

# City of Greenville, NC



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## Invitation to Bid

### Greenville City-wide Mowing Informal Bid Request

**Pre-Bid Meeting:**      **Wednesday, April 22, 2015 @ 10:30 AM**  
**Public Works Conference Room**  
**1500 Beatty Street, Greenville, NC**

**Bid Due Date:**      **Thursday, May 7, 2015 @ 2:00 PM**  
**Public Works Administration Building**  
**1500 Beatty Street, Greenville, NC**

## Contact Persons:

**Questions regarding the bid package:**

**Mrs. Angelene E. Brinkley**  
**Purchasing Manager**  
**Telephone: 252-329-4462**  
**Fax: 252-329-4464**  
**Email: [abrinkley@greenvillenc.gov](mailto:abrinkley@greenvillenc.gov)**

**Questions regarding the specifications:**

**Mr. Mike Watson**  
**Building Facilities Coordinator**  
**Telephone: 252-329-4921**  
**Fax: 252-329-4484**  
**Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)**

**CITY OF GREENVILLE  
ADVERTISEMENT FOR PROPOSALS**

The City of Greenville, NC is requesting proposals for “CITY-WIDE MOWING”. The scope of work shall include litter removal, lot mowing and weed trimming on approximately 113 acres throughout the city. The mowing will be for 6 to 8 cycles per mowing season.

Sealed proposals will be received by the City of Greenville until Thursday, May 7, 2015 at 2:00 PM at the Public Works Administration Building located at 1500 Beatty Street, Greenville, NC 27835 with the words “City-wide Mowing” written on the outside of the sealed envelope. Bids will not be opened and read aloud at this time. Bids will be evaluated and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

A mandatory Pre-bid Conference will be held at the Public Works Conference Room on Wednesday, April 22, 2015 at 10:30 AM. The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and 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 the City of Greenville Purchasing Manager, 201 W. 5<sup>th</sup> Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4462. Minority/Women owned business are encouraged to submit proposals.

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Angelene Brinkley, Purchasing Manager  
City of Greenville  
P O Box 7207  
Greenville, NC 27835-7207

## **ATTACHMENT A**

### **INSTRUCTIONS TO CONTRACTORS**

#### **Proposal to Provide City-wide Lot Mowing Location: Greenville N.C.**

- 1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract 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. If the Contractor is unable to provide a proposal for any reason, please send a letter of explanation.**
- 6. Questions regarding any procedure for submission of a proposal for Greenville City-wide Mowing shall be directed to Mike Watson, Building Facilities Coordinator, @ (252)-329-4921.**
- 7. By submitting a proposal for the Contractor to provide Greenville City-wide mowing, the Contractor attests that it is in compliance with all items listed in the bid/proposal 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.**
- 8. Contractor must comply with all OSHA requirements associated with the work within this contract.**
- 9. It is expected that work would begin no earlier than July 1, 2015. However, such starting date is subject to change based on time needed to finalize the contract or the need for City Council approval.**

- 10. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.**
- 11. All Greenville city-wide mowing must be performed between Monday – Saturday during daylight hours. Mowing of City wide lots on Sunday is not permissible.**
- 12. 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.**
- 13. 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.**

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
SPECIFICATIONS FOR CITYWIDE LOT MOWING**

**1.0 SCOPE:**

The work shall include litter removal, lot mowing, and weed trimming, on approximately 101 acres, 6 to 8 cycles per mowing season north of the Tar River in proximity of east and west Meadowbrook, and various Mobile Home Park properties. The work shall also include litter removal, lot mowing, and weed trimming on approximately 12 acres, 6 to 8 cycles per mowing season south of the Tar River in proximity of the old Tar River Estates and numerous lots city-wide.

Bids shall be on a per acre basis for all areas.

**2.0 GENERAL:**

- 2.1 All lot mowing shall be completed in a professional manner and shall conform to these specifications.**
- 2.2 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 may occur if performance is not rectified in ten (10) days.**
- 2.3 Within seven (7) days of notice to proceed, the contractor must be prepared to begin work on the awarded sites.**

**3.0 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 Mike Watson, Building Facilities Coordinator, with location 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.**
- 3.3 The City will be responsible for hauling limbs larger than six (6) inches in diameter from all lots.**
- 3.4 All areas will be mowed on an as needed basis at four (4) inches in height.**

- 3.5 No herbicide spraying will be allowed with this contract.**
- 3.6 Grass trimming will be performed around all buildings, poles, trees, curb heads and along the fence areas. Push mowers or weed trimmers can be used for trimming.**
- 3.7 The City of Greenville reserves the right to reduce or add the number of acres for any reason it deems necessary during the contract period. Any elimination or addition of acres will be communicated to the contractor in a timely manner. The per acre bid price will not be adjusted in the event of any elimination or addition of acres.**
- 3.7 Clippings and debris scattered into the streets from mowing and trimming must be removed after each cutting cycle.**
- 3.8 The contractor shall avoid mowing under extremely wet conditions where heavy equipment could rut the soil. Notify the Building Facilities Coordinator @ 252-329-4921 in the event that a site is too wet to cut.**

#### **4.0 PAYMENT AND BID:**

- 4.1 Bids shall be quoted on a per acre basis.**
- 4.2 The contract period this year will be from May 1, 2015 to December 1, 2015. The City reserves the right to extend the contract annually for up to a total of four (4) additional years if the City and contractor agree.**
- 4.3 Payment will be made by the City to the contractor on a monthly basis for the work completed within the previous month. Contractor must submit a completed check off list per section mowed with each invoice. City staff will verify check off list after invoices are submitted. The City will render payment within fifteen days of receipt of an approved invoice.**
- 4.4 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**
- 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 the M/WBE Office at (252) 329-4862.**

- 4.8 Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.**
- 4.9 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.**
- 4.10 Contractor must maintain a current City of Greenville Business license and complete a new vendor application and associated documents as required upon acceptance of mowing contract.**

#### **5.0 WORKERS COMPENSATION AND INSURANCE:**

- 5.1 The contractor must maintain during the life of this contract, Worker's 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 shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner.**

**The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance must be maintained during the duration of the contract.**

**5.3 OTHER INSURANCE:**

**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. The Contractor will be required to purchase a City of Greenville privilege license from the Collections Division. The Collections Division is located on the first floor of City Hall at 200 W. Fifth Street.**

**5.4 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.**

**5.5 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.**

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

**Mike Watson, Building Facilities Coordinator  
City of Greenville  
1500 Beatty Street  
Greenville, N.C. 27834  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)**

**6 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.

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. 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 ADDENDUM**

**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.

**7.2 Amendment:** The contract may be amended from time to time through written agreement by both parties.

## **8 LOCAL PREFERENCE AND SERVICE POLICIES:**

**8.1** The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see [www.greenvillenc.gov/financialservices/purchasingdivision](http://www.greenvillenc.gov/financialservices/purchasingdivision) on the City of Greenville's webpage.

## 9 REFERENCE INFORMATION

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 below with the bid sheet.

1.     **Company name:** \_\_\_\_\_  
          **Contact person:** \_\_\_\_\_  
          **Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_
  
2.     **Company name:** \_\_\_\_\_  
          **Contact person:** \_\_\_\_\_  
          **Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_
  
3.     **Company name:** \_\_\_\_\_  
          **Contact person:** \_\_\_\_\_  
          **Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

## 10.0 CONTRACTOR INFORMATION

Please provide the information below with the bid sheet.

### CITY OF GREENVILLE NORTH CAROLINA

#### PROSPECTIVE CONTRACTOR DATA FORM

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

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

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

Tax ID# \_\_\_\_\_

Corporation or Partnership: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Number of Years in Greenville Area: \_\_\_\_\_

Number of Permanent Employees: \_\_\_\_\_

Number of part-time Employees: \_\_\_\_\_

Number of Riding Lawn Mowers: \_\_\_\_\_

Number of Weed Trimmers/Edgers: \_\_\_\_\_

List other tools and/or equipment you feel appropriate to perform the specified duties:

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**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR BIDS**

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

	<u>Description</u>	<u>Bid</u>
<b>Bid</b>	<b>City-wide lot mowing Approximately 113 acres as per exhibited mowing maps; 6 – 8 cycles per mowing season.</b>	<b>Price per acre \$_____</b>
<b>Signed:</b>	_____	<b>Date:</b> _____
<b>Address:</b>	_____	<b>Phone:</b> _____
	_____	
<b>Mobile: Phone:</b>	_____	<b>Email:</b> _____