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RFP 22-02

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PARKS  
MAINTENANCE  
SERVICES

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September 9, 2021

# City of Cartersville, Georgia

RFP 22-02

## PARKS MAINTENANCE SERVICES

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# **CITY OF CARTERSVILLE, GEORGIA**

## **RFP 22-02 PARKS MAINTENANCE SERVICES**

### **REQUEST FOR PROPOSALS**

The City of Cartersville, Georgia invites your company to submit a Proposal on this Proposal Package, titled: **PARKS MAINTENANCE SERVICES**, as defined hereinafter.

All terms and provisions listed in the enclosed: “TABLE OF CONTENTS”, “REQUEST FOR PROPOSALS”, “INSTRUCTIONS TO PROPOSERS”, “PROJECT SPECIFICATIONS” AND “PROPOSAL FORM” are integral parts of the Proposal Package.

The City of Cartersville reserves the right to waive informalities in any Proposal, to reject any or all Proposals in whole or in part, to readvertise, to negotiate particular segments of any or all Proposals and to take any action that City feels is in our best interest.

The proposal price(s) will include: Parks Maintenance Services for all Parks, Facilities and Trails.

### **INSTRUCTIONS TO PROPOSERS**

1. To be considered, Proposals must be in the possession of the City of Cartersville by the Proposal Closing Date and Time. Proposals may be mailed or delivered to the office of Tom Gilliam, Director of Parks & Recreation, City of Cartersville, P O Box 1390, 100 Pine Grove Road, Cartersville GA 30120, in a sealed envelope clearly marked as to the item being proposed and also marked with the time and date of Proposal Closing. Regardless of the method the Proposer uses to deliver the Proposal, each Proposer shall be responsible for the Proposal being delivered on time; as the City of Cartersville assumes no responsibility for the same. Proposals offered or received after the time set for Proposal Closing will not be considered.
2. No Proposal may be withdrawn for a period of 60 days from the Proposal Closing Date.
3. All Proposals are to be submitted on the “Proposal Form” provided in this Proposal Package, and signed by an authorized representative of the company placing the Proposal. Two (2) complete sets of Proposal Documents shall be furnished to each company or person interested in submitting a Proposal. One set of the Proposal Documents, including the “Request for Proposals”, “Instructions to Proposers”, “Work Scope”, and “Proposal Form”, all attached hereto, shall remain intact and be returned as an integral part of the Proposal. The second copy is the Proposers file copy. Included with the Proposal, the Proposers shall submit material specifications and/or product bulletins clearly marked for proof that the material item(s) the Proposers proposes to provide will meet or exceed the requirements of the Technical Provisions.

## **INSTRUCTIONS TO PROPOSERS - CONTINUED:**

4. The City of Cartersville is exempt from Federal, State, and Local Taxes. Taxes incurred by the Proposer during this project shall be to the account of the Proposer.
5. Proposers shall not begin any work activity until such time as a they have been issued a Notice to Proceed by the City of Cartersville.
6. E-verify/SAVE Affidavits – Completed/signed/notarized affidavits **must be** returned with Proposal or Proposal will not be considered. Forms included in Proposal.
7. Immigration Reform Compliance Requirement, during the entire duration of this project proposer shall remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code § 13- 10- 91 and § 50- 36- 1, as amended.
8. For additional information on this Proposal Package and to view site, contact: Tom Gilliam, Director of Parks & Recreation, City of Cartersville, via email at [tgilliam@cityofcartersville.org](mailto:tgilliam@cityofcartersville.org)

## **REQUIRED QUALIFICATIONS OF PROPOSERS/CONTRACTOR**

The Proposer must be a certified in his/her trade. The Proposer shall be a licensed in the State of Georgia and be able to show financial responsibility, and have the ability to provide bonds and certificate(s) of insurance.

## **PRE-PROPOSAL MEETING (MANDATORY)**

**Thursday, September 23, 2021 at 10:00am  
Dellinger Park Rec Admin Office  
100 Pine Grove Road  
Cartersville GA 30120**

## **PROPOSAL CLOSING TIME**

**Tuesday, October 12, 2021 at 2:00pm  
City of Cartersville Parks and Recreation  
ATTN: Tom Gilliam  
PO Box 1390  
100 Pine Grove Road  
Cartersville GA 30120**

# City of Cartersville, Georgia

## PARKS MAINTENANCE SERVICES

### PROJECT SCOPE

#### PURPOSE -

The Work Scope of this Technical Provision will include the following: to provide all materials and labor by a certified/licensed proposer to complete all PARKS MAINTENANCE SERVICES listed under the PROJECT SPECIFICATIONS.

#### DEFINITION -

For all purposes and requirements of this document, the words “provide” and “provided” shall be defined as the requirement to furnish a service, or to furnish a product system, or facility in its entirety.

#### MATERIALS

A list of materials will be provided and specified to be provided by the proposer.

#### WORK SCOPE

Include all Services for Park Maintenance that meets the scope of work and project specifications. The Proposer may propose on all or portions of the work scope.

### PROJECT SPECIFICATIONS

#### **Personnel**

1. The Consultant must provide appropriate staff to perform the park service and maintenance tasks identified in the scope, assigned work orders, and in support of special events.
2. The base personnel from the Consultant is identified as Ten (10) personnel dedicated to the existing parks, facilities and trails. The initial arrangement contemplated consists of three (3) teams of three (3) to four (4) personnel – two primarily serving Parks, Facilities, Trails and one roving crew addressing work orders.
3. As part of the base personnel, the Consultant will make available a Licensed Plumber, a Licensed Electrician, and a team member with Fence Maintenance and Repair experience.
4. Park Coverage Minimum Requirements - General minimum park coverage by the Consultant is required as follows:
  - a. Weekdays (year round) Full Staff – Monday through Friday from 8:00 AM to 5:00 PM.
  - b. Weekdays (year round) – two workers with two trucks – Monday through Friday from 5:00 PM to 9:00 PM.

- c. Saturdays (24 Saturdays during spring and fall athletic seasons) – from 8:00 AM to 6:00 PM.
    - i. 2 staff members with truck – Dellinger Park
    - ii. 1 staff member with truck – Hicks Park
    - iii. 1 staff member with truck – Sports Complex
  - d. Saturdays (28 Saturdays during summer and winter season) – from 8:00 AM to 5:00 PM.
    - i. 2 staff members with truck – Dellinger Park
    - ii. 1 staff member with truck – Hicks Park
    - iii. 1 staff member with truck – Sports Complex
  - e. Sundays (52 Sundays) – from 8:00 AM to 5:00 PM
    - i. 2 staff members with truck – Dellinger Park
    - ii. 1 staff member with truck – Hicks Park
    - iii. 1 staff member with truck – Sports Complex
  - f. Holidays (11 Holidays) – one staff member with truck from 8:00 AM to 1:00 PM.
5. The Consultant must also provide appropriate staff and equipment to facilitate any Tournaments as directed by the City's Parks Maintenance Superintendent or his/her designee.
- a. Dragging and lining of the fields used for Tournament play at the beginning of and during the Tournament.
  - b. Supporting these tournaments by ensuring the areas are clean prior to the start of the event, cleaning the restrooms and keeping them stocked with supplies throughout the event, and emptying trash receptacles throughout the event.

### **Work Orders**

- 1. The Consultant agrees to follow the City's established electronic work order procedures and priorities.
  - a. The City will provide the necessary equipment, and any related training, in order to use the work order system.
  - b. All City provided necessary equipment must be returned at the conclusion of the contract.
- 2. The priority system for work orders and specific service requests is as follows:
  - a. Priority 1: Complete within 24 hours.
  - b. Priority 2: Complete within 48 hours.
  - c. Priority 3: Complete within 3 business days.
  - d. Priority 4: Complete within scheduled maintenance period.
- 3. The Consultant will provide sufficient personnel to complete all work orders within the established priority schedule.
- 4. For work necessitating after hours call out and/ or weekend work, the Consultant will provide crews available for incidents, emergencies, and weather related emergencies on a

24 hour on-call basis within a 2 hour response time for Priority 1 work orders.

5. After hours and emergency work orders may be authorized verbally or via text message and followed up with a formal work order through the standard work order procedures.

## **Equipment**

1. The Consultant agrees to provide equipment and vehicles necessary to complete the tasks as described and within the service maintenance tasks and timeframes specified. Base equipment and vehicles include but not limited to:
  - a. Aerator/Dethatcher
  - b. Back Pack Sprayers
  - c. Leaf Blowers
  - d. Bobcat – with all attachments
  - e. Edgers
  - f. Leaf Vacuum
  - g. Mowers – 52” - twelve
  - h. Mowers – 60” - eight
  - i. Mowers (Reel) – 72” - two
  - j. Pole Saw
  - k. Pressure Washer
  - l. Trailer (Dump) – 20 foot
  - m. Trailer (Enclosed) – 22 foot
  - n. Trailers (Utility) – three 25 foot trailers, one 30 foot trailer
  - o. Trimmers
  - p. Trucks – Heavy Duty – two – such as a Ford F350 or Ford F450
  - q. Trucks – Medium Duty – three – such as a Ford F250
  - r. Trucks – Light Duty – three – such as a Ford F150
  - s. Water Tank – 300 gallon
  - t. Lift – Access To
2. Consultant may substitute equipment and vehicles with the concurrence of the City’s Parks and Recreation Director or his/her designee. The Consultant may utilize additional equipment and vehicles with specific approval of the City’s Parks Maintenance Superintendent or his/her designee.
3. The Consultant agrees to maintain equipment to meet clean and professional condition reflecting the City’s high standards.

## **Service and Maintenance Tasks**

The following service and maintenance tasks are anticipated to provide a top-tier, friendly, safe, and attractive atmosphere in the City’s parks. The Consultant agrees to complete all of the specified tasks (listed below) **without prompting** by the City’s Parks Maintenance Superintendent and without specific work order requests.

## 1. Routine Maintenance

- a. Visually inspect the assigned area at least once daily, Monday through Sunday.
- b. Evaluate site conditions and identify potential maintenance needs or safety hazards which require immediate attention.
- c. Identify excessive litter or debris, graffiti, broken or vandalized amenities which may create a safety hazard.
- d. Adjust the daily schedule, as needed, based on the findings of these inspections.
- e. Perform maintenance services as needed.

## 2. Problem areas

- a. Problem areas identified through daily visual inspections of facilities and grounds, biannual inspections of facilities and grounds, and emergency reports by the Consultant and park users will be reported to the City's Parks Maintenance Superintendent or his/her designee who will follow up and schedule repairs via work orders as needed.

## 3. Preventive Maintenance

- a. Perform preventive measures to avoid maintenance issues that could become a hazard to park users and result in unnecessary costs. These items include but are not limited to:
  - i. Painting and sanding wood structures on benches, bridges and playgrounds
  - ii. Cleaning and clearing gutter, drains and pipes

## 4. Litter, Debris and Trash Removal

- a. Remove trash, ground litter, and debris daily or as often as needed
- b. Empty trash containers when they are more than half filled or are attracting bees and insects at the time of inspections or when park usage indicates that containers may be filled to capacity before the next inspection
- c. Inspect specific areas such as pavilion rentals and athletic areas for litter and debris and remove litter and debris prior to scheduled use during normal working schedule
- d. Remove and replace trash liners placed by pavilions and play areas daily regardless of how much or how little the containers are filled
- e. Pick up ground trash and debris in the park while checking the trash containers
- f. Report any debris that is too large to easily remove to the City's Parks Maintenance Superintendent or his/her designee
- g. Check trash from all containers daily and collect and deposit trash in the dumpsters
- h. Install new plastic bags in all trash containers as required



## 5. Restroom Cleaning

- a. Inspect and clean all park restrooms by 10:00 AM daily at a minimum and more often based on usage, particularly at rental and athletic facilities:
  - i. Dellinger Park - five facilities
  - ii. Hicks Park - three facilities
  - iii. Soccer Complex - two facilities
  - iv. Civic Center -
  - v. Gymnastics Center -
- b. Restroom cleaning includes but is not limited to removing all litter and debris, sweeping and mopping floors, scrubbing toilets, sinks and urinal with disinfecting cleaner, and refilling toilet paper, hand sanitizer, and paper towels as needed
- c. Wash and scrub restroom floors and walls on a daily basis

## 6. Graffiti Removal

- a. Remove graffiti within 24 hours from the time it is identified whenever possible
- b. Clean, remove or paint over graffiti
- c. Report graffiti which cannot be easily removed or painted over to the City's Parks Maintenance Superintendent or his/her designee
- d. Take pictures to document all graffiti

## 7. Vandalism Repairs

- a. Secure any vandalized area that is creating a public safety hazard immediately upon identification. This may include securing the areas for safety reasons, removing the object or placing a barrier around the area to prevent possible public access.
- b. Schedule necessary repairs based on the urgency of the repair
- c. Document and report all vandalism to the Parks Maintenance Superintendent or his/her designee

## 8. Playground Inspection and Repair

- a. Visually inspect each playground every week
- b. Clear playground areas of trash and debris on a daily basis
- c. Check and blow off walking areas, as needed, on a daily basis
- d. Rake the Engineered Wood Fiber back into place on a daily basis
- e. Rake and remove debris from playground areas each week

## 9. Playground Inspections

- a. Check proper movement and possible wear of all dynamic elements and lubricate as needed
- b. Inspect all nuts and bolts and tighten as needed
- c. Inspect all pins, clamps, s-hooks and parts to ensure that they are securely attached in the proper locations and adjust as needed
- d. Inspect for pinch points, rough edges and cracks of plastic, metal or wood surfaces and adjust as needed
- e. Inspect all posts, handles, decks and play components for protruding objects that could result in injury and adjust as needed
- f. Inspect all fall areas for proper depth and hard rake to fill in low areas
- g. Inspect the playground and immediate areas for broken glass, trash and debris and remove debris as needed
- h. Immediately restore missing or broken equipment or park furniture to a safe condition. If permanent repairs are not immediately possible, take immediate measures to restrict access to the equipment site and to adequately warn park patrons of the hazardous situation. This may include securing the area for safety reasons, removing the object or placing a barrier around the area to prevent possible public access.
- i. Add mulch to playground as directed
- j. Prune trees and shrubs once per year or as needed
- k. Sand wood rails as needed
- l. Clean wood and seal as directed
- m. Paint playground metal structures as directed

## 10. Tennis, Pickleball and Basketball Court Inspection and Repair

- a. Conduct visual inspections on tennis, pickle ball and basketball courts daily and schedule repairs as needed
- b. Check the court surfaces and immediate areas for broken glass, trash and debris and remove debris as needed
- c. Check for tripping hazards such as separation along cracks
- d. Document or repair hazards or debris as necessary
- e. Remove any weeds growing in cracks that may exist on the court surface
- f. Inspect all nets for damage and replace as needed
- g. Inspect all posts, goals and backboards for damage or necessary repairs
- h. Inspect gates for proper operation and lubricate as needed
- i. Inspect all fencing and ensure there are no protruding bolts or wires that may create a safety hazard
- j. Inspect to ensure that windscreens are properly hung without any rips or tears and repair as needed

- k. Inspect to ensure that all signs are not vandalized and that they are in the proper locations
- l. Pressure wash courts, picnic tables, walkways and concrete surfaces yearly or as needed
- m. Spray weeds out in and around court area

#### 11. Sidewalks and Trails

- a. Inspect all sidewalks and trails Monday through Saturday for cleanliness and safety, and report any areas of concern
- b. Blow all sidewalks and trails daily to remove leaves and debris
- c. Pick up all ground trash prior to blowing
- d. Prune low-hanging limbs to eliminate potential hazards
- e. Remove fallen limbs and debris immediately
- f. Remove dead trees that could fall on the trail
- g. Inspect and repair trail surface as directed

#### 12. Pavilions

- a. Blow and clean daily
- b. Clean prior to any scheduled rental and inspect after the rental for additional cleaning or repairs as needed
- c. Blow roofs to remove leaves and debris quarterly or as needed
- d. Conduct pavilion inspections of area and structures quarterly
- e. Coordinate repairs and upgrades with the City's Parks Maintenance Superintendent or his/her designee
- f. Pressure wash twice monthly as needed or as directed

#### 13. Landscape and Turf

- a. During the growing season (April 1 through October 31):
  - i. Mow all common grass areas on a weekly basis at the proper levels for each type of grass. Height need to exceed 2 inches.
  - ii. Mow all athletic grass fields and high-profile areas (Section 28) to a height of 1-2 inches twice per week, preferably on Monday and Friday
  - iii. String trim all posts, benches, tables, trash containers, fence lines, tree, grills and buildings as part of the mowing operation
  - iv. Remove grass clippings from ball fields when visible
- b. During the off-season (November 1 through March 31):
  - i. Mow all common grass areas once every four weeks at the proper levels for each type of turf

- ii. Mow all athletic grass fields to a height of 1-2 inches once weekly
- iii. String trim all posts, benches, tables, trash containers, fence lines, tree, grills and buildings as part of the mowing operation
- iv. Remove grass clippings from ball fields when visible
- v. Blow hard surfaces to remove debris, including dug-outs and stands
- vi. Trim and edge, remove debris (sticks and limbs) and provide weed control outside normal turf areas to prevent encroachment
- vii. Maintain embankments as needed, prune plants and tree limbs up to 14 feet in height and less than 2.5 inches in caliper, and pick up and dispose of trash

#### 14. Edging Curbs, Sidewalks and Pavilions

- a. Edge all curbs, sidewalks and pavilions once per week between March 1 through October 31 and as needed for the rest of the year
- b. Remove all grass clippings and debris from the curbs and sidewalk areas after each edging

#### 15. Aerating Turf

- a. Perform core aeration of all athletic field turf at least twice per year, including once in the spring just before fertilization and once in the fall.
- b. Perform aeration when the turf is actively growing and not under stress.
- c. Space aeration holes between 2-3 inches (this often requires 3 passes in different directions).
- d. Crumble and spread dried soil cores over the turf by using a flexible steel mat or by some other means.
- e. Use a vibratory tine aerator to a depth of 4-6 inches during the winter months and as needed during the rest of the year to alleviate compaction.
- f. Provide evaluation and recommendations for aeration and reseeding of the turf athletic fields

#### 16. Over Seeding

- a. Over seed turf athletic fields as directed.
- b. Apply seed at a rate of 10 to 15 pounds per 1,000 square feet depending on the field and its use requirements.
- c. Additional replaced applications may be needed if rain and play dictate additional applications.

#### 17. Fertilizing Turf

- a. Provide an annual scheduled chemical program for all athletic turf areas, except embankments and sides of streets, that should include pre-emergent, post-

emergent, treatment for fire ants/army worms.

- b. Fertilizer program shall include pre-emergent weed control fertilizations and post-emergent treatments consistent with best management practices.
- c. Treat all areas of the park for fire ants once per year prior to the warmer months and as needed during the warmer months
- d. Conduct soil testing on each athletic field at least once per year
- e. Apply fertilizer as directed

#### 18. Herbicide Use

- a. Post areas after spraying to warn park users
- b. Store herbicides in OSHA approved containers
- c. Wear appropriate protective clothing while applying
- d. Use non-selective herbicides to kill grass and weeds that are growing in cracks, around posts, around trees, along fence lines, along curb and gutters, or in other identified areas where no vegetation is desired
- e. Use pre-emergent herbicides to control the germination and spread of broadleaf weeds in plant beds and turf areas
- f. Use post-emergent herbicides to control emergent broadleaf weeds that are currently in plant beds or turf areas
- g. Maintain and have a file MSDS of all chemicals utilized

#### 19. Sodding

- a. Sod bare spots in areas which are located on steep slopes, in drainage areas, on athletic fields as directed.
- b. Sprig or over seed and add hay to other areas as directed
- c. Ensure the soil is slightly moist when sod is transplanted
- d. Add starter fertilizer at a rate of one pound of nitrogen per 1,000 square feet of area
- e. Irrigate the new sod frequently enough so that the underlying soil is always moist, but do not saturate
- f. Spot sod areas as required

#### 20. Topdressing Athletic Fields

- a. Top dress athletic fields as directed
- b. Add sand mix to turf with thatch problems or in areas with uneven surfaces
- c. Apply less than ½ inch of material during the application
- d. Top dress turf areas after a heavy aeration and incorporate the material by mat dragging

## 21. Flower Bed Maintenance

- a. Place pine straw / mulch in landscape islands and around the base of trees planted in turf to a minimum of two foot radius from the tree as directed
- b. Mulch shall not contact / cover the tree trunk. A mulch free area of 6 inches wide at the base of the tree shall be provided to avoid disease and decay.
- c. Mulching in shrub and flower beds should be 3 - 6 inches deep and contained within the border of the bed
- d. Replace pine straw / mulch twice per year in depleted areas
- e. Perform weed control in shrub and flower beds as required from February through October
- f. Remove weeds in excess of 4 inches by pulling or cultivating immediately
- g. Plant low level shrubs, plants, flowers etc. where directed

## 22. Pruning

- a. Prune to remove hazardous, broken, diseased or deadwood from trees or shrubs and / or rejuvenate the shape of the plant
- b. Remove diseased or dead trees immediately for disease control and to prevent safety hazards
- c. Replace dead plants as directed

## 23. Parking Lot Maintenance

- a. Daily check parking lots to ensure cleanliness and safety
- b. Daily remove litter and debris
- c. Daily check trash cans and empty as needed
- d. Weekly blow leaves and excessive dirt
- e. Prune trees and shrubs located near parking spaces yearly or as needed to avoid safety hazards
- f. Spray or hand pull weeds in parking lot area as needed
- g. Inspect lots yearly to determine if marking of spaces, fire lanes and other markings are visible and make recommendations for repairs
- h. Check parking lot lights twice per year and make recommendations for repairs

## 24. Diamond Field Maintenance

- a. Add infield clay / sand mix during the winter months prior to scheduled play in the spring and if necessary, add infield mix in the summer months before play in the fall
- b. Sod cut and box scrape all lips to eliminate hazards
- c. Spot sod as directed

- d. Drag infields daily (Monday through Saturday) during the playing and practice season to provide a safe playing surface
- e. Drag infields twice per week during the off season
- f. Inspect outfield turf daily to locate any holes in the playing surface and fill all holes with top soil and cover with sand
- g. During the off season, cut out bare or uneven areas as directed and replace with fresh sod
- h. Repair any fencing that is detached or curling
- i. Blow out dugouts daily during the playing and practice season
- j. Blow off common areas and bleachers daily
- k. Inspect dugout gate latches and doors weekly and make repairs as needed
- l. Inspect areas for safety hazards and make repairs as needed

## 25. Diamond Field Procedures

- a. Daily remove trash
- b. Daily inspect grass areas
- c. Daily check for safety hazards such as holes in the field of play
- d. Daily blow off concrete surfaces, sidewalks and dugouts
- e. Drag baseball/softball infields for practices and games during the playing season
- f. Rake and maintain bullpen areas for practices and games during the playing season
- g. Weekly monitor irrigation system for watering turf areas
- h. Sod worn turf areas as directed
- i. Inspect and repair fences as needed
- j. Inspect and repair scoreboards as needed
- k. Inspect and repair batting cages as needed
- l. Coordinate the replacement of lights for fields as needed
- m. Paint dugouts and score towers as needed
- n. Replace mulch twice per year
- o. Prune tree and shrubs around baseball/softball fields once per year
- p. Top dress grass infields and outfields twice per year (spring and fall)
- q. Core aerate grass infields and outfields twice per year
- r. Winterize irrigation system and fountains

## 26. Rectangular Athletic Fields

- a. Daily remove trash
- b. Daily inspect grass areas

- c. Daily check for safety hazards such as holes in the field of play
- d. Daily blow off concrete surface areas around athletic fields
- e. Weekly monitor irrigation system for watering turf areas
- f. Sod worn turf areas as directed
- g. Inspect and repair fences as needed
- h. Top dress grass fields twice per year (spring and fall)
- i. Core aerate grass fields twice per year
- j. Winterize irrigation system and fountains

#### 27. High Profile Areas

- a. Daily remove trash
- b. Daily inspect turf areas
- c. Daily check for safety hazards such as holes in the field of play
- d. Weekly monitor irrigation system for watering turf areas
- e. Sod worn turf areas as directed
- f. Inspect and repair fences as needed
- g. Top dress grass fields twice per year (spring and fall)
- h. Core aerate grass fields twice per year
- i. Winterize irrigation system and fountains

#### 28. Field Rentals

- a. Prepare diamond fields (drag, chalk, etc.) for tournaments and / or field rentals or City sponsored programming or as directed. Tournaments / field rentals may occur during the week and / or weekends.

#### 29. Facility and Building Maintenance

- a. Visually check and clean restrooms and indoor facilities daily
- b. Report all maintenance concerns to the City's Parks Maintenance Superintendent or his/her designee
- c. Move, remove and install fences, goalposts, picnic tables, tables, chairs, bleachers, benches, etc. as required for transition to different sports seasons
- d. Install, repair or replace signs stating "No Skate Boarding", "No Dumping", "No Loitering", "Remove All Pet Waste" and "Keep All Pets on a Leash" as required

#### 30. Concession / Restrooms / Indoor Buildings (All Parks)

- a. Daily inspect, clean and stock restrooms
- b. Daily remove trash and litter inside and from surrounding areas



- c. Daily inspect areas for maintenance concerns
- d. Weekly inspect turf areas and flower beds
- e. Weekly monitor and repair irrigation operations
- f. Pressure wash floors and walls monthly or more often as needed
- g. Clean out grease traps every three months
- h. Replenish landscaping mulch / pine straw twice per year
- i. Paint restrooms as needed
- j. Replace and repair fixtures as needed
- k. Prune shrubs and trees around building as directed
- l. Clean gutters and drains around buildings as needed
- m. Strip and wax floor twice per year
- n. Inspect and repair exterior building lights
- o. Winterize and activate irrigation systems
- p. Inspect exterior of buildings and paint when necessary

### 31. Lake Maintenance (as Directed)

- a. Inspect all areas of the lake and make application of appropriate aquatic herbicides to the body of the lake as well as along the shorelines to prevent the growth of nuisance vegetation and control algae
- b. Use only chemicals which have been approved and registered by the United States Environmental Protection Agency for aquatic use
- c. Remove all trash and debris from shoreline, spillway and within the lake
- d. Conduct inspection and general maintenance of the lake's aerator / fountain as needed
- e. Prune shrubs and trees around lake as needed
- f. Conduct daily inspections of the gazebo and bridge. Clean and repair as needed/directed.

### 32. Civic Center and Goodyear Clubhouse

- a. Daily
  - i. Kitchen
    - 1. Clean all counter tops
    - 2. Wipe stainless steel island top
    - 3. Clean all kitchen sinks (2) and 2 faucets
    - 4. Clean all table tops
    - 5. Wipe top of stove
    - 6. Clean microwave (Inside, Outside, and Top)

- ii. Living Area
  - 1. Clean all table tops
  - 2. Dust furniture, desks, cubicles, chair bases, & counters
  - 3. Vacuum Carpet Area Only
- iii. Restrooms
  - 1. Polish all metal surfaces
  - 2. Clean & polish all mirrors
  - 3. Spot clean walls to remove stains and spots

b. Weekly

- i. Kitchen
  - 1. Dust & damp mop
- ii. Living Area
  - 1. Clean water fountains
  - 2. Dust & damp mop window sills
  - 3. Remove fingerprints from entrance & partition glass

c. Monthly

- i. Kitchen Area
  - 1. Clean vents
  - 2. Dust glass light globes
  - 3. Dust baseboards
- ii. Living area
  - 1. Wipe blinds
  - 2. Clean vents
  - 3. Dust baseboards

33. Emergency and Special Project Services

a. Inclement Weather

- i. During inclement weather events, day to day operations will be augmented in the City's parks. For example, during winter storm events, the services needed to maintain a safe and attractive atmosphere in the parks may include cutting fallen trees, removing obstacles from walkways, salting sidewalks, shoveling snow, and other activities to mitigate the impact of a winter storm or to restore the park to its normal useful life following a winter storm.

b. Special Projects

- i. In addition to the anticipated maintenance and service tasks enumerated above, other special projects may arise which would fulfill the City's desire to provide a top-tier, friendly, safe, and attractive atmosphere in the City's parks. Examples of special projects would include creating a flower

bed layout, assisting with major projects, setting up chairs and tables for a City meeting, and putting out/cutting winter rye in non-growing season to name a few.

-----**END OF PROJECT SPECIFICATIONS**-----

## **PROPOSAL REQUIREMENTS**

**Note: For a Proposal to be considered the following must be returned by the Proposal deadline of 2:00pm on Tuesday, October 12, 2021:**

- 1. Completed proposal form**
- 2. Certification of Liability Insurance**
- 3. Completed list of references**
- 4. Completed Proposer/Vendor Affidavit and Agreement**
- 5. Completed Subcontractor Affidavit (if applicable)**

# City of Cartersville, Georgia

PARKS MAINTENANCE SERVICES

## PROPOSAL FORM

TO: Tom Gilliam (Parks Maintenance Services)  
CITY OF CARTERSVILLE PARKS & RECREATION DEPARTMENT  
P O BOX 1390  
CARTERSVILLE GA 30120-1390

PROPOSERS:

IN ACCORDANCE WITH REQUIREMENTS OF YOUR INVITATION TO PROPOSAL, INSTRUCTIONS TO PROPOSERS, AND PROJECT SPECIFICATION, AND SUBJECT TO THE CONDITIONS THEREOF, I, THE UNDERSIGNED, HEREBY PROPOSE TO PROVIDE THE GOODYEAR CLUBHOUSE RENOVATION FOR MONETARY CONSIDERATIONS.

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A. LUMP SUM PROPOSAL PRICE FOR WORK SCOPE ITEMS, LISTED HEREIN, FOR ANY OR ALL OF THE PROJECTS LISTED UNDER SCOPE OF WORK AND PROJECT SPECIFICATIONS

\$\_\_\_\_\_

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PROPOSER:\_\_\_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE:\_\_\_\_\_

ADDRESS:\_\_\_\_\_

---

PHONE NUMBER: \_\_\_\_\_

EMAIL:\_\_\_\_\_

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## REFERENCES

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NAME, ADDRESS, AND PHONE NUMBER OF FOUR- (4) SUCCESSFUL PROJECTS THE PROPOSERS HAS COMPLETED.

1. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

2. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

4. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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**Contract Agreement**  
**PARKS MAINTENANCE SERVICES**

This Contract Agreement made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the CITY OF CARTERSVILLE, party of the first part (hereinafter called the "Owner"), and \_\_\_\_\_, party of the second part, (herein called the "Contractor").

**Witnesseth:**

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the Owner as follows:

That the Contractor will furnish all products, tools, construction equipment, skill labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner for Parks Maintenance Services and will complete work in strict conformity with the Specifications, together with the foregoing Proposal made by the Contractor, the Invitation to Proposal, Instructions to Proposers, Project Specifications and Proposal Form and all hereto incorporated (if applicable) which form essential parts of this Contract Agreement, as if fully contained herein.

That the Contractor shall commence the Work to be performed under this Contract Agreement on a date to be specified in a written Notice to Proceed and shall fully complete all work hereunder at the agreed upon start date. If the Contractor abandons the Contract before commencement of the Work or defaults in completion of all the Work after commencement thereof, the Contractor shall be liable for such liquidated damages. These fixed liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the Owner and the Contractor due to the uncertainty and impossibility of deciding as to the actual and consequential damages incurred by the Owner and the general public of City of Cartersville, Georgia as a result of the failure on the part of the Contractor to complete the work. Such liquidated damages referred to herein are intended to be and are cumulative and shall be in addition to every other remedy now or hereafter enforceable at law, in equity, by statute, or under the Contract.

The Owner hereby agrees to pay the Contractor for the faithful performance of this Contract Agreement, subject to additions and deductions as provided in the Specifications and Proposal, in lawful money of the United States of America, the sum \_\_\_\_\_ (\_\_\_\_\_) which sum shall also pay for loss or damage arising out of the nature of the Work aforesaid, or from the action of the elements, or from unforeseen, or from the action of the elements, or from unforeseen obstructions or difficulties encountered in the prosecution of the Work, and for all expenses incurred by, or in consequence of the Work, its suspension or discontinuance and for well and faithfully completing the Work and the whole thereof, as herein provided, and for replacing defective work or products for a period of two –(2) years after completion.

The Owner shall make payments to the Contractor in accordance with the provisions of the Contract Documents.

Final payment on account of this Contract Agreement shall be made within thirty – (30) days after the completion by the Contractor of all work covered by this Contract Agreement and the acceptance of such work by the Owner, in accordance with the provisions of the Contract Documents.

**IN WITNESS WHEREOF**, the parties hereto executed this Contract Agreement under their respective seals on the day and date first above written.

**OWNER:** City of Cartersville, Georgia

By: \_\_\_\_\_  
Matthew J. Santini

Title: Mayor

**WITNESS:** By: \_\_\_\_\_(SEAL)

Julia Drake  
Title: City Clerk

**CONTRACTOR:** \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

## CONTRACTOR/VENDOR AFFIDAVIT AND AGREEMENT

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 contracting with City of Cartersville has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor/Entity Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



## SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor 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 under a contract with \_\_\_\_\_ (name of contractor) on behalf of City of Cartersville has registered with and is participating in federal work authorization program being\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned subcontractor is using and will continues to use the federal work authorization program throughout the contract period.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



