



City of Morrow Request for Bids

Exit 233 - Interchange Beautification/GATEway Grant Project

Pre-Bid Conference February 20, 2018 @ 10am

Bid Deadline March 5, 2018 at 2pm

Be advised that any conversations (in reference to this bid) between vendors and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow seeks proposals to provide for the **Purchase and Installation of Trees, Shrubs, Plant Materials, Grading (if necessary) and Ground Cover Materials** within a portion of the northbound and southbound exit 233 interchange. The project location map (Exhibit A) and per the attached materials list (Exhibit B).

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Vendors." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

Scope: The City of Morrow, Georgia is seeking bids for vendors to provide for the Purchase and Installation of Trees, Shrubs, Plant Materials, Grading (if necessary), Erosion and Sediment Controls and Ground Cover Materials for Exit 233 - Interchange Beautification. Trees, shrubs, plant materials, ground cover and other landscaping materials listed on Exhibit B are expected to be installed in accordance with the approved landscape plan along Exit 233 installation needs to begin no later than March 31st, 2018.

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To summarize, scope includes:

1. Purchase of materials on Exhibit B
2. Delivery of materials to site
3. Installation of materials
4. Project clean-up

Communication:

It is the responsibility of the Vendor to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be posted on the city's website as addenda to www.cityofmorrow.com. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFB must be made to:

Anou Sothsavath
Public Works Director
anou@cityofmorrow.com

The deadline for all inquiries is March 1, 2018 at 2pm.

Evaluation: Award will be made to the Vendor considered most qualified who will act in the best interest of the City and whose bid meets the requirements set forth in this document.

Evaluation Criteria: Bids will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Ability to meet needs
- Bid amount
- Demonstrated capacity
- Experience
- Timeline

Product

Requirements:

The desired trees, shrubs and other plant materials and groundcover materials specifications are outlined in Exhibit B. Material species may be altered if there are better fits for our climates, but should be minimized. Material counts cannot be altered. Any variations from the species listed in Exhibit B must be explained and the right to refuse any variations. The City must consider all materials as they satisfy the provisions of the City's grant agreement with the Georgia Department

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of Transportation (GDOT) GATEway Grant program. Vendors shall provide information regarding the proposed product for evaluation by the City.

Products & Services to be purchased:

Bids should include pricing details for items listed in Exhibit B, including at a minimum price-per-unit costs, subtotals per activity (e.g. plant materials, installation labor, and site prep), and total for materials.

Example:

Bid Proposal Response:	
1. Trees	\$ _____
2. Shrubs, Grasses & Seasonal Color	\$ _____
3. Landscape Items & Site Prep	\$ _____
4. Installation Labor	\$ _____
Total Bid Price	\$ _____

Responsibilities of the Vendor:

- Deliver and install all trees, shrubs other plant materials, grading (if necessary), erosion and sediment controls and ground cover materials.
- Replace dead or diseased trees, shrubs, or other plant materials during installation.
- Comply with all laws, ordinances, regulations, requirements, and rules with respect to the maintenance of the product.
- Any disturbed areas during the landscape project will need to be covered with Bermuda sod prior to the completion of the project.

All expenses related to these responsibilities of the Vendor must be itemized in the bid.

Pre Bid: There is a non-mandatory pre-bid conference. At this time, Vendors will have an opportunity to address any questions and to communicate the feasibility of the City’s expectations as well as visit the actual location.

The Non- Mandatory Pre-Bid Conference will be held on February 20, 2018 at 10am, and begin at promptly 10am at Morrow Tourist Center – 6475 Jonesboro Rd, Morrow, GA 30260.

Award: It is the intent of the City to award this bid all to one Vendor. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations.

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The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept the bid best suited to the City and the City's services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

It is the responsibility of the Vendor to inquire about any details of this RFB that are not understood. All inquiries must be submitted by email (anou@cityofmorrow.com). Responses to inquiries, **if they change** the RFB in a substantial manner, will be posted on the city's website as addenda.

Submission: A Sealed Bid with a **SIGNED** original and two (3) copies and one digital format of the bid must be received at Morrow City Hall, 1500 Morrow Road, Morrow, and GA 30260 no later than the **Deadline of March 5, 2018 at 2pm**. The bid must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

Envelope: The signed bid original, copies, and digital format should be submitted in a **SEALED** envelope or package and identified on the outside of the envelope with contact name, contact email, company name and due date.

Bid Opening: The bid packages will be opened and bid amounts recorded beginning shortly after due time of 2pm at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260. The list of submitted bids and the amounts will be posted on the city's website,

Materials to Include:

1. Information related to all components and services listed under the Scope of this bid;
2. Evidence of experience (list of projects and locations, narrative of projects)
3. List of Proposed Subcontractors (if any)
4. Prices for materials and labor
5. E Verify Affidavit or Statement (attached to this Bid)

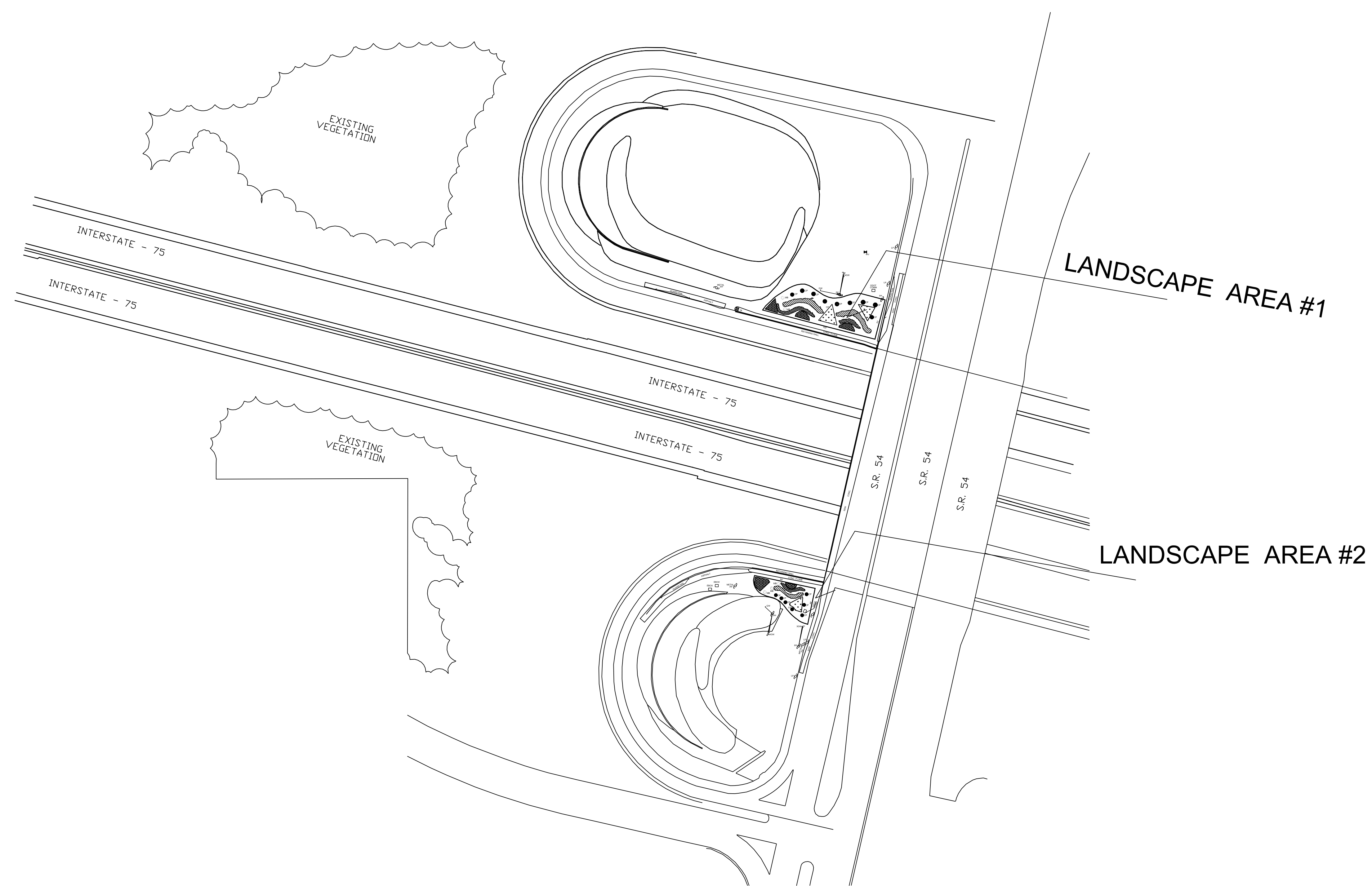
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6. Certificate of Insurance

- Selection:** All of the bids are due on or before **March 5, 2018 at 2pm**. Each bid will be evaluated by the appropriate staff. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all bids can be conducted. If three (3) or fewer bids are received, the City reserves the right to terminate this process and begin again or to choose from the submissions. Staff recommendations will be presented to Mayor and Council for final selection.
- Debarment:** Submission of a signed bids in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.
- E-Verify:** All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the bid deadline, and E-Verify affidavit is included in the package.

LEGENDS OF SYMBOLS

- P.O.B. POINT OF BEGINNING
- P.O.R. POINT OF REFERENCE
- GM GAS MARKER/GAS METER
- O.T.P. OPEN TOP PIPE
- O.I.P. IRON PIN FOUND
- C.I.P.S. IRON PIN SET 1/2" REBAR W/ CAP
- C/G CURB AND GUTTER
- P/L PROPERTY LINE
- R/W RIGHT-OF-WAY
- L.L.L. LAND LOT LINE
- C.M.F. CONCRETE MONUMENT FOUND
- P.O.L. POINT ON LINE
- B.O.C. BACK OF CURB
- F.N.C. FENCE CORNER
- E.P. EDGE OF PAVEMENT
- P.C. PROPERTY CORNER
- ⊙L.P. LIGHT POLE
- ⊙P.P. POWER POLE
- GW GUY WIRE
- ⊙J.B. EXISTING JUNCTION BOX
- ⊙W.V. EXISTING WATER VALVE
- ⊙F.H. EXISTING FIRE HYDRANT
- T.B.M. TEMPORARY BENCH MARK
- B.F.E. BASE FLOOD ELEVATION
- M.F.E. MINIMUM FLOOR ELEVATION
- H.W. HEADWALL
- ⊙S.W.C.B. SINGLE WALL CATCH BASIN
- ⊙D.W.C.B. DOUBLE WALL CATCH BASIN
- ⊙O.S. OUTLET STRUCTURE (RISER)
- ⊙D.I. DROP INLET
- ⊙W.M. WATER METER
- W. WATERLINE
- S.S. SANITARY SEWER LINE
- O.V.P. OVERHEAD POWERLINE
- L.F.O. UNDERGROUND FIBER OPTICS
- G. GASLINE
- L.S. LANDSCAPING
- PKS (F) PK NAIL SET (FOUND)
- EX-S.M. EXISTING SANITARY SEWER MANHOLE
- S.S.M. SANITARY SEWER MANHOLE
- S.S.E. SANITARY EASEMENT
- C/O CLEAN-OUT
- F.D.C. FIRE DEPARTMENT CONNECTOR
- C.L.F. CHAIN LINK FENCE
- D.E. DRAINAGE EASEMENT
- R.R.E. RAIL ROAD EASEMENT
- H. HEIGHT
- U.E. UNDERGROUND ELECTRIC
- AC AIRCONDITION UNITS



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THROUGHOUT GEORGIA
1-800-282-7411

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24 HR. CONTACT:
CITY OF MORROW
ANDU SOTHSAVATH
PUBLIC WORKS & INFORMATION
TECHNOLOGY DIRECTOR
PHONE: 770-658-5497

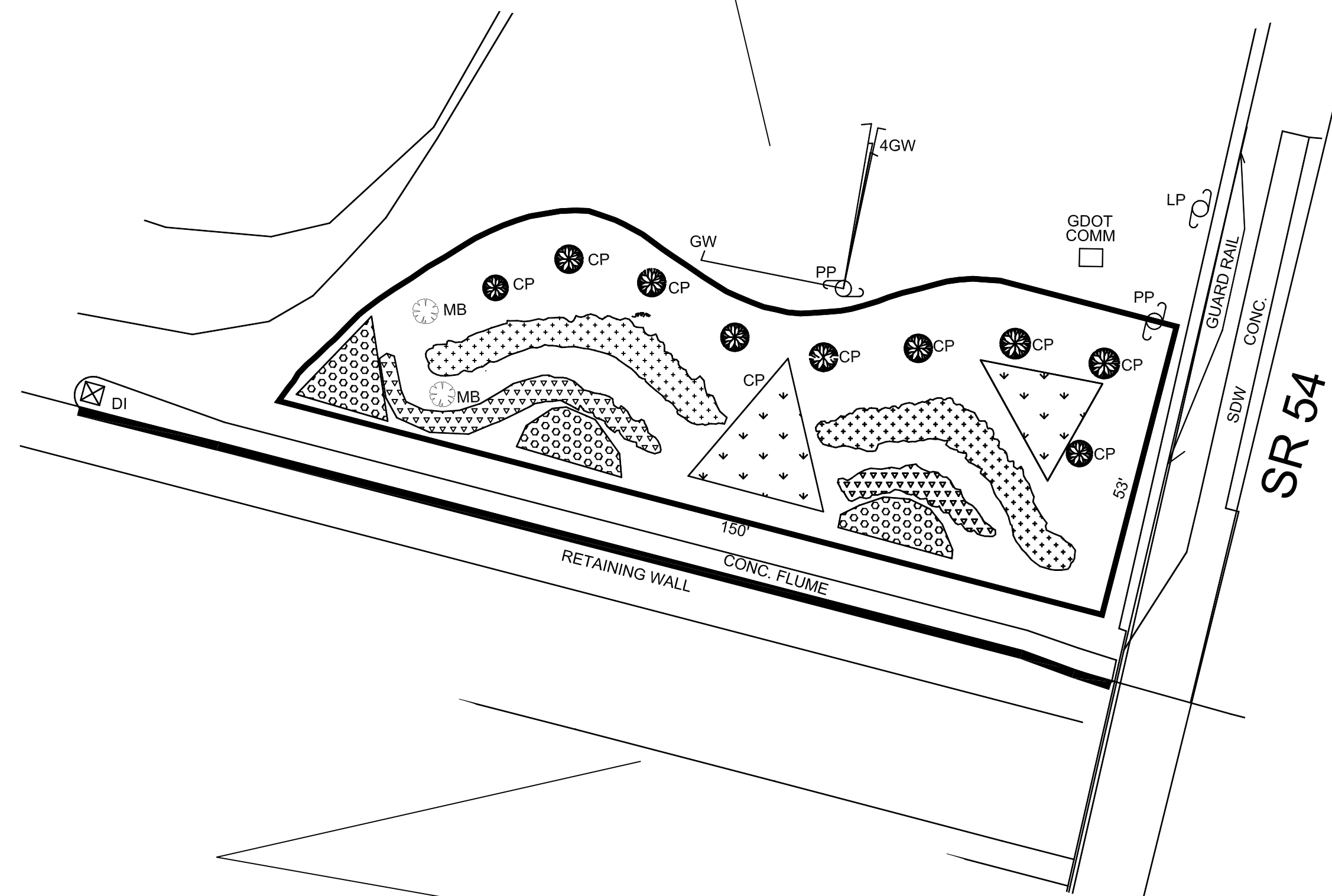


**SPECIAL ENCROACHMENT PERMIT REQUEST (LIMITED ACCESS)
SR #401 (INTERSTATE 75) @ SR. 54 (JONESBORO RD.) - CLAYTON COUNTY
CITY OF MORROW- PUBLIC WORKS**

SITE LOCATION

2	MISC. COMMENTS	10/17/17
1	ADD TABLE & MISC COMMENTS	09/18/17
REV.	DESCRIPTION	DATE
SOUTHSIDE SURVEYING & PLANNING LSF000831		#18 ATLANTA ST. MCDONOUGH, GA 30253 Phone: (770) 320-8009 Fax: (770) 320-8098
SPECIAL ENCROACHMENT PERMIT REQUEST (LIMITED ACCESS)		
CITY OF MORROW		
Land Lot114 12TH Dist.		CLAYTON County, GA
Drawn By: AMM JR.	Scale: 1"=80'	
Dwg No: 2-170864B	Date: 08/29/2017	

LANDSCAPE AREA #1



LANDSCAPE AREA #1

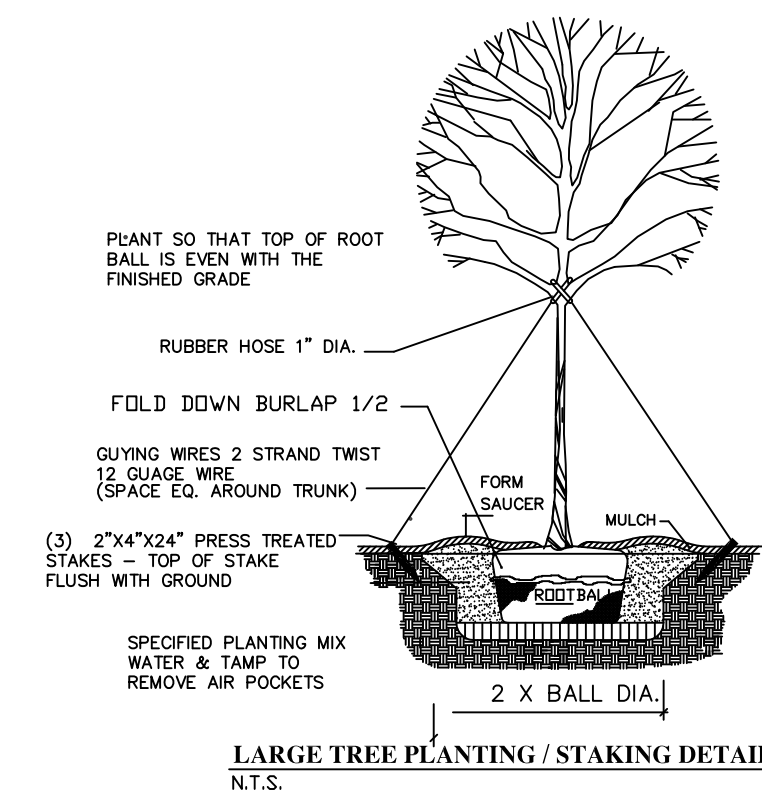
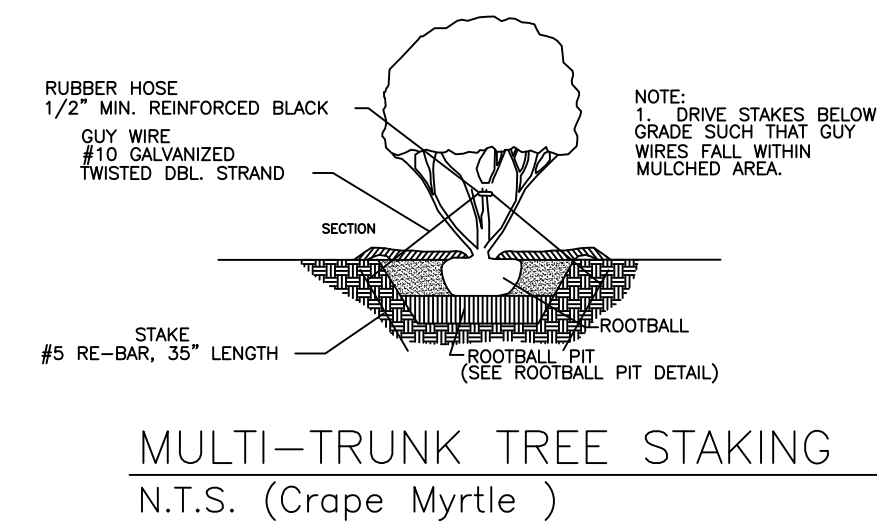
LEGENDS OF SYMBOLS

PLANT SCHEDULE

SYMBOL	PLANT NAME	QTY	CONT.	SIZE	SPACING
MB	MUSA BALBISIAN A WILD BANNA TREE	3	B&B	48"H 2" CAL	6'
CP	WHITE CRAPE MYRTLE MULTI-TRUNK / LAGERSTROEMIA X 'NATCHEZ'	9	B&B	8'H 2" CAL	12'
CP	PINK MUHLY / MUHLENBERGIA CAPILLARIS	33	3GAL	48" OC	4'
CP	DRAWF RUBY FRINGE FLOWER / LOROPETALUM CHINESE RUDBRUM 'RUBY'	48	3GAL	1" CAL	4'
CP	GOLDEN MOP THREADLEAF CYPRESS / CHAMAECYPARIS PISIFERA	42	3GAL	1" CAL	4'
CP	HOT RD SWITCH GRASS / PANICUM VIRGATUM 'HOT ROD'	31	3GAL	48" OC	4'
CP	VARIEGATED LILYTURF / LIRIOPE MUSCARI 'VARIEGATA'	200	1GAL	6"-8"	1'

LEGENDS OF SYMBOLS

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P.O.R.	POINT OF REFERENCE
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P/L	PROPERTY LINE
R/W	RIGHT-OF-WAY
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P.C.	PROPERTY CORNER
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F.H.	EXISTING FIRE HYDRANT
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P.K.S. (F)	PK NAIL SET (FOUND)
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C/O	CLEAN-OUT
F.D.C.	FIRE DEPARTMENT CONNECTOR
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R.R.E.	RAIL ROAD EASEMENT
H.	HEIGHT
U.E.	UNDERGROUND ELECTRIC
A.C.	AIRCONDITION UNITS

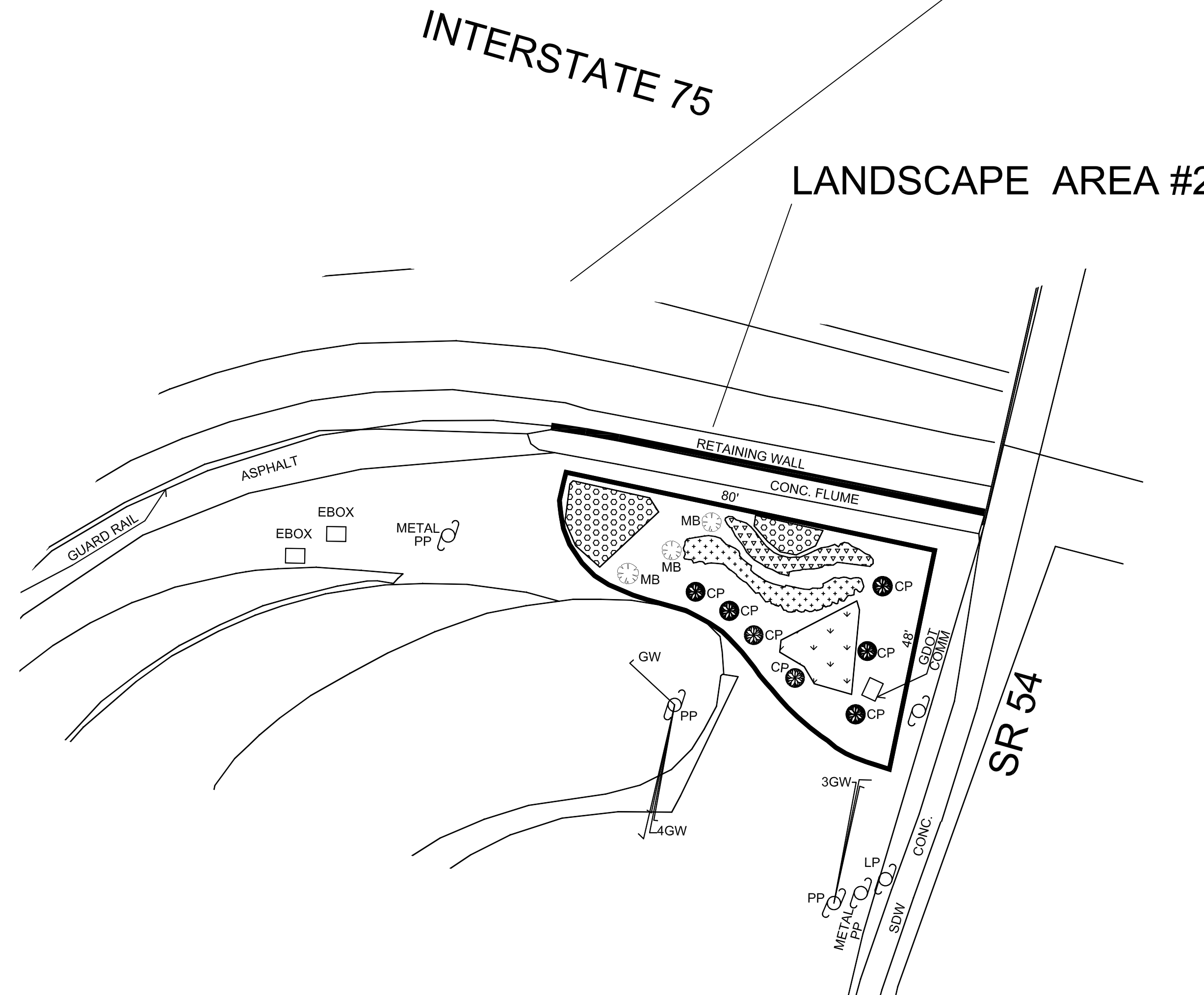


LANDSCAPE AREA #2

LEGENDS OF SYMBOLS

PLANT SCHEDULE

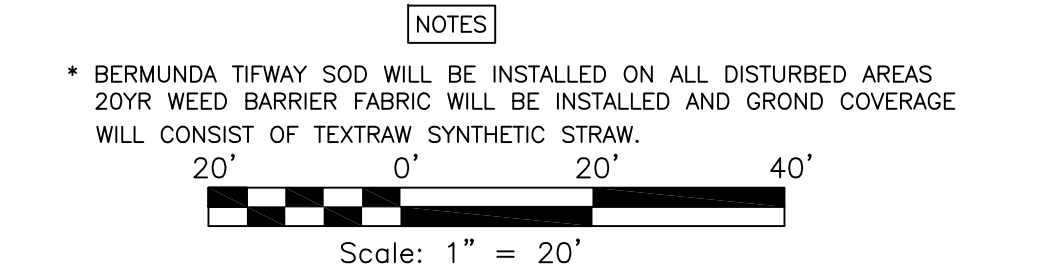
SYMBOL	PLANT NAME	QTY	CONT.	SIZE	SPACING
MB	MUSA BALBISIAN A WILD BANNA TREE	3	B&B	48"H 2" CAL	6'
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CP	PINK MUHLY / MUHLENBERGIA CAPILLARIS	17	3GAL	48" OC	4'
CP	DRAWF RUBY FRINGE FLOWER / LOROPETALUM CHINESE RUDBRUM 'RUBY'	31	3GAL	1" CAL	4'
CP	GOLDEN MOP THREADLEAF CYPRESS / CHAMAECYPARIS PISIFERA	23	3GAL	1" CAL	4'
CP	HOT RD SWITCH GRASS / PANICUM VIRGATUM 'HOT ROD'	6	3GAL	48" OC	4'
CP	VARIEGATED LILYTURF / LIRIOPE MUSCARI 'VARIEGATA'	100	1GAL	6"-8"	1'



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SR #401 (INTERSTATE 75) @ SR. 54 (JONESBORO RD.) - CLAYTON COUNTY
CITY OF MORROW- PUBLIC WORKS**



24 HR. CONTACT:
CITY OF MORROW
ANDU SOTHSAVATH
PUBLIC WORKS & INFORMATION
TECHNOLOGY DIRECTOR
PHONE: 770-658-5497



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1	ADD TABLE & MISC COMMENTS	09/18/17

SOUTHSIDE SURVEYING & PLANNING LSF00831	#18 ATLANTA ST. MCDONOUGH, GA 30253 Phone: (770) 320-8009 Fax: (770) 320-8098	2 2
SPECIAL ENCROACHMENT PERMIT REQUEST (LIMITED ACCESS)		
CITY OF MORROW		
Land Lot114	12TH Dist.	CLAYTON County, GA
Drawn By: AMM JR.	Scale: 1"=20'	
Dwg No: 2-170864B	Date: 08/29/2017	



**GATEWAY LANDSCAPE IMPROVEMENTS
AT I-75, EXIT 233 INTERCHANGE AT MORROW, GA**

TREES	QTY
Crape Myrtle	16

SHRUBS	QTY
Loropetalum 'Ruby'	79
Golden Mop Cypress	65

GRASSES	QTY
Muhly Grass	50
Hot Rod Grass	37
Variegated Lilyturf	300
Musa Balbisian	6

MATERIALS	QTY
20 Year Weed Barrier Lanscape Fabric	8
Compost/Top Soil	5
Bermuda Sod	5
Long Leaf Pine Straw	9
Weed Killer	2