



Request for Proposal
Community Garden Project
RFP 22-002

Issued: Wednesday, March 9, 2022

Due Date: Friday, March 25, 2022, 11:00 am

City of Cartersville Parks and Recreation Department
Community Garden Project
REQUEST FOR PROPOSAL (RFP)

The City of Cartersville (the City) is soliciting proposals in order to identify individuals and/or businesses qualified to operate the City's Community Garden Project to be located at Sam Smith Park. The selected Gardener will be required to operate the Community Garden according to the terms and conditions as outlined in the City's Community Garden Agreement, this RFP, and the selected Gardener's proposal. This RFP is intended to encourage Gardener's to clearly show that they are qualified to provide Community Garden services for the City. Each proposal must clearly identify their knowledge of Community Gardens, gardening safety practices, and the objective of this Project. The requirements and the City of Cartersville's needs are outlined in this RFP.

I. RFP TERMS AND CONDITIONS

- A)** This RFP does not commit the City to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the City, do not meet the minimum requirements, including without limitations the minimum proposal submission requirements, will not be reviewed. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of the City and if required by law may be subject to public disclosure by the City or any authorized agent of the City. The City is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.
- B)** It shall be the proposer's responsibility to review and verify the completeness of its proposal. The City may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. The City may request to inspect properties or contact clients referenced in the proposer's proposal. The City also reserves the right to conduct investigations with respect to the qualifications of a proposer.
- C)** Verbal communication made by any City employee or agent of the City with respect to this RFP is not binding and shall not in any way be considered as a commitment by the City. Only written responses to questions submitted in writing to the City or written addenda to this RFP issued by the City will be considered binding on the City.
- D)** City employees and officials are prohibited from responding to this RFP or being a party, direct or indirect, to any contract awarded to, any City employee or official who submits a proposal or solicits any contract in which he or she may have any direct or indirect interest. No proposer may be a proposer to more than one proposal submitted pursuant to this RFP. Entities that are legally related to each other or to a common entity may not submit separate proposals.

Any proposal may be rejected that, in the City's sole judgment, violates these conditions or the spirit of these conditions.

E) The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiations:

- i.** To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the City's sole discretion, it is in the City's best interest to do so;
- ii.** To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more proposers for negotiation and to cancel this RFP with or without issuing another RFP;
- iii.** To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;
- iv.** To reject the proposal of a proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another entity, is financially or technically incapable, or is otherwise not a responsible proposer;
- v.** To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations or items of work not called for by this RFP;
- vi.** To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal;
- vii.** To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the proposers following proposal submission;
- viii.** To request that some or all of the proposers modify proposals based upon the evaluation of the City.

F) The City reserves the right to negotiate terms with the accepted or winning proposal. The City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City's best interest. Should negotiations not prove satisfactory with the selected proposer(s), the City reserves the right to discontinue negotiations. Additional individuals and/or businesses may be asked to enter into negotiations and/or the City may solicit new proposals.

G) IMMIGRATION COMPLIANCE - During the entire duration of this Agreement, Contractor must remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code § 13-10-91 and § 50-36-1.

H) E-VERIFY-Contractor shall be required to be registered for and comply with Federal E-Verify requirements and the requirements of the Georgia Security and Immigration Compliance Act, O.C.G.A. § 13-10-91. Contractor shall submit the required affidavit promulgated by the Georgia Department of Labor to affirm its compliance. “E-Verify” is an internet-based employment eligibility verification program, operated by the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA), that allows employers to electronically verify through an online government database the work eligibility of newly hired employees. E-Verify is administered by U.S. Citizenship and Immigration Services (USCIS).

II. CARTERSVILLE COMMUNITY GARDEN PROJECT FACILITY

- Sam Smith Park – 1155 Douthit Ferry Road, Cartersville

III. Qualifications

To ensure a high-quality level of operation for the Community Garden Project, proposers must demonstrate minimum experience and qualifications. Proposers must provide evidence of the following:

- Experience in successfully operating and managing a similar type of business
- Fiscal solvency
- Demonstrated track record of being an equal opportunity employer
- Must not be currently indebted to the federal government, State of Georgia, or the City of Cartersville for non-payment of taxes, fines, judgments, liens, or fees

IV. PROPOSAL INSTRUCTIONS

Submission Date and Requirements:

Completed, sealed proposals must be submitted no later than Friday, March 25, 2022 by 11:00 am to the following address:

City of Cartersville Parks & Recreation
ATTN: Director, Parks and Recreation
100 Pine Grove Road
P.O. Box 1390
Cartersville GA 30120

Questions can be directed to Tom Gilliam, Director of Parks and Recreation at 770-607-6173 or tgilliam@cityofcartersville.org

The following conditions apply to this submission:

- Proposals must be signed, in ink, by an individual duly authorized to bind the Proposer and must be sealed and labeled on the cover with the RFP title and Proposer's name

- Proposals submitted must be one (1) original with two (2) copies
- Proposals or proposal components will not be accepted via facsimile (fax) transmission or e-mail
- Proposal shall remain open and binding for 90 days from the date of proposal submission deadline
- The City reserves the right, at its sole discretion, to reject and return, without evaluation, any proposal received after the proposal submission time and date, whether it is delivered by mail or otherwise
- Proposals will not accepted after the deadline

VII. REQUIRED ELEMENTS OF PROPOSALS

Respondents may submit any information they deem necessary and appropriate for the City to fully and completely evaluate their qualifications. The proposal must, at a minimum, include the following general information:

1. A letter of interest including an outline of your idea for the Community Garden Project, your Support from the Community, Benefits of the Project to the City of Cartersville, and Expansion into Environmental Sustainability Practices
2. Qualifications of the Proposer's relative experience in operating a Community Garden or other similar business enterprise, including relative size of garden operated, type of garden, etc
3. Days and Hours of Operation - How many days per week and during what hours do you intend to operate the Community Garden? What date would you prefer to open and close for the year/season?
4. At least three (3) persons or businesses that have firsthand knowledge of the proposer's ability to successfully operate and maintain a high-quality Community Garden. References should include current addresses and phone numbers

VIII. REVIEW OF PROPOSAL RESPONSES AND SCHEDULE FOR SELECTION

All qualified proposals received by the deadline will be evaluated by appropriate City officials. Upon the review and discussion of the quality and responsiveness of the proposals received, a recommendation will be made to the City Manager and City Council.

The City's proposed schedule for review of the RFP submittals and final selection of the gardener is as follows: • Wednesday, March 9, 2022 - Request for proposals posted • Friday, March 25, 2022 - Proposals due to City of Cartersville Director, Parks & Recreation by 11:00 am.



Proposal Submittals

Proposal should be submitted to the Parks and Recreation Department along with this signed page of the RFP (**Due Date: Friday, March 25, 2022, 11:00 am**)

Mail proposals to: City of Cartersville
Attention: Director of Parks and Recreation
100 Pine Grove Road
PO Box 1390
Cartersville, GA 30120

For more information, call 770-607-6173

Applicant Name(s): _____

Company Name (if one): _____

Mailing Address: _____

Email Address: _____

Contact Phone #(s): _____

Signature: _____ Date: _____