NEW HANOVER COUNTY PARKS & GARDENS

REQUEST FOR BIDS

BLAIR & COLLEGE PARK ELEMENTARY SCHOOLS

GROUNDS MAINTENANCE

COUNTY COMMISSIONERS

JONATHAN BARFIELD, JR., CHAIRMAN
JULIA OLSON-BOSEMAN, VICE-CHAIRMAN
PATRICIA KUSEK
WOODY WHITE
ROB ZAPPLE

CHRI$$ Coudriet, COUNTY MANAGER
TABLE OF CONTENTS

Section 1 - Advertisement

Section 2 - Instructions and General Conditions

2.1 Schedule
2.2 Preparation of Bid Form
    2.2.1 Completion of Bid Form
    2.2.2 Deviations
2.3 Submission of Bid Form
2.4 Questions and Clarifications
2.5 Cost of Preparation of Response
2.6 Ownership of Documents
2.7 Term of Contract
2.8 Trade Secret Confidentiality
2.9 Time for Bid Opening
2.10 Binding Offer
2.11 Exceptions to Request for Bid
2.12 County’s Rights and Options
2.13 Federal Taxes
2.14 North Carolina Sales Tax
2.15 Responsibility of Compliance with Legal Requirements
2.16 Insurance Requirements
2.17 Addendum
2.18 Compliance with Bid Requirements
2.19 Award of Bid(s)
2.20 References
2.21 Right to Reject Bids

Section 3: Specifications for Lawn and Grounds Maintenance at New Hanover County Schools Facilities

Lawn and Grounds Maintenance Evaluation Form

Section 4: Bid Proposal

Exhibit 1: Site Drawings
Section 1 Advertisement

NEW HANOVER COUNTY PARKS

BLAIR & COLLEGE PARK ELEMENTARY SCHOOLS

GROUND MAINTENANCE

Bids addressed to Lena Butler, Purchasing Supervisor, 230 Government Center Drive, Suite 165, Wilmington, NC 28401 and marked “BLAIR & COLLEGE PARK GROUNDS MAINTENANCE” will be accepted until 2:00 P.M. EST, Wednesday, May 15, 2019.

You may also submit your bid via email to: lbutler@nhcgov.com. Be sure to include “BLAIR & COLLEGE PARK GROUNDS MAINTENANCE” in the subject line.

Instructions for submitting bids and complete requirements and information may be obtained by visiting the County’s website at https://www.nhcgov.com/business-nhc/bids.

New Hanover County reserves the right to accept or reject any or all Bids and to make the Award which will be in the best interest of the County.

Released: Thursday, April 25, 2019
Section 2  Instructions and General Conditions

2.1  Schedule

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Date</td>
<td>Thursday, April 25, 2019</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>Friday, May 3, 2019 at 5:00 PM</td>
</tr>
<tr>
<td>Response to Questions</td>
<td>Wednesday, May 8, 2019</td>
</tr>
<tr>
<td>Deadline for Receipt of Bids</td>
<td>Wednesday, May 15, 2019 at 2:00 PM</td>
</tr>
</tbody>
</table>

New Hanover County Finance Office
230 Government Center Drive, Suite 165
Wilmington, NC 28403

2.2  Preparation of Bid Proposal

2.2.1  Completion of Bid Form:  Bidders are directed to submit their bid on the bid proposal form contained in this bid package. If an alternate form is used, it must mirror the format used in this bid package. All prices and notations shall be written in ink or typed. Discrepancies between words and numerals will be resolved in favor of words. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Changes or corrections made on the Bid must be initialed by the individual signing the bid. No corrections will be permitted once bids have been received and opened. **BIDS NOT SIGNED WILL BE REJECTED.**

2.2.2  Deviations:  New Hanover County reserves the right to allow or disallow minor deviations or technicalities should the County deem it to be to the best interest of the County. New Hanover County shall be the sole judge of what is to be considered a minor deviation or technicality.

2.3  Submission of Bid Proposal

Submit your bid in a sealed envelope properly marked “**BLAIR & COLLEGE PARK GROUNDS MAINTENANCE**” and address to the County at the following address:

New Hanover County Finance Office
Attn: Lena Butler, Purchasing Supervisor
230 Government Center Drive, Suite 165
Wilmington, NC  28403

You may also email your bid to: lbutler@nhcgov.com. Be sure to include “**BLAIR & COLLEGE PARK GROUNDS MAINTENANCE**” in the subject line.
2.4 Questions and Clarifications

After the Bid issue date, all communications between the County and prospective Bidders regarding this Bid shall be in writing. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Lena Butler, Purchasing Supervisor by emailing lbutler@nhcgov.com.

Questions and responses affecting the scope of the services will be provided to Bidders by issuance of an Addendum which will be posted to the County’s website at http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx.

The addendum will appear under the advertisement on the County’s website. All questions shall be received no later than 5:00 P.M., EST, Friday, May 3, 2019.

Responses will be posted on Wednesday, May 8, 2019 by 5:00 PM.

2.5 Cost of Preparation of Response

Costs incurred by prospective Bidders in the preparation of the response to this Request for Bid are the responsibility of the responding Bidder and will not be reimbursed by the County.

2.6 Ownership of Documents

All bids and accompanying documentation will become the property of New Hanover County at the time the bids are received and as such will not be returned to the Bidder.

2.7 Term of Contract

The term of this Agreement is for the period beginning July 1, 2019 through June 30, 2022.

2.8 Trade Secrets/Confidentiality

Upon receipt of your bid by the County, it is considered a public record as defined under N.C. General Statute 132-1 except for material which qualifies as "trade secret" information. After the bid opening, the County’s Evaluation Team as well as other staff who evaluate bids and members of the general public who submit public records requests will review your bid. To properly designate material as trade secret, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Bid," and (b) the
same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

**Do not attempt to designate your entire bid as a trade secret, and do not attempt to designate pricing information as a trade secret.** Doing so may result in your bid being disqualified.

In submitting a Bid, each Bidder agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who assist the County in the selection process. Furthermore, each Bidder agrees to indemnify and hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Bidder has designated as a trade secret.

2.9 **Time for Opening Bids**

There will be no public bid opening for this solicitation.

2.10 **Binding Offer**

Each bid shall constitute a firm offer that is binding for ninety (90) days from the date of the bid opening.

2.11 **Exceptions to Request for Bid**

Each bid submitted in response to this Request for Bid constitutes a binding offer to comply with all terms, conditions, specifications, and requirements stated in this Request for Bid, except to the extent that a Bidder takes exception to such provisions in the manner required by this section.

To take exception to a provision of this Request for Bid, the Bidder must clearly identify in its bid response each of the following:

(a) the number and title of each section that the Bidder takes exception to;
(b) the specific sentence within such section that the Bidder takes exception to; and
(c) any alternate provision proposed by the Bidder. Bidders are reminded that a material variance from the terms of this Request for Bid may result in the bid being rejected by the County.

2.12 **County’s Rights and Options**

The County reserves the following rights, which may be exercised at its sole discretion:

- to supplement, amend, substitute or otherwise modify this Bid at any time;
- to cancel this Bid with or without the substitution of another Bid;
• to take any action affecting this Bid, this Bid process, or the Services or facilities subject to this Bid that would be in the best interests of the County;
• to issue additional requests for information;
• to require one or more Bidders to supplement, clarify or provide additional information in order for the County to evaluate the Bids submitted;
• to conduct investigations with respect to the qualifications and experience of each Bidder;
• to waive any defect or irregularity in any Bid received;
• to reject any or all Bids;
• to award all, none, or any part of the items that is in the best interest of the County, with one or more of the Bidders responding, which may be done with or without re-solicitation.
• to enter into any agreement deemed by the County to be in the best interest of the County, with one or more of the Bidders responding.

2.13 Federal Taxes

New Hanover County is exempt from and will not pay Federal Excise Taxes or Transportation Taxes.

2.14 North Carolina Sales Tax

If bidder is required to charge North Carolina sales tax on bidder's sales, bidder shall not include it as part of the bid price. County will pay North Carolina sales tax over and above bid prices when invoiced.

2.15 Responsibility of Compliance with Legal Requirements

The bidder's products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in the bid documents.

2.16 Insurance Requirements

Before commencing any work, the Bidder shall procure insurance in the Bidder’s name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in Section I. Minimum Scope and Limits of Insurance. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the
Bidder, his agents, representatives, employees, or subcontractors, whether such operations by himself/herself or anyone directly or indirectly employed by him/her.

**Minimum Scope and Limits of Insurance**

**A. Commercial General Liability**

1. Bidder shall maintain Commercial General Liability and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than $1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.

2. CGL insurance shall be written on Insurance Services Office (ISO) “occurrence” form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent Bidders, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

3. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 **AND** CG 20 37 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the Bidder; products and completed operations of the Bidder; premises owned, leased or used by the Bidder; and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to New Hanover County, its officers, officials, agents, and employees.

4. The status of New Hanover County as an additional insured under a CGL obtained in compliance with this agreement shall not restrict coverage under such CGL with respect to the escape or release of pollutants at or from a site owned or occupied by or rented to New Hanover County.

5. There shall be no endorsement or modification of the CGL or Umbrella Liability limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, employment-related practices, or damage to the named insured’s work.

6. Bidder shall maintain CGL and, if necessary Commercial Umbrella Liability insurance, both applicable to liability arising out of the Bidder’s completed operations, with a limit of not less than $1,000,000 each occurrence for at least three (3) years following substantial completion of the work.

7. The Bidder’s Commercial General Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the Bidder’s insurance.
B. Workers’ Compensation and Employer’s Liability

1. Bidder shall maintain Workers’ Compensation as required by the general statutes of the State of North Carolina and Employer’s Liability Insurance.
2. The Employer’s Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than $1,000,000 each accident for bodily injury by accident, $1,000,000 each employee for bodily injury by disease, and $1,000,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against the New Hanover County, its officers, officials, and employees for losses arising from work performed by the Bidder for New Hanover County.

C. Business Auto Liability

1. Bidder shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than $1,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
4. The Bidder’s Business Auto Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the Bidder’s insurance.

D. Deductibles and Self-Insured Retentions

1. Any deductibles or self-insured retentions must be declared to and approved by New Hanover County. At the option of New Hanover County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects New Hanover County, its officers, officials, agents, and employees; or the Bidder shall procure a bond guaranteeing payment of deductibles or self-insured retentions.
2. The Bidder shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not New Hanover County is an insured under the policy.

E. Miscellaneous Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Any failure to comply with reporting provisions of the policies listed in Section I. shall not affect coverage provided to New Hanover County its officers, officials, and employees.
2. Each insurance policy required by this contract shall be endorsed to state that coverage shall not be canceled by either party except after 30 days prior written notice has been given to New Hanover County, 230 Government Center Drive #125, Wilmington, NC 28403.

3. If Bidder’s liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

F. Acceptability of Insurers

Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best’s rating of no less than A VII unless specific approval has been granted by New Hanover County.

G. Evidence of Insurance

1. The Bidder shall furnish New Hanover County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this contract are deemed complete.

2. Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in Section I.

3. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to New Hanover County with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

H. Subcontractors

Bidder shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. Commercial General Liability coverage shall include independent Bidder’s coverage, and the Bidder shall be responsible for assuring that all subcontractor are properly insured.

I. Conditions

1. The insurance required for this contract must be on forms acceptable to New Hanover County.

2. Where circumstances warrant, New Hanover County may, at its discretion subject to acceptance by the Risk Management and Finance Department accept letters of credit or custodial accounts in lieu of specific insurance requirements.
3. The Bidder shall provide that the insurance contributing to satisfaction of insurance requirements in Section I. Minimum Scope and Insurance Requirements shall not be canceled, terminated or modified by the Bidder without prior written approval of New Hanover County.

4. The Bidder shall promptly notify Bill Lloyd, Grounds Maintenance Supervisor at 910-471-3420 and the Risk Management Office at (910) 798-7497 of any accidents arising in the course of operations under the contract causing bodily injury or property damage.

5. New Hanover County reserves the right to obtain complete, certified copies of all required insurance policies, at any time.

6. Failure of New Hanover County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of New Hanover County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Bidder’s obligation to maintain such insurance.

7. By requiring insurance herein, New Hanover County does not represent that coverage and limits will necessarily be adequate to protect the Bidder and such coverage and limits shall not be deemed as a limitation of Bidder’s liability under the indemnities granted to New Hanover County in this contract.

8. If Bidder fails to maintain the insurance as set forth herein, New Hanover County shall have the right, but not the obligation, to purchase said insurance at Bidder’s expense.

9. The Bidder or his engineer may apply to New Hanover County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.

10. New Hanover County shall have the right, but not the obligation of prohibiting Bidder or any subcontractor from entering the project site or withhold payment until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by New Hanover County.

I. Indemnity

Bidder shall indemnify and hold New Hanover County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by Bidder hereunder, resulting from the negligence of or the willful act or omission of Bidder, his agents, employees, and subcontractors.

2.17 Addendum

The bid package constitutes the entire set of bid instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be mailed to all bidders who are listed with the Finance Office as having received the bid.
package and posted to the County’s website at http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx. The addendum will appear under the advertisement.

2.18 Compliance with Bid Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid.

2.19 Award of Bid

Contract awards will be made to the lowest responsive responsible bidder or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the Contract.

The County may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an All OR NONE basis, whichever is deemed to be in the best interest of the County.

2.20 References

Bidders are required to submit a minimum of five (5) references from Bidder’s clients to which similar or relevant services were provided during the last three (3) years with their proposal. These references should include: the name of the client, contact person, telephone and fax numbers and e-mail address, and a description of the work performed and the duration of the project. Two (2) of the references shall be from clients for which you no longer provide any services.

2.21 Right To Reject Bids

The County reserves the right to reject any or all bids.
Section 3  SPECIFICATIONS FOR LAWN AND GROUNDS MAINTENANCE FOR NEW HANOVER COUNTY SCHOOL FACILITIES

3.1  SCOPE

A. The owner is the New Hanover County Board of Education (referred to as New Hanover County Schools), Wilmington NC.

B. The County or its Bidders/subcontractor(s) shall provide weekly lawn and grounds maintenance services for all locations listed in section 3.3 below. Athletic fields identified in white on the Property Accounting Plans in Section 3.4 below, Site Specifications, are not included.

C. The Bidder/subcontractor(s) shall coordinate service through the New Hanover County Parks Division, as representative for the owner, and the school Property Site Administrator (Principal) or designee.

3.2  SERVICES

A. The County or its Bidder/subcontractor(s) shall perform all services prior to the start of the school day, after school is dismissed, or on the weekends when school is in session. Services shall be coordinated with the facility's Principal/Administrator or designee and staff to provide minimum disruption of school facility activities. New Hanover County Schools Supplemental Services Supervisor will provide published school calendars and school business hours of all properties located in Section 5 of this attachment to the New Hanover County Parks Operations Manager. School calendars are also on the New Hanover County Schools website.

B. The County or its Bidder/subcontractor(s) shall provide:

Weekly (except for the week of Christmas):

1. Grounds maintenance service that consists of mowing all existing grass areas including but not limited to lawns and perimeter areas; removing debris, including vegetative yard waste, paper, plastic, etc., from all turf and plant beds and all areas, as shown in Section 5 of Attachment A “Property Accounting Plan” and performing the following:

   a. Edging of sidewalks and parking lots, sweeping or blowing off sidewalks and driveways, controlling weeds and unwanted vegetation in plant beds, fence lines, sidewalks, playground equipment, parking areas, and around heating and air units. This means the County or its
Bidder/subcontractor(s) will do whatever is necessary to control weeds. The County or its Bidder/subcontractor(s) shall remove weeds manually, if other methods do not work.

b. The County or its Bidder/subcontractor(s) shall submit a schedule annually for routine (scheduled) applications of pesticides and/or herbicides. Material Safety Data Sheets (MSDS) shall be provided to the NHCS Supplemental Services Supervisor or NHCS Grounds Coordinator/designee for all chemicals used on the owner’s property.

   (1) Spraying is allowed when Bidder/subcontractor(s) obtains approval in advance from the New Hanover County Schools (NHCS) Supplemental Services Supervisor and/or New Hanover County Schools (NHCS) Grounds Coordinator/designee.

   (2) The County or its Bidder/subcontractor(s) shall notify the school or site ninety-six (96) hours prior to any nonscheduled application of pesticides/herbicides in order to allow the school/site to notify parents, guardians and staff seventy-two (72) hours in advance of application in compliance with the School Children’s Health Act (SCHA) of 2006, and NCGS 115C-12(34) and 115C-47(47).

   (3) New Hanover County Schools will pre-approve all pesticide/herbicides(s) used to control weeds in plant beds, sidewalks and parking areas.

   (4) Bidder/subcontractor will apply pesticide/herbicides(s) after New Hanover County School’s business hours to allow an extended time of reentry.

c. Mowing of all natural areas adjacent to entrance roads (ROW areas), fence lines, sidewalks, parking areas, and playgrounds, except as noted in the bi-monthly section. Any modification of this schedule will be coordinated between County and New Hanover County Schools.

d. Sweeping or blowing off sidewalks, parking areas, and driveways when debris is caused by equipment.

e. Trimming and maintenance of shrubbery, clearance of tree limbs up to six (6) feet, and plant materials on the campus, including behind fence lines, that are part of the landscape plan, as County deems appropriate.
Monthly (except for the week of Christmas):

- Removing sand and other loose materials from all parking, driveway, and sidewalk areas. A blower is sufficient for this; a sweeper is not required.

Bi-Monthly (except for the week of Christmas):

- Mowing of all natural areas adjacent to entrance roads (ROW areas), fence lines, sidewalks, parking areas, and playgrounds during the slow growing season (October-March). Any modifications of this schedule will be coordinated between County and New Hanover County Schools.

C. Unless otherwise directed by Supplemental Services Supervisor, the County and its Bidders/subcontractor(s) shall not do any grounds maintenance at schools during regular school hours.

D. The County and its Bidder/subcontractor(s) shall use all precautions while mowing around all facilities. The County and its Bidder/subcontractor’s staff must operate all motor driven equipment with all safety guards in place.

E. All County/Bidder’s/subcontractor’s employees shall wear protective eye and ear equipment when operating motor driven equipment. They must comply with all OSHA, state, federal, and county safety regulations.

F. The County and its Bidder/subcontractor’s equipment operators shall be 18 years or older. The County or its Bidder/subcontractor(s) shall comply with all applicable New Hanover County Schools policies and procedures, the conditions of the Jessica Lunsford Act as per N.C.G.S. Section 115C-332.1 and perform criminal background checks on all employees before performing work on school property.

G. The County shall:

1. Provide a master schedule of services to be completed on a monthly basis to New Hanover County Schools Supplemental Services Supervisor.

2. The schedule of services will include: (a) Duties, (b) Locations, and (c) Priorities of jobs to be completed.

H. **ALL SERVICES SHALL BE PERFORMED PRIOR TO THE START OF THE SCHOOL DAY, AFTER SCHOOL IS DISMISSED, OR WEEKENDS WHEN SCHOOL IS NOT IN SESSION.**
I. The County, its Bidder/subcontractor(s) shall complete and submit the evaluation form shown in Attachment B to the office staff of each facility where the work was performed as soon as feasible following completion of the work. If unable to submit evaluation at completion of service, forms shall be delivered to the site on the next business day (i.e. if school office is closed).

J. The County or its Bidder/subcontractor(s) shall check in and out at the facility's office upon arrival and departure when on grounds during school hours.

K. All County/Bidder/subcontractor’s employees must wear:
   1. The County/Bidder/subcontractor’s uniform with visible logo, if applicable.
   2. An identification badge issued by New Hanover County
   3. A safety vest.

L. The County and its Bidder/subcontractor and his employees will observe the owner’s no-smoking policy while on New Hanover County Schools’ property.

3.3 LOCATIONS:
   1. BLAIR ELEMENTARY SCHOOL
      6510 Market Street
      Wilmington, NC 28412

   2. COLLEGE PARK ELEMENTARY SCHOOL
      5001 Oriole Drive
      Wilmington, NC 28403
**NEW HANOVER COUNTY SCHOOLS FACILITIES**
**LAWN MAINTENANCE EVALUATION**

**SCHOOL:** ______________________________

**Bidder/Subcontractor:** Below is a partial list of required maintenance activities. Please specify the activities completed on this visit by checking the Y or N column. If you did not complete the required activities, give a brief explanation in the space below titled **Bidder’s/Subcontractor’s Comments** and note when you will reschedule the activities.

**Administrator:** Please examine the following listing of required maintenance activities and verify completion by checking the Y or N column below. If activities were not completed or were not to your satisfaction, please give a brief explanation of deficiencies in the space below titled **Administrator’s Comments.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Bidder</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Gave required notice prior to visit if during business hours</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2.</td>
<td>Bidder checked in and out at the facility</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>3.</td>
<td>Mowed all specified turf areas.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>4.</td>
<td>Mowed specified natural areas.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>5.</td>
<td>Removed specified debris from turf and plant bed areas.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>6.</td>
<td>Edged sidewalks.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>7.</td>
<td>Controlled weeds in specified and HVAC areas.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>8.</td>
<td>Swept sidewalks and driveways.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>9.</td>
<td>Pruned shrubs and removed vines.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>10.</td>
<td>Picked up trash.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>11.</td>
<td>Add additional Attachment(s) Provided.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>12.</td>
<td>Submitted evaluation sheet upon completion of work.</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**Bidder’s/Subcontractor’s Comments:**

**Print Bidder’s/Subcontractor’s Name:**

**Administrator’s Comments:**

**Administrator’s Printed Name and Title:**

Please fax evaluation sheets to Bill Lloyd at (910) 798-7621. You may also email the evaluations sheet to blloyd@nhcgov.com.
NEW HANOVER COUNTY PARKS & GARDENS

REQUEST FOR BIDS

BLAIR & COLLEGE PARK ELEMENTARY SCHOOLS

GROUNDMAINTENANCE

(The Deadline for Receipt of Proposals: Wednesday, May 15, 2019 at 2:00 PM)

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I further certify that the proposed equipment meets or exceeds the minimum specifications as listed in this bid package.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LOCATIONS</th>
<th>ADDRESS</th>
<th>MONTHLY COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>College Park Elementary School</td>
<td>5001 Oriole Drive Wilmington, NC 28403</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Blair Elementary School</td>
<td>6410 Market Street Wilmington, NC 28412</td>
<td></td>
</tr>
</tbody>
</table>

Acknowledgment of Addenda:

Addendum No. _____ Dated_______             Addendum No. _____ Dated_______

Addendum No. _____ Dated_______             Addendum No. _____ Dated_______

Attachments to Proposal

1. Exceptions to bid (if any)
2. Sample Certificate of Insurance
3. References (Minimum of 5 as detailed in the RFP)
4. Please note that mowing and maintenance services should only be done when children are not present. This means that services should be performed before or after school, days when school is not in session, and on weekends. Has this affected your bid pricing? ______ Yes ______ No

If you answer is yes, what is the difference in cost? $____________________