

Request for Bids
Landscape
Maintenance
For
Various County
Sites



JANUARY 2026

Purpose and Introduction

Granville County is requesting proposals from **Landscape Maintenance** firms for the seasonal maintenance of sites listed within this request. Work involves, but not limited to, seasonal pruning of shrubs/trees; fertilization of lawns, shrubs & groundcover; weed control; disease control; mulching; and cutting / trimming of lawns areas.

Additional information regarding this request please contact Mr. Stephen Blasko at 984-514-7097 / Stephen.blasko@granvillecounty.org, or Mr. Scott Phillips at 919-603-1425 or scott.phillips@granvillecounty.org.

Submission

Informal bids will be received until 5:00 PM on or before February 23, 2026. Bids can be submitted to stephen.blasko@granvillecounty.org or delivered to 122 Williamsboro Street, Oxford, NC 27565.

Standards for Acceptance of Proposal for Award of Contract: The County reserves the right to reject any or all proposals. The award for Granville County's Landscape Maintenance service contract may be made to the lowest responsive bidder (referred to as "Contractor") that meets the needs and interest of Granville County, taking into consideration quality and performance.

References Required

The Bid Submittal shall require five (5) references and current contact information for sites and scopes of similar nature. The county will review these to ensure that the firm submitting the proposal can effectively manage the site in a timely and professional manner.

GENERAL CONDITIONS

Contract Term / Conditions:

This is a contract for three (3) years, beginning on the date of agreement execution. The County reserves the right to renew this contract after the initial term subject to the same terms and conditions upon agreement of both parties, provided that funds have been appropriated by the governing board and performance under this contract has been satisfactory. Price increase shall be considered at contract renewal time.

Payment Schedule:

The General Service Maintenance price will be paid in twelve (12) equal monthly payments, plus any additional unit price or extra work performed during the monthly invoice period. Invoicing for monthly payment shall be made on or after the 21st of each month.

The General Service Maintenance price shall include Lawn Care Management, Shrub Management, Groundcover Management, Tree Management, and Debris Removal and Blowing.

Insurances Required:

Prior to award of the Service Contract the Contractor shall submit for review a Certificate of Insurances. The Certificate Holder shall be Granville County; 104 Belle Street; Oxford, NC. The County shall be listed as additionally insured and the certificate must note that the County will be given 30-days prior notice to cancellation or changes in the policies.

Minimum insurance requirements are as follows:

- Automobile – Automobile bodily injury and property damage liability insurance in an aggregate amount of at least \$1,000,000.
- Commercial General Liability – Bodily injury and property damage liability as will protect the Contractor from claims of bodily injury or property damages which arise from operations of this contract. The amounts of such insurance coverage shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability.
- Worker's Compensation and Employers' Liability – no less than \$500,000 each occurrence.

Compliance with Laws:

The Contractor shall obtain and maintain all licenses and/or certifications required for commercial application of herbicides / pesticides, or other products regulated by State or Federal agencies.

Protection of Existing Structures and Property:

The Contractor shall take proper precautions when working on-site to protect any and all (public / private) structures, infrastructure and utilities. Any damage damages to structures, infrastructure, or utilities shall be reported immediately to the County. Damages caused by the Contractor shall be corrected and/or paid for by the Contractor at no cost to the County.

Safety:

The Contractor shall adhere to all state, federal, and local requirements related to the safe completion of all work.

Maintenance Schedule / Inspection Schedule:

The Contractor shall provide service to the County with times and schedule to be negotiated, based upon the written recommendations within this document. The County will inspect the work by the Contractor monthly to ensure the quality of work is satisfied.

Sub-Contracting:

Sub-contracting of any work within this request is not allowed. If the Contractor feels sub-contracting is necessary due to unusual circumstances, the Contractor must gain approval from the County prior to scheduling a sub-contractor.

Extra Work:

Work determined to be beyond the tasks listed within this document shall be "extra" work. Extra work, if requested, will be planned by the Contractor / County, estimated by the Contractor, and approved by the County before performing the work. The County reserves the right to have the extra work priced by other firms if an agreement between the County and Contractor cannot be met.

Plant Material Replacement:

Plant materials may require replacement for safety, aesthetics, or damage. All replacement plant materials shall be in keeping with the current plant material surrounding the plant to be replaced or approved substitutions. Replacement of plant materials defined by the section will be considered "extra".

Soil Analysis:

The Contractor shall perform a soil sample test at least once per year (October/November) or before major fertilization. A copy of the soil analysis report shall be issued to the County.

Performance Clause:

The Contractor agrees to furnish all supervision, labor, materials, supplies, and equipment as necessary to properly perform the work as described within the request. If the Contractor fails to properly perform the maintenance work the County has the right to terminate this contract with the Contractor and seek professional maintenance from another qualified firm.

Notice of Cancellation:

The landscape maintenance contract is subject to a 30-day written cancellation by either party.

Stormwater Retention Ponds:

Maintenance of stormwater retention ponds is not part of this request or contract.

Irrigation System:

Maintenance of irrigation systems is not part of this request or contract.

General Requirements

Debris Pickup and Blowing:

1. The Contractor shall pickup all debris located on the grounds at each site visit; leaving by the curb for City pickup is not permissible.
2. All sidewalks, parking areas, and entryways shall be blown off at each site visit.
3. All tree and plant debris shall be removed from the site by the Contractor after each trimming.

Lawn Care Management:

1. All trash, sticks or rocks are to be removed from lawn areas prior to mowing.
2. Mowing cycles may vary from 5 days (spring through summer) to 15 days (late fall through winter) between cuttings. Frequency of mowing is governed by the amount of growth. Grass shall be maintained at a height based on type unless specified elsewhere in this document.
3. Lawn areas should be edged as needed to maintain a clean appearance. All edges adjacent to hard surfaces and plant beds shall be maintained during each mowing cycle.
4. Weed control; apply pre-emergence herbicides seasonally and broadleaf herbicides as required to control weed growth. Follow guidelines in NC Cooperative Extension publication AG-367.
5. Insect control; utilize Integrated Pest Management practices to maintain healthy lawns.
6. Aeration; aerate lawn areas once per year in early to late fall.
7. Lawn fertilizers and lime; refer and follow soil test results before applying fertilizers and lime.
8. Over-seeding; the Contractor and County will observe and agree upon the current lawn condition and need for over-seeding for repair spots. Over-seeding for repair spots will be priced as an "extra" service. Yearly over-seeding of the entire lawn area will be priced as a unit separate from regularly scheduled services.
9. Equipment; the Contractor shall use commercial mulching mowers and equipment with sharp blades and turf tires. Mowers are to be in proper running order and not leaking oil or fuel.

Shrub Management:

1. Shrubs shall be pruned monthly only as needed to remove branches that are dead, broken, or extending beyond the face of curbs, sidewalks, or buildings.
2. Shrubs found to be dead or missing after the first 6-month period shall be replaced with identical species at the Contractor's expense, unless the loss was due to excluded damage.
3. Fertilization shall be done in April and October with a complete, organic based slow-release product with a 5-5-5 formulation, or similar.
4. Provide annual pruning of shrubs to maintain shape and desired size.

Groundcover Management:

1. All groundcover areas shall be kept free of weeds and grass.
2. Any groundcover found to be dead or missing after the first 6-month period shall be replaced with plant material of identical species at the Contractor's expense, unless loss was due to excluded damage. Keep groundcover trimmed to edge of sidewalks, curbs, and paved areas monthly.
3. Fertilization shall be done with a complete, organic based slow-release product with a 5-5-5 formulation or similar.

Tree Management:

1. This contract includes the pruning of trees that can be pruned from the ground level or use of a ladder.
2. Trees shall be fertilized in accordance with the shrub fertilization program.
3. Trees shall be pruned back only to remove dead, diseased, broken, or cross

branching, and for safety or structural clearance, otherwise, pruning shall be performed as "thinning" to promote tree spread.

4. All sucker growth from the tree trunk and base of trees shall be removed as needed up to a height of 8-feet.

Mulching Program:

1. Mulch shall be a recycled and processed hardwood/softwood material, artificially color brown.
2. Soil in all shrub, tree, and groundcover areas shall be kept covered with the approved mulch.
3. Mulch depth shall be no less than 3-inches.
4. Other than period mulching as described in item #2, mulching of all areas shall be priced per unit separate from regularly scheduled service.

Snow/ Ice Removal Program (will call unit used when snow forecast exceeds 2-inches or ¼ of ice): Unit price to be negotiated after execution of service contract.

1. The Contractor shall be responsible for the removal of snow and ice in the parking lots and entrance drives, near building entrances, and facility sidewalks.
2. The Contractor shall be responsible for ensuring all areas specified above are clear of snow and ice within one (1) hour of opening.
3. Any ice melt products used shall be environmentally friendly, non-damaging to concrete sidewalks/entrances, asphalt parking lots, or interior floors within the building. Produce must not leave any oily or white residue.

Price Request Format

Each location will be priced separately. As indicated by the Request for Proposals "Price Sheet" the Contractor shall price for each site.

1. General Seasonal Maintenance; the general seasonal maintenance will consist of all work related to this request other than "unit" or "extra" work.
2. Over-seeding; over-seeding of lawn areas will be priced as a "unit". The County, with consultation from the Contractor, will determine if the unit work will be added (per occurrence). Unit service will be billed separately during that month's invoice.
3. Mulching; mulching will be priced as a "unit". The County, with consultation from the Contractor, will determine if the unit work will be added (per occurrence). Unit service will be billed separately during that month's invoice.
4. Snow / Ice Removal; Bidder shall indicate **Y** if services can be supplied, or **N** if not.

Facility Locations

The following County-owned facilities are included within this request.

- | | |
|---------------------------------|----------------------------------|
| ▪ Senior Center | 107 Lanier Street / Oxford |
| ▪ Department of Social Services | 410 West Spring Street / Oxford |
| ▪ RH Thornton Library | 210 Main Street / Oxford |
| ▪ Granville Co Courthouse | 120 Williamsboro Street / Oxford |

- Triangle North Industrial Park Tabbs Creek Road / Oxford
 - *To Include Access Road* – **See General Notes for Details**
- South Branch Library 1551 South Campus Dr / Butner
- Stovall Branch Library 300 Main Street / Stovall
- North Granville Senior Center 301 Oxford Street / Stovall
- Granville Co. Law Enforcement Ctr 525 New Commerce Drive / Oxford
- Granville Co. Animal Control Shelter 515 New Commerce Drive / Oxford

Landscape Site Plan Attachments to this Request

The attached landscape site plans for the various locations are for price reference only. The lawn areas as well as the exact number, species, size and location of the various plantings may vary. The Contractor is advised to visit the sites prior to submitting their bid.

General Notes Regarding Facility Locations

Work limits are indicated on the attached site plans. Where the property is adjacent to a public street or road, the work limit will be the back of street curb or ditch line where curb is not present.

Triangle North Granville Industrial Park: In addition to the entrance landscape and lawn area, this request includes maintenance of the grassed shoulders and medians of the access road. Lawn Care Maintenance shall be minimized to only include cutting every other cycle during the spring / summer months. Additional needs will be priced as "extra" if desired by the County.



REQUEST FOR PROPOSALS

Landscape Maintenance Price Sheet

1. Senior Center; 107 Lanier Street / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

2. Department of Social Services; 410 West Spring Street / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

3. Richard Thornton Library; 210 Main Street / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

4. Granville County Courthouse; 120 Williamsboro Street / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

5. South Branch Library & Early College HS; 1551 South Campus Drive / Butner
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

- 6. Stovall Branch Library; 300 Main Street / Stovall
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

- 7. North Branch Senior Center; 301 Oxford Street / Stovall
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

- 8. Triangle North Granville Industrial Park; Tabbs Creek Road / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

- 9. Granville Co. Law Enforcement Center 525 New Commerce Dr. / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

- 10. Granville Co. Animal Control Shelter 515 New Commerce Dr. / Oxford
 - a. General Seasonal Maintenance \$ _____
 - b. Over-Seeding \$ _____
 - c. Mulching \$ _____

- 11. Snow and Ice Pretreatment and Removal Y/N _____

NOTE: The lowest accumulative total will be considered the lowest price.

Landscape Maintenance
Reference Sheet

1. _____

Contact Information _____

2. _____

Contact Information _____

3. _____

Contact Information _____

4. _____

Contact Information _____

5. _____

Contact Information _____

Landscape Maintenance
Price Sheet-cont.

CONTRACTOR NAME: _____

CONTRACTOR'S PHONE #: _____

If this proposal is accepted, the undersigned bidder proposes and agrees to contract with Granville County in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, supervision, and labor necessary to complete the work to the satisfaction of the Request for Proposal and County.

SIGNATURE AND TITLE

DATE