

REQUEST FOR PROPOSAL

Greene County, Arkansas

Cover Sheet

Section I

BID NUMBER: GC-001

TITLE: Lawncare and Landscaping Services for Certain Greene County Properties

OPENING: **DATE:** January 26, 2026

TIME: 10:00 A.M.

PLACE: Greene County Judge's Office
320 W. Court St. ,Suite. 107
Paragould, AR 72450

MAIL SEALED PROPOSALS TO:

Greene County Judge's Office
320 W. Court St. ,Suite 107
Paragould, AR 72450

ON OUTSIDE OF PROPOSAL SHOW: (1) Return Address
(2) Bid opening date
(3) Bid number & title
(4) Number of contract and company

BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:

NAME OF BIDDER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE OF AUTHORIZED AGENT: _____

INSTRUCTIONS:

1. Lump Sum prices and extensions are required on proposal form.
2. **Return two copies of the entire bid packet and any other documents required by the specifications.**
3. Proposals must be signed by an authorized agent to be accepted. (See Section III, General Conditions, #24)
4. Any trade discount should be deducted and net prices shown.
5. Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposals.
6. Bidding procedures will be in compliance with Arkansas Laws.
7. **QUOTE:** F.O.B. destination
8. **BID VALIDITY:** Net 60 days.

PROPOSAL FORM

GC-001

Section II

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the County Judge, Greene County, shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposal submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm, or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

It will be the County's sole discretion to accept any part or combination of the bid below.

Location Address	Yearly Cost per Location
Greene County Health Department, 801 Goldsmith Rd., Paragould, AR	\$
Greene County Coroner's Office, 4312 Fairview St., Paragould, AR	\$
Greene County Extension Office, 4410 Fairview Rd., Paragould, AR	\$
Foster Property, 1709 N. Rockingchair Rd., Paragould, AR	\$
TOTAL 2026 COST FOR ALL LOCATIONS	\$

Total Price (not including sales tax): \$ _____

Amount of Sales Tax to be added to the Total Price: \$ _____

From: _____
(Vendor)

Signature: _____
(Printed name & Signature)

Date: _____

Title: _____

SECTION III – GENERAL CONDITIONS

1. Proposals must be received no later than the date and time set for bid opening. **Proposals shall be in a sealed envelope with the RFP number on the outside or it will not be considered.** Telegraphic, fax, or email proposals sent directly to Greene County Offices will not be considered. All proposals must be signed by an authorized officer of the company.
2. Proposals may be withdrawn, modified, or corrected by the bidder after it has been submitted, provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the proposals will be accepted and attached to the unopened proposal, and the proposal will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **No proposal may be withdrawn, corrected, or otherwise changed after the time set for opening the proposals.**
3. Prices quoted will be considered net prices, unless otherwise stated by the bidder in the proposal. Proposal prices must remain firm for 60 days, unless otherwise stated in the specification.
4. The original written or electronic language of the RFP documents shall not be changed or altered except by approved written addendum issued by the County Judge's Office. This does not eliminate bidder(s) from taking exception(s) to non-mandatory terms and conditions but does clarify that the proposer shall not change the original document's written or electronic language. If proposer(s) wishes to make exception(s) to any of the original language, it must be submitted by the proposer in separate written or electronic language in a manner that clearly explains the exception(s). If proposer's submittal is discovered to contain alterations/changes to the original written documents, the proposer's response may be declared as "non-responsive" and shall not be considered.
5. This RFP may be modified only by amendments written and authorized by the County Judge's office. Proposers are cautioned to ensure that they have received or obtained and responded to any and all amendments to the RFP prior to submission. There will be no amendments to an RFP 48 hours prior to the RFP opening. It is the responsibility of the proposer(s) to check the County website, <https://greenecounty.arkansas.gov/> for any and all addendums up to that time.
6. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/services of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications. Products and/or services will be inspected for compliance prior to acceptance.

7. The responding company shall perform according to the terms and conditions as stated herein, and according to the highest standards and professional practices. Instances of poor performance by the Company will be documented and submitted to the company for immediate review and corrective action. Continued poor performance will be deemed a breach of the specifications of the RFP and shall be grounds for immediate termination of the contract. A review meeting will be called between the Company and the County when documented instances of poor performance occur. A plan for corrective action, agreeable to both parties, will be drafted and implemented. Greene County retains the absolute right to assess whether and when performance is subsequently acceptable.
8. It shall be understood and agreed that any material or product purchased under this proposal shall be new and in first-class condition unless otherwise stated in or required by the bid invitation.
9. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the proposal price. An exemption certificate will be furnished where required.
10. State and Local Sales Tax shall be stated as a separate item and shall not be included in the proposal price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the proposal price. The County is Sales Tax Exempt on motor vehicle purchases.
11. **Proposals will be evaluated based upon compliance with the specifications, proposal price, applicability, and suitability of the product/services being offered. Product and vendor reliability, warranty, delivery time, and such other factors deemed appropriate will be considered to assure the County receives a quality product most advantageous vendor to the County.** Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the contractor or vendor with whom the order is placed.
12. Proposals shall be submitted on 8 ½ x 11 inch paper, which shall include this form. Submissions should be limited to a maximum of 15 pages, with all required attachments included. Binders, brochures, and materials in this RFP are neither requested nor desired. Please do not submit these with your proposal. If additional information is required, the County will request it after review of the proposal.
13. The Company should submit a base proposal in the manner specified, but may also propose other financial options to the County, either as additions or alternates to the base proposal. Such additional offerings should be clearly identified. The county prefers that the Company's response to the RFP be submitted in same item (paragraph) sequence as the proposal – using the same item (paragraph) numbers for reference.

14. The contents of the RFP will be incorporated into the final Contract documents. All terms and conditions stated herein shall constitute a complete and integrated document and the covenants contained herein shall not be altered and modified, unless such modifying term, conditions, or covenants are in writing and are signed by the Company and the agent of Greene County.
15. The contract awarded in response to the RFP (the “contract”) may be terminated without cause by Greene County, by giving the other party not less than 30 days written notice of intent to terminate as of the date specified. The contract will not be assignable without prior written consent of both parties. Any attempted assignment without such consent shall be void and of no effect.
16. The County will not reimburse the Company’s cost incurred in the preparation and submission of proposals. All proposals shall become the property of the County upon submission.
17. Companies are cautioned that the County is not obligated to ask for or accept data that is essential for a complete and thorough evaluation of the proposal after the opening date. The County may award a contract based on initial submissions without any further discussion of such proposals. Accordingly, each proposal shall be submitted on the most favorable and complete price and technical terms possible. Any ambiguity in any proposal, as a result of omission, error, lack of clarity or noncompliance by the Company with specification, instructions and all conditions of the Request For Proposal, shall be construed in the light most favorable to the County.
18. After the award of the Contract, all proposals will be open for public inspection. Financial data, trade secrets, test data, and similar proprietary information will, to the extent permitted by law, remain confidential, provided such material is clearly marked by the Company prior to submissions of the RFP; however, net cost information may not be confidential.
19. The Company shall indemnify and hold harmless the County, its officers and employees, from all claims, suits, actions, damages and costs of every nature and description arising out of or resulting from the Contract or the provision of services under the Contract.
20. The Company agrees that the County or any of its duly authorized representatives shall, at any time during the term of this Contract, have access to and the right to audit and examine any pertinent records of the Company related to this Contract. Company agrees to refund the County any underpayments or overcharges disclosed by any such audit, or to take other corrective action as may be required.
21. The Company will obtain and maintain, at its expense and in its name, all necessary licenses and permits required to perform the services described herein.

22. The Company will assume full responsibility for any damage to the County's equipment or premises caused by the negligent or intentional acts of omissions or the Company's employees, agents, or officers, except ordinary wear and tear.
23. The name, mailing address, and telephone number of Company's authorized agent, with authority to bind the firm with respect to questions concerning the Company's proposal, must be clearly stated in the proposal. An authorized officer of the Company must sign the proposal and/or letter, which transmits the proposal to the County.
24. The Company will be responsible for collection and payment of all required taxes (local, state, federal) related to its operation.
25. The County is committed to Equal Opportunity. Therefore, the Company employment policy shall meet the requirements of the Fair Labor Standards Act and all other regulations required by Federal or State Law. The Company must pledge to comply with Equal Opportunity Laws and that it will not discriminate against any employees or applicant for employment because of race, color, creed, religion, national origin, sex, age, disability, marital status, or participation of legally protected activity.
26. Bid bonds are **NOT** required.
27. **Restriction of boycott of Israel** : Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract or purchase order valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
28. **All proposal must contain a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to insure the Company pursuant to the terms of any contract resulting from the RFP.** The Company shall procure and maintain, at the Company's expense, the following insurance coverage for the period of the Contract. Certificates in evidencing the effective dates and amounts of such insurance(s) must be provided to the County.
 - a. Workers' Compensation, as required by State of Arkansas.
 - b. Comprehensive General Liability (Broad Form) coverage in amounts specified under the contract for work at the facility prior to the signing of the contract.
 - c. Commercial Blanket Bond Coverage (theft/fraud by employees) in amounts specified under the contract for work at the facility prior to the signing of the contract.
 - d. Minimal shall be in the total amount of the contract.
29. All questions or requests for clarification shall be submitted in writing via email at cosec@greene.ar.gov or mail at 320 W. Court St. Room 107, Paragould, AR 72450, ATTN : County Judge's Office. No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. Responses to questions may be handled as an

addendum if the response would provide clarification to the requirements of the bid/proposal. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract.

- 30.** The County Judge reserves the right to reject any or all proposals, or any portion thereof, and re-advertise if deemed necessary. Award will be made to the Company whose proposal conforms to the RFP and will be most advantageous to Greene County.

A. General Specifications

1. Bidders shall provide complete details of work being proposed.
2. Bonds are NOT required.
3. INSURANCE: A certificate of Insurance for liability covering the Contractor & Owner shall be supplied by the Contractor prior to the start of work. Insurance shall be effective for the time coverage of the contract.
4. PROJECT OFFICER: County Judge. Phone Number is (870) 239-6300 x8

B. Scope

The purpose of this bid is to provide landscaping services for Greene County facilities for the 2026 budget year (February-December 2026).

Below are the sites and services:

1. Greene County Health Department, 801 Goldsmith Rd., Paragould, AR 72450
2. Greene County Coroner's Office, 4312 Fairview Rd., Paragould, AR 72450
3. Greene County Extension Office, 4410 Fairview Rd., Paragould, AR 72450
4. Foster Property, 1709 N. Rockingchair Rd., Paragould, AR 72450

Each site shall include the following services:

1. Mow and weed-eat lawn every 5 to 9 days during the months of March to October
2. Mow and weed-eat lawn on an as-needed basis from November to February
3. Edge walkways, sidewalks, and driveways each time the lawn is mowed
4. Pick up debris and/or litter on lawns and/or parking lot each time the lawn is mowed.
5. Leaf debris removal from landscaping, sidewalks, parking lots and lawns from November to February
6. Weed and provide bed herbicides removal from all landscape beds as needed from March to October
7. Re-mulch of landscape beds and tree rings once a year (minimum of 1" thick)
8. Spray weed control in cracks on sidewalks and parking lots as needed from March to October
9. Prune and trim shrubbery and small trees 3 times per year
10. Lawn thatching/aeration shall be priced separately
11. Perform a monthly inspection