

September 13, 2019

## **County of Brunswick Request for Proposals**

The County of Brunswick requests proposals from businesses to provide lawn maintenance services to various locations throughout Brunswick County:

### **I. General Information and Scope of Work**

The County desires proposals from businesses for lawn maintenance at various locations throughout Brunswick County. Lawn maintenance shall be performed every week throughout the months of June, July, and August, every other week throughout the months of April, May, September, and October, these services may be requested on an as needed basis the remainder of the year. Lawn maintenance includes removing any litter or debris from all outside areas (including parking lots and storm drains), weed eating, edging, mowing, blowing off sidewalks and removing any weeds or grass from flower beds. Flower bed preparation shall be performed on a monthly basis year-round. Flower bed preparation includes removal of debris or dead vegetation, raking, pruning, and mulching. Locations for lawn maintenance and flower bed preparation are listed on the Bid Proposal Form attached to this Request for Proposals as Appendix A. The contractor shall provide all personnel, equipment and other resources and shall be responsible for all costs associated with performing the service.

### **II. Contract Requirements**

#### **A. Equipment Requirements**

1. The contractor shall provide all equipment necessary to perform the scope of work as described above in section I. All equipment and vehicles must be properly registered and insured in accordance with the Motor Vehicle Laws of the State of North Carolina.
2. The contractor shall maintain all equipment.
3. Alternate equipment, meeting the above requirements, must be available to ensure the timely fulfillment of the contract.

#### **B. Insurance Requirements**

Please see the requirements listed as “Attachment A” and maintain in full force and effect during the term of the service agreement and renewals.

#### IV. Price and Type of Bid

The bid proposed shall include a per cut rate per location for lawn maintenance which includes removing any litter or debris from all outside areas (including parking lots and storm drains), weed eating, edging, mowing, blowing off sidewalks and removing any weeds or grass from flower beds. The bid proposed shall also include a monthly lump sum rate per location for flower bed preparation which includes removal of debris or dead vegetation, raking, pruning, and mulching.

All proposals shall be valid for a period of 60 days following the proposal submission deadline. The contractor shall invoice the County within 30 days of completed services. Each invoice shall be according to the fees per the agreed contract.

#### V. Proposal Content

The package shall include the following information:

1. The company name, address, and telephone number.
2. The name, address, and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal's contents.
3. Any assistance or requirements from the County.
4. Reference list of completed or current contracts, including the name and telephone number of a contact person for each reference listed.
5. A list of all equipment, including alternate equipment, must be provided to ensure the ability to complete these services in a timely manner.
6. To ensure the ability to complete these services in a timely manner please provide the number of full-time employees currently dedicated to providing these types of services.
7. A bid price proposal following guidelines from section IV of this document.

#### VI. Time of Performance

The contract period shall be for a minimum of one year from the date the contract is signed, with two options to renew said contract for one year, each said renewal option to be exercised automatically unless notice of termination is given by either party thirty (30) days prior to the end of the term. The contractor shall begin service within 30 days after the date the contract is signed.

VII. Right to Reject

The County reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the County.

VIII. Option to Extend

The County has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2) one-year extensions.

IX. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the County.

X. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals, and supporting documents received by the County regarding the Request for Proposals will become property of the County.

XI. Proposal Deadline

All proposals must be received by 4:00 pm on November 8, 2019 at the Brunswick County Operation Services Department, PO Box 249, Bolivia, NC 28422.

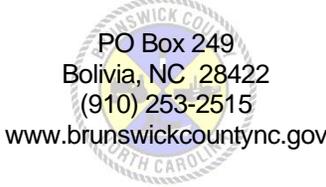
XII. Inquiries

All inquiries concerning this Request for Proposals may be directed to Greg White, Brunswick County Operation Services - Park Maintenance at (910) 523-0169 or [greg.white@brunswickcountync.gov](mailto:greg.white@brunswickcountync.gov).

**Brunswick County  
Operation Services Department**

Stephanie Lewis, Director

Construction & Grounds  
Building & Park Maintenance  
Custodial Services



Solid Waste & Recycling  
Mosquito & Water Management  
Fleet Services

**APPENDIX A**

**Proposal Form**

This form is to be completed and included with the proposal package.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(name & title) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Location</b>	<b>Lawn Maintenance Rate: Per Cut Per Location</b>	<b>Flower Bed Preparation Rate: Monthly Lump Sum Per Location</b>
Brunswick Transit 4050 Main Street, Shallotte		
Rourk Library 5068 Main Street, Shallotte		
Shallotte EMS Headquarters 40 Naber Drive NW, Shallotte		
Sheriff (former Hickman Library) 1040 Calabash Road, Calabash		
Ocean Isle EMS Base #3 7061 Old Georgetown Road SW, Ocean Isle		
Shallotte Gas Tower 4800 Russ Street, Shallotte		
Lockwood Folly Community Center 1691 Stanbury Road SW, Supply		



Location	Lawn Maintenance Rate: Per Cut Per Location	Flower Bed Preparation Rate: Monthly Lump Sum Per Location
Cedar Grove EMS Base #1 1595 Clover Lane SW, Supply		
St. James EMS Base #4 (including shoulder of driveway to the stop sign) 4280 Committee Drive, Southport		
G.V. Barbee, Sr. Library 8200 E. Oak Island Drive, Oak Island		
Margaret & James Harper, Jr. Library 109 West Moore Street, Southport		
BSL EMS Base #5 3053 George II Hwy SE, Bolivia		
Leland Library 487 Village Road, Leland		
Leland EMS Base #2 8605 Trade Street NE, Leland		
Hoods Creek Community Center 3640 Maco Road NE, Leland		
Town Creek EMS Base #8 6147 Ocean Hwy E, Winnabow		
Animal Protective Services 429 Green Swamp Road, Supply		
Hope Harbor		
Cedar Grove Park Entrance 700 Grove Trail SW, Supply		
Southwest Brunswick Branch Library 9400 Ocean Highway 17W, Carolina Shores		
Calabash EMS Site 9031 Beach Drive, Calabash		

Requirements from the County:

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Reference List:

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Number of full-time employees currently dedicated to these type services: \_\_\_\_\_

Attach a list of all equipment, including alternate equipment, to this proposal form.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name



## BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

### A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$ 5,000	Medical Expense Limit

### B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

### C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit – Any Auto

### D. PROFESSIONAL LIABILITY

\$1,000,000 Per Occurrence

### E. POLLUTION LIABILITY INSURANCE

\$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

## ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
  - Department: P&R Maintenance
  - Contract #: \_\_\_\_\_
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;
  - ATTENTION: Brunswick County Risk Manager
  - 30 Government Center Dr. NE
  - P.O. Box 249
  - Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.