

INVITATION TO BID

BID # 25-26-20

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
BUILDINGS AND GROUNDS DIVISION
CONTRACT # 4 VACANT LOT MOWING
CITY OF GREENVILLE, NORTH CAROLINA**



Find yourself in good company

Pre-Bid Meeting: **Tuesday, November 4, 2025, at 2:00 pm**
Public Works Department Conference Room
1500 Beatty Street, Greenville, NC

Bid Due Date: **Thursday, December 4, 2025, at 2:00 pm**
Public Works Administration Office
1500 Beatty Street, Greenville, NC

Contact Persons:

Questions regarding the bid package:

Wanda House
Financial Services Manager
Telephone: 252-329-4862
Fax: 252-329-4464
Email: whouse@greenvillenc.gov

Questions regarding the specifications:

Michael Turner
Building Facilities Coordinator
Telephone: 252-329-4921
Fax: 252-329-4844
Email: mturner@greenvillenc.gov

**CITY OF GREENVILLE
ADVERTISEMENT FOR BIDS
CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT
BUILDINGS AND GROUNDS DIVISION VACANT LOT MOWING**

The City of Greenville, NC is requesting proposals for "Public Works Department Buildings and Grounds Division Vacant Lot Mowing". The scope of work will include litter removal, limb removal, mowing, edging, weed trimming, and clipping/debris removal on the contract area per scope of work and specifications.

Contract # 4-Vacant Lot Mowing (Every three-week cycle):

The list of current parcels/lots is included and will be provided to contractors at the pre-bid meeting. Note: This list will be updated again to reflect current lots to be mowed prior to beginning work on the contract. The list of parcels provides the contractor with an estimation of acreage; however, the acreage may fluctuate during the contract period.

Sealed proposals will be received by the City of Greenville until Thursday, December 4, 2025, at 2:00 pm at the Public Works Department located at 1500 Beatty Street, Greenville, NC 27835-7207 with the Company Name, Attention: Michael Turner, and the words City of Greenville Public Works Department Mowing Contract # 4 Bid written on the outside of the sealed envelope. Bids will not be opened and read aloud at this time.

A Pre-bid Conference will be held at the Public Works Conference Room located at 1500 Beatty Street on Tuesday, November 4, 2025, at 2:00 pm. The City of Greenville reserves the right to reject any or all bids, waive any informality, and award contracts that appear to be in the City's best interest. The right is reserved to hold any or all bids for a period of ninety (90) days from the bid opening thereof.

From the date of this advertisement until the date and time the proposals are due, the specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of Wanda House, Financial Services Manager, 200 W. Fifth Street, Greenville, NC, or at the Public Works Department located at 1500 Beatty Street, Greenville N.C., during regular business hours, and available to prospective bidders. Inquiries regarding the bidding process or documents should be directed to Wanda House, Financial Services Manager, at whouse@greenvillenc.gov or by telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

Wanda House, Financial Services Manager
City of Greenville
P O Box 7207
Greenville, NC 27835-7207

INSTRUCTIONS TO CONTRACTORS

**Invitation to Bid
Buildings and Grounds Division Vacant Lot Mowing
Location: Greenville N.C.**

- 1. Contractor is to provide verification to the City that the company's employees are covered under workers' compensation insurance coverage prior to award on this contract.**
- 2. It is expressly understood by the contractor offering a proposal, a written contract or purchase order will be required to be executed, and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.**
- 5. Questions regarding the specifications or mowing areas for City of Greenville Public Works Department Building and Grounds Division Vacant Lot Mowing Contract shall be directed by email to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov.**
- 6. By submitting a proposal for the Contractor, the Contractor attests that it is in compliance with all items listed in the bid instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees while on City property performing their duties.**
- 7. Contractor must comply with all local, state, federal laws, and ordinances governing said work including the current Occupational Safety and Health regulations.**
- 8. It is expected that this contract will begin around April 1, 2026. However, such starting date is subject to change based on time needed to finalize the contract, or the approval/signature process, or other reasons.**
- 9. No work will be performed at any time without proper supervision. Supervisors name and direct contact information must be provided to Michael Turner, Building Facilities Coordinator at mturner@greenvillenc.gov.**

10. All City of Greenville Public Works Department Buildings and Grounds Division vacant lot mowing must be performed Monday – Saturday during daylight hours. Mowing on Sunday will only be allowed with prior proper approval from the City.
11. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.
12. The City reserves the right to add or delete similar items/services specified in the proposal as requirements change during the period of the contract. Prices for items/services to be added or deleted from contract will be mutually agreed upon by the City of Greenville and the Contractor. A contract amendment will be issued for each addition or deletion.
13. The Contractor shall NOT have the right to subcontract any part of its obligations and service requirements without the prior written authorization of the City. This authorization may be given by the Director of Public Works or designee. If any part of this work under this agreement is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Agreement. The parties stipulate that the Company will maintain each type of insurance set forth in the Agreement at a coverage equal to the amount set forth for each type of insurance. However, nothing contained herein shall relieve the Company from meeting all insurance requirements or otherwise being responsible for the subcontractor.
14. All new vendors, including subcontractors/consultants, must register with the City of Greenville's online portal prior to the rendering of goods or services.

Registration as a vendor with the City of Greenville is the responsibility of prime or subcontractor/consultant, and requires the prospective new vendor to submit a W-9, and complete the registration through the City's vendor portal at the following web address: <https://cityofgreenvillenc.munisselfservice.com/vss>.

If the prospective new vendor is *only* providing service(s) as a subcontractor or consultant, submission of payment information is not necessary at the time of registration.

General Contractors must provide total amounts paid to M/WBE subcontractors with each payment application/invoices.

General Contractor(s) is responsible for ensuring all subcontractors working on the project are registered as vendors with the City of Greenville and have active registration prior to contract award.

15. The Contractor shall provide full protection for the safety of employees, public, grounds, and adjacent thoroughfares while performing maintenance operations.

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
BUILDINGS AND GROUNDS DIVISION
SPECIFICATIONS FOR:
VACANT LOT MOWING CONTRACT # 4**

1.0 SCOPE:

- 1.1 The scope of work shall include litter removal, limb removal, edging, mowing, weed trimming, and clipping/debris removal for all areas listed within this request for bids every three weeks during the mowing season, or as instructed by the City of Greenville.**
- 1.2 The total bid amount per acre shall be included on the Request for Bid sheet.**
- 1.3 Mowing and Debris/Litter removal will include the entire vacant lot including City/State Rights-of-way depending on need of the location indicated on the mowing location maps. Maps and a list of current lots within this contract will be provided at the Pre-Bid Meeting. There are currently approximately 91.04 acres of Public Works Department Building and Grounds Division vacant lots to be mowed.**

2.0 GENERAL:

- 2.1 Areas of work are to be started and completed within a week period (Monday-Saturday). Lots are to be mowed on an every three-week frequency. Mowing frequency or litter cleanup frequency is subject to change due to weather conditions such as drought or increased wet conditions.**
- 2.2 All mowing or litter cleanup shall be completed in a professional manner and shall conform to these specifications. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.**
- 2.3 Failure of the contractor to meet or perform work to these specifications as determined by the Public Works Department shall warrant written notice to the contractor specifying areas of nonperformance or unacceptable performance and the contractor shall have ten (10) days to rectify. Immediate cancellation of the contract or purchase order may occur if performance is not rectified in ten (10) days.**
- 2.4 Within seven (7) days of notice to proceed, the contractor must be prepared to begin work on the awarded sites.**

3.0 VACANT LOT MOWING:

- 3.1 The contractor is expected to remove scattered debris, litter, and limbs prior to mowing, excluding material that has been illegally dumped. Contractor must notify Michael Turner, Building Facilities Coordinator, of locations of illegally dumped material.**
- 3.2 The contractor is responsible for removing from each site and properly disposing of all tree limbs of six (6) inch diameter and below. The contractor is not responsible for tree limbs placed by the curb for sanitation collection by residents.**
- 3.3 The City will be responsible for hauling limbs larger than six (6) inches in diameter from all areas. Contractor must notify Michael Turner, Building Facilities Coordinator, with the location(s) of limbs larger than six (6) inches diameter.**
- 3.4 All areas will be finish mowed at three (3) inches in height. Areas where large riding mowers are not proper or feasible must be mowed with push mowers or properly sized equipment.**
- 3.5 Herbicide spraying will NOT be allowed in these areas.**
- 3.6 Weed trimming must be performed on each visit around all poles, trees, signs, curbs, and along fence areas.**
- 3.7 Edging must be performed on each cycle along sidewalks, medians, and curbs. Edging can be performed with a string trimmer or edger.**
- 3.8 Clippings and debris scattered into the streets from mowing and trimming must be removed immediately and before relocating to another work site. Do not blow debris onto, or on, paved areas, storm drains, adjacent parking lots, vehicles, landscape beds, tree rings, or other structures.**
- 3.9 All mulched areas, including tree rings, must not be damaged from mowing operations. Damage to mulched areas must be repaired immediately and prior to relocating to another work site. All debris, limbs, or litter in mulch areas must be removed prior to completion of each mowing/maintenance cycle.**
- 3.10 The City of Greenville reserves the right to reduce or add to the number of line-item areas for any reason it deems necessary during the contract period. Any elimination or addition of areas will be communicated to the contractor in a timely manner. The bid price is per acre so the invoice will be adjusted in the event of any elimination or addition of areas to reflect adjusted acreage.**
- 3.11 The contractor shall avoid mowing under extremely wet conditions where heavy equipment could rut the soil. Notify Michael Turner, Building Facilities Coordinator, if a site is too wet to cut.**

4.0 PAYMENT AND BID:

- 4.1 The attached bid sheet details the bid entries required. Each contract bid sheet line item shall be filled in as directed.**
- 4.2 The contract period will be from approximately April 1, 2026. to March 31, 2027. The City reserves the right to extend the contract annually for up to a total of two (2) additional years if the City and contractor agree in writing starting annually on April 1st and ending the last day in March.**
- 4.3 Payment will be made by the City to the contractor on a monthly basis for the work completed within the previous month. The invoice is expected prior to the 10th of each month. The City will render payment within thirty days of receipt of an approved invoice.**
- 4.4 Bidders will comply with all local, state, federal laws, and ordinances governing said work including the current Occupational Safety and Health regulations.**
- 4.5 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**
- 4.6 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to insure equality of opportunity in all aspects of employment.**
- 4.7 Minority and/or Women Business Enterprise (M/WBE) Program**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project.

All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to Wanda House, at (252) 329-4862, or whouse@greenvillenc.gov.

- 4.8 Bidder, its assignees and successors in interest, further agrees that in the performance of these services that it shall comply with the requirements of Title VI of the Civil Rights Act of 1964 and other pertinent Nondiscrimination Authorities, as cited in this bid package, and will not discriminate in its hiring, employment, and contracting practices in any manner or form based on actual or perceived political affiliation, genetic information, sexual orientation, age, sex, race, color, religion, marital status, veteran status, economic status, national origin, handicap or disability.

4.9 **TITLE VI NONDISCRIMINATION NOTIFICATION**

The City of Greenville, North Carolina in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- 4.10 The City of Greenville reserves the right to reject any and all proposals, to waive any informalities and to accept the proposal that seems most advantageous to the City. Any proposal submitted will be binding for ninety (90) days after the date of the opening.
- 4.11 Contractor must complete a new vendor application or update an existing vendor profile and associated documents as required upon acceptance of contract. New vendors must register online at the City of Greenville Vendor Self Service portal: <https://cityofgreenvillenc.munisselfservice.com/vss>

5.0 **WORKERS' COMPENSATION AND INSURANCE:**

- 5.1 The contractor must maintain during the life of this contract, Workers' Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.
- 5.2 The Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. Work under this contract shall not commence until all insurance required as listed has been obtained. Insurance required shall remain in effect through the life of this contract.
- a. **Workers' Compensation Insurance:** No contractor or subcontractor may exclude executive officers. Workers Compensation must include all employees

Limits:

Workers Compensation: Statutory for the State of North Carolina.
Employers Liability: Bodily Injury by Accident \$1,000,000 each accident.
 Bodily Injury by Disease \$1,000,000 policy limit.
 Bodily Injury by Disease \$1,000,000 each employee.

b. Commercial General Liability:**Limits:**

Each Occurrence:	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate Limit	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved by the City. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations. Additionally, the Consultant/Contractor must be added as an Additional Insured to the Commercial General Liability policy.

c. Commercial Automobile Liability:

Limits: \$1,000,000 combined single limit.

d. Cancellation:

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

e. Proof of Carriages:

- i. The Contractor shall provide the City with insurance industry standard ACCORD form Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City prior to the commencement of services. Said policies shall provide that the City be an additional named insured.
- ii. The City shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.
- iii. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of North Carolina.

- 5.3 The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.
- 5.4 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent by registered mail.
- 5.5 The contractor shall furnish the owner with satisfactory proof of insurance required before award of contract.

- 5.6 Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

Michael Turner
Building Facilities Coordinator
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, N.C. 27834
Email: mturner@greenvillenc.gov

6.0 DAMAGE TO CONTRACTORS' PROPERTY:

- 6.1 Should fire, theft, vandalism or other casualty, damage or destroy the equipment or property belonging to the Contractor while on City property, the City shall be under no obligation to replace or in any way compensate the contractor for said property.
- 6.2 The successful bidder agrees to indemnify or hold harmless City from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge City and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- 6.3 It is understood and agreed by the parties that City will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tool or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein.
- 6.4 The successful bidder shall assume full and complete liability for any and all damages to tombstones, markers, building improvements, fences, or other City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

7.0 AMENDMENTS, ADDENDUMS, OR QUESTIONS:

- 7.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. Any issued addenda will be posted on the City's bid advertisement site. The contractor must acknowledge reading each addendum on the bid sheet.
- 7.2 Amendment: The contract may be amended from time to time through written agreement by both parties.
- 7.3 Any questions regarding these bid specifications must be sent by email to mturner@greenvillenc.gov.

7.4 Schedule for questions and addenda:

Last date to submit a question: Tuesday, November 18, 2025, by 5 p.m.
Questions will be answered via addenda posted on the City's website answered by:
Tuesday, November 25, 2025, by 5 p.m.

8.0 E-VERIFY COMPLIANCE:

8.1 The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Contractor represents that the Contractor and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

8.2 BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

9.0 IRAN DIVESTMENT ACT:

9.1 Vendor certifies that it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The vendor will not utilize on the contract any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

10.0 NON-COLLUSION:

10.1 Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

11.0 WITHDRAWAL OF PROPOSALS:

11.1 No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of the submission.

12.0 REFERENCE INFORMATION:

12.1 All bidders must provide a list of three (3) client references of similar mowing projects. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Please provide the information on the "Contractor Reference Information" sheet and attach with the bid sheet.

13.0 CONTRACTOR INFORMATION:

13.1 Please provide the information on the "Contractor Data Form" and attach with the bid sheet. All information should be accurate and detailed in description.



Contractor Reference Information

1. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

2. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

3. **Company name:** _____
 Contact person: _____
 Title: _____ **Phone No.** _____

****Include completed form with submitted bid package****



Contractor Data Form

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Company Owner: _____ **Company Owner Phone Number:** _____

Authorized Company Representative submitting bid: _____

Title: _____

Phone Number of Authorized Representative: _____

Email: _____

Description of Equipment you plan to utilize to perform this contract:
Attach additional sheet or continue on back if needed.

****Include completed form with submitted bid package***



REQUEST FOR BIDS

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment and labor as provided in the above-mentioned specifications.

Description

Bid

Contract # 4 mowing bid per acre
(Approximately April 1- November 1)

Contract # 4 Bid for every three-week cycle
(See #1 contract formula below)

Note 1: Definition of per cycle is one complete mowing per specifications of all locations listed within this request for bids.

Total Annual bid calculation

#1 (91.04 acres) x (11 cycles) = Bid for every three-week cycle

Addendum Acknowledgement for Contract # 4:

Please record each Addendum Number Received: ____ / ____ / ____ / ____ / ____

Bid Submitted By:

Company Name: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

****Include completed form with submitted bid package****

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of
 _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or
 affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This ____ day of _____, 20__.

 Signature of Affiant
 Print or Type Name: _____

State of _____ City of _____

Signed and sworn to (or affirmed) before me, this the _____

Day of _____, 20__.

My Commission Expires:

 Notary Public

(Affix Official/Notarial Seal)

****Include completed form with submitted bid package****

**City of Greenville/Greenville Utilities Commission
Minority and Women Business Enterprise Program**

**City of Greenville
MWBE Guidelines for Professional Service Contracts
\$50,000 and above**

These instructions shall be included with each bid solicitation.

City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

MWBE Guidelines for Professional Service Contracts \$50,000 and above

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

☐ **FORM 1—Sub-Service Provider Utilization Plan**

This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

☐ **FORM 2--Statement of Intent to Perform work without Sub-Service Providers**

This form provides that the submitter does not customarily subcontract work on this type of project.

☐ **Sub-Service Provider Utilization Commitment**

Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.

NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

☐ **Proof of Payment Certification**

Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

****Include completed form with submitted bid package****

Sub-Service Provider Utilization Plan

FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the
(Company Name)
_____ we propose to expend a minimum of _____%
(Project Name)
of the total dollar amount of the contract with certified MBE firms and a minimum of _____% of the total
dollar amount with WBE firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (B), Hispanic or Latino (L), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (S) Disabled (D)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

****Include completed form with submitted bid package. Form 1 OR 2. Not both****

**Statement of Intent to Perform work without
Sub-Service Providers
FORM 2**

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our
intent to perform **100% of the work required** for the _____ contract.
(Project Name)

In making this certification, the Proposer states the following:

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*
☐ **Check box to indicate documentation is attached.**
- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.
☐ **Check box to indicate documentation is attached.**
- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____
Name & Title of Authorized Representative _____
Signature of Authorized Representative _____

****Include completed form with submitted bid package. Form 1 OR 2. Not both****

Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We _____, do certify that on the
(Company Name)
_____ we will expend a minimum of _____%
(Project Name)
of the total dollar amount of the contract with certified MBE firms and a minimum of _____% of the total
dollar amount of the work with WBE.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (B), Hispanic or Latino (L), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (S) Disabled (D)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: _____
Name & Title of Authorized Representative _____
Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ **Phone #:** _____

_____ **Email Address:** _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Will this request change the dollar amount of the contract? ☐ Yes ☐ No

If yes, give the total contract amount including change orders and proposed change: \$ _____

The proposed request will do the following to overall MWBE participation (please check one): ☐

Increase ☐ **Decrease** ☐ **No Change**

Name of subconsultant: _____

Service provided: _____

Proposed Action:

- ☐ **Replace subconsultant**
☐ **Perform work in-house**

For the above actions, you must provide one of the following reasons (Please check applicable reason):

☐ **The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.**

☐ **The listed MBE/WBE is bankrupt or insolvent.**

☐ **The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.**

☐ **The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.**

If replacing subconsultant:

Name of replacement subconsultant: _____

Is the subconsultant a certified MWBE ? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

___ Increase total dollar amount of work

___Add as an additional subconsultant*

 Decrease total dollar amount of work

 Other

Please describe reason for requested action: _____

**If adding additional subconsultant:*

Is the subconsultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval_Y_N

Date_____

Signature_____

Pay Application No. _____

Purchase Order No. _____

Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$ _____

Requested Payment Amount for this Period: \$ _____

Is this the final payment? ____ Yes ____ No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

 Certified By: _____
 Name

 Title

 Signature

Title VI of the Civil Rights Act of 1964 Nondiscrimination Provisions, Appendices A & E.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the USDOT to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the USDOT, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

- I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

MAPS OF LOCATIONS

Master

Mowing cycle will be every 3 weeks

East/West Meadowbrook							
Map #	Parcel #	Address	Acres	Notes			
1	22688	158 W. Gum Rd	0.16	Leased unitl 10/8/2030			
2	18239	154 W. Gum Rd	0.18	Leased unitl 10/8/2030			
3	20954	134 W. Gum Rd	0.72				
4	09168	1204 Legion St	0.35				
7	09911	1111 Taylor St	0.15				
8	13339	1003 Taylor St	0.25				
9	19955	413 W. Moore St	0.36				
10	10685	420 W. Moore St	0.17				
11	51497	402 W. Moore St	0.18				
12	12142	1012 Taylor St	0.18				
13	23312	0 Taylor St	0.19	Behind brick houses			
14	22325	1107 Van Nortwick St	0.27				
15	15224	1105 Van Nortwick St	0.27				
16	23855	1103 Van Nortwick St	0.15				
17	27918	1005 Van Nortwick St	0.16				
18	06266	1010 Van Nortwick St	0.17				
19	18684	1008 Van Nortwick St	0.17				
20	08079	725 N. Greene St	0.05				
21	10898	711 N. Greene St	0.48				
22	18875	0 N. Greene St	1.33	Leased By GUC until 2045			
23	20562	510 N. Greene St	1.39				
24	00379	0 N. Greene St	0.91	Lot across the street from concrete plant			
25	04220	0 N. Greene St	0.69	Lot by Speedway			
26	04177	1406 N. Greene St	0.18				
27	21893	1408 N. Pitt St	0.23				
28	07123	1406 N. Pitt St	0.24				
29	02414	1402 N. Pitt St	0.18				
30	21793	1400 N. Pitt St	0.18				
31	09778	1411 Allen St	0.2				
32	06512	207 E. Gum Rd	0.11				
33	08739	1504 Allen St	0.16				
34	10335	301 Church St	0.15				
35	11909	307 Church St	0.19				
36	07661	309 Church St	0.18				
37	19763	300 Church St	0.18				
38	25480	304 Church St	0.19				
39	19810	306 Church St	0.19				
40	10409	308 Church St	0.18				
41	19811	1409 N. Washington St	0.17				
42	12570	1407 N. Washington St	0.17				
43	22249	309 E. Gum St	0.19				
44	16119	1316 Allen St	0.2	Leased until 8/1/2027			
45	03100	1312 Allen St	0.2	Leased until 8/1/2027			
46	03099	1308 Allen St	0.17	Leased until 8/1/2027			

Master

Mowing cycle will be every 3 weeks

East/West Meadowbrook							
Map #	Parcel #	Address	Acres	Notes			
47	19808	1304 Allen St	0.14	Leased until 8/1/2027			
48	32542	1300 Allen St	0.16	Leased until 8/1/2027			
49	02970	1317 N. Washington St	0.17	Leased until 8/1/2027			
50	13465	1313 N. Washington St	0.18	Leased until 8/1/2027			
51	13468	1309 N. Washington St	0.18	Leased until 8/1/2027			
52	10273	305 Mumford Rd	0.19	Leased until 8/1/2027			
53	13469	309 Mumford Rd	0.19	Leased until 8/1/2027			
54	13467	315 Mumford Rd	0.18	Leased until 8/1/2027			
55	14091	1307 Allen St	0.34				
56	08917	1306 N. Pitt St	0.16				
57	08961	201 Mumford Rd	0.29				
58	00456	207 Mumford Rd	0.17				
59	18301	202 Mumford Rd	0.27				
60	14632	206 Mumford Rd	0.17				
61	21679	208 Mumford Rd	0.42				
62	33368	1212 N. Pitt St	0.12				
63	17449	0 N. Pitt St	0.18	Lot behind white house			
64	17448	1206 N. Pitt St	0.15				
65	10342	1205 N. Pitt St	0.24				
66	07714	200 E. Dudley St	0.35				
67	13740	0 N. Washington St	0.21	ReForest			
68	13739	0 N. Washington St	0.2	ReForest			
69	03063	401 Church St	0.26	ReForest			
70	09036	403 Church St	0.25	ReForest			
71	01013	405 Church St	0.25	ReForest			
72	19697	407 Church St	0.32	ReForest			
73	10353	409 Church St	0.28	ReForest			
74	13553	1406 N. Washington St	0.17				
75	19032	1404 N. Washington St	0.19				
76	07663	1402 N. Washington St	0.18				
77	09662	1400 N. Washington St	0.19				
78	12326	1401 Van Dyke St	0.18				
79	06915	400 E. Gum Rd	0.08	Leased until 8/1/2027			
80	06916	0 N. Washington St	0.08	Leased until 8/1/2027			
81	13440	1304 N. Washington St	0.17	Leased until 8/1/2027			
82	19764	401 Mumford Rd	0.22	Leased until 8/1/2027			
83	08447	404 E. Gum Rd	0.16	Leased until 8/1/2027			
84	08448	406 E. Gum Rd	0.15	Leased until 8/1/2027			
85	08449	1309 Van Dyke St	0.19	Leased until 8/1/2027			
86	08450	1307 Van Dyke St	0.21	Leased until 8/1/2027			
87	19072	1201 Meadowbrook Dr	0.42				
88	17462	1109 Meadowbrook Dr	0.19				
89	16897	507 Church St	0.4	ReForest			
90	24840	511B Church St	0.33	ReForest			

Master

Mowing cycle will be every 3 weeks

East/West Meadowbrook							
Map #	Parcel #	Address	Acres	Notes			
91	02192	500 E. Church St	0.2				
92	02194	502 Church St	0.17				
93	02193	0 Church St	0.18	Church St/Van Dyke intersection			
94	06284	506 Church St	0.18				
95	06283	510 Church St	0.17				
96	21457	1405A Drum Ave	0.14				
97	33934	1405B Drum Ave	0.11				
98	00304	501 E. Gum Rd	0.24				
99	02188	503 E. Gum Rd	0.2				
100	18237	505 E. Gum Rd	0.22				
101	10571	507 E. Gum Rd	0.21				
102	11366	509 E. Gum Rd	0.21				
103	09788	1403 Drum Ave	0.15				
104	04981	511 E. Gum Rd	0.18				
105	24651	1312 Van Dyke St	0.18				
106	15749	504 E. Gum Rd	0.19				
107	33849	506 E. Gum Rd	0.2				
108	11365	510 E. Gum Rd	0.22				
109	23701	512 E. Gum Rd	0.21				
110	08960	503 Mumford Rd	0.15				
111	10712	505 Mumford Rd	0.14				
112	20164	500 Mumford Rd	0.29				
113	02258	1204 Meadowbrook Dr	0.18				
114	19081	1102 Meadowbrook Dr	0.19				
115	19092	502 Mumford Rd	2.32				
116	34181	0 Meadowbrook Rd	20.01	Lay down area of Holly Street			
117	06269	601 Church St	0.21	ReForest			
118	06276	603 Church St	0.24	ReForest			
119	06270	0 Powell St	0.23	ReForest			
120	25069	0 Church St	0.22	Drum Ave/Church St intersection			
121	08706	601 E. Gum Rd	0.25				
122	20756	603 E. Gum Rd	0.21				
123	02748	700 Church St	0.24				
124	00769	704 Church St	0.18				
125	16880	1403 Mills St	0.17				
126	22212	602 E. Gum Rd	0.1				
127	20767	1307 Powell St	0.12				
128	06274	1304 Drum Ave	0.15				
129	04303	1305 Powell St	0.15				
130	25067	0 Drum Ave	0.22	Drum Ave/Mumford Rd intersection			
131	04302	1303 Powell St	0.24				
132	19937	700 E. Gum Rd	0.12				
133	19938	1302 Powell St	0.18				
134	18974	1300 Powell St	0.18				

Master

Mowing cycle will be every 3 weeks

East/West Meadowbrook							
Map #	Parcel #	Address	Acres	Notes			
135	23426	0 E. Gum Rd	0.34	Beside old GUC			
136	03249	703 Mumford Rd	0.21				
137	21754	0 Powell St	0.15				
138	21755	0 Powell St	0.18				
139	21756	0 Powell St	0.15	Powell St/Church St intersection			
140	18525	1502 Powell St	0.15				
141	18526	1504 Powell St	0.16				
142	16883	701B Church St	0.17				
143	21753	0 Mills St	0.15	ReForest			
144	21752	0 Mills St	0.18	ReForest			
145	21751	0 Mills St	0.16	ReForest			
146	16881	703 Church St	0.18				
147	09540	0 Mumford Rd	0.83	Beside VFW			
148	16886	1202 Mumford Rd	0.54				
149	23447	1224 Mumford Rd	1.17	Leased until 11/20/2028			
150	20805	0 Quail Village Rd	6.26	Beside Bullocks K-9 Training			
151	36803	102 Academy Dr	0.24				
152	10352	1205 Pactolus Hwy	0.36				
153A	11773	112 W. Moore St	0.57				
154A	24360	1203 N. Pitt St	0.18				
155A	11973	301 E. Gum Rd	0.2				
156A	13552	1408 N. Washington St	0.18				
157A	13551	1410 N. Washington St	0.18				
158A	20165	1206 Meadowbrook Dr	0.19				
159A	04620	1402 Allen St	0.18				
160A	13562	1404 Allen St	0.18				
153	37020	103 W. Dudley St	0.14				
154	37027	107 W. Dudley St	0.15				
155	37022	1104 Van Nortwick St	0.2				
156	37026	0 Mooring Ln	0.15	Mooring Ln/Van Nortwick St			
157	24365	0 Mooring Ln	0.24	Mooring Ln/Van Nortwick St			
158	37025	102 Mooring Ln	0.16				
159	37024	1101 Melody Ln	0.19				
161A	19091	0 NC 33 E	5.71	ReForest			
161	16921	1007 N. Pitt St	0.17				
162	15268	0 N. Pitt St	0.35	Pitt St/Moore St intersection			
163	15267	1001 N. Pitt St	0.21				
164	22746	1000 N. Pitt St	0.19	Leased until 10/27/2026			
165	09849	1403 Van Dyke St	0.18	Leased until 10/27/2026			
166	09852	1405 Van Dyke St	0.18	Leased until 10/27/2026			
167	09851	1407 Van Dyke St	0.18	Leased until 10/27/2026			
168	09850	1409 Van Dyke St	0.34	Leased until 10/27/2026			
169	26119	209 Church St	0.37				
170-173	N/A		0.77	ReForest			

Mowing cycle will be every 3 weeks

[illegible]

Mowing cycle will be every 3 weeks

[illegible]

Mowing cycle will be every 3 weeks

[illegible]

Master

Mowing cycle will be every 3 weeks

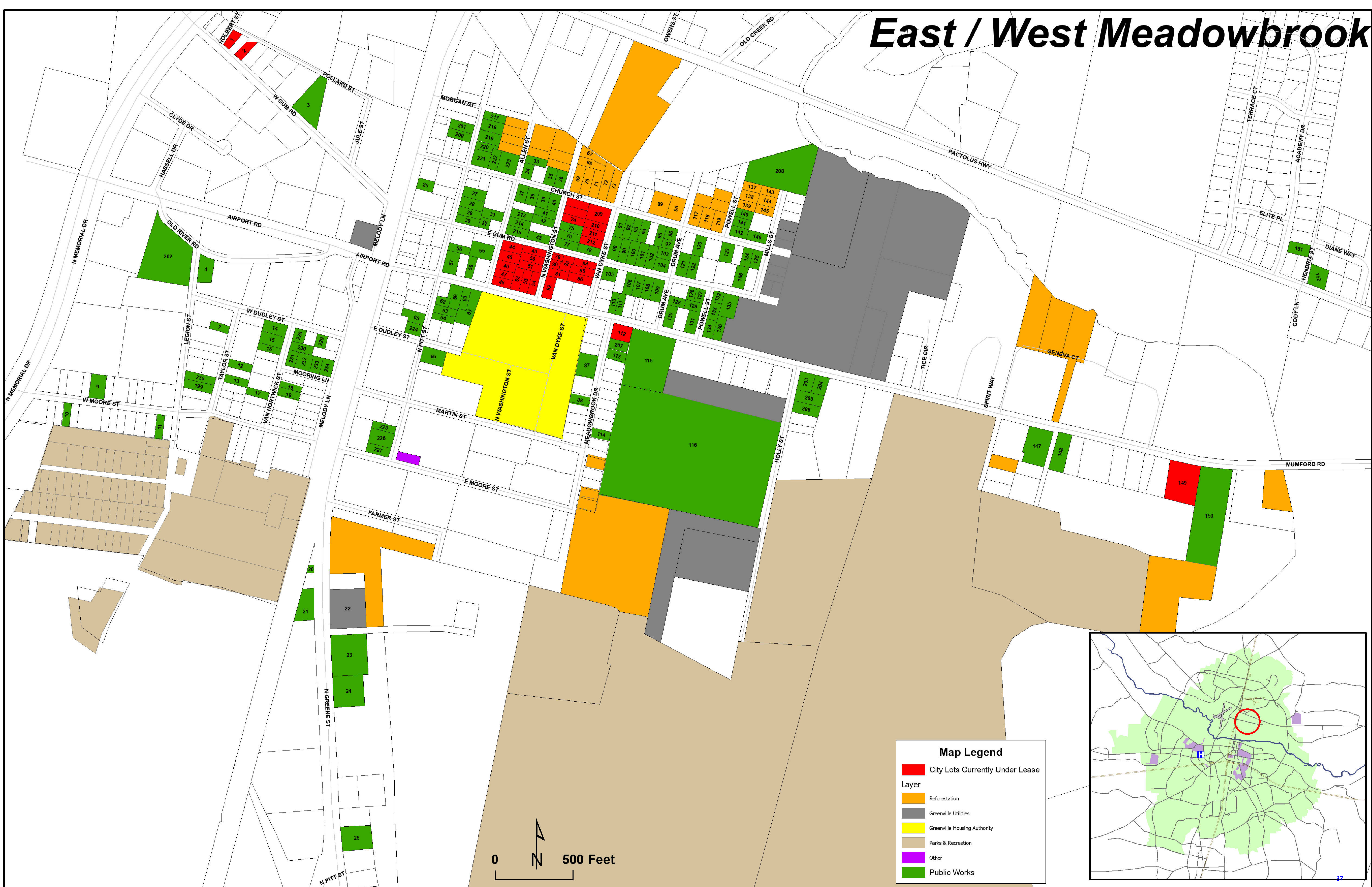
Tar River Neighborhoods Area							
Map #	Parcel #	Address	Acres	Notes			
1	24644	207 N. Summit St	0.18				
2	18550	0 N. Summit St	0.67	End of Summit St at Tar River			
3	15885	213 N. Jarvis St	0.15				
4	10723	211 N. Jarvis St	0.13				
5	15882	206 N. Jarvis St	0.31	Leased until 5/17/2029			
6	18724	120 N. Jarvis St	0.33	Leased until 5/17/2029			
7	08127	802 River Dr	0.15				
212	01323	702 Willow St	0.13				
8	04837	803 Willow St	0.21				
9	07737	804 River Dr	0.16				
10	00556	0 River Dr	0.13	In between 804/806 River Dr			
11	12907	806 River Dr	0.19				
218	23305	205 N. Harding St	0.16				
12	12279	207 N. Harding St	0.2				
13	12437	210 N. Harding St	0.26				
14	18216	213 N. Library St	0.26				
15	15327	209 N. Eastern St	0.14				
16	32772	215 Stancill Dr	0.58				
17	20979	217 Stancill Dr	0.16				
18	63165	218 Stancill Dr	0.72				
19	05511	300 N. Ash St	1.04	Ash/Willow St close to dog park			
20	10009	213 N. Warren St	0.26				
21	16193	211 N. Warren St	0.19				
22	24142	209 N. Warren St	0.19				
23	15794	207 N. Warren St	0.19				
24	12543	205 N. Warren St	0.18				
25	11960	212 N. Warren St	0.29				
26	12840	210 N. Warren St	0.21				
27	18365	208 N. Warren St	0.21				
28	17120	206 N. Warren St	0.22				
29	22839	204 N. Warren St	0.21				
30	12072	202 N. Warren St	0.21				
31	11120	200 N. Warren St	0.3				
189	04804	208 N. Library St	0.15				
190	14096	204 N. Library St	0.15				
191	05595	210 N. Eastern St	0.16				
192	06005	208 N. Eastern St	0.16				
193	21013	216 Stancill Dr	0.21	Leased until 7/20/2030			
194	17143	207 Stancill Dr	0.17	Leased until 5/20/2026			
195	20978	213 Stancill Dr	0.16				
196	21021	209 Stancill Dr	0.17				
197	22228	212 Stancill Dr	0.21	Leased until 5/20/2026			
198	17142	214 Stancill Dr	0.17	Leased until 7/20/2030			
213	07118	507 Avery St (Greenway Entrance)	0.35	Rec and Parks Maintains			

Master

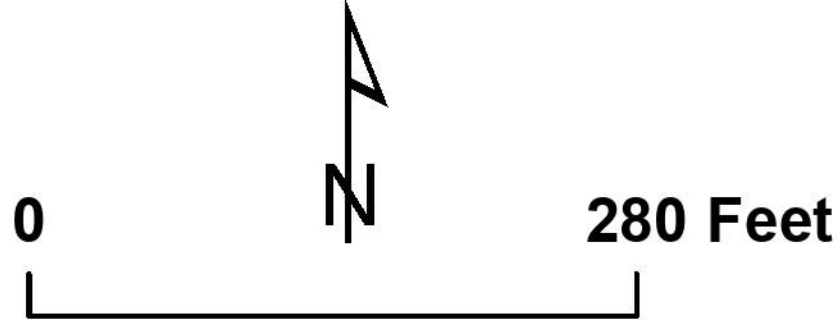
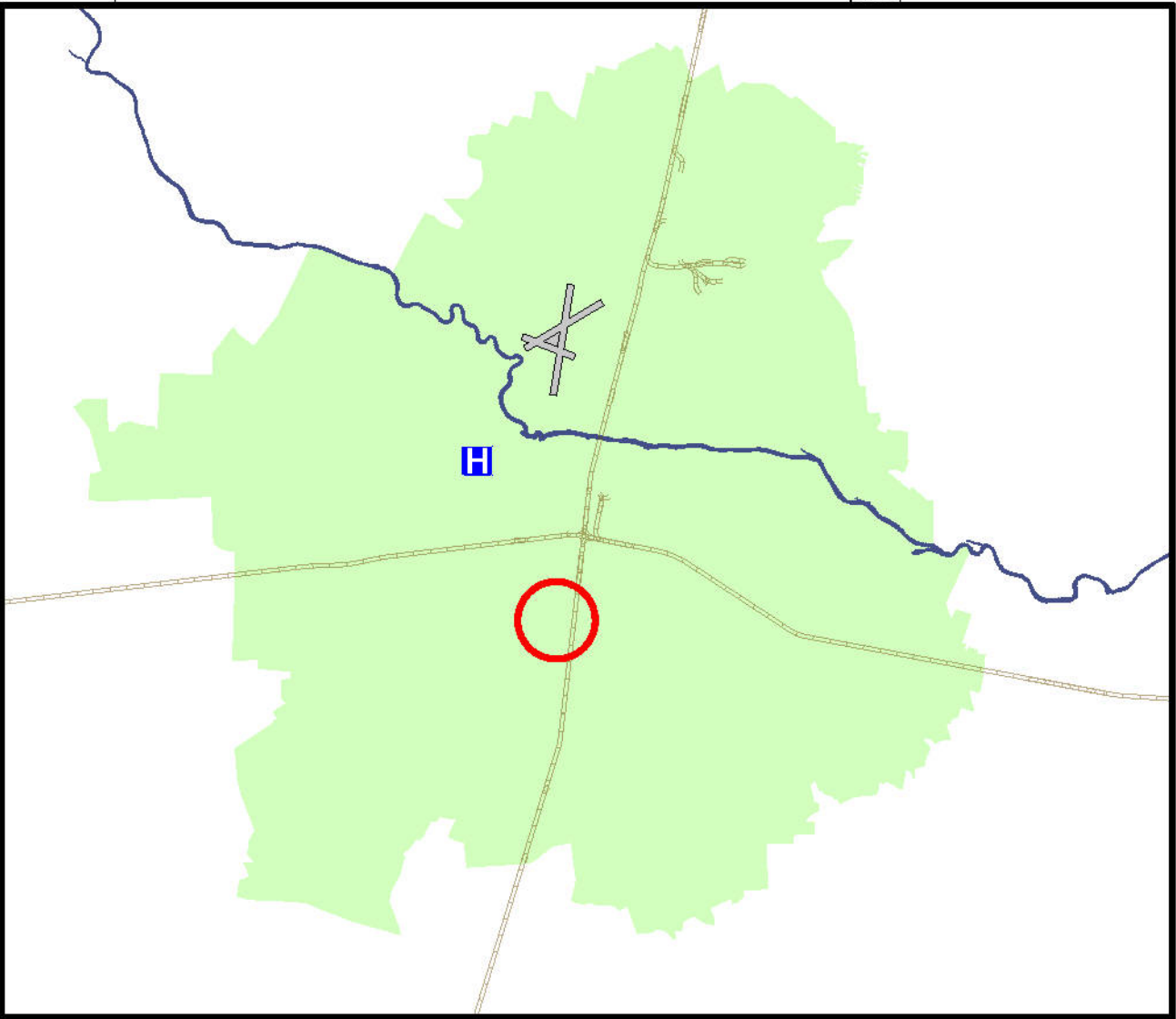
Mowing cycle will be every 3 weeks

		Total Acres	130.5	Acres to Mow	<u>91.04</u>
	Acres Leased	28.35		Acres Reforested	11.11

East / West Meadowbrook



Hooker Rd Area - Lot Mowing



Map Legend

Centerlines

Layer2

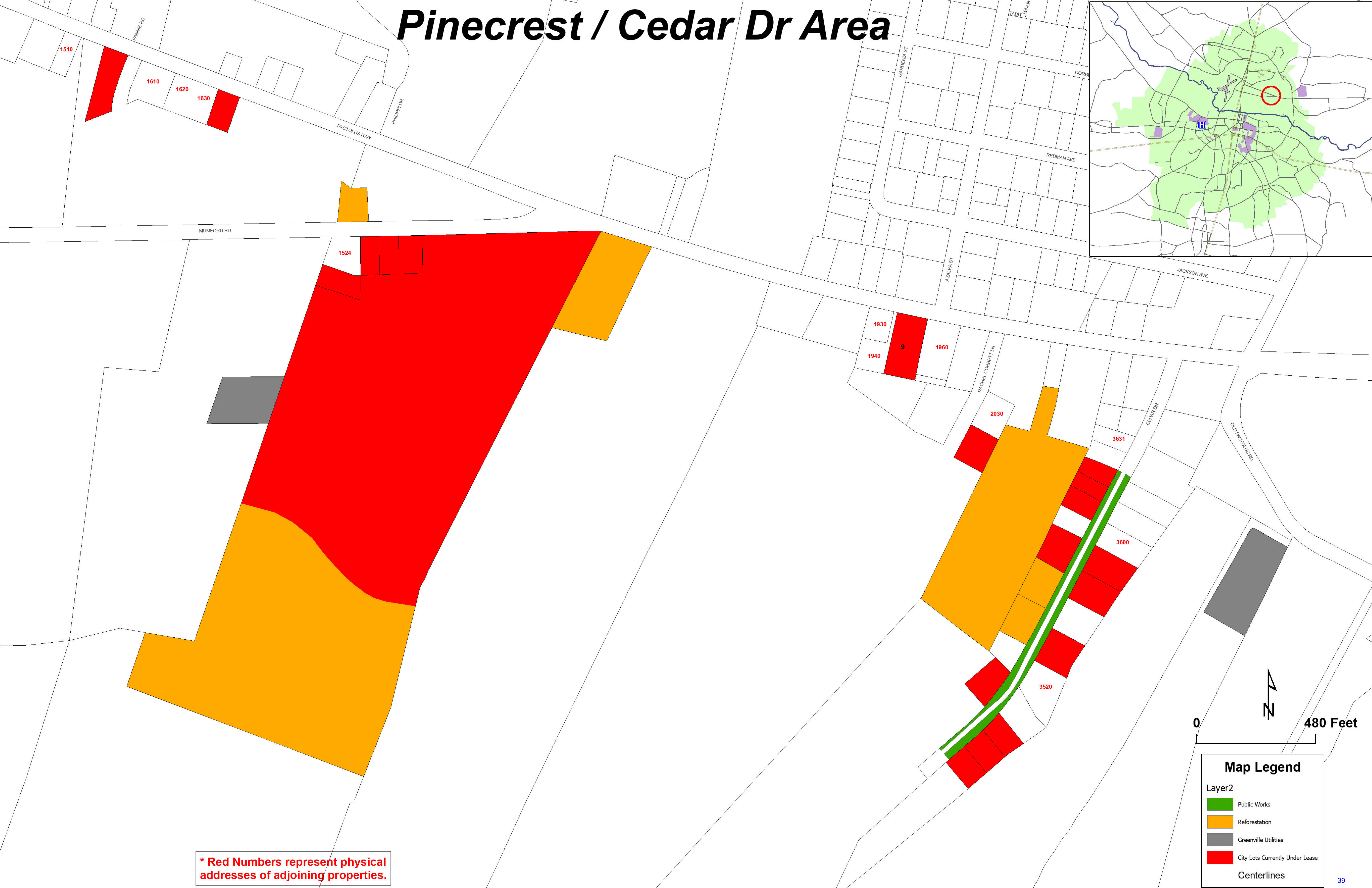
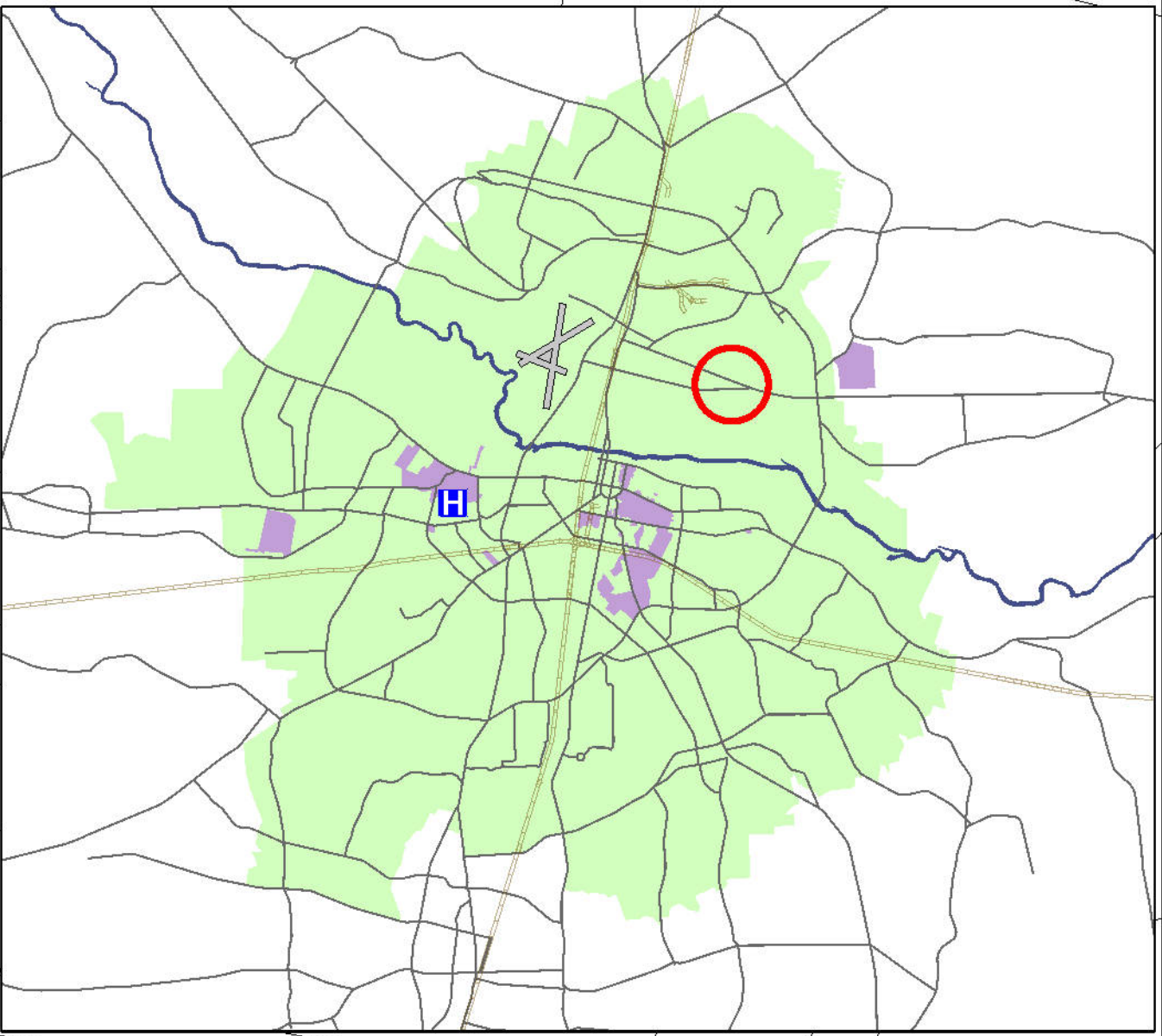
Public Works

Reforestation

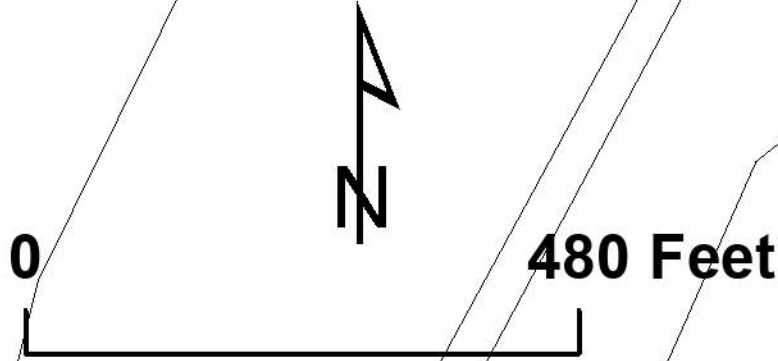
City Lots Currently Under Lease

* Red Numbers represent physical addresses of adjoining properties.

Pinecrest / Cedar Dr Area



* Red Numbers represent physical addresses of adjoining properties.



Map Legend

Layer2

Public Works

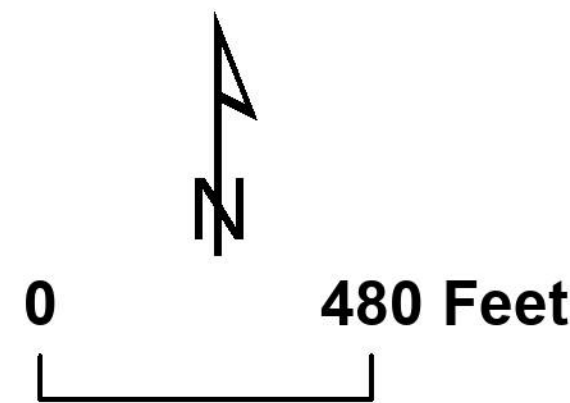
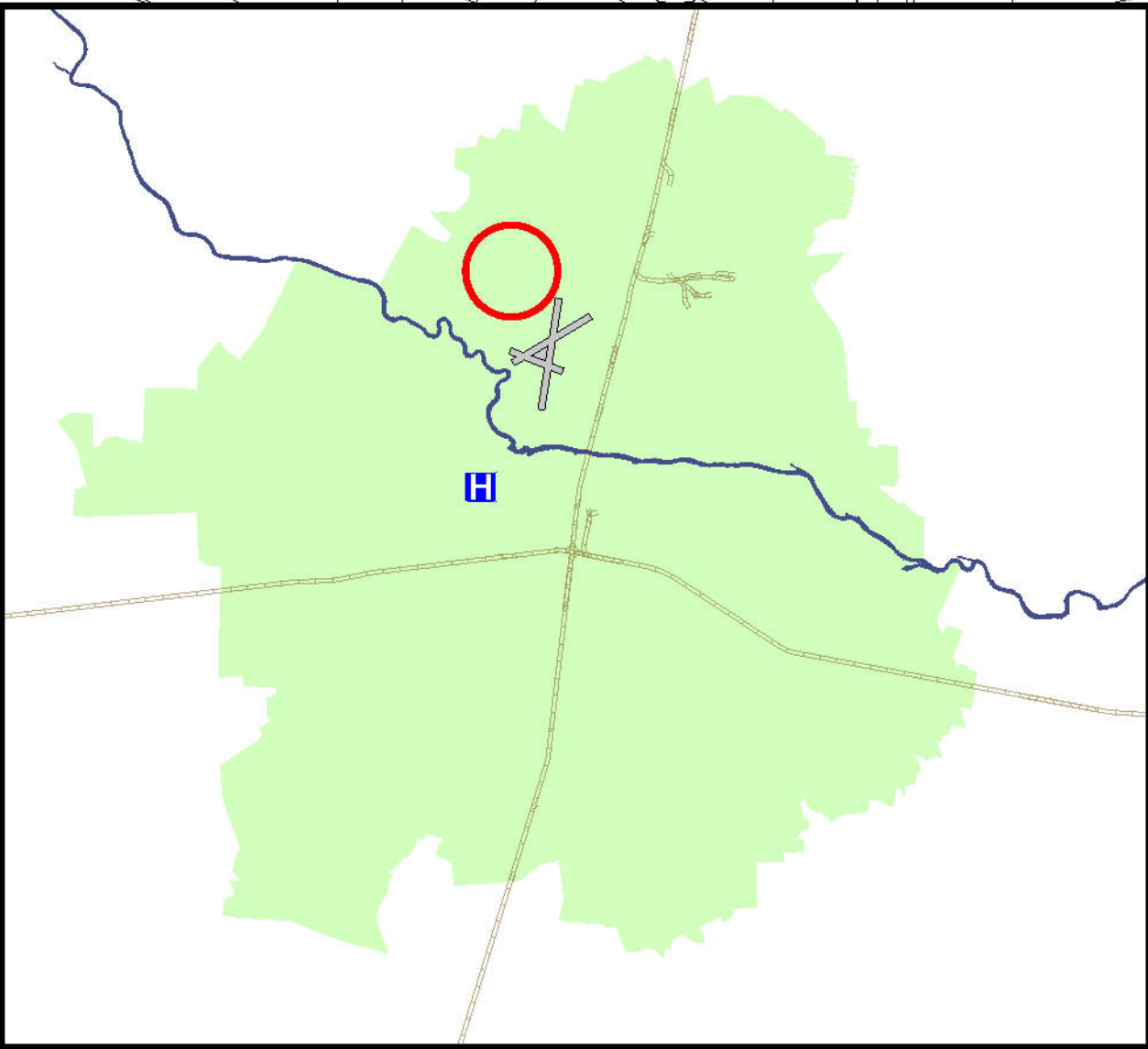
Reforestation

Greenville Utilities

City Lots Currently Under Lease

Centerlines

River Rd / NC 33 Area

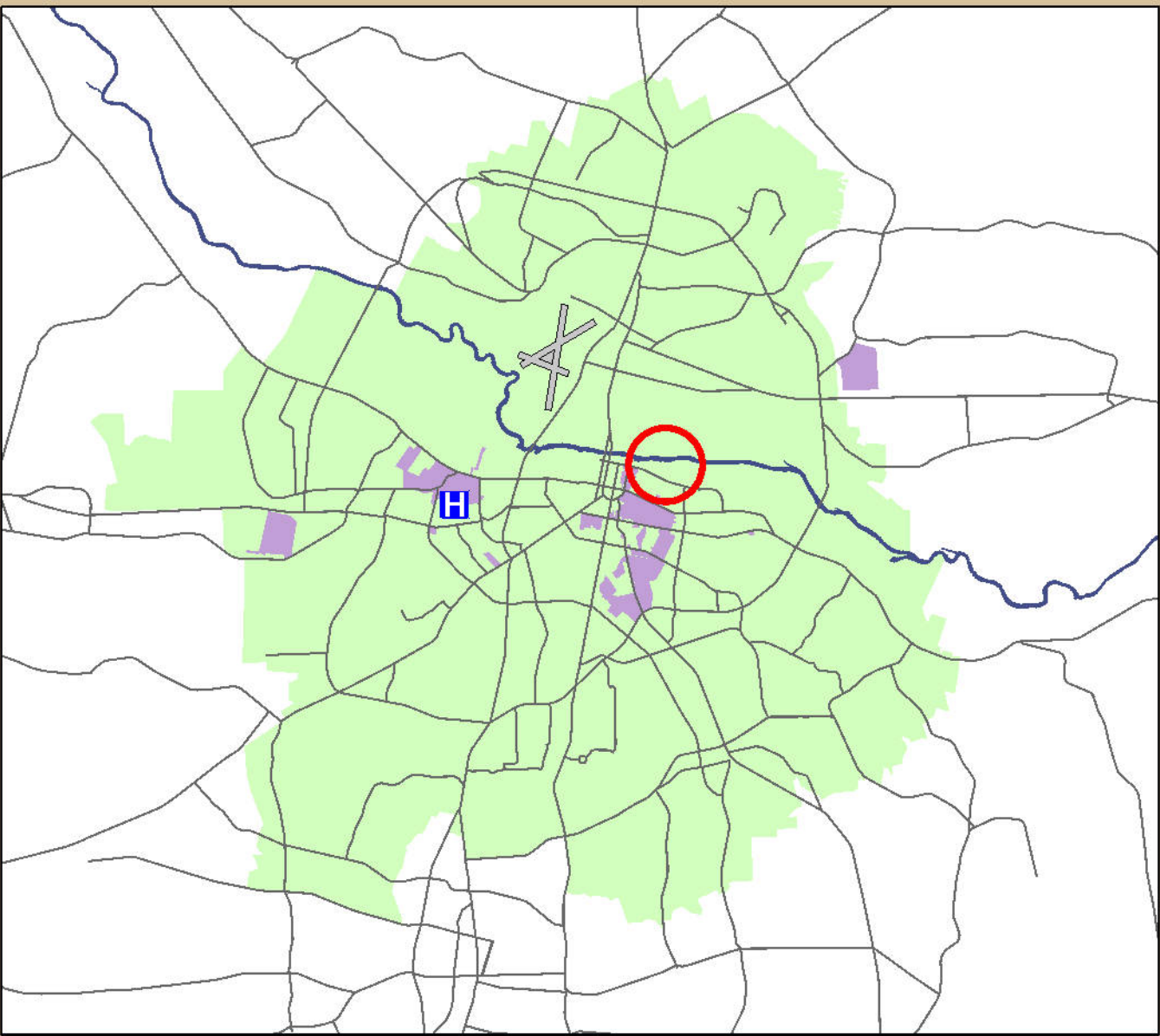


June 18, 2013

*** Red Numbers represent physical addresses of adjoining properties.**

Map Legend			
■	City Lots Currently Under Lease	■	Greenville Utilities
■	Public Works	■	Greenville Housing Authority
■	Reforestation		

Tar River Neighborhoods Area



Tar River

Map Legend

City Lots Currently Under Lease

Public Works

Reforestation

Parks & Recreation

Layer

Tar River Greenway (Centerline)

15 Foot Buffer from Center of Greenway

* Red Numbers represent physical addresses of adjoining properties.

0

490 Feet

41