



# HENDERSON COUNTY FACILITY SERVICES

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*Memorandum To: Interested Bidders*

*From: Christopher Hill  
Maintenance Supervisor*

*Subject: Request for Proposals  
Henderson County Facilities  
Lawn Maintenance*

*Date: January 17, 2018*

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Henderson County requests proposals to provide lawn maintenance for Henderson County Facilities throughout Henderson County, NC. A sample of the required contract, to be filled out and included with any bids, will be distributed at the pre-bid meeting.

**Mandatory Pre-Bid Meeting: February 9<sup>th</sup> 2018  
10:00 am**

Henderson County  
Maintenance Shop  
320 Williams St.  
Hendersonville, NC 28792

**Proposals must be received by: February 23<sup>rd</sup> 2018  
3:00 pm**

**At:** 320 Williams Street  
Hendersonville, NC 28792  
**Attention:** Christopher Hill

**Location of Work:**  
Henderson County Facilities  
Various locations in County



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## Detailed Scope of Work:

Furnish the necessary supervision, labor, tools, equipment and materials to complete the required work inclusive of:

1. Mowing, weed eating, edging of sidewalks and curbing, and cleanup/blowing otherwise known as “lawn service” for the listed Henderson County Facilities:

Historic Courthouse

Main Library

Etowah Library

Edneyville Library

WCCA

Animal Shelter

Court Services

Human Services

95 Courthouse

Detention Center

Impound Lot / 95 Courthouse overflow parking

100 North King

Law Enforcement Center

Economic Development

EMS Station 2

EMS Station 3

EMS Station 5

Fletcher Library

Thrive

Garage/Rescue Squad

Emergency Services Headquarters



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- Provide the necessary manpower and equipment to provide weekly lawn service to these locations from spring thru fall as required.
- Restore all disturbed areas around the site.
- Ensure that all equipment has the proper safety equipment/guards to prevent injury/damage to people, Henderson County Facilities and vehicles parked at Henderson County Facilities. Make every effort to not spray grass clippings towards parked vehicles at Henderson County Facilities when performing lawn service. Direct grass clippings away from traffic (human or vehicle), building structures and windows.
- A tour of Facilities will be provided to show the extent of lawn service required and expected at each facility.
- **Do not mow trash.**

**Alternate 1:** Provide pricing to trim bushes/plants at the above locations (up to 2 times per year )

**Alternate 2:** Provide pricing for weed control in planting beds ,sidewalks, walkways, gutters, and decorative gravel areas around buildings. (up to 8 times per year / one spraying per month March - October )

**Alternate 3:** Provide pricing for fertilizing and aerating the lawn at the Historic Courthouse. ( 2 times per year )

**The following information must be included in the proposal:**

1. Proposals are to be in the form of a Proposed Contract signed by the bidder and ready for the County's signature:
  - a. Include lump sum price for base bid inclusive of all proposed work.
  - b. Include separate pricing for any proposed alternates.



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- c. Proposals will be awarded based on base bid.
2. Valid Pesticide/Herbicide License.
3. See Henderson County Insurance and Bond Requirements posted under General Information at <http://ww2.hendersoncountync.org/rfp/index.html> for the following:
  - a. Insurance (if appropriate) per Article 11
  - b. Bonds (if appropriate) per Article 12
4. For Disadvantage Business Enterprise requirements, See Minority Business Participation Guidelines posted under General Information. at <http://ww2.hendersoncountync.org/rfp/index.html>
5. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A- 20.1(b).
6. Signed copy of Iran Divestment Act Certification Required by NC GEN. Stat. 147-86.59 (formerly 143C-6A-5(a) ) and can be found at, <http://jjwww.hendersoncountync.org/jrfp.findex.html>

Henderson County reserves the right to reject any/all bids. Qualified contractors interested in bidding on the project should contact:

**Christopher Hill (828) 458-4662**