



## **INVITATION TO BID** **2019 Landscape Maintenance of MID Public Spaces**

Midtown Business Association, Inc. (dba Midtown Alliance) seeks a qualified Contractor to provide regular landscape maintenance for parks, plazas, and public rights-of-way (ROW) within the Midtown Improvement District (MID), hereinafter collectively described as the "Project."

The Project generally includes weekly and, often, daily maintenance of the grounds, plants, shrubbery, ornamental trees, grass, and turf for public areas within the MID as directed by Midtown Alliance. The Project also includes irregular projects that pertain to the maintenance, improvement, and aesthetics of these spaces.

**Emailed bids** will be received by Midtown Alliance until **2:00 PM on Friday, December 7, 2018**. Bids received after the designated time will not be accepted. All bids should be emailed to [kyle@midtownATL.com](mailto:kyle@midtownATL.com) at the contact info below, and **any questions regarding this invitation to bid should also be submitted via e-mail to:**

Mr. Kyle Guess  
Program Manager Midtown Green  
[kyle@midtownATL.com](mailto:kyle@midtownATL.com)

Midtown Alliance  
855 Peachtree St., Ste. 8  
Atlanta, Georgia 30308

### **SECTION A – Background**

Midtown Alliance is a coalition of business and civic leaders focused on promoting economic development and enriching the quality of life in Midtown, Atlanta. Established in 1978 as a private, non-for-profit 501(c)(3) corporation, its mission has been to sustain and enhance Midtown's vibrant live-work-play community through a comprehensive approach to planning and development that includes initiatives to enhance public safety, improve the physical environment, and strengthen the urban amenities which give Midtown its unique character. A dedicated team of members, volunteers, staff, and professional consultants has helped transform this once deteriorated, under-valued community into a model of urban revitalization. Learn more about Midtown Alliance on our website at [midtownatl.com](http://midtownatl.com).

This Project is administered through Midtown Alliance's **Public Space Management Program**. Because we place tremendous value on Midtown's open spaces, the program invests in an annual care regimen of planting, pruning, fertilizing, mulching, and other landscape treatments to keep our public spaces clean, beautiful, and safe to enhance quality of life in Midtown. Public safety is of the utmost importance in all efforts Midtown Alliance executes. It is critical that our landscape maintenance contractor upholds safety of its employees and representatives and the Public in every aspect of the work performed for us.

## **SECTION B – Urban Context and Permit**

The Project Area is fully within the limits of the Midtown Improvement District as illustrated in the attached Landscape Maintenance Map. Contractor must recognize that all work will be performed within a dense urban environment. All local codes and ordinances must be upheld, and maintenance activities must be carried out with great care and keen awareness of surrounding traffic, pedestrians, and other factors within our urban context.

Midtown Alliance will provide to Contractor the required City of Atlanta temporary lane/sidewalk closure permit necessary for performance of the Project. Contractor shall abide by permitted work hours and holiday moratoriums for work within the ROW. Contractor shall be responsible for all pedestrian and traffic control and signage and must at a minimum, abide by the Federal Manual of Uniform Traffic Control Devices (MUTCD) standards, current edition, for temporary traffic control. Safe, clearly marked pedestrian and vehicular access to all adjacent properties must be maintained throughout all work associated with the Project.

Contractor shall contact the proper local authorities or respective utility company to confirm the location of all existing utilities before commencing any digging work. The cost to repair damage to existing utilities shall be fully borne by the Contractor.

Upon completion (whether temporary or final) of any work associated with the Project, the Project Areas shall be left in a safe, clean and good condition, with all debris removed therefrom. Any damage to public or other property caused as a result of the Project or by the activities of the Contractor shall be repaired promptly at no cost to Midtown Alliance.

Midtown Alliance will NOT provide a project staging area for the Contractor's use.

## **SECTION C – Supplementary Materials**

The Invitation to Bid includes the following materials:

1. Exhibits A – F:
  - a. Scope of Work
  - b. Additional Services
  - c. Maintenance Service Schedule
  - d. Turf Program
  - e. Ornamental Program
  - f. Environmental Sustainability and Purchasing Guidelines
2. Bid Form (see Section E)
3. Landscape Maintenance Map
4. Sample Certificate of Insurance (see Section E)
5. Project Reference form (see Section E)

## SECTION D – Terms and Conditions

1. Any changes to the scope of work, contract amount, or other aspects of the Project shall be in writing.
2. Midtown Alliance reserves the right to:
  - Reject any and/or all bids or portions of bids,
  - Reject a Subcontractor if necessary, and
  - Approve, disapprove, modify or cancel any of the scope of work to be undertaken.
3. The term of this maintenance contract shall commence on the date of agreement and shall run for a period of **twenty-four (24) months**. The contract will automatically renew at each anniversary date unless notice is given by either party within 30 days for the purpose of renegotiation. Either party shall have the right to cancel the agreement within sixty (60) days with written notice.
4. **Prior to commencement of work the Contractor shall be required to furnish Midtown Alliance with satisfactory proof of the insurance coverage specified in the sample insurance certificate attached to the Invitation to Bid. The certificate of insurance shall name Midtown Alliance; Midtown Business Association, Inc.; Midtown Improvement District; and The City of Atlanta as additional insured.**
5. By signing and dating below, the BIDDER understand and agrees to the terms outlined within this document and its attachments.

## SECTION E – Instructions to Bidders

Submit your bid via email, containing the following materials:

1. Cover letter including name, title, and contact information (e.g. mailing address, phone number, and email address) of the staff person who will manage the Project.
2. The Invitation to Bid with the below portion completed, signed, and dated.
3. A short statement of Contractor qualifications and experience. Statement should be supplemented by a minimum of three (3) Project References (see Attachment 5) describing similar or related projects successfully completed within the last three (3) years. Midtown Alliance is particularly interested in projects completed within the urban core of a large city.
4. Completed Bid Form, provided in both in PDF and Microsoft Excel. Please include as an attachment a written explanation of any changes made to the scope of work or Bid Form, if applicable.

Respectfully submitted:

Company:

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Signed

\_\_\_\_\_

Print

\_\_\_\_\_

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

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

END OF DOCUMENT