

INVITATION

The City of Hapeville, Georgia will receive sealed proposals from qualified firms for Landscape Maintenance at Hapeville City Hall, 3468 North Fulton Avenue, Hapeville, Georgia 30354 until **3:00 p.m. on Wednesday, August 16, 2022**. Proposals shall be returned in a sealed envelope marked on the outside with the firm name. Proposals received after the above date and time, or in any location other than Hapeville City Hall, will not be considered.

An award will be made to the firm submitting the most responsive and responsible proposal for an initial term of 24 months, with the option for three, one-year extensions. Such an award, if any, is projected to be accomplished within sixty (60) days from the proposal deadline. Evaluation of proposals will be based on the following criteria:

1. **Quality of Proposal.** Proposal shall detail the firm's understanding and approach to meet or exceed the services outlined in the RFP. (30 points)
2. **Firm Qualification & Related Experience.** Related experience of the firm with similar projects comparable in type, size, scope, and complexity. (30 points)
3. **Scope of Work & Management Approach.** Demonstration of ability to perform high quality and consistent work, to control costs, and to meet schedules. (30 points)
4. **Cost Proposal.** Prices approach related to the services listed. (10 points)

All questions regarding the RFP must be directed to Tod Nichols, Recreation Director via email to tnichols@hapeville.org. Questions and clarification requests must be received by Tuesday, August 9, 2022 5:00 PM EST. Answers and clarifications issued by the City will be issued to all known potential firms.

Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The City of Hapeville reserves the right to retain all proposals submitted. All proposals are public records to the extent required by the Georgia Open Records Act. The City of Hapeville reserves the right to accept or reject any or all proposals, to waive any and all irregularities or informalities, to negotiate changes in the scope of work or services to be provided, and to otherwise waive any technicalities. It is also within the right of the City to reject proposals that do not contain all elements and information requested in the RFP and to cancel this RFP at any time.