



Henderson County Government

RFP: Landscaping and Mowing Services

Date of Issue: February 23, 2024

Proposal Due Date: March 13, 2024, by 3:00PM EST

BID NO: FY24-06

Direct all inquiries concerning this RFP to:

Doug Guffey

Purchasing Agent

Phone: 828-694-5023

Email: hcpurchasing@hendersoncountync.gov

BID PROPOSAL FORM

GENERAL

Pursuant to the General Statutes of North Carolina as applicable, bids, subject to the conditions and specifications herein, are invited for mowing and landscaping services. Bids may be submitted via email to hcpurchasing@hendersoncountync.gov or via mail to the Henderson County Finance Department, 113 N Main St, Hendersonville N.C. 28792. Bids will be due on February 23, 2024 by 3:00 PM EST.

PRICING

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that they will furnish the construction services called for in the manner prescribed in the specifications and instructions to bidders for the following price:

Location	Monthly Cost	Total Cost (15 Months - April 14, 2024, to June 30, 2025)
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	

Location	Monthly Cost	Total Cost (12Months – July 2024 to June 30, 2025)
VFW Building (At Completion of Construction Estimated to be July 2024)		
	Total	

The base bid and alternate prices shall be **inclusive** of all applicable fees, permits, and taxes.

OFFER AND ACCEPTANCE

Henderson County seeks offers for the construction services described in this solicitation. The County’s acceptance of any offer must be demonstrated by execution of the acceptance found below. Acceptance shall create a contract having an order of precedence as follows: In cases of conflict between documents comprising the contract, the order of precedence shall be (1) special terms and conditions specific to this RFP/RFQ, (2) specifications and requirements under the Instruction to Bidders, (3) Henderson County Terms and Conditions of this RFP/RFQ, and (5) the agreed portions of the awarded Vendor’s offer. **No contract shall be binding on the County until an encumbrance of funds and preaudit has been made for payment of the sums due under the contract.**

EXECUTION

In compliance with this Invitation for Bid / Request for Quote, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all services or goods upon which prices are offered, at the price(s) offered herein, within the time specified herein. By executing this offer, I certify that this offer is submitted competitively and without collusion.

Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.

OFFEROR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY, STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO
PRINT NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:

Offer valid for ninety (90), days from date of offer opening unless otherwise stated here: _____ days.

ACCEPTANCE OF OFFER

If any or all parts of this RFP/RFQ are accepted, an authorized representative of Hendsen County shall affix their signature hereto. A copy of this acceptance will be forwarded to the successful vendor(s).

<p><u>FOR COUNTY USE ONLY</u></p> <p><i>Offer accepted and contract awarded pursuant to Purchase or Contract Order number _____ this _____ day of _____, 20____, as indicated on attached certification,</i></p> <p>by _____ (Authorized representative of Henderson County).</p> <p>This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act. N.C.G.S. 159-28(a).</p> <p>_____</p> <p>Henderson County Finance Director</p>

Bidders Checklist

- Be aware of the bid opening date and time as indicated on the first page of this proposal.
- All signatures must be by a company officer or agent who is authorized to enter into, and sign bid documents.
- Have you read and understood the “Terms and Conditions” and the “Instructions to Bidders” for submitting a bid?
- Have you read and do you completely understand all the specifications of this bid proposal?
- Have you submitted the requested number of copies of your proposal and included all the requested literature and specifications?
- If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- Have you included a Certificate of Insurance with minimum limits provided herein naming Henderson County as additionally insured?
- Have you included a copy of your general contractor licensure?
- Have you enclosed statements explaining any exceptions made to the specifications?
- Have you included executed copies of the attachments?

INSTRUCTIONS TO BIDDERS

Section 1: Purpose

The purpose of this document is to provide general and specific information for mowing and landscaping services. All bids and contracts are governed by Henderson County policy and North Carolina General Statutes as applicable.

Section 2: Bid Schedule

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

Action	Time	Date
Bid issued	5:00 PM	February 23, 2024
Mandatory Pre-Bid	10:00 AM	March 5, 2024
Deadline for Questions	5:00 PM	March 5, 2024
County Responses	5:00 PM	March 6, 2024
Bids Due	3:00 PM	March 13, 2024

Section 3: Mandatory Pre-bid

A **MANDATORY PRE-BID MEETING** will be held in Room 201 of the AAC, 708 South Grove St., Hendersonville, NC 28792 on March 5, 2024, at 10:00 am. If your company does not attend the pre-bid meeting or is not present for the duration of the meeting your bid will not be considered as responsive.

Section 4: Bid Contact

Any and all questions, concerns, request for additional information, and alternate product considerations shall be directed to the Henderson County Finance Department to the attention of the Purchasing Agent:

Doug Guffey
hcpurchasing@hendersoncountync.gov

Section 5: Bidder Questions

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification, technical questions, and approval of alternate products to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under

Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions. The County shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the County's website at <https://www.hendersoncountync.gov/rfps>.

Section 6: Objections to the Specifications

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Doug Guffey, Purchasing Agent in writing, stating and listing the specifications and objections, no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Doug Guffey, Purchasing Agent. Information obtained from other sources will not be considered in the evaluation and award of this bid.

Section 7: Bid Alternates

The County reserves the right to request pricing on alternate equipment or services along with the pricing for the main or primary product or items when applicable. At the discretion of the County, some or all of the alternates requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The bid award will be made to the lowest, responsive, responsible bidder for the main or primary product or services on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

Section 8: How to Prepare Bid Proposals

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- I. **PROPOSAL FORM:** Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- II. **Addendum(s):** If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.
- III. **SIGNATURE:** All bids must be signed by an authorized official of the company on the Bidders Signature Page.

Section 9: How to Submit Bid Proposals

- I. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- II. Bids may be submitted via email to hcpurchasing@hendersoncountync.gov.

- III. Bids may be mailed or delivered as follows:

Mailing & Delivery Address:

RFP: Finance Restroom Renovation (Rebid) Bid NO: FY24-04-02

Henderson County Finance Department
113 N Main Street
Hendersonville, NC 28792

- IV. Please note bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.
- V. Bidders shall provide any available product literature and manufacturer's specifications at the request of Henderson County.

Section 10: Bid Opening

- I. All bids will be opened at the time and place shown on the enclosed Bid Proposal Form. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- II. Bids will be examined by the Purchasing Agent and the using department officials promptly after the opening and an award made as early as possible.
- III. Bidders may request and receive copies of the bid document and/or bid tabulation after the award of the project.

Section 11: Award of Bid

- I. **Standard of Bid Award Acceptance:**
The County reserves the right to reject any and/or all bids received as allowed by law, or to select the bid which, in our opinion, is in the best overall interest of the County. The award shall be made to the lowest, responsive, responsible bidder, or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the contract.

Section 12: Errors in Bids

Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

Section 13: Bid Tabulation

Bidders may request a bid tabulation from the Purchasing Agent, after the bid has been awarded (NCGS 143-131(a)).

Section 14: Specifications

- I. **Overview:**
It is the intent of these specifications to set up minimum requirements for the **mowing and landscaping services** to begin on April 14, 2024, and endS on June 30, 2025 as specified. These

specifications must be considered as minimum requirements. If it is necessary to bid alternate equipment or to take exceptions to the specifications as set forth, this must be so stated in your bid.

II. Specifications

1. General

- a. Bidders are requested to review the location, description, and frequency of services to be provided in Attachment A: Location and Frequency of Work.
- b. Definitions of work are defined in Table 1 below:

Table 1: Definitions of Work	
Work	Definition
Mowing	Grass height shall not be greater than 3.25” or less than 2.5”
Weed Eating	All curbs, beds, fences, Soccer goals, and buildings
Edging	Sidewalks and Curbing
Blowing off parking lots, catch basins, and side walks	All hard surfaces should be clean of trimmings, leaves, debris, and trash. Can be blown into wooded areas or open areas but not in streets or catch basins.
Weed Spraying	All locations around buildings, Fence lines, and the mulch beds
Bush Trimming/Pruning	In beds and around buildings
Mulch	AAC soccer field bank

2. 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.

3. Safety

- a. 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.

4. **Timekeeping**

- a. Bidder shall maintain a log of all visits made to each facility showing the number of hours spent per visit and what work was done. In addition, bidder shall be required to present such log to the Facility Services Maintenance Supervisor upon request.

Section 15: Modification of Scope of Work

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

Section 16: Licensure

Bidder shall provide a copy of their valid pesticide and herbicide license. If not provided the bid will be considered nonresponsive.

Contract 17: Contract Extension & Price Adjustments

It is the County's intent to contract at a fixed price from April 14, 2024, through June 30, 2025, with an option to extend the contract for three additional one (1) year periods, beginning on July 1 and ending on June 30 of that year. The price proposed by the bidder is to remain fixed from the initial contract period, April 14, 2024, through June 30, 2025. Prices for additional extension term periods may not exceed a 3% increase per annum, nor shall the price increase over the total renewal period exceed 6% of the contract price from the initial term.

The County reserves the right to accept or to refuse any documented price adjustment submitted by the vendor/contractor for any reason determined to be in the best interest of the County. In the event the County does not accept the proposed price adjustment for the extended term, the contract will not be renewed, and the County will rebid the service(s). Any bid contract extension is subject to the continuation of need and usage by the County and the appropriation of funds.

Section 18: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

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>.

Section 19: Terms and Conditions

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_conditions.15.23_0.pdf

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Invitation to Bid ("RFP").

Any attempt by a proposed contracting party (the "Bidder") under the RFP to exclude any of these Terms and Conditions shall cause any bid or proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods

or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Section 20: Minimum Insurance Requirements

Bidder shall provide an Insurance Certificate naming Henderson County as **additionally insured** per the attached certificate of insurance. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Henderson County named as additional insured shall be contained herein.

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$500,000/\$500,000/\$500,000
General Liability	\$1M per occurrence/\$2M aggregate
Automobile	\$1M per occurrence/Combined Single Limit
Additional Insured Status	Required

Section 21: Funding Source

This invitation to bid is funded with **County Funds**.

Section 22: Attachments

Attachment I: Vendor Information Form

Attachment II: Location and Frequency of Work

Attachment I: Vendor Information Form

Attachment I: Vendor Information Form			
Company/Firm Name			
Mailing Address			
Contact Name		Contact Title	
Phone Number	Fax	Email	Website
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
Required Documentation		Internal Routing	
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		W9 Received	YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	YES N/A
		Unique Entity Identification Number confirmed in SAM.gov	YES

Attachment II: Location and Frequency of Work

Location	Mowing	Weed Eating	Edging	Blowing off Parking Lots, Catch Basins, and Side Walks	Weed Spraying	Bush Trimming/Pruning	Mulch
Jackson Park	Weekly	Weekly	Weekly	Weekly	Monthly	Twice Per Year-June & November	
East Flat Rock Park	Weekly	Weekly	Weekly	Weekly	Monthly		
Tuxedo Park	Weekly	Weekly	Weekly	Weekly	Monthly		
Dana Park	Weekly	Weekly	Weekly	Weekly	Monthly		
Endeyville Community Center	Weekly	Weekly	Weekly	Weekly	Monthly		
Old Edneyville Park	Weekly	Weekly	Weekly	Weekly	Monthly		
Etowah Park	Weekly	Weekly	Weekly	Weekly	Monthly	Twice Per Year-June & November	
Hwy 64 Boat Access Park	Weekly	Weekly	Weekly	Weekly	Monthly		
Westfeldt Park	Weekly	Weekly	Weekly	Weekly	Monthly		
Administration and Activity Center	Weekly	Weekly	Weekly	Weekly	Monthly	Twice Per Year-June & November	Bank at soccer field 1x per year
VFW Building (At Completion of Construction)	Weekly	Weekly	Weekly	Weekly	Monthly	Twice Per Year-June & November	