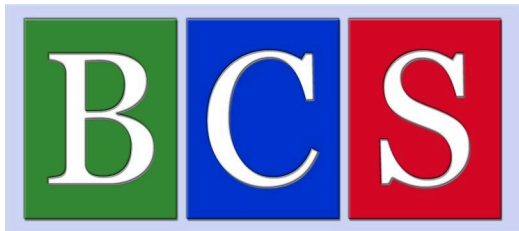


REQUEST FOR PROPOSAL



**BEAUFORT COUNTY SCHOOLS
321 SMAW ROAD
WASHINGTON, NC 27889**

January 1, 2027 – December 31, 2029

Project: LANDSCAPING & LAWN MAINTENANCE

Proposal Due: November 19, 2026 (By 1:00 pm)

Bid Opening: 1:00 pm November 19, 2026

-321 Smaw Road, Washington, NC 27889

-Smaw Road Conference Room

-Bidding Contractors do not have to be present at opening

Specifications and Requirements for Contract

Contents:

- * Specifications**
- * Special Conditions**
- * Work Area Boundaries**
- * Contractor Required Attachments**
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Landscape Maintenance Specifications

Background:

The goal of the Beaufort County School System is to provide the best educational services and facilities for residents of Beaufort County. Maintaining a neat, professional appearance in all of our school facilities is of great importance. The requirements, specifications, and conditions set forth in the Beaufort County School's contract for Landscaping & Lawn Maintenance are mandatory.

Fixed Term of Contract:

All work shall be for the calendar year beginning January 1, 2027, and continuing through December 31, 2029. A weekly calendar listing the schedule of services to be provided under the contract must be submitted with the Contractor's proposal.

Conditional Contract Extension:

The anticipated contractual period will be for three (3) years with two (2) possible renewals of one year each, subject to budgetary approval on a yearly basis. Beaufort county schools reserves the right to alter this period review of all proposals.

Included in Base Bid:

The contractor will furnish all labor, supplies, materials, and equipment to perform the services of the contract unless otherwise stated. The services will be performed diligently and in a first class manner, with superior quality supplies, materials, equipment, and workmanship. Failure to complete work as proposed and scheduled will result in non-payment or abatement until work has been satisfactorily completed and approved by the Beaufort County School's Director of Maintenance.

Addendum to Base Bid:

Landscaping services for the two below listed schools will be submitted separately from the base bid. All services will remain the same at each facility until notified by Beaufort County Schools. In the event one or both of these properties are sold by Beaufort County Schools, services will no longer be needed and null from contract agreement. Beaufort County Schools will provide a 60 day notification of consolation of services at one or both properties.

S. W. Snowden Elementary School
693 N. 7th Street
Aurora, NC 27806

Cutting will include all areas from the east side of the wooded area of campus to drainage ditch on the west side of the gym. From the Main Street entrance to wooded areas on the North side of the facility behind the building near the bus parking lot. Total acreage of the facility is 10.96. No pine straw will be required at this location.

**John C. Tayloe Elementary School
910 Tarboro Street
Washington, NC 27889**

Cutting will include all areas surrounding the building, inside and outside of the fenced areas. The natural wooded area between the campus and Walmart, must be kept clean of all debris and mowed as needed. Also included are the track fields, up to 20 feet of the foul lines of the ball fields, and the ditch between the ball fields. No pine straw needed at this facility.

DESCRIPTION OF PROPOSED WORK

- A. Turf Care:** All grass areas will be mowed every 7 to 10 days during the growing season. The growing season is March 1 through October 31. During the non-growing season months, the grass will be cut as needed, but not less than every 30 days. The cutting height for centipede is 2 1/2 inches. All mowing and clean-up of debris will be completed in a timely manner. If services are not completed at one location in a day, the contractor is required to return to that location the next day to complete services. If the grounds are rutted due to equipment and/or operator error, the Contractor must bear the cost of repairing the damaged area.
- B. Edging & Trimming:** Edge all sidewalks, curbs, driveways, streets, etc., every visit during the growing season so that no grass grows over the adjacent non-grass surface. Edging is to be accomplished with a blade edger cutting a vertical groove. Edging of tree, planter beds, and fences shall be accomplished at every visit during the growing season to maintain a neat appearing line, and to preserve the original configuration of the bed.

Note: Special Trim at Graduation and at restart of school is required. Dates will be provided one month in advance.

- C. Fence Lines**
All fence lines are required to be trimmed and cut at least 4' between the fence and existing woods. Also responsible for cutting and removal of all limbs that hang over the fence line within 14 feet from the ground. In the fenced in areas weed killer to be applied as needed to control growth of weeds.
- D. Weed Control:** Landscaped areas around all buildings, trees, and plant beds are to be checked and cleaned on a 7 to 10 day basis. All grass and weeds growing in pavement joints, sidewalks, and perimeter patio slabs will be treated with herbicide on a regular basis to maintain weed control. **Ditches and retention ponds are to be maintained but are not to be sprayed with herbicide.**

- E. **Natural Areas:** The Contractor will cut the natural areas on a regular basis (minimum of 15 times per year) located at Washington High School and Northside High School.
- F. **Cleanup:** Contractor will clean off all sidewalks, curbs, and parking lot areas after every mowing. This contract shall include trash pickup every time an area is mowed. The contractor is responsible for cleaning the parking areas and all hard surface areas of the school grounds, which includes removal of rocks, sand, dirt, cut grass, and other items. All schools are responsible for trash pickup in and around the bleachers and concession stand areas after sporting events.
- G. **Pruning and Trimming Shrubs:** Contractor shall trim and shape shrubs, hedges, and small trees according to species requirements to avoid loss of blossoms or other aesthetic qualities. Hand pruning must be used on all Crape Myrtles, Camellias, Sasanquas, and all other plants that need a natural growth pattern. Large trees will be pruned up to 12 feet in height. Pruning above 12 feet is not required under the terms of the contract. The contractor is expected to keep **ALL** shrubbery properly maintained throughout the year. Should shrubbery not be properly maintained and upon notification of such, the Contractor will have two weeks from time of notification to correct the problem.
- H. **Pest and Disease Control:** Contractor will periodically inspect plant material for signs of insect and disease damage and treat problem areas as required. **All visible fire ant mounds must be treated immediately. Ground Bees, Hornets and Wasp on or around shrubbery or the lawn must be exterminated by Contractor.** Materials used to resolve the problems will be at the Contractor's expense. The Contractor must provide methods and materials to be used along with the Safety Data Sheet (SDS) to the Beaufort County School's Director of Maintenance along with the Contractor's proposal.
- I. **Fall Leaf Removal:** Contractor will remove all fallen leaves from trees and bed areas beginning October 31 and continuing through December 31 on a 10 to 14 day cycle until all leaves are removed. All leaves must be removed before any pine straw is applied.
- J. **Re-Mulching:** The Contractor will replace pine straw/mulch in beds annually. High Schools will receive pine straw and mulch before graduation in June in addition to annual service. The contractor will supply pine straw and mulch to established beds prior to students returning in August. The Contractor will supply 2420 bales of pine straw and Mulch as needed annually at no extra cost to the Beaufort County School System. Sign off is required on delivery.

Mulch - Washington Elementary, P.S. Jones, and John Small are the **ONLY** facilities requiring mulch

- 1) Any additional pine straw needed for new beds or requested by the Director of Maintenance will be provided by the Contractor at an additional cost per bale of \$_____ (labor and materials included in price). Note: Prior authorization by the Director of Maintenance is required before any non-contract work is to be done.
- 2) Any additional Mulch needed for new beds or requested by the Director of Maintenance will be provided by the Contractor at an additional cost per yard of \$_____ (labor and materials included in price). Note: Prior authorization by the Director of Maintenance is required before any non-contract work is to be done.

L. Retention Ponds: Are to be maintained from the water line to the outer side of the fence and minimum of 10 feet on the exterior of the fence. The outlet/discharge must be clear of any debris to ensure proper flow of water. No spraying of weed killer around the pond or fence is allowed. These ponds are to be maintained according to the NC Department of Environmental Quality (NC DEQ) rules and regulations with records kept and turned in yearly or at the request of the Director of Maintenance.

M. Retention Pond Inspections/Certification:

All retention ponds (classified as wet detention basins or Stormwater Control Measures) are monitored and regulated by NC DEQ. The contractor will provide a qualified person to perform at minimum an annual inspection to ensure all retention ponds are in accordance with both state and local regulations. All inspection reports will be submitted to the Director of Maintenance.

Schools/Facilities with Retention Ponds:

1. Bath Elementary
2. Northside High School
3. Washington Elementary (3 Retention Ponds)
4. P.S. Jones & John Small (Shared Retention Pond)
5. Chocowinity Primary School

N. The Contractor must have a current Storm Water Control Measures (SCM) Inspection and Maintenance certification. A copy of the SCM certification must be submitted with the contract proposal and be maintained through the term of the contract.

SPECIAL CONDITIONS AND REQUIREMENTS

EVALUATION PROCESS

All qualified proposals will be evaluated by the Director of Maintenance and the Beaufort County Board of Education for the purpose of determining the best vendor to provide services, not necessarily low bid. Evaluation will be based on the Contractor's qualifications, experience, performance, financial standing, labor supply, supervisory experience, equipment, and price.

Beaufort County Schools reserves the right to reject any or all proposals for any contract when such rejection is deemed to be in the best interest of the Beaufort County School System.

CHEMICAL REQUIREMENTS

A Safety Data Sheet (SDS) sheet must accompany all chemicals brought on site. In addition, a SDS sheet for all chemicals that a Contractor will use in meeting the requirements of this contract, must be provided with the contract proposal. Any and all fines or citations issued due to non-compliance with state regulations and/or the negligence of contractor will be the responsibility of the Contractor.

The Contractor must be licensed, by the North Carolina Department of Agriculture, for the ground application of pesticides and insecticides. A copy of the pesticide/insecticide license must be submitted with the contract proposal and be maintained through the term of the contract.

Annual fire ant treatment must be applied to all playgrounds areas from Pre K to 8th grade facilities, one month prior to the opening of school. The cost of this chemical application is to be included in the contract.

Schools Included:

- 1) Chocowinity Primary School
- 2) Chocowinity Middle
- 3) Washington Elementary
- 4) John Small Elementary
- 5) Bath Elementary
- 6) Northeast Elementary

SAFETY REQUIREMENTS

All personnel shall abide by Occupational Safety and Health Administration (OSHA) and Beaufort County School guidelines and regulations. Employee's personal clothing as well as Contractor's vehicles and equipment must be identified with Contractor's signage, logo, or other acceptable identification.

All personnel on site must wear All OSHA required and recommended safety equipment during the operation of equipment (for example: steel toe shoes, ear and eye protection, etc.).

All equipment and tools brought on site must be in good repair and condition and meet all OSHA standards. Contractor will provide a list (list provided below) of all equipment and tools to be used while providing services on Beaufort County properties.

Equipment Evaluation:

The provided equipment list will be used in determining the contractors ability to meet all listed services in the contract.

UNILATERAL TERMINATION

Cancellation of contract may be obtained with a 60 day written notification, by either party.

Acts of God & Vandalism

The contractor is not responsible for any damage caused by Acts of God (high winds, severe thunderstorms, tornadoes, hurricanes, abnormal cold weather, etc.) or damage caused by vandalism. If damage of this nature occurs, the Beaufort County School's Director of Maintenance will be notified, and the Contractor may be asked to assist with the cleanup. Prior authorization is required before any non-contract work is to be done. The contractor must be on standby at all times to act on any of the above situations with manpower and equipment to complete the task.

In the event of a hurricane or snowstorm, the contractor may be notified to assist in the removal of storm damage debris or accumulated snow at an additional cost of \$ _____ **per man hour** for labor and debris removal.

ADDITIONAL REQUIREMENTS

All employees of the Contractor **must be 18 years of age or older to work on any site.**

The contractor shall run a National Sex Offender background check on all employees that will be on campus and provide Beaufort County Schools a list of all personnel. **The contractor** shall keep this list valid throughout the term of the contracts. **This is a free service and can be done on the web @ <http://www.nsopw.gov/>.**

The contractor will provide a detailed lawn landscaping/maintenance work schedule for the calendar year.

The contractor shall have at least 5 years' experience with commercial lawn care and must have qualified landscaping/lawn maintenance employees, and the equipment on hand to perform a high quality job in a timely manner.

Insurance Requirement. The Contractor shall obtain and maintain in effect during the term of this agreement, general liability and automobile liability insurance in which the Owner and the Contractor shall each be named as insured parties. General liability insurance shall protect the Owner and the Contractor from claims in an amount not less than \$1,000,000 for personal injury, including death, to any one person and in an amount not less than \$1,000,000 for any one occurrence, and from claims for property damages in an amount of not less than \$1,000,000 for each occurrence arising from any act or omission of Contractor, its agents, employees or subcontractors. Automobile liability insurance shall protect the Owner and the Contractor from claims in an amount not less than \$500,000 for personal injury, including death, to any one person, and in an amount not less than \$500,000 for any one occurrence, and from claims for property damages in an amount of not less than \$50,000 for each occurrence arising from any act or omission of Contractor, its agents, employees or subcontractors. The Contractor shall obtain and maintain in effect during the term of this agreement, a policy of workers' compensation liability insurance in which the policy shall protect the Owner and the Contractor from claims in an amount not less than the statutory

amount. The Contractor shall promptly furnish to the Owner certificates of insurance evidencing such insurance coverage. Insurance required hereunder shall be maintained by insurance companies properly licensed by the Insurance Department of the State of North Carolina and rated "A" or better by "Best's Insurance Guide."

Beaufort County Schools will not be liable for damages and/or injury sustained by Contractor's employees while on school property immediately before, during, and after completion of work as required by contract.

A **copy** of the Contractor's current, effective insurance policy must be included with the contract proposal and be maintained through the term of the contract.

The contractor may at times be asked to adjust its work schedule to accommodate special events located at school facilities. (Example – testing, promotional activity, graduation, sports, etc.) Cooperation is required to assure safety of students, staff, and visitors.

PARKING LOTS AND DRIVES CLEANING

Will be cleared (blown off) after every mowing and debris removal.

WORK AREA AND LOCATION

The work areas to be covered and applicable under the terms of the contract are as listed below. It shall be the Contractor's responsibility to ascertain the specific extent and scope of the contract. The final interpretations of the scope and range of work areas shall remain exclusively with the Beaufort County School System. Contractors are encouraged to visit and inspect the sites prior to submission of its contract proposal and should arrange such visits with the Director of Maintenance.

Beaufort County School's Facilities

Southside High School 5700 Highway 33 East Chocowinity, NC 27817

Cutting will include all areas in and around the school facility from Hwy 33 to the wooded area and to mow and maintain the back side of the property fencing and around all athletic fields up to 20 feet of the foul lines. The contractor will provide 200 bales of pine straw to be used at this facility annually.

Chocowinity Middle School 3831 US Hwy. 17 S. Chocowinity, NC 27817

Cutting will include all areas in and around the school facility and on the back side of all property fences. This includes mowing up to 20 feet from the foul lines of all athletic fields. The contractor will provide 150 bales of pine straw to be used at this facility annually.

Chocowinity Primary School**606 Gray Rd.****Chocowinity, NC 27817**

Cutting will include all areas in and around the school facility. In addition, mowing of the septic field at the back of school including the path to the septic field is required and to maintain the back side of all property fencing. The contractor will provide 125 bales of pine straw to be used at this facility annually.

Northeast Elementary School**21000 Highway 264 East****Pinetown, NC 27865**

Cutting will include all areas in and around the school facility from Hwy 264 and along Seed Tick Neck Road from the school entrance to the wooded area and to maintain both sides of all property perimeter fencing. The contractor will provide 160 bales of pine straw to be used at this facility annually.

Northside High School**7868 Free Union Church Road****Pinetown, NC 27865**

Cutting will include all areas in and around the school facility from Free Union Church Road to the wooded area, around all fields, and up to 20 feet of the foul lines on all athletic fields. The cutting area includes the natural area to the left of the school entrance, all debris such as limbs or trash must be maintained in this area. The contractor will provide 350 bales of pine straw to be used at this facility annually.

Bath Elementary School**110 S. King Street****Bath, North Carolina 27808**

Cutting will include all areas on the east side of King Street. Mowing the football/softball athletic fields includes up to 20 feet of the foul lines and the retention pond and surrounding area. Bath Recreation Department will maintain the lease site. The contractor will provide 200 bales of pine straw to be used at this facility annually.

Washington High School**400 Slatestone Road****Washington, NC 27889**

Cutting will include all areas in and around the school from Slatestone Road to the wooded areas, around all athletic fields and up to 20 feet of the foul lines. Also, natural areas at the front of the school and the area between the football field and the gym are included. Natural areas must be kept clear of all limbs and debris as needed on your regular scheduled visits. The contractor will provide 350 bales of pine straw to be used at this facility annually.

Washington Elementary School

947 Hudnell Street

Washington, NC 27889

Cutting will include all areas from Hwy 264, Hudnell street to Pennsylvania Avenue and continue to the Plant Operations building backing up to Hodges avenue. The contractor will provide approximately 50 cubic yards of mulch to match existing to be used at this facility annually.

P. S. Jones Middle School

4105 North Market Street

Washington, NC 27889

Cutting will include all areas in and around the school and the sports complex (up to 20 feet of foul lines) also includes edging of the walking trail that runs around both campuses. Maintain the back side of all fencing. The contractor will provide 15yds of mulch to be used at this facility annually.

John Small Elementary School

4103 North Market Street

Washington, NC 27889

Cutting will include all areas surrounding the school. Note: The contractor will provide 15 yds of mulch to be used at this facility annually.

BCS Central Service Office,

Transportation & Building #4 Annex

321 Smaw Road

Washington, NC 27889

Cutting will include all areas from Hwy 264 around Beaufort County Schools Central Services, inside and outside of fenced areas. Cutting at the bus garage fenced area and the back side of all fencing. Building 4 Annex. **Special Note:** Central Office building and parking lot is required to be inspected weekly and maintained as required. The contractor will provide 100 bales of pine straw to be used at this facility annually.

Plant Operations Office

1010 Pennsylvania Avenue

Washington, NC 27889

Cutting will include all areas surrounding the facility, inside and outside of all fences. This will include storage/lay down yard in the rear of the building backing up to Maple Street and Hodges Avenue. All rock driveways will be spayed as needed to limit grass from growing.

Education Technology Center

839 Bridge Street

Washington, NC 27889

Cutting will include all areas inside of North Pierce street, West 7th Street, and Bridge Street. Property ends at dirt drive/Fence facing Beebe Memorial Park.

Kugler Field

Hudnell Street

Washington, NC 27889

Cutting of the entire block from curb to curb.

Disclaimer

It is the responsibility of the contractor to verify all listed locations and areas to be maintained at all facilities. Proper verification can be made using the Beaufort County Geographic Information System (GIS). Any additional questions regarding boundaries and areas to be maintained should be directed to Jamie Stokes, Director of Maintenance.

REFERENCES

Please Submit 3 Job Related References.

AGENCY/FIRM NAME _____

ADDRESS _____

CITY & STATE _____

CONTACT PERSON _____

PHONE NUMBER _____ CONTRACT DATE _____ ACRES _____

AGENCY/FIRM NAME _____

ADDRESS _____

CITY & STATE _____

CONTACT PERSON _____

PHONE NUMBER _____ CONTRACT DATE _____ ACRES _____

AGENCY/FIRM NAME _____

ADDRESS _____

CITY & STATE _____

CONTACT PERSON _____

PHONE NUMBER _____ CONTRACT DATE _____ ACRES _____

EMPLOYEE LIST

(National Sex Offender Background Check)

Please list all full and part time employees who have worked for you at any time during the past year.

Name

Title

Years of Service

[illegible]

EQUIPMENT LIST

Please list all equipment you currently own that will be used to fulfill the requirements of this contract. Including trucks, mowers, hand equipment, etc. Beaufort County Schools encourages contractors to possess equipment suitable to maintain a large amount of acreage during peak growing seasons.

[illegible]

Mowing Equipment

[illegible]

Please list all additional equipment, which you intend to lease/purchase in order to fulfill the requirements of this contract.

Equipment

Type

Year[illegible]

Required Proposal Form

Beaufort County Schools Washington, North Carolina

Project: Landscape and Lawn Maintenance

The undersigned, as Contractor, hereby declares that the only person or persons interested in this proposal as principals is or are named herein and that no other persons that herein mentioned has any interest in the proposal or in the contract to be entered into; that this proposal is made without connection with any other persons, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Contractor further declares that he has examined the Request for Proposals and the Specified Terms and Conditions herein and has read all provisions furnished prior to the opening of proposals; and that he has satisfied himself relative to the services to be performed.

Invoices will be submitted by the contractor on a monthly basis to the Maintenance Department by email. Payments will be processed and mailed to the contractor upon receipt of invoice.

Proposals must be hand carried or mailed to the Beaufort County Schools Maintenance Department. The sealed envelope must include:

Proposal of:

Name of Vendor _____

Address: _____

City, State, Zip: _____

North Carolina Landscape Contractors' License #: _____

Federal Tax ID # _____

Phone Number: _____ Fax Number: _____

To: Beaufort County Board of Education-Maintenance Department

Attn: Jamie Stokes

1010 Pennsylvania Avenue

Washington, NC 27889

Bid# 2026-11-1

For questions or to schedule a site visit, please contact Director of Maintenance Jamie Stokes at 252-946-3735 or 252-945-9863.

The undersigned, having not less than five (5) years' experience in the type of work involved in this type of project, and having carefully examined the specifications and scope of work and being familiar with all conditions affecting the completion of the project, proposes to furnish all services, labor, materials and operations required in accordance with the project documents for the lump sum of:

Addendum to Base Bid: (Properties/Facilities subject to removal from contract)

Snowden Elementary School: 693 N. 7th Street Aurora, NC 27806

(Yearly) \$ _____ (12 Monthly Installments) \$ _____

John C. Tayloe Elementary School: 910 Tarboro Street Washington, NC 27889

(Yearly) \$ _____ (12 Monthly Installments) \$ _____

BASE PROPOSAL: (Includes all properties/facilities including addendum bids)

(Yearly) \$ _____ (12 Monthly Installments) \$ _____

PROPOSAL HOLDING TIME AND ACCEPTANCE:

The undersigned hereby agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals, but shall remain open for acceptance for a period of sixty (60) days following the Proposal date.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

THE UNDERSIGNED ACKNOWLEDGES IT IS A:

☐ SOLE PROPRIETOR ☐ JOINT VENTURE ☐ PARTNERSHIP

☐ CORPORATION

Respectfully submitted this _____ day of _____ 2026

Name of firm or corporation making proposal

By Title

(Owner, Partner or Corp. Pres. or Vice President only)

Above (typed or printed)

CONTRACTOR HAS ATTACHED ALL REQUIRED DOCUMENTATION INCLUDING:

Pesticide/Insecticide License	Insurance Policies	Work Schedule
SDS Sheet on All Chemicals to be Used	Employee List	References
Method of Application-All Chemicals	Equipment List	Storm Water (SCM)

Inspection and Maintenance certification.

By signing this document you attest that all information provided is accurate and current. Failure to not provide any of the above documentation will result in the bid being rejected for approval.

COMPANY/CONTRACTOR: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ TITLE: _____

OWNER ACCEPTANCE

THE ABOVE PROPOSAL, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

BEAUFORT COUNTY SCHOOLS

DATE OF ACCEPTANCE: _____

BY: _____

TITLE: _____

TERM: The term of this Contract will be reviewed each year and will be awarded for a three year period of time, beginning January 1, 2027, and continuing through December 31, 2029. Either party may terminate this Contract for default cause with a sixty (60) day written notice.