

REQUEST FOR PROPOSAL
Purchasing Department

Town of Mooresville
Mowing Service for Overgrown Lots
RFP 011-06-0015

Issued June 14, 2011



Proposals Required by
June 24th, 2011
2:00 PM

Town of Mooresville
Town Hall
413 N. Main St
Mooresville, North Carolina 28115



Informal Bids will be received by the Town of Mooresville for **Residential Mowing Services for Overgrown Lots**, until 2:00 PM on June 24, 2011, at Town Hall. This is an informal bid according to NCGS 143-131. Bidders will be required to comply with all applicable statutes and regulations.

Bids must be submitted on this bid form showing unit and prices fully extended to the Town of Mooresville, North Carolina. The name and address of the bidder must appear on the bid that is submitted. Bids may be **mailed** to PO Box 878, Mooresville, NC 28115, **shipped** via courier (FedEx or UPS) to 413 N. Main St., Mooresville, NC 28115, **dropped off** at Town Hall located at 413 N. Main St, Mooresville, NC 28115, **emailed** or **faxed**. It is the responsibility of each bidder to ensure that their bid packet is received on time.

Bidders are required to acknowledge receipt of this invitation by facsimile (704 799-4135) or by email (dwhitaker@ci.mooresville.nc.us) to the attention of the Director of Purchasing in order to receive any addendums that might be issued. Failure to do so will be sufficient grounds for rejection of the bid by the Town.

The Town reserves the right to reject any and all bids submitted, or to select the bid or any part of the bid which, in our opinion, is in the best overall interest of the Town.

**Residential Mowing Services
Non Collusion Statement**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, or equipment and is in all respects fair without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the Town Of Mooresville in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date _____

Official Legal Name of Bidder

Address

City State Zip

Authorized Signature

Print Name Title

Telephone Number Fax Number

Bid Packet Check List

The following are enclosed or performed: (check all that apply)

- Bid Sheets
- Non-Collusion Statement
- Brochures
- Warranty Information
- Bidders Name & Bid Number.
- Acknowledged receipt of Bid packet via fax or email

Purpose of Solicitation

The purpose of this solicitation is to solicit mowing and cleaning contractors to provide services of mowing and possible clean-up prior to mowing, of properties with the Town and its extra territorial jurisdiction that fails to meet the requirements of sections 14-90 and 14-93 of the Town Ordinance. This is the ordinance that governs grass/weed height and debris.

Specifications

The following specifications are intended to describe the minimum requirements for **Residential Mowing Services of Overgrown Lots** and to secure a firm price.

Contract Period

The initial term of performance of this contract will be for a period six (6) months, beginning July 1st, 2011 and ending December 31st, 2011. Upon mutual agreement between the Town and the Contractor, the contract may be extended for additional periods six (6) months. All changes in the terms and conditions of this contract must be confirmed in the form of a written amendment, which is to be approved by the purchasing agent.

Scope of Contract

To provide a complete and efficient mowing service including all reasonable and necessary labor, supervision, equipment and supplies to keep areas maintained.

Contractor will perform the necessary work to cut the grass and trim the overgrown lot within 48 hours after being contacted by the assigned Town of Mooresville employee (weather permitting).

Contractor is expected to keep his/her equipment maintained in order to provide the desired appearance of the property being mowed (blades sharpened etc.)

Before each mowing the Contractor shall remove all debris and litter from the area to be maintained.

Immediately following each mowing, all sidewalks, drives and other paved areas shall be cleaned of all grass clippings and other debris.

All schedule work must be completed once it has begun.

Contractor is expected to clear any debris, trash or excessive grass clippings from property

Insurance Information

The successful bidder shall provide to the Town of Mooresville certificates of insurance (COI) of the following minimum levels of insurance coverage. The Town of Mooresville shall be named an additional insured with no exceptions.

Comprehensive General Liability Insurance

Bodily Injury & Property Damage - \$1,000,000 single limit, each accident.

Auto Liability Insurance

Bodily Injury & Property Damage - \$1,000,000 single limit, each accident.

Workers Compensation Insurance as required by North Carolina law with the NC WC Statutory Limits checked.

General Conditions

The contractor shall be properly licensed and shall have been established in the mowing maintenance service contracting business for a minimum of three (3) years in North Carolina. Upon award of contract with the Town, the Contractor will be required to obtain a business license for the Town of Mooresville.

The Contractor shall furnish all supplies and equipment necessary to perform the services required by this contract.

The Contractor will not spray or disperse any pesticides, weed control or fungicides unless they have a Pesticide Applicators license.

Contractor Bid for Mowing Services

1. Mowing and cleanup of properties up to 1/2 acre in size, grass and weeds no more than 18" in height. \$_____.
2. Mowing and cleanup of properties from over 1/2 acre to 1 acre in size, grass and weeds no more than 18" in height. \$_____.
3. Mowing and cleanup of properties over 1 acre in size. Grass and weeds no more than 18" in height. \$_____.

Options

Please quote any options / changes to the above specs, indicating prices to be added or deducted from the bid. Any options quoted will not be considered in the final bid amount and will not be used to determine the award of the contract.

- a. _____ \$_____
- b. _____ \$_____
- c. _____ \$_____

Prices must be valid for at least 60 days pending approval and awarding of contract(s).

Please contact the Purchasing Department with any and all questions @ 704-662-8534 or email to dwhitaker@ci.moorestville.nc.us.

Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____ Phone: _____

Email: _____ Fax: _____