

REQUEST FOR PROPOSAL

MAY 1, 2026

REVISED: May 15, 2026

STATEMENT OF NEED

The Town of Hildebran is accepting Proposals from companies equipped to perform lawncare and snow removal services for a three (3) year term.

Hildebran is requesting proposals from qualified companies who can perform all work in this Request for Proposal and in the following Request for Proposal Attachments:

- Request for Proposal – Lawncare Services Attachment A
- Request for Proposal – Lawncare Services Attachment B
- Request for Proposal – Snow Removal Attachment A
- Request for Proposal – Park Maintenance Attachment A

PRE-BID MEETING

Interested service providers are encouraged to attend the pre-bid meeting on **Wednesday, May 20th at 9:30 am**. Staff will go over the bid documents, allow perspective bidders to ask questions, and provide clarification. Bidders may then drive the areas included in the bid contract to familiarize yourself with the work described in the contract bid documents. Staff will reconvene at 12:00 pm for follow-up questions.

SUBMITTAL PROCESS SCHEDULE

Interested service providers are invited to submit two (2) hard copies of its response to this RFP no later than 3:00 pm, Wednesday, May 27, 2026, to the following address:

Logan Shook, Town Manager
Town of Hildebran
109 S Center Street
Hildebran, NC 28637

No submissions or supporting documents will be accepted after this deadline. Firms accept all risks for late delivery of Proposal Packages regardless of fault.

QUESTIONS AND CLARIFICATIONS

For questions regarding this Request for Proposals, contact Logan Shook at logan.shook@hildebrannc.org. All questions shall be submitted no later than **12:00 p.m. on Thursday, May 21, 2026**. Questions submitted later than this deadline will not be considered.

*It is the responsibility of the bidder to familiarize themselves by driving the streets, roads, Exit 119 interchange areas, town properties as well as any and all other areas listed in the attachments.

CONTENT AND FORMAT

Bidder shall complete each Request for Proposal attachment described hereinabove in a SEALED, clearly marked envelope.

EVALUATION AND SELECTION PROCESS

This RFP provides information necessary to prepare and submit proposals for consideration and ranking by the Town. Final selection and contract award will be authorized by the Town of Hildebran Town Council. The Town will provide written notification to all Bidders regarding final selection. By submitting its Proposal in response to this RFP, respondent accepts the evaluation process as outlined and acknowledges that determination of the most qualified Bidder may require subjective judgments by the Town.

EVALUATION CRITERIA

Evaluation criteria are the following:

- Quality and completeness of response to the RFP
- Applicable hourly costs
- Applicable set costs
- Total costs including any other costs, taxes or fees associated with the project
- Readiness to begin work on July 1, 2026
- Possession of applicable pesticide licenses

REQUIREMENTS OF THE SELECTED CONTRACTOR

Insurance & Licensure

The selected firm shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors, or omissions of the Bidder. The selected Bidder will be required to furnish proof of insurance coverages and licenses set forth in the Request for Proposal Attachments.

Acceptance of Terms

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFP unless otherwise expressly stated in the proposal.

Financial Responsibility

The Bidder making the proposal understands and agrees that the Town shall have no financial responsibility for any costs incurred by the Bidder in responding to this RFP prior to the issuing of an agreement. This includes but is not limited to costs related to site visit(s) and estimate preparation(s).

PUBLIC RECORDS

Upon receipt by the Town, your Proposals Package is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Your Proposals Package will be reviewed by Town staff, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate document marked "Trade Secret -Confidential and Proprietary Information -Do Not Disclose Except for the Purpose of Evaluating this Proposals Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

CONDITIONS, CLARIFICATIONS AND RESERVATIONS

The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The Bidder acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Bidder's actions pertaining to this contract.

EQUAL OPPORTUNITY

During the performance of this contract, the Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Bidder will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

E-VERIFY

RFP Bidder shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Please sign and date below to acknowledge the Request for Proposal's requirements

Signature: Owner/Authorized Representative

Date



Town of Hildebran
109 South Center St.
Hildebran, NC 28637
Phone: (828) 397-5801
Fax: (828) 397-7180

REVISED Request for Proposal – Lawncare Services Attachment A

For the Town of Hildebran Lawncare Services Contract, effective July 1, 2026 through June 30, 2029; however, the peak mowing season is expected to be between July 1, 2026 and October 31, 2026, and between March 1, 2027 and October 31, 2027, and between March 1, 2028 and October 31, 2028, as well as between March 1, 2029 and June 30, 2029. In the event that said season is extended due to unusually warm weather and/or rain, an amendment to said contract shall be required.

The Town of Hildebran is seeking bids for all work as outlined in the “Project Description” hereinbelow. The successful contractor/bidder shall be responsible for all equipment, licenses, materials, labor and insurance required to complete this work and will abide by all OSHA and any other Federal, State, Town and local health laws or safety requirements. Contractor/bidder shall submit a Lump Sum Bid which includes all costs of performing the contract for the entire three (3) year term, including, but not limited to, all labor, equipment, materials (including mulch and chemicals) and taxes/fees.

The Contractor shall submit a Lump Sum Bid amount which includes all costs of performing the contract as outlined in the “Project Description” hereinbelow (Nos. 1-10 on pages 1-3) for the entire three (3)-year contract term, including, but not limited to, all labor, equipment, materials (including grass seed, fertilizer, lime and chemicals) and taxes/fees.

Project Description:

1. Contractor shall determine the appropriate personnel, materials, and equipment to be used for the project and shall provide a list of same herein.
2. On March 15, 2027 and March 15, 2028, and March 15, 2029, Contractor shall spray a continuous twelve (12)-inch band of herbicide immediately adjacent to each side of the roadway pavement (**10.86 miles**) so as to control any vegetative growth in that area; the area of said spraying shall be along the **5.43 miles** of streets/roads shown as “List A” on the attached Appendix “A.”
3. Every other week, during the peak mowing season referenced above, Contractor shall perform maintenance on the rights-of-ways (**6.42 miles**) of all streets/roads (**3.21 miles**) shown as “List B” on the attached Appendix “A.” Said maintenance shall involve: mowing, weed trimming, trash/debris removal and up to two (2) additional herbicide sprayings, if needed. Vegetative growth shall be controlled for at least six (6) – eight (8) feet, where able, from edge of pavement and shall include any guardrails and embankments; provided, that an erosion control problem shall not be created due to said maintenance activities. Large shrubbery or tree maintenance and/or removal not included.
4. Contractor, during peak mowing season, as needed, shall perform wider areas (8’-25’) of maintenance, where able, as described in Item #2 hereinabove for all streets/roads shown as



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“List C” (1.06 miles of streets and 2.12 miles of right-of-way) on the attached Appendix “A,” provided, that an erosion control problem shall not be created due to said maintenance activities.

5. Contractor shall determine the appropriate equipment and personnel for this contract and shall provide a list of all equipment and personnel he/she plans on using in the performance of this contract.
6. Contractor shall possess the required general liability insurance in the amount of not less than \$1,000,000.00 (one million dollars) as well as Workers’ Compensation Insurance; if Workers’ Compensation insurance is not required by the State of North Carolina, a waiver shall be required by the Town of Hildebran from the Contractor. Contractor shall have both a current Road Right-of-Way Pest Control License (Category H) and an Ornamental & Turf Pest Control License (Category L). If Contractor does not have Road Right-of-Way License (Category H) by the date of acceptance by the Town of Hildebran, Contractor shall obtain this license by January 18, 2027, or it shall give the Town of Hildebran the right to nullify and void this contract beginning January 19, 2027. The Contractor shall not perform any pesticide spraying in road rights-of-way until they have a current Road Right-of-Way Pest Control License (Category H). Contractor shall substitute Road Right-of-Way spraying with weed trimming and mowing until the appropriate spraying license is secured. A copy of these licenses and a current copy of the Contractor's Certificate of Insurance shall be required at the execution of this contract showing the Town of Hildebran as both a “Certificate Holder” and as an “Additional Insured.”
7. Contractor shall be responsible for any and all damage to properties caused in the performance of this contract.
8. Contractor shall not violate any law in the performance of this contract.
9. The Lump Sum amount shall be for the entire three (3)-year contract period; however, Contractor shall be paid in thirty-six (36) equal installments; provided, that the amount of the Lump Sum shall not be exceeded during the contract term with the only exception being an annual CPI, South Region 12-month total percentage adjustment that ends in April of the corresponding year applied on July 1, 2027 and July 1, 2028.

10. Additional Certifications:

The undersigned also certifies and agrees that:

- i) Contractor certifies that: (i) Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the “Final Divestment List”), and (ii) Contractor will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/iran and should be updated every 180 days.
- ii) Contractor certifies that he/she is in compliance with E-verify: North Carolina General Statute §143-133.3 prohibits the Town of Hildebran from entering into contracts with



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contractors and subcontractors who have not complied with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes. Contactor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.



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Certifications by the Contractor:

The undersigned Contractor, having familiarized himself with all the contents of the contract and all its attachments and accompanying documents, is submitting the following authorized response and understands that, by virtue of entering into the contract, he/she further certifies full, complete and unconditional acceptance of contract responsibilities.

Please list all equipment (type and age) and personnel that you plan to utilize in the performance of this contract (an attachment stating the equipment and personnel is acceptable; however, that attachment shall be referenced in this attachment of the contract).

Please Check I hereby acknowledge that all materials (including, but not limited to, mulch, chemicals, fertilizers, lime, etc.) required in order to perform this portion of the contract are included in the (3)-year contract "Lump Sum Amount" of

\$ _____

Please Check I hereby certify that subcontractors **SHALL NOT** be used by me, or my company, in the performance of this contract.

Name of Firm: _____

Address: _____

Authorized Signature: _____
Title Date



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BID PROPOSAL (Cont.)

The undersigned further agrees that this proposal shall be valid for a period of sixty (60) days from the bid date, and that if this proposal is accepted by the owner that the contractor will execute the owner's standard contract and provide proof of insurance immediately when contacted by the Town.

Name of Firm _____

Address _____

Contact Person _____

Phone Number _____ Email _____

Contractor License # _____

Print Authorized Name _____

Authorized Signature _____

Title

Date

All Required Documentation Must Accompany Bid and This Form Must be Properly Signed in Order for Bid to be Valid

The Town of Hildebran reserves the right to accept or reject any and all bids, to waive formalities and award contract to another contractor other than the lowest bidder should it be in the best interest of the Town.



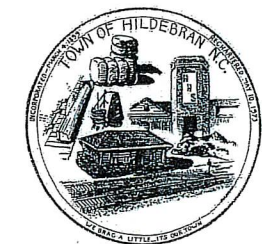
Town of Hildebran
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APPENDIX A

LIST A	MILEAGE	LIST B	MILEAGE	LIST C	MILEAGE
1 st Avenue, NW	0.07	Lisa Lane	0.11	11 th Street, NE	0.36
1 st Avenue, SW	0.11	3 rd Street, SE	0.37	3 rd Street, SE	0.37
1 st Street, NE	0.05	2 nd Street, SW	0.15	Lisa Lane	0.11
1 st Street, SE	0.24	Cline Park Drive	0.54	Oak Street	0.10
1 st Street, SW	0.34	Cline Park Court	0.17	Pine Street	0.12
2 nd Avenue, NE	0.04	4 th Street Place, SW	0.17		
2 nd Avenue, SE	0.14	1 st Avenue, SW	0.11		
2 nd Avenue, SW	0.12	3 rd Avenue, SW	0.11		
2 nd Street, NE	0.07	1 st Street, SW	0.34		
2 nd Street, SE	0.15	11 th Street, NE	0.36		
2 nd Street, SW	0.15	Poplar Street	0.08		
3 rd Avenue, NE	0.06	Oak Street	0.10		
3 rd Avenue, NW	0.17	Pine Street	0.12		
3 rd Avenue, SW	0.11	Childres Road	0.15		
3 rd Street, NE	0.03	5 th Avenue, NE	0.09		
3 rd Street, SE	0.37	1 st Street, SE	0.24		
3 rd Street, SE, Ext.	0.13				
3 rd Street Place, SW	0.15				
4 th Avenue, NE	0.05				
4 th Street, SW	0.15				
4 th Street Place, SW	0.17				
5 th Avenue, NE	0.09				
5 th Avenue, SE	0.12				
5 th Street Place, SW	0.20				
11 th Street, NE	0.36				
Childres Road	0.15				
Clarence Towery Circle	0.21				
Lisa Lane	0.11				
Oak Ridge Drive	0.11				
Oak Street	0.10				
Pine Street	0.12				
Poplar Street	0.08				
Rudisill Lane	0.01				
Shepherd's Court	0.19				
Cline Park Drive	0.54				
Cline Park Court	0.17				
TOTAL	5.43	TOTAL	3.21	TOTAL	1.06



APPENDIX A
 LIST A — 
 LIST B — 
 LIST C — 
 PRIVATE — 



I, BENJAMIN B. THOMAS, P.E. DO HEREBY CERTIFY THAT I HAVE MADE ACTUAL MEASUREMENTS OF THE TOWN ROAD SYSTEM; THAT THE DISTANCES SHOWN ARE CORRECT WITHIN A POSSIBLE ERROR OF 0.01 MILE; THAT THE DISTANCES ARE WITHOUT DUPLICATION AT INTERSECTIONS.

WITNESS MY HAND AND SEAL THIS 1st DAY OF JULY, 2024.
 Benjamin B. Thomas
 BENJAMIN B. THOMAS, P.E.



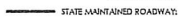
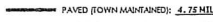
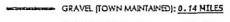
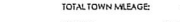

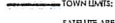
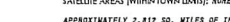
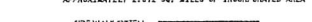
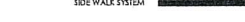
**TOWN OF HILDEBRAN
 BURKE COUNTY, NORTH CAROLINA
 2024 POWELL BILL MAP**

NOTE: BASE MAPPING FROM BURKE COUNTY G.I.S.



DATE: JUNE 26, 2024

LEGEND

	STATE MAINTAINED ROADWAYS
	PAVED (OWN MAINTAINED): 4.78 MILES
	GRAVEL (OWN MAINTAINED): 9.14 MILES
	TOTAL TOWN MILEAGE: 13.92 MILES
	PRIVATE: AS SHOWN
	TOWN LINES: AS SHOWN
	SATELLITE AREAS (WITHIN TOWN LINES): NONE
	APPROXIMATELY 2.812 SQ. MILES OF INCORPORATED AREA
	SIDE WALK SYSTEM



405 South Sterling Street
 Morganton, NC 28655
 (828) 433-5661
 FAX (828) 433-5662
 License No. P-0210
 www.west-consultants.com



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REVISED Request for Proposal – Lawncare Services Attachment B

For the Town of Hildebran Lawncare Services Contract effective July 1, 2026 to June 30, 2029; however, the peak mowing season is expected to be between July 1, 2026 and October 31, 2026, and between March 1, 2027 and October 31, 2027, and between March 1, 2028 and October 31, 2028, as well as between March 1, 2029 and June 30, 2029. In the event that said season is extended due to unusually warm weather and/or rain, an amendment to said contract shall be required.

The Town of Hildebran is seeking bids for all work as outlined in the “Project Description” hereinbelow. The successful contractor/bidder shall be responsible for all equipment, licenses, materials, labor and insurance required to complete this work and will abide by all OSHA and any other Federal, State, Town and local health laws or safety requirements. Contractor/bidder shall submit a Lump Sum Bid which includes all costs of performing the contract for the entire three (3) year term, including, but not limited to, all labor, equipment, materials (including mulch and chemicals) and taxes/fees.

The Bidder’s/Contractor’s Lump Sum amount includes all costs of performing the contract as outlined in the “Project Description” hereinbelow (Nos. 1-15 on pages 1-4) for the entire three (3)-year contract term, including, but not limited to, all labor, equipment, materials (including grass seed, fertilizer, lime and chemicals) and taxes/fees.

Project Description:

1. Contractor shall determine the appropriate personnel, materials, and equipment to be used for the project and shall provide a list of same herein.
2. Contractor shall perform a spring cleanup between March 15 and March 31 of 2027 and between March 15 and March 31 of 2028 and between March 15 and March of 2029 of the I-40 interchange (Exit #119) as follows:
 - a. Cut and remove lower limbs of trees as needed so as to enhance maintenance activities and overall appearance of the maintenance area;
 - b. Pick up, chip and/or haul away all trash and debris, including fallen limbs, accumulated over the winter season;
 - c. Trim shrubbery and prune flowers at flowerbed located adjacent to town sign;
 - d. Spray shrubbery/flowers and mulch area at town sign flowerbed as needed, and;
 - e. Spray herbicide on all fence lines, guardrails, rock dams, signs, etc. in order to enhance both maintenance activities and overall appearance of maintenance area.

*Exit # 119 maintenance area is shown on attached Exhibit “A.”

**Removal of fallen/dead trees and stumps shall require a separate contract.



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3. Contractor shall perform at least quarterly maintenance of the town sign flowerbed at Exit #119 nine (9) times per contract term, in addition to the spring cleanup performed between March 15 and March 31 of 2027 and between March 15 and March 31 of 2028 and between March 15 and March of 2029, for a total of twelve (12) times per contract period. Maintenance shall involve: trimming shrubbery, pruning and spraying flowers, mulching, etc., as needed at the Town Entrance Sign.
4. Every other week, during peak mowing seasons referenced above, Contractor shall perform the following maintenance of the I-40 interchange at Exit #119 maintenance area (Exit #119 maintenance area is shown on attached Exhibit "A"): mowing, weed trimming and trash/debris removal. In addition, all necessary herbicide spraying shall be included in maintenance responsibilities; provided, that a minimum of nine (9) herbicide sprayings shall be performed at the Exit #119 maintenance area, including the herbicide spraying performed during spring cleanup (March 15, 2027 and March 15, 2028, and March 15, 2029).

***Any herbicide sprayings above nine (9) in a contract period shall require a separate contract.

5. It is the responsibility of the Contractor to familiarize himself with I-40 Interchange (Exit #119) maintenance area and the streets shown on the street mowing map. (Map can be obtained by calling Town Hall at 828-397-5801).
6. Every other week, during peak mowing seasons referenced above, Contractor shall perform mowing, weed trimming, and spray herbicide on the kudzu at and around the guardrails on Third Ave Se (0.08 miles) so as to keep the kudzu from growing on guardrails and onto the street.
7. Every week during the peak mowing seasons referenced above, Contractor shall perform additional mowing, weed trimming, and spot spraying, as well as trash and debris removal in the mowing areas, for the following areas throughout Town:
 - a. 210 S Center St
 - b. Albert Parkhurst Municipal Complex
 - c. Hildebran Auditorium
 - d. Hildebran Gym
 - e. The area along US Highway 70 Food Lion to Kentucky Fried Chicken and Return
 - f. Additional locations as agreed upon by the Town Manager and Contractor such as the area around the town entrance sign at CVS and small areas in front of Food Lion.
8. Every week during the peak mowing seasons referenced above, Contractor shall perform additional weed trimming and spot spraying for the following areas throughout Town:
 - a. East Burke Christian Ministries
 - b. Town Hall
 - c. Royal Park



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9. Contractor shall determine the appropriate equipment and personnel for this contract and shall provide a list of all equipment and personnel he/she plans on using in the performance of this contract.
10. It is the responsibility of the Contractor to familiarize himself with the streets shown on the street mowing map. (Map can be obtained by calling Town Hall at 828-397-5801).
11. **Contractor shall possess the required general liability insurance in the amount of not less than \$1,000,000.00 (1 million dollars) as well as Workers' Compensation Insurance; if Workers' Compensation insurance is not required by the State of North Carolina, a waiver shall be required by the Town of Hildebran from the Contractor. Contractor shall have both a current Road Right-of-Way Pest Control License (Category H) and an Ornamental & Turf Pest Control License (Category L). If Contractor does not have Road Right-of-Way License (Category H) by the date of acceptance by the Town of Hildebran, Contractor shall obtain this license by January 18, 2027, or it shall give the Town of Hildebran the right to nullify and void this contract beginning January 19, 2027. The Contractor shall not perform any pesticide spraying in road rights-of-way until they have a current Road Right-of-Way Pest Control License (Category H). Contractor shall substitute Road Right-of-Way spraying with weed trimming and mowing until the appropriate spraying license is secured. A copy of these licenses and a current copy of the Contractor's Certificate of Insurance shall be required at the execution of this contract showing the Town of Hildebran as both a "Certificate Holder" and as an "Additional Insured."**
12. Contractor shall be responsible for any and all damage to properties caused in the performance of this contract.
13. Contractor shall not violate any law in the performance of this contract.
14. The Lump Sum amount shall be for the entire three (3)-year contract period; however, Contractor shall be paid in thirty-six (36) equal installments; provided, that the amount of the Lump Sum shall not be exceeded during the contract term with the only exception being an annual CPI, South Region 12-month total percentage adjustment that ends in April of the corresponding year applied on July 1, 2027 and July 1, 2028.
15. Additional Certifications:
The undersigned also certifies and agrees that:
 - i) Contractor certifies that: (i) Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the "Final Divestment List"), and (ii) Contractor will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.
 - ii) Contractor certifies that he/she is in compliance with E-verify: North Carolina General Statute §143-133.3 prohibits the Town of Hildebran from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article



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2 of Chapter 64 of the North Carolina General Statutes. Contactor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.



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Certifications by the Contractor:

The undersigned Contractor, having familiarized himself with all the contents of the contract and all its attachments and accompanying documents, is submitting the following authorized response and understands that, by virtue of entering into the contract, he/she further certifies full, complete and unconditional acceptance of contract responsibilities.

Please list all equipment (type and age) and personnel that you plan to utilize in the performance of this contract (an attachment stating the equipment and personnel is acceptable; however, that attachment shall be referenced in this attachment of the contract).

Please Check I hereby acknowledge that all materials required in order to perform this section of the contract are included in the (3)-year contract "Lump Sum Amount" of

\$ _____

Please Check I hereby certify that subcontractors **SHALL NOT** be used by me, or my company, in the performance of this contract.

Name of Firm: _____

Address: _____

Authorized Signature: _____

Title

Date



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BID PROPOSAL (Cont.)

The undersigned further agrees that this proposal shall be valid for a period of sixty (60) days from the bid date, and that if this proposal is accepted by the owner that the contractor will execute the owner's standard contract and provide proof of insurance immediately when contacted by the Town.

Name of Firm _____

Address _____

Contact Person _____

Phone Number _____ Email _____

Contractor License # _____

Print Authorized Name _____

Authorized Signature _____

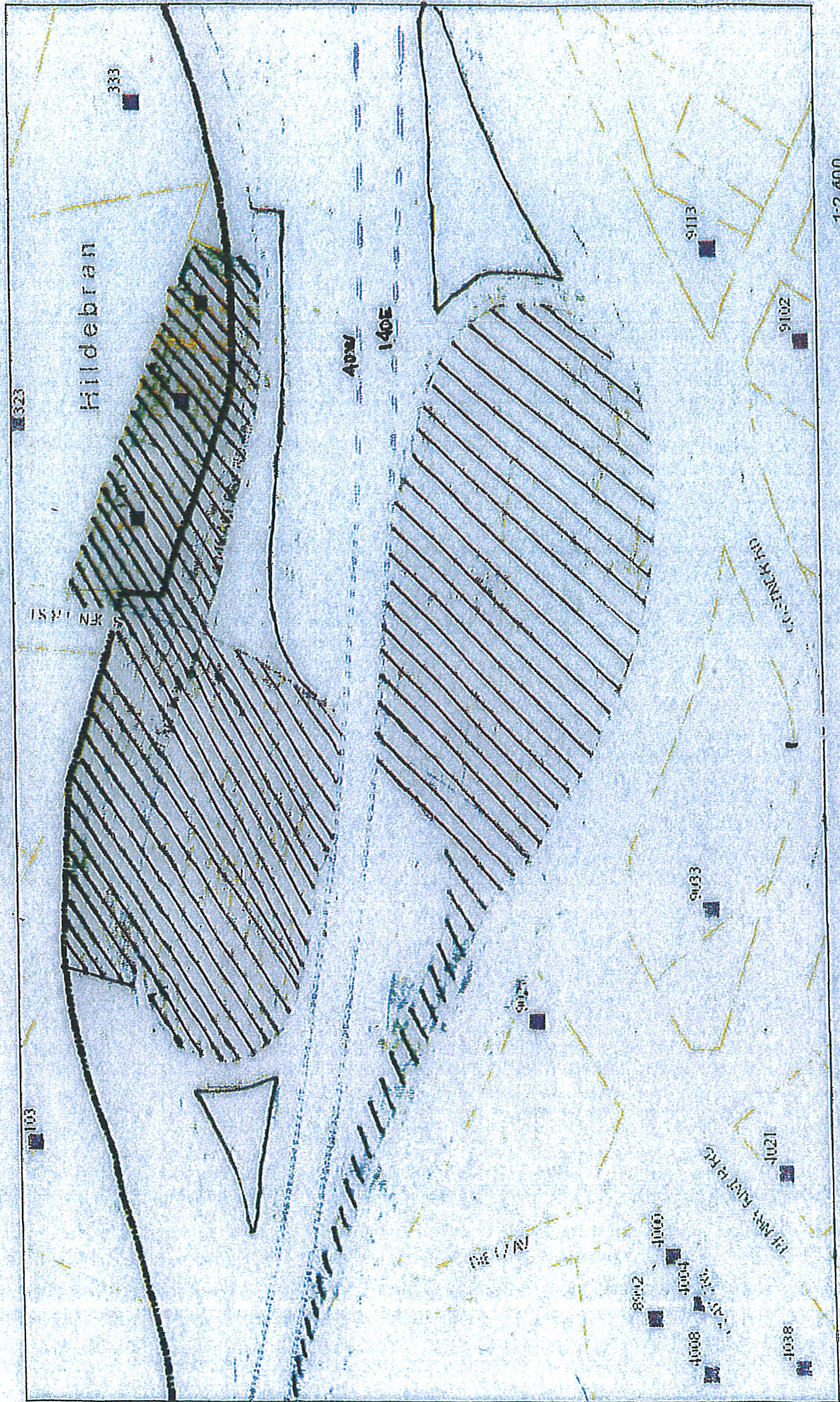
Title

Date

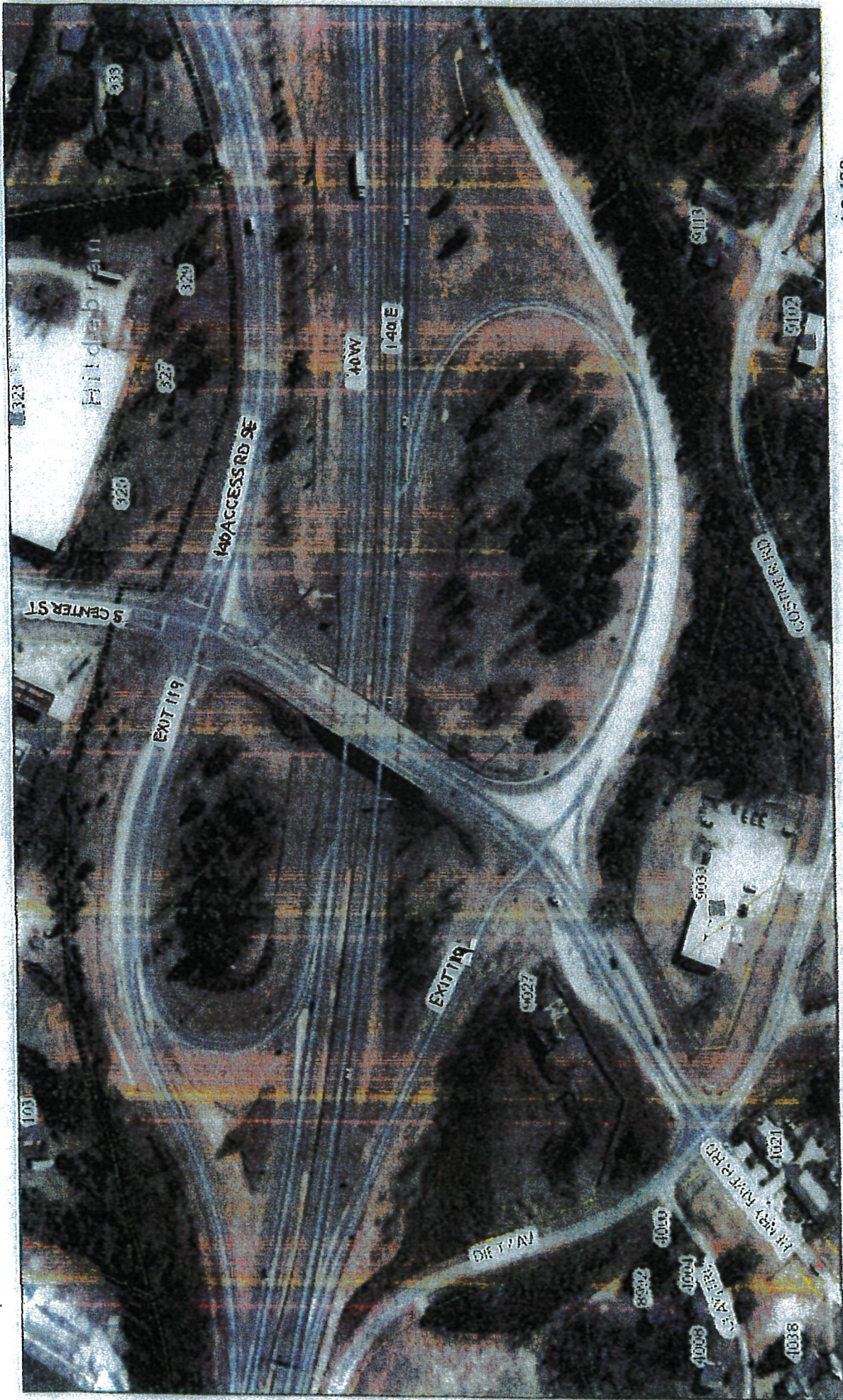
All Required Documentation Must Accompany Bid and This Form Must be Properly Signed in Order for Bid to be Valid

The Town of Hildebran reserves the right to accept or reject any and all bids, to waive formalities and award contract to another contractor other than the lowest bidder should it be in the best interest of the Town.

Burke County, NC



Burke County, NC





Town of Hildebran
109 S Center St.
Hildebran, NC 28637
Phone: (828) 397-5801
Fax: (828) 397-7180

Request for Proposal – Park Maintenance Attachment A

For the Town of Hildebran Park Maintenance Contract at the Hildebran Community Park located at 114 Main Ave East, Hildebran, effective July 1, 2026 through June 30, 2029.

The Town of Hildebran is seeking bids for weed trimming, spraying, mulching, leaves/debris cleanup, and trash removal as outlined in the “Project Description” hereinbelow, at the Hildebran Community Park. The successful contractor/bidder shall be responsible for all equipment, licenses, materials (including, but not limited to, mulch, grass seed, fertilizer, lime and chemicals), labor and insurance required to complete this work and will abide by all OSHA and any other Federal, State, Town and local health laws or safety requirements.

The Town of Hildebran’s Contractor is responsible for all work as outlined in the “Project Description” hereinbelow, at the Hildebran Community Park during mowing season. For the purposes of this Contract, the peak mowing season runs from July 1, 2026 – October 31, 2026 & March 1, 2027 – October 31, 2027, March 1, 2028 – October 31, 2028, and March 1, 2029 – June 30, 2029.

The Contractor shall submit a Lump Sum Bid amount which includes all costs of performing the contract as outlined in the “Project Description” hereinbelow (Nos. 1-14 on pages 1-2) for the entire three (3)-year contract term, including, but not limited to, all labor, equipment, materials (including grass seed, fertilizer, lime and chemicals) and taxes/fees.

Project Description:

1. Contractor shall determine the appropriate personnel and equipment to be used for the project and shall provide a list of same herein.
2. Once per week between Wednesday and Friday (unless inclement weather forces lawn care to be moved up during the week) during mowing season, Contractor shall:
 - i) Perform mowing and weed trimming of the park including but not limited to the immediate areas around the sidewalk, areas around park trees and driveway area.
 - ii) Perform mowing and weed trimming the Disc Golf Course.
 - iii) Use blower to remove any & all debris as a result of mowing from around and under equipment at fitness stations, playground equipment, sidewalk, walking trail, pavilion and depot during mowing season.
3. In the fall, Contractor shall perform one (1) to four (4) bulk removals of leaves in the park.
4. In the fall, Contractor shall perform at least one (1) and as many as two (2) bulk removal of leaves and debris from all stormwater grates at the park.
5. In the fall, Contractor shall fluff all mulch at the park after confirming an appropriate time to do so with the Town Manager.



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6. In the spring, Contractor shall perform at least one (1) and as many as two (2) bulk removal of leaves and debris from all stormwater grates at the park.
7. In the spring, Contractor shall apply appropriate grass seed, fertilizer and lime at the grassed areas around the playground area, dome play area, center of the round-about, and the main park entrance way.
8. Contractor shall have a current Ornamental and Turf Pest Control License (L). A copy of this license shall be required at the execution of this contract.
9. **Contractor shall possess the required general liability insurance in the amount of not less than \$1,000,000.00 (1 million dollars) as well as Workers' Compensation Insurance; if Workers' Compensation insurance is not required by the State of North Carolina, a waiver shall be required by the Town of Hildebran from the Contractor. A current copy of the Contractor's Certificate of Insurance shall be required at the execution of this contract showing the Town of Hildebran as both a "Certificate Holder" and as an "Additional Insured."**
10. The Lump Sum amount shall be for entire thirty-six-month contract period; however, Contractor shall be paid in thirty-six (36) equal installments, provided, that the amount of the Lump Sum shall not be exceeded during the contract term.
11. On July 1 of 2027 and 2028, the Lump Sum for Attachments A Statement of Work Details for the Contract for Park Maintenance shall be subject to a Consumer Price Index, South Region percentage adjustment equal to the 12-month inflation total ending in April of the corresponding year.
12. Contractor shall be responsible for any and all damage to properties caused in the performance of this contract.
13. Contractor shall not violate any law in the performance of this contract.
14. Additional Certifications: The undersigned also certifies and agrees that:
 - i) Contractor certifies that: (i) Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the "Final Divestment List"), and (ii) Contractor will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.
 - ii) Contractor certifies that he/she is in compliance with E-verify: North Carolina General Statute §143-133.3 prohibits the Town of Hildebran from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.



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To the Contractor:

The Lump Sum includes all costs of performing the contract as defined in the "Project Description" hereinabove (Nos. 1-14 on pages 1-2 for the entire three (3)-year contract term, including, but not limited to, all labor, equipment, materials (including mulch, grass seed, fertilizer, lime and chemicals) and taxes/fees:

\$ _____

Please list all equipment (type and age) and personnel that you plan to utilize in the performance of this contract (an attachment stating the equipment and personnel is acceptable; however, that attachment shall be referenced in this section of the Statement of Work Details).

Please Check I hereby acknowledge that all materials (including, but not limited to, mulch, grass seed, chemicals, fertilizers, lime, etc.) required in order to perform this contract are included in the "Lump Sum" submitted hereinabove.

Please Check I hereby certify that subcontractors **SHALL NOT** be used by me, or my company, in the performance of this contract.

Name of Firm: _____

Address: _____

Authorized Signature: _____

Title

Date



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BID PROPOSAL (Cont.)

The undersigned further agrees that this proposal shall be valid for a period of sixty (60) days from the bid date, and that if this proposal is accepted by the owner that the contractor will execute the owner's standard contract and provide proof of insurance immediately when contacted by the Town.

Name of Firm _____

Address _____

Contact Person _____

Phone Number _____ Email _____

Contractor License # _____

Print Authorized Name _____

Authorized Signature _____

Title

Date

All Required Documentation Must Accompany Bid and This Form Must be Properly Signed in Order for Bid to be Valid

The Town of Hildebran reserves the right to accept or reject any and all bids, to waive formalities and award contract to another contractor other than the lowest bidder should it be in the best interest of the Town.



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Request for Proposal – Snow Removal Attachment A

Town of Hildebran, Snow Removal Services for the Albert Parkhurst Municipal Complex Parking Lots, Town Hall Parking Lots, and thirty-eight (38) Town Streets, effective July 1, 2026 through June 30, 2029.

The Town of Hildebran is seeking bids for snow removal services for the front and back parking lots at both the Albert Parkhurst Municipal Complex and the new Town Hall building (202 South Center Street and 109 South Center Street, respectively) and 38 Town streets, as outlined in the “Project Description” hereinbelow; any additional street(s) that the Town may acquire during the contract term shall be added to the list after an amendment to the contract is approved by both parties. The successful bidder/Contractor shall be responsible for all equipment, licenses, materials, labor and insurance required to complete this work and will abide by all OSHA and any other Federal, State, Town and local health laws or safety requirements.

Bidder/Contractor shall adhere to the **Sum Total Hourly Rate** listed in the “Certifications by the Contractor” hereinbelow (on page 3) which includes **ALL** costs of performing the snow removal service contract as outlined in the “Project Description” hereinbelow (Nos. 1-13 on pages 1-2) after the Town of Hildebran requests service, including, but not limited to, all labor, equipment, materials and taxes/fees. ****Please note that the Sum Total Hourly Rate is for ALL equipment, labor and materials (including taxes/fees) to be used, not an hourly rate for each piece of equipment w/ operator, etc.**

Project Description:

1. Contractor shall determine the appropriate personnel, materials, and equipment to be used for the project and shall provide a list of same herein.
2. Contractor shall not begin performance of this contract until notified by the appropriate Town of Hildebran official, and contractor shall always be available for immediate contact by any or all of the following methods: mobile phone, text, email.
3. No more than three (3) hours after proper notification by the Town of Hildebran, contractor shall be in the primary corporate limits of the Town of Hildebran performing snow removal services per the contract terms.
4. The “start time” shall be when an appropriate Town official gives notice to the contractor to begin; provided, that contractor shall arrive in town within three (3) hours of notification. In the event contractor arrives in town later than three (3) hours after notification from an appropriate Town official, the “start time” shall then be the actual time of arrival.
5. After snow removal services begin, contractor shall provide continuous snow removal services as outlined in this “Project Description” until the appropriate Town of Hildebran official gives notice to cease operations for that weather event (the “stop time”).
6. Contractor shall start with the more heavily traveled streets as determined by the Town.



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7. On all streets, contractor shall make every effort to create and maintain a path wide enough so that two cars can pass.
8. Contractor shall provide a list of all equipment and personnel he/she plans on using in the performance of this contract.
9. It is the responsibility of the contractor to familiarize himself with the Town of Hildebran's parking lots stated hereinabove as well as the town streets shown on attached Appendix "A" and the Town of Hildebran's street map. (Map can be obtained by calling Town Hall at 828-397-5801).
10. **Contractor shall possess both the required general liability and auto liability insurance coverages in the amounts of not less than \$1,000,000 each as well as Workers' Compensation Insurance; if Workers' Compensation insurance is not required by the State of North Carolina, a waiver shall be required by the Town of Hildebran from the contractor. A current copy of the contractor's Certificate of Insurance shall be required at the execution of this contract showing the Town of Hildebran as both a "Certificate Holder" and as an "Additional Insured."**
11. Contractor shall be responsible for any and all damage to properties caused in the performance of this contract.
12. Contractor shall not violate any law in the performance of this contract.
13. Additional Certifications:
The undersigned also certifies and agrees that:
 - i) Contractor is fully informed regarding the preparation and contents of the attached "Certifications by the Contractor" and of all pertinent circumstances regarding such certifications;
 - ii) Contractor certifies that: (i) Contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 143C-6A-4 (the "Final Divestment List"), and (ii) Contractor will not utilize any subcontractor performing work under this Purchase Order which is listed on the Final Divestment List. The Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and should be updated every 180 days.
 - iii) Contractor certifies that he/she is in compliance with E-verify: North Carolina General Statute §143-133.3 prohibits the Town of Hildebran from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if contractor utilizes a subcontractor, contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.



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Certifications by the Contractor

The undersigned Contractor, having familiarized himself with all the contents of the contract documents included herein, is submitting the following authorized certifications and understands that, by virtue of executing and returning this Statement of Work, Contractor further certifies full, complete and unconditional acceptance.

Contract for a **Sum Total Hourly Rate** to provide snow removal service as outlined in the "Project Description" hereinabove [Nos. 1-13 on pages 1-2] after receiving official notification to start by an appropriate Town of Hildebran official, including, but not limited to, ALL labor, equipment, materials and taxes/fees):

\$ _____

Please list all equipment (type and age) and personnel that you plan to utilize in the performance of this contract (an attachment stating the equipment and personnel is acceptable; however, that attachment shall be referenced in this section of the Statement of Work).

Please Check I hereby acknowledge that the cost of **ALL** labor, equipment and materials (including taxes/fees) required in order to perform this contract are included in the **Sum Total Hourly Rate** submitted hereinabove.

Please Check I hereby certify that subcontractors **SHALL NOT** be used by me, or my company, in the performance of this contract.

Name of Firm: _____

Address: _____

Contractor License # _____

Print Authorized Name _____

Authorized Signature _____

Title

Date



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APPENDIX A

STREET NAME	MILEAGE
1 st Avenue, NW	0.07
1 st Avenue, SW	0.11
1 st Street, NE	0.05
1 st Street, SE	0.24
1 st Street, SW	0.34
2 nd Avenue, NE	0.04
2 nd Avenue, SE	0.14
2 nd Avenue, SW	0.12
2 nd Street, NE	0.07
2 nd Street, SE	0.15
2 nd Street, SW	0.15
3 rd Avenue, NE	0.06
3 rd Avenue, NW	0.17
3 rd Avenue, SW	0.11
3 rd Street, NE	0.03
3 rd Street, SE	0.37
3 rd Street, SE, Ext.	0.13
3 rd Street Place, SW	0.15
4 th Avenue, NE	0.05
4 th Street, SW	0.15
4 th Street Place, SW	0.17
5 th Avenue, NE	0.09
5 th Avenue, SE	0.12
5 th Street Place, SW	0.20
11 th Street, NE	0.36
Childres Road	0.15
Clarence Towery Circle	0.21
Holly Ridge Court	0.15
Lisa Lane	0.11
Oak Ridge Drive	0.11
Oak Street	0.10
Pine Street	0.12
Poplar Street	0.08
Rudisill Lane	0.01
Shepherd's Court	0.19
Cline Park Drive	0.54
Cine Park Court	0.17
3 rd Avenue, SE	0.25
TOTAL	5.83



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BID PROPOSAL (Cont.)

The undersigned further agrees that this proposal shall be valid for a period of sixty (60) days from the bid date, and that if this proposal is accepted by the owner that the contractor will execute the owner's standard contract and provide proof of insurance immediately when contacted by the Town.

Name of Firm _____

Address _____

Contact Person _____

Phone Number _____ Email _____

Contractor License # _____

Print Authorized Name _____

Authorized Signature _____

Title

Date

All Required Documentation Must Accompany Bid and This Form Must be Properly Signed in Order for Bid to be Valid

The Town of Hildebran reserves the right to accept or reject any and all bids, to waive formalities and award contract to another contractor other than the lowest bidder should it be in the best interest of the Town.