



REQUEST FOR PROPOSAL

MAINTENANCE SERVICES – LEAF & LIMB

The Town of Bailey is seeking proposals from qualified lawn maintenance contractors to pick up leaves, limbs and grass clippings for all the residence of the Town of Bailey. The contractor and subcontractors, along with their employees, shall not be considered employees of the Town of Bailey and shall always be considered independent contractors.

GENERAL REQUIREMENTS

The contractor will be responsible for the following:

Pick-up and dispose of all yard debris [e.g. leaves, grass clippings, hedge clippings, pine straw, and limbs (cut into manageable pieces – see “UNIT PRICES” below)] from all town residences every two weeks (See attached “2023 Yard Waste and Loose Leaf Calendar”). The Town of Bailey reserves the right to change the monthly schedule at their discretion.

SCOPE OF SERVICE

1. All yard debris shall be picked up and disposed of properly every two weeks year-round (See attached “2023 Yard Waste and Loose-Leaf Calendar”).
2. The Town reserves the right to limit leaf and limb pickup as they see fit.

CANCELLATION

The contract may be cancelled by the Town of Bailey in whole or in part by written notice to the Contractor upon non-performance or violation of contract terms. The Town of Bailey reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Town of Bailey, shall constitute contract default.

PAYMENT

The Contractor shall submit weekly invoices. The Town will pay the Contractor within two (2) weeks of receipt of invoice. Prior to any payment being made, the Contractor will supply the Town of Bailey with a current W-9 form.

HOLD HARMLESS

Contractor agrees to indemnify, save harmless and defend the Town of Bailey, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorney's fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

INSURANCE

The Contractor must have current Workers Comp, General Liability and current Auto Insurance coverage. The Contractor shall be properly registered as a contractor with the Town of Bailey. The Contractor shall name the Town of Bailey as an additional insured under their liability insurance policy.

Proof by means of Certificate of Insurance shall be filed with the Town of Bailey prior to the commencement of the services under this contract. The Contractor shall also provide Workers Compensation Insurance for all of its employees in the amounts required. The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules and regulations.

UNIT PRICES

Unit prices shall be based on square cubit yards for pickup.

The size of the limbs the Town requires for customer pickup:

- One (1) inch diameter or smaller with a maximum length of 10 feet.
- Anything else must be 12-inches in diameter or less with a maximum length of 24 inches. [Note: If a Bobcat is used to pickup anything larger, the Town needs a quote on the travel and equipment use and a labor rate to pick up larger limbs over 12 inches. This will be the labor rate throughout the contract.]

RENEWAL AND EXTENSION

This Contract shall be in full force and effective beginning February 1, 2023 until December 31, 2023. By mutual agreement with the Contractor, at the sole discretion of the Town of Bailey, this contract may be extended for not more than two (2) additional twelve (12) month periods under the same terms and conditions.

PROPOSAL DUE DATE

The Town of Bailey will receive sealed proposals until **3:00 PM on Friday, January 27, 2023**. Proposals shall be addressed to the Town of Bailey, P.O. Box 40, Bailey, NC 27807. **Each proposal must be sealed and clearly identified on the outside of the envelope as "PROPOSAL FOR LEAF & LIMB PICK-UP SERVICE."** Sealed proposals shall consist of the Contractor Proposal Form, Specifications Worksheets and three references (see form below).

QUESTIONS

Questions regarding the scope of work shall be directed to Allen Daniels (Maintenance Commissioner) at 919-495-5055.

CONTRACTOR PROPOSAL FORM

Contractor Information

Name: _____

Address: _____

Phone Number(s): _____

Fax Number: _____

Email Address: _____

Years In Business: _____

Quoted Price: _____

Signature of Authorized Agent/Representative

Name (Please Print): _____

Title: _____

Signature: _____

Date: ____/____/____

THE TOWN OF BAILEY REQUIRES THREE (3) CURRENT REFERENCES:

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

SPECIFICATIONS WORKSHEET

Town of Bailey – Approx. 300 residential and commercial properties

The Contractor agrees to conduct their work Monday through Saturday. The Contractor agrees to pick up and haul away yard debris every two (2) weeks (See attached “2023 Yard Waste and Loose-Leaf Calendar” below). A schedule change is possible if there is a written confirmation by both the Client and the Contractor.

Based on a 52-week schedule (See attached “2023 Yard Waste and Loose-Leaf Calendar” below).

ITEM	QUANTITY (Per Year)	UNIT PRICE
Loose-Leaf Pickups	9	
Yard Waste & Limb Pick-Up	16	

2023 YARD WASTE AND LOOSE-LEAF CALENDAR

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

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					1	2
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24	25	26	27	28	29	30

OCTOBER


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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


NOVEMBER


S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Loose Leaf Pick-Up

 Yard Waste and Limb Pick-Up

 Holiday-Town Hall Closed