



**Request for Bid:
Chatham County Agriculture & Conference Center Lawn Maintenance**

Chatham County is seeking bids to maintain the lawn areas at the most beneficial level for turf once per week during the regular growing season (generally between March 1 and October 31) and as needed in the off season, for a minimum of 36 visits. All turf areas shall be mowed 7-10 days as needed or as weather permits. A reel mower will be required for the courtyard and areas between the building and the sidewalk on the south side and west side. Rotary mowers for other locations on the site will be acceptable.

The scope of services also includes trimming, edging, trash and debris removal, cleaning, weeding, leaf removal, pruning and plant care, mulch application, seasonal flowers and plant installation, and repairs. For additional details, please reach out to purchasing@chathamcountync.gov or 919-545-8364.

The **mandatory** site visit that will be held at the Chatham County Agriculture & Conference Center: 1192 US-64 BUS, Pittsboro, NC, 27312, on **October 24, 2025, at 2:00 PM.**

Sealed bids will be accepted by mail or delivery until **2:00 PM, on Monday, November 3, 2025.**

Vendors must submit one hard copy with all attachments, including signatory pages. A public bid opening will take place sharply at 2:00 PM in the Chatham County Agriculture & Conference Center, 1192 US-64 BUS, Pittsboro, NC, 27312. If not delivering to the bid open location, the hard copies must be sent to one of the following delivery addresses:

Return bid proposals by mail to:
Chatham County Finance Office
Attn: Michele Peluso, Procurement Manager
PO Box 608
Pittsboro, NC 27312

Or delivery to the physical address:
Chatham County Finance Office
Attn: Michele Peluso, Procurement Manager
12 East Street
Pittsboro, NC 27312

Bidders who plan to attend the public bid opening may deliver their package to Chatham County at the bid location, prior to the 2:00 PM deadline.

All inquiries relating to this request must be received by **Monday, October 27, 2025, at 5:00 PM.** An addendum, if needed, will be posted **October 28, 2025, by 12 PM.** Requests must be in writing and addressed to: Michele Peluso, Chatham County Finance Office, P.O. Box 608, Pittsboro, NC 27312; or by fax to 919-542-4261; or emailed to: purchasing@chathamcountync.gov.

This solicitation and others can be located on the Chatham County Bid and Proposal Opportunities webpage at: <https://www.chathamcountync.gov/government/bid-proposal-opportunities>

Chatham County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy or genetic information.

SCOPE OF WORK

PROJECT NAME: Chatham County Agriculture & Conference Center Lawn Maintenance

SCOPE OF SERVICE: Lawn Maintenance (see detail below)

Contractor agrees to furnish their professional service, including the necessary equipment, labor and materials to perform the following.

SCOPE OF SERVICES

GRASS MOWING

Contractor will maintain lawn areas at the most beneficial level for turf once per week during the regular growing season (generally between April 1 and October 31) and as needed in the off season, for a minimum of 32 visits. All turf areas shall be mowed 7-10 days as needed or as weather permits. Mowing patterns will be varied as to not form ruts and maintenance will be performed in such a manner to provide a professional appearance. Mowing height will be dictated by grass type and weather conditions. Excessive grass clippings in the turf will be distributed by mechanical blowing. Grass clippings will be removed from hard surfaces and beds by mechanical blowing at the completion of each mowing.

*The approximate 20,000 square foot courtyard located at the northeast rear corner of the building, the lawn areas between the building and the sidewalk on the south side (front of building), and the lawn area between the building and sidewalk on the west side will be mowed with a **reel mower**. Rotary mowers are acceptable in other locations on the site*

TRIMMING

With each mowing, all areas not accessible with mower, around immovable objects and plant areas will be line trimmed, including tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots and other surface areas bordered by grass.

EDGING

A mechanical edger will be used to perform edging as needed along sidewalks and curbing throughout the property, including tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots and other surface areas bordered by grass.

TRASH AND DEBRIS REMOVAL

Contractor will monitor areas, to be mowed and maintained, for trash and debris, including limbs, paper, cans, etc. and remove such trash and debris from property.

CLEANING

All hard surface areas will be blown clear of debris as they are made accessible at mowed areas.

WEEDING

Areas requiring weeding will be chemically sprayed and manually removed to maintain weed-free appearance as needed

LEAF REMOVAL

From November 1 until January 15, Contractor will remove fallen leaves from maintained areas bi-weekly and remove from site.

PRUNING AND PLANT CARE

- Shrubs and small trees will be pruned as necessary (3-5 times per year) using proper horticultural practices and procedures to encourage growth and maintain the health of the plant material.
- Owner and Contractor will monitor plant material for diseases, pests and deficiencies and take corrective measures at an additional expense to Owner.
- The Contractor will not be responsible for damage or injury to any plants, shrubs, trees or property which is caused by natural occurrences, failure of irrigation system, or by persons, or equipment not under the employ or control of the Contractor.

MULCH APPLICATION

Contractor will provide a price to a apply hardwood mulch once per year to all mulched areas. Bid form will include a line for the cost of this application.

SEASONAL FLOWERS/PLANTS INSTALLATION

Contractor will provide a price to place seasonal flowers/plants at the entrance to the facility four times per year. Flower/plant choices are to be appropriate for the season of placement. Beds to be cleaned of old plant material and soil refreshed as needed. Bid form will include a line for the cost of these installations.

REPAIRS

Any damages caused by other sources will be repaired at the property owners' expense, this may include such items as vandalism and damaged caused by natural occurrences.

TERMS

1. Initial contract to be for a term of one year with two (2) possible additional one year term renewals for a total of three (3) total years based on performance and mutual agreement.
2. Contract pricing may be reviewed annually to allow for some adjustment based on market conditions for fuel. The Contractor must request the review in writing at the time of contract renewal. Both parties must come to a mutual agreement on the adjustment. Should either party not agree, proceedings for contract cancellation shall begin.
3. All work will be invoiced on a monthly basis on the first day of the month for the previous month.
4. Contractor will apply hardwood mulch to all mulched areas.
5. All work will be performed Monday through Friday, 8 a.m. through 6 p.m., unless Contractor and Owner make other arrangements for extenuating circumstances.
6. Contractor hereby verifies that all workers are fully covered under Workers' Compensation and Liability Insurance.
7. All agreements by the Contractor are contingent upon the absence of strikes, accidents or delays beyond its control.
8. Contractor and Owner will inspect the property monthly to review the property's condition and before submitting bids for additional work.
9. If either party is not satisfied and wishes to cancel this contract, they must give the other party sixty (60) days' notice in writing.

Supporting documents to be made available from the Contractor include:

- Current General Liability Insurance Certificate
- Current Workers' Compensation
- Valid NC Pesticide License

RFB: CCACC Lawn Maintenance

- Valid North Carolina Irrigation Contractors License
- Valid North Carolina Landscape Contractors Certification
- Current Member of NC Nursery and Landscape Association
- Certified Plant Professional

**Request for Bid:
Chatham County Agriculture & Conference Center Lawn Maintenance**

BID FORM

BIDDER agrees to perform all the work described in the BID DOCUMENTS for the following unit prices or lump sum:

BID SCHEDULE

NOTE: BIDS shall include sales tax and all other applicable taxes and fees.

Item	Description	Unit	Total
1	Mowing	LS	\$
2	Annual Mulch Application	LS	\$
3	Quarterly Flower/Plant Installation	LS	\$
4	Taxes and fees (if applicable)		\$
	Total	LS	\$

Submit Appendix A: Vendor Form and Certificate of Insurance with Bid Schedule.

Respectfully submitted:

Signature

Company Name

Printed Name & Title

Company Address

Email

Phone

Appendix A

Effective 7/1/24



Purchasing Division
PO Box 608
Pittsboro, NC 27312
Phone 919-545-8321
vendors@chathamcountync.gov

Date of Application

[Empty text box for Date of Application]

Company/Firm Name as shown on Federal Tax Return

[Empty text box for Company/Firm Name]

Alternate Name if applicable (doing business as)

[Empty text box for Alternate Name]

Corporation [checkbox] Individual [checkbox] LLC [checkbox] Partnership [checkbox] Non-Profit [checkbox] Foster Care [checkbox]

Federal ID Number (SSN if Foster Care)

[Empty text box for Federal ID Number]

Phone number

[Empty text box for Phone number]

Contact Name

[Empty text box for Contact Name]

Email for Contact Person

[Empty text box for Email for Contact Person]

Corporate Address (must match W-9)

Line 1

[Empty text box for Corporate Address Line 1]

Line 2

[Empty text box for Corporate Address Line 2]

City

[Empty text box for Corporate Address City]

State

[Empty text box for Corporate Address State]

Zip

[Empty text box for Corporate Address Zip]

Address for Remittance

[checkbox] Same

Line 1

[Empty text box for Address for Remittance Line 1]

Line 2

[Empty text box for Address for Remittance Line 2]

City

[Empty text box for Address for Remittance City]

State

[Empty text box for Address for Remittance State]

Zip

[Empty text box for Address for Remittance Zip]

What specific products and/or services will you be providing to Chatham County?

[Empty text box for products and/or services]

Certificate Holder & Additional Insured: Chatham County
Address: P.O. Box 1809,
Pittsboro, NC 27312

Do you have a Certificate of Insurance (COI)? [checkbox] Yes [checkbox] No Provide copy of COI.

If you are a HUB vendor registered with the statewide vendor database (SWUC), please mark your classification and attach your certification.

Minority [checkbox] Disadvantage [checkbox] Disabled [checkbox] Female [checkbox]

I hereby affirm that all information is true and accurate to the best of my knowledge and belief, and I bear the responsibility of any error or mistake in data.

Signature

[Empty text box for Signature]

Date

[Empty text box for Date]

Title

[Empty text box for Title]

Internal Use Only Date Initials
checklist completed [empty box]

Vendor ID#

[Empty text box for Vendor ID#]

Dept Approval-Products/Services

[Empty text box for Dept Approval-Products/Services]

NORTH CAROLINA

AGREEMENT FOR GOODS AND/OR SERVICES

CHATHAM COUNTY

THIS AGREEMENT FOR GOODS AND/OR SERVICES (this "Agreement"), made and entered into this _____ day of _____, 2025 by Chatham County, a corporate and body politic of the State of North Carolina (the "County") and _____ (the "Contractor"). Either the County or the Contractor may be referred to herein as a "Party" or collectively as the "Parties."

WHEREAS, the Contractor has agreed to provide goods and/or services as hereinafter set forth in a professional manner in accordance with the standards of Contractor's business or industry, and

WHEREAS, the County wishes to enter into an Agreement with Contractor to provide the goods and/or services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference and made an integral part of this Agreement.

NOW THEREFORE, in consideration of the premises and mutual agreement described below, the Parties agree as follows:

1. **Term of Agreement:** The term of this Agreement shall commence on _____, 2024 and end on _____, 20____, unless terminated hereinafter set forth.
2. **Scope of Service:** The Contractor shall provide to the County the goods and/or service (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1.
3. **Compensation:** As compensation for the Services to be provided by the County, the County shall pay the Contractor the sum of \$ _____, payable within thirty (30) days from receipt of proper invoice and proper documentation that the goods/services have been delivered or provided in accordance with this Agreement or as otherwise set forth in Appendix 1.
4. **Insurance:** Contractor shall maintain insurance policies as shown in Appendix 2 for the entire term of this Agreement as well as any subsequent amendments.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractors shall furnish Certificates of Insurance to the County, *naming the County as an additional insured*, prior to the commencement of Services. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classifications as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

The County requires all that all contractors carry workers' compensation insurance. The County recognizes that contractors with fewer than three employees are not statutorily required to carry said insurance. The County reserves the right to waive the requirement to carry workers' compensation insurance on a case-by-case basis. If the contractor's status changes during the term of an agreement and worker's compensation insurance becomes statutorily required, the contractor must provide proof of said coverage to the County.

5. **Confidentiality:** All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees, and agents will not disclose to any person, firm, or entity other than the County or its designated legal counsel, accountants, or practice management consultants any confidential information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. Intellectual Property Owned by Contractor: This Agreement is subject to the North Carolina public records law and may be released upon request. Not all "Trade Secrets" will qualify as protected under N.C.G.S. §132-1.2 and 66-152.
7. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.
8. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.
9. Binding Effect: This Agreement shall be binding upon the Parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.
10. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, address as follows:

Chatham County
Attn: County Manager
Post Office Box 1809
Pittsboro, North Carolina
919.542.8200

Contractor Name:
Attn:
Address:
City, State, Zip Code:
Phone:
Email:

11. Governing Law: This Agreement and the rights and obligations to the Parties hereunder shall be construed and governed by the laws of the State of North Carolina, and the venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.
12. Modifications: This Agreement may be amended or modified only by the mutual written consent of the Parties. A modification is not enforceable against the County unless it is signed by the County Manager or other duly authorized official.
13. Entire Agreement: This Agreement contains the entire agreement between the Parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral expressed or implied, between the Parties, other than as set forth or referenced in this Agreement.
14. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the Party against whom enforcement of the waiver is sought. The waiver of a breach of any provisions of this Agreement shall not operate or be construed as waiver of subsequent or other breach thereof.
15. Termination: This Agreement may be terminated as follows:
 - a. Cause: If the services provided by Contractor under this Agreement are not performed as specified herein, this Agreement may be terminated by the County for cause. Grounds for termination for cause shall include, but not be limited to, the following:
 - i. Failure to respond to reasonable requests from the County to provide the Services covered by this Agreement.
 - ii. Failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute, or failure to comply with any statutory requirement included in the formal bid request, as provided in the bid packet, which bid packet is incorporated herein by reference.

- iii. Failure to maintain the insurance required by this Agreement.
- iv. Charging rates or fees in excess of those permitted under this Agreement.
- v. Inefficient, or unsafe practices in providing Services.
- vi. The material breach of any provision of this Agreement.

b. Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days prior written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provision of this Agreement. In the event of such termination, the County shall pay the Contractor its costs directly attributable to those Services received by the County prior to termination that meet the requirements of this Agreement. Provided however, that no costs will be paid to the Contractor that are recoverable in the Contractor's normal course of doing business. The County is not liable for the loss of any profits anticipated to be made hereunder, nor for any special, consequential, or similar damage.

16. Annual Appropriations and Funding: This Agreement is subject to the annual appropriation of funds by the Chatham County Board of Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all Services satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

17. Indemnity: Contractor agrees to indemnify and hold harmless, the County, its officers, agents, servants, and employees from an all claims, actions, lawsuits, losses, damages, expenses, judgments or liabilities of any kind whatsoever (including without limitation, cost of defense and attorney fees) suffered by the County and proximately caused by an act or omission of Contractor, its subcontractors, agents, or employees.

18. State and Federal Requirements: By signing this Agreement, Contractor certifies that (*if applicable*) Contractor, and any of Contractor's subcontractors are in compliance with State and Federal laws, including any divestment list by the NC State Treasurer, and Federal or State debarment or suspension lists. The County Terms and Conditions are incorporated herein, made an integral part of this Agreement, and may be found at the County's web site: <https://www.chathamcountync.gov/government/departments-programs-a-h/finance/forms>. A hard copy of the Terms and Conditions is available upon request.

19. Controlling Document: In the event of any conflict between this Agreement and any document, instrument, or other agreement prepared or provided by Contractor (including, without limitation, Contractor's purchase orders, invoices and warranties), the terms of this Agreement shall control.

IN WITNESS WHEREOF, the Parties have executed this Agreement in their official capacities with legal authority to do so.

CHATHAM COUNTY

By: _____
 Bryan Thompson, County Manager

CONTRACTOR

By: _____
 Name: _____
 Title: _____

<p>This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.</p> <hr/> <p>Roy Lynch, Finance Director</p>
--

APPENDIX 1

SCOPE OF WORK:

PROJECT NAME:

SCOPE OF SERVICES:

TOTAL COMPENSATION: - note if cost includes reimbursables

COMPLETION DATE:

SAMPLE

APPENDIX 2

INSURANCE REQUIREMENTS

Insurance requirements will be reviewed by our legal and Safety and Risk Manager.

SAMPLE