



**REQUEST FOR PROPOSAL
FOR
Mulch Installation Services
(RFP 2026-0019)**

**PROPOSAL SUBMITTAL DEADLINE
5:00 P.M. (EST)
Friday, July 24, 2026**

LOCATION:

**SAVANNAH AIRPORT COMMISSION
400 AIRWAYS AVENUE
SAVANNAH, GA 31408**

REQUEST FOR PROPOSAL

Mulch Installation Services

(RFP) 2026-0019

PURPOSE OF PROPOSAL

The Savannah Airport Commission (SAC) is seeking proposals from qualified contractors to provide mulch installation services throughout the airport campus. This solicitation will result in the award of a three (3) year agreement, with the option for two (2) additional one (1) year renewal terms, exercised at the sole discretion of SAC.

Proposed pricing shall remain firm for the contract term. The scope of work includes, but is not limited to, the furnishing, delivery, and installation of mulch in landscaped areas across the airport campus. Services shall include proper site preparation, weed control, edging, and the application of mulch to specified depths to promote plant health, moisture retention, erosion control, and an aesthetically pleasing appearance. The Contractor shall ensure all work is performed in a safe, efficient, and professional manner, in accordance with industry best practices.

Additional services may include periodic replenishment, removal and disposal of old or displaced mulch, and emergency response services following severe weather events, as needed to restore landscaped areas to acceptable conditions.

Participation in this RFP process is at the sole expense of the proposer. Any costs incurred in the preparation or submission of a proposal shall not be reimbursed by the Savannah Airport Commission. Proposals for these services will be received by the Savannah Airport Commission until 5:00 P.M. (EST), July 24, 2026, at which time they will be opened by the Commission's Purchasing Manager, whose contact information is below. ***All responses to this proposal must be submitted through <https://savannahairport.bonfirehub.com/>, and will not be accepted via email or mail.***

Christy Dixon, A.A.E., NIGP-CPP
Purchasing Manager
cdixon@flySAV.com

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Request for Proposals
Mulch Installation Services (RFP 2026-0019)
For Savannah Airport Commission

Airport Overview

The Savannah/Hilton Head International Airport (the “Airport”) is operated by Savannah Airport Commission, a public body corporate organized under the laws of the State of Georgia (Georgia Code L-1952, Section 13) (“Commission”), and an operating agency of the City of Savannah. Commission consists of five members, appointed by the Mayor and Aldermen of the City of Savannah, for a term of five years.

The Commission is responsible for the improvements, maintenance, and operation of the Airport, and it is authorized to enter into contracts for the rental of buildings, land, office space and other property; to adopt rules and regulations for the operation of the Airport; and to have control, custody and direction of all lands, properties and improvements affixed thereto by the actions of the General Assembly, and to have general direction of the same. The Commission meets monthly, usually at 9:00 a.m. on the first Wednesday of each month, in the Commission Conference Room, located on the third floor of the terminal building at 400 Airways Avenue, Savannah, Chatham County, Georgia. The Commission acts by and through its Executive Director and staff on all matters pertaining to the management and operations of the Airport.

The Airport is a 3,681-acre site located approximately eight miles northwest of the business district of Savannah, only 45 minutes from Hilton Head Island, South Carolina, and less than two hours from the Golden Isles at Brunswick or Charleston, South Carolina. The following major airlines serve the airport: Allegiant Air, American Airlines, Avelo Airlines, Breeze Airways, Delta Air Lines, JetBlue Airways, Southwest Airlines, Sun Country Airlines, and United Airlines. Collectively these airlines, along with affiliated regional air carriers, transported approximately 4.1 million passengers in 2024.

RFP Timeline Summary:

The Commission reserves the right to modify this timeline at any time.

Questions:	All questions must be submitted through Bonfire and will not be accepted via email or mail. All questions must be submitted no later than July 9, 2026, by COB (5:00pm EST). All responses to questions will be provided through https://savannahairport.bonfirehub.com/ in an addendum by the date noted on this document. Please contact Christy Dixon via email at CDixon@flySAV.com for questions.
Deadline for Submitting Proposals:	July 24, 2026, by COB (5:00pm EST)
Non-Mandatory Preproposal Meeting:	A Preproposal Meeting will be held on July 1, 2026 @ 1:00 p.m. Attendance of the preproposal meeting is not mandatory for bid submission. The preproposal meeting will be held at 640 Gulfstream Road, Savannah, GA. 31408. Please RSVP if you will be physically present for the meeting. If you are not able to attend the Preproposal Meeting in person, there is an option to attend the meeting via Microsoft Teams. Please contact Melanie Freeman @ mfreeman@flysav.com for the Teams Meeting Information.
Site Visit:	A group site visit will be conducted immediately following the Preproposal Meeting on July 1, 2026. If you are unable to attend the meeting in person but would like to participate in a site visit, please contact Melanie Freeman at mfreeman@flysav.com to RSVP for the second site visit, which will be held on July 2, 2026, at 10:00 a.m. Attendance at either site visit is not mandatory to submit a proposal.
Submittal Information:	All responses to this proposal must be submitted through https://savannahairport.bonfirehub.com/ , and will not be accepted via email or mail. Note: Please be sure to Acknowledge all associated addendums before submission of proposal response. The date for the final addendum is noted below.

RFP Timeline:

Issue Date:	June 22, 2026
Preproposal Meeting/Site Visit	July 1, 2026
Additional Site Visit Date:	July 2, 2026
Written Questions/Comments Due Date:	July 9, 2026
Last Addendum Released:	July 14, 2026
RFP Response Due Date:	July 24, 2026
Notification of Award Notifications to Bidders:	NLT September 30, 2026

Cone of Silence

Upon issuance of this solicitation and continuing until a final contract award is made or the solicitation is withdrawn, rescinded, or cancelled, all communications regarding this solicitation by any Respondent, proposer, bidder, or any of their officers, employees, agents, lobbyists, or representatives are strictly prohibited, whether direct or indirect, with any member of the governing authority, evaluation committee, or staff of the issuing agency, except as expressly authorized in this solicitation. All communications must be submitted in writing to the Procurement Officer identified herein. Any violation of this Cone of Silence shall be grounds for immediate disqualification, rejection of the submittal, or other sanctions permitted by law.

Contract Term and Renewal

A formal contract for services will be executed between the Savannah Airport Commission (SAC) and the selected proposer prior to the commencement of any work. No services shall begin until the contract has been fully executed by all parties. The contractor shall not incur any costs or perform any work in advance of receiving the official notice. Any work performed prior to contract execution shall be at the contractor's sole risk and expense. The Commission may adjust contract specifics between renewal periods to accommodate changing requirements.

The intended initial term of the contract shall be three (3) years, with the option to renew for up to two (2) additional one-year periods, subject to satisfactory performance, continued need for services, and approval by the Savannah Airport Commission. The Commission may adjust contract terms and specifications between renewal periods to accommodate changing operational or service requirements.

Convenience Termination of Contract

The Commission reserves the right to terminate the Contract, in whole or in part, at any time if it determines that such action is in its best interest. Termination may be initiated with or without cause, including but not limited to unsatisfactory performance by the service provider. In such an event, the Commission will provide the service provider with thirty (30) days' written notice, specifying the effective date of termination. No penalties or termination fees shall be due to the service provider as a result of such termination.

Scope of Services

The Savannah Airport Commission (SAC) requires the provision of mulch installation and maintenance services throughout designated landscaped areas across the airport campus. Quantities will include 1400 sq yards of pine bark mulch per year, with up to 3 installation dates annually. Work shall include all labor, supervision, equipment, materials, transportation, and incidentals necessary to complete mulch installation and related services in accordance with the terms outlined herein.

1. Mulch Requirements

- All mulch shall be mini pine bark mulch sourced from a vendor approved by SAC.
- Quantities will include 1400 sq yards of pine bark mulch per year, with up to 3 installation dates annually.
- The SAC Grounds Manager shall have the right to inspect and approve the mulch prior to installation.
- Mulch shall be delivered to and stored at a designated location on airport property, as directed by SAC.

2. Scheduling and Coordination

- Areas to be mulched shall be scheduled by the SAC Grounds Manager.
- SAC shall provide the contractor with a minimum of thirty (30) days' notice of installation dates and required quantities.
- The contractor shall coordinate all work activities to minimize disruption to airport operations.

3. Traffic Control and Safety

- The contractor shall be responsible for initiating any required lane closures necessary for safe operations.
- All GDOT-approved signage and traffic control measures must be in place prior to the commencement of work.
- Operations on Airways Avenue must be coordinated to align with traffic patterns and minimize congestion during peak ingress and egress periods for airport customers and vendors.

4. Equipment and Installation

- The contractor shall utilize mulch blowing equipment approved by the SAC Grounds Manager.
- Installation shall be performed in a professional manner consistent with industry standards.

5. Cleanup and Restoration

- The contractor shall be responsible for cleaning all areas where mulch is over sprayed or spilled during operations.

- All affected areas shall be restored to clean and orderly condition upon completion of work.

6. Pricing

- Pricing shall be submitted on a per square foot basis.

Contractor Responsibilities

The Contractor shall be responsible for the full and proper execution of all mulch installation and maintenance services as required by this Contract, including but not limited to the following:

- Provide all labor, supervision, equipment, tools, materials, transportation, and incidentals necessary to complete the work in a safe, timely, and professional manner.
- Perform all work in accordance with industry best practices and applicable standards, ensuring a neat, uniform, and aesthetically consistent finished product across all designated areas.
- Coordinate all activities with the SAC Grounds Manager and comply with all scheduled work windows, access restrictions, and operational requirements.
- Ensure all personnel are properly trained, qualified, and equipped to perform assigned duties in a safe manner consistent with FAA and airport operational safety expectations.
- Maintain full compliance with all applicable federal, state, and local regulations, including Georgia Department of Transportation (GDOT) requirements and airport security protocols.
- Implement and maintain required traffic control measures, including signage, barriers, and lane closures, as necessary to safely perform work activities.
- Protect airport infrastructure, including pavement, landscaping, utilities, signage, lighting, and adjacent facilities, from damage during all operations.
- Immediately repair or replace any property or infrastructure damaged as a result of Contractor operations at no additional cost to SAC.
- Maintain a clean worksite at all times and ensure that all mulch, debris, and waste materials are properly contained, removed, and legally disposed of off-site.
- Respond promptly to directives from the SAC Grounds Manager and adjust operations as needed to accommodate airport operational needs.

- Provide adequate supervision at all times during active work operations to ensure quality control and compliance with contract requirements.
- Coordinate deliveries and staging of materials to approved airport-designated areas only.
- Ensure all equipment used on-site is properly maintained, in safe operating condition, and approved for use by SAC when required.

Submittal Instructions

All responses to this proposal must be submitted through <https://savannahairport.bonfirehub.com/>, and will not be accepted via email or mail. In order to provide a response to this proposal, all respondents must first register their company by using the above link. Registration is easy and free. Please be sure to select the NAICS codes associated with your business and/or organization. **For questions regarding vendor registration or instructions on proposal submittal, please contact Melanie Freeman at mfreeman@flysav.com.**

All addenda associated with this RFP will be provided through <https://savannahairport.bonfirehub.com/> by the date noted on page 5 of this document. All questions must also be submitted through <https://savannahairport.bonfirehub.com/>, and will not be accepted via email or mail. As required, it is the respondent's responsibility to ensure that all addenda are acknowledged through submission of the Acknowledgement of Addendum Form.

Except as otherwise provided herein, proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive. Timely Proposals received will be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates acceptance by the respondent of the conditions contained in this RFP, and the intent to enter into an Agreement with Commission.

The Savannah Airport Commission reserves and may exercise the following rights and options: (i) to reject any and all proposals, negotiate with any respondent, alter the scope of work, to extend the date for submittal responses to request additional information from any Proposer, to supplement, amend or otherwise modify the RFP prior to the closing date and time, and reissue the RFP at any time prior to execution of a final agreement if, in Commission sole opinion, and best interest to do so; (ii) to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more proposer for negotiation and (iii) to cancel this RFP with or without issuing another RFP; (iv) to reject the proposal of any proposer who, in the Commission's sole judgment, has been delinquent or unfaithful in the performance of any contract with Commission is financially or technically incapable or is otherwise not a responsible responder; (v) To reject as informal or non-responsive, any proposal which, in Commission's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP and; (vi) to waive any informalities in the submission process, defect, non-responsiveness and/or deviation from this RFP that is not considered in the best

interest and/or best value to Commission, at its sole judgment. Any exceptions to the specifications included in this RFP must be clearly stated in the proposal.

Organization of Submission (Must Be Included in Response)

To ensure an efficient and consistent evaluation process, all proposals must be organized according to the format outlined below. Proposals that do not adhere to this structure or that lack the required documentation may be scored lower or deemed non-responsive, which may result in disqualification. In the event of any discrepancies or conflicts within the proposal documents, the SAC reserves the sole right to determine the appropriate resolution.

Submit data as requested in the following sections: This section will be submitted in Bonfire under Table of Contents, per section (Tab A, Tab B, etc.) as noted below.

- A. **(Tab A) Cover/Letter of Interest:** Each proposal must have a Cover/Letter of Interest expressing the company's interest in being considered for this opportunity while also summarizing the company's qualifications and experience relevant to the scope of services. In addition, the letter will include the company's information including name of company (include any DBA names); headquarters and parent company locations; and brief history of the company; Company's mailing address, contact person, telephone number for primary contact person, and email address; and a principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
- B. **(Tab B) Contractor Experience and Qualifications:** Proposals will be evaluated based on the contractor's demonstrated experience and qualifications relevant to mulch installation and landscape maintenance services. Consideration will be given to the contractor's years of experience, experience performing similar work on airport, municipal, or commercial properties, qualifications of proposed personnel, and the contractor's overall ability to successfully perform the required services. Preference will be given to contractors with demonstrated experience in large-scale commercial landscaping and mulch installation utilizing blow-in application methods and traffic-controlled environments.
- C. **(Tab C) Technical Approach:** Proposals will be evaluated on the contractor's understanding of the scope of work and proposed approach to performing mulch installation and maintenance services. This includes material handling, mulch application methods, equipment selection (including mulch blowing systems where applicable), site protection measures, traffic control coordination, and cleanup procedures to ensure a safe, uniform, and professional appearance. Consideration will also be given to the contractor's ability to minimize disruption to airport operations during active work activities.

- D. **(Tab D) Cost:** Proposers shall submit a detailed, itemized cost proposal for the initial three (3)-year contract term. The cost proposal shall also include pricing for two (2) optional one (1)-year renewal terms, which may be exercised at the sole discretion of SAC. The estimated annual quantity is 1,400 square yards of pine bark mulch, with up to three (3) installation events per year. Pricing shall include all labor, supervision, equipment, materials, transportation, and incidental costs necessary to furnish and install the mulch and perform all related services in accordance with the requirements of this solicitation.

Proposers shall provide a unit price per cubic yard. The awarded contractor shall maintain the proposed unit price throughout the entire contract term, including any exercised renewal terms, regardless of increases or decreases in quantities.

- E. **(Tab E) References and Past Performance:** Proposals will be evaluated based on the quality and relevance of references provided for similar projects. SAC may consider performance history, reliability, professionalism, communication, and the contractor's ability to meet schedules and safety requirements.

Required Forms (Must Be Included in Response)

The following forms must be completed in full and submitted with the proposal:

1. Proposal Certification Form. This certifies that the Respondent has certain specific capabilities, and that the proposal accurately represents those capabilities.
2. Non-Collusion Affidavit Form. This certifies that the Respondent has not colluded, conspired, or engaged in any anti-competitive behavior in connection with the preparation or submission of this proposal.
3. Acknowledgement of Addendum Form. Please sign and acknowledge all addenda (if any) associated with this RFP.
4. Reference Forms. Proposers must provide reference information for at least three (3) comparable service agreements completed within the last three (3) years. By including this list, the respondent grants permission to the Commission to contact this client list.

Each reference submission should include:

- Service location
- Scope of work performed
- Completion date
- Owner or client contact information for reference

5. Local, Small Business/Minority Business Form. Please complete the Local, Small Business/Minority Business Form of this RFP. If your company does not have either designation, please check the box noted as non-applicable. If applicable, please complete the form in its entirety.

6. Exceptions Form. Please note in your response if there are any exceptions or additions to the requirements in this proposal. If there are exceptions noted on the requirements of this RFP, please notate the exceptions on the designated Exceptions Form next to the Scope of Services Requirement.

Evaluation Criteria and Award

The Savannah Airport Commission reserves the right to reject any or all responses, delete any portion of the response, accept any response deemed most advantageous, or to waive and irregularities or informalities in the response received that best serves the interests and at the sole discretion of the Commission. The Commission also reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the Commission's best interest, as determined by the airport in its sole discretion.

The respondent selected for an award will not necessarily be the lowest bidder. Rather, the selection will be based upon the weighted criteria, responsiveness, and the most responsible and advantageous respondent for the Commission, as determined by the Commission in its sole discretion.

Evaluation Criteria Chart

	Criteria	Max. Points	Factor Description
1	Experience & Past Performance	35	Proposals will be evaluated based on the contractor's demonstrated experience and qualifications relevant to mulch installation and landscape maintenance services.
2	Technical Approach	25	Proposals will be evaluated on the contractor's understanding of the scope of work and proposed approach to performing the services.
3	Cost	20	Proposals will be evaluated on the overall cost to the Savannah Airport Commission, including clarity, completeness, and competitiveness of the pricing submitted. Pricing shall be realistic and aligned with the scope of work and contract term.
4	References	15	Proposals will be evaluated based on the quality and relevance of references provided for similar projects. SAC may consider performance history, reliability, professionalism, communication, and the contractor's ability to meet schedules and safety requirements.
5	Local, Small Business/Minority Business	5	Local, small, or minority-owned businesses will receive points in this area. A non-local or non-minority designation will not disqualify a proposer from award; this factor provides an additional consideration for promoting local and diverse participation.
	All	100	

Evaluation

Upon selection of the most qualified Respondents, the Commission may require the finalists to make an oral presentation to the Evaluation Panel to further explain their proposals. If such interviews are conducted, the Commission's evaluation of the presentations will also be factored into the evaluation of the proposals. However, Respondents are advised that award may be made without interviews or further discussion. The following process will be used to evaluate the proposals:

1. Initial Evaluation

Each Proposal received will first be evaluated for responsiveness. Each Proposal received will first be evaluated for responsiveness. Each proposal will also be evaluated to ensure that all required documents are submitted to meet SAC's compliance as noted in this RFP (meets minimum requirements).

2. Evaluation Panel

The Commission will use a minimum of a three-person panel to evaluate each of the responsive proposals. The evaluation panel will evaluate the responsive proposals submitted and award points according to the Evaluation Points chart above.

PLEASE NOTE: No Respondent will be informed at any time during or after the RFP process as to the identity of any evaluation panel member. If a Respondent becomes aware of the identity of such a person(s), he/she will not make any attempt to contact or discuss with such person anything related to this RFP. The designated Contact person is the only person at Commission the Respondent's will contact pertaining to this RFP. Failure to abide by this requirement may cause such Respondent(s) to be eliminated from consideration for award.

3. Best and Final Negotiations

Contract Award Procedure:

By completing, executing, and submitting the Respondent Certification, attached hereto, and incorporated by this reference, the "Respondent is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Commission.

If a Respondent is selected, Respondents will receive by e-mail a Notice of Results of Evaluation after a notice of award is issued. Such notice will inform the Respondents which Respondent has been selected to proceed with exclusive negotiations.

The Commission will evaluate the Respondents based on the above criteria and will select the most advantageous and best value to Commission. The chosen

Respondent is recommended to enter into an agreement for the completion of services.

The Commission reserves the right to conduct a “Best and Final” negotiation at its sole discretion.

/////////////////////////////////NOTHING FOLLOWS////////////////////////////////