



# RANDOLPH

## County School System

231-RCSS-760-05222022

### Statement of Qualifications and Requests for Proposals

#### Lawn Services

Randolph County School System will receive proposals for Lawn Services at:

2222-C South Fayetteville Street Asheboro, NC 27205

336-633-5000

[dbrinkley@randolph.k12.nc.us](mailto:dbrinkley@randolph.k12.nc.us)

**IMPORTANT NOTICE TO ALL BIDDERS / PROPOSERS:** Randolph County School System reserves the right to disqualify incomplete proposals, waive minor defects, as it deems applicable, in the written proposals, to request additional information from any respondent, change or modify the scope of the project at any time, without any penalty, negotiate terms with one or more of the respondents, reject any or all proposals, without a penalty, and take any steps necessary to act in RCSS's best interest. Bids / proposals will not be considered for award if received by Randolph County School System after the official closing date and time.

**RANDOLPH COUNTY SCHOOL  
SYSTEM REQUEST FOR  
PROPOSALS FOR LAWN  
SERVICES**

Proposal will be for a twelve (12) month period beginning on or about July 1, 2022 and ending June 30, 2023. The proposal includes an option to renew for four consecutive one-year periods upon mutual agreement between RCSS and the successful vendor.

The requirements for submitting a proposal are stated in the Request for Proposal (RFP). All inquiries regarding this RFP should be directed to Dale Brinkley, email [dbrinkley@randolph.k12.nc.us](mailto:dbrinkley@randolph.k12.nc.us)

All signed and sealed hard copy proposals are due at the RCSS Administrative Office, 2222-C South Fayetteville Street, Asheboro NC 27205, no later than June 10, 2022, 2:00 PM. There will not be a public opening.

A mandatory pre-proposal conference will be held on June 1 at 9:00 AM in the central services maintenance conference room, 2234-B Enterprise Street Asheboro NC 27205 for all interested bidders.

Minority businesses are encouraged to submit bids for this project. The RCSS Board of Education awards public contracts without regard to race, religion, color, creed, national origin, sex, age or handicapped condition as defined by North Carolina General Statutes, Section 168A-3.

The Board reserves the right to reject any or all bids presented and to waive any informalities and irregularities.

RCSS reserves the right to reject any and all proposals not considered to be in the best interest of RCSS, to negotiate with one or more of the companies submitting proposals, or to reject all proposals.

## **THE PROCUREMENT PROCESS**

The following is a general description of the process by which a firm will be selected to provide services.

1. The deadline for written questions is June 6, 2022.
2. Bids shall be signed and dated by an official authorized to bind the firm. Unsigned bids will not be considered.
3. All bids must be received by the issuing agency not later than June 10, 2022
4. Bids will be evaluated according to completeness, content, experience with similar projects, ability of the offeror and its staff, and cost. Award of a contract to one offeror does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous to the Randolph County School System.
5. Offerors are cautioned that this is a request for bids, not a request to contract, and the Randolph County School System reserves the right to reject any and all unqualified offers when such rejection is deemed to be in the best interest of the Randolph County School System.

## **PROPOSAL**

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will complete the work as called for in the manner prescribed in the specifications and instructions to bidders for the following prices:

Printed Name of Firm Representative \_\_\_\_\_

Printed Name of Firm Representative \_\_\_\_\_

Title \_\_\_\_\_

Name of Firm Submitting Proposal \_\_\_\_\_

Firm Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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## **Overview**

Randolph County School System is seeking proposals from Contractors who are not only capable of performing the attached scope of work but are also take pride in their finished product. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Services to commence on or about July 1, 2022

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected Contractor will be required to:

- Execute a Master Services Agreement with the Randolph County School System;
- Complete applicable forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance;
- Bidders are requested to provide the necessary manpower and equipment to provide weekly lawn services to multiple school locations.
- This will be a one-year contract with a renewal option of up to four one-year terms. This option shall be at the discretion of Randolph County School System and shall be submitted in writing with any changes in pricing or terms accurately reflected at the expiration of each one-year term.
- Pricing cannot exceed a 3% increase per annum, nor shall the price increase a total of 5% over the life of this contract

Bidders are required to attend a pre-proposal meeting June 1, at 9am at 2234-B Enterprise Street, Asheboro NC 27205 when staff will review regulations, requirements, and answer questions. School site visits will follow the meeting.

### **I. Scope of Work:**

Bidders are requested to review the location, description, and frequency of services to be provided in the tables below

| <b>Table 1: Services to be performed at all locations</b>           |             |                      |
|---|-------------|----------------------|
| Work to be Performed  | Description | Frequency            |
| Mowing  | Each school | Weekly or as needed  |
| Weed Eating   | Each school | Weekly or as needed  |
| Edging of Sidewalks and Curbing                                     | Each school | Weekly or as needed  |
| Weed Spraying   | Each school | Monthly or as needed |
| Bush Trimming/Pruning   | Each school | Twice per year       |
| Aeration & Fertilization  |             | N/A                  |
| Blowing grass debris off parking lots, catch basins, and side walks | Each school | Weekly or as needed  |

## **II. Limitations of Mowing (Applicable to all Locations)**

- a. All disturbed areas around the site should be restored
- b. Trash should be picked up and disposed of properly before mowing commences. Under no circumstances should trash be mowed.
- c. Under no circumstances should mowing take place in the rain or through standing water
- d. Grass clippings/ leaves shall not be blown towards parked vehicles at Randolph County School System Facilities
- e. Grass clippings/ leaves shall be directed away from traffic (human or vehicle), streets, building structures, mulch beds and windows.
- f. Any damage to Randolph County School System property or public and/or personal property shall be the responsibility of the winning bidder to repair and/or replace.
- g. The lawn care contractor is required to produce in writing, which can be an emailed statement, the dates mowed at the project site.
- h. All areas around trees, shrubs, buildings, posts, fences, flower beds, sidewalks and curbs will be edged with power edger and or lawn trimmers after each mow.
- i. The driveways, parking areas, sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter, and debris. The use of power blowers is acceptable, however, accumulations of debris must be removed from the site and not blown onto adjacent property, street surfaces, sewer drains, fence lines or planting areas.
- j. Undesired vegetation in sidewalks, curbs, cracks, and other hard surfaces need to be maintained so, there are no weeds growing in them. Contractor can use herbicides on them or cut them with a weed trimmer. Weed control spray should be no more than 2-4 inches wide from edge of buildings and sidewalks.
- k. Mow all grass in all common areas of the property completely to maintain a uniform height not to exceed between 3 to 4 inches.
- l. Use trimmers in locations where mowers cannot reach vegetation.
- m. Ruts, holes, and other disfigurement of mowed areas caused by mowing equipment shall be the responsibility of the Contractor to repair to original condition.
- p. Landscape Maintenance work shall be performed during the regular hours of 6 A.M. through 8P.M. Monday thru Sunday unless otherwise specified/approved by Operations / Maintenance due to uncontrollable weather situations.

## **III. Qualifications**

- a. Bidders shall have a valid pesticide and herbicide license as well as follow all state and federal regulations in regards to lawn service.
- b. All equipment shall have the proper safety equipment including but not limited to guards to prevent injury and or damage to people, Randolph County School System facilities, and/or vehicles parked at Randolph County School System Facilities

## **IV. Modification of Scope of Work**

- a. Any change in frequency or scope of work must be coordinated with the Operations / Maintenance department.

## **V. Terms & Conditions**

- i. Payments - Shall be net 30 and shall be billed on a monthly basis
- ii. **Commercial General Liability** -Successful vendor will be required to provide proof of bodily and injury and property damage liability that will protect the contractor and any subcontractor performing work under this contract from claims of bodily injury or property damage which arise from operation of Services described in this RFP, whether such operations are performed by contractor, any subcontractor or any one directly or indirectly employed by either. The amounts of such insurance will not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate.
- iii. **Automobile Liability.**  
Successful vendor will be required to provide proof of bodily injury and property damage liability coverage all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.
- iv. **Workers Compensation**  
Meeting the statutory requirements of the State of North Carolina and Employers Liability - \$100,000 per accident limit,  
\$500,000 disease per policy limit, \$100,000 disease each employee limit, providing coverage for employers and owners.

## Randolph County School System Locations

| School                          | Address   | Monthly Cost | Yearly Cost |
|---------------------------------|---|--------------|-------------|
| Hopewell Elementary             | 6294 Welborn Rd. Trinity<br>NC 27370            |              |             |
| Archdale Elementary             | 207 Trindale Road Archdale<br>NC 27263          |              |             |
| John R. Lawrence Elementary     | 6068 Suits Road Archdale,<br>NC 27263           |              |             |
| Grays Chapel Elementary         | 5322 NC HWY 22 N.<br>Franklinville, NC 27248    |              |             |
| Trinity Elementary              | 5457 Braxton Craven Rd.<br>Trinity, NC 27370    |              |             |
| Trindale Elementary             | 400 Balfour Drive Archdale,<br>NC 27263         |              |             |
| Tabernacle Elementary           | 4901 Tabernacle Rd.<br>Asheboro, NC 27205       |              |             |
| Ramseur Elementary              | 6755 Jordan Road Ramseur,<br>NC 27316           |              |             |
| Level Cross Elementary          | 5417 Old Greensboro Rd.<br>Randleman, NC 27317  |              |             |
| Coleridge Elementary            | 4528 NC Hwy. 22 South<br>Ramseur, NC 27316      |              |             |
| New Market Elementary           | 6096 US Hwy. 311 Sophia,<br>NC 27350            |              |             |
| Southmont Elementary            | 2497 Southmont School Rd.<br>Asheboro, NC 27205 |              |             |
| Franklinville Elementary        | 162 Pine Street<br>Franklinville, NC 27248      |              |             |
| Farmer Elementary               | 2557 Grange Hall Rd.<br>Asheboro, NC 27205      |              |             |
| Liberty Elementary              | 206 N. Fayetteville Street<br>Liberty, NC 27298 |              |             |
| Randleman Elementary            | 100 Swaim St. Randleman,<br>NC 27317            |              |             |
| Seagrove Elementary             | 528 Old Plank Rd.<br>Seagrove, NC 27341         |              |             |
| Trinity Middle                  | 5271 Surret Drive,<br>Archdale, NC 27263        |              |             |
| Wheatmore Middle                | 5105 Archdale Rd. Trinity,<br>NC 27370          |              |             |
| Randleman Middle                | 800 High Point St.<br>Randleman, NC 27317       |              |             |
| Northeastern Randolph<br>Middle | 3493 Ramseur Julian Rd<br>Liberty 27298         |              |             |

| School                       | Address   | Monthly Cost | Yearly Cost |
|------------------------------|---|--------------|-------------|
| Southwestern Randolph Middle | 1509 Hopewell Friends Rd.<br>Asheboro, NC 27205 |              |             |
| Uwharrie Ridge 6-12          | 1463 Pleasant Union Rd.<br>Trinity, NC 27370    |              |             |
| Southeastern Randolph Middle | 5302 Foushee Rd. Ramseur,<br>NC 27316           |              |             |
| Wheatmore HS                 | 3678 Finch Farm Rd.<br>Trinity, NC 27370        |              |             |
| Trinity HS                   | 6068 Suits Rd. Archdale,<br>NC 27263            |              |             |
| Randleman HS                 | 4396 Tigers Den Rd.<br>Randleman, NC 27317      |              |             |
| Providence Grove HS          | 5555 Mack Lineberry Rd.<br>Climax, NC 27233     |              |             |
| Southwestern Randolph HS     | 1641 Hopewell Friends Rd.<br>Asheboro, NC 27205 |              |             |
| Eastern Randolph HS          | 390 Eastern Randolph Rd.<br>Ramseur, NC 27316   |              |             |
| Braxton Craven               | 7037 NC-62, Trinity, NC<br>27370                |              |             |
| <b>Total Cost</b>            |   |              |             |



## **LAWN SERVICES REFERENCES**

### **Reference #1**

Vendor Name:

Vendor Address:

Contact Name:

Phone Number:

Email Address:

### **Reference #2**

Vendor Name:

Vendor Address:

Contact Name:

Phone Number:

Email Address:

### **Reference #3**

Vendor Name:

Vendor Address:

Contact Name:

Phone Number:

Email Address: