



March 22, 2021

To: Lawn Care Contractors

From: Diane Cox, Executive Director
Kerr-Tar Regional Economic Development Corporation (KTREDC)
PO Box 709 (Mail)
1724 Graham Avenue (Deliver)
Henderson, NC 27536
Phone: 252-436-2040
Fax: 252-436-2055
E-Mail: dcox@kerrtarco.org

Attached is a Request for Proposal (RFP) from qualified lawn care professionals to perform lawn care and landscaping maintenance at the Triangle North Vance Business Park at the intersection of I85 and Poplar Creek Road, Henderson, NC. (Map of location for services is attached). We are seeking proposals from individuals or companies with a documented track record in providing lawn service to commercial and institutional areas.

SEND PROPOSAL SUBMISSION TO THE ABOVE ADDRESS

PROPOSAL SUBMISSION DATE: 12pm on Monday, April 12, 2021

CONTRACTOR COMMENCEMENT DATE: July 1, 2021

BIDDERS CONFERENCE – A KTREDC representative will be available to meet all interested Contractors and to answer questions.

**PLACE: Triangle North Vance Business Park at the intersection of I85 and Poplar Creek Road,
Henderson, NC**

DATE: Call for appointment

TIME: Call for appointment

Award will be made to the lowest, best and most responsible bidder. Award notification will be made within 30 business days after receipt. KTREDC retains the right to reject any and all proposals received in response to this RFP.



TRIANGLE NORTH

Request for Proposal for Lawn Services

Kerr-Tar Regional Economic Development Corporation (KTREDC) is requesting proposals from qualified lawn care professionals to preform lawn care and landscaping maintenance at the Triangle North Vance Business Park at the intersection of I85 and Poplar Creek Road, Henderson, NC. (Map of location for services is attached)

Description of Kerr-Tar Regional Economic Development Corporation

KTREDC is a private nonprofit organization with a 501(c) 3 tax status. The Corporation was formed for the purpose of promoting and supporting economic and community development activities in the following four North Carolina counties: Franklin, Granville, Vance and Warren.

Scope of Work

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, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris.
- Prior to each mowing, remove all litter and debris from lawn areas. Formal turf areas shall be mowed per the schedule below
- Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- 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 KTREDC.

TURF 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 | Two mowings |
| November | Two mowings |

NOTE: Base Contract price includes 26 mowings per the mowing schedule. Schedule of mowings may be altered per KTREDC's request or as required by climatic conditions.

B. Edging: Contractor shall edge all, driveways, parking lots, and other surfaced areas bordered by grass with each mow.

C. Trimming: Contractor shall trim weeds and/or grass to maintain a well-manicured appearance.

D. Bed Maintenance: The Contractor shall provide maintenance of the entranceway bed continuously throughout the contract period, being kept free and clear of all weeds.

E. 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 in an offsite landfill.

F. Clean-up and Trash Removal:

1. The Contractor shall ensure all surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
3. Clippings shall not be swept, blown, or otherwise disposed of in sewer drains.
4. The contract shall remove all trash from area with each visit.

G. Fertilization: All grass turf areas shall be aerated, seeded, fertilized and limed in the fall and spring as needed to ensure healthy turf.

H. Mulching: A new layer of mulch shall be added to all mulched areas during the month of May. All mulched beds shall be maintained free of vegetation and within in the defined area.

I. Other services as needed: Cutting and removal of limbs, spreading mulch, and snow removal.

Contract Period

The initial contract period shall be from July 1, 2021 through June 30, 2022. The Corporation has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

Insurance and Licenses

The Selected firm shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to KTREDC, authorized to do business in the State of North Carolina, the following insurance:

- AUTOMOBILE LIABILITY - Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less

than \$1,000,000 per person/\$2,000,000 per accident, and property damage limits of not less than \$1,000,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

- **COMMERCIAL GENERAL LIABILITY** - Bodily injury and property damage liability shall protect the selected firm, and any sub-contractor performing services under this contract, from claims of bodily injury or property damage which arise from operation of this contract, whether such operations are performed by the selected firm, any sub-contractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/\$2,000,000 aggregate and \$1,000,000 property damage each occurrence/\$2,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury liability and contractual liability in an amount not less than \$1,000,000 each occurrence/\$2,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.
- **WORKERS' COMPENSATION** - Meeting the statutory requirements of the State of North Carolina, even if not required by law to maintain such insurance. Said Workers' Compensation insurance shall have at least the following limits: Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.
- **PROFESSIONAL LIABILITY INSURANCE** – Having policy limits of not less than \$1 million per claim and \$2 million annual aggregate, with coverage extending to all professional services of the selected firm within the scope of this agreement.

Original certificates of such insurance will be furnished and shall contain the provision that KTREDC will be given thirty (30) days' written notice of any intent to amend or terminate by either the selected firm or the insuring company.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify KTREDC, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of KTREDC or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by KTREDC or KTREDC officials from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against KTREDC or KTREDC officials based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages,

compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Availability of Funds

Any and all payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds for the general purpose set forth in this proposal.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period.

Payment Terms

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to: KTREDC, Attn: Accounts Payable, PO Box 709, Henderson, NC 27536

Evaluation Criteria

The Corporation, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the corporation to ensure KTREDC that quality workmanship is performed to achieve maximum results. Bidders on the Suspension of Funding listing and/or the System of Awards Management/Excluded Parties List System will be deemed ineligible for award consideration.

The Corporation reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The Corporation reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the Corporation.

Not A Contract

This RFP is not a contract and creates no legal rights for persons or entities submitting proposals.

Proposal Information

A. Proposals will be received by KTREDC until April 12, 2021 at 12pm. Proposals may be submitted by mail, email or delivered in person. NO faxed proposals will be accepted. The Corporation must receive all proposals PRIOR to the date and time specified. Any proposal received after the date and time prescribed shall NOT be considered for award and the proposal shall be returned to the Contractor.

Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name.

B. Each bidder must submit a proposal including:

1. Total monthly price for the performance of these services
2. Completed vendor profile and certification (attached)
3. Proof of General Liability insurance
4. Proof of Worker's Compensation insurance

Notification of Award

The successful Contractor will be notified in writing within THIRTY (30) working days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

Contact Information

After the Request for Qualifications issue date, all communications between KTREDC and prospective firms shall be in writing. No exceptions. Any inquiries, requests for clarity, technical questions, or additional information should be directed to Diane Cox at info@kerrtarcog.org.

Proposal submission:

KTREDC

PO Box 709, Henderson NC 27536 (mailing)

1724 Graham Avenue, Henderson, NC 27536 (physical)

Attn: Lawn & Landscape Contract Bid

Submission Deadline: 12pm on Monday, April 12, 2021

VENDOR PROFILE & CERTIFICATION

1. Legal name of Contractor _____

2. Contractor's Street Address _____

3. Contractor's Mailing Address _____

4. Contractor's Business Phone _____

5. Contractor's Fax Number _____

6. Contractor's E-mail Address _____

7. Type of Contractor

Sole Proprietor Partnership Corporation Other

If corporation, please indicate State where incorporated:

8. Business License number issued by the City where the Contractor's principal place of business is located.

9. Contractor Federal Tax Identification Number _____

10. Contractor's Project Manager _____

11. Years of doing work similar to the work sought in this bid request: _____

12. References – list at least 3

| Customer | Main Contact Person | Telephone Number |
|----------|---------------------|------------------|
| | | |
| | | |
| | | |

13. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).

14. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)

DECLARATION FOR THE PROPOSERS FORM

I declare that I am an authorized agent or officer of the organization submitting this proposal and in such capacity, I am empowered to submit this proposal on behalf of (organization). I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY:

Signature:

Printed Name:

Position/Title:

Date of Execution:

2021-2022 LAWN CARE SERVICES BID FORM

CONTRACTOR NAME _____

Mowing, Trimming & Edging: _____ x 26 Occurrences _____
Per Occurrence Total Cost

Fertilizer Application: _____ x 2 Occurrences _____
Per Occurrence Total Cost
(Includes aerating, seeding, fertilizing and liming in the fall and spring)

Leaf Removal: _____
Per Occurrence

Mulching: _____
Per Occurrence

Signature

Company Name

Print Name

Company Address

City

State and Zip

Telephone #

Fax #

Federal Tax ID

Email Address

The above individual must be authorized to sign on behalf of the company submitting the Proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least 90 DAYS.



TRIANGLE NORTH VANCE

Mason Gardens

1120

Poplar Creek Rd

Poplar Creek Rd

Poplar Creek Rd

Poplar Creek

1120

206

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