



RFB (Request for Bid) for LAWN MAINTENANCE SERVICES for Edgecombe County Facilities

Edgecombe County is seeking bids from qualified contractors to perform Lawn Maintenance Services for Edgecombe County Facilities (See Attachment A). **Bids will be opened Thursday November 14th, 2024 at 10:00am. No bids will be accepted after this time. All bids should be submitted to:**

**Edgecombe County
Attn: Stan Liverman, Maintenance Director
P.O. Box 10
201 St. Andrew St. – Room 260
Tarboro, NC 27886**

Pre-Bid Meeting:

- The Contractor **MUST** attend the Pre-Bid Meeting before submitting a valid bid.
- The Pre-Bid Meeting is scheduled for Monday, October 28, 2024, at 10 a.m. in room 260 at the County administration building 201 St. Andrews street Tarboro NC 27886

Questions or Comments:

- All questions and/or comments shall be submitted in writing, no later than **Wednesday, November 6th, 2024.**
- Submit questions or comments to: stanliverman@edgecombeco.com

Scope of Work:

The work shall include furnishing all equipment, implements, tools, materials, licenses, certifications, transportation, labor and supervision necessary for the prosecution and completion of the work.

Term of Contract:

This contract shall be on a yearly basis for two (2) calendar years, beginning January 1, 2025, through December 31, 2026. If mutually agreeable, this contract may be extended yearly, up to two (2) additional years.

Bidder Qualifications:

Only bids from Contractors established in performing this type of service and qualified to handle jobs of this size may be considered. Prior to award, Edgecombe County reserves the right to investigate a bidder's ability to fulfill the requirements of the contract. **A list of at least three (3) references shall accompany each bid.**

Description of Work:

- A. **Mowing – Contractor shall remove all trash prior to mowing.** Contractor will mow all established and identified areas, to a uniform height of approximately 2 inches. All mowing shall be done with a mower equipped with a mulching deck or a deck equipped with a safety guard as to prohibit any debris or rocks from being projected from the deck. Any grass clippings that remain visible after mowing, shall be removed.
- B. **Edging and Trimming** – Contractor shall trim all edges along sidewalks, walkways, driveways, plant beds and around all trees and shrubs. Trimming shall be done in a neat and uniform manner.
- C. **Shrub & Tree Trimming** – Contractor shall keep all Shrubs, bushes and trees trimmed or pruned in a neat and uniform manner, this includes low hanging limbs.
- D. **Cleaning and Blowing** – Contractor shall remove all grass clippings, weeds, trimmings, trash, etc. from all sidewalks, walkways, parking lots and entrances of all facilities associated with this contract.
- E. **Weed Control & Chemical Application** – Contractor shall control all weed growth in plant beds, walkways, sidewalks, throughout parking lots, fence lines, etc. by hand pulling or chemical application. Contractor may **NOT** spray along the edges of sidewalks, walkways or around trees and shrubs. Contractor must submit a list of all Licensed applicators along with all Material Safety Data Sheets for each chemical that will be applied, before application. Licensed

applicator must be present while chemicals are being applied and all chemicals shall be applied according to their MSDS and manufacturer's labeling.

- F. **Leaf Removal** – Contractor shall remove leaves on a regular basis during the regular mowing season. Contractor shall also remove heavy accumulation of leaves during the fall season or while the leaves are falling.
- G. **Mowing Schedule** – It is preferred that mowing take place on weekends or after business hours (M-F 8:00am – 5:00pm) at all high traffic facilities. Lower traffic facilities and Community Park areas can be mowed during normal business hours. Mowing shall not take place between the hours of 9:00pm and 7:00am. Contractor shall NOT perform any mowing operation during wet conditions unless otherwise permitted. All properties must be maintained with the following schedule of visits May – September Weekly Maintenance; All other months Bi-weekly Maintenance
- H. **Appearance** – Contractor shall make sure that all employee's appearance is neat and clean and should always wear clothing identifying that the employee is an employee of the contractor. Shirts and all appropriate clothing shall be worn at all times while employees are on County property.
- I. **Safety** – Contractors equipment shall be kept and maintained in a safe condition. All mowing equipment must be equipped with mulching decks and/or safety guards to prevent mowers from throwing rocks or debris. Guards must be in place while mowing. Employees of the contractor shall have proper PPE while performing any work on County property. Repeated or flagrant safety violations may constitute grounds for termination of contract.
- J. **Contractor and Sub-Contractors** – All work associated with this contract must be performed by forces employed by the Contractor or one of its Sub-Contractors. A list of all Sub-Contractors that will perform any work associated with this contract, must be provided with the bid.
- K. **Conflicts of Interest** – No employee of Edgecombe County and no member of the governing body of Edgecombe County shall have any financial interest, either direct or indirect, in any contract or subcontract or the proceeds thereof, for work to be performed in connection with this Contract. Immediate family members of employees or members of the governing body of Edgecombe County are similarly barred from having any financial interest in this Contract.

Equipment:

Contractor must demonstrate to the satisfaction of the County that all equipment is in good working condition and sustainable for the purpose intended. Mowers are to be equipped with safety shields or

mulching decks. All mowing equipment must meet current OSHA standards. Each bidder must provide a list of equipment they propose to use while performing work for Edgecombe County.

Performance of Work:

If the Contractor fails to perform the work as directed by this contract or fails to perform the work in a manner satisfactory to Edgecombe County, work may be performed by other forces as directed by Edgecombe County. The cost of work so performed will be deducted from any monies due the Contractor.

Inspection/Cancellation:

All work shall be subject to inspection by an Edgecombe County Inspector at any time. If the Contractor fails to keep the work on schedule, or performs unsatisfactory work, this contract may be canceled upon a fifteen (15) day written notice.

License and Certifications:

Contractor shall have an maintain all licenses and certifications required to perform any and all work associated with this contract for the entire duration of this contract. Edgecombe County reserves the right to review all licenses and certifications to ensure they are properly kept in good standing. Failure to maintain proper licenses and certifications will result in a breach of contract and will result in contract being voided immediately.

Insurance and Indemnity:

The Contractor shall indemnify and save harmless the County of Edgecombe and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason any act or failure to act, of the contractor, its agents or employees, in the performance of the contract.

The Contractor shall furnish a Certificate of Liability Insurance indicating general liability coverage of at least \$1,000,000.00 from an insurance company licensed to do business in the State of North Carolina within ten (10) days after award of the bid.

Affirmative Action:

The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees without regard to discrimination by reason or race, color, religion, sex, national origin, or physical handicap.

The County invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled and disabled business enterprises.

Bidder Qualifications:

In order for a bid to be accepted as an acceptable bid, a bidder must:

- Attend a Pre-Bid Meeting
- Provide proper licenses, insurance and certifications with the bid proposal
- Provide three (3) references
- Provide a list of Sub-Contractors
- Provide a completed Cost Proposal for each site along with a Total Bid
- Provide Bid by the appropriate bid date and time.

Any bid received that does not meet the above qualifications will not be accepted.

Attachment A

Facilities:

- **Edgecombe County Administration Building & Associated Parking Lots**
201 St. Andrew St., Tarboro NC 27886
- **Edgecombe County Courthouse**
301 St. Andrew St., Tarboro, NC 27886
- **Edgecombe County Maintenance Shop**
207 St. Patrick St., Tarboro, NC 27886
- **Edgecombe County Probation & Parole Office**
308 St. Patrick St., Tarboro, NC 27886
- **Edgecombe County Human Services Building & Associated Parking Lots**
122 E. St. James St., Tarboro, NC 27886
- **NC Department of Motor Vehicles (Driver's License Office)**
100 E. Hope Lodge St., Tarboro, NC 27886
- **Edgecombe County Emergency Operations Center**
400 E. Walnut St., Tarboro, NC 27886
- **Edgecombe County EMS Station 200**
501 Office St., Tarboro, NC 27886
- **Edgecombe County EMS Station 300**
7423 Seven Bridges Road, Whitakers, NC 27891
- **Edgecombe County EMS Station 400**
370 Pinetops-Crisp Road, Pinetops, NC 27864
- **Edgecombe County EMS Station 500**
3000 Meadowbrook Road, Rocky Mount, NC 27801
- **Edgecombe County Health Department – Rocky Mount**
155 Atlantic Avenue, Rocky Mount, NC 27801
- **Edgecombe County Department of Social Services – Rocky Mount**
301 S. Fairview Road, Rocky Mount, NC 27801
- **Edgecombe County Animal Shelter**
2909 N. Main St., Tarboro, NC 27886
- **Edgecombe County Works Career Campus**
110 Fountain Park Drive, Rocky Mount, NC 27801
- **Edgecombe County – Willow Grove Park**
14625 NC 33 NW, Whitakers, NC 27891
- **Edgecombe County – Cemetery**
2011 US 64 Alternate East, Tarboro, NC 27886

- Edgecombe County Old Health & DSS Campus – Tarboro
This site is an alternate to the bid package.
2902 – 3003 N. Main St., Tarboro, NC 27886

Cost Proposal Sheet

<u>Edgecombe County Facilities</u>	<u>Annual Price</u>	<u>Monthly Price</u>	<u>1 Time Service Price</u>
1. Administration Building & Associated Parking Lots	_____	_____	_____
2. Courthouse	_____	_____	_____
3. Maintenance Shop	_____	_____	_____
4. Probation & Parole Office	_____	_____	_____
5. Human Services Building & Associated Parking Lots	_____	_____	_____
6. NC Department of Motor Vehicles (Driver's License Office)	_____	_____	_____
7. Emergency Operations Center	_____	_____	_____
8. EMS Station 200	_____	_____	_____
9. EMS Station 300	_____	_____	_____
10. EMS Station 400	_____	_____	_____
11. EMS Station 500	_____	_____	_____
12. Health Department – Rocky Mount	_____	_____	_____
13. Dept. of Social Services - Rocky Mount	_____	_____	_____
14. Animal Shelter	_____	_____	_____
15. Works Career Campus	_____	_____	_____
16. Willow Grove Park	_____	_____	_____
17. Cemetery	_____	_____	_____
 TOTAL	 _____	 _____	 _____

Old Health & DSS Campus - Tarboro

(This site is an alternate to the bid package)
