



REQUEST FOR PROPOSALS

RFP#04-6120p

PARKER MEADOWS COMPREHENSIVE GROUNDS MAINTENANCE PLAN FOR MACON COUNTY PARKS AND RECREATION

ISSUE DATE: MARCH 28, 2025

ISSUING DEPARTMENT:

MACON COUNTY FINANCE DEPARTMENT

5 WEST MAIN STREET

FRANKLIN, NC 28734

PHONE: (828) 524-1640

ATTN: LINDSAY LEOPARD, PURCHASING AGENT

lleopard@maconnc.org

**PROPOSALS WILL BE RECEIVED UNTIL
APRIL 10, 2025 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. 04-6120p

March 28, 2025

**Request for Proposals for Parker Meadows Comprehensive Grounds Maintenance Plan 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, April 10, 2025.**

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. 04-6120p

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: "PARKER MEADOWS COMPREHENSIVE GROUNDS MAINTENANCE PLAN 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.

GENERAL INSTRUCTIONS TO PROPOSERS

- A. In order for a proposal to be considered, it shall be based on the terms and conditions contained herein and shall be a complete response to this RFP. One (1) original copy of each proposal shall be submitted to the Issuing Department. No other distribution shall be made by Proposer. Each proposal shall be bound in a single volume with all of the required documentation.
- B. The County reserves the right to make an award in whole, or in part, and to reject any and all proposals, and to waive any informality in proposals unless otherwise specified by the Proposer. The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- C. Sealed proposals will be received until April 10, 2025 at 4:00 p.m. No facsimiles or electronic submissions will be accepted.
- D. After the RFP issue date, all communications between the Issuing Department and prospective Proposers shall be in writing. Email questions will be accepted. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Lindsay Leopard at the email on page one of this RFP. All questions concerning this RFP shall reference the RFP number, section number, and paragraph. Questions and responses affecting the scope of the proposal will be provided to all prospective Proposers by issuance of an Addendum.
- E. Requests for extension of the submission date will not be granted. Vendors submitting proposals must allow for normal mail time to ensure timely receipt of their Proposal.
- F. Proposals will be examined promptly after opening. The prices quoted must be held firm and no proposals may be withdrawn until sixty (60) days after the proposal submission deadline.
- G. All services are subject to the availability of funds for this purpose.
- H. Minority businesses, women's businesses and labor surplus area firms are encouraged to submit proposals.
- I. Neither Macon County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a response to this solicitation.
- J. Macon County reserves the right to change or cancel this RFP. Any changes will be in the form of an addendum, posted online at <http://maconnc.org/finance-purchasing.html>. Proposers are responsible for reviewing the site to identify new addenda. Proposers are required to acknowledge each addendum in their response to the proposal on the Request for Proposal Form.

Overview

Proposers are requested to provide a comprehensive grounds maintenance plan that includes the necessary labor and equipment to provide grounds maintenance at Parker Meadows for Macon County Parks and Recreation.

I. Scope of Work

Proposers are requested to provide a plan that outlines services to be performed at Parker Meadows to improve and ensure park attractiveness and cleanliness. Parker Meadows is a 48-acre park. The focus of this plan will need to be for services on approximately 25 acres of the park. The ballfields do not need to be included in this RFP.

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.

II. Limitations of the mowing section of the comprehensive plan

- 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 walking 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 Contractor to repair and/or replace.

III. 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.

IV. 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. If funds are available in FY26 the contract will be extended July 1, 2025 – June 30, 2026 and have a renewal option of up to three one-year terms.
- b. Grounds maintenance plans are 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.

V. Payment Terms

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

VI. 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.

VII. Factors for Awards/Evaluation Criteria

The following will be used in evaluating the proposal and awarding of the contract:

- | | |
|--|-----------|
| (1) Technical Approach/Understanding the Program | 25 points |
| (2) Work Management/Experience of the Firm | 30 points |
| (3) Cost of Proposal | 40 points |
| (4) Minority Business | 5 points |

VIII. Proposal Format

Firms shall submit a Proposal which shall include, but not limited to, the following:

1. Introduction: Include a statement of approach and philosophy for providing grounds maintenance services. Provide the name of the Firm, the mailing address, telephone number, email, and the name of the contact person.
2. Statement of Qualifications: Include a detailed description of firm, years in business, staff profile and experience. Include any professional licenses/certifications if held, include proof that insurance can be obtained, etc.
3. Past Experience/References: Include a list of similar projects and at least three (3) professional references.
4. Methodology and Approach to the Project: Include a work plan that outlines how the scope of work will be achieved. Discuss how Firm will maintain the maintenance and estimated maintenance schedule.
5. Price: Provide a cost breakdown of services outlined in the comprehensive maintenance plan.
6. Required Forms: Proposal shall include the non-collusion affidavit included on page 6 of this RFP and the authorized signature form on page 7 of this RFP.

NON-COLLUSION AFFIDAVIT

MACON COUNTY
REQUEST FOR PROPOSAL NO. 04-6120p

PARKER MEADOWS COMPREHENSIVE GROUNDS MAINTENANCE PLAN 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

PARKER MEADOWS COMPREHENSIVE GROUNDS MAINTENANCE PLAN FOR MACON COUNTY PARKS AND RECREATION

RFP NO. 04-6120p

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: _____

Date of Submittal: _____

By: _____

Authorized Signature