



Invitation to Bid

Grounds Maintenance Bid
ITB 103-05-0023

Issued 03/31/2023

Proposals Required by
05/02/2023
10:00 AM

Town of Mooresville
Purchasing Department
Town Hall
413 N. Main St
Mooresville, North Carolina 28115

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REQUEST FOR PROPOSALS - GROUNDS MAINTENANCE

I. INTRODUCTION

A. PURPOSE

The purpose of this Invitation to Bid (ITB) is to solicit proposals from qualified Grounds Maintenance Companies to provide Grounds Maintenance, Landscaping and Pruning to four distinct sections for the Town of Mooresville. The sections are **Town Facilities, Right of Way Properties, Cemeteries and Utilities Properties**. Each section will be evaluated and awarded based on the scoring matrix with the following criteria; M/WBE Commitment, Business Location, Cost, Experience & References and Equipment/Employee Commitment. Bids will not be awarded on price alone. It is **NOT** required that you bid on each section, only the section(s) you're interested in. Such services may include, but not limited to: (1) Mowing; (2) Aerification/Over Seeding; (3) Pruning; and (4) Mulching. The Town also reserves the right to reject any and all bids and to waive informalities or technicalities as it may deem to be in its best interest.

II. SCHEDULE AND SUBMITTAL

A. ITB SCHEDULE

Issued:	03/31/2023
Mandatory Pre-bid meeting:	04/11/2023
Written questions Due:	04/19/2023
Last Addendum Issued (if needed):	04/21/2023
Proposals Due:	05/02/2023

B. PRE-BID MEETING

A **mandatory** pre-bid meeting will be held on 04/11/2023 at 9:00 AM at the Mooresville Public Services Operations Center, 2523 Charlotte Hwy, Mooresville, NC 28117. Each site to be serviced will be visited. Bids will not be accepted from prospective bidders who do not attend the pre-bid meeting.

C. WRITTEN QUESTIONS

Questions or comments regarding this ITB (except to inquire about the number of addenda issued) must be put in writing and received by the Town of Mooresville no later than 2:00 PM, 04/19/2023. Written questions are to be: (1) mailed to the Purchasing Manager at the address shown below or (2) e-mailed to dwhitaker@mooresvillenc.gov. Prospective bidders must return the Invitation to Bid Acknowledgement via email with their intent to bid so they may receive any forthcoming addenda. The Invitation to Bid Acknowledgement form can be found on page 21 of this document.

The Town shall not be obligated to answer any questions received after the above specified deadline or any questions submitted in a manner other than as instructed above.

D. PROPOSAL SUBMITTAL

1. General

Sealed Bids will be received by the Town of Mooresville for Grounds Maintenance as specified, until 10:00 AM on 05/02/2023, at Town Hall, 413 N. Main St, Mooresville, NC at which time they will be opened and read aloud. This is a formal bid per NCGS 143-129. Bidders will be required to comply with all applicable statutes and regulations.

Proposals must be received by 10:00 AM, 05/02/2023 (Verizon time). Any proposal received after this date and time will not be considered. It is the responsibility of each bidder to ensure their bid is received on time.

2. Method of Submittal

Proposals **MUST** be submitted using the pages provided (pages 22-24) in this document, enclosed in an envelope marked "ITB 103-02-0022 – Grounds Maintenance Proposal" and delivered to: Town of Mooresville, Purchasing Department, 413 N. Main Street, PO Box 878, Mooresville, NC 28115, Attention David Whitaker, Purchasing Manager. Proposals may be mailed, sent by private carrier or delivered in person during normal business hours which are; 8:30 AM to 5:00 PM, Monday through Friday. Faxed copies will not be accepted. Please include one original and preferably a digital copy on a thumb drive.

III. GENERAL INSTRUCTIONS

A. TOWN CONTACT PERSON FOR QUESTIONS ON ITB

Mr. David Whitaker, Purchasing Manager
413 North Main Street
PO Box 878
Mooresville, NC 28115
704-662-8534
dwhitaker@mooresvillenc.gov

B. ORAL COMMUNICATIONS

Any oral communications by the Town's Contact Person or any employee of the Town concerning this ITB is not binding and shall in no way modify the ITB or the obligations of the Town, Bidder or Contractor.

C. AUTHORIZATION TO DO BUSINESS

The Bidder must be authorized to do business in the State of North Carolina and registered with the NC Secretary of State.

D. HUB (Historically Under-Utilized Businesses)

The Town makes every effort to solicit bids from Historically Under-Utilized Businesses (or M/WBE as they are also known).

E. PRE-CONTRACTUAL EXPENSES

The Town shall not be liable for pre-contractual expenses incurred by the Bidder in the preparation of its proposal and Bidders shall not include any such expenses in their offers. Pre-contractual expenses are defined as expenses incurred by the Bidder to: (1) prepare and submit its offer to the Town; (2) negotiate with the Town on any matters related to this ITB; and (3) any other expenses incurred by the Bidder prior to the date of award, if any.

Issuance of this ITB and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone the award for its own convenience, to accept or reject any or all proposals received in response to this ITB, to negotiate with more than one Bidder simultaneously, or to cancel all or part of this ITB.

F. STANDARD AGREEMENT

The Bidder selected for contract award through this ITB shall be required to enter into a written agreement with the Town. The Standard Agreement for professional services presented in Exhibit A of this ITB is the contract proposed for execution and also found at:

<https://moorevillenc.gov/Site%20Documents/Purchasing/StandardVendorContract.pdf>). It may be modified to incorporate other pertinent terms and conditions set forth in this ITB, including those added by addendum, and to reflect the Bidder's offer or the outcome of contract negotiations, if any. Exceptions and requested changes to the terms and conditions of the Standard Agreement, or the Bidder's inability or unwillingness to comply with any of the provisions of the Standard Agreement, must be declared in the proposal and will be considered as part of the proposal-evaluation process.

G. TERM OF CONTRACT

If contract(s) are awarded through this ITB, they will be effective upon full execution of the agreement for an initial term commencing July 1, 2023 and ending June 30, 2024, unless terminated earlier in accordance with the provisions specified in the Town's Standard Agreement. Thereafter, the Town reserves the right, at its sole option, to renew the contract(s) up to a maximum of four (4) additional one-year terms extending through June 30, 2028 providing the Town Board of Commissioners appropriates funds for each of the following years. Up to a 2.5 percent (2.5%) increase will be allowed the additional four years but not to exceed a twenty percent (15%) increase from the original contract.

H. CONTRACTOR EVALUATION – CONCLUSION OF CONTRACT

At the conclusion of the contract(s), the Town may evaluate the Contractor's performance. The results of this evaluation may be considered by the Town in evaluating future proposals from the Contractor and may be shared with other parties considering engaging the Contractor.

IV. INSTRUCTIONS TO BIDDERS

A. EXAMINATION OF BID DOCUMENT

Before submitting a bid, bidders shall carefully examine these specifications and shall fully inform themselves as to what is required by the Town of Mooresville. The bidder shall indicate in the bid the sum to cover the cost of all items included on the bid form.

B. PREPARATIONS OF BID

The bid shall be legibly prepared in ink or typed. If an amount already entered by the bidder on the Bid and Award form is to be altered, it shall be crossed out and the new amount entered above or below and initialed by the bidder with ink. The bid shall be legally signed and the complete address of the bidder given thereon.

All bids shall be tightly sealed and properly identified. Bids opened by mistake, due to improper identification, will be so documented and resealed. The Town of Mooresville will maintain and guarantee confidentiality of the contents until the specified opening date and time.

C. EXPLANATION TO BIDDERS

Any explanation desired by a bidder regarding the meaning or interpretation of the Request for Proposals (ITB) and attachments must be requested in writing, by the due date listed on Page 3 under the ITB Schedule. Any information given to a prospective bidder concerning the ITB will be furnished to all prospective bidders as an amendment or addendum to the ITB if such information would be prejudicial to uninformed bidders. Receipt of amendments or addenda by a bidder must be acknowledged in the bid. Oral explanation or instructions given prior to the opening will not be binding.

D. EVALUATION OF BID

The bid will be evaluated using a scoring matrix. Cost will not be the determining factor in awarding the bids. The evaluation criteria consist of the following:

M/WBE Commitment – is the bidder a HUB (M/WBE) certified vendor or are any sub-contractors HUB certified

Business Location – Proximity (in miles) to Mooresville

Cost – Amount of bid

Experience and References – Current contracts in acres and references for current and past contracts*

Equipment/Employee Commitment – Amount of equipment and employees proposed to meet the Town's need.

*The Town is requesting a list of commercial clients for the past two years.

E. WITHDRAWAL OF BIDS

Bids may be withdrawn in person by a bidder or authorized representative provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bid. No Bid may be withdrawn for at least ninety (90) days after bid opening.

F. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless specifically requested, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirement of this ITB may be considered non-responsive, and at the option of the Town, result in rejection of the alternate bid.

G. LATE BIDS

Any bid received at the location designated after the exact time specified for receipt will not be considered. (Note: The Town reserves the right to consider bids that have been determined by the Town to have been received late due to mishandling by the Town after receipt of the bid and no award has been made.)

H. UNIT PRICES

If there is a discrepancy between unit prices and the total, unit prices shall prevail.

V. GENERAL SPECIFICATIONS

A. SAFETY

The Contractor shall conform to all applicable OSHA and MUTCD regulations.

B. INDUSTRY RULES AND CODES

The successful bidder shall keep fully informed of all local, state, and federal laws, ordinances, and regulations. The successful bidder shall at all times observe and comply with such laws, ordinances, and regulations, which pertain to all materials, equipment, and employees.

Any permits, licenses, certificates, or fees required for the performance of the work shall be obtained and paid for by the successful bidder.

C. PROPERTY MANAGER'S STATUS

The Town of Mooresville Employee responsible for managing the property (listed at the top of each section, pages 16 - 20) will have general authority to stop the work whenever such stoppage may be necessary to insure the proper execution of this contract. He/she shall have the authority to reject any work or materials, which do not conform to the contract and to decide questions or interpretation which may arise from the contract documents.

VI. SPECIAL CONDITIONS

A. INTENT

It is the intent of these plans and specifications to provide for a Landscape contractor who shall provide all labor, materials, tools and equipment necessary to perform quality lawn maintenance at locations within the Town of Mooresville as specified.

B. SCOPE OF WORK

This project includes but is not limited to proper lawn maintenance, mowing and pruning of properties controlled by the Town of Mooresville. Primarily a mowing contract the contractor shall agree to mow in the intervals specified. This mowing shall include trimming/weed whipping and litter control of each area.

C. QUANTITIES

The quantities shown in the BID & AWARD pages (pages 16 – 20) are approximate only and may be subject to increase or decrease. No guarantee of maximum or minimum will be given by the Town.

D. INSPECTION OF WORK

The Town of Mooresville Employee responsible for managing the property (Property Manager) shall inspect the mowing activities and point out to the Contractor's supervisor any discrepancies between what is being performed and what is required under this contract. The Contractor shall make adjustments to eliminate these discrepancies. Each bidder will be required to outline their procedures for satisfying discrepancies or issues on the bid sheet.

E. SUPERVISION

The Contractor shall employ an experienced supervisor or foreman on the job at all times.

VII. INDEMNITY AND INSURANCE

To the fullest extent permitted by law, the contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the Town of Mooresville, their elected and appointed officials, employees and volunteers, against any and all claims demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Town of Mooresville, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

The Contractor shall furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance, and providing insurance coverage as outlined in the Town's Standard Agreement referenced on page 5 of this document.

All insurers shall be either licensed or authorized to do business in the State of North Carolina. (At a minimum, the insurer shall have a Best's rating of A.)

These coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed.

The Town of Mooresville, its agents and employees shall be included as additionally insured with respect to all liability policies herein including Automobile Liability Insurance.

A thirty-day cancellation clause with notice to the Town of Mooresville shall be included, words modifying the cancellation clause such a "endeavor to provide notice" will be unacceptable and must be stricken.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractors or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

VIII. TERMS AND CONDITIONS

A. AWARD OF CONTRACT

This contract will be awarded by the Town of Mooresville to the bidder(s) based on the scoring matrix included in this document whose bid, conforming to these bid documents will be the most advantageous to the Town. The Bid will be awarded on a per section basis. Each section will be evaluated separately. One bidder could possibly be awarded all four sections.

- a. The bids will be presented to the Town Board of Commissioners on 06/05/2023 or sooner for approval.

If approved by the Board, notification of award will be in writing from the Purchasing Manager or his duly authorized agent. Upon notification, the Contractor shall submit to the Towns Purchasing Manager all required insurance certificates and such other documentation as may be requested in this document. Upon their receipt and subsequent approval by the Town, the Contractor will receive a written "Notice To Proceed" Work shall not proceed until such notice is received by the Contractor.

- b. Changes in the bid prices by the bidder shall not be allowed. However, the Town of Mooresville reserves the right to negotiate with bidders in the event of, but not limited to:
- No bids received
 - Prices quoted are over budget and/or unreasonable
 - An option is submitted that modifies the service and the cost.

B. Complete Contract Documents

This bid document together with its addenda, amendments, attachments, modifications, when executed, becomes part of the contract between the parties and no verbal or oral promises or representations made in conjunction with the negotiation of this contract shall be binding on either party.

C. Subcontractors – Non-Assignment

Bidders shall state in writing any and all sub-contractors to be associated with this bid, including the type of work to be performed. The Contractor hereby agrees and understands that the contract resulting from this solicitation shall not be transferred, assigned or sublet without prior written consent of the Town. If Bidders intend to use subcontractors, every effort should be made to reach out to Historically Under-Utilized Businesses.

D. Payments

Unless otherwise specified by the Town of Mooresville in this document, the Contractor will be paid in not more than thirty days after receipt of a properly executed invoice for services rendered and accepted. Payments will be processed by the Town upon receiving the original invoice from the Contractor and approval by the Town Employee responsible for the property being serviced. Payments are to be made on a monthly basis.

If a scheduled mow is missed, the responsible Property Manager (the employee responsible for that property) *may* deduct it from the invoice. The calculation for this will be determined by annual mow cost divided by the number of scheduled mows.

E. Changes and/or Contract Modifications

The Town reserves the right to increase or decrease quantities, service or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof.

Changes of any nature after contract award, which reflects an increase or decrease in requirements or cost, shall not be permitted unless a properly drafted Change Order is submitted to the Town Employee responsible for the property being serviced. Town Board approval is required. If changes are performed in advance of Town Board approval, this work may be subject to denial and non-payment.

F. Default

The Town of Mooresville may at any time, by 30-day written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- Failure to provide insurance and bonds when called for, in the exact amounts and within the time specified or any extension thereof.
- Failure to perform the services within the time specified herein, or any extension thereof within 48 hours of notification of the failure.
- The unauthorized substitution of articles for those bids as specified.
- Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- Failure to perform in compliance with any provision of the contract.

G. Standard of Performance

The Contractor guarantees the performance of the commodities, goods or services rendered here in accordance with the accepted standards of the industry or industries concerned, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon the Town's notice of the Contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, the Contractor shall immediately remedy the defective performance in a manner acceptable to the Town and required by these contract documents. Should the Contractor fail to immediately correct the defective performance as required by these documents, the failure shall be considered a breach of this contract and grounds for termination by the Town.

In the event of any breach of this contract by the Contractor, the Contractor shall pay any cost to the Town caused by the breach including but not limited to the replacement cost of such goods or services with another Contractor.

The Town reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the Town may bar the Contractor from being awarded any future contract with the Town.

All remedies available to the Town herein are cumulative and the election of one remedy by the Town shall not be a waiver of any other remedy available to the Town.

H. Independent Contractor

At all times, the Contractor, any of his/her employees, or his/her subcontractors and their subsequent employees shall be considered independent contractors and not Town employees. The Contractor shall exercise all supervisory control and general control over all workers' duties, payment of wages to Contractor's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Contractor or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or worker's unemployment compensation or the like.

I. Contractor's Project Supervisor

The Contractor and/or Project Supervisor shall be available to meet with the Town at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five working days after the request; and, if in the sole opinion of the Town of Mooresville Employee responsible for managing the property in question, the severity of the circumstance warrants, no more than one working day.

J. Inspection of Work Sites

Before submitting a bid for this work, the Contractor shall attend a **mandatory** pre-bid site tour on April 11th, 2023 at 10:00 AM to examine the work sites and satisfying himself/herself as to the existing conditions under which he/she will be committing to by submitting a proposal. No allowance shall be made subsequently, on behalf of the Contractor, for any negligence on his/her part for not being familiar with lawn maintenance sites.

K. Uniforms

The Contractor shall furnish its employees with uniforms, which identify the contractor's employees and shall always be as neat and clean as circumstances permit. The Contractor's employees will not be allowed to work in the Town without shirts.

IX. TECHNICAL SPECIFICATIONS

A. General Maintenance

- a. The Contractor is responsible for providing all labor, supervision, equipment, fuel, materials, and supplies required to perform all the duties outlined in these specifications.
- b. The Town reserves the right to reduce or increase the lawn maintenance; landscaping, mowing or pruning schedule during periods of drought, high turf stress, or heavy rains and this reduction or increase **will** affect the total contract amount.
- c. The Town reserves the right to add or delete properties throughout the duration of this program. The price for added properties shall be negotiated with the Contractor based on the prices provided in the contract for similar areas.
- d. The Contractor shall be responsible for any damage caused to public or private property that is determined by the Town to have been caused by the Contractor.

B. Mowing

- a. Each area will be mowed weekly during the mowing season unless otherwise noted.
- b. The Contractor is responsible for mowing the properties as indicated in this contract. Mowing decks shall be set at a 3 1/2" grass height unless otherwise directed by the Section Manager.
- c. The Contractor is responsible for string trimming around all trees and other objects located in each mowing areas. Care shall be taken not to damage the tree bark with a string trimmer. The contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees or shrubs and must repair or replace any such damage at no cost to the Town. Properly maintained tree wells are encouraged to minimize such damage.
- d. Contractor is responsible for the removal of grass clippings, leaves, or debris from sidewalks, parking areas, streets and driveways.
- e. Contractor is responsible for removal of all litter found on the mowing site before mowing can begin.
- f. Contractor is responsible for picking up limbs that have fallen before mowing.
- g. The Contractor shall inspect the turf for parasites, disease, and chemical stresses that may cause extensive turf damage and report this to the Section Manager.
- h. The Contractor shall guarantee that each maintained location is in a well-groomed condition upon completion of the mowing service.
- i. Trimming/edging shall include, but not limited to the following items: Fence lines, gates, trees, bushes, ditch lines, light poles, signs and sign posts, flowerbeds, sidewalks, curbs, retaining walls, storm sewer inlets/outlets.

C. Pruning

- a. The Contractor is responsible for pruning all the trees and shrubs on the properties as indicated in this contract per the American Standards for Nursery Stock, current addition.
- b. The Contractor shall be responsible for the removal of all branches and limbs that have been pruned.
- c. The contractor shall be responsible for following proper pruning techniques so not to damage the trees or shrubs.
- d. Standard pruning times of early spring or late winter will be followed in order to train the plant for proper growth, maintain a healthy plant, improve the quality of flowers, foliage or stems, or to restrict growth.

D. Fertilization and Weed Control

February - May **Fertilization**

Apply a complete Fertilizer (16-4-8 or equivalent) at rate of at least 1 lb N/1000 square feet

Insect Control

Check for and control grubs in April and May.
Fire Ant Control – Priority Properties

Pre-Emergence Weed Control

Apply pre-emergence herbicides to control annual and perennial broadleaf weeds from late February to mid-March with a product containing Barricade, Dimension, or Team pro.

Post-Emergence Weed Control

Apply a herbicide to control weeds like clover, wild garlic, chickweed, and henbit as needed.

June - August

Disease Control

This Fescue blend is highly susceptible to Brown (Large) Patch Disease, which appears as irregularly shaped patches of dead or dying turf. Brown Patch likes high humidity and temperatures above 85 F. It becomes extremely severe during prolonged, overcast wet weather with evening air temperatures above 68 F. and daytime temperatures in the mid- to upper 80s. Do not apply nitrogen fertilizer when the disease is active, keep the mowing height at 3-1/2 inches or higher, and water between 2 and 8 am (if water restrictions require different timetables that change will be acceptable). Apply fungicide during severe Brown Patch outbreaks.

September - November

Aerification/Over Seeding

Only Priority Properties (**P**) as listed in the table below will be aerified/over seeded by contractor to minimize compaction and improve rooting. During the over seeding process, Contractor shall use a Tri-Blend Fescue seed blend. This fescue seed blend is to be applied at a rate of 4 pounds of seed per 1000 square feet.

Weed Control Apply broadleaf herbicides to control broadleaf weeds like chickweed, henbit, and other weeds with three way herbicides.

Fertilizing apply 1 pound of nitrogen per 1,000 square feet in mid-September and again in November (without soil testing a turf grade fertilizer such as 18-24-12 should be used.)

Year Round – Weed control in landscaping beds weekly. Weed control in all parking lots and drives weekly.

E. Mulching

- A. Mulch will be spread at all Priority Properties (**P**) once a year.
 - i. Mulch shall be Brown Deco.
- B. Mulch will be spread at all alternate properties once a year.
 - i. Double Ground Hardwood.

F. Irrigation Maintenance

- A. Ensure irrigation systems are working properly. Maintain all heads, report line breaks. Invoice the Town for any material/parts used.

X. PROPERTIES LISTING / BID SHEET

Section 1 – Town Facilities

GROUNDS MAINTENANCE LOCATION	GRASS (ACRES)	MULCH (Sq. Ft.)	ANNUAL GRASS COST PER LOCATION	ANNUAL OTHER COST PER LOCATION	MAP #
Managed by – Park Services Superintendent					
Facilities					
Town Hall P	1.35	11,786			1
Charles Mack Citizen Center	0	14393			2
Library P	1.11	10,128			3
West Branch Library P	.21	1297			3A
New Police Department P	5.05	46,000			4A
Police Annex	.31				4
Public Services / Fleet P	2.17	23,522			5
Mooresville Art Depot P		926			6
Fire Station 1 P		1218			7
Fire Station 2 P		3152			7A
Fire Station 3 P		1839			7B
Fire Station 5 P		3543			7C
Fire Station 6 P		3951			7D
Parking Lots and Misc. Lots					
Public Parking Lot – Church and Iredell P	.16				9
Vacant Lots on Church at Center & Moore P	1.37	640			10
TOTALS – SECTION 1	11.73	122,395			

Please Note – Maps can be found on the Town’s website as a separate file with the bid.

X. PROPERTIES LISTING / BID SHEET

Section 2 – Right of Way Properties

GROUNDS MAINTENANCE LOCATION	Grass (Acres)	Mulch (Sq. Ft.)	Bi-Weekly Mows	Annual Grass Cost Per Location	Annual Other Cost Per Location	Map #
Managed – Street Maintenance Superintendent						
I-77 Exit 36	7.82	81615	Yes			11
I-77 Exit 35	4.26	72,648	Yes			12
I-77 Exit 33	13.51	63,124	Yes			13
I-77 Exit 31	21.4	122,725	Yes			14
US 21 & SR 150 Interchange	7.02	73,785	Yes			15
Broad St from Iredell to Center (RXR Side)	0.67					16
Broad St from McLelland to Catawba	0.2		Yes			17
Main St from McLelland to Catawba (RXR side)	0	14,046	Yes			18
Broad/Main St from Catawba to Wilson	0.49		Yes			19
Broad/Main St from Wilson to Brawley	1.22		Yes			20
Broad at Moore Field		17,260	Yes			21
Main Brawley to Norman	0.15		Yes			22
NC 115 Norman Dr to Welcome Sign	0.93	12,901	Yes			23
150 & 152 Intersection (Town Sign)	.15					24
Moore Field	.07					25
Sub-Total Right-Of-Ways	57.9	477,767				
Brawley School Road						
Brawley School Rd – Section 1	2.73	9086	Once a Month			26
Brawley School Rd – Section 2	1.98	2,960	Once a Month			27
Brawley School Rd – Section 3	1.94	6,353	Once a Month			28
Brawley School Rd – Section 4	2.01	4,977	Once a Month			29
Sub-Total Brawley School Rd	22.83	17,310				
TOTALS – SECTION 2	80.73	495,077				

X. PROPERTIES LISTING / BID SHEET

Section 3 - Cemeteries

GROUNDS MAINTENANCE LOCATION	Grass (acres)	Mulch (Sq. Ft.)	Annual Grass Cost per Location	Annual Other Cost per Location	Map #
Managed by – Park Services Superintendent					
Glenwood Cemetery P	19.3				30
Glenwood Cemetery Expanded Area ¹	Included in Above				
Green Acres Cemetery P	3.16				31
Willow Valley Cemetery P	8.4				32
TOTALS – SECTION 3	29.7				

P - Priority Properties

Weekly

Weed whipping - edging, curbing, headstones, around building.
 Spray (herbicide) – roadways, mulch beds, scatter garden

¹ Bi-Annually – Glenwood Cemetery Expanded Area mowed twice per year.

X. PROPERTIES LISTING / BID SHEET

Section 4 – Utility Properties

GROUND MAINTENCE LOCATION	Grass (acres)	Mulch (Sq. Ft.)	Annual Grass Cost per Location	Annual Other Cost per Location	Map #
Managed by – Water Treatment Plant Manager, Water/Sewer Maintenance Superintendant and Wastewater Treatment Manager for their respective areas					
Utility Facilities					
Water Treatment Plant 2 P ^{1 2}	16.9	3020			33
Water Treatment Plant 1 P ^{1 2}	7.7	0			34
480’ Radio Tower (Fence) ²					
Bulk Water Filling Station					
Wastewater Treatment Plant P ¹	13.61				35
Shooting Range ³					
Water Tanks					
Mazeppa Water Tank	.99	530			36
Allison Park Water Tank	.53	2130			37
Church Street Water Tank	.38	0			38
Exit 33 Water Tank	.9	0			39
Intake and Booster Pump					
Raw Water Intake Property	1.22	6383			40
Mazeppa Road Booster Station	.3				41
McKenzie Road Pump Station	.55	570			42

P - Priority Properties

1 Area around building treated as Priority Property **P** (mulched, hedges trimmed, weed whipping and mowing)

2 Trim and spray fence line. Keep fence lines clear 4’ – 6’ or to the property line if less than 4’.

3 Coordination with Police Department when it is safe to mow.

X. PROPERTIES LISTING / BID SHEET

Section 4 – Utility Properties (Cont’d)

Pump Stations Water/Sewer Maintenance Superintendent	Grass (acres)	Mulch (Sq. Ft.)	Annual Grass Cost per Location	Annual Other Cost per Location	Map #
Reeds Creek Station					43
Presbyterian Pump Station					44
Hospital Pump Station					45
Waterlynn Pump Station					46
South Iredell Pump Station					47
Northside Pump Station					49
Linwood Pump Station					50
Chandeleur Pump Station					51
McCrary Creek Pump Station					52
Byers Creek Pump Station					53
Lake Shore Elementary Pump Station					54
Lake Norman High School Pump Station					55
Oaktree Pump Station					56
Lake Norman Regional Pump Station					57
Eden Park Pump Station					58
Greencroft Pump Station					59
Shinnville Ridge Pump Station					60
Transco Pump Station					62
Corvid Pump Station					63
Gambill Forest Pump Station					64
Wiggins Road Pump Station ¹					65
TOTALS – SECTION 4	43.08	12,633			
GRAND TOTALS	147.255	560,496			

¹ Under construction but will be online late summer of 2023

Note for all Sections: The acres shown are approximate areas only. Contractor should inspect and measure each site to understand exactly what it will take to provide the specified service.

XI.

Invitation to Bid Acknowledgement
103-05-23
Grounds Maintenance Bid

The company hereby certifies receipt of the Invitation to Bid for the Town of Mooresville, North Carolina ITB #103-05-23, Grounds Maintenance Bid. This form should be completed upon receipt of the Town's ITB and emailed in time for the Town to receive it by or before 04/19/23. Failure to submit this form by the designated date shall not preclude the Contractor from submitting a bid.

Please email the completed form to the attention of:

David Whitaker
Purchasing Manager
Email: dwhitaker@mooresvillenc.gov

Date: _____

Authorized Signature: _____

Title: _____

Company Name: _____

Contact Name: _____

Contact E-mail Address: _____

Please check the appropriate block below and provide the requested information.

- We do plan on submitting a Bid
- We do not plan on submitting a Bid

XII.

Bid Submission

Sub-Contractors

The undersigned bidder agrees that the following is a complete and accurate list of all sub-contractors (if applicable) to be utilized if awarded this contract and any changes from this list shall be permitted only with the consent of the Town of Mooresville.

List name of each sub-contractor and brief description of work to be done. Please indicate if subcontractors are HUB (M/WBE) certified with the State:

Failure to Comply / Issue Resolution

Please state on the lines below (or on a separate sheet) your procedures for reporting issues, steps taken to resolve them and communication back to the Town. Please indicate if a log is kept of issues during the course of the contract.

Current and Past Commercial Contracts from the past two years. (use separate sheet if needed)

References

Customer	Acres Maintained	Contact Name & Information
Ex. Town of Mooresville	150	Bill Finan (704)799-0123 bfinan@mooresvillenc.gov

Equipment/Employee Commitment

Please list equipment and number of employees for each section bid on.

Section 1	Employees
Equipment	
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Section 2
Equipment

Employees

Section 3
Equipment

Employees

Section 4
Equipment

Employees

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this bid, which will become a binding contract if accepted by the Town of Mooresville. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of the Town of Mooresville that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all the terms of this bid document.

Signature

Name

Date

Title

Firm Name:

Address

Telephone

Email address

HUB (M/WBE) Certified with the State?

Addendum Received (if issued)	Date
Addendum 1 <input type="checkbox"/>	_____
Addendum 2 <input type="checkbox"/>	_____
Addendum 3 <input type="checkbox"/>	_____

XIII. PROPERTY ADDRESSES

Town Facilities

Town Hall	413 North Main Street
Charles Mack Citizen Center	215 North Main Street
Library	304 South Main Street
Westside Library	614 Brawley School Rd
New Police Department	2847 Charlotte Hwy
Police Annex	
Public Services / Fleet	2523 Charlotte Hwy
Mooresville Art Depot	103 West Center Ave
Fire Station 1	457 North Main Street
Fire Station 2	186 Knob Hill Rd
Fire Station 3	1023 Shearers Rd
Fire Station 5	125 Balmy Lane
Fire Station 6	115 Manufacturers Blvd
Fire Training Facility	2593 Charlotte Hwy

Cemeteries

Glenwood Cemetery	273 Glenwood Dr
Green Acres Cemetery	650 Ashe Alley
Willow Valley Cemetery	200 South Church Street

Utilities Properties

WPT2	2528 Charlotte Hwy
WPT1	2566 Charlotte Hwy
Wastewater Treatment Plant	369 Johnson Dairy Rd

Pump Stations

Pump Stations only need to be mowed, blown and trimmed along fence line (or instructions below) between March thru October.

Reeds Creek	253 Golf Course Rd	Inside and outside fence
Presbyterian	476 Presbyterian Road	Inside and outside fence
Hospital	1000 Lowes Blvd (Lowes Campus)	Inside and outside fence
Waterlynn	231 Waterlynn Rd	Use back driveway of Langtree Charter High School Inside Station and one swipe outside of fence along driveway
South Iredell	325 Mazeppa Rd	station and along driveway
Northside	159 Tillman Dr	Inside and outside fence and driveway
Linwood	137 Edgington	Empty lot
Chandeleur	242 Chandeleur	Inside fence
McCrary Creek	321 Plantation Ridge Dr	Inside and outside fence
Byers Creek	472 Bluefield Rd	Inside and outside fence & two passes each side of road
Lake Shore Elem.	405 Wilson Lake Rd	Inside and outside of fence & one pass on each side of driveway
Lake Norman High Sch	190 Doolie Rd	Inside and outside fence
Oaktree	568 Oaktree Rd	Inside and outside fence
Lake Norman Regional	389 Brawley School Rd	Inside and outside fence
Eden Park	155 Eden Ave	Left side of driveway, end of driveway and near transformer
Greencroft	131 Thorsen Dr	Inside of fence and one pass along driveway
Shinnville Ridge	175 Butler Dr	Along driveway and around fence
Transco	Gravel Driveway	Around fence and both sides of driveway
Corvid	171 Langtree Campus Dr	Around fence and both sides of driveway
Gambill Forest	End Of Haddonsfield Dr	1 Pass around fence and a few swipes on both sides driveway
Wiggins	401 Wiggins Road	Inside and outside of fence