

County of Chatham



Invitation For Bids (IFB) Mowing of Two Site Groups Chatham County Recreation and Utilities Divisions

Sealed proposals will be received by Chatham County until 3:00 PM EST on Thursday, February 13, 2014 for the provision of mowing services. The resulting service contract (s) will be to furnish all implements, equipment, tools, labor and supervision necessary for the prosecution and completion of the work divided into two work groups: the Water Utility Group, and the Recreation Group. No late submittals will be considered. The bids will be opened and read at 3:00 PM EST in the West Wing Conference Room of the Courthouse Annex Building at 12 East Street in Pittsboro, NC. The County will evaluate the proposals on the service proposed, value of proposal and the work history of the proposing firm. For information on this opportunity, contact Robin James, Chatham County Purchasing Agent, 919-545-8364 or by email at robin.james@chathamnc.org. The bid opportunity will also be available on the County website at:

<http://www.chathamnc.org/Index.aspx?page=1701>.

Chatham County reserves the right to accept or reject any or all proposal presented and the right to waive any informalities or irregularities.

Knowledge of the mowing sites is imperative to the bid proposal. A mandatory pre-bid conference will be held Thursday, January 30, 2014 at 10:00 AM. The pre-bid location is in the Dunlap Classroom, located within the Dunlap Building at 80 East Street, Pittsboro, NC 27312. All qualified proposals will be evaluated and acceptance made of the proposal(s) judged by Chatham County to constitute the best value offered for the purpose intended. The evaluation will include, but not necessarily be limited to the bidder's qualifications, experience, financial standing, labor supply, supervisory experience and bid price.

Chatham County reserves the right to accept or reject any or all proposal presented and the right to waive any informalities or irregularities.

All bids are due by 3:00 PM on February 13, 2014 deadline at the below location. No late proposals will be accepted for review. All proposals must be in a sealed envelope.

Return bid proposals by mail to:

**Chatham County Finance Office
Attn: Robin James, Purchasing Agent
PO Box 608
Pittsboro, NC 27312**

Or to the physical address:

**Chatham County Finance Office
Attn: Robin James, Purchasing Agent
12 East Street
Pittsboro, NC 27312**

Invitation for Mowing Proposals

CHATHAM COUNTY

**Form of Proposal for
Mowing Grounds at Various Sites within Chatham County**

The undersigned, as Bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in the proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the Specified Terms and conditions for mowing the grounds, and has read all special provisions furnished prior to the opening of bids; and that he has satisfied himself relative to the services to be performed.

The Bidder proposes and agrees if this proposal is accepted to contract with the Chatham County Public Works Department, in the form of contract specified, to furnish all necessary implements, equipment, tools, labor and supervision for the sum cost of each site on the two (2) MOWING SITE bid sheets.

Name of Company

BY: Signature & Title Date

Above Signature (typed or printed)

Street Address or PO Box

City, State & Zip Code

Pesticide License Number

Telephone Number

Federal ID No. or Social Security No.

NC Sales & Use Tax Register No.

Chatham County Mowing Proposal

BIDDER'S QUALIFICATIONS

(Per Item #2 in Specifications)

DATE: FEBRUARY, 2014

Bidder must demonstrate that he has a successful record of experience in the type service specified. Otherwise, his proposal may not be considered.

The Request for Proposals is for a service agreement to mow grounds. Therefore, list below **at least three (3)** accounts that you are now serving, have served within this general area and will support your knowledge and experience in the type of services the County is seeking.

COMPANY	PERSON TO CONTACT	TELEPHONE NUMBER

Company Name

Address

Address

SPECIFIED
TERMS AND CONDITIONS
FOR MOWING CHATHAM COUNTY GROUNDS

SCOPE

This describes the terms and conditions to mow, spray, trim, bush-hog, or other needed services for the grounds around identified Public Works facilities and Recreation locations. The work shall include furnishing all equipment, implements, tools, materials, transportation, labor and supervision necessary for the prosecution and completion of the work.

1. TERM OF CONTRACT

This award shall be on a one year mowing season award. The 2014 mowing season shall begin late March 2014, and shall be completed on or about November 30, 2014 (See footnotes on each bid sheet). The Contractor(s) selected for the terms of this proposal shall enter a contract with the County. Once selected, the notified Contractor(s) will have (7) seven days to submit all final insurance requirements to the County. If mutually agreeable, the contract may be extended up to two additional one year terms.

The County reserves the right to use more than one vendor however the intent is to leave the two divisions intact as separate groups. This bid could result in two awards.

2 BIDDER QUALIFICATIONS

Only bids from companies established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, the Chatham reserves the right to investigate a bidder's ability to fulfill the requirements of the contract. A list of references shall accompany each bid, along with proof of insurance covering contractor liability and appropriate employee coverage or worker's compensation. The Contractor shall at all times during the existence of the awarded contract, maintain workers compensation insurance covering all of his employees; said amounts shall be of at least the amount of coverage required by the State of North Carolina; and shall also maintain at all times liability insurance on all vehicles used in performance of the contract in amounts of at least \$300,000.00 per person and \$500,000.00 per occurrence for personal injury and wrongful death; and at least \$100,000 for property damage; and medical payment coverage of at least \$5,000.00 per occurrence. Contractor shall also maintain comprehensive general liability insurance with minimum limits of \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage coverage, and shall include premises and operations, independent contractors, products and completed operations, contractual liability, and broad form property damage. The County shall be named as an additional insured on each of said insurance policies.

3. DESCRIPTION OF THE WORK

The work includes mowing all established grass areas around each facility in a neat and workmanlike manner. Vegetation around structures, walks, flowerbeds, trees, parking lots, and other similar items shall be mowed to provide a neat appearance. Contractor shall neatly trim around all structures, walks, flowerbeds, and similar areas to provide a finished appearance. All trash in mowing areas shall be removed from the area before and after mowing. Grass clippings and trash shall be blown off of all walkways, sidewalks and parking lots on the grounds. Additional descriptive needs are included on the two bid sheets.

4. USE OF WEED KILLER (Optional if elected for use by contractor)

Each bidder must have in effect, a registered pesticide applicator's license. The successful bidder (Contractor) must maintain this license during the term of the contract.

Spraying with weed killer around buildings, sidewalks, fences, etc. may be allowed to reduce trimming time. However, the Contractor shall obtain prior written approval from the County before using any such product. The controlled area will not extend over 6 inches from any building, structure, sidewalk, etc. Some locations have been specifically noted that spraying the sidewalk area is not suitable.

Some locations will require spraying of gravel and fence areas. The locations have been identified on the individual group sheets. The Waste Management Landfill has some restriction from any spraying in an area of a monitoring well.

5. MOWING SCHEDULE

Each of four bid sheets has specified the base frequency for mowing each location. However, these schedules may be altered due to extreme weather changes. The change in schedule will be initiated by the direct Authorized Group Contact for each of the two divisions.

6. OPERATION OF EQUIPMENT

The Contractor shall operate the equipment in a safe manner and at such times so as not to create a hazard to the general public.

The equipment shall not be left overnight or at other times when work has been suspended, unless approved by the County.

7. HOURS OF WORK

The Contractor's operations will be restricted to daylight hours and no work may be performed on Sundays, unless otherwise approved by the County.

8. CONTRACTOR AVAILABILITY

Within 24 hours notification, the Contractor shall correct any problems within the scope of this agreement.

9. RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor shall indemnify and save harmless Chatham County 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 of any act of the Contractor, its agents or employees, in the performance of the contract.

10. PROTECTION AND RESTORATION OF PROPERTY

The Contractor shall be responsible for the protection from his activities of all public and private property on and adjacent to the work and shall use every reasonable precaution necessary to prevent damage or injury thereto. He shall use suitable precautions to prevent damage to pipes, conduits, and other underground structures, and to poles, wires, cables and overhead structures.

It shall be the responsibility of the Contractor to promptly restore, replace or make good any damage or injury to all public and private property. If the Contractor fails to do so, the County may at the Contractor's expense repair, rebuild, or otherwise restore such property.

11. EQUIPMENT

The Contractor must demonstrate to the satisfaction of the County that the mowing equipment to be used in the work is in good working condition and suitable for the purpose intended.

Mowers are to be equipped with shields to prevent foreign objects from being thrown out from the cutting unit enclosures.

Tractors shall be equipped to conform to all current OSHA standards.

Each bidder must attach to his proposal, a list describing the equipment he proposes to use in the work.

12. PROSECUTION OF THE WORK

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

13. CANCELLATION

If the Contractor fails to take steps to keep the work on schedule, or consistently performs unsatisfactory work, the contract may be canceled upon fifteen (15) days written notice by the Purchasing Agent or other authorized Chatham County representative.

14. INSPECTION

All work shall be subject to inspection by the County at any time. Routinely, the County will make periodic inspections of the completed work.

15. GROUNDS TO BE MOWED

The mowing areas are identified in two groups, each with a bid sheet:

1. Water Utility Mowing Areas
2. Recreation Department Areas

16. CHANGES TO SCOPE IDENTIFIED

The Contractor shall not add or delete locations, nor add or delete the identified scope of work without authorization by the appropriate area contact. All changes must be reported to the Purchasing Agent **prior to finalizing any change**. Failure to follow this process will result in non-payment of all unauthorized work, and is grounds for the termination of the contract.

17. PAYMENT & REPORTING

An end of month report detailing each of the mowing area groups and work performed shall be submitted with the monthly invoices. The report and invoices must be submitted **each month**. The Contractor **may not** hold invoices and combine months. If the report and invoices are not submitted each month the County will **deduct** 10 % of the total combined billing submitted. Each of the groups should be invoiced on their separate property listing. Payment will be made to the Contractor on a monthly invoice basis for work satisfactorily accomplished, and within fourteen (14) days after receipt of invoice.

18. Compliance with E-Verify requirements

Effective September 4, 2013 local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractor comply with the requirements of Article 2 of Chapter 64 of the General Statutes. All vendors submitting bid must show they have complied with the requirement by completing the E-Verify affidavit included within this document, confirming your company has either complied with the E-verify requirement or you are exempt from the requirement. The affidavit must be included with the required signature in the IFB submittal. Failure to submit the E-Verify affidavit may result in a determination that the IFB is non-responsive.

19. COUNTY CONDITIONS

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Chatham County reserves the right to change the conditions, requirements and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- The firm must return the completed Attachment No. 1: Vendor Information and Signature Form
- The firm must comply with the E-Verify requirements and return the required affidavit
- No proposals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff, the Chatham County Board of Commissioners.
- Chatham County is not obligated to enter into any contract as a result of the IFB.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.
- Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- The County reserves the right to award more than one contract as a result of this IFB.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposals.
- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Chatham County reserves the right to negotiate with any, none or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- No agreements with any selected vendor shall be binding until a contract is approved, signed and executed by the County Manager and authorized representatives of the vendor.

The County of Chatham is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability

**GROUP #1
WATER UTILITY MOWING SITES**

Location	Address				Frequency	Quote per Visit	Details
Water Treatment Plant (WTP)	290 Beaver Creek Road	Apex	NC	27502	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
WTP Lagoon Easement	291 Beaver Creek Road	Apex	NC	27503	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Maintenance Shop	724 Landfill Rd.	Pittsboro	NC	27312	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Ballfield 500,000 Gallon Pedisphere Tank	3037 Jack Bennett Road	Chapel Hill	NC	27517	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Governors Club 1,100,000 Gallon Standpipe Tank	13027 Morehead	Chapel Hill	NC	27517	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Briar Chapel 1,000,000 Gallon Multi-Column Tank	38 Great Ridge Parkway	Chapel Hill	NC	27517	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Alex Cockman 750,000 Gallon Multi-Column Tank	1122 Alex Cockman Road	Pittsboro	NC	27313	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Harpers Cross Road 100,000 Gallon Standpipe Tank	9596 Siler City Gleandon Road	Bear Creek	NC	27208	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Bennett 100,000 Gallon Standpipe Tank	4009 Chatham Street	Bennett	NC	27208	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Bonlee 200,000 Gallon Standpipe Tank	1470 Elmer Moore Road	Bear Creek	NC	27207	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Moncure 75,000 Gallon Multi-Column Tank	233 Water Tower Road	Moncure	NC	27559	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
3M 300,000 & 500,000 Gallon Multi-Column Tanks	255 Joe Womble Road	Moncure	NC	27559	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
3M North Booster Pump Station	36 Mt. View Church Road	Moncure	NC	27559	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
3M South Booster Pump Station	2452 Walter Bright Road	Sanford	NC	27330	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Gulf-Goldston Booster Pump Station	9594 Old US 421	Bear Creek	NC	27208	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
902 Booster Station	4143 US Hwy 902	Pittsboro	NC	27313	Every Two Weeks		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Nature Trail Standpipe Tanks	34 Dogwood Knoll	Chapel Hill	NC	27517	Monthly		Mow entire site, Weed eat around all structure (Keep structures clean) and Spray weeds in all areas that are not grass.
Highway 64 East Right-of-Way	From North Fire Department #16 to WTP				Monthly		Bush Hog entire site
Highway 64 East Right-of-Way Easement	Behind Heritage Point Subdivision				Monthly		Bush Hog entire site
George Womble Site Right-of-Way	Haw River crossing on Pea Ridge Road				Monthly		Bush Hog entire site
Mt. Gilead Church Road Right-of-Way	Mt. Gilead Church Road				Every Two Weeks		Mow entire site
Monterrane Subdivision	Valley Lane, Pittsboro				Every Two Weeks		Mow entire site
Monterrane Phase 3	Valley Lane, Pittsboro				Every Two Weeks		Mow entire site
Legacy/Preserve Easement	Bear Tree Creek/Ruffed Grouse Intersection, Pittsboro				Every Two Weeks		Mow entire site and trim shrubs

**Group #2
Recreation Mowing Sites**

LOCATION NAME	ADDRESS	DESCRIPTION	FREQUENCY	Eval Occurrence	Price Per Occurance (1 each)
Briar Chapel Park	1528 Andrew Store Road	Regular mow-4 athletic fields (all ball fields and common grounds) and trimming site (fences, trees, landscape etc.), weedwack. Edge sidewalk. Trim trail if constructed	Weekly	4	
		Ball Field additional mow only as needed to maintain field height of 3" inches.	As Needed	1	
		Some seasonal leaf blowing.	As Needed	1	
Northeast Park	5408 Big Woods Rd	Regular mow- 2 athletic fields and common grounds. Trim (fences, trees, landscape etc), weedwack. Edge sidewalk. Trim trail.	Weekly	4	
		Ball Field additional mow only as needed to maintain field height of 3" inches.	As Needed	1	
		Some seasonal leaf blowing	As Needed	1	
Northwest Park	2413 Woody Store Rd.	Regular mow. All areas and around pond and back picnic area, playground area. Mowing, trim (fences, trees, landscape) etc, weedwack. Edge sidewalk.	Weekly	4	
		Some seasonal leaf blowing	As Needed	1	
Earl Thompson Park	173 Bynum Hill Rd.	Regular mow. 1 athletic field and common grounds, parking area, playground area. Edge sidewalk.Trim(fences, trees) etc , weedwack.	Weekly	4	
		Some seasonal leaf blowing.	As Needed	1	
Southwest Park	15124 NC Hwy 902	Regular mow-1 athletic field and common grounds, play ground area. Trim (fences, trees, landscape area) etc , weedwack. Trim along trail.	Weekly	4	
		Some seasonal leaf blowing.	As Needed	1	

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF CHATHAM

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 2013.

Signature of Affiant
Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 2013.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

Attachment 1

Vendor Information & Signature Form

Name of Vendor:	
Trade License # (if applicable)	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date State
Name of partnership or joint venture	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFB, and it has read and understands the RFB.

Bidder Signature:
Date Signed:
Title of Signatory: