

## **Request for Bids for Lawn Mowing Services in Washington County**

All questions, and all completed and signed bids should be submitted to:

Curtis S. Potter, County Manager's Office

116 Adams St. Plymouth, NC 27962 252-793-5823 [cpotter@washconc.org](mailto:cpotter@washconc.org)

**An initial review of bids is expected to occur on or about 3/6/2017 at 12:00PM.** Further announcements and notice of any awards made will be posted promptly on the County's webpage at: <http://www.washconc.org/rfps.aspx> and/or our official "Washington County, NC" Facebook site. **Therefore if no such announcements or notices have been posted, bidders should assume the County is still accepting bids for award.**

Bids will be accepted until an award is made. Bids are public records. The County reserves the right to review and reject any and all bids, or to award the contract in one or more parts to one or more bidders. No agreements or contracts shall be deemed to be made until its terms are reduced to writing and signed by all parties. In addition to the actual amount bid per acre, the County also desires to contract with the best quality and fewest number of overall bidders possible. Therefore preference may be shown to bidders with substantial experience, references, and who are capable of bidding on all acreage or on substantial portions of the overall acreage in addition to evaluating bid amounts.

The minimum mowing service which the County intends to contract for, and which bid amounts should be based on is:

- Mowing at least bi-weekly between April 1<sup>st</sup> and September 1<sup>st</sup> during each calendar year; and
- Mowing as-necessary from September 1<sup>st</sup> to April 1<sup>st</sup> of the following calendar year to keep grass cut to a reasonable and aesthetically pleasing level.
- Bid amounts should be based on the cost to mow each acre of area bid upon, and shall be inclusive of all incidental costs, including without limitation transportation, equipment, parts, fuel, labor, and insurance.

The County intends to award and let a contract for mowing services to the successful bidder. The initial term of the contract is expected to begin April 1<sup>st</sup>, 2017 and continue for two years ending April 1<sup>st</sup>, 2019. Thereafter the term shall automatically renew for another year unless terminated early, or unless either party notifies the other of their intent not to renew the contract, which shall be in writing, signed by both parties, and provide at a minimum for the following:

- The provision of the mowing services described above or otherwise agreed upon by the successful bidder as an independent contractor under bidder's EIN Tax ID at or below the bid amount;
- Compensation based on billings received monthly for authorized mowing services performed, paid on a per mowed acre basis.
- Bidder's ongoing compliance with all applicable local/state/federal rules/regulations/codes/ordinances/other laws;
- Bidder's provision of any applicable worker's compensation insurance for any employees, and proof of general liability insurance coverage in a form and amount satisfactory to County up to an aggregate limit of one million dollars.
- Indemnification of the County for accidents and/or injuries sustained during or related to mowing services;
- No unauthorized sub-contracting or assignment of the contract by Bidder without the County's consent;
- The County may terminate the contract upon ninety (90) days' notice,
- Other terms and conditions as may be agreed to between the parties, or as may be required by the County;

Bid Submitted By: [print name of bidding person/firm] \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title : \_\_\_\_\_

**BID INSTRUCTIONS:** All bids MUST be made using the form below, and MUST be made on the basis of the **PER ACRE** cost to be charged for each mowing of the acreage bid on. **DO NOT** multiply this per acre cost by the number of acres bid on in making your bid. Staff will compare bids on a per acre cost basis. **DO NOT** bid unless you are able to actually mow all of the property acreage bid on within the anticipated mowing schedule described in the bid proposal instructions. The properties are divided into five distinct departments as listed in the table below. You may bid on mowing the entire total acreage for all departments (preferred), or on mowing any one or more of the five categories of property (preferred over individual bids), or on mowing any individual properties for which an individual acreage is listed. If you bid on mowing the entire total acreage, do not complete ANY further bid boxes. If you bid on mowing the entire acreage for one or more departments, do not complete ANY individual property bid boxes in that department.

ID	PROPERTY DESCRIPTION	PROPERTY ADDRESSES & PIN # or LOCATION	EST. ACRES	BID AMOUNTS
Remember bid amounts must include all incidental costs including without limitation transportation, equipment, parts, fuel, labor and insurance.				
T	<b>TOTAL ACREAGE FOR ALL PROPERTY IN ALL DEPARTMENTS:</b>		<b>55</b>	Bid in this box only if bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b> , and do not complete any further bid boxes at all. Otherwise, leave this box blank and proceed to the next bid box.  \$_____. <b>PER ACRE COST FOR EACH MOWING:</b>
M	<b>MAINTENANCE DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>1.5*</b>	*(These properties must all be bid on together) If you do not wish to do so, leave this box blank and proceed to the next department's bid box.  \$_____. <b>PER ACRE COST FOR EACH MOWING:</b>
M1	Courthouse and Managers Building	120 and 116 Adams Street, Plymouth PIN: 6767.07-68-9041	0.25	
M2	Dept. of Social Services	209 E Main Street, Plymouth PIN: 6767.07-77-3870	0.2	

M3	Dreamcare Provider	716 Washington St, Plymouth PIN: 6767.16-84-8608	0.75	Leave this box blank
M4	Emergency Management	205 E Main Street, Plymouth PIN: 6767.07-77-2910	0.1	
M5	Probation Building	204-B E Water St, Plymouth: PIN: 6767.07-68-7483	0.1	
M7	Washington Co. Library	201 East Third Street, Plymouth PIN: 6767.11-77-3414	0.1	
A	<b>AIRPORT/CC</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>12</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <u>STOP</u>, and <u>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT.</u> Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____.</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
A1	Stotesberry Property	1279 Morrattock Rd, Plymouth PIN: 6766.00-61-0851	1	Individual bid per acre cost for each mowing: \$
A2	Airport	1069 Airport Road, Plymouth NC PIN: 6765.00-47-4125	8	Individual bid per acre cost for each mowing: \$
A3	Commerce Building	255 Plymouth Airport Rd, Plymouth PIN: 6766.03-41-7088	2.5	Individual bid per acre cost for each mowing: \$
R	<b>RECREATION DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>23</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <u>STOP</u>, and <u>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT.</u> Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____.</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
R1	Adams Street Field	Adams & Sixth St. Plymouth PIN: 6767.12-76-8414	2.25	Individual bid per acre cost for each mowing: \$
R2	Washington Street Gym and Park	603 Adams Street, Plymouth PIN: 6767.11-76-4147	2.75	Individual bid per acre cost for each mowing: \$

R3	Washington Street Park	102 Washington Street, Plymouth PIN: 6767.12-76-5064	0.5	Individual bid per acre cost for each mowing: \$
R4	Wilson Street Park	504 Wilson Street, Plymouth PIN: 6767.15-54-6701	3.5	Individual bid per acre cost for each mowing: \$
R5	Pea Ridge Ballfield and Park	16835 NC HWY 32 N, Roper PIN: 7830.00-74-6763	6	Individual bid per acre cost for each mowing: \$
R6	Creswell Ballfield (Veterans Park)	508 N First St, Creswell PIN: 7778.18-41-2939	8	Individual bid per acre cost for each mowing: \$
O	<b>OTHER MISC DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>5.5</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____ <b>PER ACRE COST FOR EACH MOWING:</b></p>
O1	Health Dept.	198 NC HWY 45 N, Plymouth PIN: 6788.00-31-3118	4	Individual bid per acre cost for each mowing: \$
O2	BCCC Washington County Center (formerly Windows on the World)	100 NC Hwy 32 N, Roper PIN: 7708.15-53-7502	1	Individual bid per acre cost for each mowing: \$
O3	Creswell Sheriff's Office	207 US HWY 64W, Creswell PIN: 7778.13-22-2534	0.5	Individual bid per acre cost for each mowing: \$
U	<b>UTILITIES DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>13</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____ <b>PER ACRE COST FOR EACH MOWING:</b></p>
U1	Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper PIN: 7708.18-40-7706	7	Individual bid per acre cost for each mowing: \$
U2	Well Fields	Slough Rd, Roper Long/Lat: 35°52'01.3"N 76°37'41.9"W	3*	Individual bid per acre cost for each mowing: \$
U3	Well Fields	West Millpond Road, Roper Long/Lat: 35°52'01.1"N 76°37'24.6"W		*(If individually bid, these two properties must be bid on together)

U4	Booster Pump Station - HWY 45 South	NC HWY 45 S, Plymouth PIN: 6777.00-54-1294	3*	Individual bid per acre cost for each mowing: \$  *(If individually bid, these six properties must be bid on together)
U5	Tower Site - Morrattock Road	1799 Morrattock Road, Plymouth Long/Lat: 35°49'18.9"N 76°45'57.6"W		
U6	Tower Site - Industrial Park	333 Industrial Park Road, Plymouth Long/Lat: 35°52'20.7"N 76°42'53.9"W		
U7	Tower Site - Mount tabor	265 Mount Tabor Road, Creswell Long/Lat: 35°51'28.3"N 76°25'08.2"W		
U8	Booster Pump Station - Benson Road	Benson Road, Creswell Long/Lat: 35°53'18.4"N 76°26'14.4"W		
U9	Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road, Creswell Long/Lat: 35°57'10.5"N 76°28'38.8"W		

1. Please describe your current or prior mowing experience, particularly as it relates to operating a mowing business:  


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2. Please provide several references (including contact information) who are familiar with your mowing experience:  


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3. Please describe any liability insurance you currently possess for mowing services: \_\_\_\_\_  


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4. Please list the full legal names of any and all persons who may be contracted or employed by you to provide mowing services to us under the contract:  


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5.  YES  NO : Providing light weed eating and/or edging as needed along walkways or parking areas on the properties I bid on is included as part of this bid, and is provided  at no additional cost, or could be provided for the additional cost of: \_\_\_\_\_ per acre.
6. Use the back of this page, or attach a separate sheet of paper or document to this form listing:
  - a. Any current or prior lawsuits you have been involved in related to providing mowing or landscaping services;
  - b. Any additional services with prices you are willing to offer; and
  - c. Any questions, concerns, conditions or other notes you wish to be considered by Washington County in its review of your bid.