



## REQUEST FOR PROPOSALS LAWN SERVICES

**Issued By:** Mid-Carolina Regional Council  
6205 Raeford Road  
Fayetteville, NC 28304

**Date Issued:** March 21, 2025

**Response Deadline:** April 17, 2025

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### 1. Purpose

Mid-Carolina Regional Council is seeking proposals for lawn maintenance and landscaping services as described in this document.

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### 2. Definition of Parties

Mid-Carolina Regional Council/Mid-Carolina Council of Governments will hereinafter be referred to as "MCRC." Responders to the Request for Proposals shall be referred to as "Bidders."

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### 3. Scope

MCRC is seeking proposals from qualified bidders with expertise in providing comprehensive lawn maintenance and landscaping services for MCRC properties used in local government operations. These properties are identified in the Scope of Work below (Section 12).

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### 4. Evaluation Criteria

Proposals will be evaluated on criteria deemed to be in MCRC's best interest, including but not limited to price, company profile, quality of work as demonstrated in portfolio or references, responsiveness to terms and conditions, ability to meet specifications, and references.

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### 5. Communication with MCRC

It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. All questions pertaining to this RFP must be submitted in writing no later than **April 4, 2025, by 5:00 PM EST**. MCRC will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries should be made to:  
Mary Beth Haire, Admin Coordinator  
Mid-Carolina Regional Council  
910-323-4191 ext 51  
[mhaire@mccog.org](mailto:mhaire@mccog.org)

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## **6. Award of Proposal**

Presentations may be requested of two or more bidders deemed by MCRC to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, MCRC may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the contract to that bidder. MCRC may cancel this RFP or reject any or all proposals in whole or in part. Should MCRC determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

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## **7. Confidentiality**

The information contained in proposals submitted for MCRC's consideration will be held in confidence only as permitted by public records laws until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. MCRC will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.

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## **8. Closing Date**

Sealed Proposals should be delivered to **6205 Raeford Rd., Fayetteville, NC 28304** no later than **5:00 P.M. EST on April 17, 2025**. Proposals submitted after that time and date will not be considered.

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## **9. Proposal Schedule**

The following proposal schedule presents the timeline for the RFP process:

- **March 21, 2025:** RFP release to prospective providers.
  - **April 3, 2025:** Deadline for submission of questions on RFP.
  - **April 10, 2025:** Send out summary of questions, comments, and/or amendments of RFP to all bidders.
  - **April 17, 2025:** Sealed Bids due.
  - **April 18, 2025:** Sealed Bid Opening at Mid-Carolina Regional Council at 1:00 PM EST.
  - **April 21, 2025:** Contract awarded.
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## **10. Proposal Information**

The Bidder shall provide, at minimum, the following information in the sealed bid proposal:

- **Project Cost:** Provide a detailed cost breakdown, including a monthly flat rate for all services and any additional costs for optional services (e.g., seasonal enhancements).
- **Project Summary:** Provide a detailed summary of how the bidder will approach the project scope. Include information pertaining to service frequency, scheduling, and methodology for maintaining properties.
- **Location:** Provide the physical and mailing address of the bidder.
- **References:** Provide a list of three references. These references should be organizations that the bidder has done business with during the timeframe of January 2023 through the present date.
- **Project Team:** Provide a list of project team members, including names and titles, as well as a summary of professional experience or copy of resume for each team member.

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## 11. Contract Provisions

- Contractor must provide and maintain any licenses and permits required by the City, County, State, and Federal Government, as well as any other requirements of the law.
- The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$200,000 covering all of the contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract. The contractor shall provide and maintain during this agreement General Liability Insurance on a comprehensive form on an occurrence basis in the minimum amount of \$1,000,000 combined single limit. Defense costs shall be in excess of the limit of liability. Additionally, the contractor shall provide and maintain Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$200,000 bodily injury and property damage, \$200,000 uninsured/underinsured motorist, and \$10,000 medical payment.
- Contractor hereby indemnifies and will not hold MCRC, its agents, and the property free of harmless, and shall defend them against any and all action, claim, and cost resulting from the negligence of the Contractor, its agents, and/or employees. Contractor will not be held responsible for any acts of God (e.g., ice, freezing, hurricanes, storms, floods, or uncontrollable infestations of diseases and/or insects).
- Contractor, with permission from the Owner in written form of approval, reserves the right to hire qualified Subcontractors to perform specialized functions or work requiring such and/or specialized equipment.
- Either party may cancel this agreement by giving written notice of thirty (30) days at any time during the term of the contract.
- A monthly invoice for work performed must be presented and the invoice will become payable within thirty (30) days of the invoice date (unless otherwise arranged with MCRC). The invoice should reflect what scope of work was performed for that billing period per site.

- Extra work outside of the Contract will be done with an approved estimate by MCRC and a separate invoice for this work must be submitted with terms of payment included.

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## 12. Scope of Work

MCRC is soliciting proposals from qualified bidders with demonstrated expertise in providing lawn maintenance and landscaping services to maintain the aesthetic appeal, safety, and functionality of MCRC properties. The contract term will be one (1) year beginning **May 1, 2025**, with the option to renew annually for up to two (2) additional years based on satisfactory performance. The awardee is expected to perform the following duties:

- **Mowing:** Weekly mowing of all grassed areas during the growing season (April–November) and bi-weekly mowing during the off-season (December–March), weather permitting.
- **Edging and Trimming:** Edging along sidewalks, curbs, and pathways; trimming around trees, shrubs, and other obstacles.
- **Weed Control:** Application of pre-emergent and post-emergent herbicides as needed to maintain weed-free lawns and landscaped areas.
- **Leaf Removal:** Removal and disposal of leaves and debris during fall months or as needed.
- **Mulching:** Annual application of mulch to flower beds and landscaped areas (minimum 2-inch depth).
- **Pruning:** Periodic pruning of shrubs and small trees (under 10 feet) to maintain shape and health.
- **Clean-Up:** Removal of all clippings, trimmings, and debris from the site after each visit.
- **Coordination:** Attend periodic coordination meetings with MCRC staff (virtual or in-person as arranged by MCRC) to provide updates on service progress and address any concerns.
- **Site Visits:** Perform regular site visits to assess and maintain the condition of the properties.

Services will be performed at the following MCRC properties: Office Building at 6205 Raeford Road, Fayetteville, NC 28304 [less than 1 acre]

The bidder must provide all necessary equipment, materials, and labor to complete the work. A list of properties identified for this service may be included as an attachment to this request, if applicable.