

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

Purpose of Request for Qualifications

The Northwest Georgia Regional Commission (NWGRC) is administering and implementing the Neighborhood Stabilization Program (NSP1) on behalf of Whitfield County. The Whitfield County Neighborhood Stabilization Program will be administered through September 2013.

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). Whitfield County has acquired five (5) 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 and most responsive proposals. 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 homeowners 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.

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. Description of experience in residential lawn care maintenance.
 - c. 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 Whitfield County employees and or members of the Whitfield County / NWGRC staff or Board of Commissioners members.
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 _____

Evaluation Criteria

Each respondent should follow the above required format. All submittals will be carefully considered by Whitfield County and NWGRC staff for inclusion in the NSP approved contractor's pool.

HOWEVER, WHITFIELD COUNTY AND NWGRC ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY WHITFIELD COUNTY AND NWGRC OR ANY PANEL OF JUDGES TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, WHITFIELD COUNTY AND NWGRC RESERVES THE RIGHT TO REJECT ANY OR ALL RESPONSES.

Timeline

RFQ posted on Website – September 5, 2012

RFQ advertised in each county's legal organ – September 5, 2012

Bidder's Conference – September 13, 2012

Responses due – September 27, 2012