



Request for Contract Renewal (Non-Capital Projects)

- ▶ Date of Request 3/17/2026 ▶ Requesting Department Facilities
▶ Bid/RFP Number 2-752-012 ▶ Current Contract Expiration Date 5/19/2026
▶ Name of Project Landscaping and Lawn Maintenance
▶ List Name of Vendors to be renewed YELLOWSTONE LANDSCAPE-SOUTHEAST,
▶ Is a Renewal Valid for the Contract? Yes X No _____
▶ State the Desired One (1) Year Renewal Term: From: 05/20/2026 To: 11/19/2026

▶ **Supervisor/Project Manager must answer the following questions:**

- 1) Has current contractor performed in accordance with the scope of work of the contract?
Yes _____ No X
- 2) Have the services been of an acceptable quality to warrant a renewal?
Yes _____ No X
- 3) Have there been any invoicing issues? Yes X No _____
- 4) Would you recommend this contractor for a contract renewal? Yes X No _____

Comments:

* Only for 6 months until we can get a new contract vehicle in place with additional

- 5) What is the anticipated Board Approval date for the renewal 07/13/2026

▶ Supervisor/Project Contact Signature [Signature]
▶ Supervisor/Project Contact Name Luis A. Date 3/17/2026

Department Head Approval

[Signature] (Sign Here) 3.23.26
Keith L. BALE (Print Name Here) Date
Executive Director Cup/Facilities (Title)

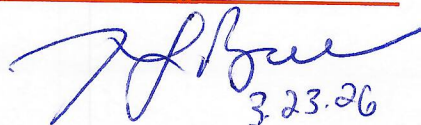
Comments: _____



Request for Solicitation (Non-Capital Projects)

- Date March 17, ► Name of Project District-Wide Landscaping and Lawn Maintenance
- Requesting Department Facilities ► Department Head Keith Ball
- Budget Unit Manager Bobby Moncrief ► Supervisor/Project Contact Luis A. Montanez
- Contact Telephone 404-405-3118 ► Chair of Evaluation Committee Bobby Moncrief
- **Approved TouchPoint Requisition Number with Special "To Be Bid" Vendor Record** NA
Amount NA **Allocation Code/GL Code to be applied** NA
- Anticipated Project Cost: Annual \$ 5,000,000 Total with Renewals (if exercised) \$ 25,000,00
- Anticipated Agenda Item Date: July, 2026
- Does Solicitation Replace a Current Contract? Yes X No
If Yes, provide the Solicitation Number for the Current Contract 22-752-012
If No, is this a new solicitation? Yes X No
- Type of Requested Solicitation ITB
(Invitation to Bid, Request for Proposals (RFP), Request for Qualification... Refer to the following Glossary.)
- Provide Your Desired Project Commencement Date July, 2026
- State Number of Desired Contract Renewals (1 – 4 years). 1+ 4 years = 5 years
- Provide a Complete Objective/Purpose Statement. (Attach an Objective/Purpose Statement that includes 1) background information, 2) details of goods to be purchased or task to be accomplished, 3) definition of vendor responsibilities, and 4) overview of anticipated outcome.) Is it included? Yes X No
- Provide a Complete Scope of Work/Specifications. (Attach a Scope of Work/Specifications that includes all adequate, detailed, and necessary information for the solicitation; i.e., deliverables, timeframe, materials, licensing/certifications, reporting, staffing, training, etc.) Is it included? Yes X No
- Is negotiation requested? Yes X No Is a Best and Final Offer requested? Yes X No
- Is Inside Delivery Required? Yes X No If Yes, is Setup Required? Yes X No
- Define Cost/Pricing i.e., How do you want the vendor to propose? Unit Price, Firm Fixed Hourly Rate, Lump Sum Amount, etc... Firm Fixed price per Task Order or Work Order to be quoted
(Attach a sample cost sheet of how Costs/Pricing is/are desired.)
- Is a Pre-Bid/Proposal Conference needed? Yes No X
If Yes, is the conference mandatory? Yes No X
- Is a Site Visit following a Pre-Bid/Proposal Conference needed? Yes X No
If Yes, is the site visit mandatory? Yes No X
- The provision of audited financial statements is a mandatory requirement for projects exceeding \$500,000 annually. If the annual project cost is less than \$500,000, audited financial information from bidders/offers can be required. Are AUDITED FINANCIAL STATEMENTS desired for this project? Yes No
- Provide Evaluation Criteria (RFP only). The quoted price is an important factor in the determination of the selected proposal; however, all criteria will be evaluated to determine the most responsive and responsible proposal for RFPs. The criteria established should have a percentage for each area for evaluation, and should not exceed 100%. The following criteria is an example:
Scope of services (35%); Variety of additional services offered (5%); Quality and Experience (20%); Company Profile (5); References (5) and Cost of Services (30%)
- A Procurement Department Member will serve on the Evaluation Committee.
- Provide a List of Suppliers (Attach Initiator's Vendor List) and include company name, address, point of contact, telephone and fax numbers, and email address. (Refer to the following Glossary.)
- Send completed form and all attachments, **via email** to Vendor Services, at solicitationrequest@dekalbschoolsga.org

Requesting Department can make no contact with vendors during a solicitation.


3.23.26