

Town of Bethel

141 Railroad St.
Bethel, NC 27812
Tel: (252) 818-0891
Email: manager@townofbethelnc.com

REQUEST FOR PROPOSALS

For

MUNICIPAL LAWN CARE and RESIDENTIAL YARD DEBRIS PICK UP SERVICES

Issued on: Thursday, November 21, 2024
Mandatory Pre-proposal meeting: Thursday, December 5, 2024, at 10am
Due Date: Thursday, December 19 at 12:00 noon

Administered by: Scott Elliott, Interim Town Manager

SECTION I – INTRODUCTION and INTENT of RFP:

Notice to Vendors

Pursuant to General Statutes of North Carolina Section 143-129 as amended, **sealed proposals** will be received by the Town of Bethel from experienced, qualified vendors

who specialize in commercial Municipal Lawn Care and Residential Yard Debris Pickup Services for the following:

REQUEST FOR PROPOSALS
Municipal Lawn Care and Residential Yard Debris Pickup Services

Proposals will be accepted until Thursday, December 19, 2024, at 12:00 noon at the Bethel Town Hall, 141 Railroad Street, Bethel, NC 27812. Complete specifications and instructions are attached herewith.

The Town plans to contract jointly or separately for Municipal Lawn Care and Residential Yard Debris Pickup Services at various locations throughout the Town. The Town expects the selected Contractor(s) to begin work on February 1, 2025.

Proposal documents may be obtained by contacting Scott Elliott, Interim Town Manager at 141 Railroad St., Bethel, NC 27812 or at manager@townofbthelnc.com or by calling 252-818-0891.

Proposals shall be submitted on the standard forms furnished by the Town and shall be submitted in a sealed envelope identifying the Contractor's name, the RFP title, and RFP due date on the face of the envelope.

Submission of a proposal signifies the Contractor's agreement that the proposal and the content thereof are valid and will become part of the contract that is negotiated between the Town of Bethel and the successful Contractor. All prices submitted with the proposal shall remain in effect for the contract period.

SECTION II – SCHEDULE:

Town of Bethel

Municipal Lawn Care and Residential Yard Debris Pickup Services
Request for Proposals Schedule

Date	
11/21/24	RFP notices e-mailed and/or mailed to potential Contractors and placed on Town of Bethel website.

12/5//24	Mandatory Pre-proposal meeting. Meeting begins at 10am at the Bethel Town Hall, 141 Railroad St, Bethel, NC. Vendors must sign in.
12/12/24	Last day for questions. Questions must be signed and submitted in writing by 5:00 p.m. Questions may be delivered either by mail or e-mail.
12/13/24	Last day Addenda will be posted. All questions will be clarified through an addendum. Addendum will be posted on Town of Bethel website by 5:00 p.m.
12/19/24	Proposal receipt deadline. All proposals are due at the Bethel Town Hall by 12:00 noon. No late proposals will be accepted.
1/7/25	Present Recommendation to Town Board of Commissioners.
1/9/25	Vendors are notified of award decision.
2/1/25	Contract term begins.

SECTION III – BACKGROUND:

The Town of Bethel is soliciting proposals for Municipal Lawn Care and Residential Yard Debris Pickup Services. The Town of Bethel is currently under contract for these services that conclude December 31, 2024.

SERVICE DESCRIPTIONS:

- **Municipal Lawn Care: (See Attachment – A for list of locations)**
- **Residential Yard Debris Pickup Services: contractor will provide pickup services on an as needed basis to approximately 766 residential properties**

SECTION IV – GENERAL CONDITIONS and FINANCIAL PROVISIONS:

CONTRACTOR QUALIFICATIONS: The successful Contractor must be properly licensed to do business within the Town of Bethel and hold a valid NC Landscape Contractor License and Pesticide License. The successful Contractor shall have been in the Lawn Care business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

PRICING: The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year and five (5) months from the first day of the contract period. Any subsequent contract period thereafter would be on a fiscal year basis. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract. A separate proposal shall be submitted for Municipal Lawn Care and for Residential Yard Debris Pickup Services.

HOURS: Hours of lawn care and residential yard debris pickup services shall **ONLY** be performed from sunrise to sunset, Monday through Sunday.

TERMS OF CONTRACT: The initial contract term will be from February 1, 2025, through June 30, 2026. The contract will be renewable upon mutual agreement of the parties on an annual fiscal year basis for up to two (2) additional years.

CONTRACT AGREEMENT: All subsequent contract agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.

SIGNED PROPOSAL CONSIDERED AN OFFER: Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by the Town of Bethel. In the

event of a default on the part of the Contractor after acceptance, the Town may take such action as it deems appropriate, including legal action for damages or specific performance.

PAYMENT TERMS: Payment terms are 12 equal monthly installments of total contract amount. Invoices must be submitted to:

Town of Bethel
Attn: Scott Elliott, Interim Town Manager
141 Railroad St.
Bethel, NC 27812

The Town of Bethel is responsible for all payments to the Contractor under this contract.

SUBCONTRACTING: The Contractor shall not have the right or power to assign, subcontract or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work.

CHANGES: The Town of Bethel shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal.

NON-DISCRIMINATION: The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.

ADVERTISING: In submitting a proposal to the Town of Bethel, the Contractor agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of Town.

CONFIDENTIALITY OF PROPOSALS: In submitting a proposal the Contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the Town of Bethel until after the award of the contract. Contractors not in compliance with the provision may, at the option of the Town, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from the provision.

ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

COST FOR PROPOSAL PREPARATION: Any costs incurred by the Contractor in preparing or submitting proposals are the Contractor's sole responsibility. The Town of Bethel will not reimburse any Contractor for any costs incurred prior to award of this contract.

TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 60 days following the submittal date. Although the contract is expected to be awarded prior to that time, the 60-day period is requested to allow for unforeseen delays.

RIGHT TO SUBMITTED MATERIAL: All responses, inquiries or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the Contractors shall become the property of the Town of Bethel when received.

COLLUSIVE BIDDING: The vendor's signature on the Town of Bethel "Request for Proposal (RFP)" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude the Town of Bethel from obtaining the lowest possible competitive price.

GENERAL INDEMNITY: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Town of Bethel, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of Bethel, NC or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the Town or Town officials (including the Town Manager, the Town Board of Commissioners, as well as Town officers, agents and employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the Town of Bethel or Town officials (as outlined above) based on any such alleged injury or damage and to pay all damages, costs and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director or agent who is also an employee of the Town of Bethel. All Contractors must also disclose in writing with their proposal the name of any employee of the Town who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify the Town of Bethel of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** – The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina.
- **General Liability** – The contractor shall provide and maintain General Liability coverage at a rate no less than \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage.
- **Automobile** – Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/underinsured motorist; and \$1,000.00 medical payment.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice to Town.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Town of Bethel as a Certificate Holder as an additional insured to their insurance policy

REGULATIONS: While on Town property, Contractor shall comply with Town regulations, including but not limited to safety and employee relations regulations.

E-VERIFY: Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the Contractor shall hereby certify that the Contractor named herein, and the Contractor's subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

EQUAL OPPORTUNITY CLAUSE: The equal opportunity clause contained in 41 CFR Part 60-1.4, as amended, and implementing regulations at 41 CFR Part 60, are hereby included by reference and incorporated into this Proposal as if set forth fully herein.

DAVID BACON ACT: As applicable, Contractor shall comply with the Davis Bacon Act, as amended, (40 USC 3141-3148) and as supplemented (29 CFR Part 5), and the Copeland “Anti-Kickback” Act (40 USC 3145) as supplemented (29 CFR Part 3).

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT: As applicable, Contractor shall comply with the Contract Work Hours and Safety Standards Act (40 USC 3701-3708), as supplemented (29 CFR Part 5).

CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT: As applicable, Contractor shall comply with the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Act (33 USC 1251-1387) as amended, and any violations must be reported as required by law.

ENERGY POLICY AND CONSERVATION ACT: As applicable, Contractor shall comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

DEBARMENT AND SUSPENSION: Contractor shall certify that it has not been debarred, suspended, or listed on the governmentwide exclusions in the System for Award Management (SAM), Contractor shall certify that he is not otherwise excluded by a federal or state government or otherwise declared ineligible under statutory or regulatory authority to enter into this Agreement.

BYRD ANTI-LOBBYING AMENDMENT: As applicable, Contractor shall certify that it is in compliance with all aspects of the Byrd Anti-Lobbying Amendment (31 USC 1352) and will file the required certification.

PROCUREMENT OF RECOVERED MATERIALS: As applicable, Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

RECORD RETENTION REQUIREMENTS: As applicable, Contractor shall retain all records related to this work if awarded for three (3) years after all pending matters are closed, or for such other time period as required by Town or by applicable federal or state law or regulation.

PROPOSAL DEADLINE: The proposal deadline is Thursday, December 19, 2024 at 12:00 noon.

EVALUATION CRITERIA: the Town of Bethel, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a “best overall value” basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, the Contractors experience with similar projects and the Contractors responses to “Mandatory Issues”. In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms from the Contractor.

The Town of Bethel reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The Town of Bethel reserves the

unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the Town.

REFERENCE TO OTHER DATA: Only information which is received in response to this Request for Proposals will be evaluated. Reference to information previously submitted shall not be evaluated.

AWARD OF BID: The Town of Bethel, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on **“BEST VALUE”**. **“BEST VALUE”** will allow the Town to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. **“BEST VALUE”** will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Contractor does not mean that the other proposals lacked merit. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the Town of Bethel.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor and the award for Municipal Lawn Care and Residential Yard Debris Pickup Services has been made, the successful Contractor will be notified within ten (10) working days of this award. The Town of Bethel will notify the successful Contractor in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. VERBAL NOTIFICATION OF THE AWARD OF THIS CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND THEREFORE WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.

TERMINATION OF THE AWARDED CONTRACT FOR CAUSE: The Town of Bethel reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should the Town of Bethel elect to terminate this contract for cause, the Town of Bethel will notify the contractor thirty (30) days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the Town of Bethel.

TERMINATION OF THE AWARDED CONTRACT WITHOUT CAUSE: The Town of Bethel and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

SECTION V – SPECIAL CONDITIONS:

MANDATORY PRE-PROPOSAL MEETING: A pre-proposal meeting will begin at the Town of Bethel, Town Hall at 10:00 a.m. EST on Thursday, December 5, 2024. The building is located at:

**141 Railroad Street
Bethel, North Carolina**

The purpose of this meeting is to discuss the project and to answer any questions potential Contractors may have. This pre-bid meeting is mandatory. **No meetings or tours to review the Scope of Work for the Municipal Lawn Care and Residential Yard Debris Pickup Service will be held individually or**

separately before or after this pre-proposal meeting. The pre-proposal meeting is **MANDATORY** to qualify to submit a proposal. Potential Contractors are encouraged to view the facilities subject to this RFP on their own time prior to submitting a proposal.

CONTRACTOR SUPERVISION: The Contractor or the Contractor's authorized agent shall make sufficient routine inspections to ensure the Municipal Lawn Care and Residential Yard Debris Pickup Service is performed as required by the contract. The Contractor and the Contractor's authorized agent must be literate and fluent in the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with management personnel.

HISTORICALLY UNDERUTILIZED BUSINESSES: Pursuant to General Statute 143-48 and Executive Order #150, the Town of Bethel invites and encourages participation in this Request for Proposals process by businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled.

SECTION VI – PROPOSAL INFORMATION:

- Proposals for MUNICIPAL LAWN CARE and RESIDENTIAL YARD DEBRIS PICKUP SERVICES will be received by the Town of Bethel until Thursday, December 19, 2024, at 12:00 noon EST. Proposals may be submitted by mail or delivered in person. **NO** faxed proposals will be accepted. The Town of Bethel must receive all proposals at the following location PRIOR to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

Each proposal must be submitted in a sealed envelope, addressed to:

Town of Bethel
Attn: Scott Elliott, Interim Town Manager
141 Railroad St.
Bethel, NC 27812

- Each sealed envelope containing a proposal must be plainly marked with the **“CONTRACTOR'S NAME”, “RFP TITLE” AND THE “RFP DUE DATE”**.
- All proposals must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. The Bid Forms must be completed, signed and dated by an official of the company authorized to bind the firm. Unsigned proposals will not be considered. Proposals must consist of one (1) original and one (1) copy. These proposals shall be marked as such – Original and Copy.
- Questions regarding this RFP must be submitted in writing directly to **Scott Elliott, Interim Town Manager by email: manager@townofbethelnc.com or by mail.**
- All questions in the “Mandatory Questions to be Answered” must be fully addressed in your proposal.

- The successful Contractor(s) shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of the Contractors proposal should be based on information provided during the pre-proposal meeting, and a careful review of the RFP specifications including any addenda. After proposals have been submitted, the Contractor shall not assert there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the Town of Bethel. All lawn care and residential yard debris pickup services provided in this contract, unless excluded are included.
- The Contractor(s) to whom this project is awarded shall execute a written contract with the Town of Bethel to perform the work as outlined in this specification and in accordance with all the conditions as described in this RFP.
- Each Contractor(s) and their employees are expected to be trained and experienced in Lawn Care and Residential Yard Debris Pickup Services on a large scale. When submitting a proposal, the Contractor shall include a STATEMENT OF EXPERIENCE where Lawn Care and Residential Yard Debris Pickup Services have been performed in similar work situations and environments.
- The Town of Bethel may make such investigations deemed necessary to determine the ability of the Contractor(s) to perform the services outlined in these specifications. If requested, the Contractor shall provide the Town with all such information and data for this purpose. The Town reserves the right to reject any proposal if the evidence submitted by or derived from an investigation of such Contractor(s) fails to satisfy the Town of Bethel that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.
- A conditional or qualified proposal will not be accepted.

SECTION VII – SCOPE OF WORK:

CONTRACTOR RESPONSIBILITIES: The chosen Contractor shall provide the management, supervision and manpower necessary to provide the Lawn Care and Residential Yard Debris Pickup Services, as detailed in this Request for Proposal. All work shall be performed in a professional and workmanlike manner.

YARD MAINTENANCE PRODUCTS AND EQUIPMENT: Contractor will supply all needed products (i.e. pesticides) and supply all needed equipment to perform the Lawn Care and Residential Yard Debris Pickup Services. **All equipment shall be supplied by the Contractor.**

The successful Contractor shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

MUNICIPAL LAWN CARE SERVICE

- Twice a month (minimum) lawn mowing, weed eating, edging, blowing and spraying (as needed) on all properties identified herein by the Town of Bethel during peak season (March through November). (Reference Attachment – A)
- Parks, graveyards, concrete areas and parking lots are to be blown or swept to remove grass trimmings after mowing and trimming. (Grass shall not remain in streets to block storm drains.)
- Trash and litter shall be picked up and removed in affected areas prior to mowing.

RESIDENTIAL YARD DEBRIS PICKUP SERVICE

- Residential yard debris pickup service will be collected and disposed of utilizing the Town of Bethel's yard debris transfer site.
- Residential yard debris pickup will occur on the 1st and 3rd Monday of each month. During winter months (December through February) pickups will occur weekly.

SECTION IX – CONTRACTOR INFORMATION:

1. Owner of the Company _____
2. Location of the Company _____
3. List the number of years in business _____
4. Is your business full or part-time? _____
5. List the number of people employed on a regular basis _____
6. Do you maintain an office that is staffed during normal daily working hours?

7. Who is the Town's contact person in the event your firm is awarded the contract?

E-mail address: _____

8. List at least four (4) references of firms (non-residential) for which your company has provided municipal lawn care and residential yard debris pick up services within the past two (2) years.

Company Name	Contact Name	Telephone Number

THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL

**TOWN OF BETHEL
141 Railroad St.
Bethel, NC 27812**

REQUEST FOR PROPOSALS (RFP)

RFP TITLE:

Municipal Lawn Care and Residential Yard Debris Pickup Services

Issue Date:

11/21/2024

Contact & Telephone:

Scott Elliott, Interim Town Manager

252-818-0891

PROPOSAL DUE DATE & TIME:

DECEMBER 19, 2024 12:00 Noon, EST

NOTE: Proposals received after the due date and time will not be accepted.

The Town of Bethel solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) original and one (1) copy of your proposal must be sealed and delivered to: TOWN OF BETHEL, 141 Railroad St., Bethel, NC 27812, before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME", "RFP TITLE", and the "RFP DUE DATE". **NO** faxed proposals will be accepted. The Town of Bethel will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

FAX NUMBER:

LANDSCAPE CONTRACTOR LICENSE NUMBER:

PESTICIDE LICENSE NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

Authorized Signature

Typed or Printed Name

Title

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL

Lawn Care and Maintenance Services

PROPOSAL FORM

**PART I:
THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL**

Please submit the total bid amount to perform Lawn Care Services for all services as specified in this RFP.

<u>LAWN CARE SERVICES</u>	<u>BID AMOUNT</u>

THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL

PART II:

THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL

Please submit the total bid amount to perform Residential Yard Debris Pickup Services for all services as specified in this RFP.

<u>RESIDENTIAL YARD DEBRIS PICKUP SERVICES</u>	<u>BID AMOUNT</u>

THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL

PART III:

THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL

Each contractor is responsible for determining that all addenda issued by the Town of Bethel has been received before submitting a proposal.

Addenda	Date Issued	Date Contractor Received
"A"		
"B"		

THIS PAGE MUST BE INCLUDED IN YOUR PROPOSAL

PART IV: Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.
- The cost and availability of all equipment, materials and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The Contractor has attended the pre-proposal meeting and is aware of prevailing conditions associated with performing these services.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within ninety (90) days from the date of the opening.

CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE #: _____ FAX#: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

E-MAIL: _____

By: _____
Authorized Signature

Typed or Printed Name

Title

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL