

**Stephens County Board Of Education**  
**Request for Professional Landscaping Services**  
**RFP # Landscaping 2022-03**

The Stephens County School District is requesting proposal for landscaping services for select properties as indicated in "Exhibit A".

A mandatory pre-proposal meeting will be held at the SCSD Board Central Office, 191 Big A School Road, Toccoa, Georgia, 30577 on 07/14/2022 at 2:00 PM, whereby all questions and clarification to this proposal request can be put forth. A sign in sheet will be prepared. Any Proposer not found on this list at the time of the Proposal submission that Proposer(s) will be disqualified and Proposal will not be opened or considered.

Proposals are due at Stephens County Schools Districts (SCSD) Central Office located at 191 Big A School Road, Toccoa, Georgia, 30577 no later than 4 pm 07/21/2022. Proposals must be on premise at the date and time of closing. The district will assume not responsibility for lost or delayed parcels/mailings. Post marked items that are delayed and arrive after the closing date/time will not be considered.

**Sealed Proposal Opening**

- RFP Opening – Proposals will be opened during the committee evaluation. The opening date is to be determined and will be scheduled based on the availability of the committee members.
- Disqualification – Proposals that fail to comply with the Submission Requirements or received after the RFP closing time and date will be disqualified and remain unopened.

### Sealed Proposal Evaluation and Scoring

The list below details the maximum point value attainable for each of the evaluated categories. All proposal will be evaluated on the following criteria and awarded points based on the committee's determination.

- Proposal Completeness -5 points - Complete all required exhibits, and acknowledge and sign each page of the proposal.
- Proposal Content -5 points - Include one (1) original, and (3) copies of the fully completed RFP.
- References/Experience -10 points - Subjective review of the provided references
- Equipment/Tooling/Personnel -30 points - Evaluate equipment and tooling to best determine that the representing vendor has adequate equipment to support the districts landscaping needs and services.
- Pricing - 40 points - Evaluate the economic benefit
- Intangible - 10 points - Evaluate the best fit of the proposing contractors based on their submissions

## 1. Scope Of Work

This is a 12 month contract for lawn care and landscaping services for the properties included in "Exhibit A". The contract start date is September 1, 2022 and will remain in effect for a period of 10 months. The district reserves the right to extend this offer annually, for up to four (4) additional annual (1 year/12 months) renewals. These renewals will be based on the vendor's performance and are at the sole discretion of the District. The services to be included are finish mowing, rough cut mowing, trimming, edging, weeding, mulching, pruning, leaf removal and debris/trash removal. Each of the properties included in "Exhibit A" will be maintained as detailed in the scope of works below.

### Defined Scope of Works:

- Finish Mowing – Maintain all turf areas utilizing mechanized commercial grade mowers. All turf areas are to be mowed weekly to a height of no less than 1.5 inches. Mowing direction shall be alternated at each cutting, to create a diamond pattern and protect the areas from repeated mowing patterns. During periods of excessive rain or drought the frequency and scheduling of these visits may be allowed to change to avoid turf damage. Exclusions will include areas identified in "Exhibit A" that are highlighted in Red, Yellow, and slopes that are too steep for a machine engagement.
- Trimming - Mechanical or manual (hand trimming) of grass and/or vegetative growth in areas that are not accessible with large scale commercial mowers, or in close proximity of permanently located items. All trimming will be performed in conjunction with the "finish mowing" and will maintain a similar height. The transition from finish mowing to trimming will be seamless in appearance. Caution is to be exercised to reduce or eliminate damages to trees, shrubs, plants, flowers, buildings, fencing, and etc...
- Weeding - Mechanized, manual (hand removal), or chemical removal and control of weeds, in plant beds, playground areas, sidewalks, curbing, asphalt, roadways, fencing, and any and all other areas where weed growth is undesired. Weeding will take place at a minimum every two weeks. Chemical applications are not permitted in playground areas or any other area that is frequently occupied by children. Chemical applications may not be appropriate in all areas, dead spots around poles, light poles, sidewalks, and etc.. Any dead spots resulting from

improper applications will be repaired/reestablished at the contractor's expense. All chemical treatments must be discussed by the Director of Operations, prior to application. The application of chemicals will be at the discretion of the contractor, along with any/all liabilities associated with the application, storage, and handling of these chemical applications. The contractor is a trained/licensed professional and is solely liable for any and all concerns or issues that may arise as the result of chemical applications.

- Edging - Mechanized removal and control of grass and/or vegetative growth to create a crisp well-manicured transition between transitions in landscape features. Edging is to be performed in conjunction with finish mowing, and shall include, but are not limited to sidewalks, curbs, and planting beds.
- Pruning - Trees, shrub, plants shall be routinely pruned to maintain a natural appearance, which is unique to each species. All pruning shall take place after blooming, late summer, or as appropriate/necessary to maintain the health of the plant/tree/shrub.
  - i. Walkways - Trees and shrubs shall be pruned to prevent overgrowth of the sidewalk. All branches shall be pruned to a height of 8 feet.
  - ii. Roadways - Roadways and thoroughfare that are owned by Stephens County Schools are to be pruned and maintained. The shoulders shall be clear to a minimum of 6 feet from the edge of the road, and to a height of 14 feet.
  - iii. Planting Beds - Planting beds shall receive periodic maintenance as to maintain a groomed and
- Mulching – Provide, place, and maintain mulch as described below.
  - i. Playgrounds - Provide and place 6 inches of “play safe certified” cypress mulch in all play areas. Removal of older mulch may be necessary to facilitate the placement of new mulch, without mounding and overfilling. The placement/replacement will take place during the student's summer vacation, with routine touchups to take place throughout the year.

- ii. Planting Beds - Provide and place double ground hardwood mulch in color to match the existing mulch at the property. The quantity and frequency shall be often enough to maintain a well-groomed appearance.
- Leaf Removal – Collection, removal, and disposal of leaves at multiple intervals throughout the year, to include trees and shrubs leaves as they shed their limbs and foliage.
- Cleanup – Collect, remove, and dispose of debris from the property, every time the property is visited, to ensure a well-kept appearance.
  - i. Debris – Debris includes but is not limited to grass clippings, trash (bottles, paper, and etc...), other debris, limbs, leaves, pruning, and additional items identified by the Director of Facilities. These items will be picked up prior to mowing. Cleanup and trash pickup services shall be monitored by the Contractor for the full term of the contract and must be maintained during dormant and inactive growing seasons.
  - ii. Hard surfaced Areas - Sidewalks, parking lots, and other hard surfaces shall be blown off with a mechanized blower, prior to departure. Utilization of a lawnmower for this task is not acceptable.
  - iii. Building and Structure Perimeters - Grass clippings shall not be allowed to accumulate at or near buildings or fixed structures and must be removed with mechanical blower or by hand, at each visit.
- Steep Slopes - Maintain slopes that are too steep for traditional commercial finish mowers with specialized mowers, string/blade trimmer, or other approved means. The vegetation in these areas shall be maintained once every two weeks.
- Rough Cut Mowing - The areas identified in Yellow are to be rough cut 3 times annually (May, August, and October). The contractor shall use a bush hog type rotary mower, specialized mower, string and brush trimmer, manual labor, chemical application, and/or other method approved by the Operations Director. All chemical treatments must be approved by the Director of Operations, prior to application. The owner's approval does not release the contractor from any

liabilities associated with chemical applications. The contractor is a trained/licensed professional and is solely liable for any and all concerns or issues that may arise as the result of chemical applications.

- Non Maintenance Areas - The areas identified in Red do not require any lawn care or landscaping services. Do not include these areas in the bidding process.

## **2. Safety**

- i. Child, Staff, Pedestrians – Operation of mechanized equipment shall take place within 100 feet of children at play, staff, and/or pedestrians
- ii. Employee Background Checks – SCSD requires that a criminal investigation be made of all Contractor personnel providing services to SCSD. Upon contract award Contractor must provide a signed affidavit that background checks have been completed for all employees and subcontracted personnel that will be on-site at an SCSD facility. Contractor shall refrain from assigning personnel to any task if such investigation reveals a disregard for the law or indicates an unacceptable security risk is determined by SCSD in the following, but not limited to, areas:
  - a. Crimes against a person
  - b. Felony drug possession
  - c. Drug possession with intent to distribute
  - d. Felony theft
  - e. Sex crimes
  - f. Moral turpitude
- iii. Equipment - The contractor shall keep all equipment in proper, safe operating condition. All manufacturer supplied shields and guards shall be utilized on all equipment, as intended for safe operation.
- iv. Personal Protection – The contractor shall provide and enforce the use of all appropriate personal safety equipment as required by the job. This will include but not be limited to hearing, eye, gloves, and etc....

- v. Drug/Alcohol Testing – The contractor shall provide testing to all employees suspected of using drugs and/or alcohol while on Stephens County Schools Properties. Any employees that are suspected of being impaired while on Stephens County Schools Property will be immediately removed from the property.
- vi. Tobacco - Tobacco use is prohibited on any of Stephens County Schools Properties.

### 3. Scheduling

- Schedule - Upon award of this Contract the Director of Operations will be provided, in writing, a schedule for all awarded work/ task.
- Restrictions - During periods of State Mandated or other critical testing there will be no mowing or other work on the associated property. These areas will be given special consideration and scheduling will be modified by the Contractor to accommodate these events. No mowing will take place on any property that is engaged in State Mandated Testing. A schedule of these events will be provided to the contractor, as these dates become available.
- Special Requirements - Stephens County Board of Education reserves the right to modify the scheduling and frequency of any/all services, in relation to scheduled special events, at no additional charge. These events include but are not limited to sporting events, graduations, meetings, and others as identified. A schedule of events will be provided to the Contractor, as these dates become available.

### 4. Equipment

All equipment used in the care and upkeep of Stephens County Schools properties must be of commercial grade, and in well-kept fully functional condition. All rotary mowers must have blades sharpened or replaced with new blades as necessary so as to not tear the grass.

## 5. Responsiveness

- Contact Information - The Contractor will provide a list of contact numbers for the crew lead for any crews working on the Stephens County School Properties.
- Remediation of Common Issues - The Contractor shall rectify issues within 24 hours of notification. The Contractor shall respond via email with detailed comments pertaining to correction.
- Hazardous/ Urgent Issues - The Contractor shall address dangerous situations/conditions immediately upon notification. The Contractor will respond via email to the Director of Operations with the corrective action, within 24 hours. The response should include detailed information on the correction, detailed plans for the prevention of future occurrences, and photographic documentation when applicable.
- Non Responsiveness – Stephens County Board of Education reserves the right to engage other vendors on behalf of the Contractor, if the contractor becomes non-responsive. All costs incurred with the fulfillment of the Contractors obligations will be billed to or removed from any monies due the Contractor.
- Inadequate Performance – Stephens County Board of Education reserves the right to cancel this contract at any time, for unsatisfactory performance.

## 6. Damages to Owner/Private Property

The Contractor is required to take the necessary precautions to protect the Owners, and private properties. Any damages to property resulting from wrongful or negligent acts shall be reported to the Owner immediately. The contractor will be responsible for the repair or replacement of any damages to the Owners or private property, including vehicles on the Owners property, immediately and at the Contractors expense. The replacement shall be identical to the damaged item or approved by the Owner as an equivalent replacement. In the event that the Contractor fails to honor this portion of the contract Stephens County Board of Education reserves the right to make repairs or replacements on behalf of the Contractor. All of the associated costs with the



district engagement on the Contractors behalf will be withheld from payments due to the contractor or billed to the contractor directly.

## **7. Qualifications**

- Experience – Previous large scale contracts with Scopes of work as listed above, in the “Scope Of Work” section.
- History – Provide a detailed history of public or private sector entities for which lawn care/landscaping services have been provided.
- References – Provide a list of 5 comparable references with contact information.
- Equipment – Provide a list of equipment that is currently included in the Contractors fleet.

## **8. Transferability**

No portions of this Contract is transferable.

## **9. Subletting**

No portions of this contract may be subcontracted without the prior approval of the Director of Operations.

## **10. Insurance**

See attached sample for specific limits

## **11. Cancellation**

Stephens County Board of Education reserves the right to terminate any relationship with the selected Lawn Care/Landscaping Provider, at any time without cause.

## **12. Rejection of Bids**

Stephens County Board Of Education reserves the right to reject any and all proposals and to waive technicalities.

## **13. Waiver**

The proposer agrees to waive any claims that they may have against Stephens County Board of Education, its employees, agents, members, representatives, and legal counsel, arising out of or in connection with the administration, evaluation, ranking, recommendation, or selection of any proposal; waiver of any representation under the proposal or documents; accept or reject any proposal or qualifications and award of the contract.

## **14. E-verify**

Before any proposal can be considered, the proposer must comply with O.C.G.C 13-10-90, et seq., including but not limited to providing a copy of an affidavit as required by O.C.G.A. 13-10-91(b)(1).

## **15. All proposals must be submitted in a sealed envelope that is addressed as below:**

Stephens County Board of Education  
191 Big A School Rd.  
Toccoa, Ga. 30577  
Attn: Tim Wilbanks (Landscaping Services)

## **16. Awarding**

Stephens County Board of Education reserves the right to award the contract in part or as whole to the vendor/vendors of their choosing, regardless of pricing

## 17. Questions

- No questions will be responded to until after the required mandatory prebid meeting.
- An email will be sent to all prebid meeting participants. Please “reply all” to this emailing with any and all questions, as all updates, changes in scope of work, and clarifications shall be shared with all participants.

Tim Wilbanks

Director of Operation

Email – [tim.wilbanks@stephenscountyschools.org](mailto:tim.wilbanks@stephenscountyschools.org)

## Vendor Capacities and Qualifications

A. Company Name and Address:

B. Years in business: \_\_\_\_\_

C. Total Number of Staff: \_\_\_\_\_

D. Number of Installation Crew Staff: \_\_\_\_\_

E. Workmanship Warranty (minimum 5 years) \_\_\_\_\_

F. Provide 3 verifiable references jobs of similar size, and scope of work:

- Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please detail any information about you company that you would like to make us aware of.

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*(attach additional sheets as required)*

# Equipment/Tooling Inventory

List tooling and equipment owned or leased by the proposing company

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

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
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 \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

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

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

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

## CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
5. That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq, have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

<b>Contractor's Full Legal Name:</b>  (PLEASE TYPE OR PRINT)	
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>Company Address:</b>	
<b>FAX Number:</b>	
<b>Email Address:</b>	
*This table must be completed in its entirety by the supplier.	

# Sample Insurance Certificate

		<b>STEPH-3</b> <b>OP ID: STAL</b> DATE (MM/DD/YYYY) <b>03/08/2016</b>																																					
<b>CERTIFICATE OF LIABILITY INSURANCE</b>																																							
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																							
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																							
<b>PRODUCER</b> Franklin Insurance Agency #2 219 North Broad Street Toccoa, GA 30577-0197 Steve Alligood	<b>CONTACT NAME:</b> Steve Alligood <b>PHONE (A/C, No, Ext):</b> 706-886-3101 <b>FAX (A/C, No):</b> 706-920-9087 <b>E-MAIL ADDRESS:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Public Risk Underwriters of Ga</td> <td></td> </tr> <tr> <td>INSURER B: Ga. Education W.C. Trust</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Public Risk Underwriters of Ga		INSURER B: Ga. Education W.C. Trust		INSURER C:		INSURER D:		INSURER E:		INSURER F:																								
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AGGREGATE LIMIT APPLIES PER:  <input type="checkbox"/> POLICY    <input type="checkbox"/> PRO. SECT.    <input type="checkbox"/> LOC.  <input type="checkbox"/> OTHER:         </td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 20%; text-align: center;">CNDGAEP11867003</td> <td style="width: 10%; text-align: center;">07/01/2015</td> <td style="width: 10%; text-align: center;">07/01/2016</td> <td style="width: 40%;">           EACH OCCURRENCE \$ 1,000,000            DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000            MED EXP (Any one person) \$ 10,000            PERSONAL &amp; ADV INJURY \$ 1,000,000            GENERAL AGGREGATE \$ 2,000,000            PRODUCTS - COMPOP AGG \$ 2,000,000            Emp Ben. \$ 1,000,000            COVERED SINGLE LIMIT (Ea accident) \$ 1,000,000         </td> </tr> <tr> <td style="text-align: center;">A</td> <td style="vertical-align: top;"> <input checked="" type="checkbox"/> ANY AUTO  <input type="checkbox"/> ALL OWNED AUTOS    <input type="checkbox"/> SCHEDULED AUTOS  <input type="checkbox"/> HIRED AUTOS    <input type="checkbox"/> NON-OWNED AUTOS   <input type="checkbox"/> UMBRELLA LIAB    <input type="checkbox"/> OCCUR  <input type="checkbox"/> EXCESS LIAB    <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED    <input type="checkbox"/> RETENTION \$         </td> <td></td> <td></td> <td style="text-align: center;">CNDGACAP11868003</td> <td style="text-align: center;">07/01/2015</td> <td style="text-align: center;">07/01/2016</td> <td>           BODILY INJURY (Per person) \$            BODILY INJURY (Per accident) \$            PROPERTY DAMAGE (Per accident) \$            \$            \$            EACH OCCURRENCE \$            AGGREGATE \$            \$         </td> </tr> <tr> <td style="text-align: center;">B</td> <td style="vertical-align: top;">           WORKERS COMPENSATION AND EMPLOYERS LIABILITY            ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N    <input checked="" type="checkbox"/> N/A            (Mandatory in NH)            If yes, describe under DESCRIPTION OF OPERATIONS below         </td> <td></td> <td></td> <td style="text-align: center;">14WC56-16</td> <td style="text-align: center;">01/01/2016</td> <td style="text-align: center;">01/01/2017</td> <td> <input checked="" type="checkbox"/> PER    <input type="checkbox"/> STATUTE    <input type="checkbox"/> OTH-ER            E.L. EACH ACCIDENT \$ 1,000,000            E.L. DISEASE - EA EMPLOYEE \$ 1,000,000            E.L. DISEASE - POLICY LIMIT \$ 1,000,000         </td> </tr> </table>							A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. SECT. <input type="checkbox"/> LOC. <input type="checkbox"/> OTHER:			CNDGAEP11867003	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000 COVERED SINGLE LIMIT (Ea accident) \$ 1,000,000	A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CNDGACAP11868003	07/01/2015	07/01/2016	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$	B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			14WC56-16	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER <input type="checkbox"/> STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
LINE	TYPE OF INSURANCE	A/C	R/R	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS																																
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. SECT. <input type="checkbox"/> LOC. <input type="checkbox"/> OTHER:			CNDGAEP11867003	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000 COVERED SINGLE LIMIT (Ea accident) \$ 1,000,000																																
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CNDGACAP11868003	07/01/2015	07/01/2016	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$																																
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)																																							
<b>CERTIFICATE HOLDER</b>  Stephens County BOE Tim Wilbanks 191 Big A School Rd Toccoa, GA 30577				<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 																																			

ACORD 25 (2014/01)

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## Vendor Proposal and Acceptance Form

### Proposal:

Contract Base Proposal Price (labor and materials): \_\_\_\_\_

Work Start Date: \_\_\_\_\_

Guaranteed Completion/Delivery Date: \_\_\_\_\_

### Vendor Acceptance:

I have read and agree to the rules, specifications, timelines, and conditions provided in the RFP for a New Replacement Boiler, and Proper Regulation and Management for the existing Steam Distribution, at the Eastanollee Cannery.

I affirm that I am duly authorized to prepare and execute this contract on behalf of my company, should our proposal be accepted.

I affirm, to the best of my knowledge, that the company that I represent meets the equal Employment Opportunity Commissions standards and American Disability Act standards in employment practices.

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

Email: \_\_\_\_\_

## **Tax Payer Identification**

Replace this page with a completed W-9 form for your company

## Contractor Pricing

<b>Property/Location</b>	<b>Annual Proposal Cost</b>
Stephens County High School	\$
Stephens County Middle School	\$
Big A Elem	\$
Toccoa Elem	\$
Liberty Elem	\$
Eastanollee Elem	\$
Athletics	\$
Cannery	\$
Facilities Shop/Office	\$
Central Office	\$
District Fuel Station	\$
<b>Total</b>	\$

# Exhibit A

## 1. Legend

Highlighted areas on the maps indicate varying responsibility. The color code is below:

**Green** = Green highlights on maps identify maintained areas.

**Yellow** = Yellow highlights on map identify rough cut areas.

**Red** = Red highlights on map indicate areas that are cared for by others.

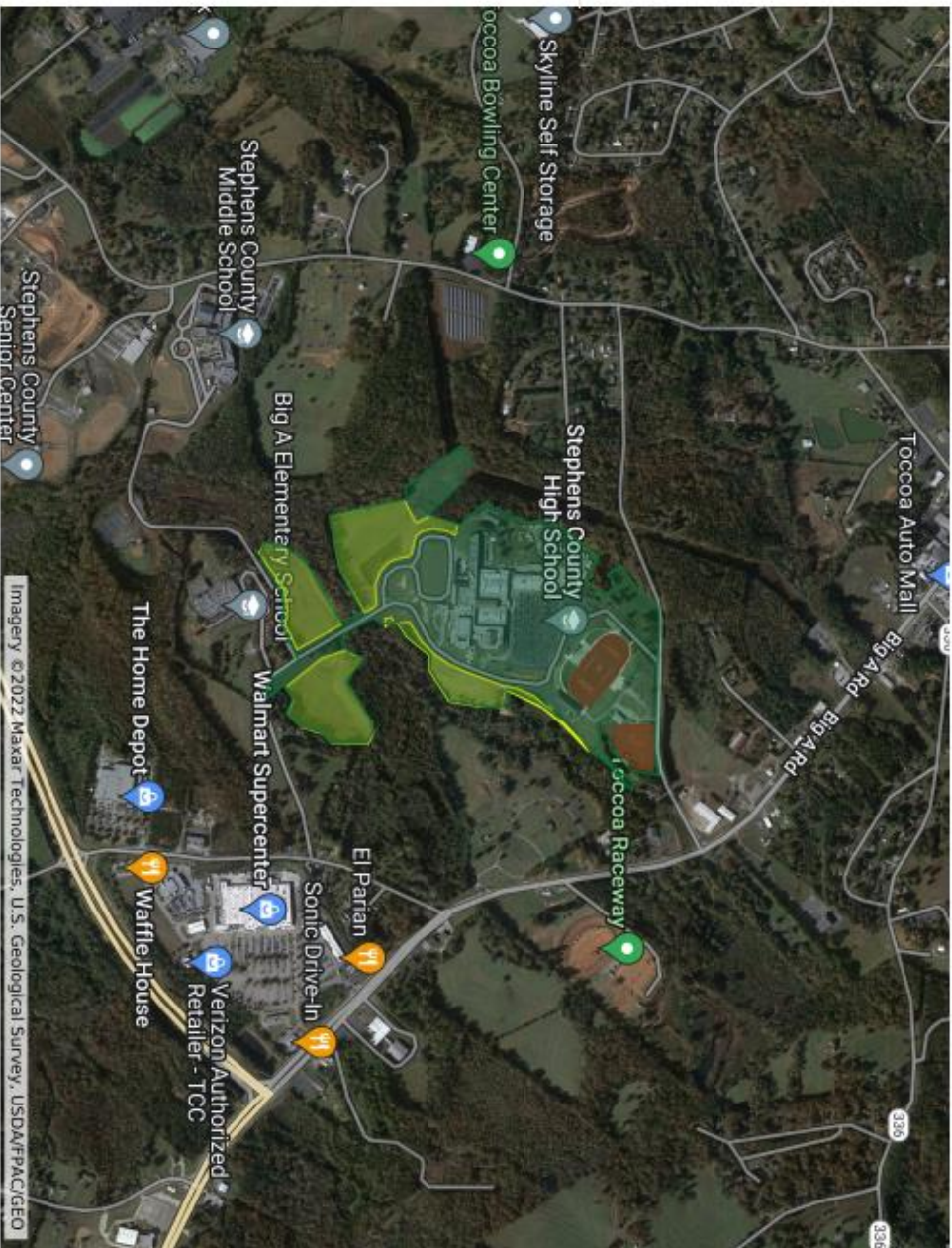
## 2. Properties

- Stephens County High School (SCHS)
- Stephens County Middle School (SCMS)
- Athletics
- Big A Elementary
- Toccoa Elementary
- Liberty Elementary
- Eastanollee Elementary
- Cannery/Ag Center
- Old Carnes Creek Elementary
- Central Office
- District Fuel Station

# Stephens County High School

- Maintain
-  Maintain
  -  Bush Hog
  -  Bush Hog
  -  Bush Hog
  -  Bush Hog
  -  Maintained By Others
  -  Maintained By Others

323 Indian Trail,  
Toccoa, GA 30577





# Stephens County Middle School

- Untitled layer
- Maintain
- Bushhog
- Bushhog
- Bushhog

1615 Rose Ln  
Toccoa GA 30577



# Athletics

Untitled layer

- Maintain
- Maintained By Others
- Maintained By Others

Along Wetlands Trail.  
Between Middle and High  
School





# Big A Elementary

Untitled layer

Maintain

Bushhog

289 Sorrells Rd.  
Eastanollee, GA 30538





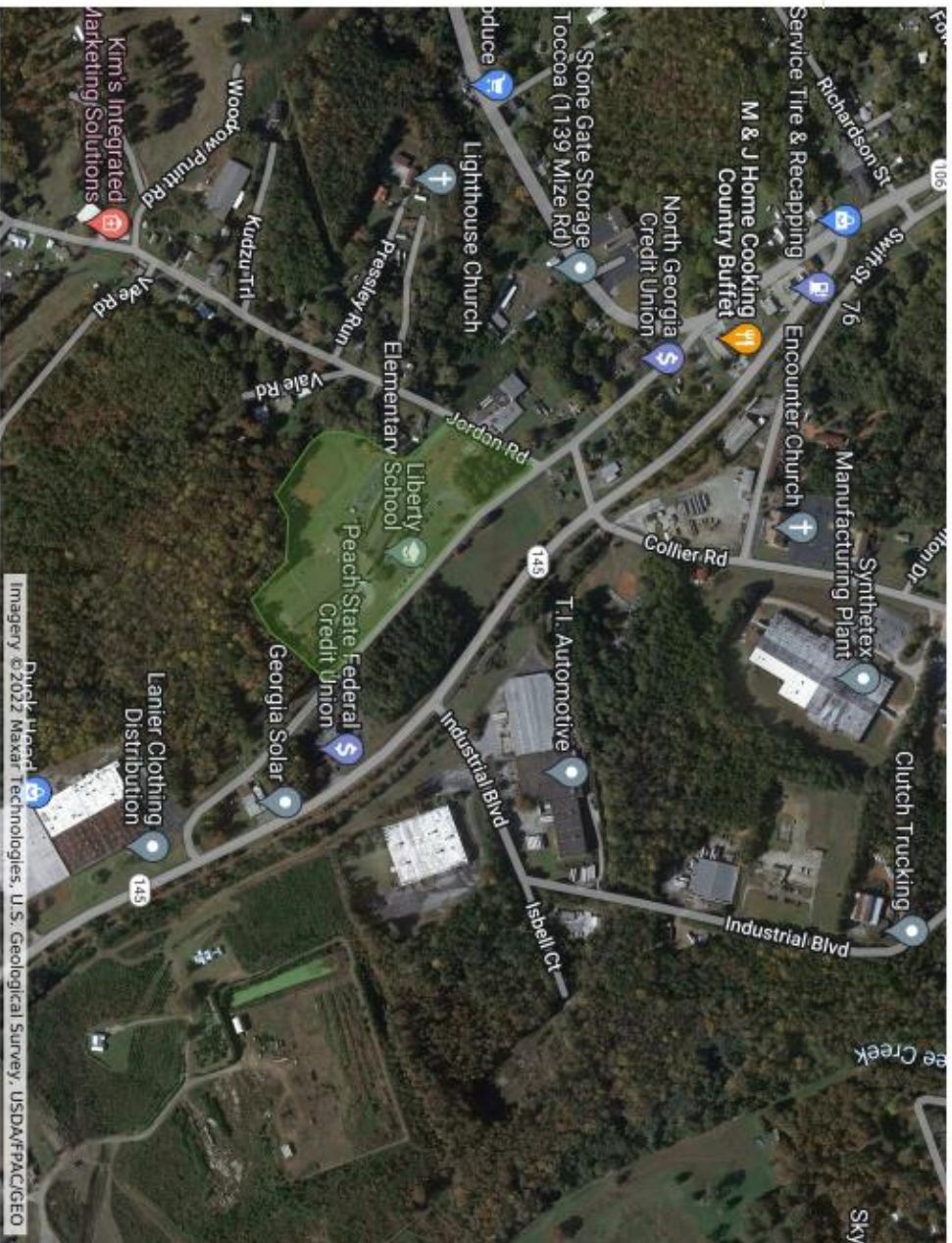
Untitled layer  
Maintain

An aerial map of Toccoa, Georgia, with Toccoa Elementary School highlighted in green. The school is located at the intersection of Pawnee St and E Savannah St. Surrounding streets include E Tugalo St, E Railroad St, E Foreacre St, Doyle St, and Old Riley St. Landmarks and businesses shown include the Georgia Department of Driver Services, United States Postal Service, Stephens County Tax Commissioner, Currahee Military Museum, and various local businesses like Oxy Plus and Falls Park Apartments. The map also shows the Toccoa River and surrounding wooded areas.

# Liberty Elementary

Untitled layer  
 Maintain

222 Old Liberty Hill Rd.  
 Toccoa, GA 30577





# Eastanollee Elementary

Untitled layer



50 Eastanollee Livestock Barn  
Road  
Eastanollee, GA 30538



# Cannery/AG Center

- Untitled layer
- Maintain
  - Bushhog
  - Bushhog

Eastanollee Middle School  
Eastanollee, GA 30538





# Old Carnes Creek Elementary

Untitled layer



Maintain

2290 Mizze Rd.

Toccoa, GA 30577

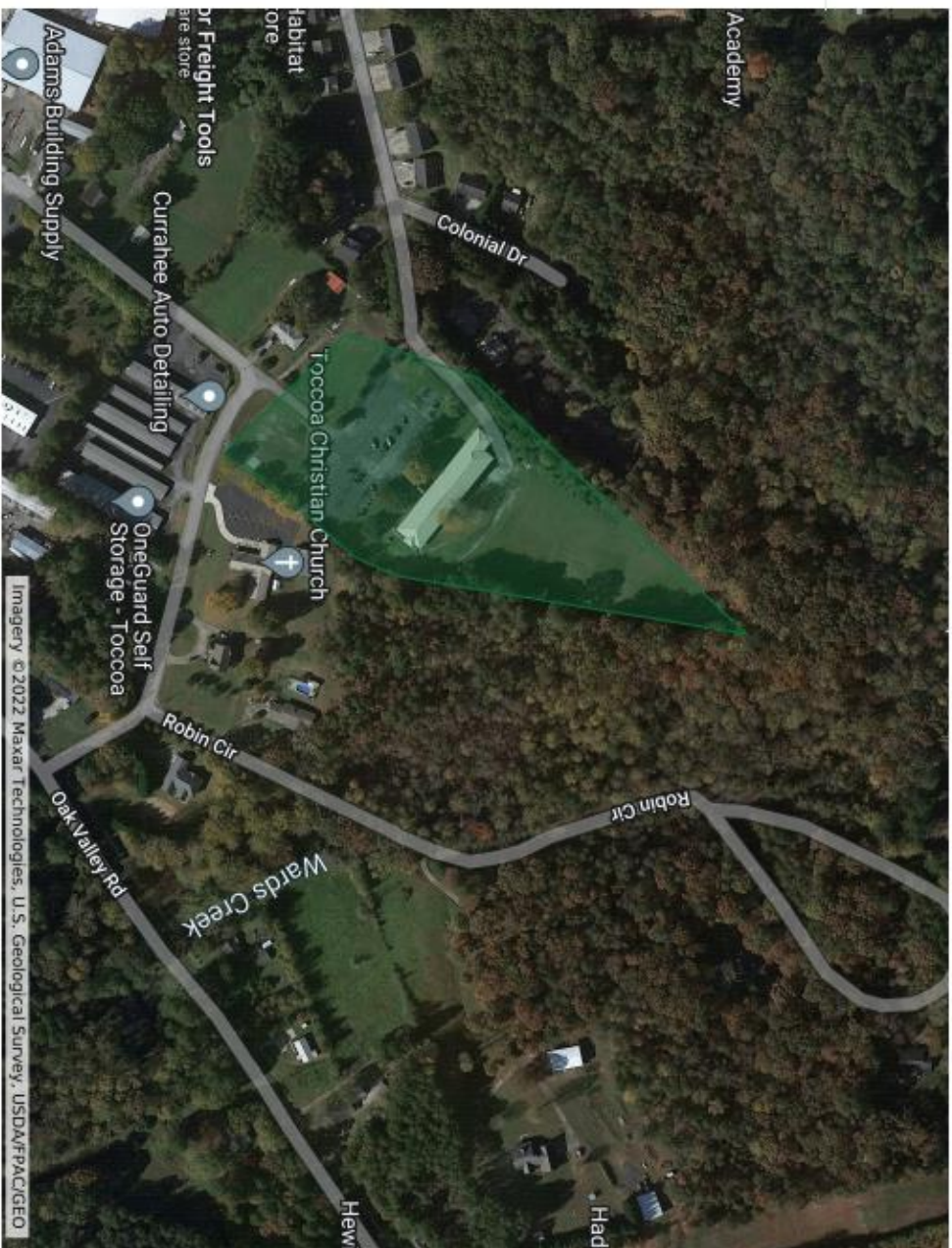


# Central Office

Untitled layer



191 Big A School Rd  
Toccoa GA 30577





# District Fuel Station -- Old Larry's Service Station

Untitled layer  
 District Fuel Station  
 1647 Big A Rd.  
 Toccoa, Ga. 30577

