

Henderson County **Facility Services**



Request for Proposals for Landscaping and Mowing Services

Proposals are Due

**March 2nd, 2020 at 2:00PM EST
Henderson County Facility Services
Attention Chris Hill
320 Williams Street
Hendersonville, NC 28792**

Mandatory Pre-Bid

**February 14th, 2020 at 10:00AM EST
Henderson County Facility Services
320 Williams Street
Hendersonville, NC 28792**

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	Yearly Cost
Main Library (Table 1)		
Etowah Library (Table 1)		
Edneyville Library (Table 1)		
WCCA (Table 1)		
Animal Shelter (Table 1)		
Court Services (Table 1)		
Fletcher Library (Table 1)		
Detention Center (Table 1)		
Impound Lot/95 Courthouse Overflow Parking (Table 1)		
Economic Development (Table 1)		
95 Courthouse (Table 2)		
Historic Courthouse (Table 3)		
Law Enforcement Center (Table 4)		
100 N King Street (Table 5)		
Human Services (Table 6)		
EMS Station 2 (Table 1)		
EMS Station 3 (Table 1)		
EMS Station 5 (Table 1)		
Thrive (Table 1)		

Emergency Services Headquarters (Table 1)		
County Garage (Table 1)		

Printed Name of Firm Representative _____

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 a total of 5% over the life of this contract.

II. Scope of Work:

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

Table 1: Services to be Performed Multiple Locations		
Work to be Performed	Description	Frequency
Mowing		Weekly
Weed Eating		Weekly
Edging of Sidewalks and Curbing		Weekly
Weed Spraying		Monthly
Bush Trimming/Pruning		Twice per year – June and November
Aeration & Fertilization		N/A
Mulch		Once per year
Blowing off parking lots, catch basins, and side walks		Weekly

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

- Main Library
- Etowah Library
- Edneyville Library
- WCCA
- Animal Shelter
- Court Services
- Detention Center

- Impound Lot / 95 Courthouse overflow parking
- Economic Development
- EMS Station 2
- EMS Station 3
- EMS Station 5
- Fletcher Library
- Thrive
- County Garage
- Emergency Services Headquarters
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Table 2: Services to be Provided at 95 Courthouse

Work to be Performed	Description	Frequency
Mowing		Weekly
Weed Eating		Weekly
Edging of Sidewalks and Curbing		Weekly
Weed Spraying		Monthly
Bush Trimming/Pruning		Twice a year – June and November
Aeration & Fertilization		Twice a year – March and September
Mulch		Twice a year – April and October
Blowing off parking lots, catch basins, and side walks		Weekly
Weed eat hill between Impound lot at Detention		Twice per month during growing season

Table 3: Services to be Provided at Historic Courthouse

Work to be Performed	Description	Frequency
Mowing		Weekly
Weed Eating		Weekly
Edging of Sidewalks and Curbing		Weekly
Weed Spraying		Monthly
Bush Trimming/Pruning		Twice a year – June and November
Aeration & Fertilization		Twice a year – March and September
Mulch		Twice a year – April and October
Blowing off parking lots, catch basins, and side walks		Weekly

Table 4: Services to be Provided at Law Enforcement Center		
Work to be Performed	Description	Frequency
Mowing		Weekly
Weed Eating		Weekly
Edging of Sidewalks and Curbing		Weekly
Weed Spraying		Monthly
Bush Trimming/Pruning		Twice a year – June and November
Aeration & Fertilization		Twice a year – March and September
Mulch		Twice a year – April and October
Blowing off parking lots, catch basins, and side walks		Weekly

Table 5: Services to be Provided at 100 North King Street		
Work to be Performed	Description	Frequency
Mowing		Weekly
Weed Eating		Weekly
Edging of Sidewalks and Curbing		Weekly
Weed Spraying		Monthly
Bush Trimming/Pruning		Twice a year – June and November
Aeration & Fertilization		Twice a year – March and September
Mulch		Twice a year – April and October
Blowing off parking lots, catch basins, and side walks		Weekly

Table 6: Services to be Provided at Human Services		
Work to be Performed	Description	Frequency
Mowing		Weekly
Weed Eating		Weekly
Edging of Sidewalks and Curbing		Weekly
Weed Spraying		Monthly

Bush Trimming/Pruning		Twice a year – June and November
Aeration & Fertilization		Twice a year – March and September
Mulch		Twice a year – April and October
Blowing off parking lots, catch basins, and side walks		Weekly

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/ leaves shall not be blown towards parked vehicles at Henderson County Facilities
- e. Grass clippings/ leaves shall be directed away from traffic (human or vehicle), streets, building structures, and windows.
- 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 with Christopher Hill. This includes modifications to the schedule due to weather events.

VI. Pre-Bid

- a. A sample of the required contract, to be filled out and included with any bids, will be distributed at the pre-bid meeting.
- b. A tour of Facilities will be provided to show the extent of landscaping service required and expected at each facility.

VII. Terms & Conditions

- a. Payments
 - i. Shall be net 30 and shall be billed a minimum of a bimonthly basis
- b. The following information must be included in the proposal:
 - 1. 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:

- a. Insurance per Article 11 (**Required**)
 - b. Bonds per Article 12 (**Not required**)
2. For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under General Information at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
 3. Proposed Contract signed by bidder and ready for County's signature.
 - a. Include lump sum price based upon the Proposal Page included in the bid documents
 - b. 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.
 4. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A-20.1(b).
 5. Compliance with Purchase Order Terms & Conditions
<https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on the project should contact Christopher Hill at 828.458-4662 or via email at Chill@hendersoncountync.gov