

Town of Sandy Creek

Request for Proposals (RFP) Landscaping and Grounds Maintenance Services

RFP Issue # 2026-103

RFP Issue Date: 03/12/2026

Proposal Due Date: 03/27/2026

Contract Term: One (1) year with option for annual renewal

1. Introduction

The Town of Sandy Creek is seeking qualified landscaping and grounds maintenance contractors to provide routine maintenance and related services for municipal property located at 114 Sandy Creek Drive, Leland, North Carolina and associated town rights-of-way and drainage areas.

The Town intends to award a contract to a licensed and insured landscaping contractor capable of providing professional, reliable, and timely services throughout the year.

2. Scope of Work

A. Turf Maintenance

- Mowing of all turf areas
- Edging and trimming around buildings, walkways, and curbs
- Blowing of grass clippings from hard surfaces
- Approximately 36 mowing cycles per year

B. Seasonal Service Schedule

- April – October: Weekly visits
- November – March: Monthly visits or as needed

C. Landscape Maintenance

- Pruning of shrubs, ornamental grasses, and trees
- Trimming of hedges and bushes
- Removal of debris and yard waste

D. Weed Control

- Weed control in plant beds and hardscape areas
- Application of herbicides as needed in compliance with state regulations

E. Fertilization

- Turf fertilization and weed control applications up to eight (8) times per year
- Plant fertilization three (3) times per year

F. Drainage and Ditch Maintenance

- Inspection of roadside ditches and drainage areas

- Removal of debris, vegetation, and blockages

G. Trash and Debris Removal

- Inspection and removal of roadside trash twice weekly
- General property clean-up as required

H. Storm Monitoring

- Post-storm inspections of drainage areas and grounds
- Removal of debris impacting property operations

3. Optional Services (Pricing Requested)

Contractors may submit additional pricing for optional services including:

- Pine straw or mulch installation
- Pressure washing of town buildings and sidewalks
- Mosquito spraying
- Seasonal plantings
- Additional landscaping improvements

4. Contractor Responsibilities

The selected contractor shall:

- Provide all labor, equipment, materials, and transportation necessary
- Maintain all required general liability insurance
- Ensure employees are properly trained and supervised
- Perform services in compliance with local, state, and federal regulations
- Maintain safe work practices on municipal property

The contractor will be responsible for damage resulting from negligent operation of equipment or improper landscaping practices.

5. Proposal Requirements

Proposals must include the following information:

1. Company name and contact information
2. Proof of licensing and insurance
3. Relevant municipal or commercial landscaping experience
4. List of references (minimum of three)
5. Description of equipment and staffing
6. Proposed service schedule
7. Monthly contract price
8. Pricing for optional services

6. Payment Terms

The Town of Sandy Creek will compensate the selected contractor on a monthly basis upon receipt of an invoice and verification that services have been completed.

7. Contract Term and Termination

The contract will be for one year, with the option for renewal upon mutual agreement.

Either party may terminate the contract with thirty (30) days written notice.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Cost effectiveness
- Quality of references
- Ability to meet service requirements
- Equipment and staffing capability

The Town reserves the right to reject any or all proposals.

9. Proposal Submission

Sealed proposals shall be submitted to:

Town of Sandy Creek
114 Sandy Creek Drive
Leland, NC 28451

Email submissions may also be accepted if approved by the Town.

10. Contact Information

Questions regarding this RFP should be directed to:

Town Administration

Town of Sandy Creek

Phone: _____

Email: _____