



# Town of Kernersville

## Request for Proposals for Landscaping and Gardening Services

Original ad: July 21, 2023

**Readvertisement Due by : August 24, 2023**

Email quotes to Wendi Hartup at [whartup@toknc.com](mailto:whartup@toknc.com)

### Scope of Work

The Town of Kernersville Public Services (TOK) is soliciting proposals from qualified landscaping contractors for ongoing routine, landscape and gardening maintenance of multiple Town-owned properties for a term of one year with renewal of up to four years total.

#### **A. Services to be performed weekly within the gardens at 509 Michael St:**

- + identify and provide plant-specific care to over 130 native plant species at 509 Michael St.
- + identify unwanted plants and manage with appropriate methods
- + work with staff to design and install native plantings to harmonize with existing plant design
- + procure and plant annuals to provide seasonal color in two general areas at 509 Michael St.
- + draft and implement long-term ecological landscape management plan with a focus on plant community stabilization and low maintenance requirements

+ acquire native plant species in economic landscape plug form and/or custom grow native plant species for landscape use as needed

+Plant management to include: hand pulling/digging out weeds, pruning excessive growth, plant-specific fine pruning to promote plant health/aesthetic appeal. Note: debris is placed in Town truck that staff removes.

+Pest and disease management to include: IPM practices, pre-emergent applications and target-specific pesticides.

+Must hold an NCDA pesticide applicator's license, keep records of herbicide use, always use dye when applying pesticides, use IPM practices.

**B. Services to be performed weekly within the interior of the building at 509 Michael St:**

+ houseplant identification and pest/disease identification and management

+ general houseplant care: water, prune, treat pests and diseases

+ provide houseplant suggestions and procure replacements as needed

Note: Watering tank is provided for use.

**C. Services to be performed monthly in the downtown Main St beds within the Right-of-Way (from E Mountain St to Railroad St):**

+ routine maintenance including mulching, weed control, pest management and pruning

**CONTRACT DURATION:**

TOK's intent is to award a one-year contract for landscaping services to one supplier to perform all work. Up to four one-year extensions may be made so long as supplier's work performance remains satisfactory and any proposed price increase is fair and reasonable. The Town of Kernersville may select other companies for on-call services.

**Submittal of Quote Requirements:**

Firms interested in being considered shall submit the following information in no more than five (5) 8.5x11 inch page submittal:

- Company Name
- Address
- Phone Number
- Company contact/authorized representative
- Company's status as a SDBE, minority or woman owned business
- Brief company history

**Must include:**

1. Previous experience
2. Reference checks
3. Estimated plan of work (so many people per week to accomplish task)
4. Price/hr

Submittals must be in Printable Document Format (.pdf) and delivered via **email to whartup@toknc.com.**

**Communication:**

Communications between the Town and contractors during the question and answer period (dates) are subject to public record and must be in writing in the form of emails to Wendi Hartup, whartup@toknc.com; questions submitted via telephone will not be answered.

From the time the solicitation is due to the award date, all communications regarding the quote with any other Town staff, elected Town officials and evaluation committee members is strictly prohibited and doing so may result in the Firm's proposal being rejected.

**Reservation of Rights:**

This quote does not commit the Town to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all quotes received as a result of this request, or to cancel in part or in its entirety this quote, if it is in the best interest of the Town to do so. The Town reserves the right to undertake such investigation as it deems necessary to verify the qualification of the firms.

**Exhibits:**

Site maps (inside building, downtown garden beds and around 509 Michael St)

List of plant species

Insurance requirements