



RFB (Request for Bid) for GRASS CUTTING SERVICES for Edgecombe County Solid Waste Department Facilities

Edgecombe County is seeking bids from qualified contractors to perform Grass Cutting Services for all Edgecombe County Solid Waste Department Facilities (See Attachment A). **Bids are due Friday May 3, 2024 at 10:00am. No bid will be accepted after this time. All bids should be submitted to:**

**Edgecombe County
Attn: Gloria Moseley, Solid Waste Director
P.O. Box 10
201 St. Andrew St.
Tarboro, NC 27886**

Pre-Bid Meeting:

- Pre-Bid Meetings can be set up during the week of **April 22-26, 2024.**
 - o To set up a meeting, please contact Gloria Moseley at **(252) 827-4253.**
 - o Sites may be observed outside of Pre-Bid Meeting.

Questions or Comments:

- All questions and/or comments shall be submitted in writing, no later than **Tuesday, April 23, 2024.**
- Submit questions or comments to: gloriamoseley@edgecombeco.com

Scope of Work:

The work shall include furnishing all equipment, implements, tools, materials, licenses, certifications, transportation, labor and supervision necessary for the execution and completion of the work.

Term of Contract:

In an effort to align this contract with Edgecombe County’s fiscal year, there will be two contract terms that will be based off of the “price per service” bid amount.

The initial term shall be a two (2) month term, beginning May 10, 2024 through June 30, 2024 and this term shall cover four (4) cuts at each site, using the “price per service” bid amount for each site.

The primary term shall be a one (1) year term, beginning July 1, 2024 through June 30, 2025. This contract may be extended up to two (2) additional one-year terms upon mutual written consent of the parties.

Bidder Qualifications:

Only bids from Contractors established in performing this type of service and qualified to handle jobs of this size may be considered. Prior to award, Edgecombe County reserves the right to investigate a bidder’s ability to fulfill the requirements of the contract. **A list of at least three (3) references shall accompany each bid.**

Description of Work:

- A. **Mowing – Contractor shall remove all trash prior to mowing.** Contractor shall mow all established and identified areas, to a uniform height of approximately 2 inches. All mowing shall be done with a mower equipped with a mulching deck or a deck equipped with a safety guard as to prohibit any debris or rocks from being projected from the deck. Any grass clippings that remain visible after mowing, shall be removed or smoothed out to reach a uniform appearance.

- B. **Edging and Trimming –** Contractor shall trim all edges along sidewalks, walkways, driveways, plant beds and around all trees and shrubs. Trimming shall be done in a neat and uniform manner, where applicable.

- C. **Shrub & Tree Trimming –** Contractor shall keep all Shrubs, bushes and trees trimmed or pruned in a neat and uniform manner, this includes low hanging limbs, where applicable.

- D. **Cleaning and Blowing –** Contractor shall remove all grass clippings, weeds, trimmings, trash, etc. from all sidewalks, walkways, parking lots and entrances of all facilities associated with this contract.

- E. **Weed Control –** Contractor shall control all weed growth in plant beds, walkways, sidewalks, throughout parking lots (rock and/or asphalt), fence lines, etc. by hand pulling or chemical application. Contractor may **NOT** spray along the edges of sidewalks and/or walkways (where grass line meets the sidewalk or walkway), or around trees and shrubs. Contractor must submit a list of all Licensed applicators along with all Material Safety Data Sheets for each chemical that will be applied, before application. Licensed applicator must be present while chemicals are being applied and all chemicals shall be applied according to their MSDS and manufacturer’s labeling.

- F. **Mowing Times** – Mowing at sites shall be during normal daylight hours. Mowing shall NOT take place between the hours of 8:00pm and 7:00am. Contractor shall NOT perform any mowing operation during wet conditions unless otherwise permitted.
- G. **Appearance** – Contractor shall make sure that all employee’s appearance is neat and clean and should always wear clothing identifying that the employee is an employee of the contractor. Shirts and all appropriate clothing shall be worn at all times while employees are on County property.
- H. **Safety** – Contractors equipment shall be kept and maintained in a safe condition. All mowing equipment must be equipped with mulching decks and/or safety guards to prevent mowers from throwing rocks or debris. Guards must be in place while mowing. Employees of the contractor shall have proper PPE while performing any work on County property. Repeated or flagrant safety violations may constitute grounds for termination of contract.
- I. **Contractor and Sub-Contractors** – All work associated with this contract must be performed by forces employed by the Contractor or one of its Sub-Contractors. A list of all Sub-Contractors that will perform any work associated with this contract must be provided with the bid.
- J. **Conflicts of Interest** – No employee of Edgecombe County and no member of the governing body of Edgecombe County shall have any financial interest, either direct or indirect, in any contract or subcontract or the proceeds thereof, for work to be performed in connection with this Contract. Immediate family members of employees or members of the governing body of Edgecombe County are similarly barred from having any financial interest in this Contract.

Equipment:

Contractor must demonstrate to the satisfaction of the County that all equipment is in good working condition and sustainable for the purpose intended. Mowers are to be equipped with safety shields or mulching decks. All mowing equipment must meet current OSHA standards. Each bidder must provide a list of equipment they propose to use while performing work for Edgecombe County.

Performance of Work:

If the Contractor fails to perform the work as directed by this contract or fails to perform the work in a manner satisfactory to Edgecombe County, work may be performed by other forces as directed by Edgecombe County. The cost of work so performed will be deducted from any monies due the Contractor.

Inspection/Cancellation:

All work shall be subject to inspection by an Edgecombe County Inspector at any time. If the Contractor fails to keep the work on schedule, or performs unsatisfactory work, this contract may be canceled upon a fifteen (15) day written notice.

License and Certifications:

Contractor shall have and maintain all licenses and certifications required to perform any and all work associated with this contract for the entire duration of this contract. Edgecombe County reserves the right to review all licenses and certifications to ensure they are properly kept in good standing. Failure to maintain proper licenses and certifications will result in a breach of contract and will result in contract being voided immediately.

Insurance and Indemnity:

The Contractor shall indemnify and save harmless the County of Edgecombe and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason any act or failure to act, of the contractor, its agents or employees, in the performance of the contract.

The Contractor shall furnish a Certificate of Liability Insurance indicating general liability coverage of at least \$1,000,000.00 from an insurance company licensed to do business in the State of North Carolina within ten (10) days after award of the bid.

Affirmative Action:

The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees without regard to discrimination by reason or race, color, religion, sex, national origin, or physical handicap.

The County invites and encourages participation in this procurement process by businesses owned by minorities, women, and disabled business enterprises.

Bidder Qualifications:

In order for a bid to be accepted as an acceptable bid, bidder must:

- Attend a Pre-Bid Meeting
- Provide proper licenses, insurance and certifications with bid proposal
- Provide three (3) references
- Provide a list of Sub-Contractors, if applicable
- Provide a completed Cost Proposal for each site along with a Total Bid
- Provide Bid by the appropriate bid date and time.

Any bid received that does not meet the above qualifications, will be disqualified.

Attachment A

Solid Waste Department Sites:

1. Edgecombe County Solid Waste C&D, Shop, Convenience Site, Office and Transfer Station
2. Baie Road Convenience Site
3. Burnette Farm Road Convenience Site
4. Dickens Road Convenience Site
5. Gay Road Convenience Site
6. Hart's Chapel Convenience Site
7. Living Hope Convenience Site
8. Spivey Road Convenience Site
9. Wells Road Convenience Site

Bidding detail for each site is as follows:

**Edgecombe County Solid Waste C&D / Shop / Convenience Site
2861 Colonial Road / 2872 Colonial Road
Tarboro, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Blow, Weed Control		16	

**Baie Road Convenience Site
349 Baie Road
Rocky Mount, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Burnette Farm Road Convenience Site
46 Burnette Farm Road
Conetoe, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Dickens Road Convenience Site
1242 Dickens Road
Speed, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Gay Road Convenience Site
1542 Gay Road
Rocky Mount, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Hart's Chapel Convenience Site
1429 Hart's Chapel Road
Tarboro, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Living Hope Church Road Convenience Site
442 Living Hope Church Road
Macclesfield, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Spivey Road Convenience Site
1056 Spivey Road
Leggett, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

**Wells Road Convenience Site
335 Wells Road
Whitakers, NC**

<u>Services</u>	<u>Price Per Service</u>	<u>Quantity</u>	<u>Annual Price</u>
Mowing, Litter Removal, Edging & Trimming, Shrub & Tree Trimming, Weed Control		16	

Total Bid

Total Annual Price (All Sites Combined)	
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Company Name

Name

Title

Signature

Date