

County of Chatham

Invitation For Bids Mowing of various sites at Chatham County Facilities

Sealed proposals will be received by Chatham County until 2:00 PM EST on Friday, February 27, 2015 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 Public Buildings Group, and the Solid Waste and Recycling Group. No late submittals will be considered. The bids will be opened and recorded at 2:00 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=1772>.

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. Vendors may request on-site visits by contacting one of the following:

Public Buildings - Brian Stevens at 919-545-8535, brian.stevens@chathamnc.org

Solid Waste and Recycling Sonya Gilliland at 919-542-5516, sonya.gilliland@chathamnc.org

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, references, financial standing, labor supply, supervisory experience and bid price. The County may consider awarding both groups together or as two separate contracts.

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

All bids are due by 2:00 PM on Friday, February 27, 2015 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 27344**

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, 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	
_____ Contract Point of Contact	_____ contact email address	

Chatham County Mowing Proposal

BIDDER'S QUALIFICATIONS (Per Item #2 in Specifications)

DATE: FEBRUARY, 2015

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 or have served within this general area.

COMPANY	PERSON TO CONTACT	TELEPHONE NUMBER

Company Name

Address

Address

Additional Unit Price Rates: -(Per Item #13 in Specifications)

- Labor to spread mulch per 10 CY's (cost of the mulch material to be separate) _____
- Hourly rate to include labor and equipment for weedeating _____
- Hourly rate to include labor and equipment for hedge trimming _____
- Hourly rate for a laborer to perform additional requested work
(i.e. – weeding plant beds) _____
- Hourly rate to include labor, equipment, and material for herbicide application _____

BIDDER'S EQUIPMENT LIST
(Per Item # 11 in Specifications)

DATE: February, 2015

EQUIPMENT	DESCRIPTION	MODEL YEAR

Company Name

Address

Address

***If additional space is needed, attach list in same format as an addition page.*

SPECIFIED
TERMS AND CONDITIONS
FOR MOWING CHATHAM COUNTY GROUNDS

SCOPE

This describes the terms and conditions to service the grounds around identified Chatham County public offices and stated Solid Waste and Recycling 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 an annual fiscal budget basis. The first year term will begin in late March 2015 and continue until June 30, 2016. Thereafter, the period of award will be July 1 to June 30 for any additional extensions or contracts. Most of the mowing season takes place in the months of March through November annually. (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 contract may be awarded in one group, or in two groups. The overall group sheet is not planned to be split. The County reserves the right to use more than one vendor.

2 BIDDER QUALIFICATIONS INCLUDING INSURANCE REQUIREMENT

Only bids from companies established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, Chatham County 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 or weeded as stated on the group forms, 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.

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 specifically been 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 Solid Waste and Recycling Landfill has some restriction from any spraying in an area of a monitoring well.

5. MOWING SCHEDULE

Each of two 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 group areas.

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. This includes that all shields must be down and in proper position during operation. Failure to comply with this could result in the forfeiture of the contract.

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. These shields must be down and in proper position during operation.

Tractors shall be equipped to conform with 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. ADDITIONAL HOURLY RATES FOR GOUNDS UPKEEP TASK

The County annually has grounds upkeep task which may be performed at some of the sights. These may include spreading of mulch, weeding of existing beds, additional weed-eating outside the mowing scope, hedge trimming and other such task. A form for providing hourly rates is included for completion.

14. 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 for Chatham County.

15. 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.

16. GROUNDS TO BE MOWED

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

1. Building & Grounds Mowing Areas
2. Solid Waste and Recycling Mowing Areas

17. 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.

18. 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 in the Finance Office from the group departments.

19. SUBMITTAL INSTRUCTIONS:

Complete the included required documents and bid form for the two groups. Sealed bids must be sent or delivered to the Chatham County Purchasing Agent, Robin S. James no later than the deadline of 2:00 PM on Friday, February 27, 2015. Bids should be delivered in a sealed envelope plainly marked "**CHATHAM COUNTY MOWING PROPOSAL**".

No bids will be accepted by fax, email or phone and, **No Bids will be accepted after the stated deadline above.** The contact information is as follows

Chatham County Finance Office, Attn: Robin James, PO Box 608, 12 East Street,
Pittsboro, NC Phone: 919-545-8364; Fax: 919-545-2417; email:
robin.james@chathamnc.org

All qualifying bids are due by 2:00 PM on Friday, February 27, 2015 to the above location. Bids will be opened and recorded in the West Wing Conference Room located in the Chatham County Annex Building, Finance Wing, 12 East Street, Pittsboro, NC 27312

All questions arising from this bid document or after a visit to the site should be submitted in writing to robin.james@chathamnc.org or faxed to 919-545-2417 to Ms. James attention. An addendum will be issued as needed to provide additional information or clarification. All questions must be submitted by Noon on Thursday, February 19, 2015. If an addendum is needed, it will be issued by Friday, February 20, 2015 and posted on the County Bids Opportunities Website. Details of this bid opportunity and others can be found at: <http://www.chathamnc.org/index.aspx?page=1772>

ADDITIONAL 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.
- 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, or the Chatham County Economic Development Corporation.
- Chatham County is not obligated to enter into any contract as a result of the RFP.
- 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.
- Only one proposal can be awarded as the result of the RFP.
- 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 by the Chatham County Board of Commissioners and 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.

Pubic Buildings Mowing Schedule FY 15-16

LOCATION	ADDRESS	FREQUENCY	Eval Occur	Hours Available for Mowing	Bid one frequency
Historic Courthouse (traffic circle)	9 Hillsboro St. Pittsboro, NC 27312	Weekly	4.00	Daylight hours Monday to Saturday Trim sidewalks, not sprayed	
Traffic Islands	At traffic circle	Bi-Monthly	2.00	Daylight hours Monday to Saturday	
Courthouse Annex / Government Complex	12 East St. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Agriculture Building extend back side to Dunlap	45 South St. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
Dunlap Building	80 East St. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
Chatham County Justice Center	40 E. Chatham St. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Law Enforcement Center includes grass behind	297 West St. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
EOC Building	295 West St. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Mobile Command unit Generator Enclosure	295 West St. Pittsboro, NC 27312	Monthly	1.00	Spraying	
Social Services/ Health Education	102 Camp Dr. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
White House in front of DSS	Camp Drive Pittsboro, NC 27312	Bi-Monthly	2.00	Parking Areas - After 5:00 PM, or Saturday	
Cora Counseling	40 Camp Dr. Pittsboro, NC 27312	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
Siler City Health Dept.	1000 S. Tenth St. Siler City, NC	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
Siler City Office Building	1105 E. Cardinal St. Siler City, NC	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
Henry Siler School	502 W. 3rd Street Siler City, NC 27344	Bi-Monthly	2.00	Daylight hours Monday to Saturday	
Siler City Business Park	Progress Blvd (Off 64 West) Siler City, NC.	Monthly	1.00	Daylight hours Monday to Saturday	
MIS Building	158 West St. Pittsboro, NC	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Chatham County Detention Center	627Renaissance Dr, Pittsboro, NC 27312	Weekly	4.00	Daylight hours Monday to Saturday	
Animal Control Center	725 Landfill Rd. Pittsboro, NC	Weekly	4.00	Daylight hours Monday to Saturday	
County Garage	beside 725 Landfill Rd Pittsboro, NC 27312	Bi-Monthly	2.00	Daylight hours Monday to Saturday	
Sewerline sprayfield	beside 725 Landfill Rd Pittsboro, NC 27312	Monthly	1.00	Daylight hours Monday to Saturday	
Historic House	Corner of Small St. & Chatham St., Pittsboro, NC	Monthly	1.00	Daylight hours Monday to Saturday	
Sheriff's Support Office Narc Div.	89 West Chatham St. Pittsboro, NC	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday	
Goldston Library AND Veteran's Memorial	355 Goldston Glend. Rd Goldston, NC 27252	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Sheriff's Annex	118 West Street Pittsboro, NC	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Cole Park Sidewalk	11470 US 15-501 N Chapel Hill, NC 27517	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Performance Bldg.	964 East Street Pittsboro, NC	Weekly	4.00	Parking Areas - After 5:00 PM, or Saturday Trim sidewalks, not sprayed	
Fire Tower Site	1062 Pittsboro Fire Tower Rd Pittsboro, NC 27312	Monthly	1.00	Spray inside fence and outer edge of fence. Trim walking parameter outside fence	
Hart's Farm site	141 Mt Vernon Hickory Mountain Rd Siler City, NC 27344	Monthly	1.00	Spray inside fence and outer edge of fence. Trim walking parameter outside fence	
Harper's Crossroads Site	9586 Siler City Glendon Rd. Bear Creek, NC 27207	Monthly	1.00	Spray inside fence and outer edge of fence. Trim walking parameter	
Firing Range	End of Renaissance Dr., Pittsboro, NC	Monthly	1.00	Mowing and Trim	
Impound Lot	End of Renaissance Dr., Pittsboro, NC	Monthly	1.00	Spray gravel area	
Back up 911 Center	3670 Alston Bridge Rd Siler City, NC 27344	Bi-Monthly	2.00	Mow, spray, trim (need to call ahead for gate to be open)	

**Solid Waste and Recycling Mowing Group
Fiscal Year 15-16**

COUNTY PROPERTY	ADDRESS	COMMUNITY	Phone (919)	Closed Wed	Frequency	Bid per 1 Frequency
<i>Wm. Admin. Office</i>	28 County Services Rd	Pittsboro	542-5516	NO	Bi-Weekly	
<i>Scales House Area</i>	811 Renaissance Drive	Pittsboro	542-5516	NO	Bi-Weekly	
<i>Asbury</i>	34 Mt. View Church Rd	Moncure	542-7297	YES	Weekly	
<i>Bennett</i>	3142 Bennett-Siler City Rd	Bennett	581-3730	YES	Weekly	
<i>Bonlee</i>	1528 Elmer Moore Rd	Bonlee	937-5898	NO	Weekly	
<i>Cole Park</i>	11632 Us 15/501	Chapel Hill	932-2834	NO	Weekly	
<i>Crutchfield X Rds.</i>	4030 Silk-Hope Rd	Snow Camp	633-5630	YES	Weekly	
<i>Goldston</i>	7285 Pittsboro-Goldston Rd	Goldston	898-4729	YES	Weekly	
<i>Hadley</i>	65 East Perry Rd	Pittsboro	542-6086	YES	Weekly	
<i>Harpers X-Roads</i>	19921 NC Hwy 902	Bear Creek	837-5899	YES	Weekly	
<i>Martha's Chapel</i>	24 Gardner Rd	Apex	387-5843	YES	Weekly	
<i>Moncure</i>	2855 Old Us 1	Moncure	542-7298	YES	Weekly	
<i>Pittsboro</i>	180 Martin Luther King Blvd.	Pittsboro	545-0640	NO	Weekly	
<i>Siler City East</i>	135 Silk Hope Rd	Siler City	663-5990	NO	Weekly	

*****SPECIFIC ADDITIONS MUST BE INCLUDED IN YOUR BID**

Minimum requirements for lawn care contract:

1. Remove paper from grass area prior to cutting grass.
2. Cut grass as needed March through November (approx. one time/week).
3. Trim around all fixed objects, such as poles & buildings.
4. Blow off entire paved area after each cutting.
5. Weed flowerbeds at least two (2) times during this time period.
6. Trim shrubs at least three (3) times during this time period.
7. Lawn care work shall be performed at the centers closed on Weds, on Weds.
8. Avoid lawn care work when possible on Saturdays and Sundays (busiest days).
9. Repair any damages such as ruts caused by contractor.
10. Lot sizes vary from center to center.
11. During extreme drought periods the mowing frequency may be reduced.