

Invitation for Proposals

Pender County Solid Waste is soliciting proposals for Lawn Maintenance Services for twelve (12) Pender County Convenience sites and the Transfer Station for years 2018 and 2019. A contract for lawn maintenance services should be awarded on March 19, 2018 at the Board of County Commissioners meeting. Bidding Packets are available at the office of Pender County Utilities at 605 E. Fremont St., Burgaw, NC 28425 or may be mailed and/or emailed upon request. Sealed proposals on the appropriate bid forms will be accepted until 3:00 p.m. on Thursday, March 1st, at which time they will be publicly opened and recorded. Bidders should not attend the bid opening. A bid tabulation will be mailed to all bidders.

The sealed proposals may be delivered to Pender County Utilities at 605 East Fremont St., in Burgaw, NC or may be mailed to Pender County Utilities, 605 East Fremont St., Burgaw, NC 28425. Questions concerning the proposals may be directed to Margaret Gray at 910.259.1521. Pender County reserves the right to accept or reject any or all proposals. Final award will be made to the lowest responsive, responsible bidder, as determined by the Pender County Board of Commissioners.

- Bryan McCabe, Interim Director

EXHIBIT "A" – Scope of Work Specifications

The Contractor for Lawn Maintenance to Pender Solid Waste will provide the following services at each of thirteen (13) different Solid Waste Convenience Sites throughout Pender County:

- 1) Contract period shall begin April, 2018 and end October, 2019.
- 2) Each site shall be mowed every two (2) weeks beginning the first week of April, 2018 and ending the last week of October, 2019 ~ (15 times per year 30 times total).
- 3) All grassed areas inside the site fencing shall be mowed each time.
- 4) Grass shall be mowed approximately 5' (one or two passes depending on size of mower) around the outside of the site fencing each time.
- 5) Grass will be properly trimmed on the inside and outside along the entire perimeter of the site fencing.
- 6) A gate key will be provided to allow mowing to be done after hours or on days when the sites are closed (Contractor will be responsible for securing each site).
- 7) Contractor will be responsible for continued insurance coverage in the amounts specified on the "Additional Requirements" during the entire contract period.

Pender County Solid Waste Lawn Maintenance Bid Form

Company Information

Company Name _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

<u>Facilities</u>	<u>TWO YEARS (April 1 – Oct 31) # Mows</u>			<u>\$</u>	<u>Cost</u>
Atkinson Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Burgaw Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Calico Bay Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Canetuck Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Hampstead Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Maple Hill Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	

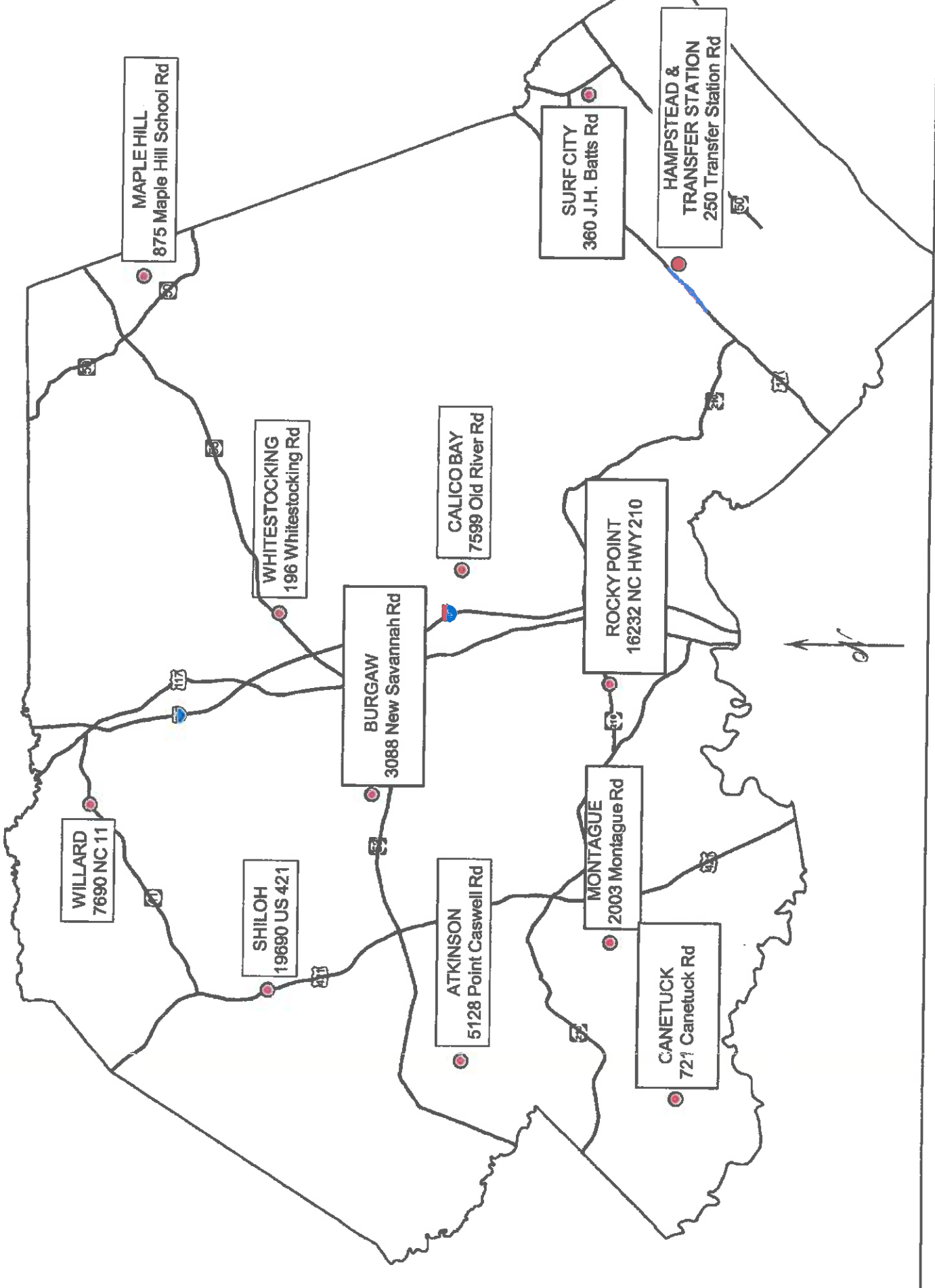
Facilities	TWO YEARS (April 1 – Oct 31) # Mows			\$	Cost
Montague Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Rocky Point Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Shiloh Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Surf City Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Whitestocking Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Willard Site	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Transfer Station	2018 _____	X	15	\$ _____	
	2019 _____	X	15	\$ _____	
	Total			\$ _____	
Grand Total for Facilities			\$ _____		

 Owner's Signature & Date

Equipment: Attach a list of the vehicles, equipment, and tools that will be used in the execution of this contract. Identify make and model. Also, designate the primary equipment to be used and the back-up equipment to be used.

References: Please provide at least three references of commercial accounts that you currently perform services for. Include name, address, daytime phone number and nighttime phone number.

General Location Map: Pender County Convenience Centers



HOURS OF OPERATION
PENDER COUNTY CONVENIENCE SITES
ALL HOURS ARE 7 AM TO 7PM UNLESS OTHERWISE NOTED

Atkinson 5128 Point Caswell Road Tues., Thurs., Sat.	Burgaw 3088 New Savannah Rd. Mon., Wed., Sat.	Calico Bay 7599 Old River Road Mon., Wed., Sat.
Canetuck 721 Canetuck Road 7 a.m. to 1 p.m. Wed 7 a.m. to 7 p.m. Sat.	Hampstead 250 Transfer Station Rd. Mon – Sat: 7 a.m. to 7 p.m. Sun: 1 p.m. to 7 p.m.	Maple Hill 875 Maple Hill School Rd. Mon., Wed., Sat.
Montague 2003 Montague Road Mon., Wed., Sat.	Rocky Point 16232 NC Hwy. 210 Mon., Tues., Thurs., Fri., Sat.	Shiloh 19690 US Hwy. 421 Tues., Thurs., Sat.
Surf City 360 J.H. Batts Road Mon. 11 a.m. to 7 p.m. Sat. 8 a.m. to 7 p.m. Sun. 2 p.m. to 7 p.m.	Whitestocking 196 Whitestocking Road Tues., Thurs., Sat.	Willard 7690 NC Hwy. 11 Mon., Wed., Fri., Sat.

Pender County Transfer Station
 250 Transfer Station Rd.
 Hampstead, NC 28443
 910.270.1665
 8:30 a.m. to 4:30 p.m. Monday - Saturday

Additional Requirements for Successful Bidder

(Bid will be rejected unless information is complete and accurate)

Insurance: Successful bidder will be required to keep insurance in force throughout the duration of the contract. Failure to maintain insurance will result in immediate cancellation of the contract. The following insurance will be kept in force:

General Liability: \$500,000 per occurrence for claims of personal injury, property damage or death arising out of work performed under this contract

Auto Liability: \$100,000 per person and \$300,000 per occurrence for each vehicle used in the performance of this contract

Workers Comp: Statutory workers compensation for employees engaged in work in the performance of this contract

Insurance Company: _____ Agent: _____

Address: _____

Phone: _____

Equipment: Attach a list of the vehicles, equipment, and tools that will be used in the execution of this contract. Identify make and model. Also, designate the primary equipment to be used and the back-up equipment to be used.

References: Please provide at least three references of commercial accounts that you currently perform services for. Include name, address, daytime phone number and nighttime phone number.

Note: Proof of insurance is not required at time of bid but will be required at time of Contract execution with the successful bidder.