



## **REQUEST FOR PROPOSALS**

RFP#03-6120p

# **MOWING SERVICES FOR A SECTION OF THE GREENWAY FOR MACON COUNTY PARKS AND RECREATION**

**ISSUE DATE: JUNE 26, 2024**

ISSUING DEPARTMENT:

MACON COUNTY FINANCE DEPARTMENT

5 WEST MAIN STREET

FRANKLIN, NC 28734

PHONE: (828) 524-1640

FAX: (828) 349-2520

ATTN: LINDSAY LEOPARD, PURCHASING AGENT

[lleopard@maconnc.org](mailto:lleopard@maconnc.org)

**PROPOSALS WILL BE RECEIVED UNTIL  
JULY 11, 2024 AT 4:00 P.M.**

**PROPOSALS ARE TO BE SEALED AND MAILED TO THE ABOVE ADDRESS OR DELIVERED TO THE  
PURCHASING AGENT'S OFFICE LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST MAIN  
STREET, FRANKLIN, NC 28734**

**MACON COUNTY, NORTH CAROLINA  
FINANCE DEPARTMENT**

Request No. 03-6120p

June 26, 2024

**Request for Proposals for Mowing Services for a Section of the Greenway for Macon County  
Parks and Recreation**

Proposals are subject to the conditions and specifications herein, are invited for furnishing the following services. **Proposals will be received by the Macon County Finance Department until 4:00 p.m. local time on Thursday, July 11, 2024.**

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**MAILING INSTRUCTIONS**

1. Proposer shall submit a complete, fully executed proposal with attachments as required herein.
2. If mailed, proposal should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

MACON COUNTY FINANCE DEPARTMENT ATTN: LINDSAY LEOPARD 5 WEST MAIN STREET FRANKLIN, NC 28734 RFP NO. 03-6120p
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3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Finance Department, 5 West Main Street, Franklin, NC 28734.
4. All proposers shall seal the envelopes containing proposals and mark upon the outside the following: "MOWING SERVICES FOR A SECTION OF THE GREENWAY FOR MACON COUNTY PARKS AND RECREATION." The name and address of the proposer must be plainly marked on the outside of the envelope.

**NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED.**

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**NOTICE AND INSTRUCTIONS TO BIDDERS**

1. The bid will be awarded on the lowest, responsive, responsible bidder standard.
2. If an error or omission occurs bidder(s) must submit in writing no more than seventy-two hours after the bid opening, a request to withdrawal their bid, excluding Saturdays, Sundays, or Holidays for which Macon County offices are closed.
3. The County of Macon reserves the right to reject any and/or all bids received, or to select the bid which, in our opinion, is in the best overall interest of the County.
4. Prices in proposal shall be valid for at least 60 days.

**I. Overview**

Bidders are requested to provide the necessary manpower and equipment to provide weekly mowing services for a section of the greenway for Macon County Parks and Recreation.

**II. Scope of Work**

Bidders are requested to review the location, description, and frequency of services to be provided in the table below:

Services to be performed for Macon County Parks and Recreation				
Work to be Performed	Description	Frequency	Location	Approx. Acreage
Mowing the sides of the greenway and the Rotary Centennial Park.	Grass height shall not be greater than 3.25" or less than 2.5"	Weekly (estimated April 15 – September 15)	From Butterfly Garden entrance to Tassee Bridge.	2 – 2.25 acres



Bidders are strongly encouraged to do a site visit to review the area / acreage requirements of this RFP. Please contact Seth Adams, Parks and Recreation Director, at 828.349.2094.

### **III. Limitations of Mowing**

- a. All disturbed areas around the site should be restored.
- b. Trash should be picked up and disposed of properly before mowing commences. Under no circumstances should trash be mowed.
- c. Under no circumstances should mowing take place in the rain or through standing water.
- d. Grass clippings shall not be blown towards greenway path.
- e. Grass clippings shall be directed away from foot traffic.
- f. Any damage to Macon County property or public and/or personal property shall be the responsibility of the winning bidder to repair and/or replace.

### **IV. Qualifications**

- a. The Contractor shall furnish all supplies and equipment necessary to perform the services required by this contract.
- b. All equipment shall have the proper safety equipment including but not limited to guards to prevent injury and or damage to people, Macon County facilities, and/or vehicles parked at Macon County facilities.

### **V. Contract Terms and Modification of Scope of Work**

- a. The term of the contract for services is expected to be from time of award through June 30, 2025 and have a renewal option of up to three one-year terms.
- b. Mowing season is set forth by the Parks & Recreation Director and could change based on weather and needs.
- c. Any change in frequency or scope of work must be coordinated and done in writing with Seth Adams, Parks & Recreation Director. This includes modifications to the schedule due to weather events.

### **VI. Payment Terms**

- a. Shall be net 30
- b. Shall be billed on a monthly or bimonthly basis.

### **VII. Insurance**

**Bidder can provide proof that policy can be obtained upon award of bid. Purchase of policy before bid is awarded is not necessary but is required before contract is executed.**

- a. Worker's Compensation: Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.

- b. Comprehensive General Liability: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

# NON-COLLUSION AFFIDAVIT

MACON COUNTY  
REQUEST FOR PROPOSAL NO. 03-6120p

## MOWING SERVICES FOR A SECTION OF THE GREENWAY FOR MACON COUNTY PARKS AND RECREATION

The undersigned affirms that the proposal made here-in is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That \_\_\_\_\_ (Firm Name) is not connected in any official capacity with Macon County, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed, that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

The acceptance of this proposal by Macon County, as evidenced by the issuance of a Macon County Purchase Order, will be held to be a mutual agreement as to each and every clause of this proposal and to constitute a contract between the parties hereto.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

State of \_\_\_\_\_  
County of: \_\_\_\_\_

Sworn to and subscribed  
before me, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# REQUEST FOR PROPOSAL FORM

## MOWING SERVICES FOR A SECTION OF THE GREENWAY FOR MACON COUNTY PARKS AND RECREATION

RFP NO. 03-6120p

Proposal Furnished by: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

We who furnish this proposal have carefully examined the instructions in this RFP, completed the Non-Collusion Affidavit, reviewed the Specifications, **and all Addenda which we list below**, and therefore furnish this bid proposal.

Addenda (if none, state "N/A"): #1 \_\_\_\_\_, #2 \_\_\_\_\_, #3 \_\_\_\_\_.

Number of days required from execution of contract until work can begin: \_\_\_\_\_

**Proposed Rate per mowing (weekly cost)**

\$ \_\_\_\_\_ / week

**\*Proof that insurance can be obtained must be submitted with response to this RFP.\***

Date of Submittal: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature