



***State of North Carolina
Haywood County Schools***

401 Farmview Drive
Waynesville, NC 28786
828 456 2402

**REQUEST FOR QUALIFICATIONS - RFP
1-25**

Proposal Issue Date: January 31, 2025

LOCATION: Multiple Schools

PROJECT: Grounds Maintenance Service Contract

Refer ALL Inquiries to: Zachary Shoaf

Cell: (828) 507-7398

E-Mail: zshoaf@haywood.k12.nc.us

Project Designer: Zachary Shoaf

Cell: (828) 507-7398

E-Mail: zshoaf@haywood.k12.nc.us

NOTICE TO OFFERER

Qualifications are subject to the conditions made a part hereof will be received in this office until **10:00 am EST on Friday February 14, 2025** for furnishing all labor, materials, equipment, and services incidental and implied, for completion of the project described herein.

PRE-PROPOSAL MEETING:

Pre Meeting February 5, 2025 at 9:00am

Starting location will be North Canton Elementary School: 60 Thompson Street, Canton, NC 28716

SEND ALL QUALIFICATIONS DIRECTLY TO THE ADDRESS SHOWN BELOW:

Haywood County Schools Maintenance Department
Attention: Zachary Shoaf
401 Farmview Drive
Waynesville, NC 28786

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RPQ) is issued to prospective designers.
2. Proposals in one original and one PDF will be received from each offeror in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the issuing agency no later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the proposals from each responding firm will be opened. Proposals are confidential until such time that award has been made.
5. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the offeror and its staff. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected qualification was deemed most advantageous to Haywood County Board of Education.
6. Offerors are cautioned that this is a request for proposals, not a request to contract, and the Haywood County Board of Education reserves the unqualified right to reject any and all submittals when such rejection is deemed to be in its best interest.

(NOTE: THIS PAGE MUST BE FULLY EXECUTED AND RETURNED FOR CONSIDERATION OF PROPOSAL)

PROPOSAL FORM

Grounds Maintenance Service Contract

RFP# 1-25

DUE DATE: Friday, February 14, 2025 at 10:00 am EST

By submitting proposals, the potential bidder certifies the following:

1. Proposals are signed by an authorized representative of the firm.
2. It can obtain and submit to the Owner insurance certificates as required within five (5) calendar days after notice of award.
3. The offeror has attended the conference (if applicable) or conducted a site visit and is aware of prevailing conditions associated with performing these services.
4. The potential bidder has read and understands the conditions set forth in the RFP and agrees to them with no exceptions.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 60 days (normally less) from the date of the opening, to negotiate a fee for services with the owner.

SCOPE OF WORK:

Haywood County Schools is seeking proposals to provide comprehensive maintenance services for several school facilities. Services will include mowing lawns, trimming, edging, blowing off all walkways and parking lots. Services are to be provided in a safe and professional manner and shall present Haywood County School facilities as well kept and professional in appearance.

The purpose of this bid is to establish a contract for the period of July 1, 2025 through June 30, 2026 at the locations listed on schedule attached within the Haywood County School system.

The Contractor shall adhere to the following schedule:

| MONTH | SERVICE | CUTS |
|--------------|----------------|-------------|
| January | As Needed | As Needed |
| February | As Needed | As Needed |
| March | As Needed | 2 |
| April | As Needed | 3 |
| May | Weekly | 4 |
| June | Weekly | 4 |
| July | Weekly | 4 |
| August | Weekly | 4 |
| September | Weekly | 4 |
| October | Weekly | 3 |
| November | As Needed | 1 |
| December | As Needed | As Needed |

***NOTE:** The cuts column above indicates the estimated number of cuts needed during the growing season. The expectation is that the grass will be cut once a week while grass is growing.

FACILITIES:

| School / Location | Fee Proposed (Per Site) |
|--|-------------------------|
| Bethel Middle School | \$ |
| Central Haywood High School | \$ |
| Clyde Elementary School | \$ |
| Conference Center | \$ |
| Educational Support Center | \$ |
| Hazelwood Elementary School | \$ |
| Jonathan Valley Elementary School | \$ |
| Junaluska Elementary School | \$ |
| Maintenance / Transportation | \$ |
| Meadowbrook Elementary School | \$ |
| North Canton Elementary School | \$ |
| Old Central Haywood High School (In Clyde) | \$ |
| Pre-k Building | \$ |
| Riverbend Elementary School | \$ |
| School Food Service | \$ |
| Total (All Locations) | \$ |

ALTERNATE BID:

To include remaining facilities not listed above. Alternate bid shall include all facility locations listed above and below.

| School / Location | Fee Proposed (Per Site) |
|-----------------------------|-------------------------|
| Bethel Elementary School | \$ |
| Canton Middle School | \$ |
| Central Office | \$ |
| Pisgah High School | \$ |
| Tuscola High School | \$ |
| Waynesville Middle School | \$ |
| TOTAL (Alternate Locations) | \$ |

SITE PLANS - SEE ATTACHED AERIALS

- School Property Lines

| | | | |
|--|-------------|-----------------------------------|------|
| OFFEROR/VENDOR: | | FEDERAL ID OR SOCIAL SECURITY NO. | |
| STREET ADDRESS: | | PO BOX: | ZIP: |
| CITY & STATE & ZIP: | | MBE STATUS: | |
| TELEPHONE NUMBER: | FAX NUMBER: | EMAIL: | |
| TYPED OR PRINTED NAME & TITLE OF PERSON SIGNING: | | TYPE & LICENSE #: | |
| AUTHORIZED SIGNATURE: | | DATE: | |

END OF PROPOSAL FORM

Grounds Maintenance Service Contract RFP# 1-25

QUESTIONS: All questions shall be directed to Zachary Shoaf (828) 456-2402

QUALIFICATIONS: At a minimum, all bidders are required to have at least three (3) years of experience and supply three (3) references. Designers need to provide Proof of Insurance.

SAFETY REGULATIONS: The bidder shall adhere to the rules, regulations and interpretations of all state, federal and local laws, which pertain to works and site safety. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications.

SCHOOL SECURITY & ACCESS: Security, safety and protection of the instructional environment are priority concerns of Haywood County Schools. The designer shall confine activities to the work area and shall not engage or interact with students, teachers or staff that are not designated as contact personnel. The Contractor shall screen all employees on-site; and, at the request of the Owner, provide documentation that employees and subcontractors meet standards. The Owner, school staff and Contractor shall designate contact personnel and provide contact information to assist in the resolution of any logistical or safety issues beforehand, or that may arise during performance of contract.

SCHEDULING: The bidder must submit a precise time schedule as to when specific work will occur in specific areas within the building. This will be used to coordinate the work with the occupants of the building. Zachary Shoaf, may alter the schedule at any time to maintain the work process within the facility. Work must be scheduled during hours that are acceptable to the Haywood County Board of Education and shall not incur any additional cost due to scheduling.

WORKERS ON THE JOB: All employees of the bidder shall, while on Haywood County Board of Education property, must act in a professional and courteous manner. Also, all employees of the bidder must "sign in" in the main office upon entering the facility and must "sign out" upon leaving the facility. Any employee of the bidder may be told to leave the property, if they do not follow these procedures. The employee shall be replaced with another at no additional cost to the Haywood County Board of Education.

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program and (2) have been convicted of certain sexually violent offenses or any offense where the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school related functions, whether before, during or after school hours. It is the responsibility of the designer or vendor that their employees and subcontractors are in accordance with G.S. 14-208.18.

EQUIPMENT AND TOOLS: The Contractor shall use no equipment or tools that are owned by the Haywood County Board of Education. Also, the bidder except for opening locked gates, doors, etc., and giving directions shall utilize no employees of Haywood County Schools. Questions of a technical nature shall be directed to the Maintenance Director.

MATERIALS: No materials shall be stored on site and the Haywood County Board of Education is not responsible for any materials, equipment or tools lost or stolen from the site. Any materials needed to complete the job shall be included in the bid.

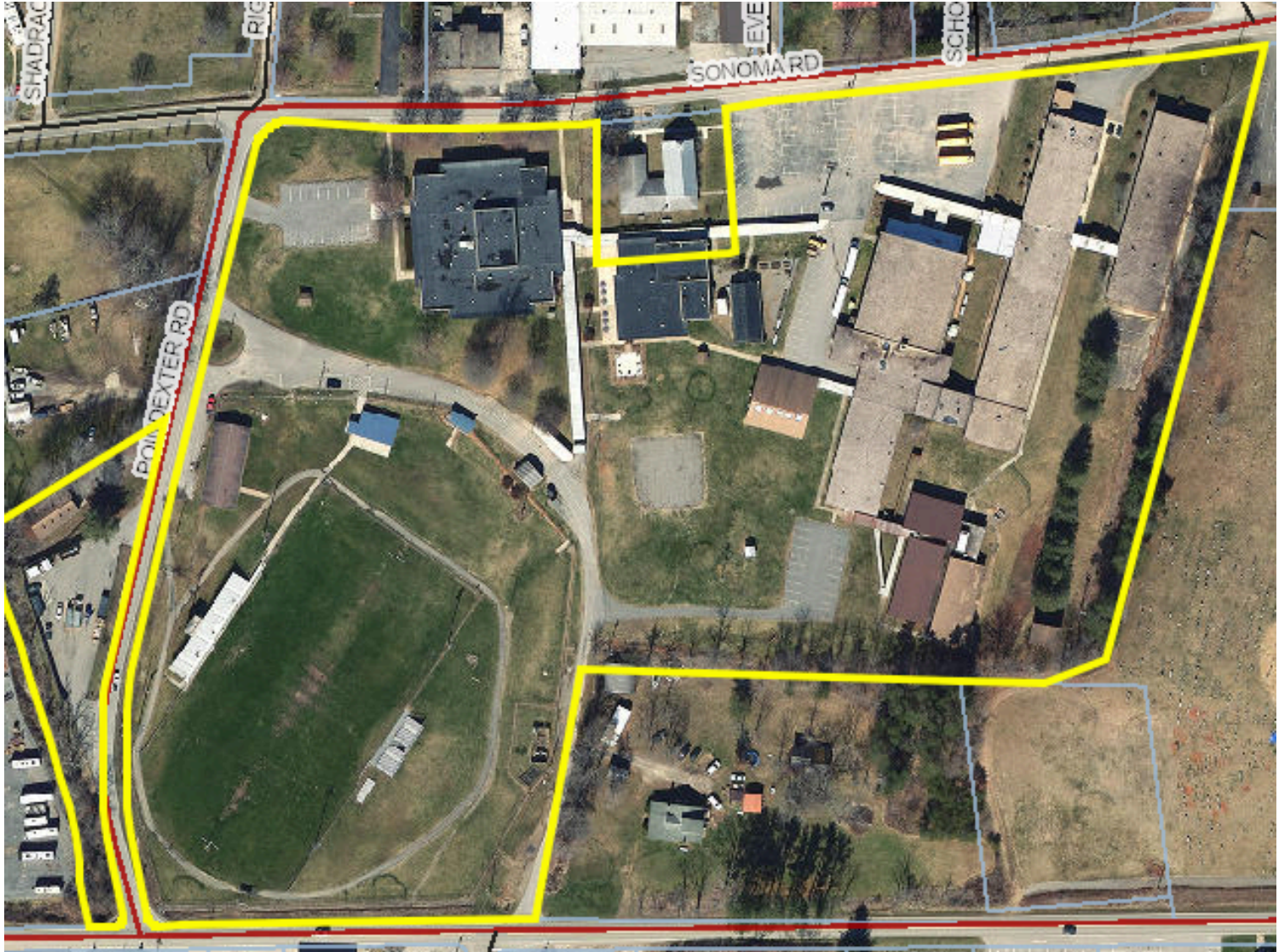
CLEAN UP: The area of work shall be cleaned daily so that the Haywood County Board of Education shall not incur any additional costs to make the area suitable for the educational process. Also, the Contractor shall utilize no trash receptacles or dumpsters owned by the Haywood County Board of Education. All trash and debris shall be properly disposed of off the property.

Bidders must adhere to the guidelines within these specifications; failure to do so will result in default of payment by the Haywood County Board of Education and/or cancellation of this contract.

The Haywood County Boards of Education reserves the right to reject any or all submittals for any or no reason, and to waive informalities.

END OF RFQ

Bethel Middle School
630 Sonoma Road
Waynesville, NC 28786



Central Haywood High School
62 Joy Lane
Waynesville, NC 28786



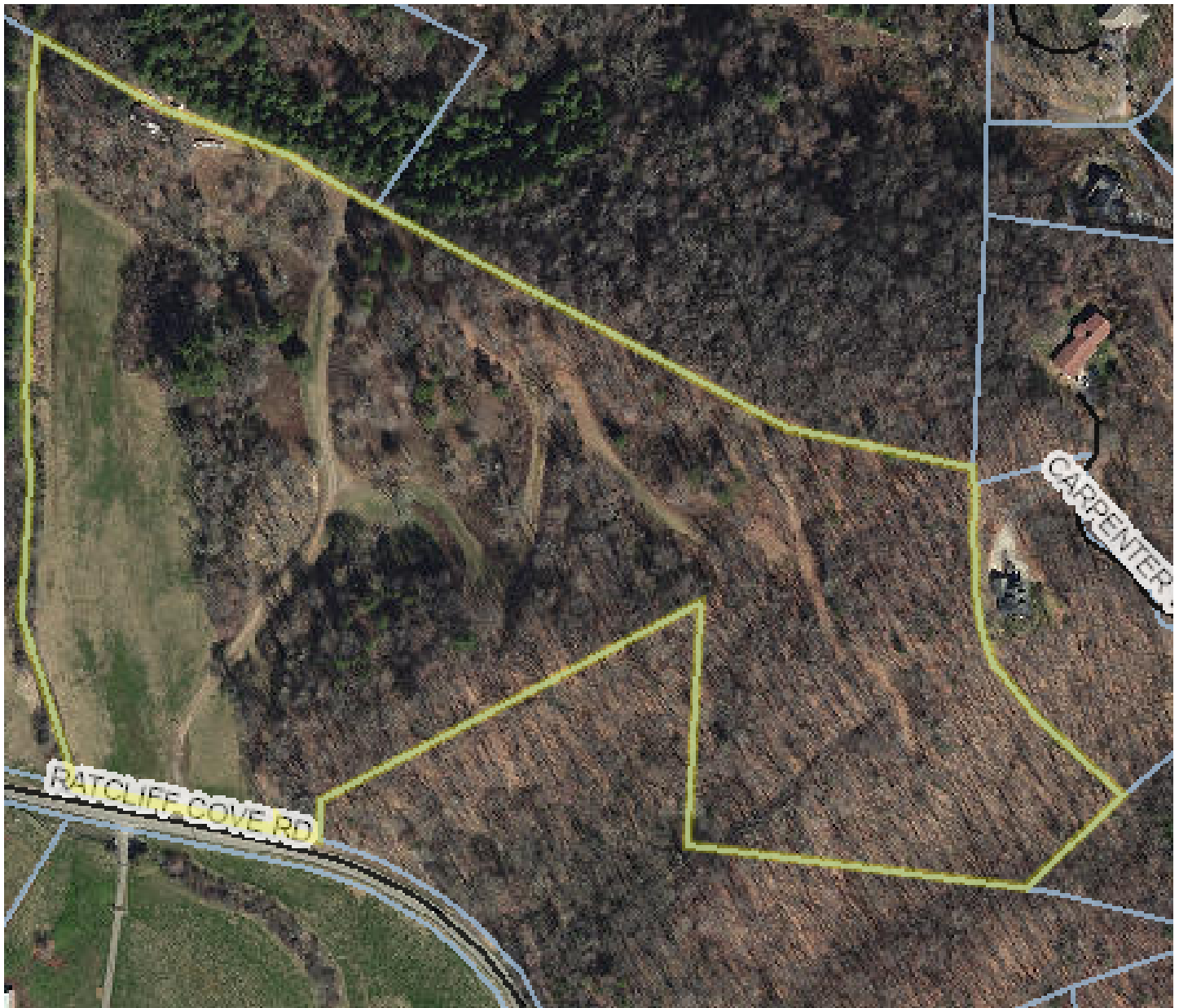
Clyde Elementary School
4182 Old Clyde Road
Clyde, NC 28721



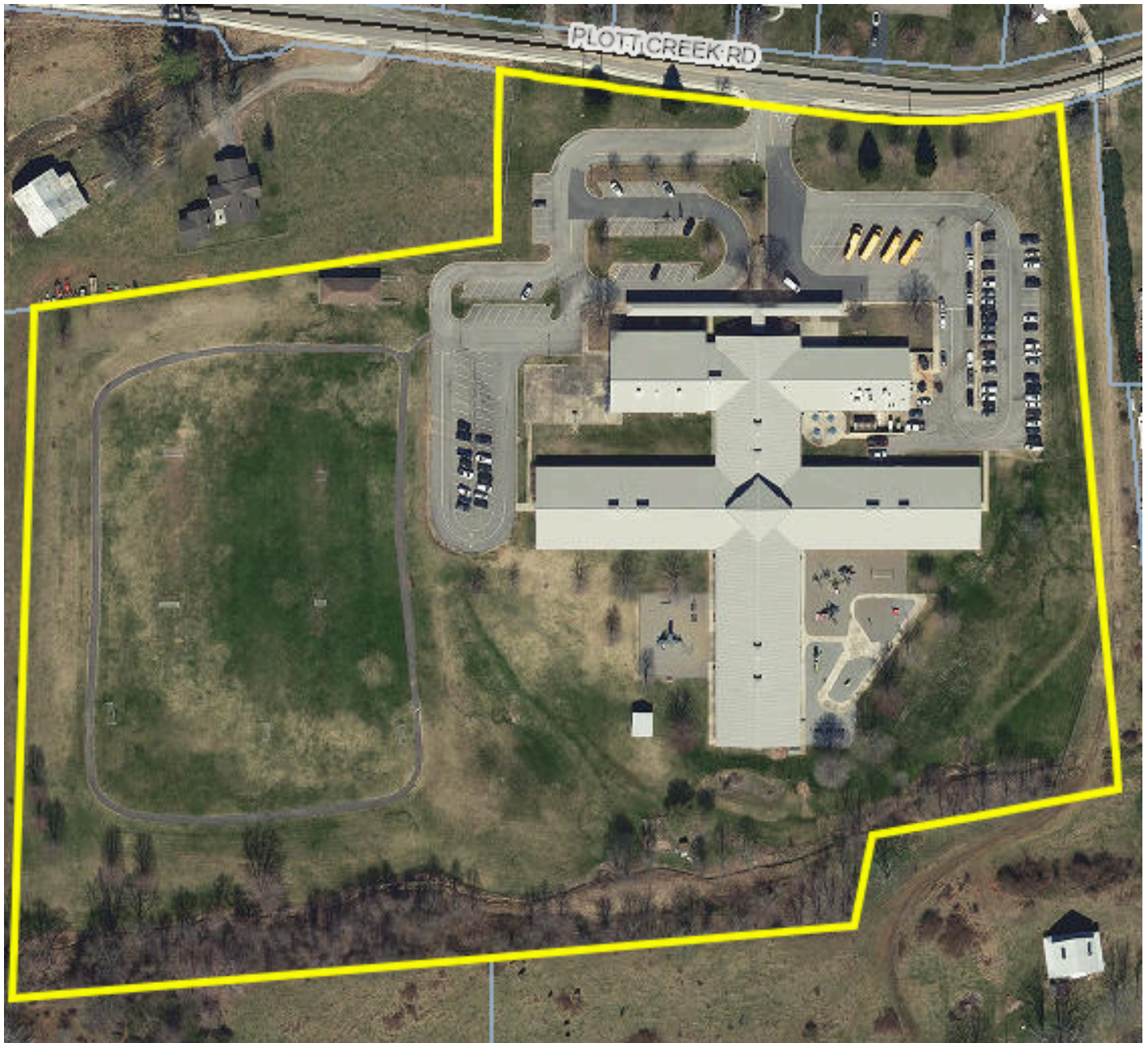
Conference Center
40 Virginia Avenue
Waynesville, NC 28786



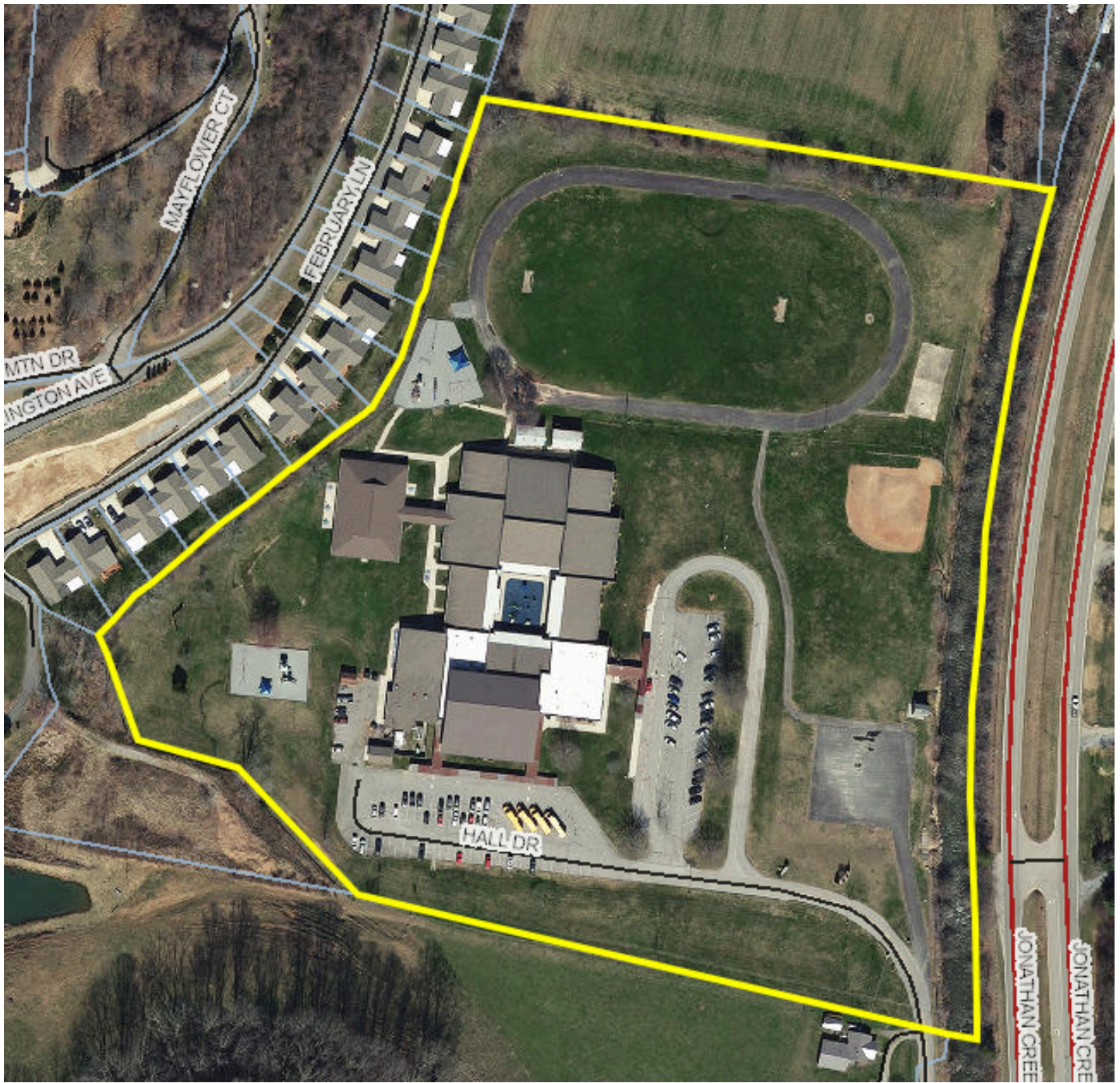
Educational Support Center
237 Ratcliff Road
Waynesville, NC 28786



Hazelwood Elementary School
1111 Plott Creek Road
Waynesville, NC 28786



Jonathan Valley Elementary School
410 Hall Drive
Waynesville, NC 28785



Junaluska Elementary School
2238 Asheville Road
Waynesville, NC 28786



Maintenance / Transportation
401 Farmview Drive
Waynesville, NC 28786



Meadowbrook Elementary School
85 Morning Star Road
Canton, NC 28716



North Canton Elementary School
60 Thompson Street
Canton, NC 28716



Old Central Haywood High School
3157 Broad Street
Clyde, NC 28721



Pre-K Building
54 Virginia Avenue
Waynesville, NC 28786



Riverbend Elementary School
71 Learning Lane
Clyde, NC 28721



School Food Service
5855 Crabtree Road
Clyde, NC 28721



ALTERNATE BID LOCATIONS

Bethel Elementary School
4700 Old River Road

Canton, NC 28716



Canton Middle School
60 Penland Street
Canton, NC 28716



Central Office
1233 N. Main Street
Waynesville, NC 28786



Pisgah High School
1 Black Bear Drive
Canton, NC 28716





Tuscola High School
564 Tuscola School Road
Waynesville, NC 28786



Waynesville Middle School
495 Brown Avenue
Waynesville, NC 28786

