

REQUEST FOR PROPOSALS



Pender County Mowing 2024 Contract

RFP # 24-268

Issued: April 26, 2024

Deadline for Questions: May 3, 2024 at 12 noon

Deadline for Proposals: May 6, 2024 at 1 pm



OVERVIEW

Pender County seeks to enter into a contractual agreement with a lawn care and landscaping maintenance Contractor who can perform the subsequent scope of work in a timely manner with demonstrated pride in their work. The contractor must currently be in the business of providing lawn and landscaping maintenance services and fully insured. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Mowing Services will start immediately upon award of the contract and will end October 31st, 2024, with a renewal option of up to three one-year terms. This option shall be at the discretion of Pender County and shall be submitted in writing with any changes in pricing or terms accurately reflected at the expiration of each one-year term. Pricing cannot exceed a 3% increase per annum, nor shall the price increase over the total renewal period of four years exceed 5% of the contract price from the initial term.

The selected Contractor will be required to:

- Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage.
- Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.
- Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable.

The Contractor selected will be required to submit a Certificate of Insurance naming Pender County as an additional insured, which will be reviewed by the County Manager's Office. Before submitting a bid, the Contractor shall examine the scope of work and visit the sites to become familiar with the working conditions and the exact nature and extent of the work, considering any special or unusual features peculiar to this project. By submitting a bid, the contractor, if selected for award, shall be deemed to have accepted the terms of this Service Agreement.

No Contractor who is the recipient of Pender County funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the Pender County public policy. The County complies with all Equal Employment Opportunity requirements.

SCOPE OF WORK

This scope of work pertains to the requirements of maintaining grass and landscaped areas at various locations in the County. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this Service Agreement to maintain an acceptable appearance in those areas included in this document.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this Service Agreement. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractor's proposal.

All work is to be performed Monday through Sunday between the hours of 6 am to 6 pm except for the Administration Building & Board of Elections Building in the Government Complex. These areas must be completed before Monday at 1 pm.

- Contractor shall furnish all labor, equipment, and materials necessary to complete the scope of work, as specified herein.

Work to be performed	Description	Frequency
Mowing	Grass height shall not be greater than 3.25"	Weekly
Weed Eating	Performed around all curbs, beds, fences, trees, poles, signs, ponds, ditches, and buildings	Weekly
Edging	Performed along all sidewalks and curbing	Weekly
Blowing off parking lots, catch basins, and side walks	Immediately after each mowing.	Weekly
Removal of litter and scattered debris	Prior to each mowing	Weekly

- Clippings and debris scattered into the streets from mowing and trimming must be removed immediately and before relocating to an alternate work site. Under no circumstances should trash be mowed.
- Grass clippings shall not be blown towards parked vehicles.
- Grass clippings shall be directed away from traffic (human or vehicle), streets, building structures, windows, and fences.

- Monitor lawn during growing season, notifying Pender County of noted insects, diseases, repairs, replacements or any other needs to ensure the health of the lawn.
- Follow safety standards and conduct themselves in a professional manner, including not smoking, while on the property.
- Care must be taken not to damage any plants, trees and shrubs, sprinkler heads or other Pender County property. If any damage does occur, the Contractor will be responsible for repair or replacement at the Contractor's sole expense. Any damage must be reported to Pender County. Damage to property must be repaired immediately and prior to relocating to an alternate work site.
- Should any changes to personnel be found on properties it is the contractors' responsibility to inform the department of Parks & Recreation department immediately.
- The contractor is expected to remove scattered debris, litter and limbs prior to mowing, excluding material that has been illegally dumped. Contractor must notify Pender County at 910-259-1330 with location of illegally dumped material.
- The contractor is responsible for removing from each site and properly disposing of all tree limbs of six (6) inch diameter and below.
- The County will be responsible for hauling limbs larger than six (6) inches in diameter from all areas. Contractor must notify Pender County Parks and Recreation at 910-259-1330 with location of limbs larger than six (6) inches diameter.
- Areas where large riding mowers are not feasible must be mowed with push mowers.
- Pender County reserves the right to reduce or add to the number of line item areas for any reason it deems necessary during the contract period. Any elimination or addition of areas will be communicated to the contractor in a timely manner. The bid price will be adjusted in the event of any elimination or addition of areas.
- The contractor should avoid mowing under extremely wet conditions where heavy equipment could rut the soil. Contractor must notify Pender County Parks and Recreation at 910-259-1330 in the event that a site is too wet to cut
- The county may need additional related work beyond this scope to be priced separately and conducted by the same contractor. Any additional work is not guaranteed by the county and if requested will not exceed an additional \$10,000 annually. Quotes and authorization for any additional work will be addressed on a case-by-case basis between the County contact and the Contractor point of contact.

MOWING SCHEDULE

Buildings	Time of work
Government Complex Administration Building Board of Elections Building	Any time Saturday, Sunday, or Monday by 1:00 pm
All other buildings	Any day of the week between dusk to dawn

Locations of Work to be Performed under this Service Agreement

Location	Address
Government Complex Agricultural & HR Building Administration Building Health Department Building	805 South Walker Street; Burgaw
Board of Elections	807 South Walker Street; Burgaw
Department of Social Services	810 South Walker Street; Burgaw
Sheriff's Office & Utilities Department	605 E. Fremont Street; Burgaw
Howard Holly Building	300 East Freemont Street; Burgaw
York Heritage House	108 South Cowan Street; Burgaw
Burgaw Library	103 South Cowan Street; Burgaw
Biberstein Annex	102 South Walker Street; Burgaw
Jail Administration & Jail	226 East Wilmington Street; Burgaw
Probation & Parole	310 W Williams Street; Burgaw
Animal Shelter	3280 New Savannah Road; Burgaw
Child Support Building	305 South Walker Street; Burgaw
Hampstead Annex	15060 Hwy 17; Hampstead
Hampstead Public Library	75 Library Drive; Hampstead
EOC Storage Building	804 Ridgewood Avenue; Burgaw
Public Defenders Office	301 South McNeil Street; Burgaw

PAYMENT TO CONTRACTOR

- The Contractor shall provide Pender County with a report/invoice with details for each service location to include the date and time services were performed and signature of supervisor approving completion and quality of work.

CONTACT INFORMATION

- Questions on this RFP can be emailed to purchasing@pendercountync.gov no later than May 3, 2024 at 12 noon. All questions and answers will be published on the county website under the advertisement of this RFP. Go to www.pendercountync.gov. Click "I want to view all open RFP's and Bids".

PURPOSAL SUBMISSION

- Proposals are due May 6th, 2024 at 1pm and may be submitted by the following methods:
 By Mail: PO Box 1578, Burgaw, NC 28425
 By Courier: 805 S. Walker Street, Burgaw, NC 28425
 By email: purchasing@pendercountync.gov.

- Proposals should include, at minimum, the completion of pages 15 and 16 of this RFP, as well as proof of insurance and any applicable licenses. Pender County reserves the right to reject any / all proposals.

OTHER TERMS & CONDITIONS

- The Contractor must obtain prior authorization and provide a quote for work outside the scope of work outlined above.
- Should the Contractor fail to perform the above-mentioned scope of work within one week of stated schedule, a contract may be voided immediately upon notification to the Contractor.
- Pender County reserves the right to obtain additional work quotes and service from The Contractor shall perform work in accordance with all state and federal regulations.
- The Contractor shall not subcontract any of the work to any other company without written approval from Pender County.
- Pender County is not responsible for accidents or injuries incurred by the Contractor employees. The Contractor is required to maintain adequate insurance coverage. The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify Pender County, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of Pender County or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor their employees, including losses, expenses or damages sustained by Pender County, as well as Pender County officers, agents, and employees from any and all such losses, expenses, damages, demands and claims.
- If, at any time, Pender County determines it is in its best interest to discontinue use of these services Pender County reserves the right to cancel the contract by providing thirty (30) days advance written notice. Contractor cannot apply any fee for cancellation of contract at any time.

Pender County Mowing - 2024 Contract
RFP # 24-268, Appendix A

Government Complex
805 South Walker Street Burgaw, NC 28425



Board of Elections
807 South Walker Street Burgaw, NC 28425



**Department of Social Services
810 South Walker Street Burgaw, NC 28425**



**Sheriff's Office & Utilities Department
605 E. Fremont Street Burgaw, NC 28425**



**Howard Holly Building
300 East Fremont Street Burgaw, NC 28425**



**York Heritage House
108 South Cowan Street Burgaw, NC 28425**



Burgaw Library
103 South Cowan Street Burgaw, NC 28425



Biberstein Annex
102 South Walker Street Burgaw, NC 28425



**Jail Administration and Jail
226 East Wilmington Street Burgaw, NC 28425**



**Probation and Parole
310 W Williams Street Burgaw, NC 28425**



Animal Shelter
3280 New Savannah Road Burgaw, NC 28425



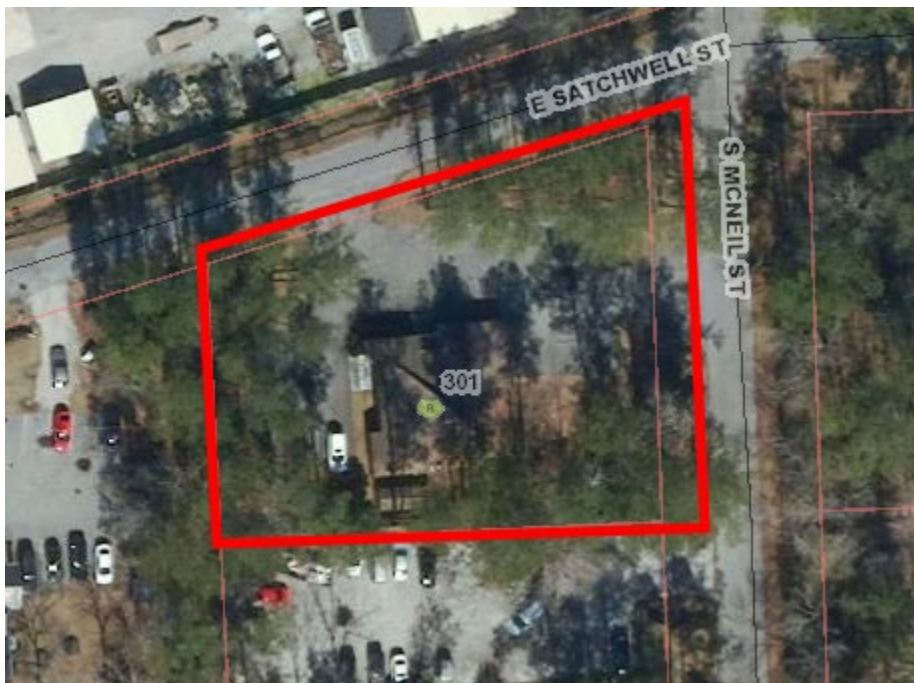
Child Support Building
305 South Walker Street Burgaw, NC 28425



**EOC Storage Building
804 Ridgewood Avenue Burgaw, NC 28425**



**Public Defenders Office
301 South McNeil Street Burgaw, NC 28425**



Hampstead Annex
15060 Hwy 17 Hampstead, NC 28443



Hampstead Public Library
75 Library Drive Hampstead, NC 28443



Pender County Mowing - 2024 Contract
RFP # 24-268, Appendix B

PROPOSAL RESPONSE

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

Phone No. () _____ - _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____

Location	Weekly Cost	Bi-Weekly Cost
Government Complex	\$____.____	\$____.____
Board of Elections	\$____.____	\$____.____
Department of Social Services	\$____.____	\$____.____
Sheriff's Office & Utilities Department	\$____.____	\$____.____
Howard Holly	\$____.____	\$____.____

York Heritage House	\$____.____	\$____.____
Burgaw Library	\$____.____	\$____.____
Jail Administration & Jail	\$____.____	\$____.____
Biberstein Annex Building	\$____.____	\$____.____
Hampstead Pender County Annex	\$____.____	\$____.____
Hampstead Pender County Library	\$____.____	\$____.____
Child Support	\$____.____	\$____.____
Probation & Parole	\$____.____	\$____.____
Animal Shelter	\$____.____	\$____.____
Child Support	\$____.____	\$____.____
Public Defenders Office	\$____.____	\$____.____
EOC Storage Building	\$____.____	\$____.____

Comments _____

*Be sure to also include any applicable licenses and proof of insurance.