



DATE: January 15, 2010
TO: Lawn Care Contractors
FROM: Chuck Smith, Public Services Director
RE: 2010-2011 Lawn Care Contract

The Town of Jamestown is accepting bids for the 2010-2011 lawn care contract that will begin on April 1, 2010. The facilities listed on the contract documents are very visible to the public and must continue to be maintained in a neat and uniform appearance. Interested bidders are encouraged to visit the sites and provide reference contact information for commercial customers.

The selected contractor will be required to submit a certificate of liability and workers compensation insurance for \$1,000,000 naming the Town of Jamestown as an insured party at the time the contract is signed.

Bids will be accepted up to March 12, 2010 and must be submitted in a sealed envelope addressed to:

Public Services Department
Lawn Care Bid
PO Box 848
Jamestown, NC 27282

You may deliver the bid to Town Hall located at 301 E. Main St. Contact Chuck Smith at 336-454-1138 with questions.



TOWN OF JAMESTOWN
Lawn Care Contract
Period from April 1, 2010 to March 31, 2011

1. Town Hall (301 E. Main St.) grounds, including fire station and surrounding grounds.
2. Library grounds (200 W. Main St), including grass field in front of elementary school.
3. Vickrey Chapel Entrance Park (Intersection of Vickrey Chapel Rd. and High Point Rd.).
4. Guilford College Rd. Entrance Sign (Intersection of Guilford College Rd. and Guilford Rd.)

Provide materials and labor to provide the following maintenance for the areas listed above.

Lawn:

1. Mow grass as often as necessary to maintain an attractive appearance – typically a minimum of once a week.
2. Contractor will repair, at his expense, any lawn areas, sewer caps, fence, etc. damaged by his crew or machinery.
3. Grass will be cut at a height of 3” to 3.5” or as approved.
4. Trim around obstacles as needed after each mowing.
5. Edge all sidewalks and curbs as needed.
6. All sidewalks, expansion joints, etc., will be chemically treated as required to kill all grass and weeds in them to maintain a neat and uniform appearance.
7. Remove and properly dispose of:
 - a. all grass clippings from sidewalks, parking lots, and street;
 - b. all trash and debris from plant beds, parking lots, lawn area, and curbs;
 - c. all leaves as needed to maintain a neat appearance.
8. Visit property during non-mowing months to ensure a neat appearance.

Plant Beds:

1. Maintain plant beds to ensure a neat appearance (weekly weeding).
2. Edge plant beds at least twice a year to maintain neat appearance.
3. Spray plant beds with an herbicide as needed to control weeds.
4. Treat all plant beds with a pre-emergent herbicide to control weeds.
5. Spring and fall trimming of shrubs (including crepe myrtles and lirioppe)

Working hours will be 8:00 AM through 6: 00 PM Monday through Friday each week

Total Annual contract \$ _____ in monthly installments \$ _____

Additional services (mulch, shrub trimming, seed & fertilizing) will be negotiated as needed. The Contractor will be required to submit a Certificate of Liability and Workers Compensation Insurance for \$1,000,000 naming the Town of Jamestown as additional insured.

 Town of Jamestown Date
 Kathryn Billings, Town Manager

 Lawn Maintenance Representative Date