



## **NOTICE TO BIDDERS**

**For  
Landscape and Grounds Maintenance Services for  
Town of Chapel Hill  
Parks and Recreation Department**

**BID #**            **Q15-100**

**TO:**             **ALL PROSPECTIVE BIDDERS**

**FROM:**         **ZAKIA ALAM, PURCHASING & CONTRACTS MANAGER**

**SUBJECT:**      **LANDSCAPE AND GROUNDS MAINTENANCE SERVICES FOR TOWN  
OF CHAPEL HILL, PARKS AND RECREATION DEPARTMENT**

**DATE:**         **March 17, 2015**

The Town of Chapel Hill is soliciting bids for Landscape and Grounds Maintenance Services for Town of Chapel Hill, Parks and Recreation Department. If you are interested in bidding on this Landscaped and Grounds Maintenance Services contract, please submit your bid by **3:00 P.M.** on **April 1, 2015** addressed to Town of Chapel Hill, Purchasing & Contracts Manager, 405 Martin Luther King Jr. Boulevard, Chapel Hill, NC 27514.

All bids shall be in sealed envelopes and marked on the exterior, "Landscapes and Grounds Maintenance Services for Town of Chapel Hill, Parks and Recreation Department". Bid forms must be completed in ink or typewritten.

Please contact Robert Minick, Contract Coordinator at (919) 969-5122 or email at [rminick@townofchapelhill.org](mailto:rminick@townofchapelhill.org) for any questions regarding this bid package.

Bid submittal questions should be directed to Zakia Alam, Purchasing and Contracts Manager at 919 969-5022 or email at [zalam@townofchapelhill.org](mailto:zalam@townofchapelhill.org).



**INSTRUCTIONS TO BIDDERS  
FOR  
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
FOR  
TOWN OF CHAPEL HILL  
PARKS AND RECREATION DEPARTMENT**

**BID: Q15-100**

**DATE: March 17, 2015**

- Bids are due in the Purchasing Office at Town Hall, 405 Martin Luther King Jr. Boulevard, Chapel Hill, North Carolina 27514 by 3:00 P.M., April 1, 2015.
- All bids received after the time and date specified will not be considered.
- All bids must be submitted on the Contractor Bid form.
- Any bid may be withdrawn up until the due date and time set for bids. Any bid not so withdrawn shall constitute an irrevocable offer to provide the services set forth in the Contract for Mowing Services until one or more of the bids have been duly accepted.
- The bidder's attention is directed to the fact that the information submitted on the bid form will ultimately be considered as an integral part of the Contract executed with the successful bidder. Copy of the bid for Landscape and Grounds Maintenance Services can be downloaded from the Town's website at [www.townofchapelhill.org](http://www.townofchapelhill.org).
- All questions concerning this project shall be submitted in writing to Robert Minick at [rminick@townofchapelhill.org](mailto:rminick@townofchapelhill.org) by 5:00 P.M., March 25, 2015. All questions and answers will be published in a form of an addendum on the Town website at [www.townofchapelhill.org](http://www.townofchapelhill.org) by March 27, 2015.
- The submission of a bid from any interested Contractor is in and of itself evidence that the Contractor has (a) examined the Contract for Landscape and Grounds Maintenance Services

and Bid Letting Documents Thoroughly, and (b) visited the site (s) where the work is to be performed and familiarized him/herself with all conditions affecting the bid and the possible performance of the work.

Bid forms must be completed in ink or typewritten. If necessary, additional copies may be obtained from the Contract Coordinator.

All bids shall be in sealed envelopes and marked on the exterior, "Landscape and Grounds Maintenance Services for Town of Chapel Hill, Parks and Recreation Department" and addressed to:

Zakia Alam, Purchasing and Contracts Manager  
Town of Chapel Hill  
405 Martin Luther King Jr. Boulevard  
Chapel Hill, NC 27514

Note: If not mailed, bids must be delivered to the Town's Purchasing Office at 405 Martin Luther King Jr. Boulevard, Chapel Hill, NC 27514 by 3:00 P.M. on April 1, 2015.

- All bids received will be examined promptly after opening and award will be made at the earliest possible date thereafter.
- The bid of the lowest responsive/responsible bidder(s) will be accepted. The lowest responsive/responsible bidder(s) shall mean the bidder(s) who make(s) the lowest bid, to provide the services set forth in the agreement and who is known to be fit and capable to perform the services bid upon.
- The Town of Chapel Hill specifically reserve the right to reject any and all bids, to accept any or all parts of a bid, to increase or decrease the quantity for required services to meet additional or reduced requirements or to re-solicit bids on the required services, or to reject any and all bids and formally advertise for bids on the required services or portions thereof.
- All prospective bidders are to take special notice that performing the work per specifications as well as cost will be an important factor in determining selection of the contractor. Only contractors with a demonstrated ability to render mowing services will be awarded this contract.
- The successful bidder shall procure and maintain during the life of the contract the following insurance coverage's:

**Worker's Compensation:** Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.

**Comprehensive General Liability:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.

**Business Auto Policy:** Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.

**Special Requirements:**

The Town of Chapel Hill is to be named as an additional insured on the Comprehensive General Liability policy.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Town of Chapel Hill thirty (30) days prior to any expiration date. There shall also be a 30 day notification to the Town in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Acord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Town of Chapel Hill. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the Town at any time.

**Hold Harmless:** The Contractor agrees to indemnify and hold harmless the Town of Chapel Hill from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the Town.

**Town of Chapel Hill Parks and Recreation Department  
Landscape Maintenance Contract General Specifications**

**I. GENERAL CONDITIONS**

**CONTRACT PERIOD**

The initial term of performance of this maintenance contract will be for a period of twelve (12) months beginning on July 1, 2015 and ending on June 30, 2016. Upon mutual agreement between the Town and the Contractor, the contract may be extended for additional periods of one (1) year. All changes in the terms and conditions of this contract must be confirmed in the form of a written amendment, which is to be approved by the purchasing agent.

**SCOPE OF CONTRACT**

The contractor will provide complete landscape and grounds maintenance including all reasonable and necessary labor, supervision, equipment and supplies to keep the contracted area of Raleigh Road (Highway 54), Fordham Blvd. (Highway 15-501), Martin Luther King, Jr. Blvd. and Weaver Dairy Road Extension properly maintained (all areas designated on maps). The Contracted areas shall be:

- A. Sections of Raleigh Road (Highway 54) and designated medians, applicable shoulders and intersections within the designated areas including the Town of Chapel Hill entrance sign to the intersection of South Road.
  
- B. All medians, shoulders, on/off ramps and intersections of Fordham Blvd. (Hwy. 15-501) from Town of Chapel Hill entrance sign on Fordham Blvd. just south of I-40 to Carrboro Town Limit at Smith Level Road.
  
- C. All medians, applicable shoulders and applicable intersections of Martin Luther King Junior Blvd. from Town of Chapel Hill entrance sign at Eubanks Road to Stephens Street in Chapel Hill.
  
- D. All medians, applicable shoulders and applicable intersections of Weaver Dairy Road Extension from Martin Luther King Jr. Blvd. To Homestead Road in Chapel Hill. Please see map for detail.

The Contractor shall inspect the areas involved and become aware of the existing conditions and the extent of the work to be performed. The areas are listed above and on the Contractor Bid Form for mowing maintenance services.

**CHANGES IN SCOPE OF WORK**

The Town may at any time change the scope of work in the contract by written notice to the Contractor, giving therein a date upon which the change shall become effective. On such effective date the Contractor shall make the required changes in operations. Upon receipt of a change notice, the Contractor shall submit to the Contract Coordinator an estimate of the change in working hours or increase in cost resulting from said change. The Town shall then provide

notice to the Contractor that it consents to the change in scope and increase in costs or that it has determined not to change the scope of work whereby the contract price would remain the same or the parties may negotiate any such changes.

### SUBCONTRACTING

Subcontracting any part or the entire contract is not permitted.

### INSPECTION AND WORK CONFERENCE

The Contractor shall accompany an appointed representative of the Town on special inspections of the work at any time during business hours of the Town. The Town reserves the right to make determinations as to whether service is being performed satisfactorily. The Contractor will meet with the appointed Town representatives for a conference and tour to evaluate the performance of the contract as needed.

### COMPLAINTS AND RESPONSES

The Contractor shall correct all complaints and supply requests for services within a 24-hour time period, or sooner as deemed necessary by the Town representative. All complaints, both major and minor, shall be investigated by the Contractor during the same working day, when feasible. Any complaint which cannot be corrected during the same working day or which cannot be dealt with because of reasons beyond the Contractor's control shall be specifically reported to the Town representative.

The Town reserves the right to deduct fees from the monthly payment for deficient work, work not performed, and work which is not satisfactorily corrected within a reasonable period. Should the Town choose to deduct part of the monthly fee; the Contractor will be notified of the reason for, and the amount of the deduction in writing. Written notice of any deduction will be faxed, emailed or mailed to the Contractor within three days of the incident.

Deductions for poor service or services which have been omitted will be determined by the Town representative and will be based on the impact the omission or poor quality service has on the area and the frequency of such.

Upon written notice, uncorrected complaints, if considered reasonable by the Town representative, shall be cause for any and all of the following actions by the Contract Coordinator:

- A. To obtain the services from within its own staff or from another source without prior notice to the Contractor. Costs for these services will be charged to the Contractor and deducted from its next pay request.
- B. To cancel the contract as outlined in this contract.

## BILLING AND PAYMENT

The Contractor shall submit a bill to the Town for work performed under this contract. The Contractor shall bill and the Town shall pay the rates set forth therein. Payment will be made by the Town within thirty (30) days of receipt of an accurate invoice, approved by the Contract Coordinator.

## TERMINATION

The Town may terminate this contract at any time by reason of unsatisfactory performance or other default of the Contractor upon thirty (30) days prior written notice by the Contract Coordinator. Unsatisfactory performance by the contractor shall be defined as, frequent and systematic violations of the terms of the contract, such as failure to perform all tasks as described, and failure to resolve deficiencies in a timely manner after notification.

Such cancellation notice shall be made by certified mail (return receipt requested) and either received or refused at the office of the Contractor. Upon cancellation, the Contractor's payment for services performed shall be held for a period not to exceed sixty (60) days. During this period, the Contract Coordinator will assess any costs or damages due the Town. The Contractor will be liable for any damages due and for excess costs of obtaining the services for the balance of the original contract period.

The Town may suspend or terminate the contract without notice for serious safety and/or security violations.

The Contractor may terminate this contract with thirty (30) days written prior notice. Such cancellation notice shall be made by certified mail to the Contract Coordinator. In the event the Contractor terminates this Agreement, the expenses, which the Town incurs as a result of securing a new contract, shall be deducted from any payments owed to the Contractor by the Town.

The Contractor will be required to provide to the Town, upon termination, an executed release of lien before final payment is processed.

## LIABILITY

The Contractor shall assume liability of damage or loss resulting from the wrongful act(s) and/or negligence of its employees while they are on Town-owned premises. The Contractor or his insurer shall reimburse the Town for any such damage or loss within thirty (30) days after a claim is submitted.

## PLACE OF BUSINESS

The Contractor will maintain a 24-hour telephone answering service and provide contact within one hour by a responsible management official of the firm on a 24 hour-a-day, seven day-a-week basis. Contractor shall be available by cell phone and have a functioning email address during all times of this contract where the Contract Coordinator can communicate with the Contractor. The Contractor shall email the Contract Coordinator a minimum of once weekly to coordinate any service concerns and shall be available for area inspections with the Town representative at least monthly.

If, as a result of the Contractor's failure to comply with this provision, the Town is required to engage Town personnel or other outside contractors to complete work which would have been required of the Contractor under this contract, the Contractor shall have deducted from the next invoice, payment of the entire cost of such substitute services (for instance by reason of Contractor's employees failure to show up for work).

### GENERAL CONDITIONS

- A. This agreement embodies all representatives, rights, duties, and obligations of the parties. Any prior oral or written agreements not embodied herein shall not be binding upon or endure to the benefit of any of the parties.
- B. The Contractor shall be properly licensed and shall have been established in the mowing maintenance service contracting business for a minimum of three (3) years in North Carolina. Upon award of contract with the Town, the Contractor will be required to obtain a business license for the Town of Chapel Hill if applicable.
- C. The Contractor shall furnish all supplies and equipment necessary to perform the services required by this contract.
- D. The Contractor agrees not to use any materials or equipment for the work under this agreement that does not meet the necessary requirements for the public safety and the safety of the Town of Chapel Hill employees and citizens.
- E. The Contractor shall adhere to all Town of Chapel Hill ordinance regulations applicable to leaf blowers and other motorized agriculture and landscape maintenance equipment (Article III, Sec. 11-40.1).
- F. The work shall be performed so as to minimize inconvenience to the Town. Throughout the duration of the agreement, the Contractor shall maintain access to the work areas as required by the Town, unless prior written approval is otherwise obtained in advance. The Contractor shall provide signs, and warning devices to ensure safe passage for pedestrian and vehicular traffic at all times.
- G. The Contractor shall make necessary provision to protect all work areas and shall be responsible for full restoration of any damages and costs of restoration to the work areas. All



damages to the work areas, incidental to the performance of the work described in the entire documents shall be repaired or replaced by the Contractor.

- H. The Contractor shall make necessary provision to protect structures and property from any and all damage arising out of, relating to, or resulting from this work.
- I. The Contractor shall at all times, keep the premises free from accumulations of waste materials or rubbish caused by his/her employees at work, and at the completion of the Agreement. Contractor shall remove all supplies and/or materials belonging to Contractor from and about the work area and all tools, leaving the premises clean.
- J. The Contractor, upon completion of this Agreement, and before final payment is authorized by the Town or its Contract Coordinator, may be required to furnish the Town (at the Town's option) an affidavit certifying that all charges for labor, materials and any other expenses incurred by the Contractor pertaining to the execution of this Agreement have been paid in full, to the end and that no liens of any kind or character may be affixed against the above properties. Final payment on the Agreement amount will be made only after final inspection and acceptance of all work to be performed by the Contractor, and the Contractor submits (at the Town's option) satisfactory releases of liens or claims for liens by the Contractor, laborers, and materials suppliers under his control.

#### SECURITY

Any problems occurring on the premises which are reported to the police are also to be reported to the contract coordinator.

Only the Contractor's employees (no friends, family members, etc.) are permitted on site when services are performed.

#### CONTRACTOR'S PERSONNEL

- A. Upon request, Contractor must supply the Town with a list of employees and/or supervisors to be used in performing services in the areas maintained. Also phone numbers for contract persons including all supervisors and owners.
- B. Contractor staff shall be in uniform at all times during performance of this contract.
  - a. Shirts shall be uniform in appearance. T-shirts shall be acceptable.
  - b. Shirts shall have business identification such as logo or business name.
  - c. Pants shall be uniform in appearance in both color and style.
  - d. Tattered cut-offs for shirts or pants shall be unacceptable.
  - e. Hats shall be at the discretion of the contractor.
- C. Contractor shall provide visible business identification on contractor's vehicles

## GENERAL SUPERVISION OF EMPLOYEES

The Contractor agrees to be responsible for and shall provide general supervision of all of its employees working under this contract. The Contractor shall ascertain that all of its employees abide by the following rules:

- A. They shall be of good integrity and character.
- B. They will not be employees of the Town of Chapel Hill, or former employees of the Town of Chapel Hill who were terminated for cause.
- C. They will have no convictions for violent crimes (homicide, rape, robbery, assault, sexual offense, etc.) or property crimes (burglary, larceny, shoplifting, etc.) for the last ten years.
- D. They shall report any property loss or damage to their Supervisor immediately. The Supervisor shall report in writing, such damage to the Contract Coordinator within 24 hours. Written notice of the incident will be faxed, emailed or provided in hardcopy, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
- E. They shall not engage in idle or unnecessary conversation with Town employees or patrons of the Town.
- F. Upon written request of the Contract Coordinator to the Contractor, any Contractor's employees who fail to abide by these or other rules established by the Coordinator will be immediately pulled off the job and replaced.

## EQUIPMENT AND SUPPLIES

The Contractor shall provide all equipment and supplies (adequate in kind, quantity and quality) for professionally performing these services in a manner that is satisfactory to the Town's Contract Coordinator.

All products (chemicals) shall be kept in a properly labeled container and a Material Safety Data Sheet (MSDS) kept on each item, in a clearly marked MSDS notebook by the contractor. The contractor shall also supply a copy of all MSDS sheets to the Contract Coordinator. No chemicals will be used by the contractor with a signal word on the label greater than "Caution".

## PERFORMANCE OF EXTRA SERVICES

The Contractor shall, upon written or oral request from the Town, perform extra services. The Contractor shall be entitled to charge for such services at the rate of \$\_\_\_\_ per hour, per employee. Requests for payment for additional services shall be submitted no later than the next regular monthly invoice and should be specifically identified as services rendered over and above contract provisions.

Snow and or ice removal is considered an extra service.

## **II. FACILITY MAINTENANCE STANDARDS**

The contractor will provide complete landscape and grounds maintenance including litter and debris removal; sidewalk and curb edging; trimming around signs, poles, guardrails and other in-ground objects; herbicide applications to control weeds in perennial beds, around mulched areas of trees and shrubs, joints in hard surfaces; mulching designated areas, and mowing of turfgrass. The tasks must be accomplished during the specified times at each of the listed areas. A Town representative will inspect the premises on a routine basis to ascertain whether the services are being provided properly. The contractor shall maintain and keep current a weekly service report form that records all maintenance functions performed by the contractor's personnel. This form will be submitted weekly to a Town representative by email. This report will be used to verify work completed and to coordinate invoices.

### **LITTER AND DEBRIS REMOVAL**

- A. Litter and any other debris should be removed by the contractor on an as needed basis. Litter and debris is defined as objects that are unsightly or present obstacles to mowing and other grounds maintenance operations including but not limited to, rocks in turf areas, wind and storm damage items; paper, glass, trash, or debris deposited or blown onto the sites, metal, auto parts, tires, parts of tires and any material illegally dumped on the roadways; and tree limbs; are to be removed to the extent of right of way. The Contractor is responsible for all dump fees associated with debris removal.
- B. Leaf buildup shall be removed by the contractor on a regular basis. For heavy accumulation, such as seasonal buildup in the fall the contractor will be expected to remove leaves in a reasonable period of time so as not to damage turf or prevent water flow into gutters. The contractor shall continue leaf removal until all leaves are removed. This includes all areas that are maintained where leaves continue to collect during the winter months. The leaves are to be removed not deposited in ditches or tree line areas.
- C. Litter and debris removal frequencies: At a minimum of every two weeks or as needed.

### **TRIMMING AND EDGING**

- A. Trimming: Grass shall be trimmed during or as an immediate operation following mowing. Trimming may be accomplished by hand-held powered shears or rotary nylon "string" cutting machines. Grass will be trimmed at the same height as adjacent turf is mowed, and as needed to remove all grass blades from around all obstacles and vertical surfaces in the turf such as sign posts, light poles, trees, walls, cement curbs and medians. Contractor shall use special care when trimming around trees to avoid damage to bark surface and/or the living cambium layer beneath. Trimming around fire hydrants is mandatory on all rights-of-way maintained by the contractor. Area around fire hydrants shall be cleared sufficient to connect fire hoses.

- B. Edging: Mechanical edging of all turf edges abutting sidewalks, and flush paved surfaces, including all road curbs at interchanges, drives, exits and entry lanes onto highways. This may be accomplished by string trimmers, push blade edging machines or tractor mounted edging equipment. Edging frequency will be done once monthly during the mowing season.

## WEED CONTROL

Weeds emerging or existing in all plant bed areas, mulched areas, sidewalks and concrete medians will be controlled by the Contractor so areas are weed-free. The Contractor should incorporate Integrated Pest Management strategies to minimize weed issues.

- A. The use of products with the active ingredient Glyphosate is the only post-emergent herbicide pre-approved by the Town.
- B. Pre-emergent herbicide will be applied by the contractor in perennial beds to prevent the germination of annual weeds. It will be applied at the appropriate times for proper control of winter and summer annual weeds.
- C. The contractor may propose use of other herbicides, but this must be approved in writing by the Town before any application is made. Proposal shall include the submittal of the following:
  - 1. a product label
  - 2. a product MSDS
  - 3. a written statement detailing purpose(s) for the application(s)
  - 4. a written description detailing exactly what locations and areas of service within each location
  - 5. the application(s) will be made along with proposed dates for the applications.
- D. Weeds may be sprayed with a herbicide containing glyphosate or a herbicide that has been pre-approved by the town's designee. Where spraying is not possible due to harming desirable plants, weeds will be manually removed to ensure no growth.
- E. All applications will be made under the supervision of or by a person that holds a valid N.C. Pesticide Operator's License.
- F. The contractor will maintain a log of herbicide applications made by employees. The log will note all application locations, amounts applied and dates of application. Entries into the log will be noted to the Town as part of the weekly service report referred to in section II under Facility Maintenance Standards.
- G. The contractor and their staff shall be responsible to address public or Town employee inquiries regarding hazardous chemicals being utilized by the Contractor. Inquiries shall be addressed in accordance with State and Federal "Right to Know" and "Hazard Communication" laws.

- H. Chemical treatment of grasses or weeds around the edges of riprap, storm drains, streams, ponds, swales, culverts, wetlands or any water is not allowed. If any chemical treatment of weeds within the riprap is needed, it must be an approved aquatic herbicide, applied by a licensed aquatic applicator. A weed whip is preferred when necessary.

## MULCHING

Mulching should occur once per year and completed by March 1<sup>st</sup> of the contract year. Mulch will be placed in perennial beds, around trees and shrubs to a minimum depth of three (3) inches and no more than four (4) inch depth **after settling has occurred**. The type of mulch used is determined by the Town's Landscape Superintendent.

- A. Mulch should not make contact with trees or shrubs and should be a minimum of three (3) inches from the base.
- B. No mulch can remain on hard surface or in the gutter or street.
- C. All mulched areas and concrete island areas should be kept weed free at all times.

## MOWING

- A. Before each mowing the Contractor shall remove all debris and litter from the maintained areas.
- B. Mowing shall be performed in a manner consistent with landscape maintenance industry standards that ensures smooth surface appearance without scalping or leaving any missed uncut grass.
- C. Excess grass clippings should be evenly distributed over the turf.
- D. All mowing equipment shall be adjusted to proper height and blades shall be adequately sharpened.
- E. Mowing will be done carefully so as not to damage bark of trees, shrubs or other desirable plants.
- F. Mowing shall be done at a safe speed as not to rut turf areas. Sharp turns should be limited to need only situations and never at speeds that result in rutting of soil to prevent erosion. Ruts made by contractor deemed excessive shall be repaired by contractor at contractor expense.
- G. Mowing will not be done when weather or conditions will result in damaged turf, uneven cutting, or rutting grounds.
- H. Grass clippings or debris caused by mowing, weed eating or trimming will be removed from adjacent walks, drives, gutters, and curbs or surfaces on the same day as mowed or trimmed. Nothing shall be allowed to stay in the vicinity of a storm water inlet/catch basin(s) nor be allowed to enter into any body of water. Failure to follow these requirements may result in termination of the contract.
- I. Mowing Schedule: Mowing should occur approximately every fourteen (14) days in months designated for 2 mowing's. In months where 3 mowing are to occur the turf will be mown every 10 days and could possibly fall outside the designated month depending on when areas were previously mown.

Throughout the mowing season turf will be mowed nineteen (19) times as follows:

<u>Month</u>	<u>Number of Mowing's</u>
March	1
April	2
May	2**
June	3
July	3
August	3**
September	2**
October	2**
November	1**

\*\* These months may include events when maintenance will need to be coordinated with the town's designee to ensure that areas are acceptable in appearance. They include the following:

- Start of the Fall Semester at UNC
- UNC's first Home Football Game
- UNC's Homecoming Weekend
- UNC's Graduation

TOWN OF CHAPEL HILL  
405 MARTIN LUTHER KING JR. BOULEVARD  
CHAPEL HILL, NC 27514  
Parks and Recreation Department

**CONTRACTOR BID FORM FOR  
CONTRACT LANDSCAPE AND GROUNDS MAINTENANCE SERVICES  
BID # Q15-100**

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Signature \_\_\_\_\_

FAX \_\_\_\_\_ Print Name \_\_\_\_\_

Number of days required from execution of contract until work can begin: \_\_\_\_\_

Number of days from bid opening that prices are good (must be at least 45 days): \_\_\_\_\_

Proposed Monthly Maintenance Fee: \_\_\_\_\_

Hourly Rate Per Employee For Performance of Extra Services: \_\_\_\_\_