

**REQUEST FOR BIDS**  
I-CARE, Inc.  
Statesville, North Carolina

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**Purpose**

I-CARE, Inc. (hereinafter called “Agency”) is seeking the services of an experienced and qualified Lawn and Landscape Maintenance Contractor (hereinafter called “Contractor”) to complete the general scope of lawn care work at various locations. The performance of this contract shall include providing all permitting, labor, materials, equipment and incidentals including tools, supplies, transportation and superintendence to complete the work for the I-CARE, Inc. Head Start program.

**I. Scope of Work**

**Note:** *Services under this section (A – H) will only be necessary at Southeast Head Start, Buffalo Shoals Head Start, Mooresville Head Start, and Newton Head Start. Frequency: Please note that the normal operating season shall be March 15<sup>th</sup> through November 15<sup>th</sup> of each year. Services under this section should be reduced during the dormant periods (November 16<sup>th</sup> through March 14<sup>th</sup>).*

- A. Mowing:** Contractor shall mow the grass every seven (7) days, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance. *Mowing outside of the normal operating season shall only be conducted if necessary to maintain a well-manicured appearance.*
- B. Edging:** Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, playground boxes and other surfaced areas bordered by grass with each mow.
- C. Trimming:** Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.
- D. Bed Maintenance:** The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds. *(This excludes raised garden boxes used by children on playgrounds except when occasionally requested by the Agency).*
- E. Pruning:** Contractor shall prune shrubs and trees as needed. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming.
- F. Leaf Removal:** Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an off-site landfill.
- G. Clean-up and Trash Removal:**
  - 1. The Contractor shall ensure all sidewalks, curbs, driveways/roadways, and ground level cement/asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
  - 2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
  - 3. Clippings shall not be swept, blown, or otherwise disposed of in sewer drains.

**H. Fertilization:** All grass turf areas shall be aerated, seeded, fertilized and limed in the fall and spring as needed to ensure healthy turf.

**I. Mulching:** All playground mulched areas shall be fluffed bi-weekly during the months of September through May and monthly for the months of June thru August. Mulch should be maintained at a depth of six (6) to eight (8) inches. Occasionally, areas requiring mulch may be purchased in small quantities by the Agency and coordinated with the Contractor for delivery and spreading. All wood framing around bed line edges shall be trenched to help contain the applied mulch.

When necessary, mulch shall be transported as needed to centers including:

**Catawba County**

Jenkins Head Start– 3750 N. Center St., Hickory, NC

Southwest Head Start – 1580 32<sup>nd</sup> St., Hickory, NC

Newton Head Start – 249 East N St., Newton, NC

**Iredell County**

Southeast Head Start – 230 Adams St., Statesville, NC

Troutman Head Start – 200 S. Main St., Troutman, NC

Mooresville Head Start – 839 S. Magnolia St., Mooresville, NC

Mulch shall be fluffed at all centers listed above including Buffalo Shoals Head Start (532 Buffalo Shoals Rd., Statesville, NC) per the aforementioned schedule.

**E. Other services as needed:** Cutting and removal of limbs, spreading mulch, and snow removal from parking lots and sidewalks.

**II. Service Times**

Services shall only be performed when school is not in session (weekends, after school hours, etc.) due to daycare regulations. Hours of lawn care and maintenance shall **ONLY** be performed from 5:00pm until 9:00pm Monday through Friday and 7:00am until 9:00pm on Saturday.

**III. Contract Period**

The initial contract period shall be from September 1, 2016 through August 30, 2017. The Agency has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

**IV. Personnel**

The Contractor shall designate, hire, and dismiss the personnel necessary for the performance of the contract.

**V. Insurance and Licenses**

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of North Carolina.

**VI. General Indemnity**

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify I-CARE, Inc., 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 I-CARE, Inc. or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance 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 I-CARE, Inc. or I-CARE, Inc. officials (including the Executive Director, the Board of Directors, as well as I-CARE, Inc. employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against I-CARE, Inc. or I-CARE, Inc. officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. 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.

**VII. Availability of Funds**

Any and all payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

**VIII. Pricing**

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor. The Agency is required to match funds granted to provide services to the community. These matching funds come from volunteers and Contractors willing to offer price reductions for their services.

**IX. Payment Terms**

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:  
I-CARE, Inc.  
Attn: Head Start  
POB 7049  
Statesville, NC 28687

**X. Evaluation Criteria**

The Agency, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, the bidder's operational capacity, in-kind contribution, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the agency to ensure

that quality workmanship is performed to achieve maximum results. Bidders on the Suspension of Funding listing and/or the System of Awards Management/Excluded Parties List System will be deemed ineligible for award consideration.

The Agency reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The Agency reserves the 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 Agency.

**XI. Proposal Information**

- A. Proposals will be received by I-CARE, Inc. until Wednesday, August 3, 2016 at 12pm. Proposals may be submitted by mail or delivered in person. **NO** faxed or emailed proposals will be accepted. The Agency must receive all proposals **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 sealed envelope containing a proposal must be plainly marked with the **Contractor's Name**.

- B. Each bidder must submit a proposal including:
1. Total monthly price for the performance of these services
  2. Completed vendor profile and certification (attached)
  3. Proof of General Liability insurance
  4. Proof of Worker's Compensation insurance
  5. RFP Acknowledgement Form
  6. Proposal Form

**XII. Notification of Award**

The successful Contractor will be notified in writing within ten (10) working days of this award.

**XIII. Termination**

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

If you have questions, please call Alecia Holmes prior to the proposal deadline.

**Contact person:**

Alecia Holmes  
Facilities/Transportation Manager  
704-873-2858  
alecia.turner@icare-inc.org

**Proposal submission:**

I-CARE, Inc.  
1415 Shelton Avenue  
Statesville, NC  
Attn: Lawn & Landscape Contract Bid  
**OR**  
  
PO Box 7049  
Statesville, NC 28677  
Attn: Lawn & Landscape Contract Bid

**Submission Deadline:**

12pm on Wednesday, August 3,  
2016

**I-CARE, INC.**  
**VENDOR PROFILE & CERTIFICATION**

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1. Business Name: \_\_\_\_\_
2. Business Owner(s) Name: \_\_\_\_\_
3. Business Physical Address: \_\_\_\_\_  
\_\_\_\_\_
4. Mailing Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_
5. Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Email address: \_\_\_\_\_
7. Company Structure (corporation, partnership, sole proprietorship):  
\_\_\_\_\_
8. Primary Business Purpose: \_\_\_\_\_
9. Years in Business: \_\_\_\_\_
10. Federal Tax Identification Number: \_\_\_\_\_
11. Years of doing work similar to the work sought in this bid request: \_\_\_\_\_
13. References – list at least 3

Customer	Main Contact Person	Telephone Number

14. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).
15. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)



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**REQUEST FOR PROPOSAL (RFP) ACKNOWLEDGEMENT FORM**

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RFP TITLE: **Lawn Care and Landscape Services**

Issue Date:

**July 15, 2016**

Contact & Telephone

**Alecia Holmes  
Facilities/Transportation Mgr.  
704-873-2858**

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**PROPOSAL DUE DATE & TIME: August 3, 2016 12:00 P.M. EST**

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

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I-CARE, Inc. 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) copy of your proposal must be delivered to: I-CARE, Inc., 1415 Shelton Avenue, Statesville, NC 28677 before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME". **NO** faxed or emailed proposals will be accepted. I-CARE, Inc. will not be responsible for late or lost bids by the U.S. Postal office or any other delivery services used by the Contractor.

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**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:

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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.

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AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PROPOSAL FORM**

Please submit one (1) total bid amount to perform the services in this RFP. The bid must include all work specified in the RFP at each location.

<u>LOCATION</u>	<u>SERVICE PROVIDED</u>	<u>BID AMOUNT</u>
<b>Southeast Head Start</b>	All Lawn Maintenance services	
<b>Buffalo Shoals Head Start</b>	All Lawn Maintenance services	
<b>Mooreville Head Start</b>	All Lawn Maintenance services	
<b>Newton Head Start</b>	All Lawn Maintenance services	
<b>Troutman Head Start</b>	Mulching only	
<b>Southwest Head Start</b>	Mulching only	
<b>Jenkins Head Start</b>	Mulching only	
	<b>TOTAL</b>	

<b>Total Monthly In-kind (if any)</b>	\$
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