



## **City of Dublin, Georgia**

### **Request for Proposals for**

### **Northview Cemetery Landscaping/Grounds Maintenance**

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**RFP #:** 26-0408-01

**Issue Date:** April 8, 2026

**Issued By:** City of Dublin  
Office of Purchasing  
702 E. Madison St.  
Dublin, GA 31021

**Inquiries:** David Sawyer, Purchasing Director  
City of Dublin  
[sawyerd@dublinga.org](mailto:sawyerd@dublinga.org)

**Proposals Due:** May 12, 2026, by 2PM  
**Proposal Opening:** May 12, 2026 @ 2PM

## CITY OF DUBLIN, GEORGIA

### SECTION 1.

#### A. PURPOSE

The City of Dublin, Georgia, located 45 miles southeast of Macon, off Interstate 16, is seeking Competitive Sealed Proposals from qualified organizations to provide **Northview Cemetery Landscaping/Grounds Maintenance**. This will be in accordance with the specifications and conditions contained in the RFP. This RFP has been compiled for the purpose of providing information, requirements, guidelines, specifications, and other data that can be used by Proposers who wish to submit a proposal for consideration.

It is the intent to enter into a contract, which would result in **Northview Cemetery Landscaping/Grounds Maintenance** for the City of Dublin's Public Works Department. The City of Dublin does not guarantee a minimum value for this contract.

#### B. SCHEDULE INFORMATION

This RFP has been issued on Friday April 8, 2026. All Firms interested in submitting a proposal **MUST SUBMIT all addendums if applicable with their proposal**.

It is the proposer's responsibility to track this proposal process. All documents including any addendums will be posted on the City of Dublin's website at [www.cityofdublin.org](http://www.cityofdublin.org), under proposal opportunities.

1. Sealed proposals will be received and time-stamped until **2:00 PM on Tuesday, May 12, 2026**, at which time all proposals will be opened. Proposals will not be publicly read. Any proposal received after the designated deadline will be deemed non-responsive and will not be considered.
2. All questions regarding this solicitation must be submitted in writing to David Sawyer, Purchasing Director at [sawyerd@dublinga.org](mailto:sawyerd@dublinga.org). Questions will be answered by issuance of an addendum and posted on the City website at: [www.cityofdublin.org](http://www.cityofdublin.org). The last day for questions is Friday April 24, 2026, by 10AM.
3. Contact with other departments or City representatives without permission may render your proposal void.
4. Prices and quotations included in the proposal shall remain firm for not less than one hundred twenty (120) calendar days from proposal deadline stated above.
5. The City shall not be liable for any costs associated with the preparation of responses to this solicitation; therefore, all costs shall be borne by the proposer.
6. It is the intent and purpose of the City that this solicitation promotes competition. It shall be the Proposer's responsibility to advise David Sawyer, Purchasing Director, in writing, via email at [sawyerd@dublinga.org](mailto:sawyerd@dublinga.org), or PO Box 690., Dublin, GA 31040, if any language or requirements, or any combination thereof, inadvertently restricts or limits this solicitation to a single source.

Such notification shall be submitted in writing and must be received by the Purchasing Director at least five calendar (5) days prior to proposal receipt date. A review of such notification shall be made by the Purchasing Director.

7. Prior to submitting a proposal, each Proposer shall carefully examine the RFP document, study and thoroughly familiarize himself/herself with the specifications/requirements of the RFP and the Contract Documents and notify the City of any conflicts, errors, or discrepancies.
8. By submission of a proposal, the Proposer guarantees that all goods and services meet the requirements of the RFP during the contract period.
9. Failure to submit all the required information may be determined as a non-responsive proposal.
10. Any Proposer may withdraw its proposal prior to the closing time for the receipt of proposals. Correction or withdrawal of inadvertently erroneous proposals before or after the opening date, or cancellation of awards or contracts based on such mistakes, may be permitted subject to the following:
  - 1) Mistakes discovered by the Proposer before proposal opening may be corrected by modification or withdrawal and resubmission by submitting written notice to the City Manager’s Office prior to the time set for proposal opening.
  - 2) After proposal opening, no changes in prices or other provisions of proposals, which are prejudicial to the interest of the City, shall be permitted.
  - 3) Except as otherwise allowed by law, all decisions to permit the correction or withdrawal of proposals, or to cancel awards, or contracts, after award but prior to performance shall be supported by a written determination made to the Purchasing Director’s Office.

### FACT SHEET

<b>Title of RFP:</b>	<b>Northview Cemetery Landscaping/Grounds Maintenance</b>
<b>Date of Issue:</b>	<b>Friday April 08, 2026</b>
<b>Last day to submit questions:</b>	<b>Friday April 24, 2026, by 10AM</b>
<b>Date of final answers:</b>	<b>Friday May 1, 2026</b>
<b>Proposal due date:</b>	<b>Tuesday May 12, 2026, by 2PM</b>
<b>Copies of proposal required:</b>	<b>1 original, 3 copies</b>
<b>Proposal opening date:</b>	<b>Tuesday May 12, 2026, at 2PM</b>
<b>Proposal submission location:</b>	<b>702 E. Madison St., Dublin, GA 31021 Office of the Purchasing Director</b>
<b>Proposal opening location:</b>	<b>702 E. Madison St., Dublin, GA, 31021 Office of the Purchasing Director</b>
<b>Project name:</b>	<b>Northview Cemetery Landscaping / Grounds Maintenance</b>
<b>Firm selection schedule:</b>	<b>May 21, 2026</b>

## C. INSTRUCTIONS FOR PROPOSALS

Written responses to all written inquiries received by 10AM EST on April 24, 2026, will be posted on the City's website at [www.cityofdublin.org](http://www.cityofdublin.org) under Open Bid / RFP's opportunities, Northview Cemetery Landscaping/Grounds Maintenance, as an addendum.

It is the Proposer's responsibility to follow this proposal process so that they will be aware of all addenda being posted prior to proposal opening. Acknowledgement of all addenda is required.

**No City staff or other officials associated with this RFP should be contacted regarding this RFP other than the City Official named below. Doing so may result in disqualification.**

All inquiries regarding this RFP **MUST** be in writing via email and addressed to:

David Sawyer, Purchasing Director  
[sawyerd@dublinga.org](mailto:sawyerd@dublinga.org)

An original and three (3) copies of this RFP are to be submitted to:

David Sawyer  
Dublin Purchasing Director  
702 E. Madison St.  
Dublin, Georgia 31021

Proposals **MUST** be submitted no later than **2PM EST on May 12, 2026**. Proposals must be received in a sealed envelope or container marked "RFP # 26-0408-01 – Competitive Sealed Proposals for "Northview Cemetery Landscaping/Grounds Maintenance". Place the Project name and opening date on the submitting envelope or container.

**No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent.**

### **RFP Format Requirements:**

1. All proposals shall be complete and carefully worded and must convey all of the information requested by the City. If significant errors are found in the proposal, or if the proposal fails to conform to the essential requirements of the RFP, the City and the City alone will determine whether the variance is sufficient to warrant rejection of the proposal.
2. Proposals are to be prepared simply and, in a manner, designed to provide the City with a straightforward presentation of the Proposer's capability to satisfy the requirements of this RFP. The Proposer's proposal must, therefore, follow the RFP format, utilizing the same section titles, schedules, and paragraphs.
3. The Proposer must clearly mark as "Confidential" each part of its proposal which it believes contains proprietary information, which could be exempt from disclosure from the Privacy Act of 1974. The City reserves the right to determine whether this information should be exempt from disclosure, and the Proposer agrees by submitting its proposal that no claim or legal action may be brought against the City or its agents for its determination in this

regard.

4. The Proposer shall make its proposal in the official name of the entity or individual under which business is conducted (showing an official business address).
5. The Proposer shall include on the proposal the Federal Employer Identification Number (FEIN) and DUNS number of the entity issuing the proposal (or in the absence of a FEIN and DUNS number, the Social Security Number of the individual issuing the proposal, SSN will not be publicly disclosed and must be submitted on a separate, sealed form if required.).
6. The Proposer shall include all applicable requested information and is encouraged to include any additional information the Proposer wishes to be considered. If the proposal includes any comments over and above the specific information requested in our RFP, the Proposer shall include this information as a separate appendix to the proposal.
7. The Proposer shall clearly write in ink or type-write all prices and quotations.
8. A person duly authorized to legally bind the Proposer shall execute all required documents in ink.
9. Each copy of the proposal should be bound into a single volume where practical.
10. This RFP may result in additional negotiations. To maintain the integrity of the procurement process, all contacts and discussions shall be directed to the City Manager's Office.
11. Comments or discussions by City personnel relative to this solicitation shall not be binding on the City.
12. All supplementary documents and attachments are essential parts of this RFP and requirements occurring in one are as binding as though occurring in all.
13. Each Proposer shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work contemplated under this RFP. The failure or omission of a Proposer to acquaint itself with existing conditions shall in no way relieve the Proposer of any obligation with respect to this RFP or any agreement reached with the City.

## **D. EVALUATION AND AWARD CRITERIA**

### **1. EVALUATION TEAM**

An internal Evaluation Team will conduct proposal evaluations.

### **2. AWARD CRITERIA**

The Evaluation Team shall evaluate each of the Proposals using the criteria and applying the percentages as set forth in the percentages below. The City reserves the right to request Proposers to appear for an additional presentation followed by a question-and-answer period, in order to further evaluate qualifications. The additional presentations, if any, will be scored and combined with prior scoring to determine the successful Proposer. The City is not obligated to accept the lowest cost proposal. The City may also award to other than the highest ranked proposer if the price submitted by that proposer is more than the budget available for the project. If made, the award will go to the Proposer providing the most responsive, responsible proposal that provides the best overall value and service to the City. As further outlined below, the award, if any, will take into consideration several factors, including the soundness and flexibility of the proposal, functional capability, quality of performance, quality of service, the time specified in the proposal for the performance, ability to provide support, overall cost, and the Proposer's references. Prior to award, the City may conduct such further discussions and negotiations as contemplated by and allowed for under the City's Procurement Policy Guidelines. The City shall have the authority to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services

included in the proposed contract, when the public interest will be served thereby. The internal Evaluation Team will make their recommendation to the City Council.

1. Experience and Personnel. **25%**
2. Price proposal / Fee Schedule **20%**
3. Conformity to Specs **20%**
4. Adequate Staffing **20%**
5. Safety and Insurance **15%**

Total possible cumulative percentage is 100%

Proposals shall be considered only from Proposers who are regularly established in the business called for, and who in the judgment of the City are financially responsible and able to demonstrate sufficient evidence of their reliability, ability, experience, facility and personnel directly employed or supervised by the Proposer. The Proposer must be able to render prompt and satisfactory service in the volume called for under the award. The City may make such an investigation, as it deems necessary to determine the ability of the Proposer to perform the work. Proposer shall furnish to the City all such information and data as the City may request, including, if requested, a detailed description of the method and program of the work which the Proposer proposes to perform. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the City that such Proposer is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional proposals will not be accepted.

### **3. AWARD OF CONTRACT**

If awarded, the Notice of Award will be posted on the City's website at: [www.cityofdublin.org](http://www.cityofdublin.org). The award shall be made to the responsive, responsible Proposer whose proposal is determined to be the most advantageous to the City based on the criteria discussed herein.

If awarded, the Agreement will be awarded to the responsible and responsive Proposer whose proposal is determined in writing to be in the best interest of the City. The City will be the sole judge as to whether a proposal has or has not satisfactorily met the requirements of this RFP. The agreement between the City and the successful Proposer will incorporate this entire solicitation, all applicable amendments, and the successful Proposer's proposal.

## **E. CONTRACT MATTERS**

### **1. EXECUTION OF AGREEMENT.**

The Successful Proposer shall sign and deliver the Agreement and such other required Contract Documents to the City within ten (10) Calendar Days after the Notice of Award has been received by the Proposer.

### **2. DELIVERY OF CERTIFICATES OF INSURANCE AND BONDS**

At the time of proposal submission, Proposers shall submit a written statement affirming their ability to meet all insurance requirements specified herein. Proof of insurance, including Certificates of Insurance and all required endorsements, shall be provided only after notice of award and prior to execution of the contract. Failure to provide acceptable proof of insurance shall result in withdrawal of the award.

### 3. **CONTRACT TERM AND RENEWAL**

The initial term of any contract awarded pursuant to this Request for Proposals shall be for a period of **one (1) year**, commencing on the date of execution by the City of Dublin.

The contract may be **renewed at the sole option of the City** for up to **four (4) additional one-year renewal terms**, for a total potential contract term not to exceed **five (5) years**.

Any renewal shall be subject to:

- Satisfactory performance by the Contractor, as determined by the City;
- Continued need for the services;
- Availability and lawful appropriation of funds by the City; and
- Mutual written agreement of the parties.

No renewal shall be automatic. Renewal terms, if exercised, shall be confirmed in writing by the City prior to the expiration of the then-current contract term.

The City reserves the right to terminate the contract in accordance with the termination provisions contained in the agreement, regardless of contract term or renewal status.

### 4. **CHANGE ORDERS**

All change orders must be authorized in writing by the City Manager. The City shall not be bound to any change in the original purchase order or contract without prior written approval of the City Manager or City Council

### 5. **SUBCONTRACTS**

The proposer shall not subcontract work hereunder without the prior written consent of the City, and any such subcontract without the consent of the City shall be null and void. If Proposer proposes to subcontract any of the work hereunder, it shall submit to the City the name of each proposed subcontractor, with the proposed scope of work which its subcontractor is to undertake. The City shall have the right to reject any subcontractor which it considers unable or unsuitable to satisfactorily perform its duties. The proposer shall not enter into any cost reimbursable agreements with any proposed subcontractor without the City's prior written authorization. Notwithstanding any consent by the City to a proposed subcontract, Proposer shall remain responsible for all subcontracted work and services. Proposer agrees it shall be as fully responsible to the City for the acts and omission of its subcontractors, their agents, representatives, and persons either directly or indirectly employed by them as it is for the acts and omissions of persons directly employed by Proposer. Neither this provision, nor the City's authorization of Proposer's agreement with a subcontractor, the City's inspection of a subcontractor's facilities or work, or any other action taken by the City in relation to a subcontractor shall create any contractual relationship between any subcontractor and the City. The proposer shall include in each of its subcontracts a provision embodying the substance of this provision and shall present a copy thereof to the City before commencement of any work by the subcontractor. Proposer's violation of this provision shall be grounds for the City's termination of any agreement with Proposer for default, without notice or opportunity for cure. In addition, by submitting a response to this RFP, Proposer agrees to indemnify, defend, and hold the City harmless from and against any claims (threatened, alleged, or actual) made by any subcontractor of

Proposer (of any tier) for compensation, damages, or otherwise, including any cost incurred by the City to investigate, defend, or settle any such claim.

## **F. GENERAL INFORMATION**

1. The successful proposer shall take affirmative action in complying with all federal, state and local labor and employment laws.
2. Proposals that are uncertain as to terms, delivery, compliance requirements, and/or specifications, may be rejected or otherwise disregarded.
3. Every effort has been made to ensure that all information needed is included in this RFP. If the Proposer finds that it cannot complete its response without additional information, it may submit written questions to the issuing office on or before the deadline set forth herein. No further questions will be accepted after that date.
4. Oral explanations and/or instructions given before the award shall not be binding on the City. Any information given to a prospective Proposer about this solicitation shall be promptly furnished to other prospective Proposers as an amendment, provided that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective Proposers.
5. All amendments to and interpretations of this solicitation shall be in writing and signed by an authorized representative of the City. Any amendments or interpretations that are not signed and in writing shall not legally bind the City or its agents. It is the Proposer's responsibility to acknowledge receipt of amendments by signing and returning one (1) copy of the amendment by letter, email (with signed amendment scanned and attached in PDF), to the City Manager ([powellj@dublinga.org](mailto:powellj@dublinga.org))

## **G. INSURANCE REQUIREMENTS**

At the time of proposal submission, Proposers shall submit a written statement affirming their ability to comply with the insurance requirements set forth herein. Certificates of Insurance and required endorsements shall be submitted only after notice of award and prior to execution of the contract and commencement of work.

### **Required Insurance Coverages**

The successful Proposer shall procure and maintain the following insurance coverages with insurers authorized to do business in the State of Georgia and rated **A- or better by A.M. Best**:

#### **1. Commercial General Liability**

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate

The City, its officials, employees, and agents shall be named as **Additional Insureds** on a primary and non-contributory basis for ongoing and completed operations.

#### **2. Workers' Compensation**

- Statutory coverage as required by Georgia law
- Employer's Liability limits of not less than:
  - \$100,000 each accident
  - \$100,000 disease – each employee

- \$500,000 disease – policy limit
3. **Commercial Automobile Liability**
    - \$1,000,000 combined single limit
    - Coverage for owned, hired, and non-owned vehicles
  4. **Umbrella/Excess Liability**
    - \$1,000,000 per occurrence / aggregate
    - Excess of General Liability, Auto Liability, and Employer’s Liability

**Additional Provisions**

- Coverage shall be **primary and non-contributory**.
- Policies shall provide **30 days’ prior written notice** of cancellation or material change (10 days for non-payment).
- A **waiver of subrogation** in favor of the City shall apply where permitted by law.
- Deductibles or self-insured retentions are subject to City approval.

**Effect of Insurance Requirements**

The maintenance of insurance required herein shall not limit the Proposer’s liability or obligations under the **Indemnification** provisions of this RFP or any resulting agreement.

**H. SUBMITTAL REQUIREMENTS**

1. Name, address, telephone number, email address of company.
2. List of current stockholders, officers or principals of the company and a current organizational chart for the company.
3. List the contract completion dates of at least two similar projects
4. Submit a list of current work-in-progress with contract amounts and a list of work currently awarded but not yet started.
5. Submit information describing the company’s safety program and substance abuse program.
6. Submit information describing your company’s quality control program.
7. Describe how your company will provide job site security.
8. Submit a sample contract for the performance of the work outlined in this RFP.

**I. RESERVED RIGHTS**

Issuance of this RFP does not constitute a commitment on the part of the City of Dublin to award a contract pursuant to this RFP.

1. The City shall reserve the unqualified right to reject any and all proposals or accept such proposals, as appears in the City’s best interest.
2. The City shall reserve the unqualified right to waive technicalities or irregularities of any kind in response to this RFP.
3. In all cases, the City shall be the sole judge as to whether a Proposer’s proposal has or has not satisfactorily met the requirements of this RFP.
4. The City may reject any proposal that fails to conform to the essential requirements of this RFP.

5. The City may reject any proposal that does not conform to the applicable specifications unless the RFP authorizes the submission of alternate proposals, and the services offered as alternates meet the requirements specified in the RFP.
6. The City may reject any proposal that fails to conform to any delivery schedule or permissible alternates stated in the RFP.
7. The City may reject a proposal when the Proposer imposes conditions that would modify requirements of this RFP or limit the Proposer's liability to the City, since to allow the Proposer to impose such conditions would be prejudicial to other Proposers. For example, the City may reject proposals in which the Proposer:
  - I. Protects against future changes in conditions, such as increased costs, if total possible costs to the City cannot be determined;
  - II. Fails to state a fee schedule, if one is required.
  - III. A Proposer may be requested to delete objectionable conditions from a proposal provided the conditions do not go to the substance, as distinguished from the form of the proposal, or work an injustice on other Proposers. A condition goes to the substance of a proposal where it affects price, quality, or delivery of the services offered.
  - IV. Any proposal may be rejected if the City Manager's Office determines in writing that it is unreasonable as to price. The unreasonableness of price includes not only the total price of the proposal, but the prices for any individual line items as well.
  - V. Any proposal may be rejected if the prices for any line items or sub-line items are materially unbalanced.
  - VI. Proposals received from any person or company that are suspended, debarred, proposed for debarment or declared ineligible as of the proposal opening date shall be rejected unless a compelling reason is given, and a determination otherwise is made.
  - VII. The City Manager's Office must reject Proposals received from entities determined to be non-responsible.
  - VIII. The originals of all rejected Proposals, and any written findings with respect to such rejections, shall be preserved with the documents relating to the RFP.
  - IX. After submitting a proposal, if all of a Proposer's assets, or that part related to the proposal are transferred during the period between the proposal opening and the award, the transferee may not be able to take over the proposal. Accordingly, the City Manager's Office may reject such a proposal.

## **J. OWNER QUESTIONS**

Any vendor that submits a proposal may be requested to provide additional information to the City. Such information is only for the purpose of clarification and in no way changes the vendor's proposal as originally submitted. The City reserves the right to ask any or all vendors to clarify any portion of their proposals after submission.

## **K. COSTS OF PROPOSALS**

The City is not responsible or liable for any of the costs incurred by any vendor in preparing and/or submitting a proposal pursuant to this RFP.

## **L. EQUAL OPPORTUNITY**

The City prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation. The successful Proposer, if any, must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any approved subletting or subcontracting by the Proposer subjects subcontractors to the same provision. The Proposer agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

## **M. ACCESS TO PUBLIC RECORDS ACT NOTICE**

Each Proposer should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification as to why such materials, upon request, should not be disclosed.

## **N. GENERAL CONDITIONS**

Upon submission of a proposal, the proposer hereby certifies on behalf of his company or organization that:

1. This proposal is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation.
2. This proposal is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
3. The Proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham proposal.
4. The Proposer has not solicited or induced any person, firm or corporation to refrain from proposing.
5. The Proposer has not sought by collusion to obtain for itself any advantages over any other proposer or over the City of Dublin.

## **O. DRUG FREE WORKPLACE**

The City of Dublin is a drug free workplace and contractors are to abide by the Federal Drug Free Workplace Act of 1988 41 U.S Code § 8102.

If Contractor is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Certification: If Contractor is an entity other than an individual, it hereby certifies that:

- i. A drug-free workplace will be provided for the Contractor's employees during the performance of this contract; and
- ii. It will secure from any subcontractor hired to work in a drug-free workplace the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name), certifies to the Contractor that a drug-free workplace will be provided for

the subcontractor's employees during the performance of this contract pursuant to paragraph 7 of subsection B of Code Section 50-24-3."

**P. INDEMINIFACATION**

The Proposer shall indemnify, defend, and hold harmless the City, its officers, employees, council members, agents, and attorneys from and against any and all losses, damages, claims, demands, actions, causes of action, liabilities, and expenses of every kind and nature whatsoever, including, without limitation, attorney's fees and costs, arising out of, resulting from, or related to the Proposer's work performed in connection with this RFP or any agreement arising therefrom. This indemnification obligation includes claims asserted by the Proposer itself.

Without limitation, this obligation applies to liability arising from:

- (1) injury to or death of any person;
- (2) damage to real or personal property;
- (3) economic loss; and
- (4) any other loss, damage, or claim resulting from the acts or omissions of the Proposer or anyone acting under its direction, control, or on its behalf.

This indemnification obligation shall apply regardless of the active or passive negligence of the City or its officers, employees, or agents, except to the extent that such loss, cost, damage, claim, expense, or liability is caused by the City's sole gross negligence or willful misconduct, to the fullest extent permitted by Georgia law.

Upon written request by the City, the Proposer shall, at its sole cost and expense, promptly defend any suit or action asserting a claim for any matter covered by this indemnification and shall pay all costs, expenses, and attorney's fees incurred by the City in connection with such claim, suit, or the enforcement of this provision.

**Q. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT: E-VERIFY AND SAVE PROGRAM**

The City of Dublin participates in the Georgia Security and Immigration Compliance Act with regard to Contractors and Subcontractors. The Act is explained in detail in this document. *Additionally, there are three documents included that must be completed and returned to the City of Dublin with your proposal package, as applicable.* These are:

- 1. Contractor Affidavit and Agreement
- 2. Subcontractor Affidavit – if applicable
- 3. Sub-subcontractor Affidavit – if applicable

Failure to return the completed documents, if required, shall result in disqualification of the proposal in its entirety

**R. Accordance to Title VI**

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it

will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The undersigned Proposer has read and understands the provisions contained herein and agrees to be bound by same. Please sign below to acknowledge you have read and understand the RFP requirements.

PROPOSER

\_\_\_\_\_  
Name of Firm

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

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

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

**COMPANY INFORMATION**

1. Firm: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Entity Type: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

5. License Number/s: \_\_\_\_\_

Class: \_\_\_\_\_

License Holder: \_\_\_\_\_

6. Have you or any of your principals ever been licensed under a different name or different license number? \_\_\_\_\_

If yes, give name and license number:

\_\_\_\_\_

7. Attach Organizational Chart

8. Number of years in the industry: \_\_\_\_\_

9. Has your firm or any of its principals defaulted so as to cause a loss to a surety? Response must include information pertaining to principals' association outside of the firm. \_\_\_\_\_

If yes, give dates, names, and addresses of surety and details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Have you or any of your principals been assessed damages for any services rendered in the past three (3) years? Response must include information pertaining to the principals' association outside of the firm. \_\_\_\_\_

If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Have you or any of your principals been in litigation or arbitration or a dispute of any kind on a question or questions relating to services rendered during the past three (3) years? Response must include information pertaining to principals' association outside of the firm.

\_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

12. Have you or any of your principals ever failed to complete a contract in the last three (3) years? Response must include information pertaining to the principals' association outside of the firm. \_\_\_\_\_

If yes, explain:

\_\_\_\_\_

13. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the City of Dublin? \_\_\_\_\_

If yes, explain:

\_\_\_\_\_

14. Please attach a list of at least three (3) references where you had contracts of similar nature within the last three (3) years. Include their name, address, phone number, contact as well as original contract amount and type of contract.

15. Please attach resumes of person (s) who will serve under our contract and of the person that will be the City of Dublin's point of contact.

16. How many employees are in your company? \_\_\_\_\_

I certify and declare under penalty of perjury under the laws of the State of Georgia that the foregoing Information Required of the Firm making the Proposal provided by me herein is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Name of Entity: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ Affix Seal

# GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT: E-VERIFY AND SAVE PROGRAM OVERVIEW

## **I. Federal Work Authorization Program Registration**

As of July 1, 2007, the Georgia Security and Immigration Compliance Act (GSICA) requires counties and other public employers, along with contractors and subcontractors doing business with public agencies, to register and participate in a federal work authorization program to verify work eligibility of all new employees.

*[OCGA § 13-10-91 (a)]*

**Registration/Access.** According to regulations of the Georgia Department of Labor, the applicable federal work authorization program is the “E-Verify Program” operated by the U.S. Citizenship and Immigration Services Bureau (USCIS) and the Department of Homeland Security (DHS). An employer’s participation in E-Verify is currently free to employers. Users can access the web-based program at <https://www.vis-dhs.com/EmployerRegistration>. To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU). If you need assistance in completing the registration process or need additional information relating to E-Verify, call the USCIS Verification Office toll free at 1-888-464-4218.

*[Georgia Department of Labor Rules, §§ 300-10-1-.01 and .02]*

**Certification of Registration and Participation.** Each county and other public employer must certify that it has registered and is participating in the E-Verify Program. For counties, certification is accomplished by transmitting a copy of all documents required for registration and participation including the required Memorandum of Understanding and the E-Verify Program ID number to the chairman/CEO/mayor of the county or consolidated government.

*[Georgia Department of Labor Rules, § 300-10-1-.04]*

**Monitoring New Employee Work Eligibility.** Each county and other public employer must designate an individual to monitor compliance with the employee eligibility verification requirements of the new law and maintain necessary records.

*[Georgia Department of Labor Rules, § 300-10-1-.05]*

## **II. Agreements Between Public Employers and Contractors/Subcontractors**

The GSICA also phases in a requirement that bars counties and other public employers from entering into agreements with contractors/subcontractors for the “physical performance of services” unless the contractor/subcontractor registers and participates in a federal work authorization program to verify work eligibility. Under GSICA, a subcontractor is defined to include subcontractors, contract employees, staffing agencies, or contractors.

*[OCGA § 13-10-91 (b)(1) and (2) and Georgia Department of Labor Rules, § 300-10-1-.02]*

**Phase-In Schedule.** The contracting requirements of the GSICA are to be implemented as follows:

- (a) Beginning July 1, 2007, public employers, contractors and subcontractors with 500 or more employees.
- (b) Beginning July 1, 2008, public employers, contractors and subcontractors with 100 or more employees.
- (c) Beginning July 1, 2009, all public employers, contractors and subcontractors.

*[OCGA § 13-10-91 (b)(3) and Georgia Department of Labor Rules, § 300-10-1-.02]*

**Evidence of Contractor/Subcontractor Compliance.** Each agreement between a public employer and a contractor/subcontractor for the physical performance of services will have to include a provision that compliance with OCGA § 13-10-91 is a condition of the contract. In addition, each contract must include a requirement that the contractor/subcontractor execute an affidavit verifying compliance with OCGA § 13-10-91. The affidavit must be in a form consistent with the sample affidavits included in the Georgia Department of Labor Rules.

*[Georgia Department of Labor Rules, §§ 300-10-1-.03 and .07]*

**Public Transportation Contracts.** The Georgia Department of Labor Rules apply generally to contracts between a public employer and a contractor/subcontractor. Exception: rules and forms related to agreements relating to “public transportation” are to be promulgated by GDOT.

*[OCGA § 13-10-91 (d)]*

### **III. Access to Federal, State and Local Benefits**

Counties and other public agencies must verify that a person who applies for federal, state or local benefits (as defined in 8 U.S.C. Sections 1611 and 1621) is lawfully within the United States by requiring the applicant to sign an affidavit specifying that he or she is a citizen, legal permanent resident, or a qualified alien or nonimmigrant.

*[OCGA § 50-36-1]*

**Verification.** For aliens seeking benefits that claim to be lawfully present in the U.S., eligibility for benefits must be determined through the Systematic Alien Verification of Entitlement (SAVE) program operated by the U.S. Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS). To join the SAVE Program and acquire access to the VIS-CPS (Verification Information System (VIS), Customer Processing System (CPS)) to perform immigration status verification, an agency must first establish a Memorandum of Understanding (MOU) with the SAVE Program, and then establish a purchase order with the SAVE Program contractor to pay for VIS-CPS transaction fees. Access to SAVE is subject to USCIS resource limitations or other legal or policy criteria. To request participation in SAVE and to begin the MOU process, please access the following website to register:

<https://www.vis-dhs.com/agencyregistration>. For more information on the SAVE Program, please call 1-888-464-4218.

**Public Benefits Defined.** Generally, public benefits are defined to include any grant, contract, loan, professional license, or commercial license provided by federal, state or local government; and, any retirement, welfare, health, disability, public or assisted housing, postsecondary education, food assistance, unemployment assistance or similar benefit. *[8 U.S.C. Sections 1611 and 1621]*

**Benefits Excluded.** Generally, the verification requirements do not apply when the following public benefits are applied for:

- (1) Treatment of emergency medical conditions;
- (2) Short term, non-cash emergency disaster relief;
- (3) Immunizations;
- (4) Certain in kind programs or services (such as soup kitchens and crisis counseling) delivered by public and nonprofit agencies that are necessary for the protection of life or safety when approved by the U.S. Attorney General;
- (5) Prenatal care;
- (6) Postsecondary education under specified circumstances;
- (7) Certain community development assistance or financial assistance programs administered by HUD; and
- (8) Other Federal programs including certain social security and medicare benefits under specified conditions. *[OCGA § 50-36-1 (c) and 8 U.S.C. Sections 1611 and 1621]*

Note that it is unlawful for a county or other public agency to provide any federal, state or local benefit in violation of *OCGA § 50-36-1*. An annual report is to be prepared regarding the requirements of the new law.

Regarding the details of the verification requirements, benefits covered and exclusions, please see the Federal statutes cited above.

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

\_\_\_\_\_  
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 \_\_\_\_\_, 20\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
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: \_\_\_\_\_

## Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

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 \_\_\_\_\_ (Contractor) on behalf of \_\_\_\_\_ (Public Employer) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-contractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number      Date of Authorization

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

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

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_.

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

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

\_\_\_\_\_  
NOTARY PUBLIC

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

## Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-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 \_\_\_\_\_ (Subcontractor or Sub-subcontractor with whom subcontractor has privity of contract) and \_\_\_\_\_ Contractor) on behalf of \_\_\_\_\_ (Public Employer) 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_ (Subcontractor or Sub-subcontractor with whom subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to \_\_\_\_\_ (Subcontractor or Sub-subcontractor with whom the subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number                      Date of Authorization

\_\_\_\_\_  
Name of Sub-subcontractor    Name of Project

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

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_.

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

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

\_\_\_\_\_  
NOTARY PUBLIC

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

**Conflict of Interest Statement**

As a duly authorized representative of the firm \_\_\_\_\_

I, \_\_\_\_\_ with the title \_\_\_\_\_ certify

that to the best of my knowledge no circumstances exist that will cause a conflict of interest in performing services for The City of Dublin, GA Government, that no employee of The City of Dublin, GA, nor any public agency official or employee affected by this Request for Proposals has any pecuniary interest in the business of this firm, associates or consultants of this firm, or the firm's parent firm, subsidiary, or other legal entity of which this firm is a part, and that no person associated with or employed by this firm has any interest that would conflict in any way, manner or degree with the performance of services for The City of Dublin, GA Government.

Date: \_\_\_\_\_

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

Authorized Representative Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

## Officer's Oath

As a duly authorized representative of the firm involved in the proposing for or procuring the contract \_\_\_\_\_ I, \_\_\_\_\_  
\_\_\_\_\_ with the title \_\_\_\_\_ certify that I did not prevent or attempt to prevent competition in such proposals by any means whatsoever. Nor did I prevent or endeavor to prevent anyone from making a proposal therefore by any means whatsoever, or induce another to withdraw a proposal for the work.

Date: \_\_\_\_\_

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

Authorized Representative Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

## Indemnity Agreement

This indemnity agreement made and entered into in favor of CITY OF DUBLIN a municipal corporation, by \_\_\_\_\_.

WHEREAS has submitted a proposal to CITY OF DUBLIN so as to provide \_\_\_\_\_

NOW, THEREFORE, as an additional consideration in CITY OF DUBLIN awarding the proposal to \_\_\_\_\_

agrees to indemnify and hold harmless CITY OF DUBLIN, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of CITY OF DUBLIN, its officers, agents, or employees in connection with said proposal /award; provided this indemnity shall not extend to any damage, injury or loss due to CITY OF DUBLIN's sole negligence or willful misconduct of CITY OF DUBLIN.

\_\_\_\_\_ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the \_\_\_\_\_ pursuant to proper corporate authority day of \_\_\_\_\_, 2026.

[CORPORATE NAME]

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

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

Attest: \_\_\_\_\_

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

# NORTHVIEW CEMETERY LANDSCAPING/GROUND MAINTENANCE

## STATEMENT OF ASSURANCE, COMPLIANCE, AND NON-COLLUSION

(STATE OF GEORGIA)  
(CITY OF DUBLIN)

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) The undersigned, as Proposer, certifies that every provision of this proposal has been read and understood.
- (2) The Proposer hereby provides the following representations and assurances:
  - (a) The Proposer represents that it has familiarized itself with and assumes full responsibility for having familiarized itself with the nature and extent of this RFP, the Work, the locality, local conditions, state, and local laws, ordinances, rules and regulations, as well as all applicable statutes, regulations, executive orders (EOs), Office of Management and Budget (OMB) circulars, terms and conditions, and approved applications; all as may be applicable to the Project and the Work or that may in any manner affect performance of the Work, including, those requirements, terms, and conditions contained within Section 3 (the "Proposal Form") of this RFP. The Proposer further represents that it has correlated its Proposal with the requirements of this RFP; and
  - (b) The Proposer shall comply with all requirements, stipulations, terms and conditions as stated in this RFP; and
  - (c) The Proposer currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this RFP; did not participate in the development or drafting specifications, requirements, statement of work, etc. relating to this RFP; and
  - (d) The Proposer has not colluded with other Proposers possibly interested in this RFP in arriving at or determining prices and conditions to be submitted; and
  - (e) No person associated with Proposer's firm is an employee of the City. Should Proposer, or Proposer's firm have any currently existing agreements with the City, Proposer must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
  - (f) Such agent as indicated below, is officially authorized to represent the firm in whose name the proposal is submitted.

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

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

## SECTION 2.

### PART 1 – GENERAL

**1) Introduction:**

The City of Dublin (the “City”) has a need for services at Northview Cemetery Landscaping/Ground Maintenance for the City of Dublin, GA 31021.

**2) Project Information:**

The City is seeking landscaping services for its Northview Cemetery per the written scope of work that follows.

- 3) Scope of Services:** The Contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed at designated cemetery properties in a manner that will maintain healthy grass and a professional appearance in accordance with this contract. This also includes the outer perimeter of the site. Maps of areas maintained are provided. All work performed shall be in accordance with applicable laws, regulations, standards, instructions, and commercial practices. **Contractor to assign a dedicated crew for this contractor during the growing season (May – October)**

**A. Improved Grounds Maintenance.** The contractor shall provide services identified below for all improved grounds as identified in site plans. Except as otherwise prescribed, mowing frequency will be as needed to maintain improved grounds as specified. Contractor shall take into consideration annual events in managing mowing schedule with emphasis on cemetery maintenance prior to Memorial Day and Veteran’s Day. Likewise, park maintenance shall take into consideration Memorial Day, Independence Day, Labor Day or special events as specified by the Public Works Director.

**B. Turf Areas.** Grass, weeds and vegetation shall be mowed between 2 to 4 inches, on improved grounds (including drainage ditches) or as otherwise professionally recommended for local turf type and region. Grass clippings shall be removed or mulched when visible after mowing. All tree limbs, pine cones, litter and other debris shall be picked up and disposed of at designated location onsite prior to each mowing. Ditches shall be free of shrubs, trees, silt and trash in order to keep water free flowing. Contractor shall dispose of collected material at designated location on-site. All damage by the Contractor to Owner’s, public, or private property due to performance of mowing operations shall be repaired or replaced by the Contractor at no additional cost to the Owner within 15 days after identification/notification.

**C. Trimming.** Grass, weeds and vegetation shall be trimmed around trees, shrubs, buildings, fences, poles, posts, head stones, monuments, and other fixed obstacles on improved grounds. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. Litter, trash or other debris shall be

picked up and disposed of properly during trimming operations. Damage to trees and shrubs from trimming shall be repaired by the Contractor at no additional cost to the government. If a plant should die or become unhealthy due to damage, the Contractor will be responsible for replacing the damaged plant with a plant of same size and type. Plant replacement shall occur within 15 days after identification and/or/notification.

**D. Cemetery Maintenance.** Head stone / monument trimming shall be accomplished in such a way as to prevent grass from staining headstones and to protect the historical integrity of the area. Any damage to head stones or monuments will be repaired at the Contractor's expense.

**E. Edging.** Sidewalks, driveways, curbs, slabs, pavilions, and other concrete or asphalt edges shall be edged in improved grounds. Edge no more than 1/2-inch from the hard surface edge, maintaining an even contour with the edge surface, uniform in appearance and free of scalping, rutting, and uneven or rough cutting. Grass, vegetation and dirt from edging operations shall not be left on paved surfaces.

**F. Supplemental Services.** Product selection shall be approved by the Public Works Director. Contractor shall procure, handle, apply, and dispose of all products, including chemicals, in accordance with applicable laws and regulations. Contractor shall be responsible for securing necessary licensing and permits as applicable.

**G. Fire Ant Control.** As directed by the City, broadcast treatment for fire ant control shall be applied to improved grounds in accordance with manufacturer's recommendations.

**H. Pre-Emergent Herbicide Treatment.** As directed by the City, a pre-emergent annual grass control herbicide shall be applied to improved grounds in accordance with manufacturers recommendations. Products and rates may vary according to the type of turf being treated.

**I. Post-Emergent Herbicide Treatment.** As directed by the City, a post emergent broadleaf weed control herbicide shall be applied to improved grounds in accordance with manufacturers recommendations. Products and rates may vary according to the type of turf being treated.

**J. Growth Regulator Treatment.** As directed by the City, plant growth retardant shall be applied to selected grounds in accordance with manufacturers recommendations.

**K. Contractor Provided Equipment and Supplies.** The contractor shall provide and maintain all equipment and vehicles in sufficient quantity to effectively perform the requirements of this contract.

**L. Contractor-Furnished Equipment / Vehicles.** Equipment failure or maintenance requirements shall not alleviate the contractor from fulfilling the requirements of this contract. The contractor may perform cleaning, minor repair and other normal maintenance requirements of equipment on-site. Maintenance and repair of contractor vehicles or their

privately owned vehicles shall not be accomplished on site. Contractor vehicles shall have the company name prominently displayed on the vehicle and be maintained to present a neat, professional appearance.

**M. Refuse Collection and Disposal.** Contractor shall dispose of clippings and yard/tree waste at on-site locations designated by the City. Litter or trash collected by the Contractor shall be disposed of off city property in accordance with applicable laws and regulations.

#### 4) **General Information:**

**A. Hours of Operation.** The normal City duty hours are 7:00 AM to 4:00 PM Monday through Friday excluding holidays. The Contractor may find it necessary to deviate from the normal city duty hours, to ensure timely completion of work under this contract at no additional cost to the City.

**B. City Holidays.**

- New Year's Day – 1 January
- Martin Luther King Jr. Birthday – Third Monday in January
- Good Friday (variable)
- Memorial Day – Last Monday in May
- Juneteenth – 19 June
- Independence Day – 4 July
- Labor Day – First Monday in September
- Veterans Day – 11 November
- Thanksgiving Day – Fourth Thursday in November
- Friday after Thanksgiving
- Christmas Eve – 24 December
- Christmas Day – 25 December

Holidays. If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If contractor observes a holiday that falls on a scheduled service day, the Contractor will be responsible for rescheduling services.

**C. Traffic Control.** Prior to commencing any work abutting public rights-of-way, the Contractor must install warning signs and any other warning and safety devices advising motorist and pedestrians of Work being performed. All signs shall be temporary and shall be removed at the end of the day or at the end of the completion of the Work, whichever is shorter.

**D. Cemetery Access.** Work shall be performed in a manner that minimizes the impact to vehicular traffic, pedestrians, and properties. Staging and the location of all equipment used in the Work, including but not limited to trucks, trailers, mowers, and similar equipment, shall be subject to the approval of the Public Works Director or his designee. Where the Work requires that equipment be stored overnight on the public

property, the Contractor must obtain prior authorization from the Public Works Director.

E. **Agency Coordination.** Should the Work impact traffic or otherwise restrict right-of-way access, the Contractor may need to obtain prior approval of appropriate public agency(s). Contractor will be responsible for coordinating in advance any work impacting traffic on Georgia DOT (GDOT) rights-of-way and complying with applicable GDOT requirements.

F. **Cemetery Events & Funeral Services.** Contractor shall refrain from performing any work in the cemetery while funeral services or memorial events are on-going if such work will interfere or otherwise detract from the on-going event.

G. **Price Proposal / Fee Schedule**

a. **Base Grounds Maintenance Services**

Proposers shall submit pricing for the Base Grounds Maintenance Services described in the Scope of Services for **Northview Cemetery**. Pricing shall be provided in the format below.

All prices submitted shall be fully burdened and shall include all labor, materials, supplies, equipment, vehicles, fuel, overhead, profit, insurance, licensing, permitting, disposal, and all other costs necessary to perform the services in full compliance with the Scope of Services and all applicable laws and regulations.

**Base Grounds Maintenance Pricing (Base Year):**

<b>Item Description</b>	<b>Est. Qty</b>	<b>UOM</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
Northview Cemetery Improved Grounds Maintenance	20	Per Service	\$	\$

b. **Optional Supplemental Services**

Proposers shall also submit unit pricing for the following optional supplemental services, which may be requested by the City on an as-needed basis.

The City does not guarantee that any optional supplemental services will be ordered under the contract and reserves the right to procure these services separately at its sole discretion.

Any discretionary treatments voluntarily incorporated by the Contractor into the Base Grounds Maintenance Services shall be included in the Base Pricing and shall not be separately billed.

**Optional Supplemental Services Pricing:**

Services	UOM	Unit Cost
Fire Ant Control	Per Application	\$
Herbicide Treatment		\$
Plant Growth Regulator Treatment		\$
Pre-emergent Treatment		\$
Post-emergent Treatment		\$

**c. Pricing Conditions**

- All prices shall remain firm for the period specified in this RFP.
- Prices shall be valid for evaluation purposes and form the basis for scoring under the Price Proposal criterion.
- No additional charges shall be allowed unless expressly approved in writing by the City through a contract amendment or authorized change order.



NORTHVIEW CEMETERY MAP

1 OF 1

SHEET	NO.	DATE



CITY OF DUBLIN  
LAURENS COUNTY, GEORGIA  
NORTHVIEW CEMETERY  
CEMETERY MAP

ENGINEERING DEPT.  
478-277-5036  
P.O. BOX 690  
DUBLIN, GEORGIA 31040

NO.	REVISIONS	BY	DATE



CITY OF DUBLIN  
P. O. BOX 690  
DUBLIN, GA 31040

**NO PROPOSAL RESPONSE**

IF FOR SOME REASON YOU ARE NOT SUBMITTING ON THIS PROPOSAL, PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE ADDRESS BELOW BEFORE THE PROPOSAL DEADLINE STATED ON THE ORIGINAL SCHEDULE.

**REASON(S) FOR NO PROPOSAL:**

- CANNOT SUPPLY AT THIS TIME
- ENGAGED IN OTHER WORK
- QUANTITY TOO SMALL
- JOB TOO LARGE
- CANNOT MEET REQUIRED DELIVERY
- OPENING DATE DOES NOT ALLOW SUFFICIENT TIME TO PREPARE PROPOSAL
- EQUIVALENT NOT PRESENTLY AVAILABLE

OTHER REASON OR REMARKS:

---

\_\_\_\_\_  
COMPANY OR FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

RETURN TO: City of Dublin  
Purchasing Department  
PO Box 690  
Dublin, GA 31040