

Request for Proposal (RFP) for Landscape Maintenance Services

Issued by: City of Jonesboro

RFP Number: RFP-PW-2025-001

Release Date: October 22, 2025

Response Due Date: November 20, 2025

Point of Contact: Dr. Donya Sartor, Mayor - dsartor@jonesboroga.gov

Marcus Heard, Director of Public Works - mheard@jonesboroga.gov

Donnette Cannady, Director of Finance - dcannady@jonesboroga.gov

1. Introduction

The City of Jonesboro is seeking qualified contractors to provide comprehensive Landscape Maintenance Services for Lee Street Park and Jonesboro City Center. This service includes but is not limited to lawn care, landscaping, pest control, irrigation, and trash removal.

2. Scope of Work

The selected contractor will be responsible for maintaining the grounds at the following locations:

- Jonesboro City Center located at 1859 City Center Way, Jonesboro, GA 30236.
- Lee Street Park is located at 155 Lee Street, Jonesboro, GA 30236.

The specific landscape services required will include, but are not limited to, the following:

2.1 Lawn Care and Turf Maintenance

- **Mowing:**
 - Regular mowing of all lawn areas to maintain an even height according to the species and variety of grass.
 - Frequency: weekly during the growing season (spring and summer); as needed during the fall and winter months.
 - Clean-up of clippings from hard surfaces (sidewalks, roads, driveways, etc.).
- **Edging:**
 - Edging of lawn areas along sidewalks, curbs, and mulch/flower beds to maintain neat and defined lines.
 - Frequency: weekly.
- **String Trimming:**
 - String trimming all areas inaccessible to mowers.
 - Frequency: weekly.
- **Fertilization and Soil Treatment:**
 - Application of balanced fertilizers (e.g., nitrogen, phosphorus, and potassium) based on soil testing.
 - Fertilizer application should occur quarterly with a slow-release fertilizer.
- **Weed Control:**

- Application of pre-emergent and post-emergent herbicides to control weeds on lawns and in mulch/flower beds.
- Spot treatment of weeds in turf areas.

2.2 Plant Care and Landscaping Maintenance

- **Pruning and Trimming:**
 - Prune shrubs, trees, and ornamental plants to maintain health, shape, and safety.
 - Remove dead, damaged, or diseased plant material promptly.
 - Trim hedges, bushes, and shrubs to a consistent and neat shape.
 - Frequency: As needed.
- **Tree and Shrub Health:**
 - Inspect and monitor trees and shrubs for signs of disease or pest infestation.
 - Provide pest control services, including the application of eco-friendly pesticides or organic treatments when necessary.

2.3 Irrigation System Inspections:

- **Inspection and Adjustment:**
 - Monthly inspection and testing of the irrigation system to ensure proper coverage and functionality.
 - Adjust irrigation heads, pressure, and timers to accommodate seasonal changes and landscape needs.
- **Winterization:**
 - Properly winterize irrigation systems to prevent freezing and damage during winter months.

2.4 Weed and Pest Control

- **Weed Control:**
 - Manual weeding of flower beds, lawns, walkways, and other areas.
 - Spot treatments with environmentally friendly herbicides when necessary.
- **Pest Control:**
 - Regular inspection for pests such as ants, aphids, and other insects, particularly around ornamental plants.
 - Application of pest control products as needed, ensuring compliance with local regulations.

2.5 Grounds Clean-Up and Debris Removal

- **Litter and Debris Removal:**
 - Removal of litter, debris, leaves, and other organic matter from lawns, flower beds, mulch beds, sidewalks, parking lots, and hardscapes.
 - Frequency: weekly during the growing season, and as necessary during off-season months.

- **Fall Leaf Cleanup:**
 - Collection and removal of fallen leaves and debris during the fall months, ensuring pathways and lawns remain clear.

2.6 Seasonal Tasks and Special Projects

- **Fall/Spring Clean-up:**
 - Raking of leaves, removal of dead plants, and preparation of beds for the new season.
 - Applying seasonal fertilizers and mulch as needed.

2.7 Additional Services:

- **Mulching:**
 - Application of organic mulch (e.g., wood chips, bark, or compost) to flower beds, mulch beds, tree rings, and shrub beds to conserve moisture, reduce weeds, and improve soil quality.
 - Mulch depth should be 2-3 inches and replenished as necessary to maintain coverage.
- **Pine Straw:**
 - Application of pine straw to mulch beds, tree rings, and shrub beds to conserve moisture, reduce weeds, and improve soil quality.
- **Planting:**
 - Installation of seasonal flowers, shrubs, trees, and other ornamental plants as specified in the landscape plan.
 - Care and establishment of newly planted areas, including regular watering and protection from pests.
- **Irrigation System Repairs:**
 - Repair and replace damaged irrigation components as needed.

3. Performance Standards

- **Quality of Work:**
 - All tasks should be performed to a high professional standard, ensuring that the property maintains an aesthetically pleasing and functional landscape.
 - Work should be done promptly and efficiently, with minimal disruption to the property and its occupants.
- **Safety Standards:**
 - Ensure all operations comply with local safety standards and regulations.
 - All workers should be trained in safe work practices and equipped with necessary safety gear.
- **Response Times:**
 - Urgent tasks, such as storm damage clean-up or pest control emergencies, should be responded to within 24 hours.

- **Documentation and Reporting:**
 - Regular maintenance reports should be submitted, outlining the tasks completed, any issues encountered, and recommendations for future maintenance.

4. Deliverables and Reporting

- **Monthly Maintenance Schedule:**
 - Provide a clear, agreed-upon schedule of maintenance tasks and activities to be completed each month.
- **Quarterly Service Reports:**
 - Provide detailed reports on maintenance activities completed, areas requiring attention, and recommendations for the next month.
- **Action Plan for Special Projects:**
 - A detailed action plan should be provided for any major landscape improvements, installations, or seasonal projects.

5. Duration of Services

The landscape maintenance services will be provided for the duration of 12 months, with the possibility of renewal based on performance and mutual agreement.

6. Service Hours and Access

- **Standard Service Hours:**
 - Services will be performed during regular business hours from 7:00 AM to 6:00 PM, Monday through Friday and weekends as needed.
- **Access:**
 - The landscape maintenance team will be provided with access to the property during these hours. Any special access (e.g., restricted areas) will be provided by the Director of Public Works or his designee.

7. Proposal Submission Requirements

Interested parties must submit proposals that address the following:

a. Company Profile:

- Overview of the company's history, services, and experience with government contracts
- Proof of relevant certifications and licenses (e.g., pesticide applicator licenses)

b. Approach to Landscape Maintenance:

- Detailed description of how the contractor plans to meet the scope of work, including work schedules, equipment to be used, and any innovative methods or technologies employed.
- Environmental considerations (e.g., sustainable practices, eco-friendly chemicals)

c. Qualifications and Experience:

- List of similar contracts completed within the last 8 years.
- References from past clients, preferably government or public-sector entities.

d. Pricing Structure:

- Detailed cost proposal including labor, materials, equipment, and any other relevant expenses.
- Payment schedule and terms

e. Proof of Insurance:

- Certificate of insurance, workers' compensation details, and e-verification status.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** The contractor's experience with similar grounds maintenance contracts, particularly in the public sector.
- **Approach and Methodology:** The quality and sustainability of the proposed work plan.
- **Cost Effectiveness:** The proposed pricing compared to the estimated budget for the services.
- **Environmental Considerations:** Use of eco-friendly practices and sustainability efforts
- **References and Past Performance:** Positive feedback from previous clients, including any government contracts.

9. Submission Instructions

Proposals must be submitted in writing by November 20, 2025 at 12:00pm to:

Attention: Marcus Heard, Director of Public Works

1859 City Center Way, Jonesboro, GA 30236

Late submissions will not be considered.

10. Terms and Conditions

- **Contractor Requirements:** Contractors must comply with all federal, state, and local regulations regarding labor, environmental standards, and safety.
- **Performance Bond:** A performance bond may be required to ensure completion of services.
- **Termination:** The City of Jonesboro reserves the right to terminate the contract if the contractor fails to perform as agreed.
- **Insurance Requirements:** Proof of general liability insurance and workers' compensation insurance must be provided prior to contract execution.

11. Questions

All questions related to this RFP should be submitted in writing to Marcus Heard, the Director of Public Works, by **November 6, 2025**. Responses will be provided in writing to all interested parties.

Appendix

- **Site Maps**

Important Dates

- RFP Issued: **October 22, 2025**
- Proposal Submission Deadline: **November 20, 2025 at 12:00pm**
- Evaluation Period: **November 24, 2025 through November 28, 2025**
- Award Notification: **December 9, 2025**
- Contract Start Date: **January 1, 2026**