



TOWN OF SMITHFIELD
PARKS AND RECREATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

FY 2024/2025

PARKS GROUNDS MAINTENANCE SERVICE

Bid Opening: June 3, 2024 at 11:00 am

**INSTRUCTIONS TO BIDDERS
AND
GENERAL TERMS AND CONDITIONS**

Sealed bids will be received by the Town of Smithfield, North Carolina (herein called the “**OWNER**”). Bids must be returned in a sealed envelope marked “Proposal: Parks Grounds Maintenance and Landscaping” and must be delivered or mailed to Smithfield Parks and Recreation Dept, ATTN: Gary Johnson, 600 M. Durwood Stephenson Pkwy, PO Box 2344, Smithfield, North Carolina 27577 no later than 11:00 AM on Monday, June 3, 2024. Bids received after this date and time will not be considered for any reason.

The Town reserves the right to reject any and all bids and to waive informalities if the contractor(s) fails to meet all terms and conditions of the contract award.

The contractor is responsible for all errors, omissions, and deviations from the contract requirements.

All bids must be made on the required BID form. All blank spaces for BID prices must be filled in, in ink or typewritten. The BID form must be fully completed and executed when submitted. Only one copy of the BID form is required.

BIDDERS must satisfy themselves of the Scope of Work requested by the OWNER, the Town of Smithfield, by careful examination of the site and thorough review of the Scope of Work. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the Scope of Work to be provided.

All bids must be firm and not subject to any increases. (Unless approved by appropriate personnel).

The Town reserves the right to hold bids open for a period of thirty days after bid opening before making awards.

In accordance with State Law GS 143-129, the award will be made to the lowest responsible bidder, taking into consideration quality, performance and time specified in the proposal for the performance of the contract.

Bid tabulations will be provided upon request. All bidders are welcome to attend the bid opening.

Please direct all technical questions regarding this bid to Gary Johnson, Parks and Recreation Director, at 919-934-2148.

Each bidder may submit a price for providing services outlined in the Scope of Services for Group 1 Parks, Group 2 Parks or may bid both groups Combined

Group Bid. Bid awards will be given to the lowest responsible bidder(s) based on cost of each group and total cost for the scope of services. One contractor may be selected for combined groups bid or two separate contractors may be selected, one for group 1 and another for group 2 based on lowest cost.

The party to whom the contract is awarded will be required to execute an Agreement within fourteen (14) calendar days from the date when notice of award is delivered or mailed to the BIDDER.

The Town of Smithfield may make such investigations deemed necessary to determine the ability of the BIDDER to perform the Scope of Work and the BIDDER shall furnish to the Town of Smithfield all such information and data for this purpose as the OWNER may request. The Town of Smithfield reserves the right to reject any BID if the evidence submitted by, or investigation of such BIDDER fails to satisfy the OWNER that the BIDDER is properly qualified to carry out obligations of the Agreement and to complete the Scope of Work contemplated herein.

NOTE: It is important that prospective bidders be familiar with all locations at which services are required. For that reason, an **optional walk-through** at all locations has been scheduled for Wednesday, May 22, 2024, beginning at 9:00 am at the Smithfield Recreation and Aquatics Center (SRAC), located at 600 M. Durwood Stephenson Pkwy, Smithfield, NC 27577. If for some reason you will be unable to attend at the noted time, you are advised to call immediately and schedule another time for a walk-through prior to date and time of bid opening. To schedule another time/date for your walk-through, contact Gary Johnson at (919) 934-2148. Questions concerning the services required will be answered at the time of the walk-through.

Town of Smithfield

Specifications for Parks Grounds Maintenance Operations

SCOPE OF SERVICES

GROUP 1 PARKS

Facilities: Burlington Park, Johnson Park, Buffalo Creek Greenway, Greytown Park, Eva Ennis Park and Jackie Ray Bryant Walking Trail / Splash Pad, Jaycee Kiddie Park to Boat Ramp (including retention pond area), Neuse River Amphitheater and Neuse Little Theatre.

Turfgrass areas shall be maintained (mowed and trimmed) at a height of not more than two inches and shall be cut not less than once every 7 days **April 1 through October 31 and as needed November 1 through March 31**. If dry weather conditions adequately inhibit the growth of the turf, fewer cuttings shall be permitted, if approved by owner/Contract Administrator.

Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition. Manual weeding will also be acceptable. Playground areas must be free of weeds by spraying, pulling weeds, etc.

Litter shall be removed at each location as necessary prior to any mowing operation. In addition, tree limbs, branches, etc. must be removed from area and fence lines must be kept free of debris.

Any and all debris left on sidewalks, parking lots, streets, or other surfaces from maintenance operations shall be removed prior to the end of each workday.

Insecticides shall be applied so as to control insect infestation and minimize damage to shrubs as needed, or as requested by the Contract Administrator. Playgrounds must be treated as to remain free of insects, fire ants, etc.

Curb & sidewalks must be edged at every other cutting.

Up to 200 cubic yards of mulch (provided by the Town) installed in playgrounds and/or plant beds

GROUP 2 PARKS

Facilities: Talton Park (except playing field), Smith Collins Park (including playing field), Broadwell Park, Civitan Baseball Park and 2nd Street Dog Park (except playing field), & Smithfield Community Park (except playing fields).

Turfgrass areas shall be maintained (mowed and trimmed) at a height of not more than two inches and shall be cut not less than once every 7 days **April 1 through October 31 and as needed November 1 through March 31**. If dry weather conditions adequately inhibit the growth of the turf, fewer cuttings shall be permitted, if approved by owner/Contract Administrator. (Contract period will be July 1 – June 30)

Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition. Manual weeding will also be acceptable. Playground areas must be free of weeds by spraying, pulling weeds, etc.

Litter shall be removed at each location as necessary prior to any mowing operation. In addition, tree limbs, branches, etc. must be removed from area and fence lines must be kept free of debris.

Any and all debris left on sidewalks, parking lots, streets, or other surfaces from maintenance operations shall be removed prior to the end of each workday.

Insecticides shall be applied so as to control insect infestation and minimize damage to shrubs as needed, or as requested by the Contract Administrator. Playgrounds must be treated as to remain free of insects, fire ants, etc.

Up to 200 cubic yards of mulch (provided by the Town) installed in playgrounds and/or plant beds

Curb & sidewalks must be edged at every other cutting.

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2024 by and between TOWN OF SMITHFIELD called "Owner" and _____ doing business as (an individual,) or (a partnership,) or (a corporation) hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

The CONTRACTOR will commence work on (date) _____.

The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the completion of the SERVICES described herein.

The CONTRACTOR will maintain and keep current a monthly service report to document all maintenance functions performed by the Contractor's personnel. This report will be submitted monthly to the Public Works Department by email. This report will be used to verify completed work and coordinate invoices.

The CONTRACTOR will report any noticed issues or concerns to the Town of Smithfield Public Works Department when performing SERVICES described herein.

The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within _____ calendar days after the date of the NOTICE TO PROCEED or PURCHASE ORDER unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$ _____ per _____ or as shown in the schedule provided by the OWNER.

The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth by the submission of invoices. The Town of Smithfield distributes payments bimonthly. This Agreement shall be binding upon all parties.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in duplicate copies, each of which shall be deemed an original on the date first above written.

OWNER

BY _____

NAME _____
(Please type)

TITLE _____

(SEAL)

ATTEST: _____

NAME _____
(Please type)

TITLE _____

CONTRACTOR

BY _____

NAME _____
(Please type)

ADDRESS _____

(SEAL)

ATTEST: _____

NAME _____
(Please type)

TITLE _____

**REFERENCE PAGE
(MUST BE FILLED OUT BY BIDDER)**

Please list at least three (3) current or past clients

Name _____ **Years Known** _____

Address _____ **Phone** _____

Services Provided _____

Name _____ **Years Known** _____

Address _____ **Phone** _____

Services Provided _____

Name _____ **Years Known** _____

Address _____ **Phone** _____

Services Provided _____

PLEASE LIST NC DOA, NC PESTICIDE BOARD, PESTICIDE APPLICATOR IDENTIFICATION

Name on License _____

Name of Applicator _____

License No. _____

Classification _____

Certification Code(s) _____

Expiration Date _____

BID FORM

**TOWN OF SMITHFIELD
GROUNDS MAINTENANCE SERVICES**

FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.

FROM:

BIDDER: _____ **SUBMITTED:** _____

ADDRESS: _____ **PHONE:** _____

The lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached.

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2024 through June 30, 2025. The OWNER reserves the right to extend or eliminate service scope by negotiation.

GROUP #1 PARKS \$ _____

GROUP #2 PARKS \$ _____

COMBINED GROUP BID \$ _____
(IF BIDDING BOTH GROUPS)

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into; that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

Signature of Bidder: _____

Please provide names of any sub-contractors and the extent of services if applicable.