



TOWN OF MOUNT

114 E. JAMES STREET, MOUNT OLIVE, NC 28365

REQUEST FOR PROPOSALS

ANNOUNCED PURSUANT TO N.C. GEN. STAT. § 143-64.31

FOR LANDSCAPING AND GROUNDS MAINTENANCE SERVICES AS OUTLINED
IN OBJECTIVES BELOW AND DISCUSSIONS WITH TOWN STAFF

The Town of Mount Olive is requesting that qualified landscaping firms submit qualifications with experience in landscaping and grounds maintenance.

OBJECTIVE :

The Town of Mount Olive is seeking proposals for grounds maintenance and lawn care for the following:

- Maplewood and Carver Cemeteries (questions should be directed to Erin Lambert in Cemetery and Code Enforcement)
- Water Tanks at Gordon Street, Number 3 well at Boling, Number 4 well in Duplin County, Burlington site on Country Club Road (questions should be directed to Deems Blanton, Water Department ORC)
- Town Hall lawn (questions should be directed to Jammie Royall, Special Projects)
- Daughtery Field outside of fences...not to include ball fields...price per cut (questions should be directed to Josh Phillips, Parks and Recreation Dept.)
- Mount Olive Municipal Airport around terminal and hangars only (questions should be directed to Mike Bass of Bass Aviation)

SCOPE OF SERVICES

With the exception of Daughtery Fields, grass is to be cut every other week to include trimming or edging

PROPOSAL REQUIREMENTS

The proposal shall include, at a minimum, the following elements:

1. A summary of the bidding firm's experience and qualifications
2. A brief summary of similar projects the bidding firm has successfully completed
3. References for similar projects completed within the past five (5) years

OTHER PROPOSAL REQUIREMENTS

- a. **Proof of Insurance and Disclosure of any Litigation:** The firm shall provide proof of insurance with an original insurance certification naming the Town as additional insured if selected. In addition, the RFP should disclose and describe all publicly recorded legal actions stemming from performance of professional responsibilities in which the firm or individuals assigned to this project have been named. Specifically describe the outcome of all actions or declare the current status if litigation is pending.
- b. **Preliminary Cost Proposal:** Submissions should include total cost for the projects based on project objective

PROPOSAL SUBMITTAL

At a minimum, the information requested in this RFP shall be submitted and can include additional information if it will further qualify the approach and qualifications of the firm making the proposal.

Following the selection of the successful submitter, a turn-key scope of work including tasks, man-hours, fees and schedule will be negotiated and submitted to the Town for review and final approval.

3. DEADLINE FOR SUBMISSION OF PROPOSALS:

Interested firms should submit proposals no later than NOON on March 31, 2020 Proposals shall be Mailed or Hand Delivered to:

Charles Brown
Town Manager
Town of Mount Olive
114 E James Street
Mount Olive, NC 28365

Or emailed to:
manager@townofmountolivenc.com

Proposals received after the required deadline will not be accepted. Proposals will be awarded to the most qualified and responsible bidder(s). The Town of Mount Olive reserves the right to approve proposals, deny proposals, negotiate proposal or re-advertise for additional proposals for the project if deemed necessary by the Board of Commissioners or Town Manager. The Board of Commissioners and Town Staff reserve the right to interview any or all of the applicants to help aid in determining the most qualified firm. The Bidding requirements of the North Carolina General Statutes will be considered when reviewing and approving the final firm.

4. CONTACT, QUESTIONS AND CORRESPONDENCE

All contact, questions, and correspondence regarding the project and proposal shall be directed to the following:

Charles Brown, Town Manager
114 E. James Street
Mount Olive, NC 28365 NC
(919) 658-9539
manager@townofmountolivenc.co
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Note – All written correspondence and e-mails are considered public documents in the State of North Carolina.