



WHITE OAK SPRING  
— \* —  
BAPTIST CHURCH

**REQUEST FOR PROPOSAL  
FOR  
LAWN AND GROUNDS MAINTENANCE FOR  
WHITE OAK SPRING BAPTIST CHURCH**

**Purpose**

WOSMBC invites qualified lawn and grounds maintenance companies to submit a proposal to perform all lawn and grounds maintenance services for our church site. If you would like to submit a response to this Request for Proposal, you must submit your proposal in a sealed envelope to the address below or email it to [whiteoakspringmbc@gmail.com](mailto:whiteoakspringmbc@gmail.com).

White Oak Spring Baptist Church  
123 E. New Street  
P.O. Box 511

Winder, Georgia 30680

Attn: Church Business Administrator

**Deadline for submission is 4pm on March 31, 2021**

All requests for clarification, additional information, or appointments related to this RFP may be emailed to [whiteoakspringmbc@gmail.com](mailto:whiteoakspringmbc@gmail.com) or phone the Church Administrator per below:

Kenny Lumpkin

Cell/Text: (770)833-9686

**Reservation of Rights**

This Request for Proposal (RFP) is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by WOSMBC to select a vendor and/or reward a contract. W O S M B C reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on WOSMBC'S funding with proper church approval.

**Background of WOSMBC:**

In 1875, Hartwell Jackson an early pioneer of this Northwestern section of Georgia, provided a boxed-shaped house to be used as a church. The name White Oak Spring Missionary Baptist Church was given because the church building was located near an oak tree that stood near a cool spring of water. In our 146 years of history the church has had over 32 ministers. The church relocated to its current location in 1970. The entire church campus consists of over 8 acres.

**Schedule of Events**

Event	Date & Time
RFP Issued	March 10, 2021
Deadline to issue responses and answer Proposer written inquiries	March 23, 2021
Deadline for receiving proposals	March 31, 2021 @ 4pm
Evaluation of Proposal	April 12, 2021
Notice of Intent to Award	April 20 <sup>th</sup> at 4:00pm

**Pre-Proposal Walk Through**

Anyone requesting a pre-proposal walk through can do so at anytime before March 23, 2021 at 4pm. You can call the church to schedule an appointment at 770-867-6531 or tour the campus on your own. .

**Additional Proposal Authorities****Subcontracting Information**

The selected firm shall be the prime Proposer responsible to WOSMBC. Proposers may enter sub Proposer arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the Proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub Proposer.

**Costs Incurred in Preparation of Proposals**

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by the WOSMBC in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by WOSMBC.

**Ownership of Proposals**

All materials submitted in response to this request will become the property of WOSMBC. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by WOSMBC and not returned to Proposers.

**Proposals Validity**

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, WOSMBC reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposals.

**Changes, Addenda, Withdrawals**

WOSMBC reserves the right to change the calendar of events at any time. WOSMBC also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

**Cancellation of RFP or Rejection of Proposals**

Issuance of this RFP in no way constitutes a commitment by WOSMBC to award a contract. WOSMBC reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of the church.

## **Acceptance of Proposals Content**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

## **Qualification Requirements**

Applicants who respond to this Request for Proposal (RFP) must meet the following minimum requirements:

1. The Contractor shall perform everything required in accordance with bid specifications, contract documents and any special instructions prepared in connection with complete lawn and grounds maintenance service per summary of work in bid specifications for WOSMBC. Contractor shall provide and furnish all the labor, materials, necessary equipment and services required to perform and complete in a satisfactory manner all work required in said contract.
2. The Contractor shall be paid for completion of all work identified in the contract specifications. WOSMBC expects services to be rendered at least 20 times per year for the contract period (contract year). The contract period is as follows “Beginning April 24, 2021 and ending April 23, 2022. Payments shall be made on a monthly basis upon submittal of an invoice for services rendered. All invoices will be submitted within 30 days of services rendered.
3. The Contractor is required to furnish the Owner original certificates of Insurance for Workers’ Compensation, General Liability and Automobile Liability.
4. No oral changes will be allowed or made. The contract can only be changed by an agreement in writing signed by both the OWNER and the CONTRACTOR. CONTRACTOR shall not be entitled to an increase in Contract price or an extension of contract time in respect to any work performed that is not covered by the Contract Documents.

## Scope of Services

Your proposal is expected to cover the following services:

Service	Description	Per Cut	Monthly	Quarterly	Bi-annual	Annually
<i>Mowing</i>	cut all lawns to a height of 1-2"	X				
<i>Trimming</i>	Trim around all fixed objects including, buildings, trees, beds, signs, trim all areas	X				
<i>Edging</i>	edge a 1"	X				
<i>Trash Pickup</i>	remove all trash from beds and lawns each	X				
<i>Weed Control</i>	prevent, remove and control weeds mechanically or chemically on entire school		X			
<i>Fertilization</i>	fertilize all lawns and beds and trees in accordance with species needs and agricultural best practice				X	
<i>Garden Bed Maintenance</i>	Maintain bed configurations; maintain a trenched edge or cleared boarder; prevent, remove and control weeds; mulch annually,		X			
<i>Trees Care</i>	Trim branches 18" from building, maintain 7' canopy, remove dead/dying branches, deep root water as needed, mulch annually					X
<i>Shrubs Care</i>	Trim 18" from building, maintain shape, inspect for health, fertilize and water as necessary			X		
<i>Mulching</i>	Mulch all mulched beds and trees				X	

### Approximate Lawn Acreages:

	Church	Parsonage Lot(New)	Hillman Lot (New)	Vacant Lot(MLK)
Approximate Acreage	.714	.298	.725	.263

Expected Service Schedule (subject to change based upon weather and other conditions)

Month(s)	Number of Services
January-February & November-December	2
March-May	6
June-October	12

## Submittal Letter/General Proposal Requirements

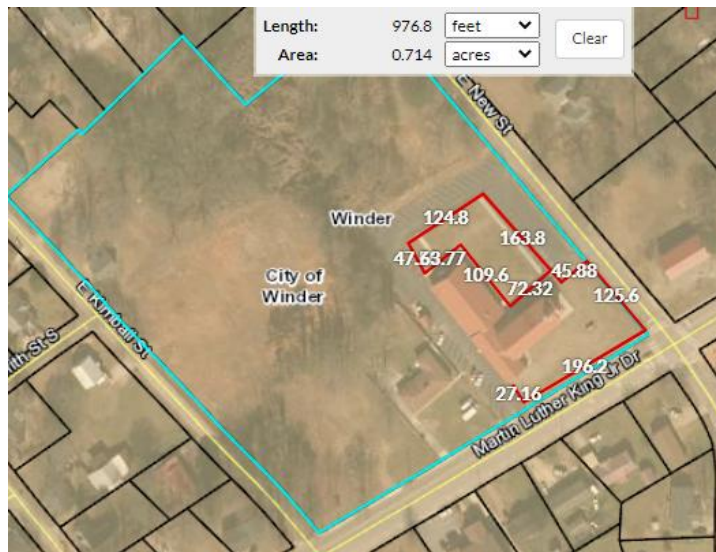
Applicants shall submit a cover letter, which provides an overview of his or her offer and qualifications, and well as the name, title, and phone number of the primary contact person.

The proposal should include the following:

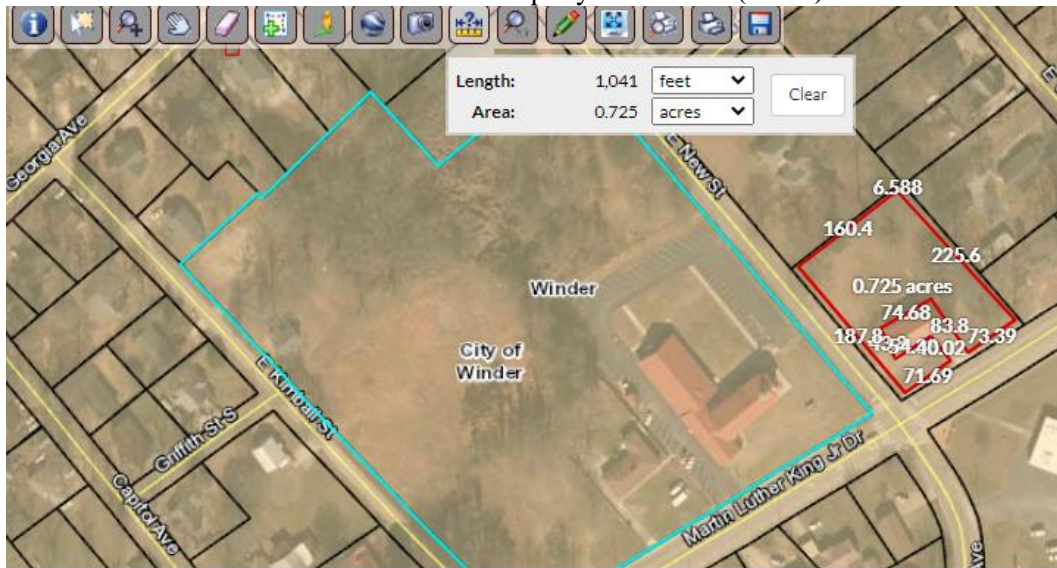
1. Detail of your company's estimated budgeted hours for your services and total yearly costs.
2. A minimum of (2) references including names and contact information that can attest to the work of your company.
3. Furnish standard billing rates for WOSMBC of professional services should additional work be required outside the original scope of the service proposal.

Four (4) Exhibits Follow -

Church Lawn Area (1 of 4)



Hillman Property Lawn Area (2 of 4)

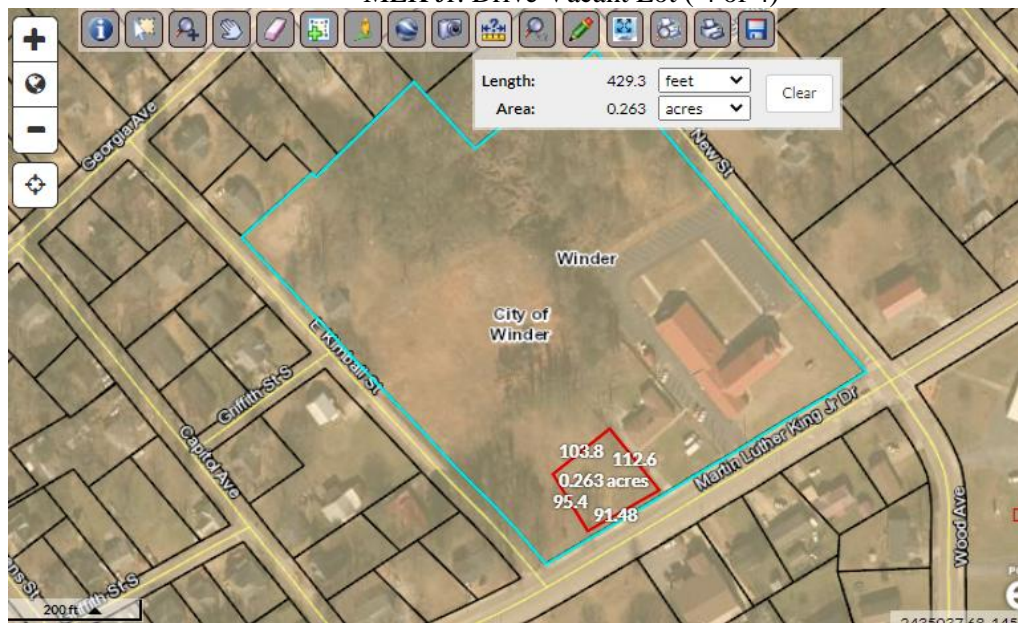


Parsonage Lawn Area (3 of 4)





MLK Jr. Drive Vacant Lot ( 4 of 4)



-THE END OF THE RFP-