



# Cartersville School System

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*ASSISTANT SUPERINTENDENT*

## REQUEST FOR PROPOSAL

April 1, 2016

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal on the following service:

### **Cartersville School System – Lawn Care and Athletic Field Maintenance**

Return your sealed pricing bid clearly marked on the outside of the envelope or package to:

**Dr. J. Howard Hinesley,  
Superintendent  
Cartersville School System  
RFP # 9300-401-190 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120**

Please return sealed bids no later than 2:00 p.m., Monday, May 2, 2016.

The Cartersville School Board reserves the right to accept and / or reject any and all bids.

We invite your participation.

Sincerely,

J. Howard Hinesley, Ed. D.  
Superintendent

Enclosures

CARTERSVILLE CITY SCHOOL SYSTEM  
LAWN CARE MAINTENANCE, ATHLETIC FIELDS MAINTENANCE

April 1, 2016

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## INSTRUCTIONS TO BIDDERS

To be considered, bids must be made in accordance with the following instructions.

1. Sealed bids from landscape contractors for the Maintenance of Building Grounds and Fields will be received by Cartersville School System; hereafter referred to as "Owner", at the central office located at 15 Nelson Street Cartersville, Georgia on Monday, May 2, 2016 by 2:00 p.m.
2. Interested parties must attend a pre-bid meeting on Tuesday, April 19, 2016 at 10:00 a.m. to qualify to submit a bid. This meeting will be held at the Owner's office located at 15 Nelson Street, Cartersville, Georgia.
3. Bidders shall carefully examine the documents and the school sites to obtain first-hand knowledge of existing conditions. Successful bidder/s will not be given extra payments for conditions, which can be determined by examining the site and documents.
4. Submit all questions about the drawings and specifications to the Owner in **writing at least 5 days before bids are due**. Replies will be issued to all bidders of record as an Addendum to the drawings and specifications and will become part of the contract. The Owner will not be responsible for oral clarification.
5. Bids shall be on an unaltered bid form furnished by the Owner (pages 20-25). Fill in all blank spaces. Bids shall be signed with name typed below signature. Where the bidder is a corporation, bids must be signed with the legal name of the corporation followed by the name, the state of incorporation and the legal signature of an officer authorized to bind the corporation to the contract.
6. Contractor must provide a copy of Certificate of Liability Insurance including workers compensation. Along with a W-9 tax form and E-Verify information.
7. The successful bidder/s; hereafter referred to as "Contractor", shall furnish a proper Performance Bond and Payment Bond covering the full amount of the yearly contract price as security for the faithful performance of all work under the contract and payment of all charges in connection therewith. Cost of referenced bonds shall be included in the bid.
8. Contractors must list all sub-contractors. Contractor will have full responsibility for his subcontractors.
9. Bidder/s may not modify bids after submittal. Bidder/s may withdraw bids at any time before bid openings, but may not resubmit them. No bid may be withdrawn or modified after the opening except where the award of the contract has been delayed for 30 days.
10. The Owner reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part

of the bidder. Owner reserves the right to disqualify bids submitted without subcontractors listed on bid form.

11. Contract will be awarded on basis of the lowest responsible bidder complying with the conditions of this bid document. Owner reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the Owner is not in a position to perform the contract, or whose name appears on the United States Comptroller General's List of ineligible contractors.
12. AIA Document A 101, Standard Form of Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum, will be used.
13. The successful low bidder will be notified on Tuesday, May 10, 2016 after the Cartersville City School Board approves the bid. A contract will be executed prior to the work beginning on July 1, 2016. All bonds and insurance will be presented to the owner with executed contract. **The contract start date for the one year period will run one year from the date agreement is executed and is subject for renewal for an additional four years.**

GENERAL CONDITIONS

CARTERSVILLE CITY SCHOOL SYSTEM

LAWN CARE MAINTENANCE

FIELD MAINTENANCE

GENERAL CONDITIONS FOR GROUND PREPARATION AND GRASSING CONTRACTPART I CONDITIONS:1.01 EXISTING CONDITIONS

The successful bidder/s in undertaking the work under this contract is assumed to have visited the premises and to have taken into consideration all conditions which might affect his work. No consideration will be given any claim based on lack of knowledge of existing conditions.

1.02 HOURS OF WORK

Work is to be done during normal hours unless otherwise specified in this contract. Normal working hours are from sunrise to sunset, 7 days a week. If access to a site or building is required at other times, arrangements must be made 48 hours in advance with the Director of Operations, or his designee.

1.03 COMPLETION TIME

All work is to be completed as specified in the contract documents.

1.04 LIQUIDATED DAMAGES – Not Applicable1.05 WORKMANSHIP

All work shall be done in a professional manner and must comply with all Federal, State, County and City codes and Fire Safety Codes. All work requiring licensed mechanics by code or regulation shall be done only by employees having such licenses.

1.06 INSPECTION OF WORK

Under the contract, the successful bidder/s has assumed the responsibility of furnishing all services, labor and materials for the entire work in accordance with the contract documents. Work shall be inspected on a random basis by the Director of Operations.

1.07 SUBCONTRACTORS

All subcontractors shall be bound by all the above requirements and specifications.

**1.08 THE WORK**

- A. All work shall be done in accordance with instructions from the Owner's representative, the Director of Operations of the Cartersville City School System, or his designee.
- B. Workmanship shall be of good quality and be in accordance with or equal to the standards of the industry. All work shall be square, level, true to line, neat and appropriate for the work being done.
- C. The Contractor's attention is directed to the fact that the schools will be in use while work is being performed. He shall cooperate with Owner's representative in scheduling the work that will effect the normal operation of the school program. This work must be done in conjunction with normal school activities and in no case is to interfere with the normal operation of the school. This shall include changes in site work, interruption of utilities, etc. The Contractor, at his own expense, shall provide barricades, lights, enclosure, fencing, and any other safe guards to protect the people occupying the schools as well as the work in progress.

**D. Security:**

1. The Contractor, upon arrival of work site, is to check in with the office at each school and notify the school that contractor is on site. This is to be done for every day Contractor is on site. Upon completion of work, contractor must provide school receptionist with documentation of work performed that day. Failure to do so may void contract.
2. The Contractor shall provide the number of qualified craftsmen required to complete the work within the allotted time and shall meet with the approval of the Owner's representative. The Contractor will remove, or cause to be removed, any workman or workmen that the Owner's representative deems unsuitable. The Owner's representative is the "Director of Operations" or his designee. Contractor has sole responsibility for suitability of all his workers. While on school property, all workmen will wear a uniform with company name or logo on the shirt.

**E. Cleanup:**

The areas of work shall be left in a clean condition. Contractor must clean-up debris at the end of each workday.

**F. Damage by Contractor:**

Any damage done by the Contractor's personnel to any part of the buildings, equipment, landscape, fixtures, or any other items owned by the school system or related individuals, shall be repaired or replaced at no cost to the Owner.

An inspection by the Owner and Contractor with written results will be made at each school before Contractor commences work.

G. Permits and Licenses:

The Contractor shall be responsible for obtaining all permits and licenses and shall pay all fees required by the various governmental agencies in connection with this work. The above shall apply to subcontractors.

H. Payment:

Invoices shall be made and in no case will invoices be paid prior to completion of the work for which invoiced.

I. Protection of School Children:

Extreme caution will be exercised by all workmen on the project to insure that all precautions are taken to prevent any injury to schoolchildren. Children shall be kept away from the area of work while work is in progress. Until project is complete, the site is to be left in safe condition at all times when Contractor is not on site.

J. Skills:

Contractor is fully responsible for skills of all his employees and quality of workman's skills will be Contractor's responsibility. Contractor is responsible for all safety and conditions pertaining to his work. The Director of Operations, or his designee, can declare an area unsafe. Any refusal to correct any unsafe conditions on the job site will automatically void this contract and the Contractor will be asked to leave the school property. Any cost to the school system to return the site to a safe condition will be deducted from any money owed to the Contractor. Contractor is to take all precautions at all times to maintain a safe job site to protect the lives of students, school personnel, and workmen.

1.09 ASBESTOS CONTAINING BUILDING MAERIALS AND TOXIC SUBSTANCES:

1. All bidders are notified that ACBM (asbestos containing building materials) may be present in the areas of work to be covered by these specifications.

- A. Every school administrative building has a "Management Plan for Asbestos" on file and the location and other information of all asbestos, if any, is shown. A Management Plan is also kept at the Cartersville Board of Education office in Cartersville and is available for contractors to consult. Requests to view these plans must be made 24 hours in advance. Copies of individual sheets may be obtained for \$.50 per sheet.



- B. If the Contractor should encounter suspected ACBM, he shall cease work immediately in that area and notify the Owner.
- C. The Contractor shall notify the Owner's agent, Mr. Ken Paige, at 770-387-5578, by telephone and in writing with details of the material, the location, and the extent of the suspected material.
- D. The Owner shall have the suspect material tested by an accredited testing laboratory, if it has not been previously tested.
- E. The Contractor shall not remove any material that contains asbestos. If any ACBM is found that must be removed, the Owner shall make all arrangements and shall pay all costs to have the ACBM removed by accredited abatement contractors. The Contractor shall cooperate with the asbestos removal contractor to minimize delays to the contract.

## 2. Toxic Substances:

This is precautionary information furnished by the owner. No painting or construction of water lines is included in this bid.

- A. Any lead-containing solder in any waterline construction or repairs is prohibited.
- B. Any lead or mercury compounds in paint are prohibited.
- C. Other toxic substances for which the EPA or OSHA has established recognized hazards and have published rules to prohibit their use are prohibited.

## PART III TERMINATION OF CONTRACT

### 3.01 TERMINATION BY THE CONTRACTOR

If the work is stopped for a period of thirty (30) days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable through no act or fault of the Contractor or Sub-contractor or their agents or employees or any other persons performing any of the work under a contract with Contractor, or if the work should be stopped for a period of thirty (30) days by the Contractor because the Owner has not made payment thereon, then the Contractor may, upon seven (7) additional days' written notice to the Owner terminate the contract and recover from the Owner payment for all work executed.

### 3.02 TERMINATION BY THE OWNER

- A. If the Contractor is adjudged a bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency, or if he persistently or repeatedly refused or fails, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of the contract documents, then the Owner, upon certification that sufficient cause exists to justify such action, may, without prejudice to any right or remedy and after giving the Contractor and his surety, if any, seven (7) days' written notice, terminate the employment of the Contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor and may finish the work by whatever method he may deem expedient. In such case the Contractor shall not be entitled to receive any further payment until the work is finished.
- B. If the unpaid balance of the contract sum exceeds the costs of finishing the work, including compensation for additional services made necessary thereby, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner in the same payment time frame, thirty (30) days.

## PART IV CHANGES IN THE WORK

### 1.01 CHANGE ORDERS

- A. A Change Order is a written order to the Contractor signed by the Owner and issued after execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. The contract sum and the contract time may be changed only by change order. A change order signed by the Contractor indicates his agreement

therewith, including the adjustment in the contract sum or the contract time.

- B. The Owner, without invalidating the contract, may order changes in the work within the general scope of the contract consisting of additions, deletions, or other revisions, the contract sum and the contract time being adjusted accordingly. All such changes in the work shall be authorized by a change order, and shall be performed under the applicable conditions of the contract documents.
- C. The cost or credit to the Owner resulting from a change in the work shall be determined as follows:
  - 1. The Owner will require an itemized proposal, which will list all labor, material, subcontract amount and contractor's fee. The Director of Operations will have authority to approve changes with contractors.

#### PART V WARRANTY

The Contractor warrants to the Owner that all materials and equipment furnished under the contract will be new unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the contract documents. This warranty does not apply to contractor equipment (Mowers, Trimmers, Tractors, etc.). All work not conforming to these requirements, including substitutions not properly approved and authorized may be considered defective.

If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

#### PART VI TAXES

The Contractor shall pay all sales, consumer, use and other similar taxes for the work or portions thereof provided by the Contractor which are legally enacted at the time bids are received, whether or not yet effective.

## PART VII MISCELLANEOUS SPECIFICATIONS

Contractor and employees are subject to extensive background checks by appropriate authorities. Contractor must provide, at Owner's request, a full and thorough criminal background history on all employees.

All school areas are tobacco free – no smoking, chewing, dipping, etc.

Contractor and/or employee must submit to Drug/Alcohol screening in case of an accident on school grounds at the expense of the Contractor.

Paper products, trash, debris, etc., are not to be mowed over and left on school site.

No vulgar language or obscene gestures allowed on school grounds.

Long pants or shorts may be worn (shorts must be mid-thigh in length).

Shirts with sleeves must be worn at all times.

All employees must dress in similar uniforms. Uniforms are not necessarily required; however, Contractor's employees must be identifiable from students or other contractors working on the site. This can be done by requiring all employees to wear the same color shirt or hardhats.

Lawn care personnel are requested not to engage in conversation with school personnel or students unless absolutely necessary.

Damage to property (sprinkler heads, vehicles, windows, etc.) will be the responsibility of the Contractor.

## SPECIFICATIONS AND SCOPE OF WORK

## SCHOOLS

Cartersville Primary School 22 acres  
315 Etowah Drive  
Cartersville, Ga 30120  
Phone 770-382-1733

Cartersville Elementary 17 acres  
340 Old Mill Rd.  
Cartersville, Ga. 30120  
Phone 770-382-0983

Cartersville Middle School 32 acres  
825 Douthit Ferry Rd.  
Cartersville, Ga. 30120  
Phone 770-382-3666

Cartersville High School 13 acres  
320 East Main Street  
Cartersville, Ga. 30120  
Phone 770-382-3200

## DEPARTMENTS

Cartersville School Board  
15 Nelson Street  
Cartersville, Ga. 30120  
Phone 770-387-3200

Cartersville City Schools Technology  
310 Old Mill Rd.  
Cartersville, GA. 30120  
Phone 770-387-5775

Cartersville City Schools Bus/Maint. Facility  
151 Milner Rd.  
Cartersville, Ga. 30120  
Phone 770-387-7483

Cartersville Pre-K Center  
323 S. Erwin Street  
Cartersville, GA 30120  
Phone 678-535-6330

1. When viewing sites, base price is on areas that are presently being maintained. Contractors must survey the sites and verify quantities to mow.

### A. Areas to Mow

#### Location

1. Cartersville Primary
2. Cartersville Elementary
3. Cartersville Middle
4. Cartersville High
5. Cartersville Bus/Maintenance Shops
6. Cartersville School Board Office
7. Cartersville Technology Office
8. Cartersville Pre-K Center

\*Note: Retention/detention areas are to be mowed / weed eaten, both adjacent to and inside.

### 2. Mowing Schedule

- A. Grass shall be cut at least once every seven (7) days in the months of April through October. During the months of November, December, January, February, and March the grass must be mowed periodically (at the Owners discretion) to keep a neat appearance.
- B. All facilities will have set mow date each week unless weather does not permit. Schools must be notified of mow dates.

### 3. Playground Equipment (Attachment A)

### 4. Pest Control (Attachment C)

### 5. Irrigation (Attachment D)

## 6. Edging

Grass shall be kept edged from curbs, sidewalks, and fences with either a steel blade edger, weed eater, or Round-Up/Surflan and edge grass to the same height of mowed grass. All grass areas must be mechanically edged with string trimmers to the same height of grass.

## 7. Ornamental shrub and tree maintenance

### A. Chemical Program

1. Contractor may spray beds and mulch areas with either Round-Up or Surflan to prevent weeds.
2. March Application: All shrubs and trees shall be fertilized with an 18-5-9 fertilizer. All shrub beds shall be kept clear of all weeds using Round-Up.

## 8. Mulch Maintenance

1. All existing tree and shrub/flower beds shall be mulched/pine straw two (2) times per year when specified by Owner. One of these mulchings must be done in conjunction with the beginning of a new school year. All of the Owners' properties must be mulched at this time. The Contractor must have all areas freshly mulched at least one day prior to Open House for the new school year.
2. Bare spots shall be re-seeded in the spring and fall.
3. Mulch at Pre-K, Primary and Elementary playgrounds with Playground Mulch. Mulch playgrounds twice per year, July 26 and March 1. Apply 6" of mulch. Rake mulched playgrounds weekly.

## 9. Pruning

Prune shrubs and trees to same shape now apparent from visual inspection. Any debris from pruning or trimming must be removed at the Contractor's expense. Pruning of shrubs should also coincide with the mulching at the beginning of a new school year. The pruning must be done and all debris from the pruning removed before fresh mulch is applied to the area.

## 10. Equipment

1. Amounts of equipment must be sufficient to continue providing scheduled lawn care (preferably 6 commercial mowers that cut a width of 60", 2 commercial mowers that cut a width of 48" or greater, with a minimum of 2 trucks and 2 trailers).

## 11. Fertilization Program (Attachment B)

## 12. Aeration – All Bermuda not on fields must be aerated once per year

13. General Comments:

- A. All grass cuttings, leaves, and other landscape debris shall be removed from site at least one time per week. Mowers do not have to have grass catchers.
- B. In the fall, leaves shall be removed on each visit as needed.
- C. When leaves have fallen from trees, a major clean up of all maintained areas will be undertaken.
- D. No additional charge for removing or replanting dead shrubs will be absorbed by the Owner if Contractor's cost to perform work is \$25.00 or less.
- E. Labor to replace dead shrubs will be at no extra charge.
- F. Banks and steep areas are not to be sprayed. They are to be mowed or cut with string trimmers.
- G. The Contractor will be responsible to water any new plants, grass, trees, shrubs or sod he installs.

Prices included in this bid are designed to be under contract for a minimum of one (1) year. Expiration date is to be figured from the date the contract is signed.

All equipment and materials (chemicals, fuel, and labor) are to be supplied by the Contractor.

It is the intent of this contract that the Contractor shall provide labor, materials, equipment, service, and incidentals for a complete job in conformance with contract documents.



## SCOPE OF WORK FOR FIELDS MAINTENANCE

<u>Facility</u>	<u>Area</u>
Cartersville High:	Football Stadium Field, Practice Field, Band Practice Field
Cartersville Middle:	Football Field
Cartersville Soccer Complex:	Soccer Field (#1 only)
Cartersville Sports Complex:	Richard Bell Field
Cartersville Sports Complex:	Middle School Softball Field #1
Cartersville Sports Complex:	High School Softball Field #2

1. Equipment List

- A. Reel mower with 60 inch cut or greater.
- B. Rotary mower with 60 inch cut or greater.
- C. Top Dresser (example: Mill Creek or Ty Crop).  
**Note: All fertilizer trucks prohibited on fields.**
- D. Boom Sprayer (example: Toro Multi Pro Boom Sprayer or similar model).
- E. Infield Drag

2. Mowing ScheduleFootball Field, Football Practice Fields, Band Practice Field

March through October – twice per week; either Monday and Wednesday or Tuesday and Thursday

November through February – as needed to keep a neat appearance

Baseball Field

December through January – once per week

February through June – twice per week

July through November - as needed to keep a neat appearance

Over Seed Perennial Rye Grass (700 lbs. per acre)

### Softball Fields

July through October – twice per week

November through February - as needed to keep a neat appearance

March through September - twice per week

### Soccer Fields

October through April – twice per week

May through September – as needed to keep a neat appearance

Over Seed Perennial Rye Grass (700 lbs. per acre)

For the hybrid Bermuda grasses, (Tifway and Tifway II), a mowing height of 3/4 to 1 inch is preferred, and for common Bermuda grass 1 1/2 to 2 inches is preferred.

3. Top Dressing: All Fields Bermuda grass areas are to be dressed one time per year. Base quote on 120 tons Brown Top Dressing Sand or Masonry Sand per field per school. Actual tons of sand applied to each field may vary based on need.

All fields must be de-thatched once per year. Aerate all football fields and band field twice per year (December and June). Aerate all soccer, baseball and softball fields once per year in June.

4. Fertilization Program: (Attachment B)

5. Weed Control

As needed with one of the following products: Three Way, MSMA, or Image.

6. Fields

Each time fields are treated they are to be flagged indicating type of treatment field has received, and school office should be left a ticket listing treatment.

7. Tracks

Must keep tracks with concrete curbs edged and asphalt edges must be sprayed with Round-Up to keep a two (2) inch edge. All runways and field event areas must be edged and sprayed to control weeds/grass.

All tracks and field event areas must be blown off after each fertilization treatment.

All tracks must be kept clear of any mower clippings.

8. Area of football field, practice football field and band practice field is based on two (2) acres per field. It is the Contractor's responsibility to verify actual areas of athletic fields.
9. At the tracks, the only additional information concerning work will be to show the contractor where and how he can drive his mowers and equipment across the tracks.
10. Contractor will provide the following materials and labor to adequately recondition CHS baseball, CHS softball, CMS softball infields.

"Turface MVP"  
"Turface Quick Dry"  
"Turface Mound Clay"

#### 11. Field Markings

1. CHS Baseball Field
  - A. Line Field during CHS baseball season (including playoff games).
2. CMS Softball Field -1
  - A. Line Softball during CMS softball season (including playoff games).
3. CHS Softball Field - 2
  - A. Line Softball Field during CHS softball season (including playoff games).
4. CHS Soccer Field
  - A. Line Soccer Field #1 during soccer season (including playoff games).
5. CMS Football Field
  - A. Line Football Field during CMS football season (including playoff games).
6. CMS Football Field (Soccer)
  - A. Line Football Field during CMS soccer season (including playoff games).

**Please include this cover sheet as (page 1) of your proposal**

**BID FORM**

To: Cartersville City Schools  
Dr. J. Howard Hinesley, Superintendent

I have received and reviewed bid documents, dated April 1, 2016, and titled:  
Bid Package: Lawn Care Maintenance, and Fields Maintenance for Cartersville City Schools.

I have examined all documents and the sites and submit the following bid.

In submitting this bid, I agree:

1. To hold my bid open until 30 days after bid date.
2. To accept all provisions of the Instructions of Bidders.
3. To execute a contract if awarded, on the basis of this bid and to furnish Performance and Payment Bonds.
4. To accomplish the work in accordance with the contract documents.

**5. Combined Base Bid for Lawn Care and Fields**

**Maintenance:**

\_\_\_\_\_ (Company) agrees to each specification  
presented by the Cartersville City School System and offers a bid of:

\_\_\_\_\_ (Dollars) for one year for services rendered. It is  
further understood that payment for services will be monthly. Standard terms  
are net 30, however, any discount for early payment will be considered. Any  
available discount must be stated on the bid.

Office use only

**6. Price for Additional Work:**

\_\_\_\_\_ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____	Hourly rate for man hours
_____	Hourly rate for equipment hours
_____	TOTAL HOURLY RATE

The Director of Operations will approve all additional work to be performed. It is also understood that payment for these services will be monthly. Any discounts for early payment will be considered as well.

I have attached a required list name of subcontractors' names below:

Date: _____	By: _____
Company: _____	_____
Address: _____	Print Name
	_____
	Title

**BIDDER’S DECLARATION**

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to Monday, June 6, 2016 at 4 p.m. but may not be withdrawn after such date and time.

That the Cartersville City School System reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The Cartersville City School System reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the Cartersville City School System has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

**BIDDER:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**AFFIX CORPORATE SEAL (If Applicable)**

**CERTIFICATE OF NON-DISCRIMINATION**

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin or ancestry. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin or ancestry. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event the bidder is not in compliance with this non-discrimination clause, the contract may be cancelled or terminated by the Cartersville School System. The Cartersville School System may declare the bidder, ineligible for further contracts with the Cartersville School System until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any subcontracts connected with the performance of this agreement.

---

Bidder

---

Signature

---

Date

**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

\_\_\_\_\_  
**Owner, Partner or Officer of Firm**

\_\_\_\_\_  
**Company Name, Address, City and State**

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint or competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the Cartersville City School System or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any employee of the Cartersville City School System concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**NOTARY PUBLIC**

\_\_\_\_\_



**PROMPT PAY ACT AFFIDAVIT**

**THIS AFFIDAVIT IS TO ACCOMPANY THE BID**

GEORGIA PROMPT PAY ACT-The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires Owners to pay contracts within 15 days of receipt of a pay request by the Owner or the Owner's representative. If payment is not made, the Owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the Owners.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4).

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public

\_\_\_\_\_

**ALTERNATE - 1****CHS Football Field**

- A. Line football "game field" during CHS football season (including playoff games). Paint all logos including mid-field "C" and both end zones purple with "Canes" and "Flags" painted in each.

**Price for Alternate - 1:** \_\_\_\_\_

## ATTACHMENT A

## PLAYGROUND AREAS

## 1. ANNUAL P.M. INSPECTION:

a. Contractor will be responsible for checking all playground equipment for bolts and fasteners being tight. The Owner will provide a P.M. check sheet for each piece of playground equipment for record keeping and history of repairs. This P.M. check will be done during the summer break. The Contractor must submit a schedule for approval showing beginning and ending dates to ensure this work is done during the non-school days.

## 2. MONTHLY INSPECTIONS:

a. Contractor will be responsible for inspecting all playground equipment looking for safety issues and possible vandalism. Submit schedule for these inspections. The check sheet furnished by the Owner will be used to report the findings and a copy will be given to the local school and original to the Director of Operations for corrective action to be taken if necessary.

b. If corrective work is required not due to normal wear i.e., worn out equipment, the repairs will be handled outside this contract. Note all regular work shall be handled as part of the inspection, up to three (3) hours a month per location. This will be at each location having playgrounds.

c. If vandalism occurs or equipment is faulty requiring more than (3) hours per month per location a cost shall be agreed upon and repairs negotiated under a work order.

## 3. MULCHING:

a. Mulch all Elementary and Preschool playgrounds with Playground Mulch. Playgrounds shall be mulched twice per year, July 26 and March 1. Apply 6" of mulch. Contractor must rake mulched playgrounds weekly.

ATTACHMENT B

SCHEDULE A BERMUDA ATHLETIC FIELDS

LOCATION	FEB.	FEB.	APRIL	JUNE	JULY	SEPT.	NOV.
	LIME	BARRICADE	16-25-12	19-0-19	19-0-19	16-25-12	25-0-12
	# BAGS	# LBS	# BAGS	# BAGS	# BAGS	# BAGS	# BAGS
<b>CARTERSVILLE HIGH</b>							
FOOTBALL FIELD (G)	85	1	6	8	8	7	0
FOOTBALL FIELD (P)	60	1	6	7	7	0	0
BAND PRACTICE FIELD	60	1	6	7	7	0	0
<b>CARTERSVILLE MIDDLE</b>							
FOOTBALL FIELD (G)	0	1	6	7	7	6	0
SOCCER FIELD	30	2	8	8	8	0	0
<b>CARTERSVILLE SPORTS COMPLEX</b>							
BASEBALL FIELD	50	2	7	8	8	7	7
SOFTBALL FIELDS	20	1	2.5	3	3	0	0

BAND PRACTICE FIELD (February) treatment: Apply Barricade from hash mark to sideline and apply 5-5-20 Ronstar inside hash marks (2) bags per field.

BAND PRACTICE FIELD (May, June, and July) treatments: Apply (1) bag of 32-3-6 in addition to scheduled treatment.

FOOTBALL FIELDS (February) treatment: Apply Barricade from hash mark to sideline and apply 5-5-20 Ronstar inside hash marks (2) bags per field.

FOOTBALL FIELDS (May, June, and July) treatments: Apply (1) bag of 32-3-6 in addition to scheduled treatment.

BASEBALL FIELD (June): Apply Bayer's "Revolver" to field.

SOCCER FIELD 1 ( May): Apply Bayer's "Revolver" to field

ALL FIELDS: Post emergent will be on an as need basis.

Treatment / Product	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Fertilizer</b>												
3-1-2				X	X	X			X			
1-0-0							X	X				
Aerate/Top Dress						X						X
<b>Weed Control</b>												
Simazine or Atrazine		X									X	
Annual Grass/Rye									X			
Pre-emergence			X									
Post grass control					X	X						
Cultivation				X	X	X					X	

SCHOOL GROUNDS AND CENTRAL OFFICE: Contractor must provide Owner with acreage and quantity of product to be applied using above monthly schedule.

**ALL FERTILIZERS SHALL BE LEBANON SLOW RELEASE MESA BASED PRODUCTS**

## ATTACHMENT C

## PEST CONTROL

- A. All exterior areas shall be treated for pests including fire ants. The Contractor must meet State of Georgia Department of Agriculture, EPA and local government jurisdiction requirements for any exterior application for pest control. Contractor should include a copy of State of Georgia Pesticide license with proposal; cost for pest control is included in this contract.
- B. Submit a copy of contractor's pest control plan for services above.
- C. Logs application at each location.

NOTE: Contractor is responsible for outdoor pest control each visit to property.

## ATTACHMENT D

## IRRIGATION SYSTEMS

- A. March through October inspect control clocks once per week for time and watering settings. The contractor shall be responsible for keeping the clocks scheduled and in working order.
- B. Inspect entire system once per month at all locations having irrigation systems.
- C. Replacement Heads: Contractor shall be responsible for replacing up to (5) heads per location per month when required at no additional cost to the owner.
- D. For athletic fields using present model or pre-approval equal.
- E. All other areas using present model or pre-approved equal.
- F. All other problems will be reimbursed on a parts only basis.
- G. November-shut down all systems and winterized.

## ATTACHMENT E

## INSURANCE REVISIONS

Provide the types of insurance listed below. Provide limits of insurance as listed below.

Type of Insurance	Policy Number	Policy Effective Date Date (MM/DD/YY)	Limits
General Liability Commercial General Liability (X) Claims Made Occur (X) Owners / Contractors Protection			General Aggregate 3,000,000.00 Products Comp / OP Agg 3,000,000.00 Personal & Adv. Injury 1,000,000.00 Each Occurance 1,000,000.00 Fire Damage (any 1 fire) 50,000.00 Med Exp (any 1 person) 50,000.00
Automobile Liability Any Auto (X) All Owned Autos Scheduled Autos Hired Autos Non Owned Autos	Physical Damage Scheduled Vehicles ACV / Deductibles 500.00 Comprehensive 500.00 Collision		Combined Single Limit 500,000.00 Bodily Injury (per person) _____ Bodily Injury (per accident) _____ Property Damage _____
Garage Liability ( ) Any Auto			Auto Only Accident _____ Other Than Auto Only _____ Each Accident _____ Aggregate _____
Excess Liability (X) Umbrella Form ( ) Other Than Umbrella			Each Occurrence 1,000,000.00 Aggregate 1,000,000.00
Workers' Compensation Employers' Liability			(X) WC Statutory Limits ( ) Other EL Each Accident 1,000,000.00 EL Disease/Policy Limit 1,000,000.00 EL Disease/Ea. Emp. 1,000,000.00
Hazardous Materials Endorsement			Comply With Insurance Industry Standards for Landscaping

Note: A Hazardous Material Endorsement is required since chemicals will be applied to control weed growth, etc.

Certificate Holder: Cartersville City Board of Education  
15 Nelson Street, PO Box 3310  
Cartersville, Georgia 30120



# Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>	
	-  -
<b>OR</b>	
<b>Employer identification number</b>	
	-

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting 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 FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out 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 real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) 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 (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled 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), to 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 What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# Cartersville *School System*

## Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Cartersville School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_ (six digit number may include letters)  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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

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

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury  
that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_, 201\_\_  
in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent  
  
\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON  
THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_  
  
\_\_\_\_\_  
NOTARY PUBLIC  
  
\_\_\_\_\_  
My Commission Expires: