Request for Proposals

The Town of Wallace is soliciting proposals for Lawn Maintenance Services for multiple locations for July 1, 2023 thru June 30, 2025. A contract for lawn maintenance services should be awarded on June 8, 2023 at the Town Council meeting. Bidding Packets are available at Town Hall at 316 East Murray Street Wallace, NC 28466 or may be mailed and/or emailed upon request. Sealed proposals on the appropriate bid forms will be accepted until 3:00 p.m. on Tuesday, June 6, 2023, at which time they will be publicly opened and recorded. Bidders are not required to be present at bid open and bid tabulation will be mailed to all bidders.

The sealed proposals may be delivered to Town of Wallace Attn: Town Manager, 316 East Murray Street Wallace, NC 28466. Questions concerning the proposals may be directed to Rob Taylor, Town Manager at rtaylor@wallacenc.gov The Town reserves the right to accept or reject any, a portion, or all proposals. The final award will be made to the lowest responsive, responsible bidder, as determined by the Town Council.

Rob Taylor, Town Manager

EXHIBIT "A" - Scope of Work Specifications

The Contractor for Lawn Maintenance to Town of Wallace will provide individual bids for the following locations thru out Town:

1) Contract period is for two years and shall begin July 1, 2023, and end Jun 30, 2025

2) Mowing season will be for seven (7) months each year commencing on April 1st – October 31st

3) All grassed areas shown in attachment 1 shall be mowed each time.

4) Grass will be properly trimmed on the inside and outside along the entire perimeter of the site fencing.

5) Contractor will be responsible for continued insurance coverage in the amounts specified on the "Additional Requirements" during the entire contract period.

Town of Wallace
Lawn Maintenance Bid Form

Company Information

Company Name_____

Contact Person_____

Mailing Address_____

_____

Phone Number_____

Email Address_____

GRASS CUTTING PERIOD - APRIL 1- OCTOBER 31

FACILITIES	NUMBER OF CUTS	RATE PER CUT	TOTAL
FARRIOR PARK FRONT AND LITTLE POND AREA	15	X	
TOWN HALL	28	X	
LIBRARY	28	X	
DEPOT	28	X	
WOMANS CLUB	28	X	

Two year contract July 1, 2023 - June 30, 2025

Total $ _____

_____

Owner's Signature & Date

Equipment: Attach a list of the vehicles, equipment, and tools that will be used in the execution of this contract. Identify make and model. Also, designate the primary equipment to be used and the back-up equipment to be used.

References: Please provide at least three references of commercial accounts that you currently perform services for. Include name, address, daytime phone number and nighttime phone number.

Additional Requirements for Successful Bidder

(Bid will be rejected unless information is complete and accurate)

Insurance: Successful bidder will be required to keep insurance in force throughout the duration of the contract. Failure to maintain insurance will result in immediate cancellation of the contract. The following insurance will be kept in force:

General Liability: $500,000 per occurrence for claims of personal injury, property damage or death arising out of work performed under this contract

Auto Liability: $100,000 per person and $300,000 per occurrence for each vehicle used in the performance of this contract

Workers Comp: Statutory workers compensation for employees engaged in work in the performance of this contract

Insurance Company:_____Agent:_____

Address:_____

Phone:_____

Equipment: Attach a list of the vehicles, equipment, and tools that will be used in the execution of this contract. Identify make and model. Also, designate the primary equipment to be used and the back-up equipment to be used.

References: Please provide at least three references of commercial accounts that you currently perform services for. Include name, address, daytime phone number and nighttime phone number.

Note: **Proof of insurance is not required at time of bid but will be required at time of Contract execution with the successful bidder.**