



Town of Marshall

Request for Proposals

Town of Marshall, NC

Mowing and Landscaping Services



Issue Date: December 16, 2025

Response Deadline: January 9, 2026, by 2:00 pm

Contact:

Jamie Chandler, Public Works Director

Email: jchandler@townofmarshall.org

Phone: (828) 649-3031

Scope of Services

The Town of Marshall ("Town") is soliciting proposals from qualified Contractor's to provide mowing and landscaping services at the following locations: Town Cemetery, Pocket Park, Rollins Park, Island Park (to include wastewater treatment plant area), Printpack water tank, Old Church and Maintenance area, and Town well locations (Well 12 at Hunter Creek, Heck Creek). The Town reserves the right to update the sites as necessary. This scope also includes sweeping and cleaning the streets in Downtown Marshall as described herein.

Mowing and Landscaping Services

1. All grass areas specified by the Town shall be mowed every 10 days (approximately 3 times per month) during the growing season from March through November unless drought conditions exist. If extended drought conditions exist, the Town may notify the Contractor by Friday at 4:00 pm of whether services are needed for the following week. The Town will notify the contractor of the exact start date in March and the end season mowing date. The Town reserves the right to have the services provided on weekly basis for certain areas.
2. The Contractor shall make every effort to schedule mowing between the hours of 7:00 am and 6:00 pm Monday through Saturday. The Contractor shall notify the Town in event those hours cannot be met.
3. The Contractor shall make every effort to ensure that all mowing and landscaping services are completed prior to any Town events. The Contractor shall be responsible for ensuring the cemetery is mowed by Wednesday preceding any decoration.
4. The Contractor shall ensure that all areas to be mowed are policed for loose trash and debris prior to mowing. Any trash or debris mowed must be removed from premise as soon as possible.
5. The Contractor shall trim areas around sidewalks, poles, foundations, fences, headstones, and roadways shall be string trimmed to match mowing. Any grass areas that are inaccessible by mower shall be trimmed to match the mowed area.
6. Grass clippings shall be blown off parking lots, sidewalks, headstones, and buildings after each mowing.
7. The Contractor shall be responsible for removing leaves from the site by blowing or other approved means.
8. Any damage to Town property from mowing, or other services performed by the Contractor, will be the Contractor's sole responsibility to repair in a timely manner. The Contractor shall notify the Town immediately of any such damage.

9. The Contractor may only utilize weed control on areas that have been approved by the Town Public Works Director. The Contractor must hold an active “Commercial Ground Applicator” license in order to utilize weed control measures. It shall be the responsibility of the Contractor to comply with all Town of Marshall, State of North Carolina, and applicable federal laws regarding application of any herbicide, pesticide or other agent to weeds and grass.

Street Cleaning and Sweeping

1. Street Cleaning and Sweeping shall occur in Downtown Marshall located on both sides of the streets along North and South Main Street. This shall include the sweeping and clearing of any mud, silt, trash, brush, leaves, and any other debris on the street against the sidewalks. The Contractor shall be responsible to load and remove from premise all debris which is swept and collected.

2. Street Cleaning and Sweeping shall occur on a monthly basis for the entirety of the contract. The Town may ask the Contractor to perform Street Cleaning and Sweeping services on additional times as needed after events or other Town functions.

Contractors Responsibilities

1. As a part of the proposed fees, the Contractor shall supply any and all such equipment, supplies, and items needed to provide the services detailed herein; meaning the Town shall not pay any additional fees for such.

2. The Contractor shall, always, ensure that all work provided by the Contractor complies with all local, State and Federal rules pertaining to workplace safety; meaning, the Contractor shall, always, conduct business in such a manner to protect its workers, Town residents, Town staff, and the public.

The Contractor shall understand that by and through contract, the Contractor operates as an extension of the Town of Marshall. The Contractor shall maintain a presentable, approachable, and friendly manner.

3. Insurance: The Contractor shall submit a Certificate of Insurance as required by North Carolina statutes prior to commencing work. The Contractor shall provide insurance in accordance with Appendix B.

4. The Contractor shall visit the sites, become familiar with site conditions and accept site conditions as they are and prepare the proposal accordingly. No additional monies will be allowed for conditions that exist and are readily visible.

5. The Contractor shall communicate with the Town, as soon as possible, after discovery, any concerns for changes in the work or time and/or unforeseen circumstances or conditions which may affect the completion of the project as scheduled. The last date for questions related to this RFP will be December 29, 2025.

6. The Contractor shall submit an invoice monthly to the Town which shall be accompanied by a summary of work performed for that month. The Town shall pay the invoice within 30 days from and after final approval by the Town.

7. The Contractor must agree to indemnify and hold harmless the Town from liability for acts or omissions of the Contractor.

Contract Period

1. The Town anticipates that it will initially award a contract for the period of 1 year with the option, at the Town's discretion, of 2 additional one-year option periods, for a maximum total of 3 years.

2. The effective date of the initial contract will be February 1, 2026 through December 31, 2026.

Proposal Requirements

Each proposal must include:

- Contractor Information (Appendix A)
- Proof of Insurance (See Appendix B)
- Bid Tabulation Sheet (Appendix C)

Submission Details

Deadline: January 9, 2026 by 2:00 pm.

Delivery: Proposals can be submitted by mail, or hand delivery. Submission must be clearly labeled as, "RFP – Marshall Town Mowing and Landscaping Services"

Deliver to:

Town of Marshall

Attn: Jamie Chandler, Public Works Director

10 Derringer Drive,

Marshall, NC 28753

Late proposals will not be considered.

Pre-Bid Meeting (optional)

A non-mandatory site visit may be scheduled by contacting Jamie Chandler at 828-649-3031. Contractors interested in submitting a bid for this project are encouraged to visit the site to understand the conditions. The last day for pre-bid meetings will be January 6, 2026.

Additional Information

- Town reserves the right to reject any or all bids, to waive informalities, and to select the proposal deemed most advantageous to the Town.
- Bids must contain a lump sum contract amount.
- Due to damage suffered from Hurricane Helene some properties may not require immediate mowing or landscaping services or may have an alternate mowing and landscaping need. Those properties currently identified are Pocket Park and Rollins Park.

Appendix A

Contractor Information

Name of Company:

Contact Person:

Is the contact person the owner?

Address:

Phone Number:

References:

Name:

Address:

Phone:

Name:

Address:

Phone:

Appendix B

The selected Contractor shall purchase and maintain with a company acceptable to the Town of Marshall and authorized to do business in the State of North Carolina, such insurance as will protect the Contractor from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims of damages because of bodily injury, occupational sickness or disease, or death of Contractor employees; from claims for damages because of bodily injury and personal injury; and from claims for damage and destruction of tangible property, including loss of use resulting there from – any or all of which may arise out of or result from the Contractor's operation under the scope of work, whether such operations be by the Contractor. The insurance shall not be written for less than the limits of liability specified below.

Automobile:

Bodily injury and property liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000.00 bodily injury each person, each accident and \$1,000,000.00 property damage, or \$1,000,000.00 combined single limit – bodily injury and property damage combined.

Commercial General Liability:

Bodily injury and property damage liability as shall protect the Contractor performing work under this Contract from claims of bodily injury or property damage which arise from operations of this Contract, whether such operations are performed by the Contractor, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000.00 bodily injury each occurrence/aggregate and \$1,000,000.00 property damage each occurrence/aggregate or \$1,000,000.00 bodily injury and property damage combined with single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability. The coverage shall be on an occurrence basis.

Worker' Compensation and Employers' Liability:

Shall meet the statutory requirement of the State of North Carolina, in an amount of \$100,000.00 each accident and disease – each employee and \$500,000.00 disease policy limit providing coverage for employees and owners.

The Town of Marshall shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this Contract.

Appendix C

Bid Tabulation

All prices shall be shown on a per time basis for the following locations. This shall include mowing, trimming, blowing, leaf removal, and pesticide application.

Town Cemetery: _____

Island Park: _____

Rollins Park: _____

Pocket Park: _____

Printpack Tank: _____

Old Church and Maintenance Facility: _____

Well # 12 at Hunter Creek: _____

Heck Creek Well: _____

Street Sweeping: _____

Total Lump Sum per time: _____

Total Lump Sum Price (annual): _____