



# Invitation to Bid Item #27-129

August 27, 2026

For the provision of  
***Landscape Maintenance Services – Annual Contract***  
for  
Augusta, GA - on behalf of Augusta Engineering  
and Environmental Services Department

Bid Due: Tuesday, September 15, 2026 @ 11:00 a.m.

Local Bidders Preference Is Applicable

Andy Penick, CPSM, GCPM  
Director of Procurement  
535 Telfair Street, Suite 605  
Augusta, GA 30901

# Invitation to Bid

Sealed bids will be received at this office until **Tuesday, September 15, 2026 @ 11:00 a.m.** Bid openings are open to the public in the Procurement Department located at 535 Telfair Street, Suite 605 Augusta, GA 30901 and additionally virtually via Microsoft Teams: Meeting ID: 293 311 261 416 7; Passcode: ks7DK9Lo. Instructions to participate follow herein.

| Bid Item Description                  | COMMODITY CODE<br>(Bid Items may have more parent codes) |
|---------------------------------------|----------------------------------------------------------|
| 27-129 Landscape Maintenance Services | 018-906-56; 022-910-52                                   |

All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No bids may be withdrawn for a period of ninety (90) days after bids have been opened. No submittal will be accepted by email. Deliver bids to the location specified.

Bid documents, and all Addenda, may be obtained on the Augusta, Georgia web site under the Procurement Department ARCBid (<http://appweb2.augustaga.gov/NewARCBid/ARCBid.html>), Euna OpenBids (<https://network.demandstar.com>) and Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>). Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street, Suite 605, Augusta, GA 30901. Addenda will also be posted on the above listed website.

All questions, request for clarifications or interpretations for this bid must be submitted in writing by email to [procannualbids@augustaga.gov](mailto:procannualbids@augustaga.gov) to the Procurement Department on or before the close of **Wednesday September 9, 2026**, by 5:00 P.M.

Bidder's questions, request for clarifications, or interpretations regarding this Bid, must be submitted to the Procurement Department in writing noted below:

Augusta, GA Procurement Department  
Attn: April Payne  
535 Telfair Street - Suite 605  
Augusta, Georgia 30901  
Phone: 706-821-2422  
Email: [procannualbids@augustaga.gov](mailto:procannualbids@augustaga.gov)

Bidders are cautioned that acquisition of the bid documents through any other source than the Procurement Department is not advisable. Obtaining bid documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Publish:

Augusta Chronicle: August 27, 2026, and September 3, 7, 2026

## BID OPENINGS:

All bid openings are open to the public, either in person in the Procurement Department located at 535 Telfair Street, Suite 605, Augusta, GA 30901, or teleconferencing. Augusta uses the Microsoft Teams application for those wanting to attend virtually. The application is free to use. The Bid Opening is **Tuesday, September 15, 2026**, at 11:00 a.m.

Follow these instructions to attend virtually via TEAMS:

Go to: <https://teams.microsoft.com/meet/2933112614167?p=fkaHs6IN3kkljrnGNq>

Enter meeting ID: 293 311 261 416 7

Use Passcode: ks7DK9Lo

## INSTRUCTIONS TO SUBMIT

- 1.1 Purpose: The purpose of this document is to provide general and specific information for use by bidders in submitting a bid to supply Augusta, Georgia with equipment, materials, supplies, and or services as listed above. All bids are governed by the Augusta, Georgia Code.
- 1.2 Viewing the Augusta Code: All bids are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NID=685> Guidelines & Procedures.
- 1.3 Compliance with laws: The Bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances, and rules during the performance of any contract between the Bidder and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Bidder and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 Bids For All Or Part: Unless otherwise specified, County reserves The Right To make an award(s) for all Items, or categories, or specific line items, to one or more bidders. Bidder may restrict their bid to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 Any protests shall be made in writing to:  
  
Attn: Andy Penick  
Procurement Director  
535 Telfair Street, Suite 605  
Augusta, GA 30901  
Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)
- 1.6 Local Bidders Preference: The Local Bidders Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders.
- 1.7 Augusta, Georgia License Requirement: For further information contact the License and Inspection Department at (706) 312-5050.

General Contractors' License Number, If applicable, is required in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

(Utility) Bidder License Number: If applicable, is required in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.



## NOTICE TO ALL BIDDERS

**Exhibit A – Bidders Information**, is a consolidated document consisting of:

1. Copy of Business License
2. W-9 Form
3. Acknowledgement of Addenda (if any)
4. Statement of Non-Discrimination
5. Non-Collusion Affidavit of Prime Bidder/Offeror
6. Conflict of Interest Statement

**Exhibit B - Bidder Affidavit for E-Verify**

Bidder's must provide their E-Verify affidavit along with their bid on the attached form. E-Verify User ID Number must be provided.

**Exhibit C - Systematic Alien Verification for Entitlements Program**

**Business License Requirement:** Bidder must be licensed in the Governmental entity (state or local) for where they do the majority of their business. The company's business license number must be provided. If your Governmental entity does not require a business license, your company will be required to obtain an Augusta, GA business license if awarded a contract. For further information contact the License and Inspection Department phone number (706) 312-5050.

The successful bidder will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Bidder's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Sub-bidder Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. E-Verify Memorandum of Understanding (MOU)



Exhibit A

Augusta, Georgia  
ATTN: Procurement Director  
535 Telfair Street, Suite 605  
Augusta, Georgia 30901

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

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

City, State, Zip Code: \_\_\_\_\_

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

Where/How did you hear about this solicitation? \_\_\_\_\_

Instructions:

1. Attach a copy of your Business License
2. Attach your Federal W-9 Form.
3. Provide a copy of your General, or other Bidder License, for the following (If applicable),  
Utility Contractors License # \_\_\_\_\_  
General Bidder License # \_\_\_\_\_  
Additional Specialty License # \_\_\_\_\_
4. Acknowledgement of Addenda: (#1) \_\_\_\_ (#2) \_\_\_\_ (#3) \_\_\_\_ (#4) \_\_\_\_ (#5) \_\_\_\_ (#6) \_\_\_\_ (#7) \_\_\_\_ (#8) \_\_\_\_  
Check the appropriate box(es) to acknowledge receipt of addenda

Statement of Non-Discrimination

1. The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated against on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities.
2. The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.
3. The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.
4. The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunity to do business with this Company;
5. That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
6. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
7. That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Bidder

1. By submission of a bid, the bidder certifies, under penalty of perjury, that to the best of their knowledge and belief:
  - A. The prices in the proposal have been arrived independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidders or with any competitor.
  - B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidders prior to opening, directly or indirectly, to any other bidders or to any competitor.

- C. No attempt has been made, or will be made, by the bidders to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

### **Conflict of Interest**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this Bid, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the bidders certifies under penalty of perjury, that to the best of its knowledge and belief:
  - A. The prices in the bid have arrived independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidders or with any competitor.
  - B. Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the bidders prior to opening, directly or indirectly, to any other bidders or competitor.
  - C. No attempt has been made, or will be made, by the bidders to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

The undersigned further agrees to submit a notarized copy of Exhibit A, and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. I further understand that my submittal will be deemed non-compliant if any part of this process is violated.

\_\_\_\_\_  
Signatory Name in Print

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

\_\_\_\_\_  
Signatory's Title

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

DATE: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC (Seal or Stamp)

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

## Exhibit B

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

The undersigned bidder("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Bidder 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 Bidder 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 Bidder will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Bidder will notify the public employer in the event the Bidder ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Bidder understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Bidder will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Bidder with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Bidder 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 Bidder is a party after the date hereof without further action or consent by Contractor; and
- g) Bidder 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

Project Name and Number

\_\_\_\_\_

\_\_\_\_\_

Signatory Name in Print

Signature of Authorized Officer or Agent

\_\_\_\_\_

\_\_\_\_\_

Signatory's Title

Date

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 202\_\_.

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

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

Exhibit C

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract, or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

BID #27-129 Landscape Maintenance Services – Annual Contract

[ITB Project Number and Project Name]

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Print name of person applying on behalf of individual, business, corporation, partnership, or other private entity

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[Print/Type: Name of business, corporation, partnership, or other private entity]

1. \_\_\_\_\_ I am a citizen of the United States.
2. \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.
3. \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

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Signature of Applicant

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Printed Name

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\*Alien Registration Number for Non-Citizens

NOTARY COMMISSIONING

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

---

Notary Public

My Commission Expires: \_\_\_\_\_ NOTARY SEAL

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL



## BIDDER COMPLIANCE AND EXCEPTIONS FORM

1. The Bidder certifies that the commodity(ies) and/or service(s) proposed in response to this solicitation fully comply with all requirements, specifications, terms, and conditions of the solicitation, except for any deviations or exceptions specifically identified below.
2. If the Bidder proposes any commodity(ies) and/or service(s) that differ in any manner from the requirements of this solicitation, the Bidder must clearly identify each deviation or exception by specification section number and provide a detailed description below.
3. Failure to identify any deviation or exception shall be deemed an affirmative representation that the Bidder's offer is in full and complete compliance with all requirements, specifications, terms, and conditions of the solicitation.
4. Return with submittal if the commodity and/or services proposed in the response to this bid are in any way different from that contained in the specifications.

Exceptions/Deviations:

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☐ NO EXCEPTIONS: The Bidder certifies that its offer is in full compliance with all requirements of this solicitation.

☐ EXCEPTIONS IDENTIFIED ABOVE: The Bidder certifies that all exceptions and deviations from the solicitation have been fully and accurately identified above.

## BIDDER CERTIFICATION

I certify that I am authorized to submit this response on behalf of the Bidder and that the information provided on this form is true, complete, and accurate. I understand that failure to disclose an exception or deviation may result in the Bidder's offer being evaluated as fully compliant with the solicitation requirements.

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

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

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

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

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

## Local Bidders Registration Form

- A. Augusta, Georgia encourages the use of local suppliers of goods, services and construction products whenever possible. Augusta, Georgia also vigorously supports the advantages of an open competitive marketplace. Nothing in this Section shall be interpreted to mean that Augusta, Georgia Administrator or Procurement Director are restricted in any way from seeking formal bids or proposals from outside the Augusta market area.
- B. The Local Bidders Preference policy shall only be applied to projects of one-hundred thousand dollars (\$100,000) or less and only when the lowest local qualified bidder is within 10% or \$10,000, whichever is less of the lowest non-local bidders. The lowest local qualified bidder will be allowed to match the bid of the lowest non-local bidder and, if matched, the lowest local qualified bidder will be awarded the contract.

Please Check

- Yes \_\_\_\_ No \_\_\_\_ 1. Has had a fixed office or distribution point in and having a street address within the geographic limits of Augusta, GA, Georgia for at least six (6) months immediately prior to the issuance of the request for bids or quotes by Augusta; and
- Yes \_\_\_\_ No \_\_\_\_ 2. Holds any business license required by the AUGUSTA, GA. CODE; and
- Yes \_\_\_\_ No \_\_\_\_ 3. Employs at least one full-time employee, or two part-time employees whose primary residence is within the geographic limits of Augusta, GA, Georgia or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is within the geographic limits of Augusta, GA, Georgia.
- C. Nothing in this section shall be interpreted to mean that the Augusta, Georgia Administrator or Commission may decline to follow the provisions of O.C.G.A. §§ 36-91-1 through 36-91-95, Public Works Contracts. O.C.G.A. § 36-91-22 requires that all Augusta, Georgia public works contracts of one-hundred thousand dollars (\$100,000) or more, as defined therein, be publicly advertised before letting out the contract to the lowest bidder. Further, nothing in this section shall be interpreted to mean Augusta, Georgia Administrator or Board of Commissioners may decline to follow the provisions of the AUGUSTA, GA. CODE requiring public advertising before letting certain contracts.

Term. The certification as a local bidder shall expire two (2) years from the date of the approval of the application. Following the expiration date, a business is no longer a local bidder. An eligible bidder must submit a new application for certification as a local bidder to the Procurement Director and establish that it continues to meet the requirements contained in subparagraph (e) (See Criteria above) of this section in order to receive a bid preference on eligible local projects. Please review the Augusta Code in its entirety at [www.augustaga.gov](http://www.augustaga.gov).

|                                                                                                                                                                                                |                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Company Name _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone # _____</p> <p>Email: _____</p> <p>Owner's Name: _____</p> <p>Owner's Signature: _____</p> | <p>Sworn to and subscribed before me this _____ day of _____, 20____</p> <p>Notary Signature _____</p> <p>Notary Public: _____ (Print Name)</p> <p>County: _____</p> <p>State: _____</p> <p>Commission Expires: _____</p> <p>NOTARY SEAL &amp; STAMP</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Minority and Women Owned Business Enterprise Program Ordinance Requirements

### Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at [www.augustaga.gov](http://www.augustaga.gov). In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, bidders, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at [www.augustaga.gov](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Bidder and/or collecting liquidated damages.

### SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000

Minority and Women Owned Business Enterprise Program (Continued)

#### Sec. 1-10-138. Race and Gender-Conscious Efforts

Contract-by-Contract Sub-bidder Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

#### Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

#### Bid Documents

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

Failure to submit the above documentation shall result in the bid being declared non-responsive.

#### Sec. 1-10-154.Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bid number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program  
535 Telfair Street, Suite 530  
Augusta, Georgia 30901  
(706) 821-2406  
[mwbe@augustaga.gov](mailto:mwbe@augustaga.gov)

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

## INTRODUCTION:

Augusta, Georgia (hereinafter referred to as the Owner) intends to select a qualified vendor to provide Landscape Maintenance Services at the Augusta Solid Waste Facility. Your submittal should respond to, and be based on, the information included in this Invitation to Bid.

## SPECIFICATIONS:

The term of this bid is for one (1) year, with four (4) one (1) year renewal options. Prices must remain fixed, and firm as submitted in the bid.

1. Price Escalation Clause: Suppliers may request a price escalation adjustment, at least sixty (60) days prior to the renewal date. Price escalations will not be considered throughout the year. Increase request may not exceed three percent (3%) per item. The bidders will be required to provide sufficient documentation to justify the requested price escalation(s). Also, evaluation and/or audit will be performed on the cost proposal as well as other submitted documentation to determine if the requested price increase(s) is fair and reasonable.
2. Bidder(s) will be required to provide sufficient documentation to justify the requested price escalation(s). Also, evaluation and/or audit will be performed on the cost proposal as well as other submitted documentation to determine if the requested price increase(s) is fair and reasonable.
3. Termination of Award: Either Augusta or Bidder may terminate work under this award in the event the other party fails to perform in accordance with the specifications. Any party seeking to terminate this award is required to give a thirty (30) day prior written notice to the other party. The bidders shall be paid for any validated services under this award up to the time of termination.
4. Failure to Perform/Breach of Contract: in the event non-performance or unsatisfactory performance by the bidder of any obligation of this contract or the bidders in substantial non-compliance with any of its terms to include but not limited to multiple acts of a similar nature, Augusta may terminate this contract under the termination for cause clause. provided, Augusta shall provide written notice to the bidder of said non-performance or unsatisfactory performance or substantial non-compliance. provided further, the bidder shall have five (5) days after such notice to cure said failure or non-compliance.
5. The Engineering & Environmental Services Department cannot accept any billing or delivery of any item before January 2, 2027.
6. Bid award will be made to the lowest most responsive bid meeting specifications on each item.
7. Augusta reserves the right to reject any and/or all bids, or any part thereof.
8. License and Permits shall be the responsibility of the successful bidder to obtain all licenses and permits, at no additional cost to Augusta.

### **General Information**

SCOPE: Augusta is soliciting bids to provide landscape maintenance at the Augusta Solid Waste Facility. Please see requirements and detailed description of work below along with *sample* outline of monthly services:

1. The successful Contractor shall be required to provide the minimum Landscape maintenance services outlined in the Landscape Services Required Schedule included below, which shall be subject to review (Exhibit E).
2. The specification outlines the Lawn Maintenance Services components for the Augusta, Georgia Environmental Services Department. The contractor shall furnish all labor, tools, materials, and equipment necessary to efficiently provide the lawn maintenance services for the location specified within this document.
3. See Exhibit F for map of areas to be maintained.

### **Landscape Services Required Schedule**

LAWNS: Lawns shall be mowed weekly during the months of March through November. They will be maintained as needed during the months of December through February; aerate and overseed as needed. Prior to mowing, trash, paper and other debris will be removed. Raking of the lawns is to be done after each mowing, or as needed, and where needed to present a neat appearance, and to prevent the buildup of thatch. At no time shall more than 1/3 of the leaf blade be removed during mowing.

EDGING: All grass areas, including edges of walks, curbs, buildings, and planting beds shall be edged every two weeks, or as deemed necessary by Augusta Solid Waste. Edging shall include backs of grass areas as well as those areas adjacent to the curb. Chemicals are not to be used to edge grass. This task shall be completed with regularity during the months of March through November, and as needed to maintain a neat appearance during the months of December through February. Landscapers utilizing edgers must not cause any damage to vehicles or other objects or property.

CLEANING/TRASH: Grass clippings and all other debris resulting from the services provided by the Contractor will be removed from lawns, sidewalks, parking lots, and streets immediately upon completion of work or as deemed necessary by Augusta Solid Waste. The Contractor shall pick up and dispose of all clippings and litter per visit and dispose of in the proper area on-site.

CHEMICAL PROGRAM: The Contractor shall furnish a minimum of three (3) fertilizer applications to lawn areas, and one (1) fertilizer application to trees and shrub beds per year. The cost of the fertilizer and labor is included in the agreement. The Contractor agrees to provide, in the cost of this agreement, all pre or post emergent herbicides necessary to enhance all lawns and bed areas. The Contractor shall also, to prevent injury to landscape plants, turf plants and turf and for treatment of problems such as insect infestations and disease, include pesticide

applications on an "as needed" basis. Documentation provided to Augusta Solid Waste shall be required for application of all chemicals, specifying the date of application, type of chemical and application rate.

**PRUNING:** Plants shall be shaped to enhance and preserve their natural appearance. Shearing is not acceptable. Major pruning is to be accomplished in the months of December through February. Light pruning is to be done, as required, to maintain proper growth during the months of March through November.

The Contractor agrees to prune winter kill branches from shrubs and ground cover as soon as it is evident the plant will not recover. Augusta Solid Waste anticipates all dead wood pruning to be completed no later than May 15<sup>th</sup> of each year.

**MULCH/PINE STRAW:** Pine straw shall be provided by the Contractor two (2) times a year. A minimum of three (3) inches of mulch shall be maintained at all times. Mulch shall be clean and free of excess branches, litter, and weeds.

**NATURAL AREAS:** Natural areas (as defined on maps I-III) shall only receive the maintenance required to keep clean of trash at each visit.

**INSPECTION:** It is understood within this agreement that any problems such as disease, insect infestations, or unusual weather conditions, etc. shall be discussed with Augusta Solid Waste Management. A landscape maintenance foreman shall check with management each day while providing services included in this agreement. This will enable the foreman to discuss work orders and any other concerns either party might have. Periodic inspections will be scheduled with the foreman as deemed necessary by Augusta Solid Waste.

**IRRIGATION SYSTEM:** Contractor is to coordinate irrigation schedule with Augusta Solid Waste on a regular basis, taking into consideration seasonal demands, watering restrictions and off season deactivation. Contractor shall winterize (de-activate) irrigation system prior to the average first frost date in the Fall of the year. Contractor shall energize the irrigation system after the average last frost date in the Spring of the year. Contractor is to advise Management of any and all leaks, cracks, damage to controllers and or heads and any other impairment to the system as soon as the problem is discovered and isolate those failures by turning off that zone of the system. At that point, Contractor will provide a quote for repair of the failure BEFORE repairing. These quotes will be presented to Augusta Solid Waste Management. Any repairs caused by contractor's neglect to be remedied at no cost to Augusta Solid Waste.

**SPECIAL PROVISIONS:**

1. Fire ants in lawn and shrub bed areas shall be treated as they appear.
2. Vegetation growing in asphalt or concrete cracks shall be treated as it appears.
3. All workers must be dressed appropriately to include wearing of shirts and shoes while on the premises.

**GENERAL INSTRUCTIONS:**

1. Mowing, trimming, edging – should be done as outlined above or when deemed necessary by Augusta Solid Waste.
2. Trash – per visit.

3. De-thatching – when thatch exceeds ½" - ¾" in depth in warm season grasses.
4. Fertilization – year round.
5. Lime – only as needed.
6. Weeding – year round.
7. Aeration/Over seeding – early Spring / late Summer as conditions warrant.
8. Pine straw – twice per year.
9. All clippings, pruned branches, and sucker growth on trees shall be disposed of in the proper area on-site.

LICENSE AND PERMITS: It shall be the responsibility of the successful bidder to obtain all licenses and permits, IF REQUIRED, to perform this service at no additional cost to Augusta.

Firm's Tasks:

1. Contractor shall furnish all materials, equipment, machinery, transportation and other implements and materials necessary to execute this Contract. Equipment that damages turf or sidewalks shall not be allowed. The Contractor shall be responsible for all equipment maintenance, repair and expendables including but not limited to fuel, oil, and tires. No City equipment will be loaned or otherwise leased or rented to the Contractor. A sufficient supply of back up equipment must be kept on hand to ensure timely and continuous fulfillment of this Contract. No relief in responsibility for work performance will be granted in the event of broken-down equipment. Landscape services shall be provided as outlined in Landscape Services Required Schedule.
2. Contractor shall emphasize and enforce common safety standards for mowing, applying chemicals and using ground maintenance equipment. Employees should wear necessary safety equipment at all times and use extreme care when applying chemicals. Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner.
3. Contractor shall provide sufficient onsite supervisory personnel to ensure proper inspection of work performed, close supervision, and technical assistance to the work force. The term "on-site supervision" will be a person designated to be at the work site, and act as the selected Contractor's point of contact for Augusta Solid Waste.
4. The Contractor shall be responsible for all damages or personal injury resulting from its operations. This includes, but is not limited to, damage to plants, and turf as well as buildings and structures. Damages and any personal injury will be reported immediately to Augusta Solid Waste.
5. Contractor shall return to work site after being notified of any deficient conditions. If two callbacks occur during a one-month period or if a total of five such callbacks occur during the contract period, Augusta Solid Waste shall have the right to declare the Contractor non-performing and shall have the right to terminate the contract without penalty.
6. The Contractor shall provide a detailed monthly maintenance schedule which should include, but not be limited to, pruning schedule, fertilizer and weed control products to be used (sample attached).

7. All Landscape work shall be performed during standard Landfill operating hours Monday through Friday of each week according to the agreed upon Landscape Services Required Schedule.
8. Contractor's vehicles will be properly identified and maintained in a neat and professional manner.

EXHIBIT D – COST WORKSHEET

Bid Item #27-129

Landscape Maintenance Services – Annual Contract

Bid Due: Thursday, September 15, 2027 @11:00 a.m.

Monthly Fee \$\_\_\_\_\_ (x12 Months=) Annual Fee \$\_\_\_\_\_

(Bid Price is to include the cost of all fertilizers, pesticides chemicals and labor for application as stated in the specifications.)

Georgia Commercial Pesticide Applicator License number: \_\_\_\_\_

(Vendors are required to supply a copy of their or the subcontractors license for commercial pesticide/herbicide application with your bid submittal)

Name of Firm:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail:

\_\_\_\_\_

Signature:

\_\_\_\_\_

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

ATTACHMENT A  
SAMPLE  
SEASONAL LANDSCAPE REQUIREMENTS

JANUARY

1. Complete Winter pruning – evergreen and deciduous plants – (nonflowering and summer flowering trees and shrubs).
2. Leaf removal – leaves shall be blown from parking areas, right of ways, lawn and shrub beds and disposed of in approved location.
3. Lawns mowed, trimming and edging completed as needed.

FEBRUARY

1. Complete Winter pruning as needed.
2. Weed control with pre-emergent for turf and shrub beds.
3. Weed control with pre-emergent for Bermuda; fertilize shrub beds with (5-10-20).
4. Weed control with pre-emergent for Fescue; fertilize shrub beds with (25-2-5).
5. Lawns mowed, trimming and edging completed as needed.

MARCH

1. Fertilize shrubs and trees with balanced slow-release fertilizer with iron (8-10-10).
2. Weed control with pre-emergent for turf and shrub beds.
3. Prune flowering trees.
4. Irrigation – check controller and all heads for any leaks, cracks, or other winter damages.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

APRIL

1. Fertilize Fescue (19-3-7) 50% SCH w/pre-m.
2. Fungicide ornamentals and turf at first indication of disease.
3. Weed control with pre-emergent in shrubs and turf.
4. Fertilize shrubs and trees (8-10-10) – balanced slow-release fertilizer.
5. Weed control with pre-emergent in shrubs and on Bermuda with (25-2-5) 30% SCU w/pre-m.
6. Lawns mowed weekly.
7. Edging and trimming completed every two (2) weeks.

MAY

1. Fertilize Bermuda w/balanced slow-release fertilizer (25-5-9) 5 lbs/1000 (in May or June).
2. Prune winter die back on all plants.
3. Weed control in shrub beds and turf with post emergent.
4. Prune and shape spring shrubs and trees.
5. Fertilize shrubs and trees (12-8-8) – balanced slow-release fertilizer.
6. Lawns mowed weekly.
7. Edging and trimming completed every two (2) weeks.

## JUNE

1. Shape pruning of shrubs and trees.
2. Weed control in shrub beds w/post-emergent.
3. Fertilize Fescue with (5-10-31)
4. Sod replacement.
5. Water (turf, shrubs and trees).
6. Sucker growth removed on all trees.
7. Fertilize Bermuda with (32-5-7) 50% SCU.
8. Lawns mowed weekly.
9. Edging and trimming completed every two (2) weeks.

## JULY

1. Insect control (only those insects that damage plant material)
2. Water (turf, shrubs, and trees).
3. Weed control (post emergent) in shrub beds and turf.
4. Shape pruning of shrubs and trees.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

## AUGUST

1. Lawns mowed weekly.
2. Edging and trimming completed every two (2) weeks.

## SEPTEMBER

1. Weed control in shrub beds and turf with post-emergent.
2. Fertilize groundcovers, shrubs, trees (8-10-10) balanced fertilizer.
3. Aerate and over seed Fescue fertilize with (18-24-12) 25% SCU, and lime as needed, (in September or October).
4. Shape pruning of shrubs and trees.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

## OCTOBER

1. Lime turf grass as needed.
2. Fescue mowing
3. Leaf removal-leaves shall be blown from parking areas, right of ways, lawn, and shrub beds and disposed of in approved location.
4. Shape pruning of shrubs and trees.
5. Fertilize shrubs and trees with (8-10-10) balanced fertilizer.
6. Fertilize Bermuda (5-10-20) w/pre-m.
7. Lawns mowed weekly.
8. Edging and trimming completed every two (2) weeks.

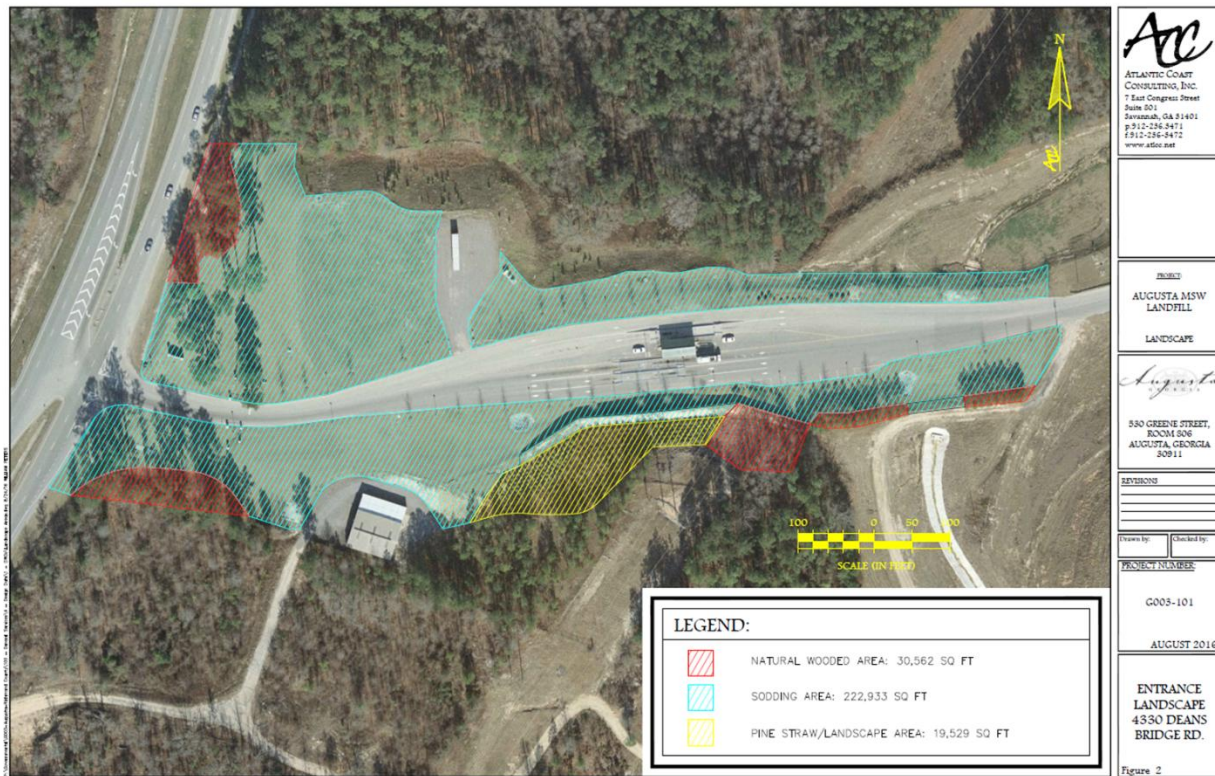
## NOVEMBER

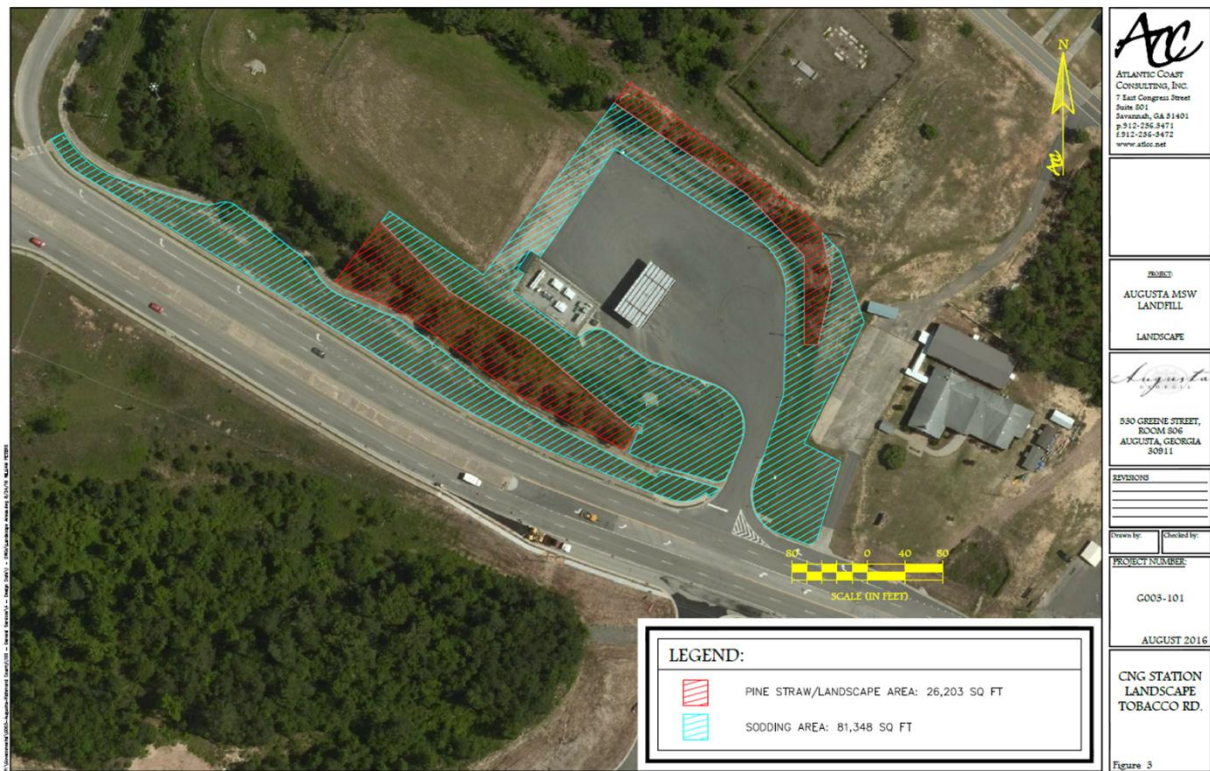
1. Fescue mowing.
2. Leaf blowing and removal-blown from parking areas, right of ways, lawn and shrub beds and disposed of in approved location.
3. Pine straw – only after complete leaf removal (may run into December if leaves still on trees).
4. Fall planting of upgrades.
5. Lawns mowed weekly.
6. Edging and trimming completed every two (2) weeks.

## DECEMBER

1. Complete leaf removal – blown from parking areas, right of ways, lawn, and shrub beds and disposed of in approved location.
2. Fertilize fescue with (32-3-8).
3. Lime Bermuda (as needed).
4. Lawns mowed, trimming and edging completed as needed.

# ATTACHMENT B MAPS OF AREAS TO BE MAINTAINED





### Local Small Business Program Preference

The Local Small Business Program provides for Local Small Business Program Preference on all applicable Augusta, Georgia procurements between \$101,000 and \$300,000 in value.

The Local Small Business Program Preferences for this procurement is:

### Waived

There must be a minimum of three (3) certified firms in the Local Small Business Program that can provide the service or product, as specified by the user department, for the LSBP Preference to be considered. As a result of not meeting the minimum service/product requirement, the LSBP Preference is waived for this solicitation.

## NO RESPONSE LETTER

|                  |                                   |                                                        |
|------------------|-----------------------------------|--------------------------------------------------------|
| Bid Item #27-129 | Landscape<br>Maintenance Services | Due Date:<br>Tuesday, September 15, 2027 at 11:00 a.m. |
|------------------|-----------------------------------|--------------------------------------------------------|

To: Augusta, Georgia - Procurement Department

This is to certify that \_\_\_\_\_, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

- ☐ Unavailability of required resources
- ☐ Prior commitments
- ☐ Inadequate anticipated funding Level
- ☐ Project Duration
- ☐ Potential conflict of interest
- ☐ Duplication of ongoing effort
- ☐ Other (please explain)

Authorized Representative:

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

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

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

Date: \_\_\_\_/ \_\_\_\_/ 20\_\_\_\_