

HABERSHAM COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Habersham County Lawn Care Service

DATE: May 10, 2024

RECOMMENDATION
 POLICY DISCUSSION
 STATUS REPORT
 OTHER

BUDGET INFORMATION:

ANNUAL- \$45,870 total (\$39,490 General Funds
\$4,070 is E-911, \$1,540 is Senior Center & \$770 is Emergency Services)
CAPITAL-

COMMISSION ACTION REQUESTED ON: May 20, 2024

PURPOSE: To request Commission approval to contract with The Lawn Keeper Lawn Care, Inc. for Habersham County's lawn care services for fiscal year 2025 with an option to renew for fiscal years 2026 and 2027 if we incur no price increase or a price increase of 10% or less.

BACKGROUND / HISTORY: Habersham County sought request for proposals for base lawn care services for 30 locations. One RFP was submitted and met all required specifications. The Lawn Keeper provided the proposed annual cost of \$45,870. The Contract is to begin July 1, 2024, and will run through June 30, 2025, with the option to renew for two additional one-year periods. The \$45,870 includes \$4,070 coming from the E-911 Fund, \$1,540 is Senior Center and \$770 coming from the Emergency Services Fund making the total General Fund amount \$39,490. Additionally, The Lawn Keeper will provide additional services on an as needed basis as part of this RFP.

FACTS AND ISSUES:

- a. Base Lawn Care Services cover 30 locations for an annual cost of \$45,870.
 - b. The Lawn Keeper is to provide a 10-day rotation schedule for 27 locations and a 7-day rotation schedule for 3 locations from March until November.
 - c. The Lawn Keeper will provide a single itemized bill to Habersham County Finance Department for payment.
 - d. Additional lawn service (spray flower beds, spray weed killer, fertilize lawn, trim bushes, leaf removal, tree and limb removal, install bark) will be performed on an as needed basis at an additional cost.
 - e. The \$45,870 includes \$4,070 coming from the E-911 Fund, \$1,540 is Senior Center and \$770 coming from the Emergency Services Fund making the total General Fund amount \$39,490.
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OPTIONS:

- 1) Approve year one Lawn Care Service with The Lawn Keeper for all Habersham County 30 locations.
 - 2) Deny Lawn Care Service with The Lawn Keeper for all Habersham County 30 locations.
 - 3) Other defined Board of Commissioners action.
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RECOMMENDED SAMPLE MOTION:

Move to approve year one Lawn Care Service with The Lawn Keeper for all 30 Habersham County locations.

DEPARTMENT:

Prepared by:

Director _____

**ADMINISTRATIVE
COMMENTS:** _____

_____ **DATE:** _____

County Manager



HABERSHAM COUNTY
GEORGIA | Est. 1818

Office of County Commissioners

130 Jacobs Way, Suite 302, Clarkesville, GA 30523

706-839-0200

www.habershamga.com


**Pricing Sheet
Request for Proposal
Lawn Care Services**

Quoting Company Name:	The Lawn Keeper Lawn Care, Inc.
Company Representative:	Dan Shubert
Company Address:	125 Danancy Ln, Alto, GA
Company Phone Number:	706-776-1222
Representative Phone:	706-499-0473

Please provide Price breakdown as indicated below:

Price (per billing period):	\$ 5,236.67
Less Discounts/Incentives:	—
Total Price:	\$ 5,236.67

I agree to all terms and expectations of the above quote specification and hereby submit this as our official bid.


May 8th 2024

 Signature of authorized company representative Date

LIST OF LAWN CARE SERVICE SITES			
SITE NO.	ADDRESS	DESCRIPTION	MONTHLY AMOUNT
1	Habersham County Old Courthouse 555 Monroe Street, Unit 20 Clarkesville, GA 30523	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>7 calendar days</u> .	\$ 183.33
2	Habersham County Judicial Center 295 Llewellyn Street Clarkesville, GA 30523 <i>*Also York Street – cutting grass 7 calendar days*</i>	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>7 calendar days</u> . Mowing bank <u>2 times a month</u> . Trim bushes every <u>2nd cut</u> .	\$ 750.00
3	Ivy Mountain Tower 2471 Ivy Mountain Road Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 110.00
4	Tallulah Falls Tower 225 Gilbert Gate Road Tallulah Falls, GA 30573	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 61.11
5	Animal Care & Control 4123 Toccoa Highway, Suite B Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 61.11
6	Public Defender's Office 226 Grant Street Clarkesville, GA 30523	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 85.55
7	DFACS Office 1045 Grant Street Clarkesville, GA 30523	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 97.78
8	Fairgrounds & Horse Arena 4123 Toccoa Highway, Suite A Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 403.33
9	Habersham County 911 Center* 175 EOC Drive Mt. Airy, GA 30563	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 281.11

LIST OF LAWN CARE SERVICE SITES – CONTINUED

SITE NO.	ADDRESS	DESCRIPTION	MONTHLY AMOUNT
10	Habersham County Senior Center and Wellness Center 217 Scoggins Drive Demorest, GA 30535	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 171.11
11	AVITA Community Partners 196 Scoggins Drive Demorest, GA 30535	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 171.11
12	Habersham County Extension Office 555 Monroe Street, Unit 20 Clarkesville, GA 30523	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 36.67
13	Habersham County Health Department 185 Scoggins Drive Demorest, GA 30535	Services Include: Cutting grass, weed eating, & blowing sidewalks every <u>10 calendar days</u> .	\$ 158.89
14	Habersham County Fire Depart. – Station 8 123 Old Chimney Mountain Road Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 97.78
15	Habersham County Fire Depart. – Station 9 4263 Hollywood Highway Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 85.56
16	Habersham County Fire Depart. – Station 11 1302 Fairview School Road Demorest, GA 30535	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 97.78
17	Habersham County Fire Depart. – Station 12 2975 Duncan Bridge Road Cornelia, GA 30531	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 97.78
18	Habersham County Fire Depart. – Station 13 2665 Habersham Mills Road Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 110.00
19	Habersham County Fire Depart. – Station 14 6400 Camp Creek Road Mt. Airy, GA 30563	Services Include: Cutting grass & weed eating every <u>10 calendar days</u> .	\$ 97.78

LIST OF LAWN CARE SERVICE SITES – CONTINUED

SITE NO.	ADDRESS	DESCRIPTION	MONTHLY AMOUNT
20	Habersham County Fire Depart. – Station 15 6579 New Liberty Road Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 97.78
21	Habersham County Fire Depart. – Station 16 6357 State Highway 17 Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 97.78
22	Habersham County Fire Depart. – Station 17 & Historic Oak 4455 The Orchard Road Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 158.89
23	Habersham County Emergency Service Depart. – 125 Robertson Loop Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 85.56
24	Habersham County Administration Building – 130 Jacob's Way, Clarkesville, GA 30523	Services Include: Cutting grass, weed eating, blowing sidewalks every <u>7</u> <u>calendar days.</u> Trim bushes every 2 nd cut.	\$ 416.67
25	Fuel Farm, Road Dept Shop, & Fleet Dept Shop – 4218 Toccoa Highway, Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 403.33
26	Soccer Field Embankment – 4123 Toccoa Highway Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 158.89
27	Coroners Building* – 175 EOC Drive Mt. Airy, GA 30563	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 48.89
28	Toccoa Highway House – 4336 Toccoa Highway Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 122.22
29	Harvey Adams House – 370 Harvey Adams Circle Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 97.78
30	Habersham County Aquatic Center Parking Lots – 120 Paul Franklin Road Clarkesville, GA 30523	Services Include: Cutting grass & weed eating every <u>10 calendar days.</u>	\$ 391.11

	EXTRA SERVICES PERFORMED ON AN AS NEEDED OR UPON REQUEST BASIS	PER OCCURANCE
1	Spray Flowerbeds	\$ /SqFt <i>included w/cut</i>
2	Flowerbed Cleanup (pull weeds, install landscape fabric, install new mulch)	\$.33 /SqFt
3	Spray Weed Killer	\$.0044 /SqFt
4	Fertilize Lawn	\$.003 /SqFt
5	Trim Bushes	\$ 4 /bush
6	Pre-Emergent (Labor & Materials)	\$.0046 /SqFt
7	Leaf Service	\$ /SqFt <i>same as lawn service \$</i>
8	Trim & Remove Tree Limbs	\$ /SqFt <i>25/tree</i>
9	Spring Pre-Emergent	\$.0046 /SqFt
10	Install Red Bark (Labor & Materials)	\$.25 /SqFt
11	Install Brown Bark (Labor & Materials)	\$.25 /SqFt

*Please note that the maps for Habersham County E911 and Coroners Building are in the same image. Though these locations share the property, they are to be billed separately.

Habersham County understands that services not listed may be required/added at any given time. The list above is a representation of current services required.



HABERSHAM COUNTY

BOARD OF COMMISSIONERS

May 15th, 2024

The Lawn Keeper Lawn Care, Inc.
125 Danancy Ln
Alto, GA 30510
Attn: Dan Shubert

Ref: **RFP#2024-18 Lawncare Service**

Notice of Award

Dear Mr. Shubert

I am pleased to inform you that the Habersham County Board of Commissioners has awarded the above-named contract to your firm as the sole recipient. This letter will serve as a **Notice of Award** only.

You are requested to furnish Habersham County the following listed documents within **fifteen (15) days** as required by the terms and conditions of the bid:

1. Executed Contract Documents (Attached)
2. Updated Certificate of Liability Insurance

Please print two copies of the attached contract and return them in their original form, signed, and notarized as duplicate originals. Please do not fax the documents back. The County will then execute both documents and return one original to you.

A **Notice to Proceed** and **PO** will be issued after receiving the above-named documents. This contract will become effective upon execution of documents.

Sincerely,

Tim Sims
Chief Financial Officer
&
Kiani Holden
Financial Administrator

Lawncare Service

This agreement made and entered into this the _____ day of _____, 2024, by and between the Board of Commissioners of Habersham County, Georgia (Hereinafter referred to as "County") and **Lawncare Service** hereafter referred to as "Contractor").

Witnesseth:

Whereas the County intends to contract to provide for Lawncare Service - RFP #2024-18, herein referred to as the "Project" and has entered into an agreement for the necessary services provided by the project and whereas, the Contractor desires to perform the project and for the contract costs as detailed.

Habersham County's RFP #2024-18 issued on April 24th, 2024, the Bidder's response (All originals are on file in the Habersham County Purchasing Department, 130 Jacob's Way Clarkesville, GA 30523), and this contract are all incorporated into and made a part of this agreement by reference.

\$47,130.00 (annual price not to exceed)

Attachments: All terms and conditions; Contractor's Bid response; Contractors cost data

If any paragraph, sub-paragraph, sentence, clause, phrase or any portion of this agreement shall be declared invalid or unconstitutional by any Court of competent jurisdiction or if the provisions of any part of this agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be constructed to affect the portions of this agreement not so held to be invalid or the application of this agreement to other circumstances not so held to be invalid. It is hereby declared to be the intent of the parties to this agreement to provide for separate and divisible parts, and to hereby adopt any and all parts hereof as may not be held invalid for any reason.

In witness whereof, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

Subscribed and sworn to in our presence this _____ day of _____, 2024

Notary Comm. Exp.

Habersham County, Georgia

By: _____

Ty Akins

Chairman, Board of Commissioners

Subscribed and sworn to in our presence this _____ day of _____, 2024

Notary Comm. Exp

Contractor

By: _____

Title