Request for Proposals (RFP) – Town of Sunset Beach Landscape Maintenance

The Town of Sunset Beach is accepting proposals from qualified firms to provide landscaping maintenance services for various Town facilities. It is understood that the selected firm will perform the landscaping services as an independent contractor and not as an employee of the Town. The proposed initial contract term will be from September 1, 2014 – August 31, 2015. The contract may be renewable on an annual basis. Proposals will be received until 2 p.m. on Thursday, July 25, 2014. Send all proposals to Dustin Graham, Public Works Director, 700 Sunset Boulevard, N., Sunset Beach, NC 28468 Dgraham66@atmc.net. There will be a mandatory pre-bid meeting at Town Hall at 10 a.m. on July 16, 2014 to review the scope of work, sites involved and ask questions.

Label the envelope Town of Sunset Beach and RFP name, "Landscape Maintenance", on the front of each sealed proposal envelope. Direct all questions to Dustin Graham, 910-579-6297, dgraham66@atmc.net. It is the vendor's responsibility to assure that all addenda, if any are issued, have been reviewed. All addenda will be posted to the Town website, sunsetbeachnc.gov. under "Request for Proposals".

This RFP includes the following facilities: Town Hall grounds, Roundabout, Welcome Signs, Bridge Mainland Side, Town Park, Streetscape, Gazebo Parking Lot

Part 1: Scope of Work

Please submit the total bid amount to perform Lawn Care and Maintenance Services per service provided as specified in this RFP.

Location	Service Provided	Bid Amount
Town Hall	Weekly Lawn Maintenance	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
	Lawn Disease Prevention	
Completed prior to Memorial Day	Mulching service	
	Pruning Service	
	Irrigation Management	
	Lawn Care Program	
After Job Completed	Clean Sidewalks Off	
After Job Completed	Clean Parking Lot Off	
The Park	Weekly Lawn Maintenance	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
	Pruning Service	
After Job Completed	Clean Parking Lot Off	
After Job Completed	Clean Walking Path Off	
Roundabout	Weekly Lawn Maintenance	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
	Irrigation Management	
	Pruning Service	
Completed prior to Memorial Day	Mulching Service	
Bridge Mainland Side	Weekly Lawn Maintenance	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
	Irrigation Management	
	Pruning Service	
	Lawn Care Program	
	Lawn Disease Prevention	
Streetscape	Weekly Lawn Maintenance	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
	Irrigation Management	
	Pruning Service	
	Lawn Care Program	
	Lawn Disease Prevention	
	Seasonal Color Service	
After Job Completed	Clean Sidewalks Off	
After Job Completed	Clean Parking Lot Off	
Completed prior to Memorial Day	Mulching Service	

Location	Service Provided	Bid Amount
Gazebo Parking Lot	Weekly Law Maintenance	
	Pruning Service	
After job completed	Clean Sidewalks Off	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
	Irrigation Management	
Welcome Signs	Weekly Lawn Maintenance	
	Bi-weekly Herbicide/Pesticide Spraying (If needed)	
Completed prior to Memorial Day	Mulching Service	

TOTAL: _____

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening.

Vendor: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____Cell:_____ E-Mail:_____

Federal Employer ID Number: _____

Principal Place of Business if different from above: _____

_____

By:_____ Title: _____ Date: _____
(Signature)

_____
(Typed or printed name)

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Acceptance of Proposal
(Using Agency Name)

By:_____ Title: _____ Date: _____

This page must be signed and included in your proposal. Unsigned proposals will not be considered.

Part 2: Procurement Process

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

1. Request for Proposals (RFP) is issued to prospective vendors.
2. One original and one copy of this completed document must be received from each vendor in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the package containing the proposals from each responding firm will be opened publicly and the name of the vendor and cost(s) offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor's pricing position.
5. At their option, the evaluators may request oral presentations or discussion with any or all vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, vendors are cautioned that the evaluators are not required to request clarification; therefore all proposals should be complete and reflect the most favorable terms available from the vendor.
6. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the vendor and its staff and cost. Award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the Town.
7. Vendors are cautioned that this is a request for offers, not a request to contract, and the Town reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the Town.