

# **Cabarrus County Request For Proposal for Grounds Maintenance Services**



**Cabarrus County  
Infrastructure & Asset Management  
Grounds Maintenance Division  
PO Box 707  
Concord NC 28026**

**Posted Date**  
April 30<sup>th</sup>, 2020

**Mandatory Pre-Bid Meeting & Locations Tour Date**  
May 18<sup>th</sup>, 2020 at 8:00 starting at Governmental Center

**Bid Opening Date**  
June 8<sup>th</sup>, 2020 at 2:00 PM at the Board of Commissioners Chamber on the 2<sup>nd</sup> floor of the  
Governmental Center located at 65 Church Street SE in Concord, NC

## TABLE OF CONTENTS

### **A. General Information**

1. Purpose
2. County's Rights and Options
3. E-Verify
3. Contract Sum
4. Contract Payment
5. Work Schedule
6. Term of Contract
7. Scope of Work

### **B. Conditions & Requirements**

1. Purpose of Document
2. Mandatory Pre-Bid Meeting
3. Examination of Facilities
4. Bid Proposal Questions Submittal
5. Proposal Submittals
  - 5.01 Client Reference
  - 5.02 NC Pesticide License
  - 5.03 Proof of Insurability
  - 5.04 Company Overview
  - 5.05 Contractor's Organizational Data and Workforce Information
  - 5.06 Financial Information
  - 5.07 List of Equipment
  - 5.08 Proposal Pricing Sheets and Proposal Signature Page
6. Insurance Requirements
7. Responsiveness
8. Proposal Evaluation Criteria

### **C. Preparation Of The Proposal**

### **D. Administrative Specifications**

1. General Requirements
2. Facilities to be Maintained
3. Verification Reports
4. Contractor's Damages
5. Interpretation of the Maintenance Specifications
6. Inquiries & Complaints
7. Safety
8. Contractor's Staff
9. Non-Interference
10. Use of Chemicals

### **E. Grounds Maintenance Specifications**

1. Mowing
2. Trimming & Edging
3. Chemical Edging & Detailing
4. Vegetation Control
5. Weed Control & Chemical Spray - Frequency
6. Litter Control
7. Swept Areas
8. Leaf Removal

## **A. GENERAL INFORMATION**

### **1. Purpose**

The purpose of this Request for Proposals (RFP) is to select a Contractor to provide grounds maintenance services for Cabarrus County.

Interested and qualified landscape and maintenance Contractors, who can successfully demonstrate their ability to provide this service, are invited to submit bids.

### **2. County's Rights and Options**

The County reserves the following rights and options, which may be exercised at the County's sole discretion:

- a. To, at its sole discretion, reject any or all proposals submitted in response to the RFP. The County shall not be liable for any costs incurred in connection with the preparation and submission of any bid.
- b. To supplement, amend, substitute or otherwise modify this RFP at any time.
- c. To cancel the RFP.
- d. To conduct investigations with respect to the evaluation criteria for one or more potential contractors.
- e. To require potential contractors to supplement, clarify or provide additional information in order for the County to evaluate the proposals submitted.
- f. To discuss or meet with one or more potential contractors to facilitate arriving at a Contract that will be satisfactory to the County, including but not limited to financial terms.
- g. To award all, none, or any part of the Services that is in the best interest of the County, to one or more of the potential contractors responding, which may be done without re-solicitation.
- h. To reject any or all proposals, waive any defect or irregularity, and to award a contract based upon the proposal(s) that are determined to be in the best interest of the County.
- i. All bid submissions become the property of the County once submitted.
- j. The official clock is in the Board of Commissioner's chambers.

### **3. E- Verify**

Before signing and entering into a contract with Cabarrus County, the Contractor must comply with E-Verify, the Federal program used to verify the work authorization of newly hired employees working in North Carolina. The Contractor must certify compliance with the E-Verification program pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

### **4. Contract Sum**

A responding party to this RFP must submit a proposal for an annual contract sum for the locations being bid. This sum shall also be broken down into a "per mowing" unit and an annual sum for each location (Exhibit E - RFP Proposal Submittal Form). The proposal is based upon the costs of providing the required services as specified in Section E – Grounds Maintenance Specifications. The proposal should be based upon thirty four (34) mowing's for the annual sum (except for Detention pond hill). County will apply the rule that the unit price governs (per mowing fee) in resolving unit price/extension discrepancies.

**4. Contract Payment**

The Contractor will be paid on a monthly basis and only for services completed before the submission of the monthly invoice. These services will be verified by County staff. The amount of payment will be the number of mowing's times the cost per mowing for each location.

**5. Work Schedule**

Contractor will be required to coordinate a schedule with the County by location, day, and time of day. Most locations will be standardized but there are a few locations that will have to be altered week by week due to events at the locations and weather (such as parks and firing range). The Grounds Maintenance Division retains the right to alter this schedule in the best interest of the County. The day and time range for mowing is 7:30 AM to 6: PM Monday through Friday.

**6. Term of Contract**

The initial term of the contract will be from execution date (July 1, 2020) until June 30, 2023. The contract will contain up to two (2) one (1) year renewal options that may be exercised by Cabarrus County prior to the expiration of the contract.

If the Contractor fails to perform the Services in accordance with the provisions of this Contract, the County may, in its discretion, terminate this Contract or perform or cause to be performed some or all of the Services, and doing so shall not waive any of the County's rights and remedies. Before doing so, the County shall give the Contractor reasonable notice of its intention. The Contractor shall reimburse the County for all costs incurred by the County in exercising its right to terminate or to perform or cause to be performed some or all of the Services pursuant to this Contract.

**7. Scope of Work**

The Contractor shall provide all labor, supervision, equipment, materials, and supplies to perform all grounds maintenance services as specified in this RFP for locations listed in Exhibit A, Areas to be maintained. The Contractor will be required to:

- Remove all trash and disposed of properly before mowing commences. Under no circumstances should trash be mowed.
- Mow and trim all turf areas.
- Edge all walkways, driveways, parking lots, and paved areas.
- Weed all flower beds, shrub beds, and mulched areas.
- Keep all areas free of clippings, debris, and leaves during mowing season.

## B. CONDITIONS & REQUIREMENTS

Cabarrus County has found that the public interest and welfare will be served by the solicitation of bids for the provision of grounds maintenance services for the locations listed in this Request for Proposals.

1. It is the intention of Cabarrus County Infrastructure and Asset Management to receive proposals for the provision of grounds maintenance services for the facilities identified in this RFB. The purpose of this document is to request proposals for the services identified in the attached specifications.
2. **All prospective Contractors are required to attend a Mandatory Pre-Proposal Meeting.** At this meeting, Contractors will be given the opportunity to ask questions on areas and facilities to be maintained. This meeting will also involve tours of the various locations so please allow the proper time for the meeting and tour. Proposals will not be considered from contractors who do not attend the Mandatory Pre-Proposal Meeting.
3. Contractors must satisfy themselves by personal examination of the areas and facilities to be maintained as to the conditions of the property and the specifications of the proposed grounds maintenance services contract. The contractor may not sell, assign, or sub-contract his interests in this contract, or any other part thereof.
4. Contractors can submit bid questions to the Infrastructure & Asset Management Grounds Maintenance Supervisor, those questions will be answered via email and all other bidding contractors will be copied on the response(s).
5. Proposal Submittals: Contractors must present evidence indicative of their ability to provide the specified maintenance services to the satisfaction of the County. To this end, each contractor shall furnish the following information with his/her sealed proposal:

### 5.01 Client References

Description of previous related commercial experience to demonstrate performance. Include a list of two (2) previous or current clients. Give names, addresses, and telephone numbers in each instance. Please provide details regarding commercial properties maintained including approximate acreage, type of property, and any other information that gives insight into scope of work at the properties.

### 5.02 NC Pesticide License

A copy of NC Pesticide License shall be included for the Contractor and/or any relevant staff in the company. If the pesticide License is not in the Contractor's name, please show relationship of license holder to Contractor's Business. If a pesticide is used we only allow Round-Up/Round-Up Quick Pro. If there is any other pesticide that the contractor wants to use the Infrastructure and Asset Management Grounds Maintenance Supervisor would need to approve.

### **5.03 Proof of Insurability**

A letter of commitment from an insurance company stating that adequate insurance coverage as described in the attached agreement will be required in the proposal submittal. A certificate of insurance with required coverage will also be accepted in lieu of the commitment letter. Once a contract is entered and actual COI with appropriate coverages will be required.

### **5.04 Company Overview**

Include how long in business, management and technical experience and any other information to sufficiently describe your company.

### **5.05 Contractor's Organizational Data and Workforce Information**

Provide an organizational chart, inclusive of executives, descending to onsite foreman and a brief description of the company's personnel and training procedures.

### **5.06 Financial Information**

Provide a bank reference and two credit references with a vendor/supplier. References should include the company name, contact person, and telephone number.

### **5.07 List of Equipment**

Provide a list of equipment to be used including make, model, year, and if owned or leased (see Exhibit F). Since proper equipment and maintenance is essential to successful performance, the County will inspect and approve the contractor's equipment prior to contract award.

### **5.08 Proposal Pricing Sheets and Proposal Signature Page**

Submit pricing using utilizing Exhibit E - RFP Proposal Submittal Form. Please remember to print and sign your name.

## **6. Insurance Requirements**

- 6.01** The contractor shall defend, indemnify, and save harmless the County and its agents, officers, and employees, from and against all claims of any kind that arise in any manner from, in connection with, or out of this Contract as a result of the acts or omissions of the Contractor or its subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except for damage or injury caused solely by the negligence of the County or its agents, officers or employees
- 6.02** During the life of the contract, the Contractor shall purchase the following insurance with a company acceptable to the County authorized to do business in the State of North Carolina. The Contractor shall provide Cabarrus County an insurance certificate before work can begin. The Contractor shall cease operations on the occurrence of any cancellation or reduction of coverage and shall not resume operations until new insurance is in force.

### 6.03 Comprehensive Liability

- Workers' Compensation \$100,000 bodily injury per each accident, \$100,000 bodily injury per disease per employee, \$500,000 bodily injury per disease policy limit
- General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
- Automobile Liability \$1,000,000 per occurrence
- Umbrella \$1,000,000 per occurrence/\$2,000,000 aggregate
- "Cabarrus County, its agents, officers and employees are additional insured with respect to general liability per the written contract." This statement or approximate variation of it should be present in the "Description of Operations" box towards the bottom of the COI. See below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## 7. Responsiveness

A proposal provided on Exhibit E must be submitted correctly (including the Proposal Submittals listed in Section B.5 and attending a Mandatory Pre-Proposal Meeting) to be responsive. Examples as follows:

- 7.01** A contractor who offers a price for providing less than the total service shall not be considered responsive.
- 7.02** If a proposal contains errors so extensive that a clearly intended offer is not obvious, the proposal is not responsive.
- 7.03** Any proposal that is materially imbalanced between the proposed items shall not be considered responsive. If for example, the price for maintaining the Vietnam Veterans Park is the same as the price for maintaining the EMS #4, although the total pricing was low, it would be imbalanced and hence, not responsive.
- 7.04** The proposal is not required by law to be awarded to the lowest price proposed. Therefore, the County retains the right to award this contract based upon the proposal that is determined to be in the best interest of the County using the evaluation criteria outlined in this RFP.

## **8. Proposal Evaluation Criteria**

Only responsive and responsible proposals will be considered. Proposals will be evaluated using the following criteria:

- Price – including all pricing information requested in this RFP.
- Cabarrus County will apply the rule that unit price governs in resolving unit price/extension discrepancies.
- Company overview, organization, management and technical experience, and necessary workforce.
- Proper and well maintained equipment for the required tasks.
- Commercial references.
- Past performance.
- Financial capability.
- Compliance with the requirements such NC Pesticide License.
- Adherence to the requirements in the proposal qualifications.

Since the County may choose to award a Contract without engaging in discussions or negotiations, the Proposals submitted shall define the Contractor's best offer for performing the Services described in this RFP.

## Visiting order of County properties

1. Government Center
2. Sheriff Dept. Administration
3. Sheriff Dept. Administration Detention Pond
4. Rotary Square
5. Cabarrus County Parking Deck
6. Court House/Historic Court House
7. Concord Library
8. Senior Center
9. SD Firing Range
10. Landfill
11. Camp Spencer
12. Mount Pleasant Library
13. EMS # 3
14. Mount Pleasant Youth Softball fields
15. Elma Lomax Incubator Farm
16. IAM/Animal Shelter/Fleet
17. HHW
18. EMS # 2
19. Leased Warehouse
20. Old Fairgrounds
21. Cooperative Extensions
22. Operations Center
23. EMS # 1
24. VVP
25. EMS # 4
26. Kannapolis Library
27. Human Services Center

## **C. PREPARATION OF THE PROPOSAL**

- 1.** Submit one (1) original proposal including all required submittals (reference Section B.5)
- 2.** Submit on 8 ½" x 11" white paper.
- 3.** Each Contractor shall provide all required information and shall agree to provide the County with any additional information necessary for an accurate determination of the Contractor's qualifications.
- 4.** The response to this Request for Proposals must be made in accordance with the specifications set down in this section, both for content and sequence. Failure to adhere to these specifications may be cause for rejection of the proposal. No correction re-submission shall be accepted after the proposal deadline (unless additional information or clarification is requested by the County during the evaluation process).
- 5.** The County will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or employees prior to execution of the contract unless it is included in this RFP, the specifications, any proposal addenda or related documents.
- 6.** Quotes must be submitted for all locations/facilities in order for the proposal to qualify as being responsive. A responding party to this RFP must submit a specific price for a per mowing times the designated number of mowing's for an annual sum for each facility located within the region, based upon the costs of providing the required services.

## **D. ADMINISTRATIVE SPECIFICATIONS**

### **1. General Requirements**

- 1.01** The premises shall be cut to a crisp, clean appearance. All work shall be performed in a professional manner using quality equipment and materials.
- 1.02** The Contractor shall provide the labor, equipment, and supplies necessary for the provision of specified grounds maintenance services. Frequencies of applications shall be set and approved by the Infrastructure & Asset Management Grounds Maintenance Supervisor and may be changed at his/her discretion.
- 1.03** Contractor is hereby required to render and provide grounds maintenance services including, but not limited to, mowing, trimming, edging, weeding, maintenance of ground cover and mulched areas, walkways, parking lots, driveways, and curbs.
- 1.04** Contractor shall not perform any operations which may destroy or damage grounds, groundcover, athletic, or other turf areas. (For example, mowing during inclement weather.)
- 1.05** Contractor must recognize that during the course of this Agreement, other activities and operations may be conducted by County work forces and/or other contracted parties. These activities may include, but not limited to, landscape refurbishment, irrigation system modification or repair, construction, or general recreation use by the public. The Contractor may be required to modify or curtail certain tasks and operations, and shall promptly comply with any request thereof by the Infrastructure & Asset Management Grounds Maintenance Supervisor or his/her representative.
- 1.06** Contractor shall personally inspect facilities and the surrounding areas, and evaluate the extent to which the physical condition will affect the services to be provided. Contractor shall accept the premises in their present physical condition, and shall agree to make no demands upon the County for any improvements or alterations after contract is awarded.

### **2. Facilities To Be Maintained**

- 2.01** The locations/facilities to be maintained under the provisions of this Agreement are located in the following documents
  - Exhibit A - Property Addresses, mowing's per year, and Acronyms
  - Exhibit B - Mowing Areas
  - Exhibit C - Notes for Properties
  - Exhibit D – Parcel Boundaries of Properties

### **3. Verification Reports**

- 3.01** The Contractor shall maintain and keep current a daily report form that records all maintenance functions performed by personnel. The report shall be in a form and content acceptable to Infrastructure & Asset Management Grounds Maintenance Supervisor and it shall be submitted weekly to the Infrastructure & Asset Management Grounds Maintenance Supervisor. At the time the weekly report is submitted, a proposed schedule of the next week's activities will also be submitted. The Infrastructure & Asset Management Grounds Maintenance supervisor retains the right to alter this schedule in the best interest of the County

#### **4. Contractor's Damages**

- 4.01** All damages incurred to existing facilities, trees, shrubbery, fencing, groundcover, etc., by the Contractor's operation, shall be repaired or replaced at the Contractor's expense. It is the Contractor's responsibility to report any damages/vandalism to the Infrastructure & Asset Management Grounds Maintenance Supervisor.
- 4.02** All such repairs or replacements shall be completed within a timely matter by a method determined by the Infrastructure & Asset Management Grounds Maintenance Supervisor:
- a.** All damages to shrubs, trees, turf, or groundcover shall be repaired or replaced in a schedule set by the Infrastructure & Asset Management Grounds Maintenance Supervisor.
  - b.** Trees: Minor damage, such as bark loss from impact of mowing equipment, shall be remedied by a qualified tree professional. If damage results in loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of the Infrastructure & Asset Management Grounds Maintenance Supervisor.
  - c.** Shrubs: Minor damage may be corrected by appropriate pruning. Major damage shall be corrected by removal and replacement of the damaged shrub.
  - d.** Chemicals: All damage resulting from a chemical operation, either spray drift or lateral leaching, shall be corrected, and the soil shall be conditioned to insure its ability to support plant life.
  - e.** Fencing: All damages to fencing shall be repaired or replaced by a fencing professional selected by the Infrastructure & Asset Management Grounds Maintenance Supervisor. The mowing contractor will be billed for damages.
  - f.** Playgrounds: any boarders, ramps, or playground equipment damaged by mowers will be replaced by contractor. Infrastructure & Asset Management Grounds Supervisor will give contractor the proper company to order parts from and a Certified Playground Safety Inspector (CPSI) must install.

#### **5. Interpretation Of The Maintenance Specifications**

- 5.01** Interpretation of the specifications by the Infrastructure & Asset Management Grounds Maintenance Supervisor shall be final.

#### **6. Inquiries & Complaints**

- 6.01** The Contractor shall provide the County with a feasible and workable plan of communication. This will be done by a working cell phone number, business phone, and/or home phone. It is mandatory that the County be able to contact the Contractor during normal working hours.
- 6.02** All complaints submitted to the Contractor from the County shall be remedied within a reasonable time to be determined by the Infrastructure & Asset Management Grounds Maintenance Supervisor. If within a specified time span the complaint is not resolved,

the Supervisor may correct the specified complaint and the total cost incurred by the County will be deducted from the payments to the Contractor from the County.

## **7. Safety**

**7.01** Contractor agrees to perform all work outlined in this Agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation. The Contractor further agrees to accept the sole responsibility for complying with all local, state, federal, or other legal requirements. The Contractor agrees to abide by OSHA Regulations as to protect all persons including Contractor's employees, agents of the County, vendors, members of the public, or others from foreseeable injury or damage to their property.

Equipment must be name identified and maintained in a safe condition at all times. An equipment inventory shall be provided. Blades will be kept sharp, and blades showing excessive wear or damage must not be used. All brakes on the mowing equipment must be properly maintained and operative. All mowing equipment must be equipped with safety guards to prevent the mowers from throwing rocks or debris. Guards must be in place and in a down position while mowing is occurring. The Infrastructure & Asset Management Grounds Maintenance Supervisor may conduct periodic inspection of equipment for these or other safety considerations. The County has the right to suspend mowing operations if the County determines that mowing is not being conducted in a safe manner. If this occurs, the vendor will not be compensated until the entire area is properly mowed. The vendor will be expected to immediately correct all safety concerns and resume mowing only after receiving approval from the Infrastructure & Asset Management Grounds Maintenance Supervisor.

The County will make every reasonable effort to ensure that the mowing site is even and free of large rock. However, it is inevitable that uneven ground and some rock will be present. The County will not be responsible for damage to the vendor's equipment due to these conditions or obstructions hidden in the turf. The vendor will be responsible for damage to its private property in such cases of negligence during mowing. The vendor is urged to exercise prudent caution in avoiding obstacles in the turf.

The vendor's employees will wear all OSHA/NC DOL. required safety equipment while working on Cabarrus County locations/facilities. This will include, but not be limited to, approved safety helmets, safety glasses, safety-toed shoes, hearing protection, etc.

Failure to comply with mandated safety regulations will result in a meeting with the County's Risk Management division to discuss and rectify these problems. Repeated or flagrant safety violations may constitute grounds for contract termination.

## **8. Contractor's Staff**

**8.01** The Contractor shall provide sufficient personnel to perform all work in sufficient manner. All work must be completed in a timely manner, as determined by the Infrastructure & Asset Management Grounds Maintenance Supervisor.

**8.02** Contractor shall transfer or discharge any employee whose conduct or activity shall, in the reasonable exercise of discretion by the Infrastructure & Asset Management Grounds Maintenance Supervisor, be deemed detrimental to the interest of County employees or of public citizens who patronize the premises. Contractor shall transfer or discharge any such person within a reasonable time following notice thereof from the Infrastructure &

Asset Management Grounds Maintenance Supervisor and such person shall not be used at any County facility or County Park contracted for and maintained by the Contractor.

- 8.03** The Contractor shall require each of his employees to adhere to basic public works standards of working attire. These standards include proper shoes and clothing worn at all times while working on County property. Identifiable attire (uniform) will be required and the County would prefer the attire to have contractor company name on the attire. Safety colors are preferred for the attire.

**9. Non-Interference**

- 9.01** Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public. The Contractor shall create as little disruption as possible to the peace and quiet of the area within which the services are performed.

**10. Use of Chemicals**

- 10.01** All work involving the use of chemicals shall be in compliance with all federal, state, and local laws.
- 10.02** Chemicals shall only be applied by persons possessing a valid NC pesticide license. Copies of current license shall be submitted to the Infrastructure & Asset Management Grounds Maintenance Division. Application shall be in strict accordance with all governing regulations.
- 10.03** Chemicals shall be applied when air currents are still, preventing drifting onto adjacent property and preventing any exposure to persons whether or not they are in or near the area of application. Chemicals shall be applied in a manner to limit drift to six inches. Precautionary measures shall be employed since all areas will be open for public access during application.

## **E. GROUNDS MAINTENANCE SPECIFICATIONS**

Contractor is paid on a monthly basis with payment based on number of cuts times cost of cut, provided the following maintenance standards are met to an acceptable level.

### **1. Mowing**

- 1.01** Mowing shall be performed in a workmanlike manner that ensures a smooth appearance without allowing excessive cuttings to remain.
- 1.02** All equipment shall be adjusted to the proper heights, and shall be adequately sharpened.
- 1.03** Turf shall be mowed with a rotary-type mower.
- 1.04** Mowing height shall be maintained at a height ranging between 4 to 4.5 inches for all turf areas. Upon notification from the Infrastructure & Asset Management Grounds Maintenance Supervisor, mowing heights may vary for special events and conditions.
- 1.05** Mowing shall be accomplished so as to avoid scalping, rutting by tractor/mower tires, and uneven rough cutting.
- 1.06** Before each mowing, the Contractor shall remove all debris, trash, stones, and limbs, from the area to be maintained.
- 1.07** Steep banks, ditch lines, etc. may be mowed by riding machine, hand machine, or by string mower (weed eater). The Contractor shall avoid any practices that will cause damage to the turf and erosion. Any such damage will be corrected by the Contractor at his expense or corrected by the County and the cost subtracted from the Contractor's payment.
- 1.08** Note that grass areas may extend onto State or City right-of-ways including ditch lines or sidewalks that must be maintained in the same manner as the remainder of the parcel.
- 1.09** Unless notification is given in writing, all areas within a facility shall be mowed and trimmed with each operation performed. This includes hills, depressions, in and around all trees and shrubs, ditch lines, around all structures, rip-rap areas, lake banks, walls, buildings, etc. If an area is impossible to cut with a mower, the Contractor may use a string cutter.
- 1.10** Immediately following each mowing (before the contractor leaves the worksite), all walkways, drives, parking lots, and other paved areas shall be cleaned of all grass clippings. Contractor must sweep or rake off any clippings at SC bocce courts.
- 1.11** If grass becomes excessively long and windrowing or clumping occurs, the excess will be removed immediately on all properties
- 1.12** In Exhibit B there is a picture of VVP with a red area marked out. This area is a flood plain and may not be able to be mowed during large accumulations of rain. Contact Grounds Supervisor if this is the case and schedule for mowing are may need to change.

- 1.13 Grass clippings must be bagged and removed from all uptown properties (GC, HCH, CH, RS, CL, CCPD, and SDA) see Exhibit A for Acronyms
- 1.14 In Exhibit B there is a picture of SC push mowing, the area marked out will need to be push mowed, and other areas on the property not marked may be mowed with a stand up or riding mower.
- 1.15 Trails at County Parks or Senior Center's that are in woods, shall be mowed as close to wood line as possible, or at least 6ft off trail if possible.
- 1.16 Mow in different directions when possible.

## **2. Trimming and Edging**

- 2.01 All walking paths, trails, paths, paved areas, and play areas, flower beds, shrubbery beds, and mulched areas shall be kept weed and grass free.
- 2.02 All turf edges, including but not limited to, sidewalks, patios, drives, curbs, parking lots, shrub beds, flower beds, groundcover beds, and mulched beds must be edged to a neat and uniform line.
- 2.03 Any and all structures, fence lines, around tree bases, shrubs, head walls, rip-rap areas, sign posts, steps, buildings or other structures, walking tracks, lake and stream banks, walls, stumps, posts, or anything protruding from the ground shall be neatly trimmed.
- 2.04 All groundcover areas and mulched areas shall be kept neatly edged and all grass and weed invasions eliminated.
- 2.05 All fallen limbs and other shrub and tree debris shall be removed.

## **3. Chemical Edging & Detailing**

- 3.01 Applicators must hold or be under supervision of a North Carolina Ornamental and Turf Certified Applicator
- 3.02 Weed control: Care must be taken so as not to create erosion problems or damage desirable vegetation. Glyphosate (Roundup Quick Pro) encouraged. Sterilants should only be used with special authorization from Grounds Maintenance Supervisor.
- 3.03 The use of roundup and vegetation killers around buildings and downspouts should not exceed a 3-inch coverage around buildings and fence post. Vegetation killers should not be used on the turf side of curbs of concrete and asphalt.
- 3.04 The only approved weed & grass killer is Round up or Round up Quick pro. Any other chemicals need to be approved by Grounds Maintenance Supervisor prior to being used.

#### **4. Vegetation Control**

- 4.01** All grass-like type weeds, morning glory, or vine-weed types, ragweed, kudzu, or other spreading weeds shall be kept under strict control. Vines shall not be permitted to grow into shrubbery, trees, buildings, or other structures.
- 4.02** The following areas shall be kept free of weeds and grass: roadways, driveways, sidewalks, parking lots, patios, drainage areas, curbs and gutters, bleacher pads, picnic table pads, cracks and expansion joints in all hard surfaces.
- 4.03** All flower beds, shrub beds, planters, and other cultivated areas shall be kept free from weeds and grass.
- 4.04** Weeds or grass sprayed by chemicals shall be treated as per manufacturer's recommendation. If kill is not complete by the time specified in the manufacturer's recommendation, a second chemical application shall be made. After complete kill all dead weeds and grass shall be removed from the area.
- 4.05** All gravel lots, walking tracks, rip-rap ditches, cracks and expansion joints in paved areas of sidewalks, parking lots, drain covers, and other paved areas shall be treated with an approved commercially available herbicide to eliminate all vegetation growth. It will not be acceptable to let the grass and weeds get high and then spray them and leave them in an unsightly manner. The grass and weeds in ditches, around structures, trees, etc. should be cut to a height to blend with the remainder of the mowed grass.

#### **5. Weed Control & Chemical Spray – Frequency**

- 5.01** Spray shall be as needed.

#### **6. Litter Control:**

- 6.01** All litter shall be removed from the grounds before mowing.

#### **7. Swept Areas**

- 7.01** All curb and gutters, walking paths, and paved areas shall be blown or swept free of grass and all debris removed in order to maintain a neat, clean appearance.
- 7.02** All bocce courts shall be swept free of grass. Do not use a blower to clean off the bocce courts.

#### **8. Leaf Removal**

- 8.01** All leaf buildup during the regular growing season shall be removed as part of a routine mowing operation. Heavy accumulation, such as seasonal buildup in the fall of the year, may be done as separate applications, for a price negotiated between the Infrastructure & Asset Management Grounds Maintenance Supervisor and the Contractor.

If needed, the County reserves the right to negotiate leaf removal services in a separate bid with Contractors.

# **Exhibits**

**Exhibit A - Property Addresses, mowing's per year, and Acronyms**

<b>Property list for Mowing Contractor</b>		<b>Mowing's per year</b>	<b>Address</b>	<b>Acronyms for County Properties</b>
<b>1</b>	Annual leaf collection	<b>\$3,000.00</b>	IAM Director, Assistant Director, or Grounds Supervisor will instruct when and what properties that will need leaf removal.	NA
<b>2</b>	Camp Spencer	<b>34</b>	3155 Foxford Rd, Concord, NC 28025	CS
<b>3</b>	Cabarrus County Parking Deck	<b>34</b>	81 Spring St SW Concord NC 28025	CCPD
<b>4</b>	Concord Library	<b>34</b>	27 Union St N, Concord NC 28025	CL
<b>5</b>	Cooperative Extension	<b>34</b>	715 Cabarrus Ave W Concord NC 28027	CO-OP
<b>6</b>	Court House/Historic Court House	<b>34</b>	77 Union St S Concord NC 28025	CH/HCH
<b>7</b>	Elma Lomax Farm	<b>34</b>	3445 Atando Rd Concord NC 28025	LOMAX FARM
<b>8</b>	EMS 1	<b>34</b>	31 Willowbrook Dr. Concord NC 28027	EMS 1
<b>9</b>	EMS 2	<b>34</b>	380 Hwy 49 S Concord NC 28025	EMS 2
<b>10</b>	EMS 3	<b>34</b>	325 Jackson St Mt Pleasant NC 28124	EMS 3
<b>11</b>	EMS 4	<b>34</b>	913 Dale Earnhardt Blvd Kannapolis NC 28081	EMS 4
<b>12</b>	Firing Range	<b>34</b>	4325 Irish Potato Rd Concord NC 28025	SHOOTING RANGE
<b>13</b>	Government Center	<b>34</b>	65 Church St S Concord NC 28025	GC
<b>14</b>	Household Hazardous Waste	<b>34</b>	246 General Service Dr. Concord NC 28025	HHW
<b>15</b>	Human Services Center	<b>34</b>	1303 S Cannon Blvd Kannapolis NC 28083	HSC
<b>16</b>	IAM/Animal Shelter/Fleet	<b>34</b>	242 General Services Dr Concord NC 28025 IAM 244 Betsy Carpenter Pl SW Concord NC 28025 Animal Shelter 243 Betsy Carpenter Pl SW Concord NC 28025 Fleet	IAM/AS/FLEET
<b>17</b>	Kannapolis Library	<b>34</b>	850 Mountain St Kannapolis NC 28081	KL
<b>18</b>	Landfill	<b>34</b>	4441 Irish Potato Rd Concord NC 28025	LANDFILL
<b>19</b>	Mount Pleasant Library	<b>34</b>	8556 Cook St Mt Pleasant NC 28124	MPL
<b>20</b>	Mount Pleasant Youth Softball Fields	<b>34</b>	8371 North Dr Mt Pleasant NC 28124	MP SOFTBALL FIELDS
<b>21</b>	Old Fairgrounds	<b>34</b>	789 Cabarrus Ave W Concord NC 28027	OFG
<b>22</b>	Operations Center	<b>34</b>	484 Cabarrus Ave W Concord NC 28027	OPS
<b>23</b>	Rotary Square	<b>34</b>	111 Union St S Concord NC 28025	RS
<b>24</b>	Senior Center	<b>34</b>	331 Corban Ave SE Concord NC 28025	SC
<b>25</b>	Sheriff Administration Detention pond hill	<b>12</b>	30 Corban Ave SE Concord NC 28025 Behind building	SODC POND
<b>26</b>	Sheriff Administration	<b>34</b>	30 Corban Ave SE Concord NC 28025	SODC
<b>27</b>	Vietnam Veterans Park	<b>34</b>	760 Orphanage Rd Concord NC 28027	VVP
<b>28</b>	Leased Warehouse	<b>34</b>	103 Commercial Park Dr SW Concord NC 28027	WAREHOUSE

# Camp Spencer



# Cabarrus County Parking Deck

## Measurement Pad

Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	0.18	 
<input checked="" type="checkbox"/>	Area 2	0.01	 
<input checked="" type="checkbox"/>	Area 3	0.03	 

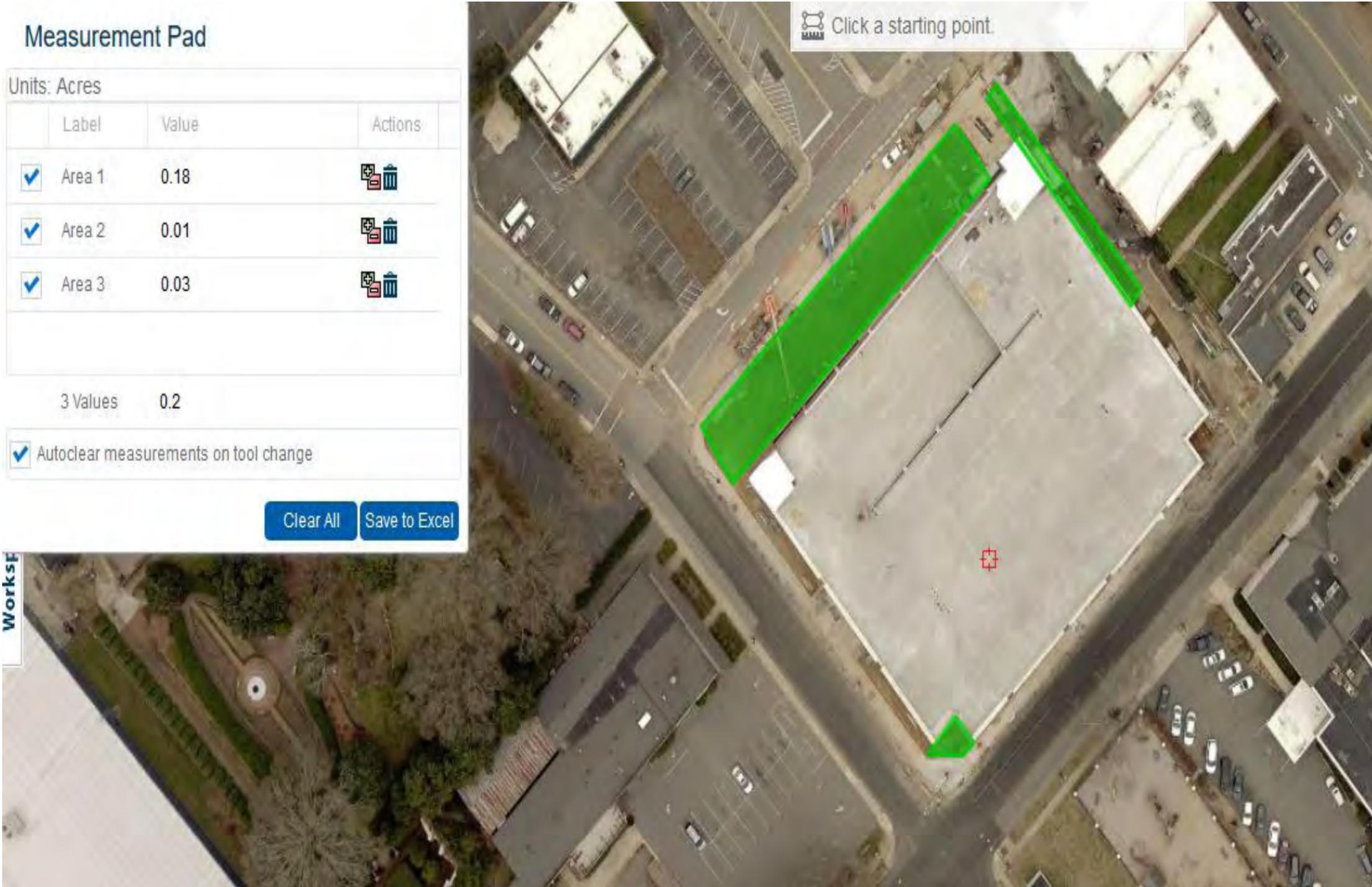
3 Values    0.2

Autoclear measurements on tool change

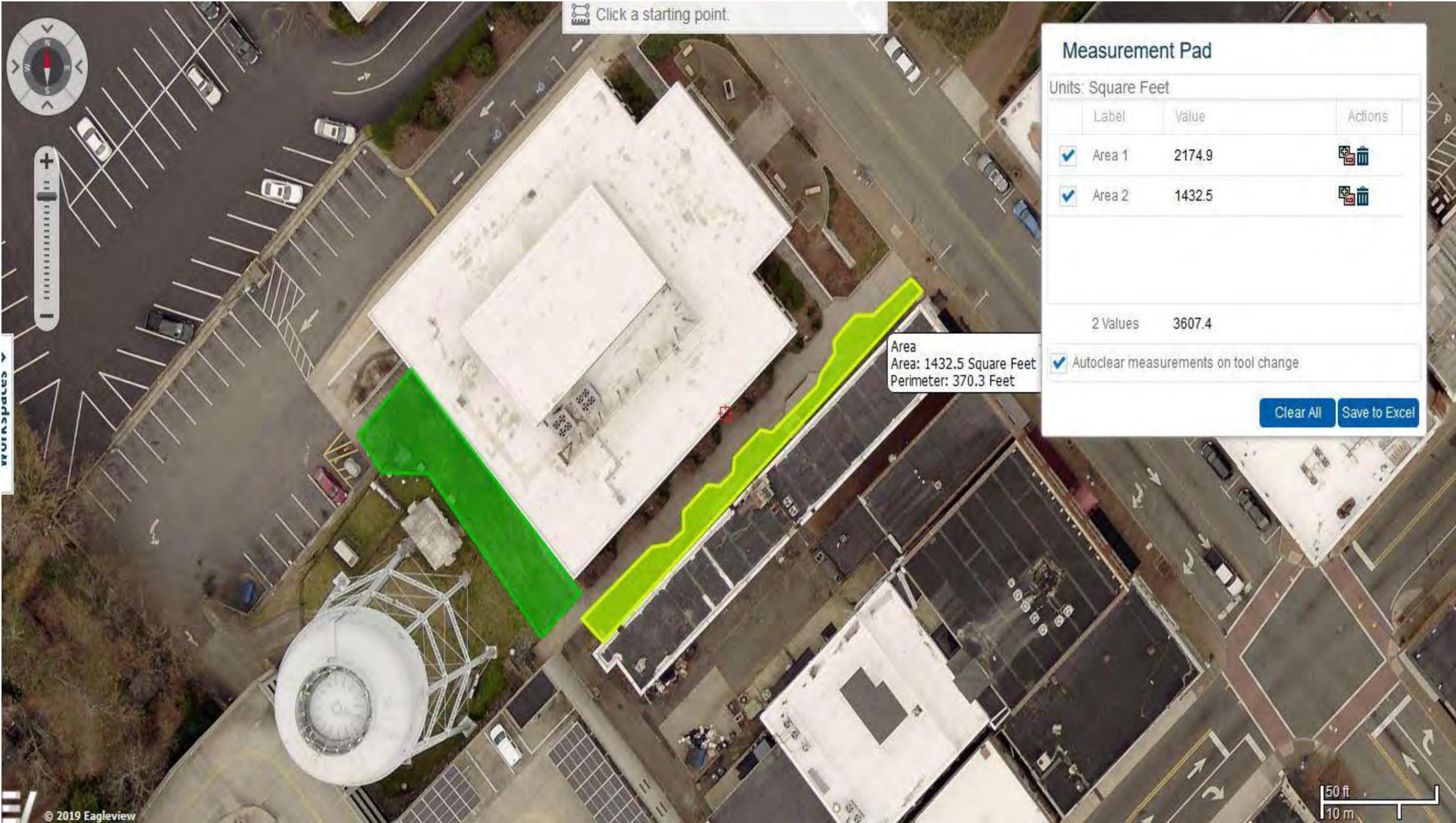
Clear All

Save to Excel

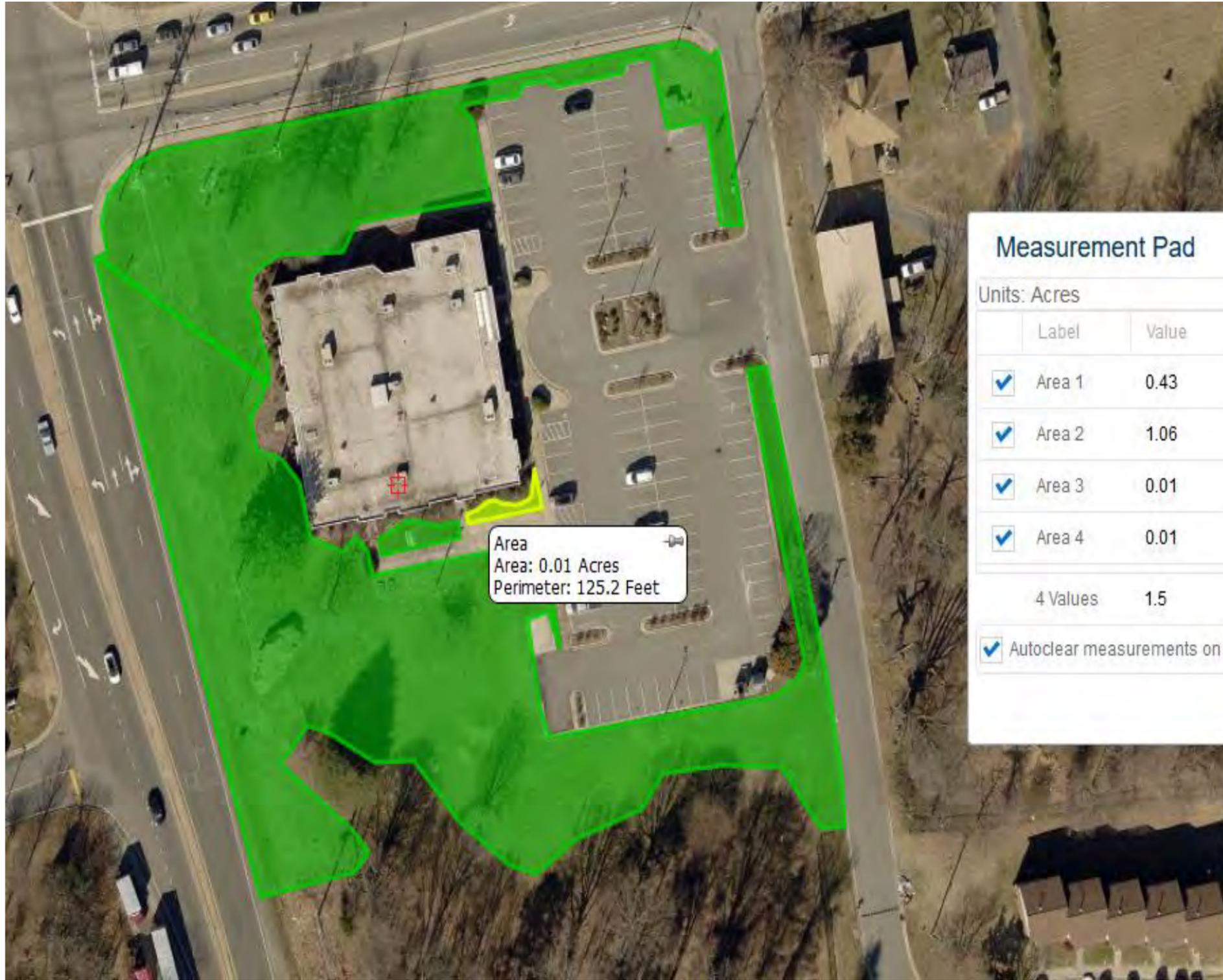
Worksp



# Concord Library



# Cooperative Extension



Area  
Area: 0.01 Acres  
Perimeter: 125.2 Feet

### Measurement Pad

Units: Acres

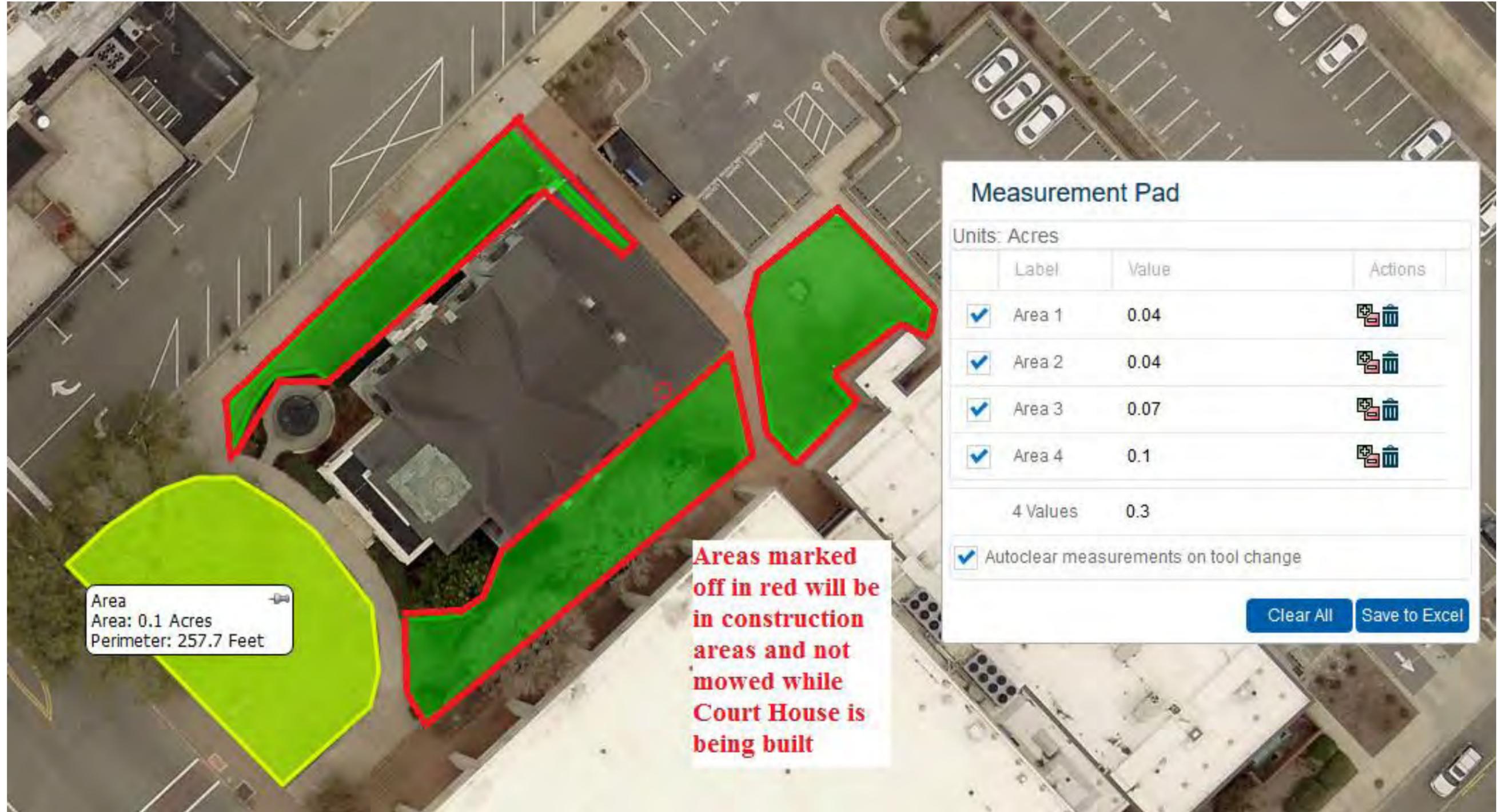
	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	0.43	
<input checked="" type="checkbox"/>	Area 2	1.06	
<input checked="" type="checkbox"/>	Area 3	0.01	
<input checked="" type="checkbox"/>	Area 4	0.01	
4 Values		1.5	

Autoclear measurements on tool change

[Clear All](#) [Save to Excl](#)

50 ft

## Court House/Historic Court House



# Elma Lomax Farm

workspaces v

© 2019 Eagleview

### Measurement Pad

Units: Acres

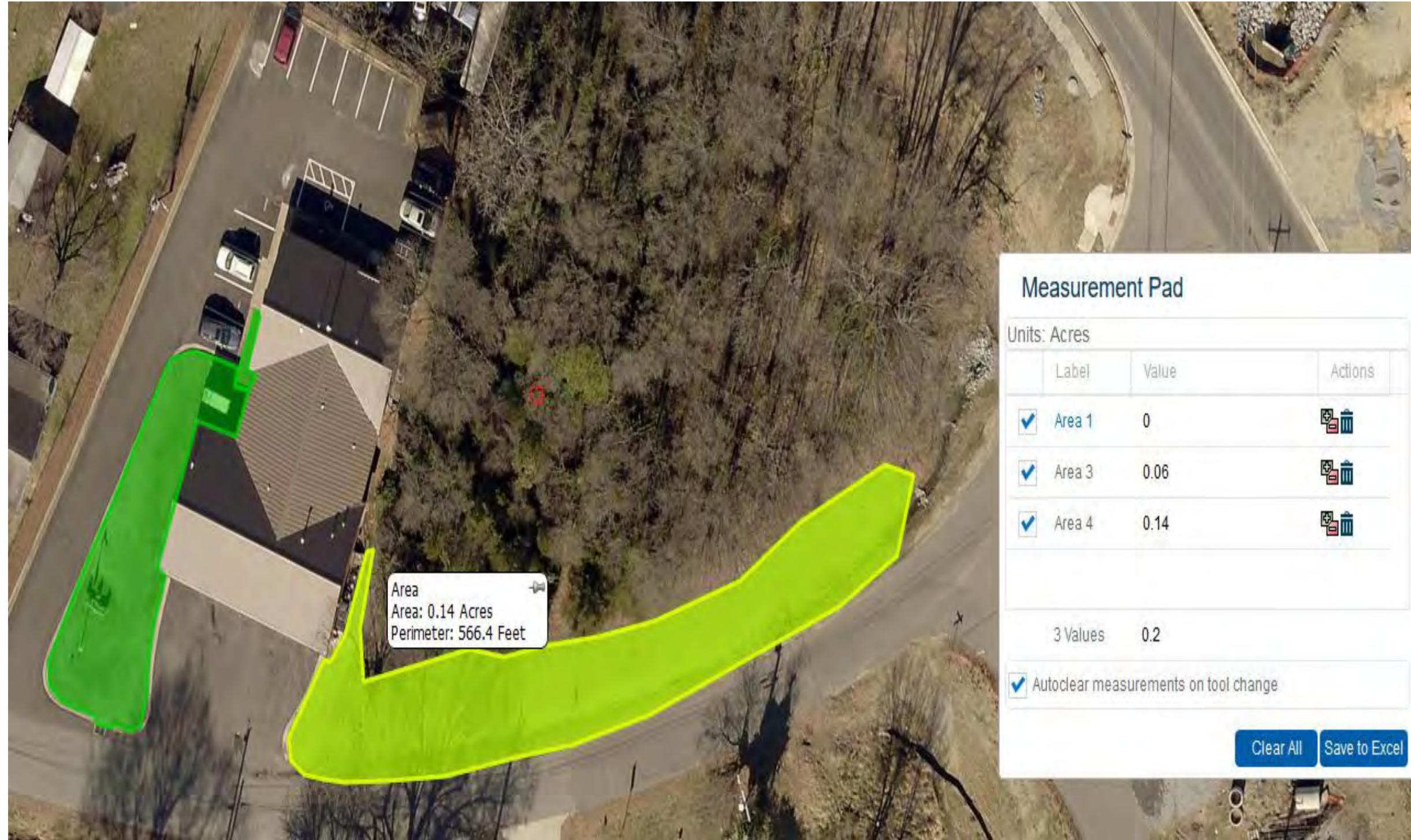
	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	3.28	 

1 Value 3.3

Autoclear measurements on tool change

Clear All Save to Excel

# EMS 1



Area  
Area: 0.14 Acres  
Perimeter: 566.4 Feet

### Measurement Pad

Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	0	
<input checked="" type="checkbox"/>	Area 3	0.06	
<input checked="" type="checkbox"/>	Area 4	0.14	
3 Values		0.2	

Autoclear measurements on tool change

[Clear All](#) [Save to Excel](#)

# EMS 2

Area  
Area: 0.17 Acres  
Perimeter: 434.3 Feet

### Measurement Pad

Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	3.11	
<input checked="" type="checkbox"/>	Area 2	0.17	

2 Values    3.3

Autoclear measurements on tool change

[Clear All](#) [Save to Excel](#)

### EMS 3



EMS 4

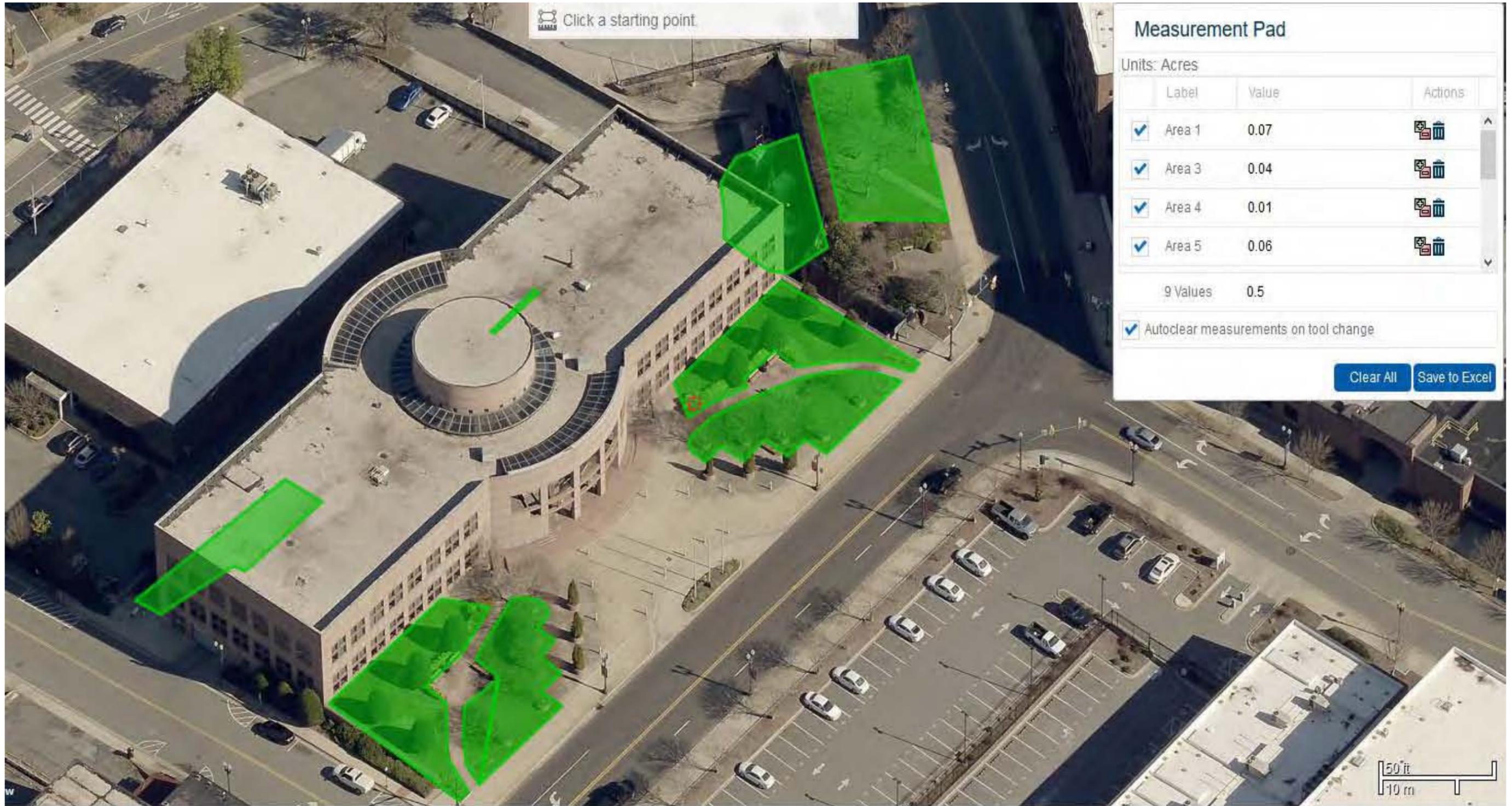


# Firing Range



Area  
Area: 5.24 Acres  
Perimeter: 2005.4 Feet

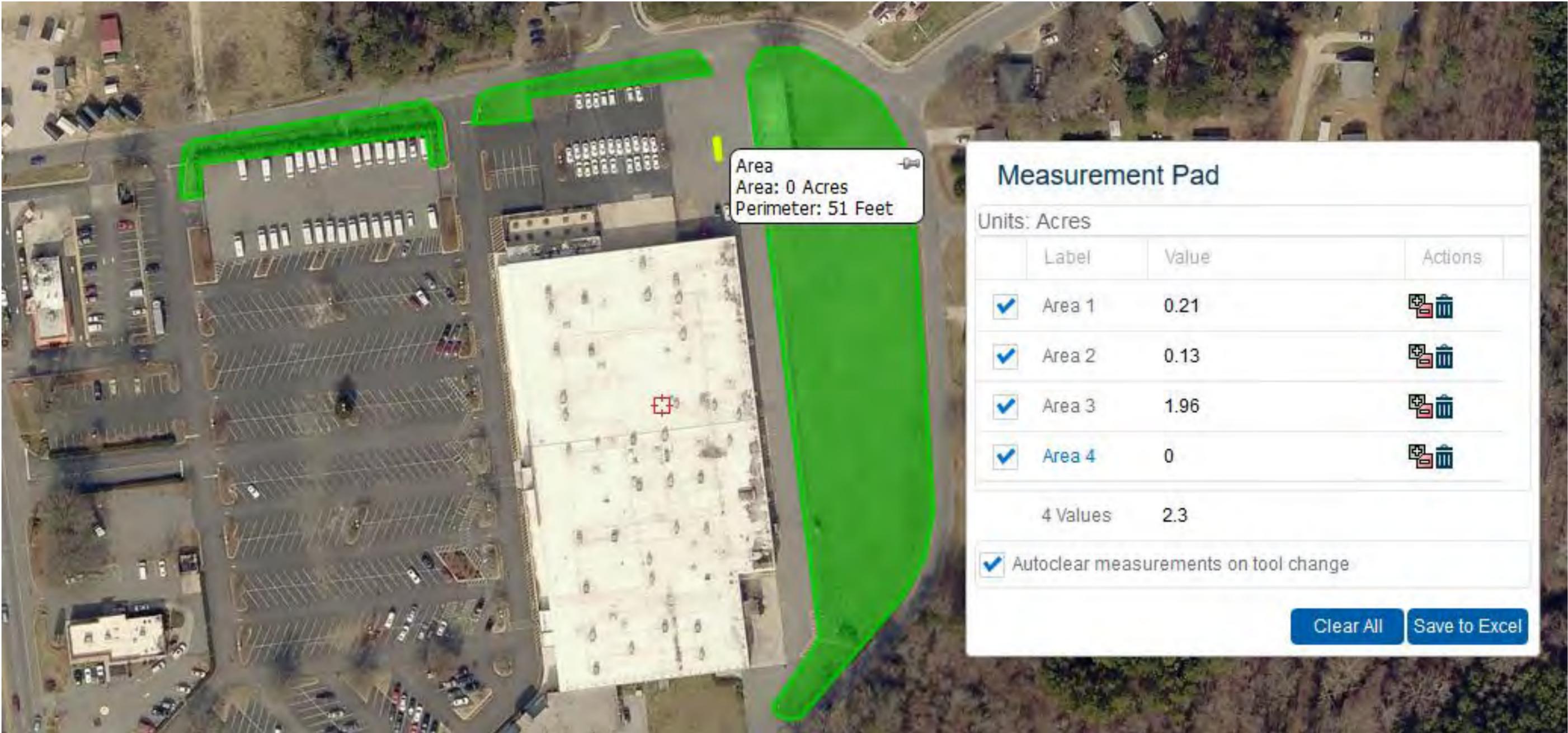
# Government Center



# HHW



# Human Services Center



# IAM/Animal Shelter/Fleet

Area  
Area: 0.87 Acres  
Perimeter: 839.4 Feet

### Measurement Pad

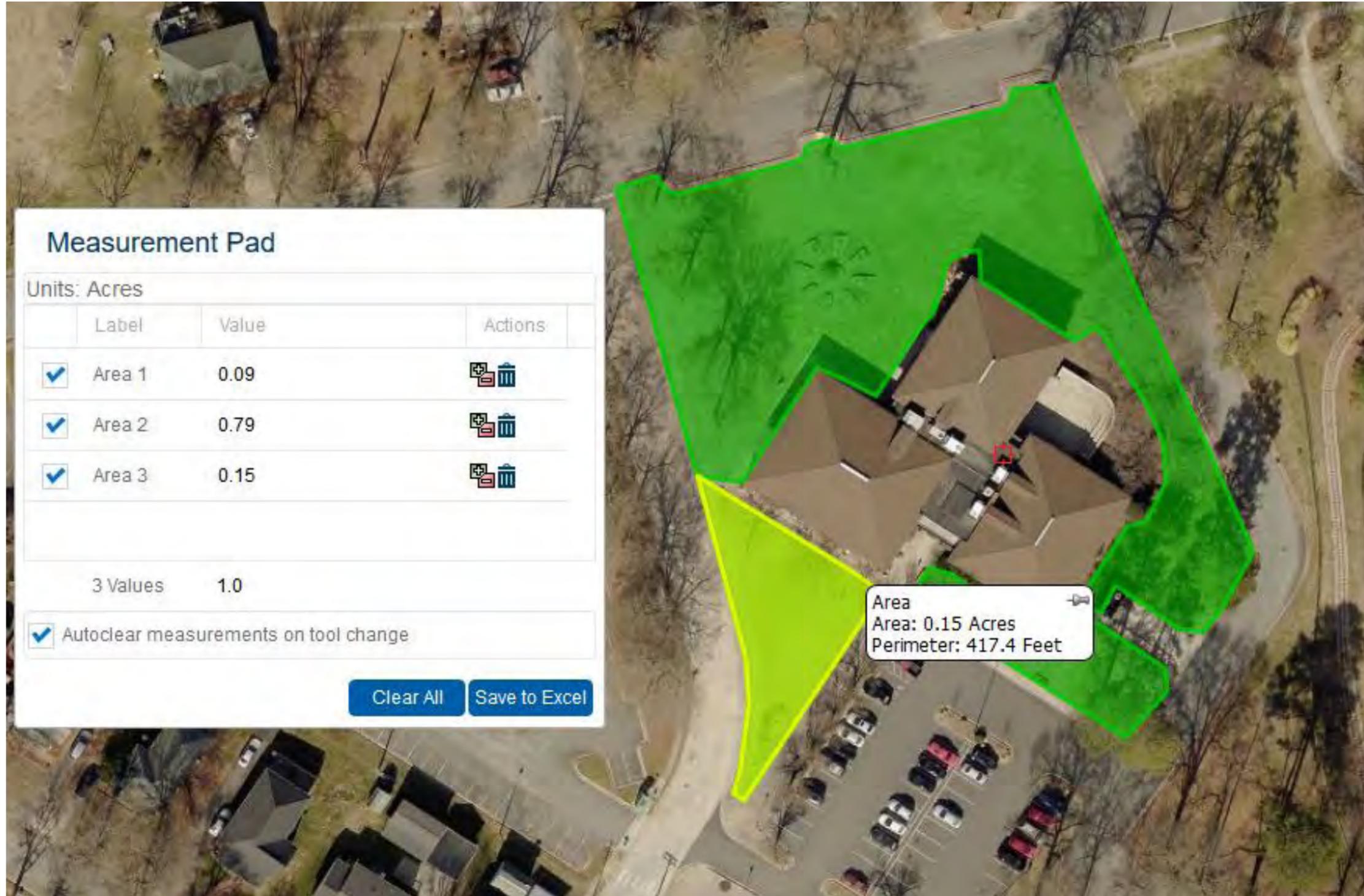
Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 5	0.24	
<input checked="" type="checkbox"/>	Area 6	0.04	
<input checked="" type="checkbox"/>	Area 7	0.1	
<input checked="" type="checkbox"/>	Area 8	0.07	
10 Values		2.0	

Autoclear measurements on tool change

[Clear All](#) [Save to Excel](#)

# Kannapolis Library



# Landfill



# Mount Pleasant Library

**Measurement Pad**

Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	0.02	 
<input checked="" type="checkbox"/>	Area 3	0.03	 
<input checked="" type="checkbox"/>	Area 4	0.02	 
<input checked="" type="checkbox"/>	Area 5	0.11	 
4 Values		0.2	

Autoclear measurements on tool change

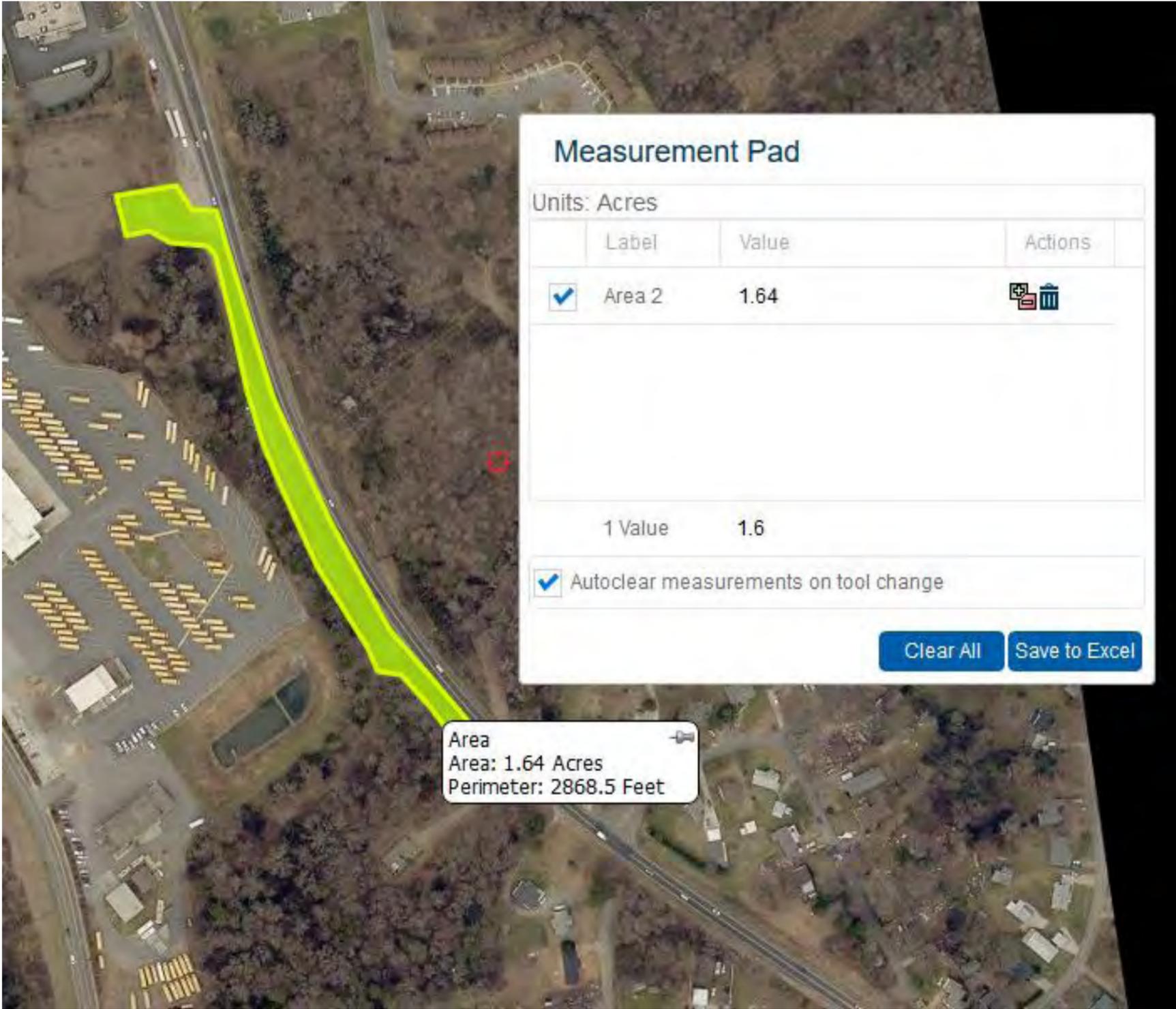
[Clear All](#) [Save to Excel](#)

Area  
Area: 0.11 Acres  
Perimeter: 284.2 Feet

## Mount Pleasant Youth Softball Fields



**Old Fairgrounds 601 roadside**



# Old Fairgrounds Cabarrus Ave. Side



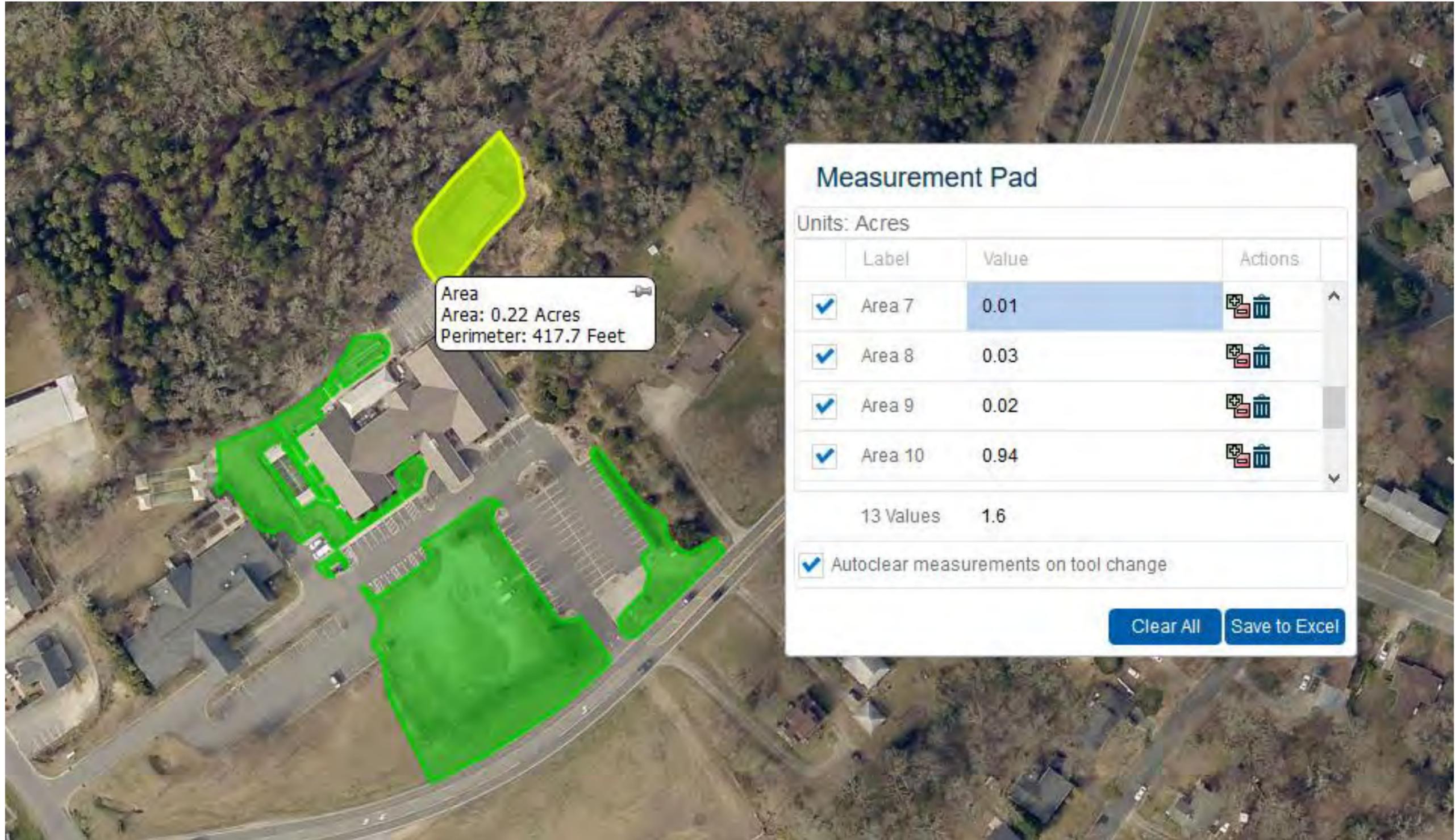
# Operations Center



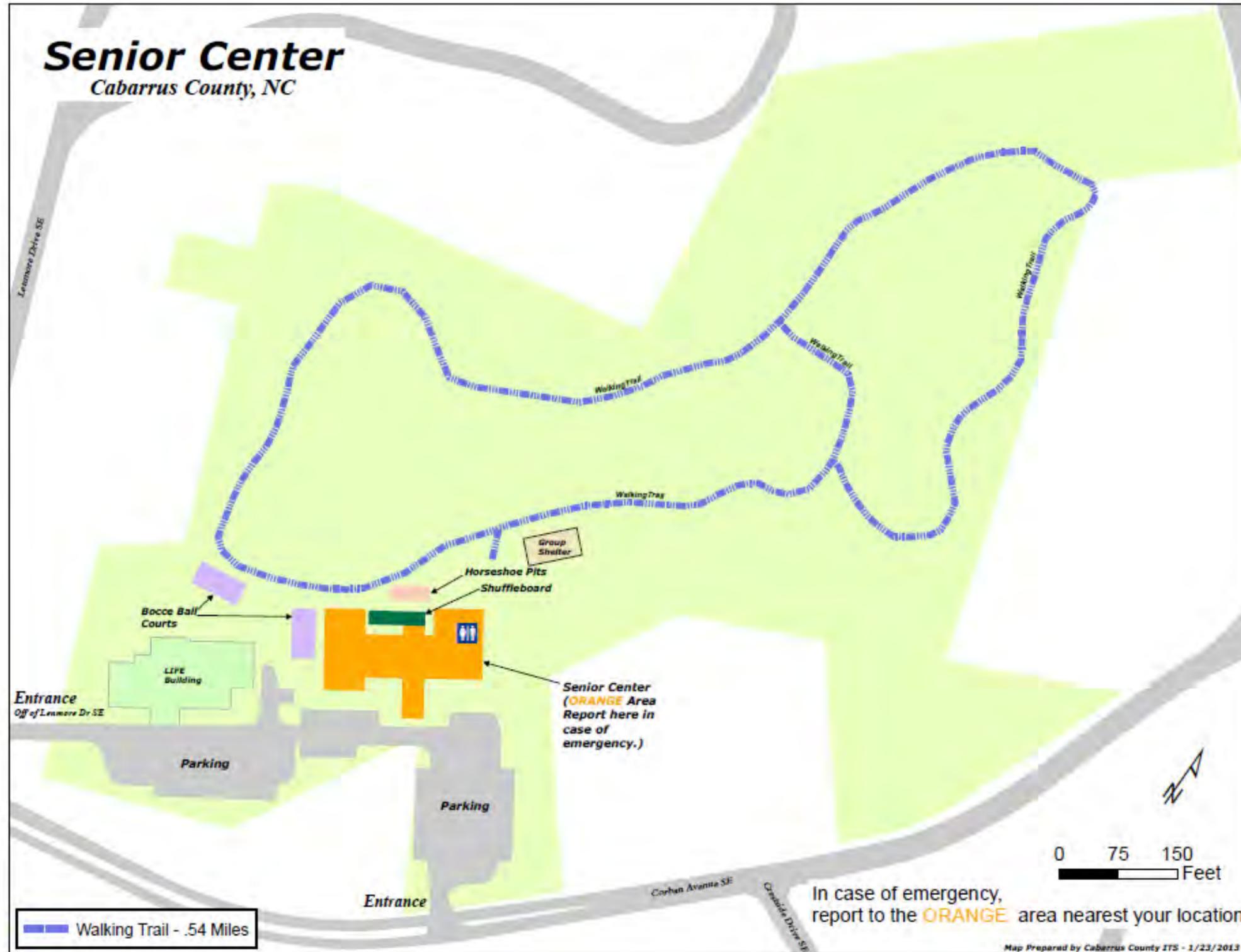
# Rotary Square



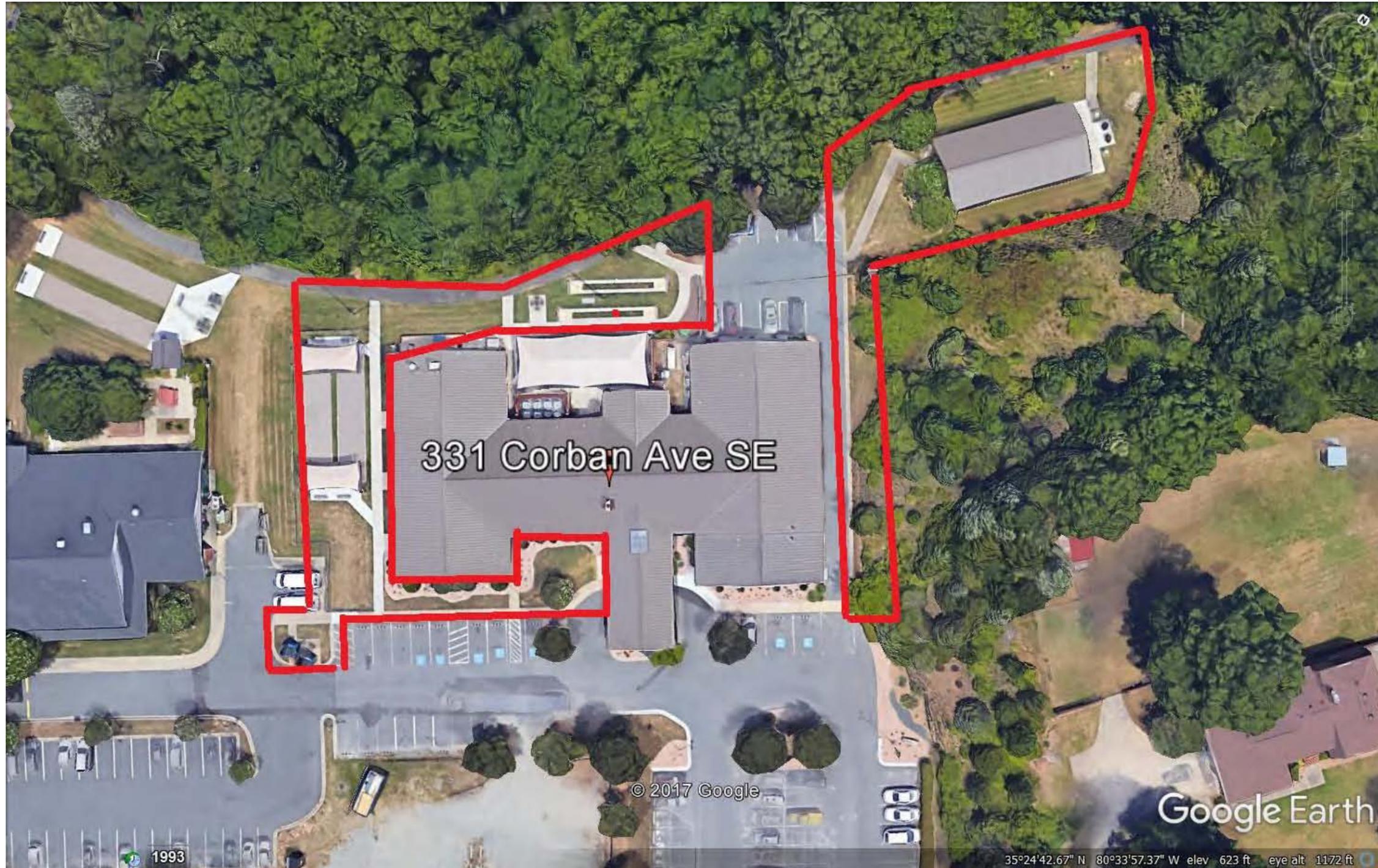
# Senior Center



# Senior Center Trail Map



Senior Center Push mowing



# Sheriff Administration Detention Pond Hill



Weed eat once every month

# Sheriff Administration

The image shows an aerial view of a large facility, likely a sheriff's office, with several green-outlined areas marked for measurement. A tooltip for one area shows: Area, Area: 0.02 Acres, Perimeter: 428.9 Feet. A red square is also visible on the map.

**Measurement Pad**

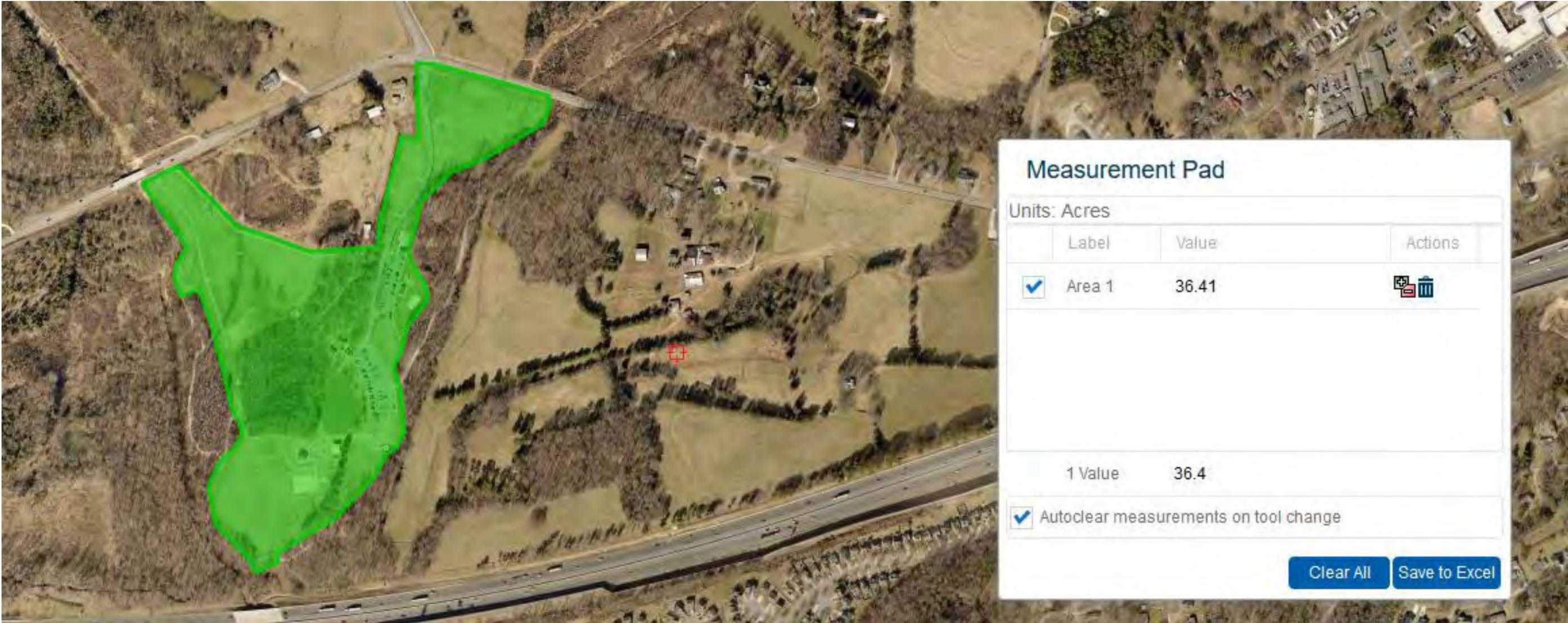
Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	0.03	
<input checked="" type="checkbox"/>	Area 2	0.02	
<input checked="" type="checkbox"/>	Area 4	0.02	
<input checked="" type="checkbox"/>	Area 5	0.2	
13 Values		1.2	

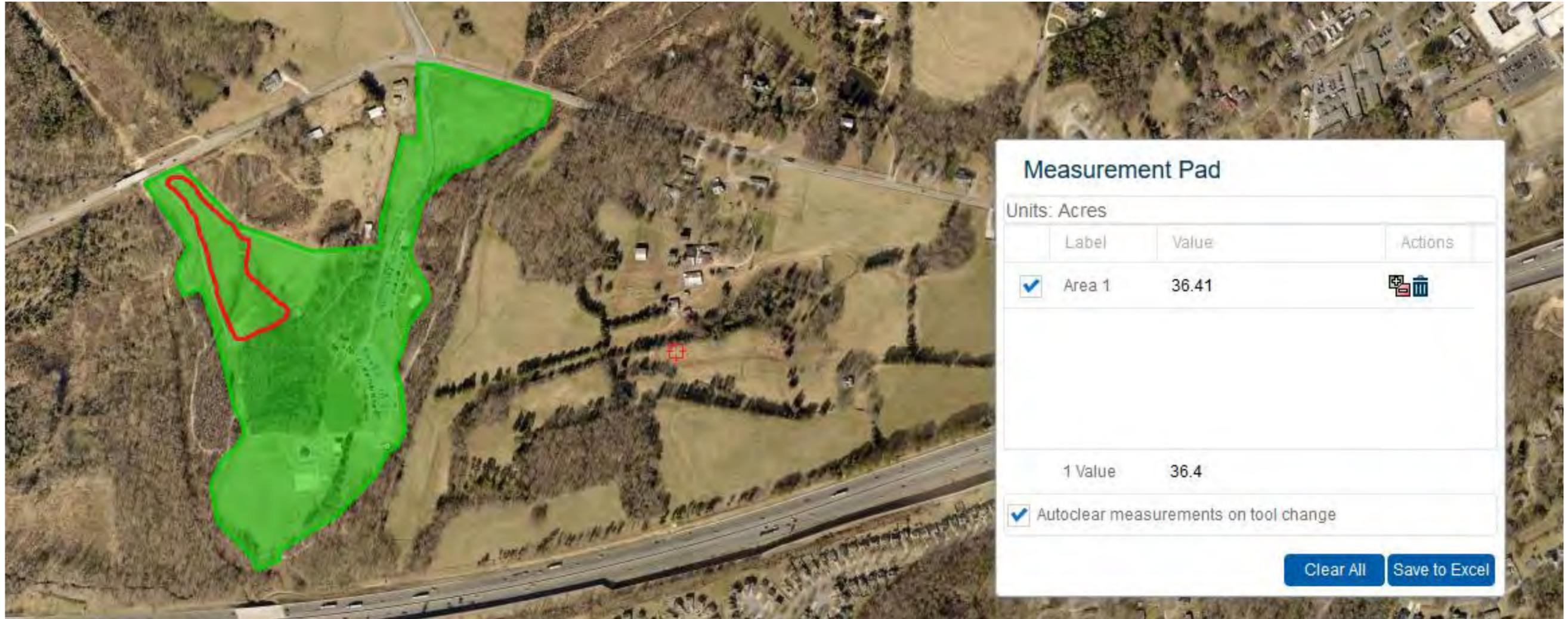
Autoclear measurements on tool change

[Clear All](#) [Save to Excel](#)

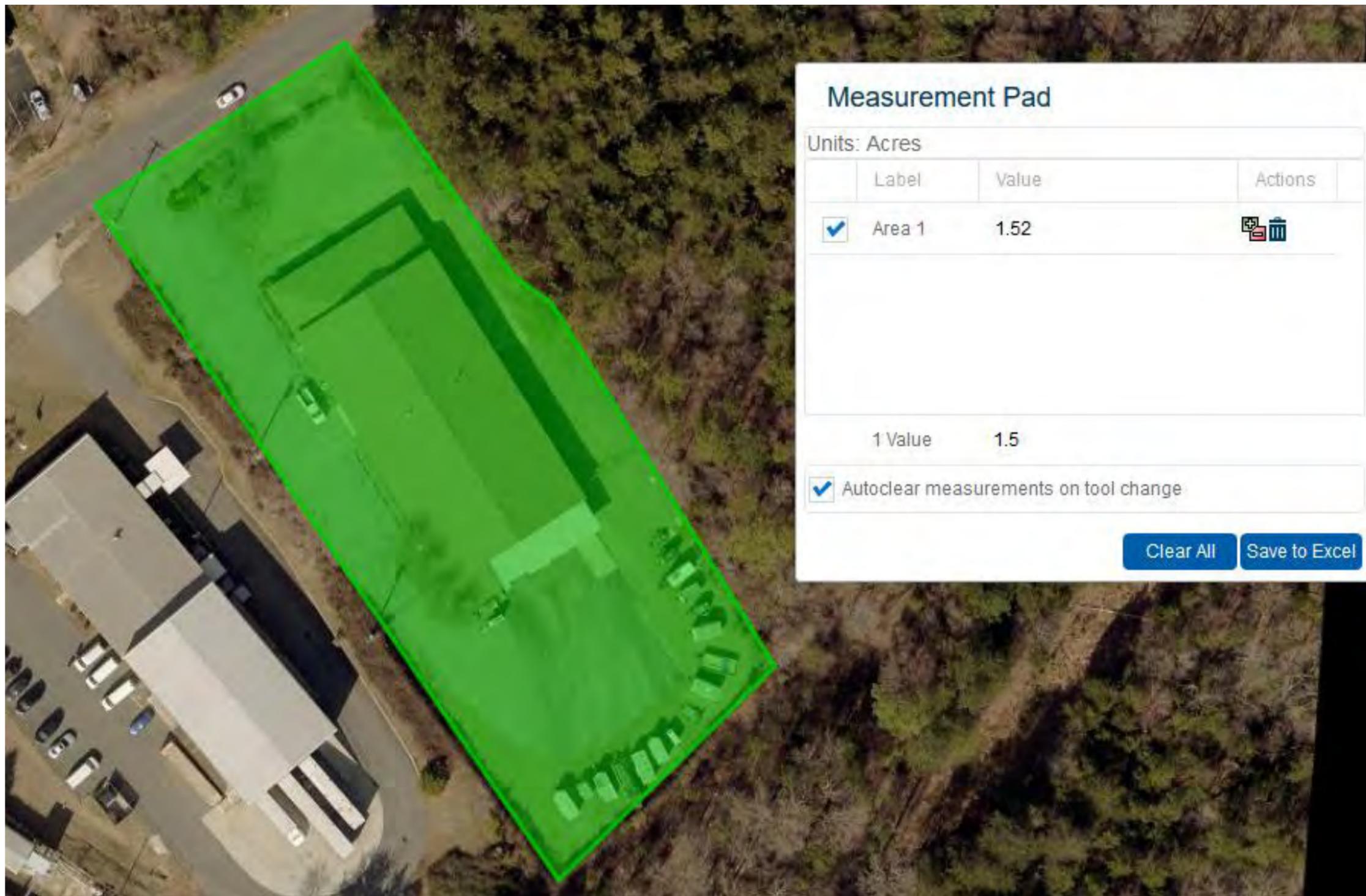
# Vietnam Veterans Park



**Vietnam Veterans Park flood area in red**



## Leased Warehouse



The image shows an aerial view of a leased warehouse. The warehouse building and its surrounding area are highlighted with a semi-transparent green overlay. The overlay follows the perimeter of the building and includes an adjacent parking lot area. The surrounding environment consists of trees and other industrial buildings.

**Measurement Pad**

Units: Acres

	Label	Value	Actions
<input checked="" type="checkbox"/>	Area 1	1.52	 

1 Value 1.5

Autoclear measurements on tool change

[Clear All](#) [Save to Excel](#)

## Exhibit C - Notes for Properties

Property list for Mowing Contractor		Notes for mowing on each property
<b>1</b>	Annual leaf collection	IAM Director, Assistant Director, or Grounds Supervisor will instruct when and what properties that will need leaf removal.
<b>2</b>	Camp Spencer	Mow along trails at least 10-12 feet on each side of trails if possible. Area in Exhibit A marked off in yellow will be bush hog by county.
<b>3</b>	Cabarrus County Parking Deck	all grass clippings need to be bagged on this property, parking may differ if spaces that are marked on Exhibit B are taken, you can park at SODC detention pond area, or RS if no event is going on.
<b>4</b>	Concord Library	all grass clippings need to be bagged on this property, parking may differ if spaces that are marked on Exhibit B are taken, you can park at SODC detention pond area, or RS if no event is going on.
<b>5</b>	Cooperative Extension	Parking area is marked in blue
<b>6</b>	Court House/Historic Court House	all grass clippings need to be bagged on this property, area in red on Exhibit B will be under construction area while New CH is being built, that area will not be mowed during this time, you may park in areas marked in Exhibit B at CCPD, SODC, RS.
<b>7</b>	Elma Lomax Farm	We just mow around all buildings and front area and parking lot
<b>8</b>	EMS 1	Parking area is marked in blue
<b>9</b>	EMS 2	Parking area is marked in blue
<b>10</b>	EMS 3	Parking area is marked in blue
<b>11</b>	EMS 4	Parking area is marked in blue
<b>12</b>	Firing Range	this is normally mowed 1st thing in the morning so that we don't disturb any training going on. Thursday is the day normally if weather permits, parking area marked in blue
<b>13</b>	Government Center	all grass clippings need to be bagged on this property, parking may differ if spaces that are marked on Exhibit B are taken, you can park at SODC detention pond area, or RS if no event is going on.
<b>14</b>	HHW	Parking for HHW is marked in Exhibit B on AS, IAM, Fleet map
<b>15</b>	Human Services Center	Parking area is marked in blue
<b>16</b>	IAM/Animal Shelter/Fleet	IAM marked in red is subject to change and will not be mowed, Grounds Supervisor will let you know when this will happen. Parking area marked in blue
<b>17</b>	Kannapolis Library	Parking area is marked in blue
<b>18</b>	Landfill	We mow just around the building and weight scales. Parking area marked in blue
<b>19</b>	Mount Pleasant Library	Parking area is marked in blue
<b>20</b>	Mount Pleasant Youth Softball Fields	you will need to cut down grass that grows in tennis courts when it gets high, Parking area is marked in blue.
<b>21</b>	Old Fairgrounds	we only mow the 601 road side now, the area marked Cabarrus Ave side is subject to change so this needs to be separate prices for 601 side and Cabarrus Ave side, see Exhibit B for aerial pictures, Parking areas are marked in blue
<b>22</b>	Operations Center	Parking area is marked in blue
<b>23</b>	Rotary Square	all grass clippings need to be bagged on this property, parking may differ if spaces that are marked on Exhibit B are taken, you can park at SODC detention pond area, or RS if no event is going on.
<b>24</b>	Senior Center	we push mow the area in red area, you will have to rake or sweep out any grass clipping out of bocce courts, we can not blow them out because the turf is held in by the sand. Parking area marked in blue.
<b>25</b>	Sheriff Administration Detention pond hill	weed eat are around pond once a month, this should be no less than 5 inches tall and no more than 8 inches tall, this is a retention BMP storm water pond that is inspected yearly by City and monthly by County. Parking area marked in blue.
<b>26</b>	Sheriff Administration	Parking area is marked in blue
<b>27</b>	Vietnam Veterans Park	flood area in red may not be able to be mowed if we have heavy amounts of rain, if this is the case you should contact Grounds Supervisor to let him know. Parking area marked in blue.
<b>28</b>	Leased Warehouse	this is subject to change, parking area marked in blue.

Exhibit D – Parcel Boundaries of Properties

**Camp Spencer**

3155 Foxford Rd, Concord, NC 28025

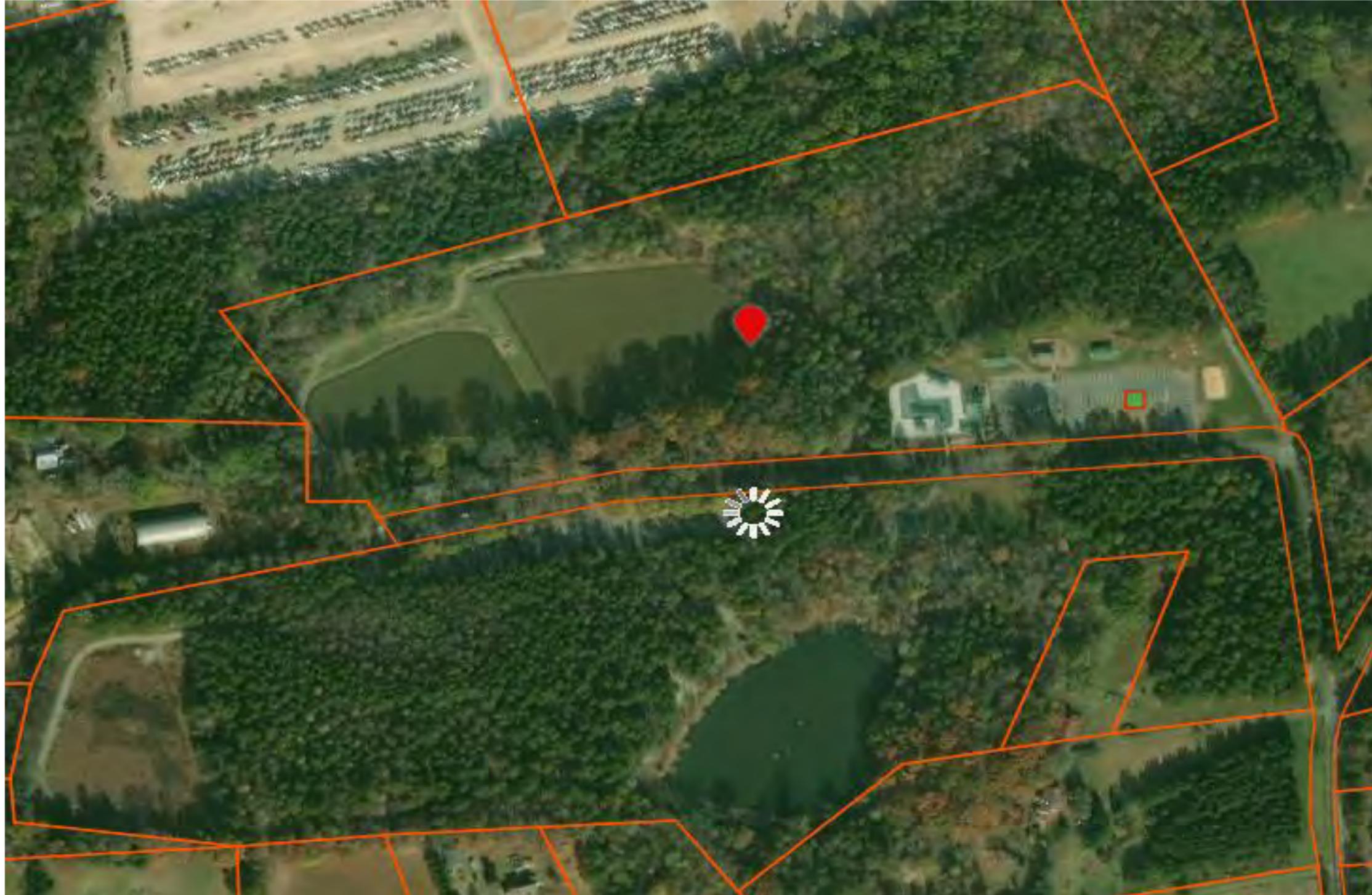


Exhibit D – Parcel Boundaries of Properties

## Cabarrus County Parking Deck

81 Spring St SW Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Concord Library**

27 Union St N, Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Cooperative Extension**

715 Cabarrus Ave W Concord NC 28027

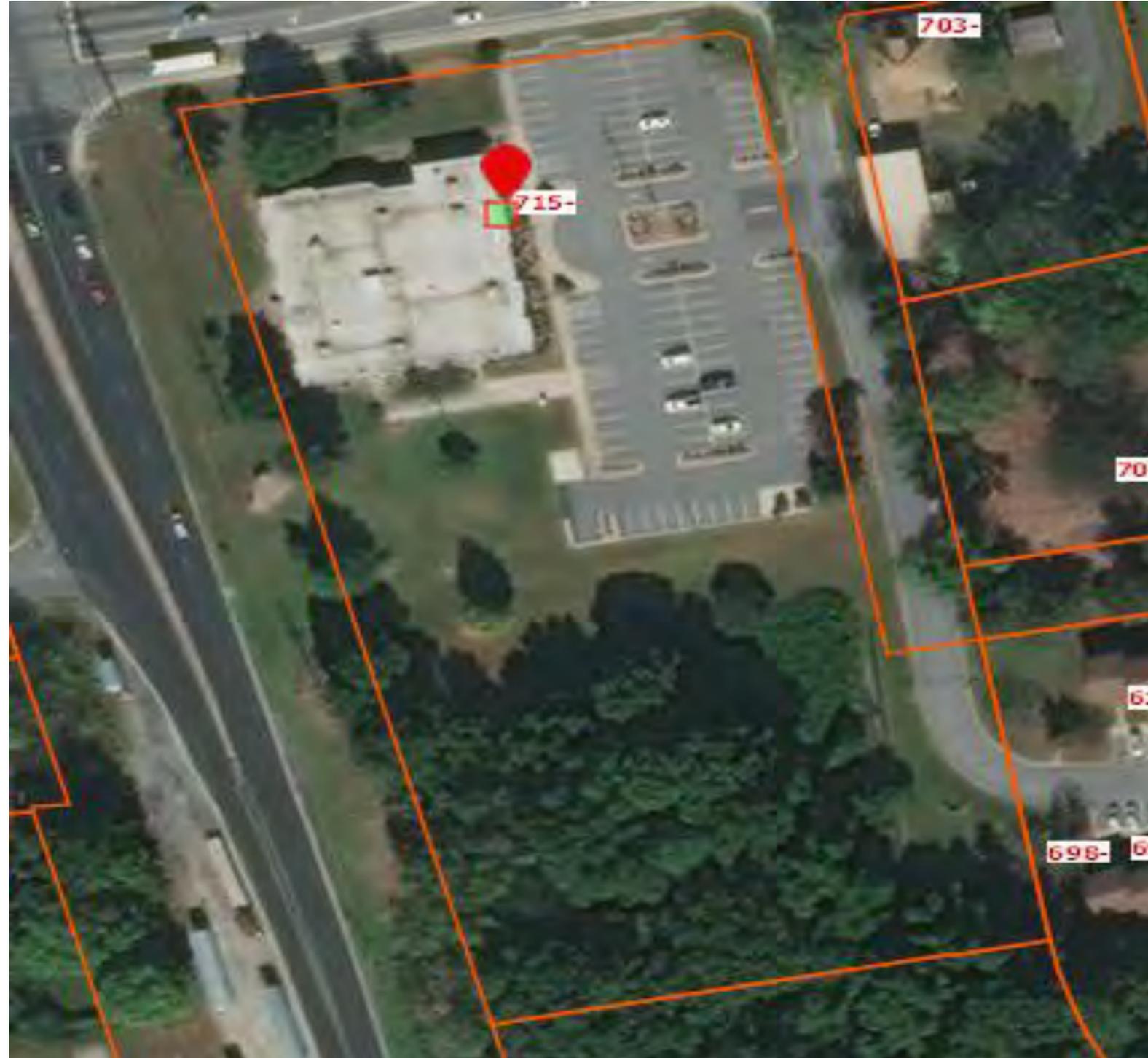


Exhibit D – Parcel Boundaries of Properties

**Court House/Historic Court House**

77 Union St S Concord NC 28025

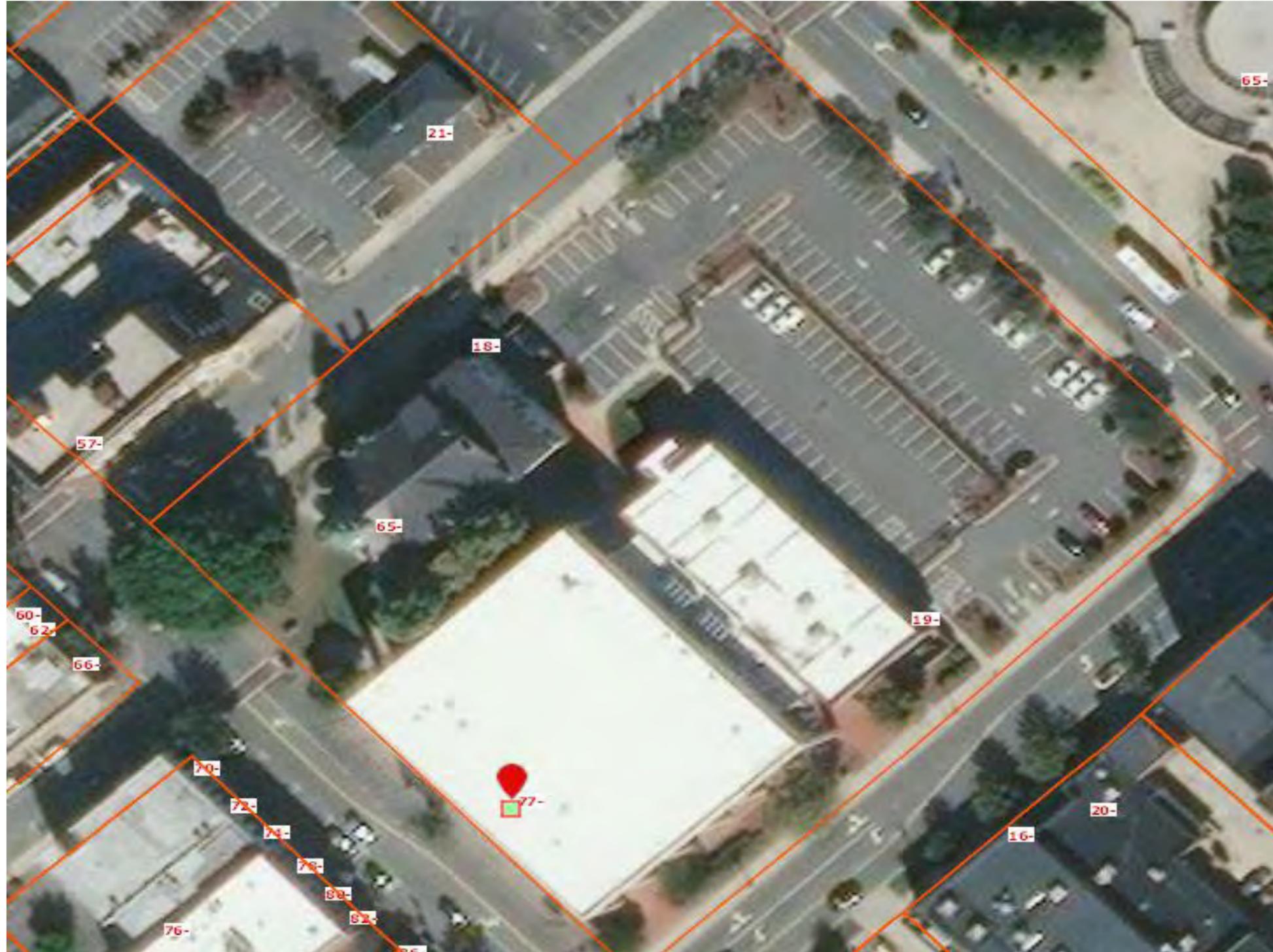


Exhibit D – Parcel Boundaries of Properties

**Elma Lomax Farm**

3445 Atando Rd Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**EMS 1**

31 Willowbrook Dr. Concord NC 28027

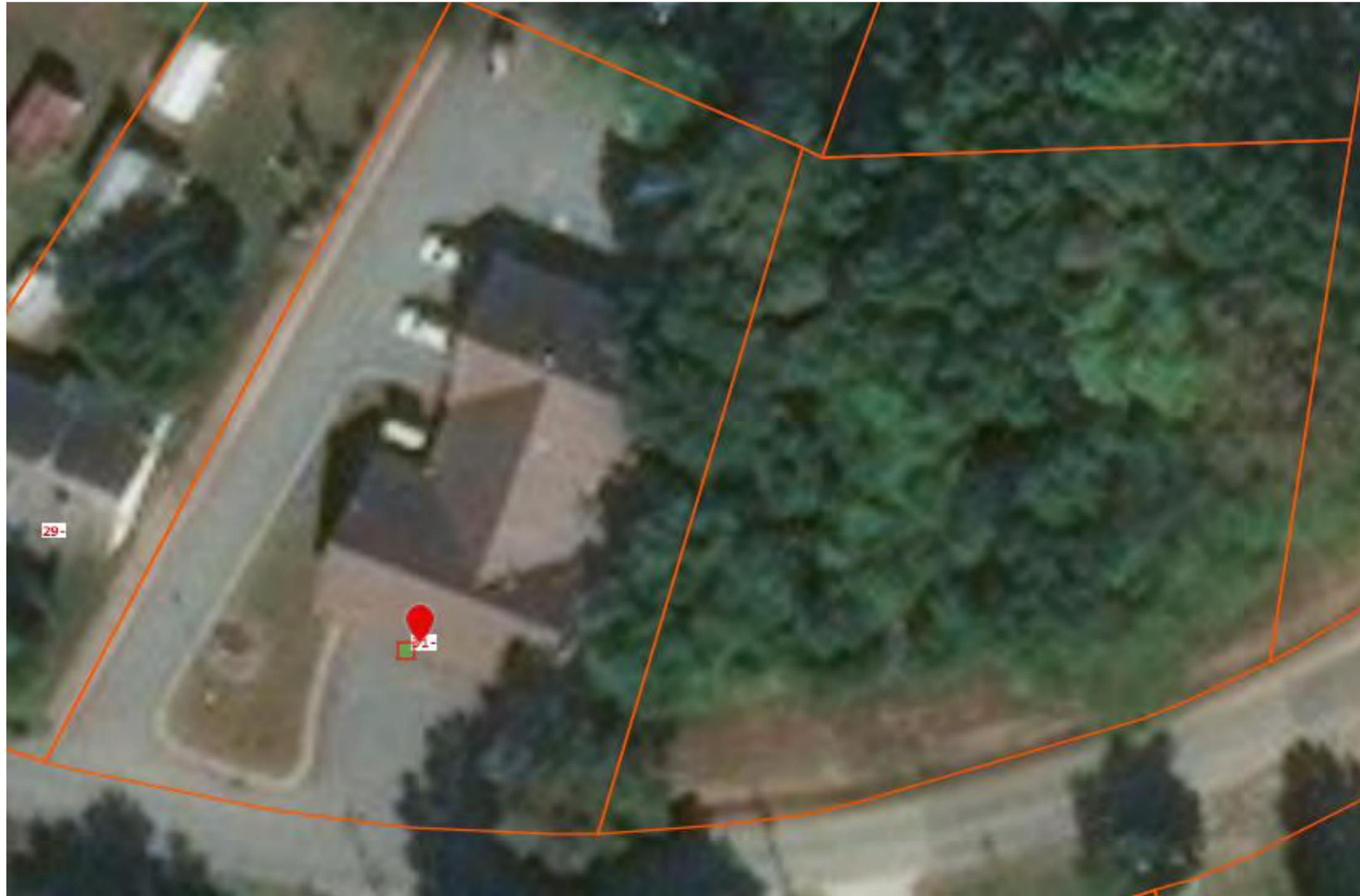


Exhibit D – Parcel Boundaries of Properties

**EMS 2**

380 Hwy 49 S Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**EMS 3**

325 Jackson St Mt Pleasant NC 28124

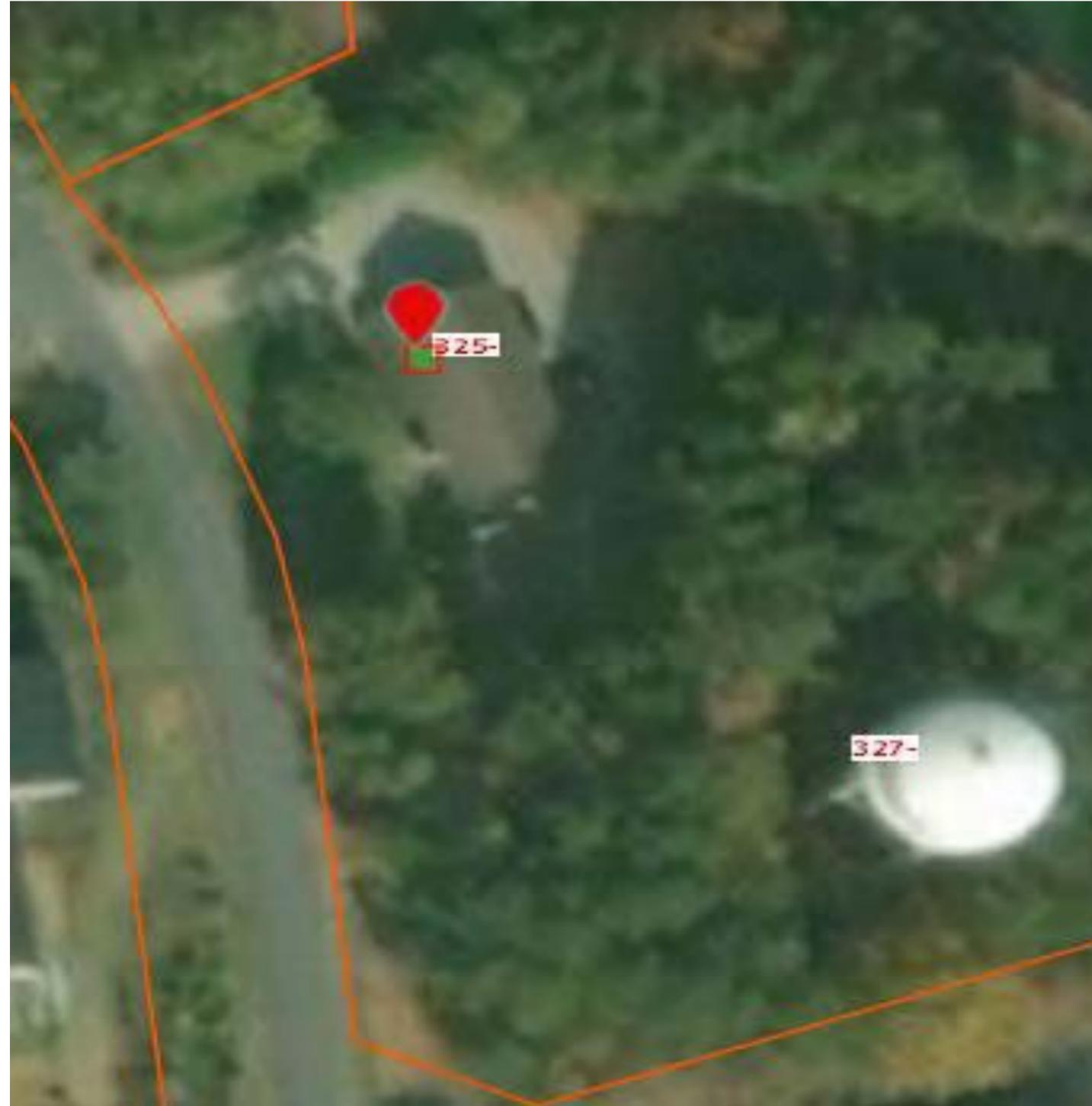


Exhibit D – Parcel Boundaries of Properties

**EMS 4**

913 Dale Earnhardt Blvd Kannapolis NC 28081



Exhibit D – Parcel Boundaries of Properties

**Firing Range**

4325 Irish Potato Rd Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Government Center**

65 Church St S Concord NC 28025

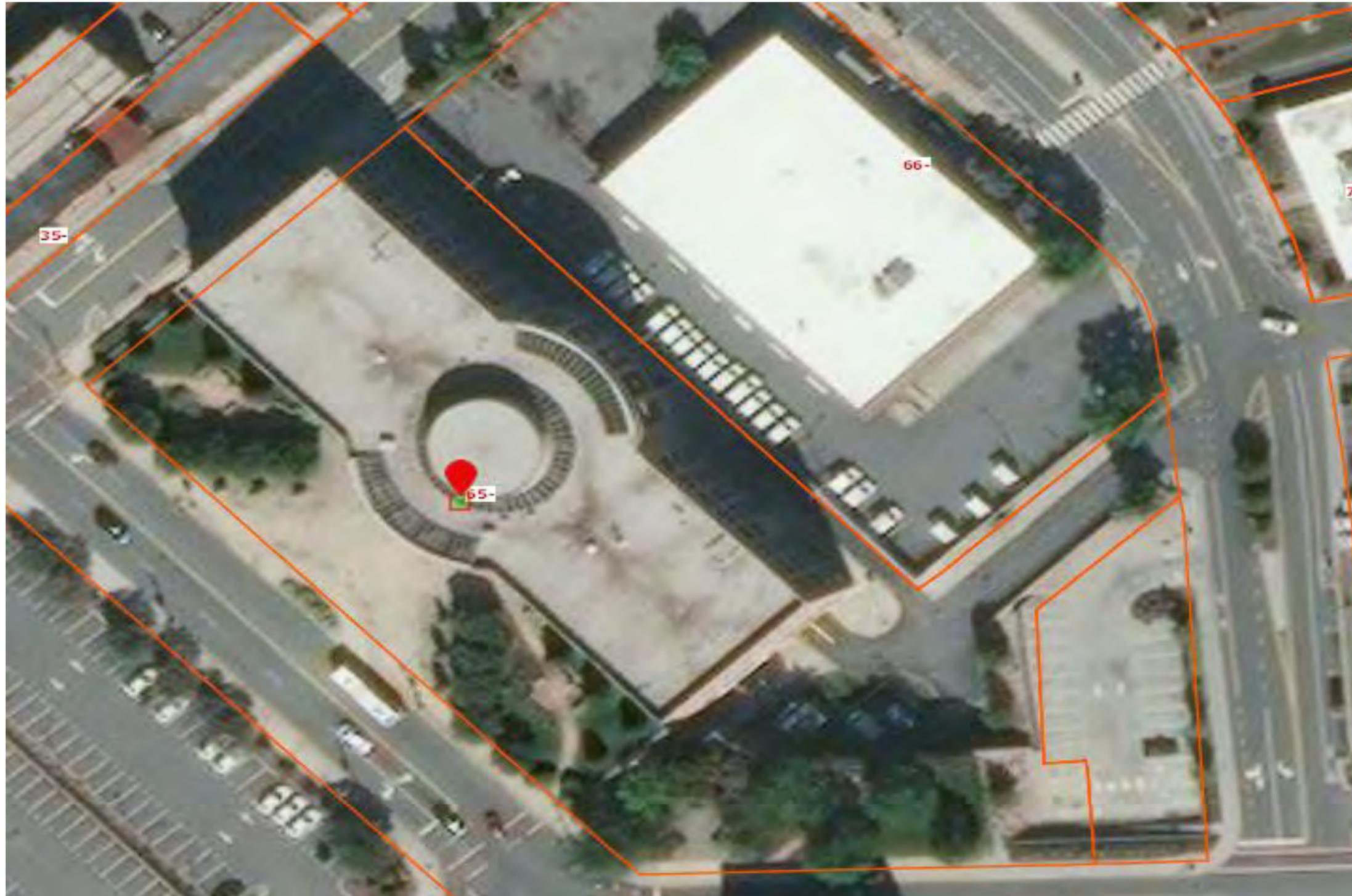


Exhibit D – Parcel Boundaries of Properties

**HHW**

246 General Service Dr. Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Human Services Center**

1303 S Cannon Blvd Kannapolis NC 28083



Exhibit D – Parcel Boundaries of Properties

**IAM/Animal Shelter/Fleet**

242 General Services Dr Concord NC 28025 IAM

244 Betsy Carpenter Pl SW Concord NC 28025 Animal Shelter

243 Betsy Carpenter Pl SW Concord NC 28025 Fleet



Exhibit D – Parcel Boundaries of Properties

**Kannapolis Library**

850 Mountain St Kannapolis NC 28081



Exhibit D – Parcel Boundaries of Properties

**Landfill**

4441 Irish Potato Rd Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Mount Pleasant Library**

8556 Cook St Mt Pleasant NC 28124

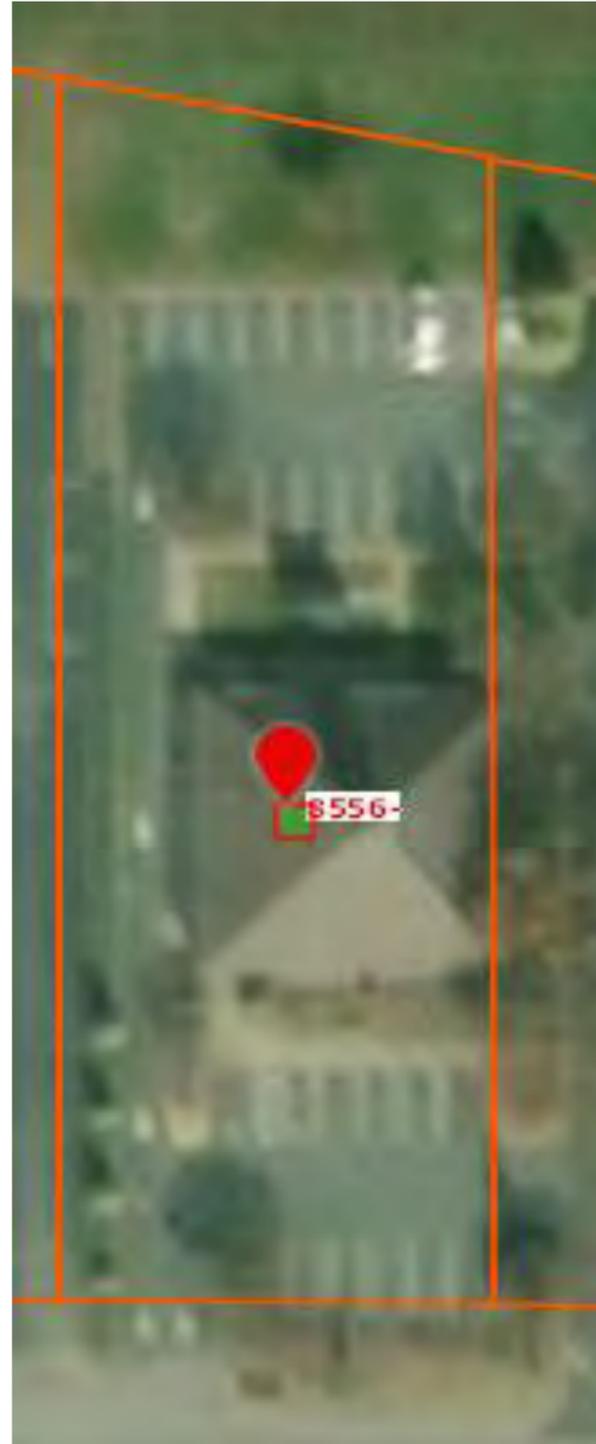


Exhibit D – Parcel Boundaries of Properties

## Mount Pleasant Youth Softball Fields

8371 North Dr Mt Pleasant NC 28124



Exhibit D – Parcel Boundaries of Properties

**Old Fairgrounds**

789 Cabarrus Ave W Concord NC 28027



Exhibit D – Parcel Boundaries of Properties

# Operations Center

484 Cabarrus Ave W Concord NC 28027

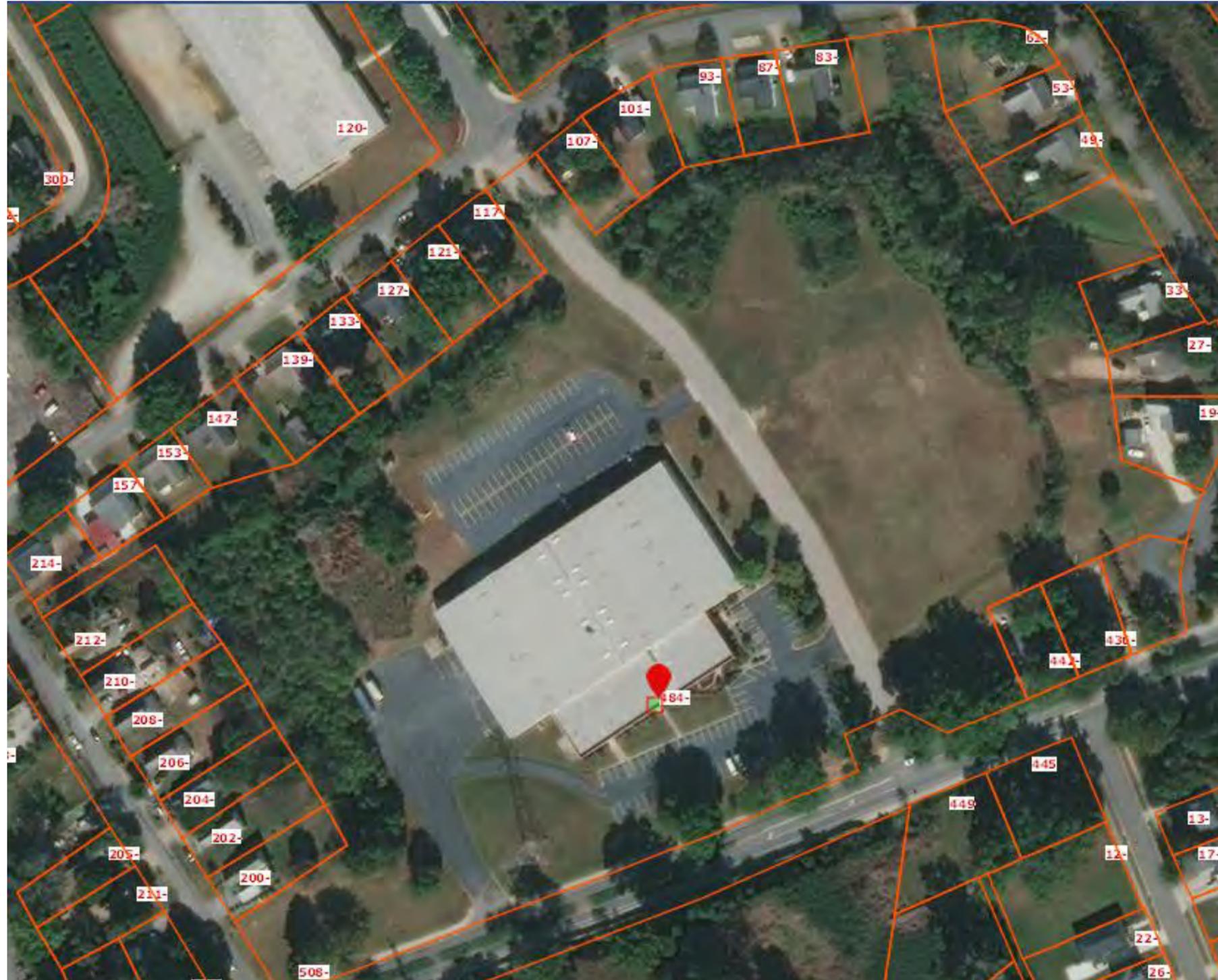


Exhibit D – Parcel Boundaries of Properties

**Rotary Square**

111 Union St S Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Senior Center**

331 Corban Ave SE Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Sheriff Administration Detention Pond**

30 Corban Ave SE Concord NC 28025 Behind building



Exhibit D – Parcel Boundaries of Properties

**Sheriff Administration**

30 Corban Ave SE Concord NC 28025



Exhibit D – Parcel Boundaries of Properties

**Vietnam Veterans Park**

760 Orphanage Rd Concord NC 28027

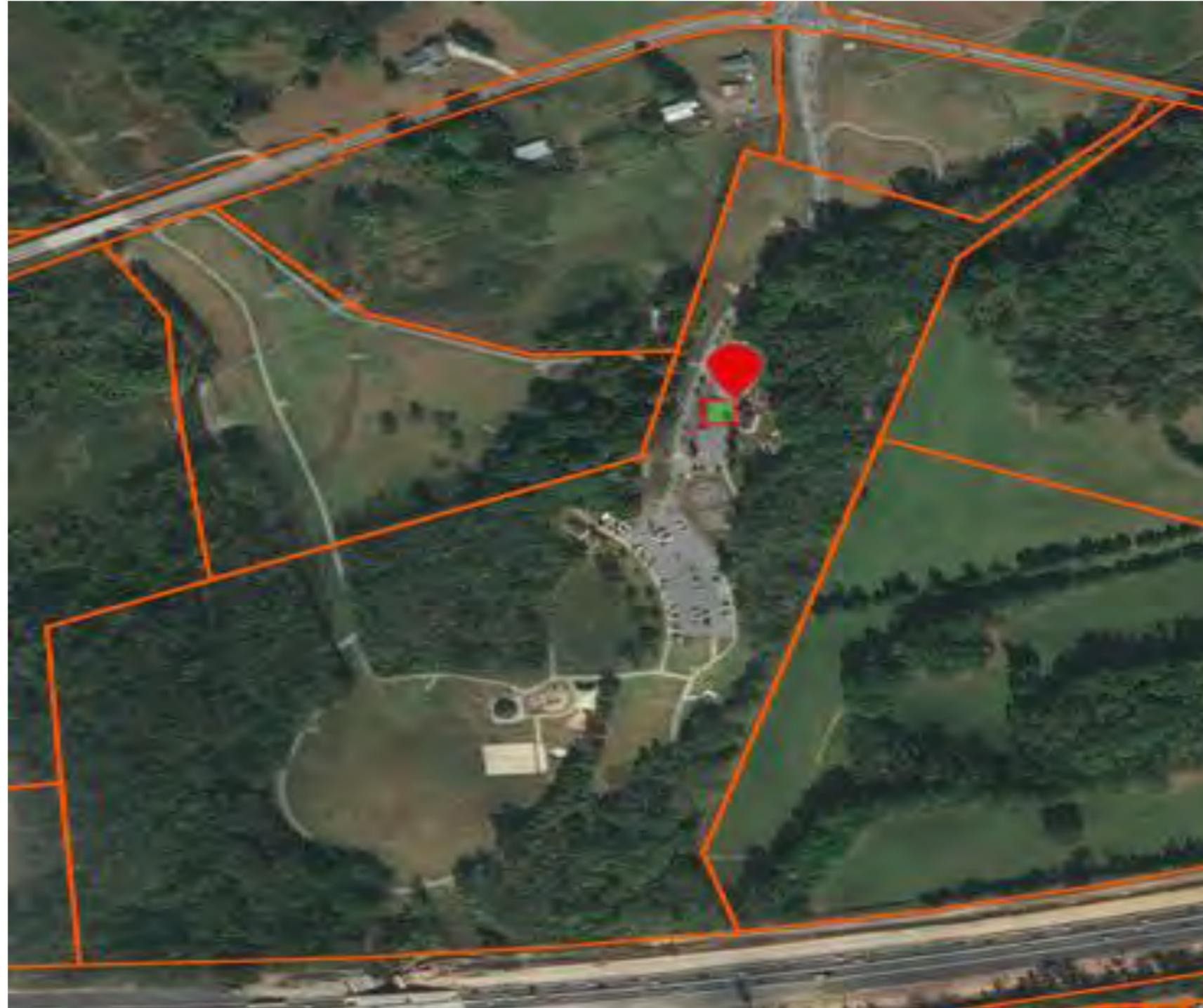
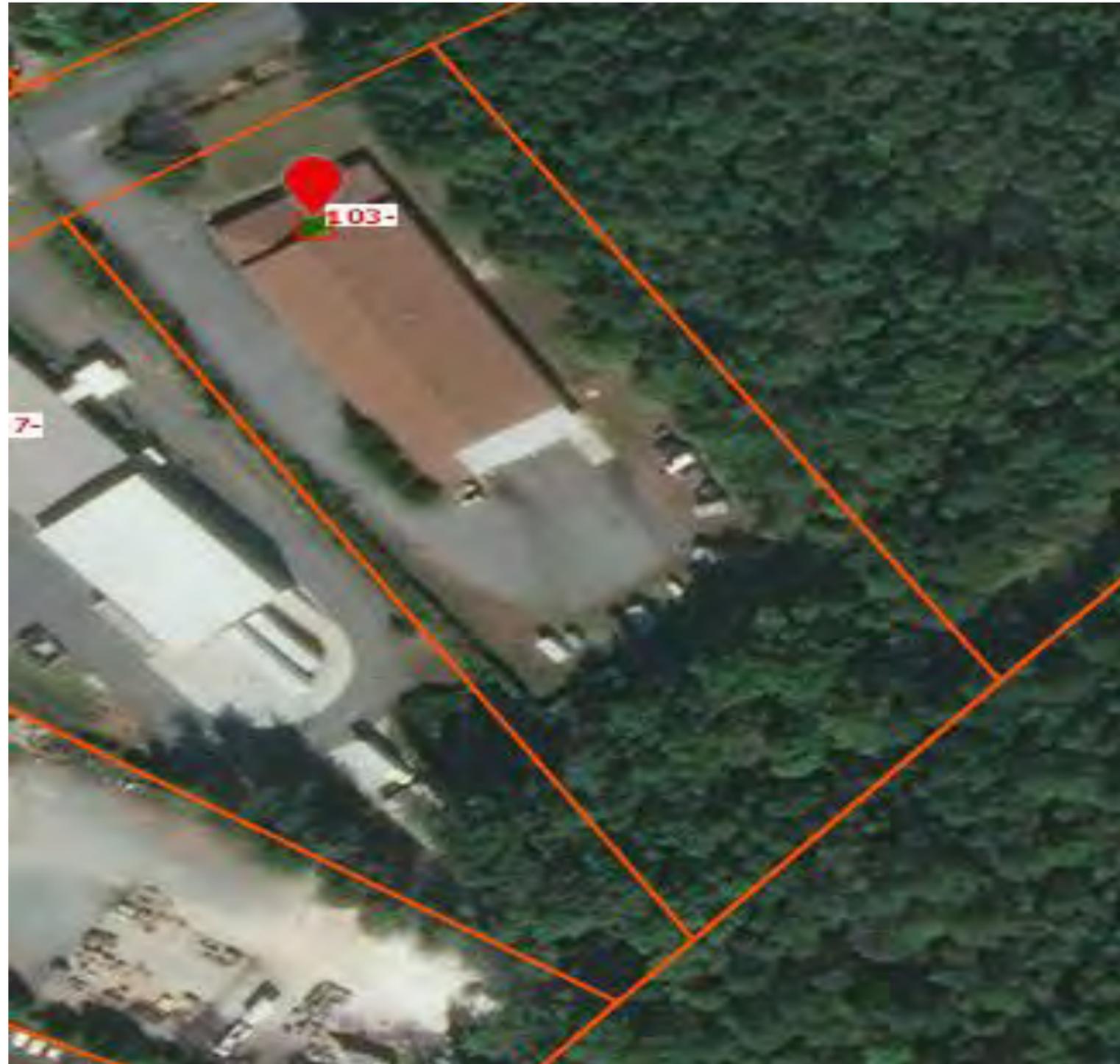


Exhibit D – Parcel Boundaries of Properties

**Warehouse**

103 Commercial Park Dr SW Concord NC 28027



# Exhibit E - RFP Proposal Submittal Form

County Property/ Dates mowed	Price for 1 mowing	Mowing's per year	Total Price for all Mowing's
Annual leaf collection		NA	
Camp Spencer		34	
Cabarrus County Parking Deck		34	
Concord Library		34	
Cooperative Extension		34	
Court House/Historic Court House		34	
Elma Lomax Farm		34	
EMS 1		34	
EMS 2		34	
EMS 3		34	
EMS 4		34	
Firing Range		34	
Government Center		34	
Household Hazardous Waste		34	
Human Services Center		34	
IAM/Animal Shelter/Fleet		34	
Kannapolis Library		34	
Landfill		34	
Mount Pleasant Library		34	
Mount Pleasant Youth Softball Fields		34	
Old Fairgrounds		34	
Operations Center		34	
Rotary Square		34	
Senior Center		34	
Sheriff Administration Detention pond hill		12	
Sheriff Administration		34	
Vietnam Veterans Park		34	
Leased Warehouse		34	
<b>Total price for all properties(US Dollars):</b>			
<b>Printed Name:</b>			
<b>Signature:</b>			

