID FORM PRICE AUTHORIZATION**

By signing this bid form, such action certifies that the Bidder has personal knowledge of the following:

That said, Bidder has examined the RFP and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said Bid; and that said Bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Bid.

All of said Work will be performed at the Bidder's own cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus, and other means of construction in the manner provided in the applicable specifications and at the time stated in the Contract.

The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and complete accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape services of:

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name & Title of Signatory

\_\_\_\_\_  
Type of Organization: Corporation, Partnership, Proprietorship

SEAL:

(If corporation)

**B I D F O R M S**

**BIDDER QUALIFICATIONS:**

To qualify for the interior landscape work on this Project, bidders must submit all information requested in the following pages.

**INSURANCE REQUIREMENTS**

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit 1.

1. Workers Compensation

Coverage A: Statutory

Coverage B: \$1,000,000 Bodily Injury by Accident for Each Accident

2. Commercial General Liability Insurance

\$1,000,000 General Aggregate

3. Umbrella/Access Liability Insurance

\$1,000,000 Each Occurrence

**B I D F O R M S**

Summary of Experience

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

Main Office Location: \_\_\_\_\_

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

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

FAX# \_\_\_\_\_

Email \_\_\_\_\_

Year Company founded \_\_\_\_\_

Years in Landscape Maintenance: \_\_\_\_\_

Last calendar year landscape maintenance volume: \_\_\_\_\_

Yes  No Have you ever operated a landscaping business under another name? If so, list the previous name:

Yes  No Have you ever defaulted on a project? If so, please explain:

Yes  No Do you have ALCA Certified Landscape Professionals on staff?

Yes  No Do you have ALCA Certified Landscape Technician(s) on staff?

Yes  No Do you have a licensed pesticide applicant on staff in the State of the Project's locale?

List other services you provide:

**B I D F O R M S**

**REFERENCES**

Complete and submit the following for three (3) projects of similar complexity as the Project specified. (Duplicate the form as required)

Name of Project:

Address of Project:

Management Company:

Contact Person:

Telephone Number:

Email:

Monthly Contract Amount:  less than \$500  \$501 - 1,000  \$1,001-\$2,000  \$over 2,000

Years Serviced:  less than 1 year  1-3 years  3-5 years  5-10 years  over 10 years

Description of Work:

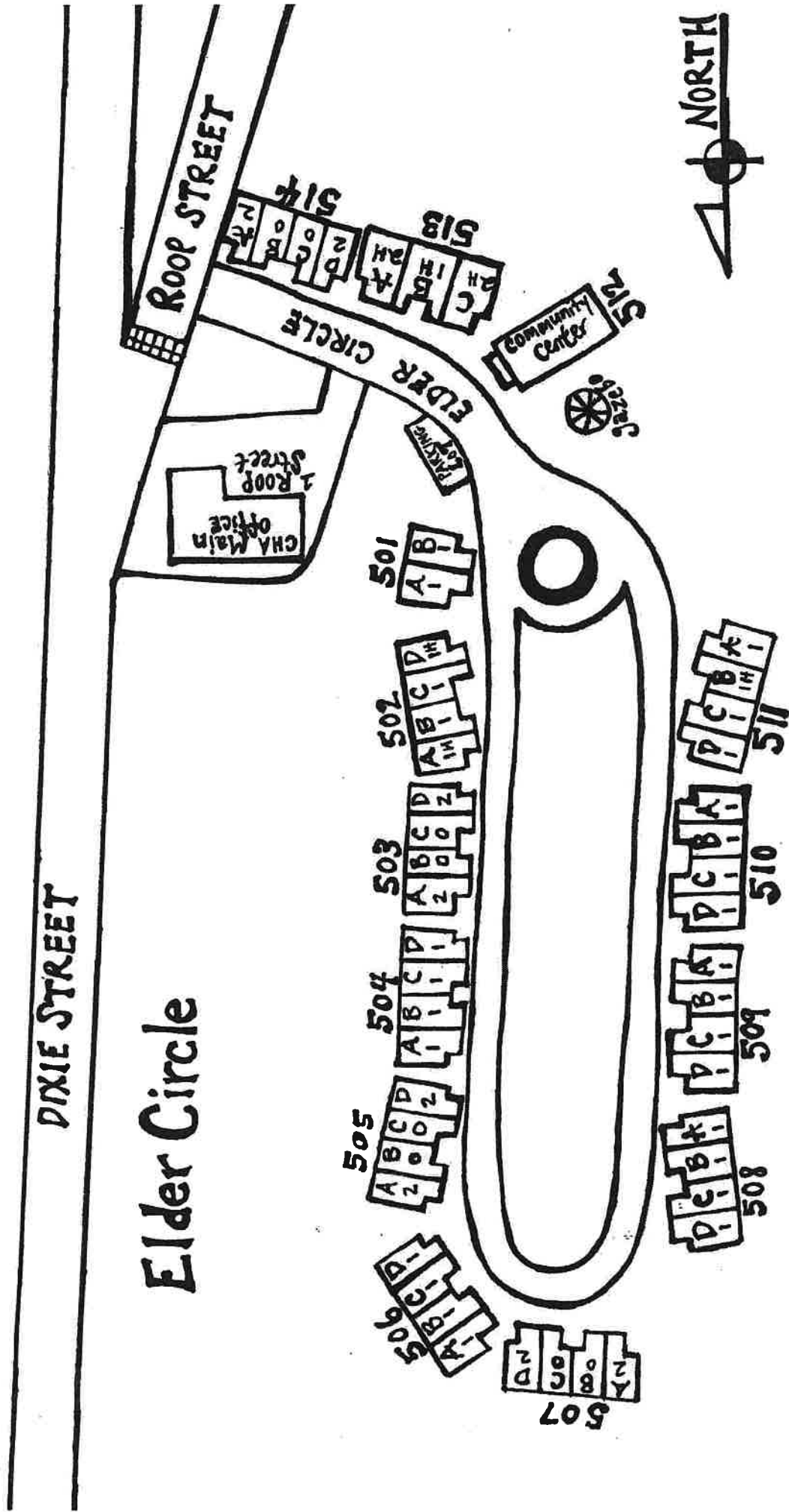
Other Remarks:

**B I D F O R M S****Labor Estimates:**

Detail your labor estimates, based on the specified number of occurrences per year, for the following services (these estimates are required for the Owner to evaluate the Contractors Bid Proposal properly)

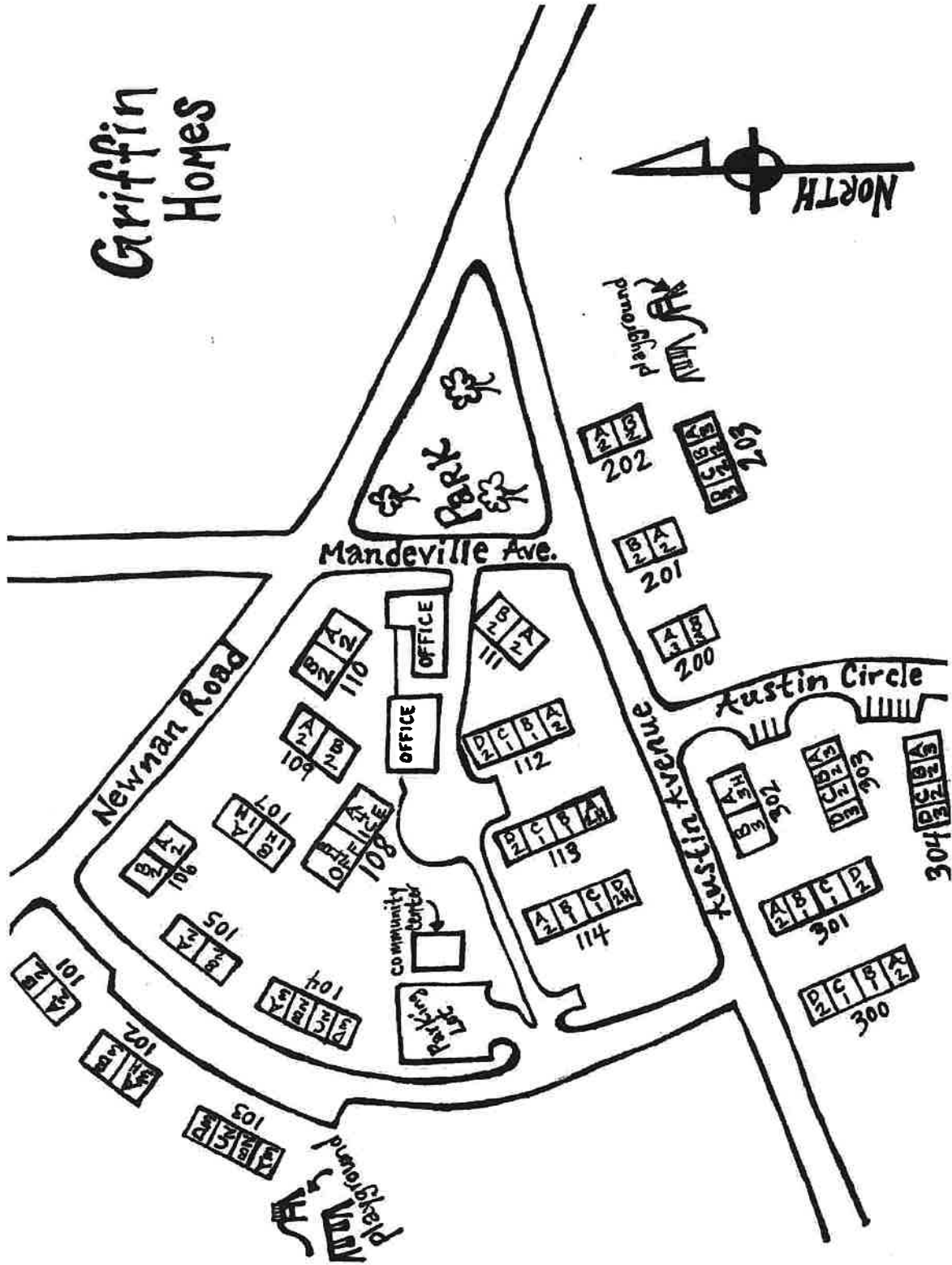
<b>Work Description (item, unit measure)</b>	<b>Estimated Labor Hours Per Occurrence</b>	<b>Occurrences Per Year</b>	<b>Total Annual Service Fee</b>
1. Spring Cleanup		1	
2. Mowing & Trimming of all turf areas, including cleanup after maintenance of all sidewalks, drives, etc		31 minimum	
3. Edging of all sidewalks, driveways and curbs		4 minimum	
4. Flower beds' chemical & manual weeding & deadheading (hrs. of labor per occurrence, based on a May 15 installation date)		10 minimum	
5. Landscape planting bed & tree base weed removal by chemical & manual means		4 minimum	
6. Fall Cleanup, includes summer annual flower and fallen leaves removal.		2 minimum	
7. Applications of fertilizer and weed preventers to all turf areas		3	
8. Shrub shaping		3	
9. Shrub Fertilization		1	
Total (total hours in first column & total annual fee in third column)			

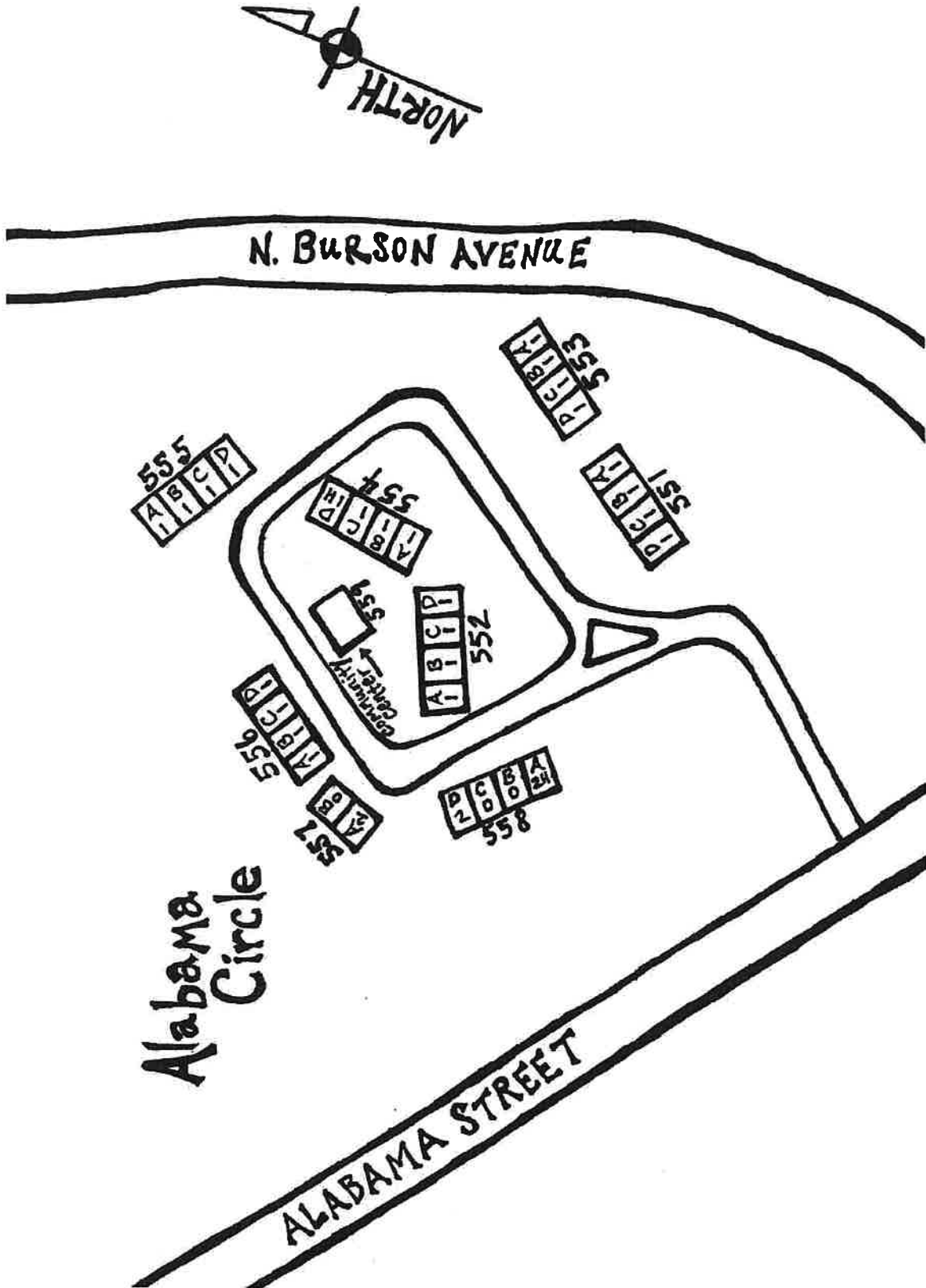




209 Newnan Rd.

# Griffin Homes





Lovorn Road

# Ingram Homes



401 

A	B	C	D
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403 

A	B	C
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405 

A	B	C
---	---	---

407 

A	B	C
---	---	---

409 

A	B	C
---	---	---

411 

A	B	C
---	---	---

413 

A	B	C
---	---	---

415 

A	B	C
---	---	---



Park Lane

Community Center  
402

A	B	C
---	---	---

 404

A	B	C
---	---	---

 406

A	B	C
---	---	---

 408

A	B	C
---	---	---

 410

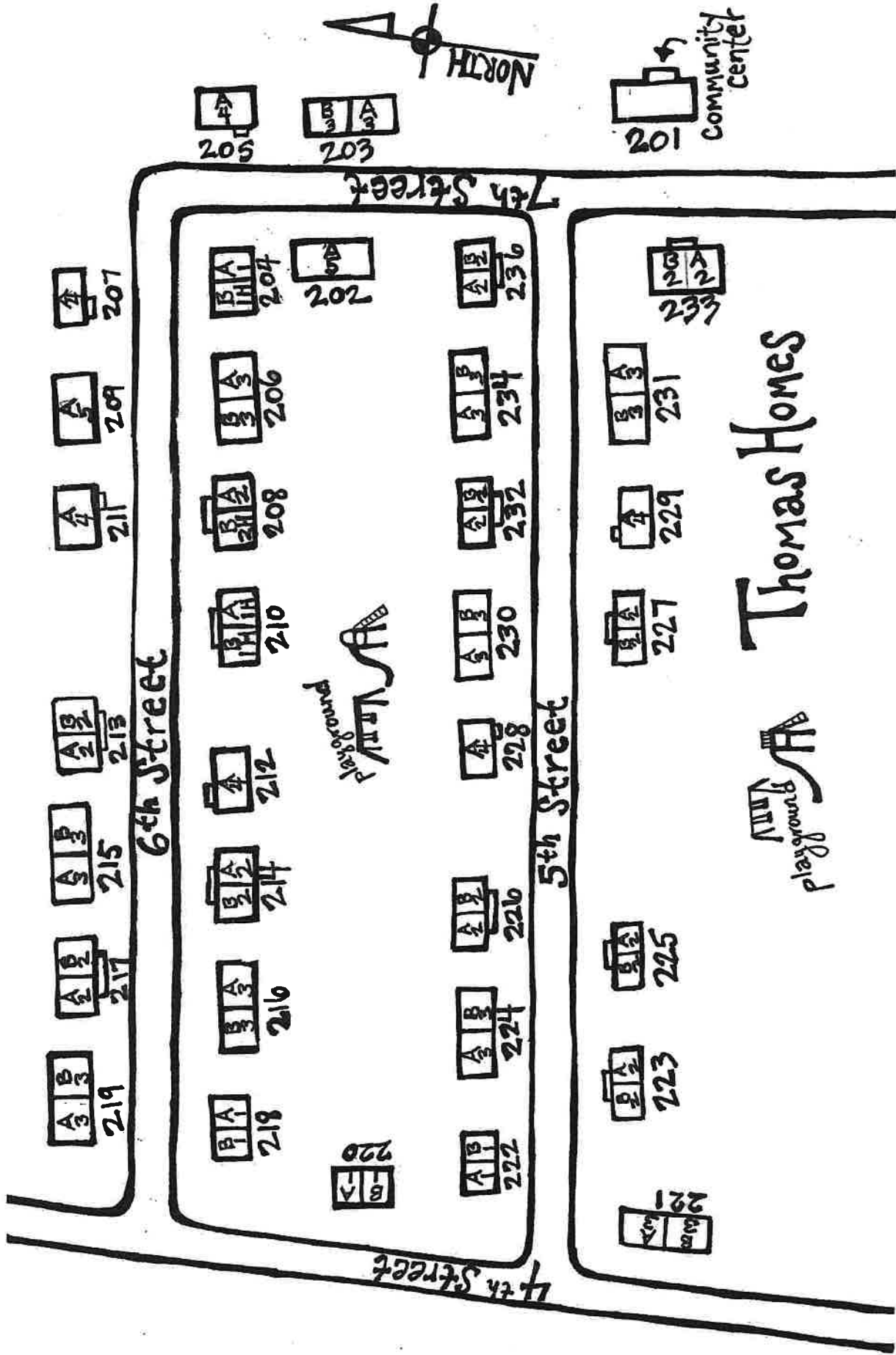
A	B	C
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 412

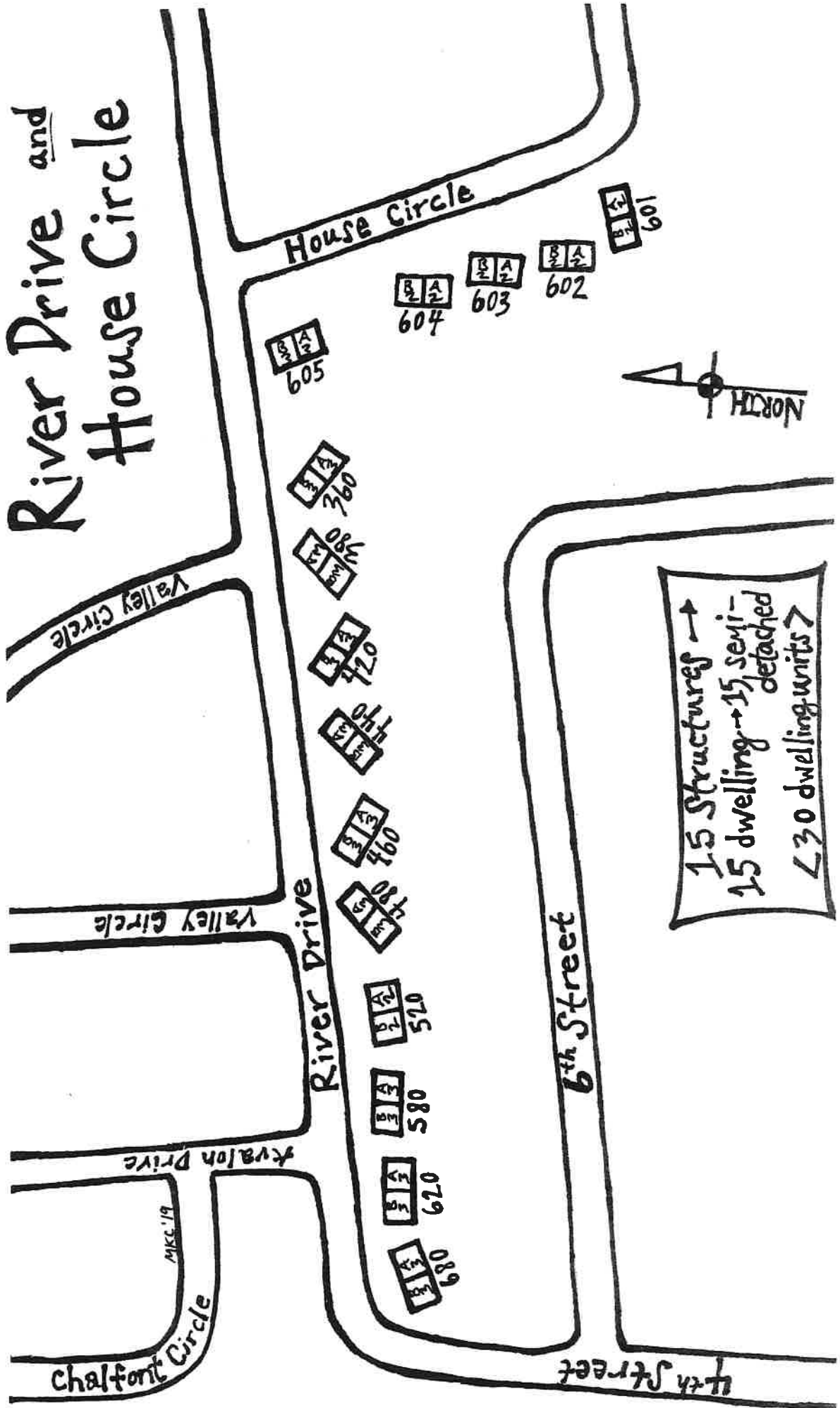
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 414

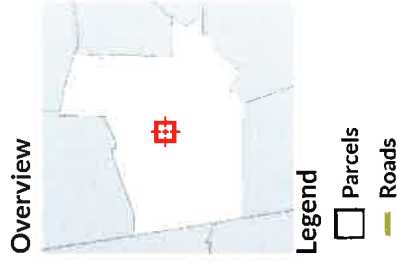




# River Drive and House Circle







Parcel ID	C02 0360003	Owner	CARROLLTON HOUSING AUTH	Last 2 Sales Date	5/23/1994	Price	0	Reason	NM	Qual	U
Class Code	Exempt		1 ROOP ST		n/a	0	n/a	n/a	n/a	n/a	
Taxing District	CARROLLTON	Physical Address	KING ST APARTMENTS								
Acres	5.35	Assessed Value	CARROLLTON, GA 30117								
			M L KING JR ST								
			Value \$107000								

(Note: Not to be used on legal documents)