

REQUEST FOR PROPOSAL – CEMETERY LANDSCAPE

ISSUE DATE: 04/10/2024

RESPONSE DEADLINE: 4/30/2024

PROJECT

The Town of Maxton is requesting proposals from interested and qualified firms for cemetery landscape at Oak Grove and McLeod cemeteries. The town seeks to enter into an agreement with a contractor that has the resources and ability to provide such services. The initial contract term shall be for one (1) year, unless earlier terminated as provided in the agreement. Proposals are due by **2:00pm (EST) Tuesday April 30, 2024**. The goal of the town is to provide quality and efficient services to the cemeteries and to achieve the most cost-effective, technically-sound solution.

SCOPE OF WORK *(including but not limited to the following)*

- **Services:** Contractor shall be the exclusive provider of cemetery landscape services within the corporate limits of the Town of Maxton.

- **Collection schedules:**
 1. Landscape and maintenance services shall be performed year-round, and shall occur between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday. During the months of May through August the contractor shall mow all grass and perform routine maintenance services twice a month on a schedule as arranged by and between the Town. Mowing and general maintenance services shall be performed and completed once per month for the remaining months on the contract period. Lawns bordering structures, fences, trees, utility poles, benches, memorials, etc., shall be string trimmed to match the mowed lawn. Any sidewalks, curbs, and/or other paved areas shall be edged as necessary to maintain a neat and landscaped appearance. Trimming of all headstones or memorial marker areas, trees, shrubs/ hedges, and fence lines shall be performed on an as-needed basis. Trash and debris must be policed during the maintenance process. Responsibilities shall include, but will not be limited to, the removal of all natural debris (tree limbs, dry brush, etc.) and man-made debris. Any such debris collected shall be placed or staged for pickup by the Town, as contractor will not be responsible for the disposal or haul away of the same from the subject properties. The Contractor shall perform all services using the appropriate labor, equipment, and all materials required to maintain

both properties in an orderly fashion in an effort to present the property of the Town in a neat and manicured fashion. Any damage resulting to Town property, trees, shrubs, fences, benches, buildings. And any other fixtures caused by mowing, edging, trimming, or weed control must be repaired by the Contractor. The Contractor shall perform all work in a timely, orderly, and efficient manner satisfactory to the Town of Maxton.

ADDITIONAL INFORMATION

- One service agreement contract shall be awarded to the vendor through completion of the term.
- The town manager or the Town's Council designee shall be the Contract Administrator.
- No subcontracting is allowed unless pre-approved in writing by the town.
- Additional work may be requested on an as-needed basis and based on separate vendor pricing to the town, although no additional work is required in order to satisfy the service agreement.

REQUIREMENTS TO BID

1. Bidder must provide the following narrative organized to address, describe, or provide the following:
 - a. the firm's background, qualifications, and experience; and
 - b. evidence of insurance.

BID SUBMITTAL

1. Proposals must be submitted directly to the Town of Maxton (issuing agency) with the sealed proposal envelope or package addressed as follows:

If delivered by US Postal Service:

*Town of Maxton
Town Manager, Angela Pitchford
Attn: Landscape bid
201 McCaskill Avenue
Maxton, NC 28364*

If delivered by any other means:

*Town of Maxton
Town Manager, Angela Pitchford
Attn: Landscape bid
201 McCaskill Avenue
Maxton, NC 28364*