

CITY OF FORSYTH

REQUEST FOR PROPOSALS (RFP)

CEMETERY LANDSCAPE MAINTENANCE SERVICES

Proposal Submission Deadline
October 30, 2026 at 11:00 AM EST

Delivery Location
City of Forsyth – City Hall
Attn: Alex Smith
23 E. Main Street
Forsyth, GA 31029

1. Background

The City of Forsyth is seeking proposals from qualified landscape maintenance contractors to provide comprehensive lawn and landscape maintenance services for the City's three municipal cemeteries:

- Forsyth City Cemetery
- Rest Haven Memorial Cemetery
- Monroe Hill Memorial Gardens

The City intends to enter a service contract with a professional firm capable of maintaining these sacred public spaces to a consistent, high-quality standard that reflects respect, enhances appearance, and ensures safety for visitors and the community.

2. Scope of Work

Contact Person

The designated contact for this project is:

- Contact: Kevin Bunn, Fire Chief & Public Works Director
- Phone: (478) 993-6634
- Email: kbunn@cityofforsyth.com

The alternate contact for this project is:

- Contact: Alex Smith, Project Manager
- Phone: (478) 994-5649
- Email: asmith@cityofforsyth.com

Service Schedule Options

Contractors must submit pricing based on two potential service options:

1. 26-Visit Option: Bi-weekly visits from January through December.
2. 39-Visit Option: Weekly visits from April through September; bi-weekly visits from October through March.

Holiday Preparation & Scheduling

Grounds must be fully mowed, trimmed, and cleared prior to the following holiday/holiday weekends to allow for family decorations and visitors:

- Memorial Day
- Mother's Day
- Father's Day

Required Maintenance Services

The selected contractor will be responsible for providing all labor, equipment, materials, and supervision required to execute the following scope of services at each cemetery site during each scheduled visit:

Turf Care

- Mow turfgrass areas to optimal health and seasonal heights.
- String-trim (weed-eat) around all gravestones, markers, monuments, fence lines, utility poles, trees, and obstacles.
- Edge along concrete sidewalks, curbs, parking areas, and designated plant beds.
- Equipment and headstones – use extreme care around all cemetery markers

Blowing & Debris Removal

- Blow and clean all graves, tombstones, steps, entrances, sidewalks, streets, and parking areas to remove lawn clippings, dirt, and debris.
- Collect and remove all trash, litter, fallen limbs, and organic debris from landscaped and burial areas prior to and following maintenance operations.

Plant Bed & Weed Control

- Perform routine weed control within flower/plant beds and in paving cracks across concrete surfaces, walkways, and curbs.
- Prune shrubs, ornamental trees, and perennials as needed to maintain a neat, orderly, and respectful appearance.
- Maintain plant bed areas including soil cultivation and mulching (as requested/contracted).

Tree & Hazard Inspection

- Perform routine light pruning of small trees.
- Inspect sites and promptly report any hazardous, diseased, or fallen trees/branches to the City contact.

3. Locations Covered

- Forsyth City Cemetery
- Rest Haven Memorial Cemetery
- Monroe Hill Memorial Gardens

Property Damage

- Contractor will be solely responsible for any repairs or replacement at their own expense. This includes headstones, monuments, and any other structures.

4. Submission Guidelines and Schedule

- Submission Deadline: Proposals must be received by October 30, 2026, at 11:00 AM EST. Proposals will be opened at that time in the City Council Chamber at the delivery location.
- Delivery Location: City of Forsyth — City Hall, Attn: Alex Smith, 23 E. Main Street, Forsyth, GA 31029.
- Format: Submissions must be delivered in a sealed envelope clearly labeled “RFP – Cemetery Landscape Maintenance Services.”
- Three (3) hard copies of the complete proposal.
- One (1) digital copy on a USB flash drive.
- Late submissions or proposals delivered to any location other than Forsyth City Hall will not be considered.

5. Proposal Contents & Requirements

Proposals will undergo an initial evaluation by administrative staff before being presented to the City of Forsyth City Council for final selection. Submissions must include the following:

1. Company Profile & History

- Brief history of the firm and organizational structure.
- Number of years the firm has been providing commercial landscape maintenance services of similar scope.

2. Qualifications & Key Personnel

- Resumes or professional summaries of key personnel (e.g., Account Manager, Crew Supervisors) assigned to this account, including years of industry experience.
- Demonstrated experience with municipal, historic, or cemetery grounds maintenance.

3. Experience & References

- Summary of prior projects of equivalent size and scope.
- Prior experience working with the City of Forsyth, if applicable.
- At least three (3) professional references from local government or commercial entities, including contact names, telephone numbers, and brief project descriptions.

4. Cost Proposal / Fee Schedule

- Per-visit cost and annualized/monthly program cost structured for both the 26-visit and 39-visit schedules for each individual cemetery.
 - Forsyth City Cemetery
 - Rest Haven Memorial Cemetery
 - Monroe Hill Memorial Gardens
- Pricing schedule for additional or as-needed services (e.g., storm cleanup, major tree trimming, mulch replenishment).
- Detailed list of reimbursable expenses, if any.

5. Implementation Plan & Proposed Schedule

- Detailed operational plan, crew size, equipment allocations, and proposed start date.

6. Required Documentation

- Proof of valid Georgia State Contractor License / Business License.
- Certificate of Insurance demonstrating adequate Commercial General Liability and Workers' Compensation coverage.
- Sample Professional Services Contract.
- Signed written release authorizing the City of Forsyth to conduct background and reference investigations.

6. Selection Criteria

Selection will be conducted in accordance with City procurement policies. Proposals will be evaluated based on the following criteria:

- Cost Competitiveness: Overall financial competitiveness across both 26-visit and 39-visit options.
- Qualifications & Experience: Direct experience of the firm and designated Account Manager/supervisors in commercial or cemetery grounds maintenance.
- References & Past Performance: Quality of past work, timeliness, reliability, and feedback from former/current clients.
- Operational Plan & Resource Availability: Capability to fulfill the required scope, schedule flexibility, and responsiveness.

7. Disclaimer

The City of Forsyth reserves the right to accept or reject any or all proposals, to waive technicalities or informalities, and to negotiate terms with the selected firm. The City of Forsyth is an Equal Opportunity Employer.