

**THE NORTHWEST GEORGIA REGIONAL COMMISSION
SOLICIT REQUESTS FOR
LAWN CARE SERVICE PROVIDERS**

BACKGROUND:

The Northwest Georgia Regional Commission (NWGRC) is administering and implementing the Neighborhood Stabilization Program (NSP3) on behalf of five counties (Bartow, Floyd, Gordon, Walker and Whitfield). The NWGRC NSP3 will be administered through May 2014.

One of the activities in this program involves the acquisition, rehabilitation and resale of abandoned and foreclosed properties. These properties must be sold to low, moderate and middle income families whose annual household income is at or below 120 percent of the Area Median Income (AMI). NWGRC anticipates acquiring 8-12 properties in the first round of acquisitions. Subsequent acquisitions will be made with proceeds from sales. Therefore, the number of additional homes to be acquired will depend on the success of the marketing program.

NWGRC is looking to engage qualified lawn care providers to perform lawn maintenance of these properties. This solicitation designed to enable NWGRC to develop a pool of lawn care providers qualified to perform basic lawn care services. For each property, NWGRC will develop a detailed listing of the lawn care services to be performed. NWGRC will award lawn care contract(s) to the lowest bid(s) that is both responsive and responsible. NWGRC reserves the right to reject any or all responses not deemed acceptable.

ROLE OF LAWN CARE PROVIDER:

The lawn care provider should have considerable experience in lawn maintenance of residential property. Responsibilities are as follows. The following list should not be considered as all inclusive.

1. Perform basic lawn care services every three weeks or more often if required by NWGRC for the front side and rear yards as required.
2. Lawn care services such as edging, installation of pine straw. Seasonal flowers and shrubs will be installed as required by NWGRC.
3. All lawn care debris must be removed from yard and street after every service.
4. Work with any home owner association to ensure compliance with subdivision covenants.
5. Work is to be performed during normal business hours.

RESPONSE DATE:

One original of the proposal must be delivered to Northwest Georgia Regional Development Center, Attn: NSP Manager, P.O. Box 1798, Rome, GA 30162-1798. The address for overnight delivery is 1 Jackson Hill Drive, Rome, GA 30161. In addition, an electronic copy of the proposal must be sent to mmiller@nwgrc.org by the deadline.

The deadline for receipt of proposals is January 2, 2014. Proposals received after this time will not be considered.

Any response may be withdrawn or modified prior to acceptance.

ADMINISTRATIVE GUIDANCE:

This RFP is designed to provide interested respondents with basic information to submit a proposal that will meet the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFP. NWGRC may award a contract based on the proposals received without further discussion of such proposals. NWGRC will not be responsible for any costs associated with the preparation of responses to this RFP. If you should have any questions about this RFP, please contact Michael M. Miller, NSP Manager at 706-295-6485 or mmiller@nwgrc.org.

REQUIRED SUBMITTALS

A complete response shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to NWGRC and the lawn care provider's commitment to the program and time schedule.
2. Name and contact information (including contact person and email address) of the organization submitting the response.
3. Specific Details of Proposed Services
 - a. Evidence of the qualification listed under Qualifications of Contractor.
 - b. A detailed description of experience in residential lawn care maintenance.
 - c. A description of your firm including numbers of professional and support staff, respectively if any.
4. Three references with contact information.
5. Disclosure of any business or familial relationship with members of the NWGRC staff and Board of Commissioners.
6. Any additional information the respondent feels will strengthen the response
7. The following statement -

“The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge.”

Signed _____

Date _____

Signed _____

Date _____

This numerical representation will indicate, based on the Responses submitted, the best qualified, most responsive and most responsible proposer. **HOWEVER, NWGRC ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE NWGRC OR ANY SELECTION PANEL TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, NWGRC RESERVES THE RIGHT TO REJECT ANY OR ALL RESPONSES.**

TIMELINE:

RFP posted on Website – November 27, 2013

RFP advertised each county's legal organ – TBD

Proposers Conference at Gordon County Chamber of Commerce – December 13, 2013

Proposals due – January 2, 2014

Proposals awarded - TBD