



Diane Cox
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Dear Prospective Vendors,

Kerr-Tar Regional Council of Governments is pleased to announce the release of a Request for Proposals (RFP) for lawn care and grounds maintenance services at the NC Works Career Center located at 826 S. Garnett Street, Henderson, NC.

We invite qualified firms and service providers to review the enclosed RFP and submit proposals for consideration. The purpose of this solicitation is to identify a contractor that can provide high-quality, reliable services that meet the needs of our organization and the communities we serve.

The RFP outlines the scope of work, submission requirements, evaluation criteria, and key deadlines. Proposals must be received no later than noon on June 8, 2026. Late submissions will not be considered.

A copy of the RFP may be obtained at www.kerrtarcog.org. Questions regarding this RFP must be submitted in writing to Diane Cox at info@kerrtarcog.org. Responses to all questions will be shared with interested parties to ensure a fair and transparent process.

We appreciate your interest in working with Kerr-Tar Regional Council of Governments and look forward to reviewing your proposal.

Sincerely,

Diane Cox
Executive Director



REQUEST FOR PROPOSALS (RFP)
Lawn Care and Grounds Maintenance Services

1. Purpose

Kerr-Tar Regional Council of Governments is seeking proposals from qualified vendors to provide lawn care and grounds maintenance services for its commercial property located at 826 S. Garnett Street, Henderson, NC. The intent of this RFP is to secure a reliable contractor to maintain the property in a safe, attractive, and professional condition year-round.

2. Background

Kerr-Tar COG is a regional governmental organization serving multiple counties in North Carolina. The NC Works Career Center property, located at 826 S. Garnett Street, Henderson, NC includes maintained grass areas and parking lot perimeters that require routine and seasonal upkeep.

3. Scope of Services

The contractor shall provide all labor, supervision, equipment, tools, and materials necessary to perform the following:

A. Mowing:

- All grass will be mowed with professional quality mulching mower equipment. Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, grass is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of grass debris.
- Prior to each mowing, remove all litter and debris from lawn areas.
- Maintain grass height between 2.5” - 4”.
- Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to Kerr-Tar Regional Council of Governments.
- Edging: Contractor shall edge all, driveways, parking lots, and other surfaced areas bordered by grass with each mow.
- Trimming: Contractor shall trim weeds and/or grass to maintain a well-manicured appearance.
- Contractor shall ensure all surfaces are blown free of clippings, dirt, and debris immediately after each mowing.

- Leaf Removal: Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded offsite.

MOWING SCHEDULE

Month	Number of Cuts
April	Weekly
May	Weekly
June	Weekly
July	Every 10 days
August	Every 10 days
September	Every 10 days
October	2 mowings
November	2 mowings

Other services as needed : Cutting and removal of limbs and snow removal

NOTE: Base contract price includes 26 mowings per the mowing schedule. Schedule of mowings may be altered per Kerr-Tar Regional Council of Governments request or as required by climatic conditions.

Pricing Structure:

- A fixed cost for 26 services that include mowing/edging/trimming
- Itemized pricing for periodic and additional services
- Hourly rates for emergency or special requests
- Any applicable discounts for multi-year agreements

5. Contract Term

The contract shall be for an initial term of one (1) year, beginning July 1, 2026, with the option to renew annually for up to 2 additional years based on satisfactory performance and funding availability.

6. Proposal Requirements

Proposals must include:

- Company profile and years of experience
- At least three (3) references for similar governmental or commercial contracts
- Description of proposed service schedule
- List of equipment to be used
- Staffing plan and supervision approach
- Proof of insurance:
 - General Liability (\$1,000,000 minimum)
 - Workers' Compensation (as required by NC law)
- Applicable business license
- Detailed pricing (monthly and annual totals, plus optional services)
- Statement of compliance with all federal, state, and local regulations

7. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Experience with similar projects (25%)
- References and past performance (20%)
- Cost and value (25%)
- Quality and completeness of proposal (15%)
- Ability to meet service requirements (15%)

8. Submission Instructions

Proposals must be submitted no later than June 8, 2026 by 12:00pm via:

- Email: info@kerrtarcog.org
OR
- Physical delivery: 1724 Graham Avenue, Henderson, NC 27536

Late submissions will not be considered.

9. Site Visit

A non-mandatory visit may be scheduled by contacting Diane Cox at info@kerrtarcog.org.

10. Compliance

The selected contractor must comply with all applicable North Carolina laws and regulations, including safety standards. The contractor will be responsible for any damages caused during service delivery.

11. Minority and Historically Underutilized Businesses (HUB)

Kerr-Tar COG encourages participation by minority-owned and historically underutilized businesses. Contractors should indicate if they are a certified HUB firm.

12. General Terms and Conditions

- Kerr-Tar COG reserves the right to reject any or all proposals.
- Kerr-Tar COG reserves the right to award the contract in whole or in part .
- The contract may be terminated with 30 days written notice.
- Payment terms will be negotiated upon contract award.

13. Timeline

- RFP Issued: May 6, 2026
- Proposal Due Date: June 8, 2026 by 12:00pm
- Anticipated Award Date: June 22, 2026
- Contract Start Date: July 1, 2026

14. Questions

All communications regarding this RFP shall be directed to: Diane Cox, Executive Director, Kerr-Tar Regional Council of Governments, info@kerrtarcog.org or 252-436-2040 ext. 2039



BID SHEET / PRICING FORM

Lawn Care Services

Kerr-Tar Regional Council of Governments

Vendor Name: _____

Contact Person: _____

Phone/Email: _____

1. Base Services – Routine Maintenance

Service Description	Frequency	Unit Cost	Extended Annual Cost
Grass Mowing, Edging, Trimming, Blowing	26 times annually per schedule	\$_____ per visit	\$_____

Total Annual Base Cost: \$_____

2. Seasonal Services

Service Description	Estimated Frequency	Unit Cost	Total Cost
Leaf Removal	_____ visits	\$_____ per visit	\$_____

3. Optional / Additional Services

Service Description	Unit	Unit Cost
Storm Debris Removal	Hourly or per event	\$_____

Service Description	Unit	Unit Cost
Snow Removal	Hourly	\$ _____

4. Notes / Clarifications

Vendor shall list any assumptions, exclusions, or additional recommendations:

5. Certification

I certify that the prices provided are valid for a minimum of 90 days and include all labor, equipment, and materials necessary unless otherwise noted.

Authorized Signature: _____

Printed Name: _____

Date: _____