



## Southeast Health District

1101 Church Street, Waycross, Georgia 31501  
Phone: 912-285-6002 Fax: 912-284-2980  
[www.sehdph.org](http://www.sehdph.org)

Rosemarie D. Parks, M.D., M.P.H.  
District Health Director

### INVITATION TO BID

Thank you for your interest in partnering with Southeast Health District to accomplish our mission.

#### SCOPE OF WORK

Provide general lawn care services as stated in attachment A for the Wayne County Health Department located at 240 Peachtree Street, Jesup, GA 31545. **The vendor MUST have professional liability insurance and a business license.**

#### BID OF

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

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

City, State, Zip: \_\_\_\_\_

#### SUBMIT BID TO:

Brittany Hickox  
1101 Church Street  
Waycross, GA, 31501  
[brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov)

**BIDS DUE May 21, 2021; 5:00 PM, Local Time**

#### SCHEDULE OF EVENTS

<b>Release ITB</b>	April 21, 2021
<b>Bid Due Date</b>	May 21, 2021
<b>Services to Begin</b>	July 1, 2021

**If you wish to tour the office prior to submitting your bid, please contact Michelle Hargrove or Stacie Drew at 912-218-3495.**

All questions must be submitted no later than the bid due date as stated in the above schedule of events. Answers are provided for informational purposes only and will not be considered bidding unless incorporated by amendment to this ITB. Bidder must fill out all highlighted areas on the Request for Quotation for Services and/or Products form. You can submit bids to the address listed above or by email to [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov).

*Serving: Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Evans, Jeff Davis, Pierce, Tattnall, Toombs, Ware & Wayne counties*

*An Equal Opportunity Employer*

## ATTACHMENT A

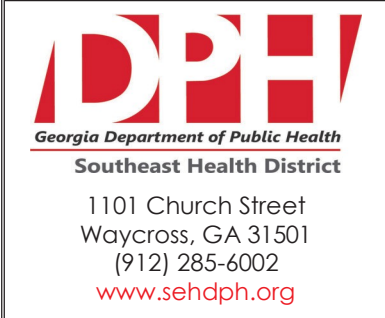
- Mow and weed-eat grass in specified areas.
- Edge plant beds, walkways and driveways.
- Use weed killer as necessary to maintain weed free areas.
- Blow debris off sidewalks and driveways.
- Trim trees/hedges back at appropriate times of the year.
- Provide pine straw if desired.

Services are to be provided on a bi-monthly basis. March-October services will be performed every two weeks. November-February services will be performed monthly.

**REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS\***

**THIS IS ONLY AN INQUIRY, NOT AN ORDER.**

BLUE SECTIONS COMPLETED BY SEHD/GREEN SECTIONS COMPLETED BY VENDOR.



Name of Company Submitting Quote

TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Company Fax Number: \_\_\_\_\_

Quote Submission Deadline: May 21, 2021; 5:00 PM, Local Time

Quantity/Unit	Item Description	Unit Price Include Shipping	Total Product Extension
1	Services as stated in ITB		

Detailed Description of Service to be Performed Provide clear, complete specifications including beginning and ending dates; frequency performed; sample; delivery details; references, warranty & bonding information; etc. Attach additional pages, if necessary.	Price Breakdown	Total Services
As stated in Invitation to Bid		

**Enter quote grand total for *combined* products and services:**  
\$ \_\_\_\_\_

Expiration date of quote: \_\_\_\_\_

Signature of company representative: \_\_\_\_\_ Date: \_\_\_\_\_

Company address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Federal Employer's Identification Number (FEI): \_\_\_\_\_

Statewide contract provider?  Yes  No Statewide Contract #: \_\_\_\_\_

Email completed quotation to Brittany Hickox at [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov)

Mail completed quotation to the attention of **Brittany Hickox** at **1101 Church Street, Waycross, GA 31501**

**\*Any bid not meeting all requirements will be eliminated from considerations.**