



# CITY OF ELBERTON, GEORGIA

## INVITATION FOR BIDS

**Invitation to Bid:** Wednesday, March 4, 2026

**Project Title:** General Landscaping & Lawn Maintenance Service

**Property:** As detailed on Page 3 of Bid Packet

### SUBMISSION GUIDELINES:

- **Labeling:** Bids must be clearly marked "**General Landscaping & Lawn Maintenance Service**" and include your **Company Name** on the outside of the envelope or in the email subject line.
- **Deadline:** Bids must be received by the City Clerk no later than Wednesday, March 18, 2026 at **1:59 PM local time**. Late bids will not be accepted.
- **Opening:** Bids will be publicly opened and read aloud at **City Hall, 203 Elbert Street, Elberton, GA 30635** on the specified date and time.
- **Validity:** No bid may be withdrawn for **forty-five (45) calendar days** following the opening.

Direct all questions on **bidding procedure** to: Devan Seawright, Deputy City Clerk 706-213-3514 or via email at [dseawright@cityofelberton.net](mailto:dseawright@cityofelberton.net)

Direct all questions on the **scope of work or to view the property** to: Allen Turner, Landscaping Technician at 706-498-6531 or via email at [aturner@cityofelberton.net](mailto:aturner@cityofelberton.net)

## **INSTRUCTIONS & CONDITIONS:**

1. **Required Forms:** Companies must submit bids using the provided **Bid Sheet and Certification (Page 4)**. Please retain a copy for your records.
2. **Signature & Address:** All bids must be signed and include a full business address on the provided form.
3. **Equal Opportunity:** The City of Elberton operates on an equal opportunity basis; bidding is open to all parties in compliance with local, state, and national laws.
4. **City Rights:** The City reserves the right to evaluate, reject any/all bids, waive formalities, and award the contract in its own best interest.
5. **References:** Must provide a least three professional references.

## **OPERATIONAL REQUIREMENTS:**

- **Scope of Work:** Must cut the grass as often as necessary to maintain good appearance which usually means at least once every two weeks, during growing season more if needed.
- **Liability Insurance:** Upon award, the company must provide proof general commercial liability insurance coverage with a minimum of \$100,000.00.
- Bidder must provide all necessary labor, material, and equipment to successfully meet the specifications of the contract.
- **Payment Documentation:** Final payment is contingent upon the submission of official documentation for asbestos abatement and disposal.

## **AWARD PROCESS:**

No award will be made at the time of the public opening. The successful bidder will be notified immediately following approval. Results may also be obtained by calling the City Clerk's Office at 706-213-3514 or by via email at [dseawright@cityofelberton.net](mailto:dseawright@cityofelberton.net) .

## BID SPECIFICATIONS

The City of Elberton is considering awarding a twelve (12) month contract to a qualified company to perform general landscape and lawn maintenance service for several locations owned by the City of Elberton.

The term of the contract will be April 1, 2026, through March 31, 2027. Payment for services will be in twelve (12) equal monthly payments according to the terms of the contract.

The location and description of service required at each location:

1. **Hickory Drive Park** located on Hickory Drive in the city limits of Elberton—
  - Lawn care inside the fenced area to include all open spaces, around the tennis courts, and the ball field.
  - Weeding and trimming of all areas inside the fence of the park as needed to maintain good appearance
2. **Burke Street Park** located on Burke Street in the city limits of Elberton—
  - Lawn care inside the fenced area to include all open spaces, around gym and playground area, around the picnic pavilions, and the ball field.
  - Weeding and trimming of all areas inside the fence of the park as needed to maintain good appearance
3. **Granite City Walking Trail** including parks (Attachment A). Location includes area along Forest Hills Road to Oak Drive, area inside Brookhaven Circle, area from Brookhaven Circle north to Church Street next to the Granite Bowl, area along Brookhaven Circle
  - Lawn care
  - Minor collecting of limbs from time to time as needed
  - Blowing off the asphalt walking trail after the grass is mowed
  - Several small shrubbery beds to be trimmed, weeded, and mulched as necessary to maintain good appearance

Bidders may contact Allen Turner, Landscaping Technician at 706-498-6531 or via email at [aturner@cityofelberton.net](mailto:aturner@cityofelberton.net) to schedule a walk-through of the areas.

**BID SHEET & CERTIFICATION**

The City of Elberton is seeking bids for general landscape and law maintenance services for several locations owned by the City. The term of service will be twelve (12) months commencing April 1, 2026.

**TOTAL BID AMOUNT INCLUDING MATERIAL/LABOR/EQUIPMENT:**

\_\_\_\_\_

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_