



*"The Crossroads of Opportunity"*

---

# TOWN OF BOILING SPRINGS

## REQUEST FOR PROPOSAL LAWN CARE AND LANDSCAPE MAINTENANCE

Release Date: 03/12/18

**Proposal Due Date: 03/21/18**

The Town of Boiling Springs is seeking proposals for grounds and landscape maintenance for the Town Hall and Police Department provided by one or more experienced and qualified contractors. Contractor must visit the Town Hall site at 114 East College Avenue prior to submitting bids. Selected contractor will be responsible for all personnel, equipment, materials, etc. necessary to meet the contractual requirements of the RFP. Terms of the contract will be 2 years. Town accepts no obligation for costs incurred by prospective bidders in preparing bids or in anticipation of receiving an award pursuant to this RFP.

### **SECTION I CONTRACTOR REQUIREMENTS**

Contractors shall furnish copies or evidence of the following:

- 3 years of experience in landscape industry servicing large non-residential clients
  - Articles of Incorporation or similar documents
  - Customer list or contracts
- NC Registered Landscape Contractor License
- NC Irrigation Contractor License/Sub-contractor permitted
- NC Ground Pesticide License
- Notarized E-Verify affidavit
- \$1,000,000 General Liability Insurance
- Workers Comp Insurance
- Continuous update to the Town of the contractor's employees working on site: drug screens, background checks, E verify.

## **SECTION II CORE SCOPE OF WORK**

Beginning March 2018 the Town requires the following services:

### **1. Turf Maintenance**

Turf Maintenance will include:

- a. Cutting of all common areas on a weekly or as needed basis.
- b. Maintain at a level no less than 4" and no greater than 5.5" in height
- c. Trimming and edging of all concrete areas, signs, utility poles, landscape beds, exterior walls, etc.
- d. Removal of grass clippings and debris from **ALL** asphalt and concrete surfaces
- e. Removal of leaves and trash within the maintained areas
- f. Maintain safe distance from exterior walls when using mowers
- g. Edging of all curb and concrete areas. Avoid rounding off at corners with edging device

### **2. Landscape Bed Maintenance**

Maintenance will include:

- a. Removal of weeds from all mulched areas
- b. Removal of weeds from all expansion joints, cracks, etc. on site
- c. Maintain appropriate seasonal rotation of approximately 20 square feet of annual beds

### **3. Irrigation System**

- a. Irrigation system and components will be monitored and maintained to insure that proper coverage is achieved.
- b. Watering frequencies will be set and dictated by the Town in consultation with contractor.
- c. Damage to irrigation system components resulting from contractors operations shall be repaired entirely at contractor's expense.
- d. Non-routine repairs to irrigation system will be discussed in advance and repaired with the costs billed to the Town separate from this contract.

### **4. Fire Ant Control**

All zones shall be maintained free of fire ants. Where mounds may affect pedestrian pathways, are highly visible or create other visual or physical detriment they shall be treated immediately and the mounds removed once dead. Where the mounds do not pose these issues; the mounds may be baited only. Dead mounds shall be flattened and re-seeded in highly visible areas. Chemical selection is at the Contractor's discretion. At no time shall chemical applications negatively impact waterways, drain ways, environmentally sensitive areas or pose other environmental detriment. Many of the parking lots drain to creeks and are of an environmentally sensitive nature. All chemicals used shall have no residual soil activity. Any material accidentally applied to hardscapes shall be blown or swept into mulch or grassed areas to prevent run

### **SECTION III ALTERNATIVE BID ITEMS**

In addition to the core scope of work the Town will exercise the option to have the following services performed. As long as the Town's annual operating budget allows, the Town's intention is to budget for and utilize these services as necessary to maintain the grounds. Contractors must be capable of performing these services and must provide bids for all alternative items.

#### **Product Specifications and Standards**

All products used upon the site must be industry recognized brand name. The use of generic or discount brands is disallowed unless specifically approved in writing by the Public Works Director prior to use. All products must be clearly labeled and in original containers. No damaged, rotted, outdated or otherwise poor quality materials shall be allowed.

#### **Spring**

1. Mulching of landscape beds with Newberry Pine or comparable mulch and edged with mechanical bed edger.
2. Fertilization with a complete analysis NPK fertilizer. Nitrogen ratio to equal 1 lb Nitrogen per 1,000 ft<sup>2</sup> with slow release urea coated Nitrogen.
3. Pre-Emergent application (Can be a fertilizer/pre-m combination). Approved pre-emergent herbicides: Barricade, Dimension, Pendimethalin
4. Application of herbicides to control annual and broadleaf weeds in turf areas.

#### **Fall**

1. Core aeration
2. Seeding at a rate of 3 lbs per 1,000 ft<sup>2</sup> with a Turf Type Fescue
3. Fertilization with a complete analysis NPK fertilizer. Nitrogen ratio to equal 1 lb nitrogen per 1,000 ft<sup>2</sup> with slow release urea coated nitrogen. Fertilizer shall be or equal to an 18-24-12 analysis. Dolomitic pelletized lime application at a rate of 1,800 lbs. per acre **or** Solu-cal at a rate of 200 lbs. per acre.
4. Application of herbicides to control annual and broadleaf weeds in turf areas.

#### **SECTION IV SUBMITTAL PROCESS**

This RFP and Submittal process is being administered by Public Works Director. Questions about RFP should be directed to Mike Gibert at 704-434-2357 or [mike.gibert@boilingspringsnc.net](mailto:mike.gibert@boilingspringsnc.net). No documentation of visit is required but contractors must visit site and may not submit bids “sight unseen.”

Sealed bids will be accepted at any time until **4:30 PM local time on March 21, 2018**. Bids should be sealed in an envelope marked “Landscape RFP – Attn: Mike Gibert.” Bids may be submitted to the front desk at Town Hall or by mailing to PO Box 1014, Boiling Springs, NC 28017. Alternatively, bids will be accepted via email at [mike.gibert@boilingspringsnc.net](mailto:mike.gibert@boilingspringsnc.net). Please allow extra time for email submission as our receive time may not match your sent time. All bids will remain sealed until March 19, there will not be a formal meeting for bid opening.

Bids should contain a cover letter on company letterhead, evidence of all items required in Section I Contractor Requirements, and a completed and signed copy of Appendix Item A Bid Table.

**TOWN OF BOILING SPRINGS LANDSCAPE RFP  
APPENDIX ITEM A BID TABLE**

BID ITEM	Monthly Billing	One Time Cost
<b>CORE CONTRACT</b>		
Core Scope of Work Including Turf and Landscape Bed Maintenance		NA
<b>SPRING ALTERNATES</b>		
Spring Mulching Landscape Beds	NA	
Spring Fertilization	NA	
Spring Pre-emergent	NA	
Spring Herbicides	NA	
<b>FALL ALTERNATES</b>		
Fall Core Aeration	NA	
Fall Seeding	NA	
Fall Fertilization	NA	
Fall Herbicides	NA	
<b>OTHER ITEMS</b>		

Provide pre-tax prices for prefilled items. Any additional costs or items you would like the Town to consider may be added manually.

MONTHLY BILLING CORE CONTRACT (NO ALT's) \$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_

CORE ANNUAL CONTRACT WITH ALL ALTERNATES \$ \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY REPRESENTED: \_\_\_\_\_ ROLE: \_\_\_\_\_