

**INVITATION TO BID  
BID #24-25-22**

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
BUILDINGS AND GROUNDS DIVISION  
MOWING/LANDSCAPE MAINTENANCE CONTRACT #12  
HOMESTEAD MEMORIAL GARDENS  
City of Greenville, North Carolina**



*Find yourself in good company*

**Pre-Bid Meeting:**      **Tuesday, November 12, 2024, at 2:00 pm**  
**Public Works Department Conference Room**  
**1500 Beatty Street, Greenville, NC**

**Bid Due Date:**        **Thursday, December 12, 2024, at 2:00 pm**  
**Public Works Administrative Offices**  
**1500 Beatty Street, Greenville, NC**

**Contact Persons:**

Questions regarding the bid package:  
Wanda House  
Financial Services Manager  
Telephone: 252-329-4862  
Fax: 252-329-4464  
Email: [whouse@greenvillenc.gov](mailto:whouse@greenvillenc.gov)

Questions regarding the specifications:  
Michael Turner  
Building Facilities Coordinator  
Telephone: 252-329-4921  
Fax: 252-329-4844  
Email: [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov)

**CITY OF GREENVILLE  
ADVERTISEMENT FOR BIDS  
"CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT  
HOMESTEAD MEMORIAL GARDENS MAINTENANCE"**

The City of Greenville, NC is requesting bids for "Public Works Department Homestead Memorial Gardens Maintenance" as listed below. The scope of work will include, but not limited to, litter removal, clipping removal, weed trimming, edging, mowing, blowing, raking, limb and debris removal, mulch maintenance, and leaf removal for Homestead Memorial Gardens per scope of work and specifications.

**Weekly Maintenance Cycle**

- Homestead Memorial Gardens (4251 East Tenth Street)

Sealed bids will be received by the City of Greenville until Thursday, December 12, 2024, at 2:00 pm at the Public Works Department Administrative office located at 1500 Beatty Street, Greenville, NC 27835-7207. The Company Name, Attention: Michael Turner, and the words City of Greenville Public Works Department Contract #12 Homestead Memorial Gardens Maintenance Bid shall be written on the outside of the sealed envelope.

All bids will be marked with the date and time they are received by reception staff. Bids will not be opened and read aloud at this time but will be reviewed and contracts will be awarded at a later date.

A pre-bid conference will be held at the Public Works Department conference room, located at 1500 Beatty Street, on Tuesday, November 12, 2024, at 2:00 pm. The Pre-bid conference is not mandatory but highly encouraged for prospective bidders to attend. Site visits can be scheduled with Michael Turner, Building Facilities Coordinator by reaching out via email at [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov) and scheduling a site visit. Notice of site visit shall be given twenty-four (24) hours in advance of visit.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of ninety (90) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of Wanda House, Financial Services Manager, 200 W. Fifth Street, Greenville NC, or at the Public Works Department located at 1500 Beatty Street, Greenville NC, during regular business hours, and available to prospective bidders. Inquiries regarding the bidding process or documents should be directed to the Financial Services Manager at [whouse@greenvillenc.gov](mailto:whouse@greenvillenc.gov) or by telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

Wanda House, Financial Services Manager  
City of Greenville  
P O Box 7207  
Greenville, NC 27835-7207

## **INSTRUCTIONS TO CONTRACTORS**

### **Invitation to Bid Homestead Memorial Gardens Maintenance Location: Greenville N.C.**

- 1. Contractor is to provide verification to the City that the company’s employees are covered under worker’s compensation insurance coverage prior to award on this contract.**
- 2. It is expressly understood by the contractor offering a bid, after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a bid is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. Sales taxes may be listed on the bid, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.**
- 5. Questions regarding the specifications or mowing and landscape maintenance areas shall be directed by email to Michael Turner, Building Facilities Coordinator at [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov).**
- 6. By submitting a bid, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm’s employees while on City property performing their duties.**
- 7. Contractor shall comply with all local, state, federal laws, safety/regulatory requirements, and ordinances associated with the work within this contract.**
- 8. It is expected that work would begin approximately April 1, 2025. However, such starting date is subject to change based on time needed to finalize the contract, the approval/signature process or other reasons.**
- 9. No work will be performed at any time without proper supervision. Supervisors name and direct contact information shall be provided to Michael Turner, Building Facilities Coordinator at [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov)**
- 10. All City of Greenville cemetery maintenance, must be performed Monday – Saturday during daylight hours. Mowing on Sunday will only be allowed with prior proper approval from the City.**
- 11. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.**

12. The City reserves the right to add or delete similar items/services specified in the bid as requirements change during the period of the contract. Prices for items/services to be added or deleted from contract will be mutually agreed upon by the City of Greenville and the Contractor. A contract amendment will be issued for each addition or deletion.
13. The Contractor shall NOT have the right to subcontract any part of its obligations and service requirements without the prior written authorization of the City. This authorization may be given by the Director of Public Works or designee. If any part of this work under this agreement is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Agreement. The parties stipulate that the Company will maintain each type of insurance set forth in the Agreement at a coverage equal to the amount set forth for each type of insurance. However, nothing contained herein shall relieve the Company from meeting all insurance requirements or otherwise being responsible for the subcontractor.
14. All aspects of cemetery management are very sensitive and detail oriented, including mowing and the general appearance of Homestead Memorial Gardens. The successful bidder will be challenged to complete the terms of the contract while ensuring these sensitivities and details are respected and met with the highest standards.
15. Contractor shall provide full protection for the safety of employees, public, grounds and adjacent public thoroughfares while performing maintenance operations.
16. Contractor shall cease all work within or near the cemetery when funeral or memorial services are in progress. Contact Steve Cannaday, Cemetery Supervisor, at (252)329-4529 or [wcannaday@greenvillenc.gov](mailto:wcannaday@greenvillenc.gov) for funeral and memorial schedules.
17. Contractor shall have and maintain all necessary and legally required licenses and permits to enable performance of services.
18. It is the intent of this agreement to provide the City with landscape maintenance at Homestead Memorial Gardens at a level normally associated with a well-run, public and private owned cemetery. All duties are to be performed in a respectful, safe and courteous manner.

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**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
BUILDINGS AND GROUNDS DIVISION  
SPECIFICATIONS FOR:  
MOWING/LANDSCAPING MAINTENANCE CONTRACT #12  
HOMESTEAD MEMORIAL GARDENS**

**1.0     SCOPE:**

- 1.1     The scope of work shall include litter removal, clipping removal, weed trimming, edging, mowing, blowing, raking, limb and debris removal, mulch maintenance, and leaf removal for Homestead Memorial Gardens per scope of work and specifications.**
- 1.2     The per cycle price and the total annual bid price shall be included on the attached Request for Bids sheet as indicated.**
- 1.3     Maintenance will occur on a weekly basis approximately April 1 – November 1 and as directed by the City from November 1 – April 1.**

**2.0     GENERAL:**

- 2.1     Areas of work are to be maintained on the frequency specified and started and completed within a week period (Monday-Saturday). Maintenance frequency is subject to change due to weather conditions such as drought or increased wet conditions.**
- 2.2     All landscape bed maintenance and turf mowing shall be completed in a professional manner and shall conform to these specifications. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.**
- 2.3     Failure of the contractor to meet or perform work to these specifications as determined by the Public Works Department shall warrant written notice to the contractor specifying areas of nonperformance or unacceptable performance and the contractor shall have ten (10) days to rectify. Immediate cancellation of the contract may occur if performance is not rectified in ten (10) days.**
- 2.4     Within seven (7) days of notice to proceed, the contractor must be prepared to begin work on the awarded sites.**
- 2.5     General public is to be referred to the Cemetery Office at the Public Works Department for all work order requests to include placement of markers, monuments, borders, trees, shrubbery and/or live plantings.**
- 2.6     There are certain periods of the year when all City Cemeteries must be freshly groomed, irrespective of their position in the maintenance schedule. These special holidays are Easter, Mother's Day, Memorial Day, Father's Day, July 4<sup>th</sup>, and Labor Day. Homestead Memorial Gardens must be cut and freshly groomed by the day prior to these holidays.**
- 2.7     Contractor is to communicate all work progress, plans, and issues or concerns to, Steve Cannaday, Cemetery Supervisor at (252)329-4529 or [wcannaday@greenvillenc.gov](mailto:wcannaday@greenvillenc.gov).**

### **3.0 HOMESTEAD MEMORIAL GARDENS MOWING/LANDSCAPE MAINTENANCE:**

- 3.1 The contractor is expected to remove scattered debris, litter, animal waste, cigarette butts and limbs prior to mowing and/or maintaining beds or tree rings, excluding material that has been illegally dumped. Contractor must notify Michael Turner, Building Facilities Coordinator, with location of illegally dumped material.
- 3.2 The contractor is responsible for removing from each site, and properly disposing of, all tree limbs of six (6) inch in diameter and below.
- 3.3 The City will be responsible for removing limbs larger than six (6) inches in diameter from all areas. Contractor must notify Michael Turner, Building Facilities Coordinator, with location of limbs larger than six (6) inches in diameter.
- 3.4 Herbicide spraying will not be allowed in these areas.
- 3.5 Prior to Memorial Day, Labor Day and Thanksgiving holidays, mechanical edging must be performed along sidewalks, medians, curbs, along landscape beds and tree rings. Edging shall be performed with a mechanical rotary edger.
- 3.6 Weed trimming must be performed around all poles, fences, flat markers, tombstones, trees, signs and other similar structures on the property.
- 3.7 Clippings, leaves and debris scattered into or onto parking areas, paved areas, markers, tombstones and the streets from landscape maintenance must be removed immediately and before relocating to another work site. Do not blow debris into, or on, paved areas, storm drains, adjacent parking lots, vehicles, landscape beds, tree rings, or structures.
- 3.8 The City of Greenville reserves the right to reduce or add to the number of line-item areas for any reason it deems necessary during the contract period. Any elimination or addition of areas will be communicated to the contractor in a timely manner. The bid price will be adjusted in the event of any elimination or addition of areas.
- 3.9 The contractor shall avoid performing landscape bed maintenance or mowing under extremely wet conditions where heavy equipment or vehicles could rut the soil. Notify Michael Turner, Building Facilities Coordinator, in the event that a site is too wet to maintain.
- 3.10 All turf areas will be finished mowed at three (3) inches in height.
- 3.11 Contractor must not park on any medians and/or affect normal traffic flow along designated streets or to interfere with cemetery operations. All vehicles must be parked on vehicle paths and are not to drive across cemetery lots or parked on cemetery lots or cement curbing.
- 3.12 The following landscape maintenance services shall be provided by the contractor for:
  - Litter Cleanup
    - 1. Litter cleanup includes pickup of litter, animal waste, cigarette butts and debris within the landscape beds, tree rings, and turf areas within the contract area prior to each mowing. Any waste created by the Contractor will be hauled off and properly disposed of. This includes, but is not limited to plant clippings, dead plants, general trash and other debris.

- **Mowing/Edging**
  1. Mowing extents are to the outermost edge of the road, curb, sidewalk, ditch, and/or fence line.
  2. Edging, utilizing a mechanical rotary edger, shall be completed prior Memorial Day, Labor Day and Thanksgiving holidays each year.
  3. Mowing height shall be 3 inches.
  4. Mowing will be required in all designated areas shown on the maps for Homestead Memorial Gardens. Maps are attached.
  5. Mowing must occur weekly during the mowing season (April 1 – November 1) and as needed or as directed by the City during winter months for immediate aesthetic improvement.
  6. Weed trimming must be completed around all signs, trees, poles, markers, along fenced areas and around other similar structures on each maintenance cycle.
- **Mulch Bed Maintenance**
  1. All mulched areas, including tree rings, must not be damaged from mowing operations. Damage to mulched areas must be repaired immediately and prior to relocating another work site.
- **Leaf Removal**
  1. Leaves must be removed from turf, tree rings, and landscape bed areas on each maintenance cycle.
  2. Leaves collected shall be disposed of properly. Mulching of leaves when minimal is acceptable if this does not create visible thatch.

**Notes:**

- Insect or disease control for plantings or turf will not be provided by contractor but the contractor shall notify Michael Turner, Building Facilities Coordinator, within 24 hours if detected.

**4.0 PAYMENT AND BID:**

- 4.1 The contract period will be from approximately April 1, 2025, to March 31, 2026. The City reserves the right to extend the contract annually for up to a total of two (2) additional years if the City and contractor agree in writing starting annually on April 1<sup>st</sup> and ending the last day of March.
- 4.2 Payment will be made by the City to the contractor on a monthly basis for the work completed within the previous month. The invoice is expected prior to the 10<sup>th</sup> of each month. This contract will be billed monthly throughout the year during the contract period. The City will render payment within thirty days of receipt of an approved invoice.
- 4.3 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the current Occupational Safety and Health regulations.
- 4.4 By submitting a bid, the firm is attesting that they are an Equal Opportunity Employer.
- 4.5 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a bid are attesting that they also have taken affirmative action to insure equality of opportunity in all aspects of employment.

- 4.6 The attached bid sheet details the bid entries required. Each bid sheet line item shall be filled in as directed.

4.7 **Minority and/or Women Business Enterprise (M/WBE) Program**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project.

All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to Wanda House, at (252) 329-4862 or [whouse@greenvillenc.gov](mailto:whouse@greenvillenc.gov).

- 4.8 Bidder, its assignees and successors in interest, further agrees that in the performance of these services that it shall comply with the requirements of Title VI of the Civil Rights Act of 1964 and other pertinent Nondiscrimination Authorities, as cited in Attachment "A" to this Agreement, and will not discriminate in its hiring, employment, and contracting practices in any manner or form based on actual or perceived political affiliation, genetic information, sexual orientation, age, sex, race, color, religion, marital status, veteran status, economic status, national origin, handicap or disability.

4.9 **TITLE VI NONDISCRIMINATION NOTIFICATION**

The City of Greenville, North Carolina in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- 4.10 The City of Greenville reserves the right to reject any, and all bids, to waive any informalities and to accept the bid if it seems most advantageous to the City. Any bid submitted will be binding for ninety (90) days after the date of the bid opening.

- 4.11 Contractor must complete a new vendor application and associated documents or update an existing profile as required upon acceptance of mowing contract.

5.0 **WORKERS COMPENSATION AND INSURANCE:**

- 5.1 The contractor must maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.



**5.2 The Consultant/Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. Work under this contract shall not commence until all insurance required as listed has been obtained. Insurance required shall remain in effect through the life of this contract.**

- a. Workers' Compensation Insurance:** No contractor or subcontractor may exclude executive officers. Workers Compensation must include all employees

**Limits:**

**Workers Compensation:** Statutory for the State of North Carolina.  
**Employers Liability:** Bodily Injury by Accident \$1,000,000 each accident.  
 Bodily Injury by Disease \$1,000,000 policy limit.  
 Bodily Injury by Disease \$1,000,000 each employee.

- b. Commercial General Liability:**

**Limits:**

<b>Each Occurrence:</b>	<b>\$1,000,000</b>
<b>Personal and Advertising Injury</b>	
<b>\$1,000,000</b>	
<b>General Aggregate Limit</b>	
<b>\$2,000,000</b>	
<b>Products and Completed Operations Aggregate</b>	<b>\$2,000,000</b>

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved by the City. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations. Additionally, the Consultant/Contractor must be added as an Additional Insured to the Commercial General Liability policy.

- c. Commercial Automobile Liability:**

**Limits:** \$1,000,000 combined single limit.

- d. Cancellation:**

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

- e. Proof of Carriages:**

- i. The Consultant/Contractor shall provide the City with insurance industry standard ACCORD form Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City prior to the commencement of services. Said policies shall provide that the City be an additional named insured.**
- ii. The City shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.**
- iii. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of North Carolina.**

- 5.3 The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.
- 5.4 After award and prior to beginning work on the awarded site, Contractor shall furnish a Certificate of Insurance, including liability, of the coverage requested herein. This is to remain in effect through the duration of the contract.
- 5.5 Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

Michael Turner  
 Building Facilities Coordinator  
 City of Greenville  
 Public Works Department  
 1500 Beatty Street  
 Greenville, N.C. 27834  
 Email: [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov)

#### **6.0 DAMAGE TO CONTRACTORS' PROPERTY:**

- 6.1 Should fire, theft, vandalism or other casualty, damage or destroy the equipment or property belonging to the Contractor while on City property, the City shall be under no obligation to replace or in any way compensate the contractor for said property.
- 6.2 The successful bidder agrees to indemnify or hold harmless City from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge City and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- 6.3 It is understood and agreed by the parties that City will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein.
- 6.4 The successful bidder shall assume full and complete liability for all damages to building improvements, fences, tombstones, monuments (headstone or foot marker), coping mausoleums, buildings, trees, shrubs, paved roads, curbs and gutters, or other City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers. All damages are to be reported immediately to Steve Cannaday, Cemetery Supervisor at (252)329-4529 or [wcannaday@greenvillenc.gov](mailto:wcannaday@greenvillenc.gov).

#### **7.0 AMENDMENTS, ADDENDA, OR QUESTIONS:**

- 7.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. Any issued addenda will be posted on the City's bid advertisement site. The contractor must acknowledge receipt of each addendum on the bid sheet.

7.2 **Amendment:** The contract may be amended from time to time through written agreement by both parties.

7.3 **Questions:** Any questions regarding these bid specifications must be sent by email to [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov)

7.4 **Schedule for questions and addenda:**

Last date to submit a question: Wednesday, November 27, 2024, by 5:00 p.m. Questions will be answered via addenda posted on the City's website answered by: Thursday, December 5, 2024, by 5:00 p.m.

#### 8.0 **E-VERIFY COMPLIANCE:**

8.1 The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Contractor represents that the Contractor and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

8.2 BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

#### 9.0 **IRAN DIVESTMENT ACT:**

9.1 Vendor certifies that it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The vendor will not utilize on the contract any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

#### 10.0 **NON-COLLUSION:**

10.1 Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

#### 11.0 **WITHDRAWAL OF PROPOSALS:**

11.1 No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.

**12.0    REFERENCE INFORMATION:**

- 12.1    All bidders must provide a list of three (3) client references of similar mowing and landscaping maintenance projects. The reference information must include the company's name, a contact person's name with his or her title and their telephone number. Please provide the information on the "Contractor Reference Information" sheet and attach with the bid sheet.**

**13.0    CONTRACTOR INFORMATION:**

- 13.1    Please provide the information on the "Contractor Data Form" and attach with the bid sheet. All information should be accurate and detailed in description.**

*The remainder of this page intentionally left blank*



### Contractor Reference Information

1.   **Company name:** \_\_\_\_\_  
      **Contact person:** \_\_\_\_\_  
      **Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_
  
2.   **Company name:** \_\_\_\_\_  
      **Contact person:** \_\_\_\_\_  
      **Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_
  
3.   **Company name:** \_\_\_\_\_  
      **Contact person:** \_\_\_\_\_  
      **Title:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**\*\*Include completed form with submitted bid package\*\***



## Contractor Data Form

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Mobile Phone Number:** \_\_\_\_\_

**Company Owner:** \_\_\_\_\_ **Company Owner Phone Number:** \_\_\_\_\_

**Authorized Company Representative submitting bid:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number of Authorized Representative:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Equipment you plan to utilize to perform this contract:  
Attach additional sheet or continue on back if needed.**

[illegible]

**\*\*Include completed form with submitted bid package\*\***



## REQUEST FOR BIDS

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment and labor as provided in the above-mentioned specifications. Bids will be awarded based on the total annual bid.

### Mowing/Landscape Maintenance Contract #12 Homestead Memorial Gardens

<u>Description</u>	<u>Bid</u>
Bid for Homestead Memorial Gardens (per cycle) (Per specifications)	_____
Homestead Memorial Gardens total annual bid (See annual bid calculation formula below)	_____
Total Annual Bid Calculation: (Per cycle price X 38 cycles) = Total Annual Bid	

**Note: Homestead Memorial Gardens (Contract #12) will be considered for award based on Total Annual Bid.**

**Addendum Acknowledgement:**

Please record each Addendum Number Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Include completed form with submitted bid package\*\***

STATE OF NORTH CAROLINA

## AFFIDAVIT

CITY OF GREENVILLE

\*\*\*\*\*

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of  
 \_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or  
 affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
  2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
  3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
    - a. YES \_\_\_\_\_, or
    - b. NO \_\_\_\_\_
  4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_ City of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_

Notary Public

(Affix Official/Notarial Seal)

**\*\*Include completed form with submitted bid package\*\***



**City of Greenville/Greenville Utilities Commission  
Minority and Women Business Enterprise Program**

**City of Greenville  
MWBE Guidelines for Professional Service Contracts  
\$50,000 and above**

**These instructions shall be included with each bid solicitation.**

## City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

### MWBE Guidelines for Professional Service Contracts \$50,000 and above

#### Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

#### Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

## Instructions

The submitter shall provide the following forms:

☐ **FORM 1—Sub-Service Provider Utilization Plan**

This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

☐ **FORM 2--Statement of Intent to Perform work without Sub-Service Providers**

This form provides that the submitter does not customarily subcontract work on this type of project.

☐ **Sub-Service Provider Utilization Commitment**

Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.

**NOTE:** A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

☐ **Proof of Payment Certification**

Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

*In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:*

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

**NOTE:** Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.

**Minimum Compliance Requirements:** All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

**\*\*Include completed form with submitted bid package\*\***

# Sub-Service Provider Utilization Plan FORM 1

**(Must be included with submission if subcontracting any portion of work)**

We \_\_\_\_\_, do certify that on the  
(Company Name)  
\_\_\_\_\_ we propose to expend a minimum of \_\_\_\_\_ %  
(Project Name)

of the total dollar amount of the contract with certified MBE firms and a minimum of \_\_\_\_\_ % of the total  
dollar amount with WBE firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

**The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.**

**The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.**

**Date:** \_\_\_\_\_

**Name & Title of Authorized Representative** \_\_\_\_\_

**Signature of Authorized Representative** \_\_\_\_\_

**\*\*Include completed form with submitted bid package. Form 1 OR 2. Not both\*\***

# Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, \_\_\_\_\_, hereby certify that it is our  
intent to perform 100% of the work required for the \_\_\_\_\_ contract.  
(Project Name)

**In making this certification, the Proposer states the following:**

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*  
☐ **Check box to indicate documentation is attached.**
- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.  
☐ **Check box to indicate documentation is attached.**
- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

**The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.**

**Date:** \_\_\_\_\_

**Name & Title of Authorized Representative** \_\_\_\_\_

**Signature of Authorized Representative** \_\_\_\_\_

**\*\*Include completed form with submitted bid package. Form 1 OR 2. Not both\*\***

# Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We \_\_\_\_\_, do certify that on the  
(Company Name)  
\_\_\_\_\_ we will expend a minimum of \_\_\_\_\_ %  
(Project Name)

of the total dollar amount of the contract with certified MBE firms and a minimum of \_\_\_\_\_ % of the total  
dollar amount of the work with WBE.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),  
Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: \_\_\_\_\_

Name & Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

## REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

**Project:** \_\_\_\_\_

**Bidder or Prime Consultant:** \_\_\_\_\_

**Name & Title of Authorized Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

\_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Original Total Contract Amount:** \$ \_\_\_\_\_

**Total Contract Amount (including approved change orders or amendments):** \$ \_\_\_\_\_

**Will this request change the dollar amount of the contract?**    ☐ Yes    ☐ No

**If yes, give the total contract amount including change orders and proposed change:** \$ \_\_\_\_\_

**The proposed request will do the following to overall MWBE participation (please check one):** ☐

Increase    ☐ Decrease    ☐ No Change

**Name of subconsultant:** \_\_\_\_\_

**Service provided:** \_\_\_\_\_

**Proposed Action:**

\_\_\_\_ Replace subconsultant

\_\_\_\_ Perform work in-house

**For the above actions, you must provide one of the following reasons (Please check applicable reason):**

\_\_\_\_ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

\_\_\_\_ The listed MBE/WBE is bankrupt or insolvent.

\_\_\_\_ The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

\_\_\_\_ The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

*If replacing subconsultant:*

Name of replacement subconsultant: \_\_\_\_\_

Is the subconsultant a certified MWBE ? \_\_\_\_Yes \_\_\_\_No

***If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.***

Dollar amount of original consultant contract \$ \_\_\_\_\_

Dollar amount of amended consultant contract \$ \_\_\_\_\_

**Other Proposed Action:**

\_\_\_\_Increase total dollar amount of work

\_\_\_\_Add as an additional subconsultant\*

\_\_\_\_Decrease total dollar amount of work

\_\_\_\_Other

Please describe reason for requested action: \_\_\_\_\_

\_\_\_\_\_

*\*If adding additional subconsultant:*

Is the subconsultant a certified MWBE? \_\_\_\_Yes \_\_\_\_No

***If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.***

Dollar amount of original consultant contract \$ \_\_\_\_\_

Dollar amount of amended consultant contract \$ \_\_\_\_\_

**Interoffice Use Only:**

**Approval \_Y \_N**

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_



Pay Application No. \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

# Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: \_\_\_\_\_

Prime Service Provider: \_\_\_\_\_

Current Contract Amount (including change orders): \$ \_\_\_\_\_

Requested Payment Amount for this Period: \$ \_\_\_\_\_

Is this the final payment? \_\_\_\_ Yes \_\_\_\_ No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: \_\_\_\_\_

 Certified By: \_\_\_\_\_  
 Name

 \_\_\_\_\_  
 Title

 \_\_\_\_\_  
 Signature

**Homestead Memorial Gardens**  
(Includes all areas within the property line shown below)



**Title VI of the Civil Rights Act of 1964 Nondiscrimination Provisions, Appendices A & E.**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**1) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the USDOT to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the USDOT, as appropriate, and will set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.



- I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).