



ECPPS Maintenance Department
312 Pritchard Street
Elizabeth City, NC 27909
252-335-4306 Phone
252-338-9333 Fax
maintenance@ecpps.k12.nc.us

Request for Proposal (RFP)

Date: March 31, 2023

Elizabeth City-Pasquotank Public Schools Maintenance Department is seeking proposals from qualified landscape companies for Landscaping and Beautification Services for the entrances of school buildings including marquee sign beds and planters.

The following timeline has been established to ensure that our project objective is achieved; however, the timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
Posted/Published	March 31, 2023
On-site visits	April 17, 2023 – May 19, 2023
RFP Due	May 29, 2023 at 11:00 a.m.
Contract Start/Complete Date	August 1, 2023 – August 18, 2023

On-Site Visits

Contactors are encouraged to visit school sites prior to bidding.

ECPPS Schools: Date:

Time: To be scheduled by appointment

Location(s): Central Elementary School – 1059 US 17 South, Elizabeth City Middle School -1066 Northside Road, HL Trigg Community School - 1004 Parkview Drive, JC Sawyer Elementary – 1007 Park Street, Northside Elementary – 1062 Northside Road, Northeastern High School – 963 Oak Stump Road, Pasquotank County High School – 1064 Northside Road, Pasquotank Elementary School – 1407 Peartree Road, PW Moore Elementary School – 606 Roanoke Avenue, River Road Middle School – 1701 River Road, Weeksville Elementary – 1170 Salem Church Road

Questions and scheduling of site visit: Email mwilkins@ecpps.k12.nc.us or call 252-335-4306.

Description of Project: Provide complete landscape services to entrances of school buildings. Remove weeds from flower beds and marquee signs. Provide mulch and seasonal plant material.

ECPPS is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation or veteran status.

PROJECT SUMMARY/GENERAL OVERVIEW

PROJECT SUMMARY

ECPPS through the Request for Proposal (“RFP”) is seeking proposals for *Landscaping and Beautification Services*. Delivery will be in accordance with the terms, conditions and requirements set forth in this Request for Proposal. The successful proposer(s) will provide the specific requirements in accordance with all applicable federal, state and local laws, standards and regulations to perform the scope of services.

TERM OF CONTRACT

The contract is limited beginning August 1, 2023 and ending August 18, 2023.

GENERAL OVERVIEW

Proposals will be received **no later than May 29, 2023 at ECPPS Maintenance Office**. Attached Proposal Forms shall be returned via email, mailed or hand delivered. Vendors are instructed that a formal opening will not occur.

RFP Contact: Marlene Wilkins, Maintenance Director

Contact Mailing Address: 312 Pritchard Street
Elizabeth City, NC 27909

SCOPE OF SERVICES

1. Scope

The Contractor shall furnish all, materials, supplies, tools, equipment, transportation, insurance and labor to complete all work for the said Landscaping and Beautification Services for campuses.

Services to be rendered include but not limited to the following:

- 1) Removal of litter and debris from planter beds, flower beds and marque sign beds
- 2) Pruning of trees and shrubs
- 3) Removal of dead plant material
- 4) Replacement of plant material (seasonal colors)
- 5) Replacement of mulch

PROPOSAL FORM

Date _____

Proposal of _____
(Company Name)

This Proposal is submitted in response to ECPPS’s RFP _____
(provide title or brief description)

The undersigned, hereby agrees to be bound by the content of the Proposal and agrees to apply with the terms, conditions and provisions of the referenced RFP. The proposal shall remain in effect for a period of three weeks.

The undersigned understands that the ECPPS reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by ECPPS in its sole discretion, in any Proposal in the interest of the ECPPS.

The undersigned hereby certifies that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFP.

LOCATION	PROPOSAL
Central Elementary School	
Elizabeth City Middle School	
HL Trigg Community School	
JC Sawyer Elementary School	
Northside Elementary School	
Northeastern High School	
Pasquotank County High School	
Pasquotank Elementary School	
PW Moore Elementary School	
River Road Middle School	
Sheep-Harney Elementary School	
Weeksville Elementary School	

 (Proposer’s Printed Full Name)

 (Signature)

 (Date)