

REQUEST FOR PROPOSAL

FOR

Town of Mineral Springs
3506 South Potter Road
Town Hall Landscaping and Maintenance
Tax Parcels #06-039-002A & #06-039-002B
Mineral Springs, North Carolina

SCOPE OF WORK

Please see attached document:

“Scope of Work for Mineral Springs Town Hall”

NOTICE TO BIDDERS

Sealed proposals for this work will be received by:

Vicky Brooks
Town Administrator/Zoning Administrator
Town of Mineral Springs
3506 South Potter Road
P. O. Box 600
Mineral Springs, NC 28108
Phone: (704) 243-0505 x 221 ~ Fax: (704) 243-1705

up to **2:00 p.m.**, on Tuesday, July 30, 2024 and immediately thereafter will be publicly opened and read aloud.

Contractors are hereby notified that they must provide Public Liability and Property Damage Insurance in an amount not less than one million dollars (\$1,000,000) general aggregate. Certificate of Insurance shall be provided to the town with the bid. Contractors are also required to maintain a pesticide license and post signage when applying herbicides or pesticides to lawn areas. Contractors shall submit references with the bid.

Please note on the envelope – **Bid Proposal:**

Attn: Vicky Brooks
Mineral Springs Town Hall Landscaping and Maintenance Bid
(July 30, 2024)
(Contractor Name)

All bidders must attend a mandatory pre-bid site visit and inspection at the Mineral Springs Town Hall at **2:00 p.m.** on **Monday, July 22, 2024** prior to submitting proposals.

SCOPE OF WORK

For the Mineral Springs Town Hall

The Town of Mineral Springs is soliciting bids for general landscaping and maintenance of the Mineral Springs Town Hall site at 3506 South Potter Road. All labor and equipment necessary to perform the work required for the maintenance of groundcovers, annuals, perennials, shrubs and trees shall be provided by the contractor and shall form the basis of the monthly bid price. Materials consumed in the course of normal maintenance, including but not limited to leaf and debris bags, herbicides and pesticides for spot treatments, and fuel for equipment shall be included in this amount. This maintenance shall include, but not be limited to application of fertilizers, herbicides and pesticides, pruning, weeding, replacement plantings (as approved by the Town), loose trash removal, leaf removal, repair and maintenance, spring and fall cleanup.

All additional materials described herein, such as grass seed, plant material, fertilizers, mulch, lime, and other consumables shall be payable monthly in addition to the bid price based upon presentation of actual invoices.

Areas to be covered:

Approximately 90,000 square feet of lawn area.

A minimum of three tree areas.

Town Hall sign landscaping area.

One parking lot tree landscaping area.

I. **LANDSCAPING AND MAINTENANCE:**

A. Mowing

1. Lawn shall be mowed weekly during the growing season and as required during the winter months. Minimum of 40 mowings (8 months weekly – 4 months bi-weekly).
2. The height of cutting shall be maintained consistently to prevent scalping or burn. The mowing height shall be appropriate to the turf species.
3. Excessive grass clippings shall be collected and disposed of; adjacent sidewalks and streets shall be clean of clippings.
4. Mowing patterns shall be alternated each week to avoid creating ruts and compaction.

B. Edging

1. All lawn edges along sidewalks and curbs shall be edged before each mowing during the active growing season (March through October) and as required for appearance for the remainder of the year.
2. Edging shall be performed with a blade type mechanical edger at least once a month; a monofilament line trimmer may be used at all other times on a weekly basis.

3. A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to insure that the bark of trees and shrubs are not damaged or stripped by the line trimmer.
4. Areas where the grass meets buildings, planters and other vertical surfaces shall be trimmed in a manner to maintain a clean and even meeting point. Herbicides may not be used as a substitute for proper trimming.
5. Edging and trimming is not required around natural un-mulched wooded areas or property boundaries. Three (3) park trash cans need bags changed out each visit. (Town will provide trash bags and dumpster / disposal onsite).

C. Debris Removal

1. Litter and trash (including leaves, rubbish, paper, bottles, cans, rocks, gravel, pine cones, sticks), and other debris shall be removed from all areas on a weekly basis.
2. All refuse resulting from the maintenance operation of properties shall be disposed of by the contractor.
3. Hardscape (i.e. sidewalks, driveways, paved surfaces) shall be swept or blown off with a power blower to keep the grounds free of debris on a weekly basis during the growing season. During winter months all grounds shall be policed periodically for trash and debris and blown clear.
4. Paved surfaces and sidewalks shall be weeded as often as necessary to discourage unsightly weed growth. This control shall be accomplished through the selective use of herbicides and mechanical means.

D. Fertilization, Aeration and Reseeding

1. Conduct annual soil tests of representative lawn areas within the first month of the contract.
2. Apply fertilizer and lime, with type, quantity and frequency determined by soil test results.
3. Aerate and seed in the fall (between September 1 and October 31).
4. Maintained turf to be fertilized 4 times per year.

E. Weed Control

1. A pre-emergent shall be applied based on season and targeted weeds.
2. All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as appropriate. If any weeding is not performed, maintenance will be considered unsatisfactory.
3. Before applying herbicides, the type of weed shall be identified and the control selected accordingly, using the most effective control for the species, the location and the season.
4. Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters, etc. Weeds may be removed manually or sprayed with an herbicide. Dead weeds shall be removed from the paved and mulched areas.
5. No pesticides are to be used in planted landscape beds. Weed maintenance in these areas will require hand pulling each visit.

F. Pesticides

1. Shall be applied as necessary.
2. Apply ant control annually. One (1) blanket application of service area in the spring each year. Spot treatment throughout the remainder of the mowing season.

G. Shrubs & Pine Needles

1. Pruning of shrubs shall be done twice a year to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth.
2. Mulching of the shrub and tree beds shall be maintained with fresh pine needles in the spring and fall season. Shrub and tree beds shall be kept weed free. Weed control will be accomplished with herbicides when possible and by hand pulling when danger to desirable plant material may exist.
3. Shrubbery should be fertilized in the spring season as needed, unless otherwise agreed to.
4. If mulch is more than 4" in beds, top layer should be removed before new mulch is added to prevent over mulching. Beds should not contain more than 4" of mulch. Mulch shall not be applied to plant stems. Root flare should be visible on all plants.
5. Two (2) Pine needle applications per year, spring and fall. Town needs to approve the dates of each application prior to work being performed.

H. Replacement Plantings

1. The Contractor shall report to the Town any perennial plant material not exhibiting normal growth and vigor. If it has been determined that the material is beyond reviving, a written report recommending replacement shall be given to the Town Administrator. This report shall include: (a) Identify the location, size and type of plant; (b) Identify the reason for the decline; (c) Cost of replacement. No replacement plantings are to be done without consent of the Town with the exception of annual ornamental plants and flowers.
2. Annual flowers appropriate to the season shall be planted in front of the town hall sign during the months of April and October.

PROPOSAL AND CONTRACT

for

Mineral Springs Town Hall Landscaping and Maintenance

Mineral Springs, NC

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

BASE BID: _____ **Dollars \$** _____ per month

Respectfully submitted this _____ day of _____ 20____

(Contractor)

Federal ID# _____

By: _____

Witness: _____

Title: _____

(Proprietorship or Partnership)

Address: _____

Attest: *(Corporation)*

Email: _____

(Corporate Seal)

By: _____ License#: _____

Title:
(Corporation Secretary/Ass't Secretary)

ACCEPTED by the TOWN OF MINERAL SPRINGS

BY: **Vicky Brooks** TITLE: **Town Administrator**

SIGNED: _____ DATE: _____

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Date