

Henderson County
Parks and Recreation



**Request for Proposals for Landscaping
and Mowing Services**

Mandatory Pre-Bid

Monday, February 15, 2021 at 9:00 AM EST
Administrative and Activity Center
708 S. Grove St.
Hendersonville, NC 28792

Proposals are Due

Monday, March 1, 2021 at 2:00PM EST
Henderson County Finance Department
113 N. Main St
Hendersonville, NC 28791

NOTICE AND INSTRUCTIONS TO BIDDERS

County of Henderson
Doug Guffey-Purchasing Agent
Phone: 828.694.5023
Historic Court House Annex
113 N. Main Street
Hendersonville, NC 28792

Henderson County will receive bids for landscaping and mowing services for the Recreation Department as specified until Monday, March 1, 2021 at 2:00PM EST. Bids will be received via mail at the Henderson County Finance Department, 113 North Main Street, Hendersonville, NC 28792 or email hcpurchasing@hendersoncountync.gov. Bids must be visibly labeled as “**RECREATION: LANDSCAPING AND MOWING SERVICES**”.

A **MANDATORY PRE-BID MEETING** will be held on Monday, February 15, 2021 beginning at 9:00 AM EST at the Administrative and Activity Center, 708 S. Grove St; Hendersonville, NC 28792. Please contact Jason Kilgore at 828.817.3226 or via email at jkilgore@hendersoncountync.gov, for any questions relating to the mandatory pre-bid meeting. If your company does not attend the entire pre-bid meeting your bid will not be considered.

The bid will be awarded on the lowest, responsive, responsible bidder standard.

If an error or omission occurs bidder(s) must submit in writing no more than seventy-two hours after the bid opening, a request to withdrawal their bid, excluding Saturdays, Sundays, or Holidays for which Henderson County offices are closed.

The County of Henderson reserves the right to reject any and/or all bids received, or to select the bid which, in our opinion, is in the best overall interest of the County.

Doug Guffey, Purchasing Agent

PROPOSAL

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will complete the work as called for in the manner prescribed in the specifications and instructions to bidders for the following prices:

Location	Monthly Cost	Annual Cost
Jackson Park		
East Flat Rock Park		
Tuxedo Park		
Dana Park		
Endeyville Community Center		
Old Edneyville Park		
Etowah Park		
Hwy 64 Boat Access Park		
Westfeldt Park		
Administration and Activity Center		
	Total	

**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 90 DAYS
AFTER THE BID DUE DATE UNLESS NOTED BELOW**

Printed Name of Firm Representative

Title

Name of Firm Submitting Proposal

Firm Address

Telephone Number

Email Address

I. Overview

Bidders are requested to provide the necessary manpower and equipment to provide weekly landscaping services to multiple county locations. This will be a one-year contract with a renewal option of up to three one-year terms. This option shall be at the discretion of Henderson County and shall be submitted in writing with any changes in pricing or terms accurately reflected at the expiration of each one-year term. Pricing cannot exceed a 3% increase per annum, nor shall the price increase over the total renewal period of four years exceed 5% of the contract price from the initial term.

II. Scope of Work:

Bidders are requested to review the location, description, and frequency of services to be provided in the table below:

Table 1: Services to be Performed Multiple Locations		
Work to be Performed	Description	Frequency
Mowing	Grass height shall not be greater than 3.25" or less than 2.5"	Weekly
Weed Eating	All curbs, beds, fences, Soccer goals, and buildings	Weekly
Edging	Sidewalks and Curbing	Weekly
Blowing off parking lots, catch basins, and side walks	After each mowing	Weekly
Weed Spraying	Fence Lines and buildings	This shall be done at the discretion of the Maintenance Supervisor. It shall occur a minimum of once every two months.
Bush Trimming/Pruning	In beds and around buildings	Biannually
Mulch	AAC soccer field bank, Jackson Park Field 4 bed, tennis court beds, and corner bed at house parking lot.	Biannually

***Locations to be serviced per Table 1 are as follows:

- Jackson Park
- East Flat Rock Park
- Tuxedo Park
- Dana Park
- Endeyville Community Center
- Old Edneyville Park
- Etowah Park
- Hwy 64 Boat Access Park

- Westfeldt Park
- Administration and Activity Center

III. Limitations of Mowing (Applicable to all Locations)

- a. All disturbed areas around the site should be restored
- b. Trash should be picked up and disposed of properly before mowing commences. Under no circumstances should trash be mowed.
- c. Under no circumstances should mowing take place in the rain or through standing water
- d. Grass clippings shall not be blown towards parked vehicles
- e. Grass clippings shall be directed away from traffic (human or vehicle), streets, building structures, windows, and fences.
- f. Any damage to Henderson County property or public and/or personal property shall be the responsibility of the winning bidder to repair and/or replace.

IV. Qualifications

- a. Bidders shall have a valid pesticide and herbicide license
- b. All equipment shall have the proper safety equipment including but not limited to guards to prevent injury and or damage to people, Henderson County facilities, and/or vehicles parked at Henderson County Facilities.

V. Modification of Scope of Work

- a. Any change in frequency or scope of work must be coordinated and done in writing with Jason Kilgore, Maintenance Supervisor. This includes modifications to the schedule due to weather events.

VI. Mandatory Pre-Bid

- a. A sign in sheet will be made available at the beginning and end of the pre-bid. Potential bidders must sign in when they arrive and sign out when the pre-bid is concluded. Bidders must attend the entire pre-bid for their bid to be considered as meeting the mandatory pre-bid requirements.
- b. A sample of the required contract, to be filled out and included with any bids, will be distributed at the pre-bid meeting.
- c. A tour of the Facilities will be provided to show the extent of landscaping service required and expected at each facility.

VII. Payment Terms

- a. Shall be net 30
- b. Shall be billed on a bimonthly basis

VIII. Terms & Conditions

a. Proposal

The following information must be included in the proposal:

- i. Proof of liability insurance. See Henderson County Insurance and Bond Requirements posted under General Information at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county> for the following:
 - i. Insurance per Article 11 (**Required**)
 - ii. Bonds per Article 12 (**Not required**)
- b. Proposed Contract signed by bidder and ready for County's signature.
 - i. Include lump sum price based upon the Proposal Page included in the bid documents
 - ii. Proposals will be awarded on the lowest responsive, responsible bidder standard based on the total cost of landscaping services to be provided at all locations.

b. E-Verification

Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with E-verify, NCGS 143-133.3.

c. Disadvantaged Business/Minority Business Participation

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

d. Compliance with Purchase Order Terms & Conditions

<https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above in the Terms and Conditions.

Vendor's Name/Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____