

ALLEGHANY COUNTY GOVERNMENT

REQUEST FOR PROPOSALS (RFP)

Mowing, Landscaping, Grounds Maintenance & Snow/Ice Removal Services

115 Atwood Street | Sparta, North Carolina 28675

Issue Date: _____

1. Invitation to Submit Proposals

Alleghany County, North Carolina, in coordination with Wilkes Community College, Alleghany Campus, and the Alleghany County Department of Social Services, invites qualified contractors to submit proposals for comprehensive mowing, landscaping, grounds maintenance, and snow and ice removal services at 115 Atwood Street, Sparta, North Carolina.

2. Procurement Schedule and Submission

Proposal deadline: November 3, 2026, at 4:00 p.m. (local time)

Proposal delivery location: Lower Level, Alleghany County Administration Building, 348 South Main Street, Sparta, NC 28675.

Proposal opening: November 4, 2026, at 10:00 a.m. (local time), County Manager's Office, Alleghany County Administration Building, 348 South Main Street, Sparta, NC 28675.

Questions and site visits: Contact David Spicer at (336) 657-0769 with questions regarding this RFP or to arrange a site visit.

Site visits: Available by appointment through David Spicer at (336) 657-0769.

Board of Commissioners consideration: November 16, 2026. Anticipated award notification: November 17, 2026, subject to Board approval.

Submit a signed proposal in a sealed envelope marked "RFP – 115 Atwood Street Grounds Maintenance and Snow/Ice Removal," or by another submission method expressly authorized in the final solicitation notice. Proposals received after the stated deadline may be rejected. The County will announce any changes to these instructions before the submission deadline.

3. Proposed Contract Term

The contract term will begin on the effective date stated in the fully executed agreement, following approval by the Alleghany County Board of Commissioners, and will end June 30, 2027. No work may begin before required approval and execution. Work outside the awarded term requires a separately approved written agreement or amendment.

4. Scope of Services

A. Seasonal Mowing and Grounds Maintenance

- Mow and trim grounds weekly during the growing season, or as conditions require.
- Trim around buildings, sidewalks, signs, landscape features, and areas inaccessible to mowing equipment.
- Blow and remove clippings and debris from sidewalks, entrances, parking areas, and hard surfaces after mowing.
- Control and remove weeds in beds, sidewalks, parking areas, and other appropriate areas.
- Apply herbicides and fertilizers as reasonably needed, consistent with applicable law and product labels.
- Remove dead vegetation and landscape debris; maintain a neat, professional appearance.

B. Shrubs and Landscape Beds

- Trim and prune shrubs and bushes as needed.
- Clean, edge, weed, and maintain shrub and landscape beds.
- Remove dead vegetation and provide mulch, including material and labor.

C. Fall and Winter Grounds Maintenance

Visit the property at least biweekly during fall and winter, or more frequently when reasonably necessary, to remove leaves, limbs, litter, and debris from the grounds, gravel lot, paved parking areas, sidewalks, and entrances, and keep the site presentable.

D. Snow and Ice Removal

- Clear snow and ice from all sidewalks, building entrances, pedestrian access areas, gravel parking lot, and paved parking areas.
- Apply salt or appropriate ice-melting material to sidewalks, entrances, and parking areas as conditions require.
- Maintain access during each snow or ice event as reasonably necessary to support safe passage.
- Include all snow/ice services and treatment materials in the proposed annual base price.

5. Performance and Contractor Responsibilities

The contractor shall perform work professionally, promptly, and in a workmanlike manner using sufficient trained personnel and suitable equipment. The contractor shall be responsible for employees, subcontractors, supervision, wages, taxes, and disposal fees arising from its operations. The contractor shall comply with applicable federal, state, and local laws, including laws governing storage, handling, and application of chemicals. No extra-cost services may proceed without prior written authorization from both designated parties, as applicable.

6. Insurance and Licensing

- Workers' compensation coverage as required by North Carolina law.
- Commercial general liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Commercial automobile insurance covering vehicles used to perform the services.
- Valid pesticide applicator license or other required certification for regulated chemical applications.
- Name Alleghany County and Wilkes Community College, Alleghany Campus as additional insureds on applicable liability policies; provide evidence before work begins and maintain coverage throughout the term. Any additional insured requirements for participating entities will be specified in the final agreement.

7. Proposal Content

Each proposal should include the following information:

- Contractor's legal name, address, primary contact, telephone, and email.
- Description of relevant experience and at least two comparable references with contact information.
- Proposed staffing, equipment, routine service approach, and snow/ice event response plan.
- Copies or descriptions of applicable licenses and ability to provide required insurance certificates.
- Completed pricing form (Attachment A), signed by an authorized representative.
- Any exceptions, assumptions, exclusions, or proposed alternatives, clearly identified.

8. Pricing and Payment

Submit a fixed total price for the contract period ending June 30, 2027, inclusive of routine mowing, grounds maintenance, landscape-bed care, mulch, leaf and debris removal, and snow/ice removal and materials. State the proposed monthly billing amount or schedule, if applicable. The expense is intended to be shared equally among Wilkes Community College, Alleghany Campus, and the Alleghany County Department of Social Services (one-half each), subject to final agreement and applicable approvals. This cost allocation does not increase the total price payable to the contractor.

9. Review and Selection

Proposals may be evaluated for completeness, relevant experience and references, staffing and equipment capacity, service and snow response plan, insurance/licensing compliance, and overall price/value. The County may seek clarifications, check references, negotiate permitted terms, reject any or all proposals, or cancel this solicitation, consistent with applicable procurement requirements. Award is subject to required approvals and execution of a written agreement. Lowest price alone need not determine the recommended selection.

10. Anticipated Contract Terms

The selected contractor will serve as an independent contractor. The final contract is expected to include compliance with laws; contractor responsibility for taxes and personnel; insurance and licensing; professional performance standards; indemnification to the extent permitted by law; written approval of modifications and extra work; termination for nonperformance or other permitted grounds; and North Carolina governing law. The County and College will not be responsible for the contractor's negligent or wrongful acts. Contract language will be finalized upon award and reviewed as appropriate. Any contract award is contingent upon approval by the Alleghany County Board of Commissioners at or following its November 16, 2026 meeting. The anticipated award notification date is November 17, 2026. No contractor shall commence work until the contract is approved and executed by the appropriate parties.

11. Questions and Reservations

All questions and requests for clarification must be directed to the contact designated in Section 2. Prospective proposers are responsible for reviewing any written addenda. Issuance of this RFP does not obligate the County or College to enter into a contract or reimburse proposal preparation expenses.

ATTACHMENT A — PROPOSAL & PRICING FORM

Project: 115 Atwood Street, Sparta, NC 28675

Company / legal name: _____

Address: _____

Contact person / title: _____

Telephone: _____ Email: _____

NC pesticide license/certification (if applicable): _____

Price Component	Amount
Fixed contract-period price (all services included)	\$ _____
Proposed monthly payment (if applicable)	\$ _____
Wilkes Community College share of contract total (½)	\$ _____
Alleghany County DSS share of contract total (½)	\$ _____

The proposed annual price includes all labor, equipment, mulch, materials, snow/ice treatment, transportation, and routine disposal costs necessary for the stated scope.

Exceptions / clarifications (attach pages if necessary):

By signing, the undersigned certifies that the information submitted is accurate and that the proposer is authorized to submit this offer. The proposer acknowledges that any resulting agreement is subject to written acceptance and required approvals.

Authorized signature: _____ Date: _____

Printed name / title: _____

ATTACHMENT B — CONTRACTOR QUALIFICATIONS

Years in business: _____ Number of field personnel: _____

Comparable client/reference 1: _____

Contact / telephone: _____

Comparable client/reference 2: _____

Contact / telephone: _____

Snow/ice equipment and event response plan (attach details): _____

Mowing and grounds-maintenance equipment (attach details): _____

Proof of insurance and licenses: ☐ Attached ☐ Available before contract execution