

**City of Sanford, North Carolina
Request for Qualifications**

Lawn Maintenance Services for Municipal Properties

Introduction

The City of Sanford is requesting statements of qualifications from qualified contractors to provide routine lawn maintenance services for municipal parks, interchanges, greenways, vacant lots, rights-of-way, landscape city owned parking lots, and other designated areas. Contractors must be insured, operate as a legitimate business, and have the necessary equipment to efficiently perform the required services.

Scope of Work

The selected contractor will be responsible for providing comprehensive lawn maintenance services, including but not limited to:

1. **Mowing and Trimming**
 - Regular mowing of grass areas to maintain an even and healthy appearance.
 - Trimming around trees, fences, sidewalks, and other obstacles.
2. **Edging and Blowing**
 - Edging along sidewalks, curbs, and landscaped areas.
 - Blowing off hard surfaces to remove grass clippings and debris.
3. **Litter and Debris Removal**
 - Routine collection and disposal of litter, leaves, and other debris from maintained areas.
4. **Weed Control**
 - Application of herbicides as needed to prevent weed overgrowth.
 - Manual removal of weeds in designated areas.
5. **Additional Services as Needed**
 - Mulching, aeration, overseeding, and minor landscaping maintenance upon request.

Contracted Areas:

1. Parks
 - Depot Park
 - M.L.K. Park and lot
 - Third St. Park
 - McNeil Park
 - Carr Creek Park
 - Maple Ave Park
 - Sunset Park

2. Interchanges
 - US 1 & Hwy 42
 - US 1 & Spring lane
 - US 1 & 421
 - US 1 & 15/501
 - Hwy 421 (2-mile run)
 - Colon Rd Interchange

3. Greenway/Park
 - Greenway
 - Kiwanis Park

Landscaped Parking Lots

- Chatham St. Buggy Factory Lot
- Humber St. Parking Lot

4. Right of Ways/Landscaped Entrances/Signs
 - Kalyani Way
 - Central Carolina Enterprise Parkway (Industrial Park) right of ways
 - Central Carolina Enterprise Parkway Landscaped Entrances/Signs

Vacant Lots

- Various lots throughout the City

Statement Submittal

Interested contractors should submit a Statement of Qualification, not exceeding ten pages single-sided or five pages double-sided. Three copies must be provided. A cover letter will not be included in the page limit. The Statement of Qualification should include the following:

1. **Information**
 - o Name, address, contact information, and proof of insurance.
2. **Approach to the Work**
 - o Description of understanding of the project requirements and methodology for service execution.
3. **Experience**
 - o List and description of similar projects completed in the past five years.
4. **Team Organization and Equipment**
 - o List of personnel assigned to the project, including their roles and experience.
 - o List of equipment available to perform the work efficiently.
5. **Schedule and Availability**
 - o Proposed schedule for service delivery and response time for additional requests.

6. Additional Information

- Any relevant details that demonstrate the contractor's qualifications and ability to provide the requested services.

Evaluation Criteria

The City of Sanford staff will evaluate proposals based on the contractor's ability to meet RFQ requirements. Criteria include:

1. Experience with municipal lawn maintenance and similar projects.
2. Qualifications and experience of personnel.
3. Availability of necessary equipment and resources.
4. Understanding and approach to the scope of work.

Submittal Information and Requirements

Proposals must be submitted by February 24th at 5:00 PM to:

Caroline Jeffries, Parks and Grounds Administrator

City of Sanford
225 E. Weatherspoon St
Sanford, NC 27330
919-777-1203
caroline.jeffries@sanfordnc.net

Envelopes should be marked **“City of Sanford RFQ – Lawn Maintenance Services.”**

The City of Sanford is an Equal Opportunity employer. The City of Sanford reserves the right to disqualify from consideration statements received after the date and time specified above. Any statements may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the City of Sanford reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the statements offered; and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.

All statements become the property of the City of Sanford upon submission. The cost of preparing, submitting and presenting a statement is the sole expense of the firm. The City of Sanford reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFQ, or derived from further investigation of such proposals. The City further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFQ as determined in the sole and absolute discretion of the City. The City may seek

clarifications from a respondent regarding his or her statement at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the City of Sanford. Firms shall be licensed in the State of North Carolina.

In the event that the City of Sanford is unable to reach an agreement with the selected firm regarding the scope of work, and/or cost, one of the other consultants may be selected.