



Southeast Health District

1101 Church Street, Waycross, Georgia 31501
Phone: 912-285-6002 Fax: 912-284-2980
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 Jeff Davis County Health Department located at 30 East Sycamore Street, Hazlehurst, GA 31539. **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

BIDS DUE May 17, 2021; 5:00 PM, Local Time

SCHEDULE OF EVENTS

Release ITB	May 3, 2021
Bid Due Date	May 17, 2021
Services to Begin	July 1, 2021

All questions must be submitted no later than the due date stated in the above schedule of events. Answers are provided for informational purposes only and will not be considered binding 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. **Please contact Cara Taylor at 912-669-0100 or email brittany.hickox@dph.ga.gov if you would like to schedule a time to view the property prior to submitting your bid.**

*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

March thru November

1. Mow entire grounds and ditch twice a month or more if needed during growing season.
2. Clear grounds of any trash, paper, leaves etc. twice a month.
3. Blow off parking lot and sidewalks twice a month.
4. Weed and manicure three garden islands twice a month.
5. Edge walkways monthly.
6. Trim shrubs and trees monthly as needed.
7. Put out pine straw (75 bales) around building 3 times a year.
8. Notify health department staff when fertilizer or additional chemicals are needed.


December thru February

1. Clear grounds of any trash, paper, leaves, etc. monthly.
2. Blow off walkways and parking lot 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.



Georgia Department of Public Health
Southeast Health District
 1101 Church Street
 Waycross, GA 31501
 (912) 285-6002
www.sehdph.org

Name of Company Submitting Quote

TO: _____

ATTENTION: _____

Company Fax Number: _____

Quote Submission Deadline: May 17, 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](mailto:Brittany.Hickox@dph.ga.gov) at brittany.hickox@dph.ga.gov

Send completed quote to the attention of: [Brittany Hickox](mailto:Brittany.Hickox@dph.ga.gov) at 1101 Church Street, Waycross GA 31501

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