



**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 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. 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 **November 1, 2022, at 2:00 PM.**

Sealed bids will be accepted by mail or delivery until **2:00 PM, on Tuesday, November 10, 2022.**

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 **Thursday, November 3, 2022, at 5:00 PM.** An addendum, if needed, will be posted **November 4, 2022, by 5 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 Current Bids and Proposals webpage at: <https://www.chathamcountync.gov/government/departments-programs-a-h/finance/bid-proposal-opportunities>

Chatham County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

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 twice 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
- Valid North Carolina Irrigation Contractors License

RFB: CCACC Lawn Maintenance

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

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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	Bi-Annual Flower/Plant Installation	LS	\$
4	Taxes and fees (if applicable)		\$
	Total	LS	\$

Respectfully submitted:

Signature

Company Name

Printed Name & Title

Company Address

Email

Phone