

Request For Proposals
For Grounds Maintenance Services
For
GREENVILLE UTILITIES COMMISSION

Of the
City of Greenville, North Carolina

401 South Greene Street
Greenville, North Carolina 27834

Issue Date November 29, 2017

Response Due Date, January 17, 2018 by 4:00 pm (EDST)

SECTION I

PURPOSE OF REQUEST FOR PROPOSALS

Greenville Utilities Commission (GUC) is seeking written proposals for Ground Maintenance Services.

1.1 PRE-PROPOSAL MEETING – A Pre-Proposal meeting will be held on Wednesday, December 13, 2017 at 8:30 am (EDST) at 401 South Greene Street, Greenville, North Carolina 27834.

- 1.1.1 The intent of the Pre-Proposal Meeting is to allow the proposers an opportunity to ask questions and make clarifications prior to submitting a proposal.
- 1.1.2 Site locations will be provided for all proposers.
- 1.1.3 Only portions of the proposal/contract will be discussed. Lack of discussion or clarifications of any portion of the proposal/contract does not relieve the Proposers from conforming to the provisions of the same.
- 1.1.4 Additional questions regarding this request for proposal (RFP) should be received by or before December 15, 2017. Answers shall be communicated by December 19, 2017. All questions shall be directed to the attention of Cleve Haddock, CLGPO, Procurement Coordinator at (252) 551-1533, haddocgc@guc.com.

THE PROPOSAL SHOULD CONTAIN, AT A MINIMUM, RECOMMENDED GROUND MAINTENANCE SERVICES THAT CAN MEET THE SPECIFICATIONS REQUIRED AS STATED IN: SECTION II, (GUC) Specifications For Grounds Maintenance Services and Individual Site Specifications

GOOD FAITH STATEMENT:

All information provided by GUC in this RFP is offered in good faith. Individual item(s) are subject to change at any time. GUC makes no certification that any item(s) are without error. GUC is not responsible or liable for any use of the information or for any asserted claims.

PROPOSAL FORMAT:

Written or an MS Excel or PDF document is the preferred format for the proposal.

PROPOSAL DEADLINE:

Proposals, subject to the conditions made a part hereof, will be received in the Office of the Purchasing Department, Procurement Coordinator, Greenville Utilities Commission, 401 S. Greene Street, Greenville, North Carolina 27834 until 4:00 pm (EDST) on January 17, 2018.

PREPARATION OF PROPOSAL:

Proposals must be in envelopes clearly marked on the outside with the name of the proposal and the proposal due date and time. Proposals shall be addressed to: GREENVILLE UTILITIES COMMISSION, 401 S. GREENE STREET, GREENVILLE, NORTH CAROLINA 27834, ATTENTION: Purchasing Department, Cleve Haddock, CLGPO, Procurement Coordinator.

EVALUATION AND AWARD:

Proposals will be evaluated by GUC personnel. Selected vendors may be requested to present formal presentations/demonstrations on site on a date and time mutually agreeable by both parties.

EVALUATION CRITERIA:

Vendor selection shall be based on evaluation and rating of Vendor's demonstrated competence and qualifications/performance for the type of services/products to be offered. The following guidelines will be used as minimum criteria for rating the Vendor:

- The quality of references from past customers of vendor.
- Quality of approach and methodology that demonstrates an understanding of the requirements.
- Quality, extent and relevance of vendor's staff / experience in conducting service(s).
- Vendor's response time for service(s).
- Overall cost

GUC reserves the right to reject all proposals or accept such proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the proposal. GUC is not obligated to accept the lowest cost proposal. If a proposal is to be awarded, it will be awarded to the responsible, responsive respondent whose evaluation by GUC indicates that the award will be in GUC's best interests.

MINORITY BUSINESS PARTICIPATION PROGRAM:

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

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E-VERIFY:

Letter of Compliance to E-Verify for Greenville Utilities Commission

1. I have submitted a bid for contract or desire to enter into a contract with the Greenville Utilities Commission;
2. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
3. ____ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or
4. ____ I employ less than fifteen (15) employees in the State of North Carolina.
5. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that to the best of my knowledge and subcontractors employed as a part of this bid and/or contract, are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
6. ____ After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter; or
7. ____ Employ less than fifteen (15) employees in the State of North Carolina.

Specify subcontractor: _____

_____ (Company Name)

By: _____ (Typed Name)

_____ (Authorized Signatory)

_____ (Title)

_____ (Date)

These Forms Must be Completed, Signed and Returned With The
Respondents Proposal.

BUSINESS STATEMENT

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

Contact Person's Name: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Business License No.: _____ City: _____

State: _____ Expiration Date: _____

Federal ID No. or Social Security No.: _____

Type of Organization: (Check all that apply)

- ☐ Corporation, under the laws of the State of _____
- ☐ Individual
- ☐ Joint Venture
- ☐ Municipal, State, or Federal
- ☐ S Corporation
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Non-Profit Corporation
- ☐ Small Business Enterprise: A business enterprise that is independently owned and operated; organized for profit; is not dominant in its field; and meets the criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.

VENDOR PROFILE QUESTIONNAIRE

Question	Answer
Organization name and corporate location?	
What is your organizations primary business?	
Is your organization a subsidiary to a larger parent company? If so, whom?	
Length of time your organization has been in business providing this type of services/products?	
Organization ownership?	
Number of employees: <ul style="list-style-type: none">• Total• Development• Product Support• Professional Services	

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REFERENCES

The respondent must provide 3 references where the requested unit/services/products of this RFP were implemented.

	REFERENCE NO. 1
NAME OF FIRM	
CUSTOMER'S BUSINESS/OPERATIONS	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE NO.	
CONTACT	
	REFERENCE NO. 2
NAME OF FIRM	
CUSTOMER'S BUSINESS/OPERATIONS	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE NO.	
CONTACT	
	REFERENCE NO. 3
NAME OF FIRM	
CUSTOMER'S BUSINESS/OPERATIONS	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE NO.	
CONTACT	

TERMS AND CONDITIONS

GUC reserves the right to reject all proposals or accept such proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the proposal. GUC is not obligated to accept the lowest cost proposal.

CONFLICT OF INTEREST:

In general, conflicts of interest relate to the potential for self-gain usually, but not always, of a fiscal nature. Potential for self-gain can serve to undermine the judgment or objectivity of vendors providing consultation services. A potential or actual conflict of interest exists when commitments and obligations to GUC are likely to be compromised by a vendor's other interests or commitments, especially economic, particularly if those interests or commitments are not disclosed. Not all conflicting interests are necessarily impermissible. Timely and complete disclosure of potential conflicts of interest may be a satisfactory remedy and protects the consultant from suspicion and accusations of breach of professional integrity. Vendors are asked to disclose any situation or relationship that might be regarded as potential conflict of interest with, but not limited to, their expected duties and recommendations as defined in this RFP.

VENDOR INCURRED COSTS:

All costs that may be incurred to prepare proposals, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and for the entire contract negotiations process if applicable, shall be the sole responsibility of each vendor. GUC is not responsible under any circumstances for reimbursement of any costs that may be incurred by vendors during the proposal preparation, subsequent selection or negotiation stages.

MINORITY BUSINESS PARTICIPATION PROGRAM:

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

PROPOSAL WITHDRAWAL:

A proposer must notify GUC in writing of its request to withdraw a proposal within seventy-two (72) hours after the proposal opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists and that the proposal was submitted in good faith.

AFFIRMATIVE ACTION:

The Provider will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

MEDIATION/BINDING ARBITRATION:

In the event of any dispute between the Parties, the Parties agree to submit any dispute to nonbinding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating

in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation. In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

INDEMNITY PROVISION:

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint venturers, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina, shall be provided by Provider.

GOVERNING LAWS:

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

ADMINISTRATIVE CODE:

Bids, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code.

CONTRACT PERIOD

This Agreement(s) shall be for a one (1) year period. Based on mutual agreement between the parties, this agreement(s) may be renewed for additional annual renewal extension(s), not exceeding a total five (5) year contract term. The pricing for annual renewal will be subject to the mutual agreement between the parties.

SECTION II

TECHNICAL SPECIFICATIONS FOR GROUNDS MAINTENANCE SERVICES

GENERAL DESCRIPTION

The Contractor is to supply labor, tools and equipment necessary to constitute a crew capable of grass cutting, shrubbery maintenance, chemical spraying and all tasks necessary to maintain the landscaped areas inside and around the facilities and parking lots listed per these specifications. **No sub contracting of labor force.**

1.0 General Specifications For All Sites

- 1.1** The Contractor shall follow all applicable OSHA regulations that pertain to the nature of their business.
- 1.2** Equipment storage will **only** be allowed while work is in progress unless otherwise stated.
- 1.3** The Contractor may apply herbicide and pesticide chemicals, unless otherwise stated to control growth along fence lines to prevent grass, vines and weeds from growing into fence fabric and grounds and landscape infestation; however, these chemicals will be the responsibility of the Contractor, and the Contractor must have all licenses and permits necessary to apply any chemicals used. Care must also be used during application to prevent any unnecessary damage to landscaping around fence perimeters. The use and application method for herbicides and pesticides must be pre-approved by the GUC point of contact for each site.
- 1.4** Fire ant control must be performed in compliance with the GUC Fire Ant Control Plan (reference page 49 of this proposal). The cost of spot treatment for mounds is to be included in your over all proposal. Large area treatment (fipronil) will be performed as specified by the Building and Grounds Maintenance Superintendent. This pricing will not be considered for the proposal evaluation; however, prices must be submitted on **Exhibit A**, page 14 of 48 of this proposal for future reference.
- 1.5** The contractor shall be on call during inclement weather and storms to assist GUC as needed with sidewalks, grounds and parking areas. These services must be pre-approved by the Bldg & Grounds Maintenance Superintendent.
- 1.6** GUC will notify contractors 72 hours in advance if site service(s) should not be performed.
- 1.7** Failure of the Contractor to meet or perform work to specifications as deemed by Greenville Utilities Commission shall warrant immediate cancellation of the contract(s).
- 1.8** The contract period will be from February 1, 2018 to January 31, 2019.

- 1.9 Greenville Utilities shall be billed at the end of each month. Payment for services rendered will be made within thirty (30) days of submission of a proper invoice.

2.0 Grass Cutting/Shrubbery Maintenance

2.1 General Cleanup

The Contractor shall pick up litter from grounds, parking area and entrances. Sidewalks are to be inspected and swept as needed. This service is to be performed each time mowed.

2.2 Grass

All grass cutting shall be done in a professional manner. All grass areas to be mowed as needed to assure neatness of area all year round. During the growing season (April 1 through October 31) the grass will be mowed on a weekly basis, unless otherwise specified. Trimming around buildings, trees and shrubbery (weed-eater) each time mowed. Treat any diseased areas. Sweep, blow-off or vacuum sidewalks after mowing to remove all clippings. In case of rain, to be performed as contractors schedule permits.

2.3 Edging

All curbs and sidewalks to be edged as needed and trimmings are to be cleaned up immediately. Roundup will be sprayed in cracks for herbicidal removal of unsightly weeds and grass.

2.4 Trees

The contractor will generally spray trees twice a year. Treat any disease or insect damage immediately with chemicals necessary for control. The contractor will trim the trees in the landscape areas as often as necessary to maintain the vegetation

2.5 Shrubbery

The contractor will trim the shrubbery in the landscape areas to maintain the vegetation. Generally the shrubbery will be trimmed twice a year (spring and summer). The contractor will treat any disease or insect damage immediately with chemicals necessary for control.

2.6 Plant Beds

The contractor will keep the plant beds weed free. The contractor will check all beds when mowing and trimming and remove weeds at that time. The contractor will trim the landscape areas as often as necessary to maintain the vegetation.

2.7 Wet Conditions

The contractor will avoid cutting the grass under extremely wet conditions where heavy mowers could rut the soil. In the event that the site is too wet to cut, notify contact person of the site's condition.

2.8 Fertilizer Application

The Contractor will fertilize all grass areas and shrubbery as needed.

2.9 Mulching

The contractor will provide labor for mulching one time during the year. Mulch application is considered incidental to site maintenance and costs should be included in total price for maintenance at each site.

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APPENDIX A

PRICING NOT CONSIDERED FOR THE PROPOSAL EVALUATION

ITEM	DESCRIPTION	TOTAL COST PER SQUARE FOOT
1	Large area treatment (fipronil)	\$_____

PLEASE NOTE: These prices will not be considered for the proposal evaluation; however, prices must be submitted for future reference.

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(QUOTE 1)

SPECIFICATIONS FOR LIQUIFIED NATURAL GAS PLANT GROUNDS MAINTENANCE (A.)

1.0 Scope

The work shall include grass cutting, tree, and shrubbery maintenance inside and around the facilities and parking lots listed per these specifications.

2.0 General

- 2.1** All grass cutting shall be performed in a professional manner and shall conform to these specifications.
- 2.2** Site visits are expected during the off-season at the same frequency as the mowing season. These visits will be for trash removal and all maintenance other than mowing.
- 2.3** Contact Persons

Gas System Supervisor (7:00 am-5:30 pm, Mon.-Thur.)	252-551-1485
GUC Dispatcher (24 hours, 7 days/week)	252-551-1567
Bldg & Grounds Maintenance Superintendent	252-551-2156

3.0 Grass Cutting/Shrubbery Maintenance

3.1 General Cleanup

The Contractor shall pick up litter from grounds, parking area and entrances. Sidewalks are to be inspected and swept. These services are to be performed on a weekly basis.

3.2 Grass

All grass areas to be mowed as needed to assure neatness of area all year round. During the growing season the grass will be mowed on a weekly basis. All paper, plastic, trash and debris shall be picked up prior to mowing. Trimming around buildings, trees and shrubbery (weed-eater) each time mowed. Treat any diseased areas. Sweep, blow-off or vacuum sidewalks after mowing to remove all clippings. In case of rain—to be performed as contractors schedule permits.

3.3 Edging

All curbs and sidewalks to be edged as needed and trimmings are to be cleaned up immediately. Roundup will be sprayed in cracks for herbicidal removal of unsightly weeds and grass.

3.4 Trees

The contractor will generally spray trees twice a year. Treat any disease or insect damage immediately with chemicals necessary for control. The contractor will trim the trees in the landscape areas as often as necessary to maintain the vegetation

3.5 Shrubbery

The contractor will trim the shrubbery in the landscape areas to maintain the vegetation. Generally the shrubbery will be trimmed twice a year (spring and summer). The contractor will treat any disease or insect damage immediately with chemicals necessary for control.

3.6 Plant Beds

The contractor will keep the plant beds weed free. The contractor will check all beds when mowing and trimming and remove weeds at that time. The contractor will trim the landscape areas as often as necessary to maintain the vegetation.

3.7 Wet Conditions

The contractor will avoid cutting the grass under extremely wet conditions where heavy mowers could rut the soil. In the event that the site is too wet to cut, notify the Gas System Supervisor of the site's condition.

3.8 Fertilizer Application

The Contractor will fertilize all grass areas and shrubbery as needed.

3.9 Mulching

The contractor will provide labor for mulching as required to maintain the appearance of the landscaped areas. These items will be billed separately, as needed, and must be preapproved by the Bldg. & Grounds Maintenance Superintendent.

4.0 Open Field around LNG Plant (B.)

Bush hog every 6 weeks during the growing season or more frequently as needed. This work must be preapproved by the Bldg & Grounds Maintenance Superintendent.

5.0 Optional Work at Extra Costs

5.1 Landscaping Material Replacement

The contractor will replace any bark, straw and mulch necessary to maintain the appearance of the landscaped areas. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

5.2 Landscaping Improvements

Replacing dead plants or additional improvements to existing landscape. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

5.3 Special occurrences, such as: unscheduled mowing, cleaning, trimming, must be preapproved by the Bldg & Grounds Maintenance Superintendent.

5.4 Fire Ant Treatment

Spot treatment for fire ants is included in contract. Large area treatments will be at extra costs and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

5.5 Storm Clean Up

The contractor shall be on call during inclement weather and storms to assist GUC as needed with sidewalks, grounds and parking areas. These services must be preapproved by the Bldg & Grounds Maintenance Superintendent.

6.0 Equipment Storage

Equipment storage will be allowed while work is in progress.

7.0 Sites

7.1 Listed below are all the sites, frequencies for mowing and a short description of the areas around the site that require grass cutting. As a guide, any area within the property lines of Greenville Utilities (marked by ditches and/or conduit/iron stakes) will require cutting. Areas beside service entrances, between highways and fences including ditches, and around stored equipment or material will also require cutting. Any questions should be directed to the Gas System Supervisor.

Frequency of mowing at each site will be as noted below:

- C.** Old Gate Station #2, 129 SW Greenville Blvd beside Furniture Fair, weekly
- D.** New Gate Station #2, 3225 Landmark Street, weekly
- E.** Gate Station #3, 3381 MacGregor Downs Road, weekly
- F.** Gate Station #4, 3420 E 10th St., weekly
- G.** Gate Station #5, 3270 Frog Level Rd off of Dickinson Ave Extension, weekly
- H.** CNG Filling Station, 290 Easy St., weekly
- I.** Hwy 43 Regulator Station, 3340 NC Hwy 43, weekly
- J.** Old River Road Regulator Station, 1107 Old River Road, weekly

(QUOTE 2)

SPECIFICATIONS FOR THE WATER TREATMENT PLANT GROUNDS MAINTENANCE

1.0 Scope

The work shall include grass cutting inside and around the Water Treatment Plant sites listed in these specifications.

2.0 General

2.1 All grass cutting shall be done in a professional manner and shall conform to these specifications.

2.2 Contact persons:

WTP Chief of Maintenance (7:30 am - 5:00 pm, Mon-Fri)	252-329-2270
Water Treatment Plant Operator	252- 551-1562
Bldg & Grounds Maintenance Superintendent	252-551-2156

3.0 Grass Cutting

3.1 All paper, plastic, trash and debris shall be picked up prior to mowing.

3.2 The areas to be cut at the Water Treatment Plant sites are listed in Section 5.0 of these specifications. Upon request, a GUC Representative will visit each site with the Contractor to identify these areas. Contact the WTP Chief of Maintenance, to arrange site visits.

3.3 No grass cutting will be performed on the rock area.

3.4 Trimming will be performed around all buildings, poles, trees and along the fence areas. Push mowers or weed- eaters can be used for trimming.

3.5 Some areas may need cutting more or less frequently. See Section 5.0 for intervals. The Bldg & Grounds Maintenance Supervisor will notify the Contractor of these areas.

3.6 Avoid cutting the grass under extremely wet conditions where heavy mowers could rut the soil. In the event that the site is too wet to cut, notify the WTP Chief of Maintenance.

3.7 The Contractor may apply Roundup to control growth along fence lines, to prevent grass and weeds from growing into fence fabric. These chemicals will be the responsibility of the Contractor, and the Contractor must have all licenses and permits necessary to apply any chemicals used. The Contractor **shall not** use chemicals around the fence bordering the Presettling Impoundment. Care must also be used during application to prevent any unnecessary damage to landscaping around fence perimeters.

4.0 Storage

Equipment storage will only be allowed while work is in progress.

5.0 Water Treatment Plant Descriptions

Listed below are all the sites and a short description of the areas that require grass cutting or spraying. As a guide, any area within the property lines of Greenville Utilities will require cutting. Property lines are marked by ditches and corner stakes. Areas beside service entrance, between highways and fences including ditch banks accessible to mowing equipment and around stored equipment or material will require cutting. If you have any questions, contact the WTP Chief of Maintenance.

A. Water Treatment Plant - Old River Road, behind the Airport

Mow and trim outside and inside fence area, approximately 80 acres every 7 days, except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

Mowing hours will be from 7:00am to 7:00pm, Monday through Friday.

B. Presetting Impoundment

Trim inside and outside of fence around the Impoundment. Chemicals will not be used around the Impoundment fence to control grass. The grass inside and outside the Impoundment fence will be cut with a weed-eater. The person operating the weed-eater inside the fence area will wear a life jacket, and have a safety line attached to him and be attended by a person outside the fence at all times. This area will be cut every 14 days except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

C. Berm Area

The Water Treatment Plant is protected by an engineered earthen flood berm. When cutting this area extra precaution should be taken with power equipment to prevent any rutting or turf damage. No herbicides will be used on or around the flood berm. This area will be cut every 14 days except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

D. Courtyard Area

Mow and trim the grass at the entrance to the Water Treatment Plant (no ride on equipment allowed in this area) and around all buildings and objects. Trash, grass and weeds will be removed from all plant beds. Edge all sidewalks and curbs. Sidewalks, pavements and curb joints will be free of grass, weeds and debris. The above areas are irrigated and will be mowed every 7 days.

Mowing hours will be from 7:00am to 7:00pm, Monday through Friday.

(QUOTE 3)

SPECIFICATIONS FOR THE WATER TREATMENT PLANT REMOTE SITES GROUNDS

MAINTENANCE

1.0 Scope

The work shall include grass cutting inside and around the Water Resources sites listed in these specifications.

2.0 General

2.1 All grass cutting shall be done in a professional manner and shall conform to these specifications.

2.2 Contact persons:

WTP Chief of Maintenance (7:30 am - 5:00 pm., Mon-Fri)	252-329-2270
Water Treatment Plant Operator	252-551-1562
Bldg & Grounds Maintenance Superintendent	252-551-2156

3.0 Grass Cutting

3.1 All paper, plastic, trash and debris shall be picked up prior to mowing.

3.2 The areas to be cut at each remote site are listed in Section 5.0 of these specifications. Upon request, a Greenville Utilities Representative will visit each site with the Contractor to identify these areas. Contact the WTP Chief of Maintenance, to arrange site visits.

3.3 No grass cutting will be performed on the rock area.

3.4 Trimming will be performed around all buildings, poles, trees and along the fence areas. Push mowers or weed- eaters can be used for trimming.

3.5 Some areas may need cutting more or less frequently. See Section 5.0 for intervals. A GUC Representative will notify the Contractor of these areas.

3.6 Avoid cutting the grass under extremely wet conditions where heavy mowers could rut the soil. In the event that the site is too wet to cut, notify the WTP Chief of Maintenance.

3.7 The Contractor may apply chemicals to control growth along fence lines to prevent grass, vines and weeds from growing into fence fabric; however, these chemicals will be the responsibility of the Contractor, and the Contractor must have all licenses and permits necessary to apply any chemicals used. Care must also be used during application to prevent any unnecessary damage to landscaping around fence perimeters.

4.0 Storage

Equipment storage will only be allowed while work is in progress.

5.0 Remote Site Description

Listed below are all the sites and a short description of the areas around the remote sites that require grass cutting. As a guide, any area within the property lines of Greenville Utilities will require cutting. Property lines are marked by ditches and corner stakes. Areas beside service entrance, between highways and fences including ditch banks accessible to mowing equipment and around stored equipment or material will require cutting. If you have any questions, contact the WTP Chief of Maintenance.

E. Old Water Treatment Plant - located off Third Street and Plant Road

Cutting will include all areas inside the double gate, on the hill to the left, and the left side of the railroad tracks to the river banks every 14 days, except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

F. Southside Tank - next to Wal-Mart

Spray all rocked areas and plant beds for weeds and grass. Mow grassy areas every 14 days except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

G. Jarvis Street Old Tank Site - First and Jarvis Streets

Mow and trim all grass inside and outside the fenced area every 14 days except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

H. Washington Street Well Site - 13th and Washington Streets

Mow and trim outside and inside the fence area every 14 days, except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

I. Glaxco Wellcome Well Site - Hwy 264 across from Dougherty Equipment Company

Mow and trim inside double gate from ditch to power line and from fence to parking lot in rear of site every 14 days, except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

J. Industrial Blvd. Well Site - Industrial Blvd. and Old Creek Road next to Hendrix and Dail Company Spray rocked driveway for weeds and grass. Mow from bridge and creek bank over to Hendrix and Dail fence line from road to rear of site every 14 days, except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

K. North Green Street Well Site - North Green Street and Airport Road.

Mow and trim all grass area inside and outside fence area every 14 days, except during periods of low or high growth, at which times the interval will be adjusted by the Bldg & Grounds Maintenance Superintendent.

L. Aquifer Storage and Recovery (ASR) Site – Inside LNG Plant Area.

Grass cutting along the edge of the roads, weed eating or pulling of weeds inside the fenced in areas, and leaf cleanup of the entire area during the fall. Presently performed once every 2 weeks, but might need additional attention during the peak of falling leaves. FYI, this area has wells located onsite and no pesticides can be used within 100' of them.

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(QUOTE 4)

SPECIFICATIONS FOR ELECTRICAL SUBSTATION GROUNDS MAINTENANCE

1.0 Scope

The work shall include grass cutting and shrubbery maintenance inside and around the substation and industrial sites listed per these specifications.

2.0 General

- 2.1 All grass cutting shall be performed in a professional manner and shall conform to these specifications.
- 2.2 The Greenville Utilities' Dispatcher shall be notified of any work to be performed in a substation prior to entering a substation. The Contractor shall give his/her name, company name, the name of the substation, and the nature of the work to be performed.
- 2.3 Site visits are expected during the off-season at the same frequency as the mowing season. These visits will be for trash removal and all maintenance other than mowing.

2.4 Contact Persons

GUC Dispatcher (24 hours, 7 days/week)	252-551-1567
Substation/Communications Supervisor (8:00 am- 5:00pm, M-Fri)	252-551-1588
Bldg & Grounds Maintenance Superintendent	252-551-2156

3.0 Grass Cutting/Shrubbery Maintenance

- 3.1 The Contractor shall pick up and remove all trash and debris prior to anyone mowing the substation grass.
- 3.2 The areas to be cut at each substation site are mentioned in Section 7.0 of these specifications. Prior to beginning the contract work, Substation/Communications Supervisor, will visit each site with the Contractor to identify these areas.
- 3.3 No mowers shall be allowed on the substation rock area while the mower blades are engaged.
- 3.4 Due to the nature of the substation rock area, special attention should be paid to avoid kicking rocks toward the substation equipment. In the event that any debris should strike any substation equipment, it shall be reported immediately to the Greenville Utilities' Dispatcher. **Do not make any attempt to inspect or repair any substation equipment.**

- 3.5 Small areas and areas around stored equipment/materials will require the use of push mowers and/or weed trimmers.
- 3.6 Avoid cutting the grass under extremely wet conditions where heavy mowers could rut the soil. In the event that the site is too wet to cut, notify the Substation/Communications Supervisor of the situation.
- 3.7 The Contractor will water and trim the shrubbery in the landscape areas as often as necessary to maintain the vegetation.
- 3.8 The Contractor will replace any bark, straw, mulch, and dead plants necessary to maintain the appearance of the landscaped areas. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.0 Limited Areas

- 4.1 No Contractor will be allowed inside the substation control house.
- 4.2 No Contractor shall be allowed to perform any work within the rock area of the substation (except along the perimeter fence for picking up trash and spraying fence line).

5.0 Storage

- 5.1 Equipment storage will be allowed while work is in progress.
- 5.2 Equipment shall be stored in the grassed area of the substation well away from any entrances or electrical facilities.

6.0 Safety

- 6.1 Prior to beginning the contract work, the Contractor and all those people who will be inside the substation at any time during the contract period, shall attend a substation safety briefing by the Substation/Communications Supervisor.

7.0 Substations

- 7.1 Listed below are all the sites, frequencies for mowing and a short description of the areas around the substation that require grass cutting. As a guide, any area within the property lines of Greenville Utilities (marked by ditches and/or conduit/iron stakes) will require cutting. Areas beside service entrances, between highways and fences including ditches, and around stored equipment or material will also require cutting. Any questions should be directed to the Substation/Communications Supervisor.

Frequency of mowing will either be weekly or bi-weekly and is indicated under each individual location.

- A. **Greenville 230 KV Substation** – 1101 North Holly Street located off Mumford Road across from Greenville Utilities' Operations Center.

Cutting will be required inside the substation and around the stored equipment; outside the substation, a 15' wide strip around the fence and between the fences and service roads (both sides) including the ditch.

(Mowing to be performed bi-weekly)

- B. **Simpson Substation** – 1200 L.T. Hardee Road beside Norfolk Southern Railroad near Hardee Acres

Inside the substation around the rocked area and stored material; outside the substation, along both sides of the service entrance to the road and around the right side and the back of the substation; a five foot strip down the left side of the station. **(Mowing to be performed weekly)**

- C. **Hollywood Substation** – 2032 Mills Road at the intersection of NC 43 South and Mills Road near D. H. Conley High School.

Inside the substation around the rocked area; outside the substation, in front between Mills Road and the fence and in the back between NC 43 and the fence; left side between the fence and the ditch. **(Mowing to be performed weekly)**

- D. **Stokestown Substation** – 3850 NC 102 at the intersection of NC 102 and Stokestown – St. John Road in Stokestown

Inside the substation, around the rocked area; outside the substation, between the fence and surrounding ditch banks; between the fence and woods, ditches included. **(Mowing to be performed bi-weekly)**

- E. **Winterville Substation** – 490 West Firetower Road, behind Cal-Maine Feeds and beside CSX Railroad From W. Firetower Road along both sides of the service entrance (including the ditches to the yellow boundary marker) to a line even with the back of the substation fence; inside the substation between rocked area and fence; outside the back of the substation from the fence to the wood line; between the railroad and the east fence to the cemetery; from the fence approximately three feet toward the cemetery. **(Mowing to be performed weekly)**

- F. **Frog Level Substation** - 3308 Frog Level Road near US 264. Alternate at Frog Level Large area inside the substation; outside the substation between fence and the ditches, as well as both sides of the service road to the property boundary, including the ditches. **(Mowing to be performed weekly)**

- G. Westside Substation** - 1101 B's Barbeque Road between NC 43 North and US 264 near B's Barbecue in front of the substation between SR 1202 and substation fence; along both sides of the substation fence to the field on the right and 40' between the fence and apartments; behind the substation between the woods and the substation fence; inside the substation in the far back; ditches along SR 1202 and alongside the apartments. **(Mowing to be performed weekly)**
- H. Evans Street Substation** – 190 East Howell Street Evans Street and the railroad tracks behind the old Fort Henry's Army Navy Store A 10' strip along each side of the service entrance road from parking lot to the railroad tracks; the area between the substation and railroad, about 20'; ditch along railroad. **(Mowing to be performed bi-weekly)**
- I. Bells Fork Substation** – 4000 Bells Chapel Road south of Bells Fork between substation fence and SR 1898, including ditch; a 10' strip down left side of fence by the brick house and down right side of fence including the ditch; behind the substation to the shrub line; nothing inside the fence. **(Mowing to be performed bi-weekly)**
- J. Power Plant Substation** – 190 Plant Street located at intersection of Third and Plant Streets inside the fence, all grass area including the hill; outside the fence, between the fence and the hill to the right including the hill; between the fence and Third Street and between the fence and Plant Street. **(Mowing to be performed bi-weekly)**
- K. Eastern Bypass Substation** – 2350 Old Pactolus Road between NC 33 and US 264 inside the fence, the grass area and around the stored equipment and material; outside the fence, between the road and the front of the fence; a 5' strip around the remaining sides. **(Mowing to be performed bi-weekly)**
- L. Southside Substation** – 130 SW Greenville Blvd located between Arby's and Payless Shoesource nothing inside the substation; outside the fence, between the fence and Greenville Blvd.; between the fence and Goody's parking lot and approximately a 10' strip between the fence and Payless and the fence and Arby's lot. **(Mowing to be performed weekly)**
- M. Ayden Substation** – 3592 Old NC 11 located on the right just before Ayden. This site is no longer in service, however, it will require two cuttings with a bush hog mower during the season. **(Mowing to be performed bi-annually)**
- N. Wellcome Substation** - 5595 NE Greenville Blvd across from Yale near ASMO inside the substation, all of the grass area; outside the substation, between the fence and Hwy 264; on the right between the fence and the woods and both sides of the service entrance; on the left between the fence and the ditch and in the rear between the fence and the ditch. **(Mowing to be performed bi-weekly)**

- O. **Northside Substation** - 300 Staton Road located next to City of Greenville Fire Station inside the substation, all of the grass area including around stored equipment and materials; outside the fence, between the fence and Stanton Blvd.; a 10' strip on the right side and back of the fence; on the left side between the fence and the parking lot. **(Mowing to be performed weekly)**
- P. **Eastside Substation** - 1595 SE Greenville Blvd located near the intersection of 14th Street. Inside the substation, all of the grass area; outside the fence, between the fence and Greenville Blvd. and between the fence and the railroad tracks; a 5' strip on the remaining two sides. **(Mowing to be performed weekly)**
- Q. **MacGregor Downs/230 West Substation** – 3280 MacGregor Downs Road located approximately ½ mile from intersection of B's BBQ Road & MacGregor Downs Road. All grass and landscape are outside the fence. Approximately 5 ½ acres could be bush-hog mowed and approximately 1 acre located around the various shrubbery beds should be finish mowed. **(Mowing to be performed bi-weekly)**
- R. **Mt. Pleasant Substation** – 1039 Belvoir School Road located near Hardy Road between Belvoir School Road and US 264 NW Bypass. Cutting will be required from Belvoir School Road along both sides of the service entrance (including ditches to the woods line or the field). The retention pond on the west side of the substation and all drainage swells around the fence perimeter. **(Mowing to be performed bi-weekly)**
- S. **Dickinson Avenue Substation** – 2244 Dickinson Avenue located between Dickinson Avenue and railroad beside the ECU satellite parking lot across from the Moose Lodge. Cutting will be required from Dickinson Avenue along both sides of the service entrance from the ditch centerline to the fence all the way to the railroad. The retention pond and the drainage swells around the perimeter fence. Include the area from the railroad to the substation fence. **(Mowing to be performed weekly)**
- T. **Fleming Solar Farm** -- 1772 Fleming School Road. Cut inside the small fenced area on the side of the property where GUC has their meter and control equipment located. **(Mowing to be performed bi-weekly)**
- U. **Whichard Solar Farm** – 1229 Rams Horn Road. Cut inside the small fenced area the left of the main gate where GUC has their meter and control equipment located. **(Mowing to be performed bi-weekly)**
- V. **G230 South -- 2650 Mills Road.** Mow or trim the ditches around the station and the entire area in front of the station. **(Mowing to be performed weekly)**

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(QUOTE 5)

SPECIFICATIONS FOR BUILDING GROUNDS MAINTENANCE

1.0 Scope

The work shall include grass cutting and shrubbery maintenance inside and around the facilities and parking lots listed per these specifications.

2.0 General

2.1 All grass cutting shall be performed in a professional manner and shall conform to these specifications.

2.2 Site visits are expected during the off-season at the same frequency as the mowing season. These visits will be for trash removal and all maintenance other than mowing.

2.3 Contact Persons

Bldg & Grounds Maintenance Superintendent (8:00am - 5:00pm, M-F) 252-329-2156

GUC Dispatcher (24 hours, 7 days/week) 252-551-1567

3.0 Grass Cutting/Shrubbery Maintenance

3.1 General Cleanup

The Contractor shall pick up litter from grounds, parking area and entrances. Sidewalks are to be inspected and swept as needed. This service is to be performed each time mowed.

3.2 Grass

All grass areas to be mowed as needed to assure neatness of area all year round. During the growing season the grass will be mowed on a weekly basis. Trimming around buildings, trees and shrubbery (weed-eater) each time mowed. Treat any diseased areas. Sweep, blow-off or vacuum sidewalks after mowing to remove all clippings. In case of rain, to be performed as contractors schedule permits.

3.3 Edging

All curbs and sidewalks to be edged as needed and trimmings are to be cleaned up immediately. Roundup will be sprayed in cracks for herbicidal removal of unsightly weeds and grass.

3.4 Trees

The contractor will generally spray trees twice a year. Treat any disease or insect damage immediately with chemicals necessary for control. The contractor will trim the trees in the landscape areas as often as necessary to maintain the vegetation.

3.5 Shrubbery

The contractor will trim the shrubbery in the landscape areas to maintain the vegetation. Generally the shrubbery will be trimmed twice a year (spring and summer). The contractor will treat any disease or insect damage immediately with chemicals necessary for control.

3.6 Plant Beds

The contractor will keep the plant beds weed free. The contractor will check all beds when mowing and trimming and remove weeds at that time. The contractor will trim the landscape areas as often as necessary to maintain the vegetation.

3.7 Wet Conditions

The contractor will avoid cutting the grass under extremely wet conditions where heavy mowers could rut the soil. In the event that the site is too wet to cut, notify the Bldg & Grounds Maintenance Supervisor of the site's condition.

3.8 Fertilizer Application

The Contractor will fertilize all grass areas and shrubbery as needed.

3.9 Mulching

The contractor will provide labor for mulching as required to maintain the appearance of the landscaped areas. These items will be billed separately, as needed and must be preapproved by the Bldg. & Grounds Maintenance Superintendent.

4.0 Optional Work at Extra Costs

4.1 The contractor will replace any bark, straw and mulch necessary to maintain the appearance of the landscaped areas. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.2 Planting of winter rye in the fall to provide a green lawn during the winter months. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.3 Replacing dead plants or additional improvements to existing landscape. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.4 Special occurrences

Such as: unscheduled mowing, cleaning, trimming, pressure washing parking lots, sidewalks, roofs, etc. These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.5 Annual color and plants

These items will be billed separately, as needed, and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.6 Fire Ant Treatment

Spot treatment for fire ants is included in contract. Large area treatments will be at extra costs and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.7 Storm Clean Up

The contractor shall be on call during inclement weather and storms to assist GUC as needed with sidewalks, grounds and parking areas. These services must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.8 Snow and Ice Removal

The contractor shall be on call during snow and ice storms to remove snow and ice as needed in parking lots and sidewalks. All snow and ice removal work must be preapproved by the Bldg & Grounds Maintenance Superintendent.

4.8.1 The contractor shall provide all labor, materials and equipment to effectively remove snow and ice in a timely manner.

4.8.2 The hourly costs for general labor, small / large equipment (with operator) will be determined as required. Material costs will be determined at time of service.

4.9 Vacant Lot behind Bldg C, Mumford Road

Bush hog every 6 weeks during the growing season or more frequently as needed. Spray round up along the fence line 2 times a year to control vegetation. This work is to be billed separately and must be preapproved by the Bldg & Grounds Maintenance Superintendent.

5.0 Storage

Equipment storage will **only** be allowed while work is in progress.

6.0 Safety

The Contractor shall follow all applicable OSHA regulations that pertain to the nature of their business.

7.0 Sites

7.1 Listed below are all the sites, frequencies for mowing and a short description of the areas around the site that require grass cutting. As a guide, any area within the property lines of Greenville Utilities (marked by ditches and/or conduit/iron stakes) will require cutting. Areas beside service entrances, between highways and fences including ditches, and around stored equipment or material will also require cutting. Any questions should be directed to the Bldg & Grounds Maintenance Supervisor.

Frequency of mowing will be weekly at each site.

- A. Express** – located at 509 SE Greenville Blvd.
- B. Administrative Building** – located at 401 South Greene Street
- C. Crepe Myrtle Parking Lot** – located across the street from the administrative building on 4th Street
- D. Operations Center** – located at 801 Mumford Road

- E. 5th & Pitt Parking Lot** – located at the corner of 5th & Pitt Streets
- F. Hwy 43 Residence** – located at 3339 US 43
- G. Vacant Lot** – 0 West Arlington Blvd, by Fire Department

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(QUOTE 6)

SPECIFICATIONS FOR THE WASTEWATER TREATMENT PLANT GROUNDS

MAINTENANCE

1.0 Scope

The work shall include grass cutting inside and around the Wastewater Treatment Plant sites listed in these specifications.

2.0 General

2.1 All grass cutting shall be done in a professional manner and shall conform to these specifications. Mowing hours will be from 7:00 am to 7:00 pm, Monday through Friday.

2.2 Contact persons:

WWTP Chief of Maintenance (7:30 am - 5:00 pm., Mon-Fri)	252-551-1545
Wastewater Treatment Plant	252- 551-3304
Bldg & Grounds Maintenance Superintendent	252-551-2156

3.0 Grass Cutting/ Maintenance

3.1 General Cleanup

The Contractor shall pick up litter from grounds, parking area and entrances. Sidewalks are to be inspected and swept as needed. This service is to be performed each time mowed during the mowing season and as needed during the off-mowing season.

3.2 Turf Care

All grass areas will be mowed 7 to 10 days during the growing season. The growing season is April 1 through October 31. During the non-growing season months, the grass will be cut as needed, but not less than every 30 days. The recommended height for centipede is 2 inches. If the grounds are rutted due to equipment or carelessness of the operator, maintenance contractor must bear the cost of repairing the damaged area.

3.3 Edging and Trimming

Edge all sidewalks, curbs, driveways, streets, etc. at least twice per month during the growing season so that no grass grows over the adjacent non-grass surface. Edging is to be accomplished with a blade edger or commercial cord edger cutting a vertical groove. Edging of tree and planter beds shall be accomplished at least twice per month during the growing season to maintain a neat appearing line that preserves the original configuration of the bed. Trimming of all grass fences and other obstructions shall be accomplished in accordance with the mowing procedures.

3.4 Weed Control

Landscaped areas around all units, homes, tree and plant beds are to be checked and cleaned for weeds on a 10 to 14 day basis. The natural areas are to be checked once a month for weeds and maybe treated with herbicide. All grass and weeds growing in pavement joints, sidewalks and perimeter patio slabs will be treated with herbicide.

3.5 Lawn Fertilizer & Weed Program

3.5.1 (Centipede lawn area size estimate at 20 acres) February thru March one application of preemergence herbicides. March thru May one application of post-emergence herbicides. May thru June one application of fertilizer with iron. September thru November one application of potassium sulfate. November thru December one application of pre-emergence. March thru June aeration of lawn areas.

4.0 Wastewater Treatment Plant Site Descriptions

Listed below are all the sites and a short description of the areas. If you have any questions, contact the WWTP Chief of Maintenance.

A. Wastewater Treatment Plant – 240 Aqua Lane.

Both sides of road coming into the plant, all areas inside the fence and designated areas outside the fence, such as centipede field and 10' wide strip around the outside perimeter of the chain link fence. Pick up trash and paper around areas mowed.

B. Green Mill Run Pump Station – 430PS West Arlington Blvd.

Mow area on both sides of path into pump station, mow and trim area inside fence and around pump station. Pick up trash and paper around areas mowed.

C. Southside Pump Station – 1810PS Cemetery Road.

Mow and trim area inside of fence and outside perimeter of chain link fence. Pick up trash and paper around areas mowed.

D. Fork Swamp Regional Pump Station – 4698PS Corey Road, Corey Ridge subdivision.

Mow and trim inside fence area and around fence area. Pick up trash and paper around areas mowed.

E. North River Pump Station – 820PS W. Belvoir Road, Belvoir Road and Haw Drive at Greenfield Terrace Subdivision.

Cut open area from road to tree line and around pump station. Pick up trash and paper around areas mowed.

- F. **Westside Pump Station** – 2760 West 5th Street Greenville, NC – Mow and trim inside and outside fence area and on each side of road going to pump station from main road (West 5th). Pick up trash and paper around areas mowed. Pick up trash and paper around areas mowed.
- G. **Northside Pump Station** – 1890PS Pactolus Hwy., 33 E., ¼ mile east of Mumford Road. Mow area on both sides of path into pump station, mow and trim area inside fence and around pump station. Pick up trash and paper around areas mowed.
- H. **Farrington Pump Station** – 1211 Traftaig Road, off of Corey Road. Mow and trim inside of fence and around to the street. Pick up trash and paper around areas mowed.
- I. **Industrial Park Pump Station** – 986PS Staton Road
Mow one mower width along entry path and outside perimeter of fence. Spray gravel inside of fence for weed control. Pick up trash and paper around areas mowed.
- J. **Brooke Valley Pump Station** -- 290 York Rd. Brook Valley Subdivision, Corner of York and King George Rd. Greenville, NC – Mow and trim outside station area around ditch, roadside, and driveway entrance. Pick up trash and paper around areas mowed.
- K. **Indian Wells Pump Station** -- 2685 Ivy Rd. Greenville, NC – Mow and trim outside station area fence, ditch, roadside, and both driveway entrances. Pick up trash and paper around areas mowed.
- L. **Sterling Pointe PS** – 3929 Sterling Pointe Drive – Mow and trim inside and outside fence area and on each side of road going to pump station from main road (Sterling Pointe Dr.). Pick up trash and paper around areas mowed.

SUBMIT PROPOSALS ON ATTACHED PROPOSAL FORM(S)

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GROUP I
PROPOSAL FORM(S)

(QUOTE 1)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
A	LNG Plant (Weekly)	\$ _____	\$ _____
B	Open field (Every 6 weeks or as needed during growing season)	\$ _____	\$ _____

(QUOTES 2 & 3)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
A	Water Treatment Plant Site (Weekly)	\$ _____	\$ _____
B	Presetling Impoundment (Bi-weekly)	\$ _____	\$ _____
C	Berm Area (Bi-weekly)	\$ _____	\$ _____
D	Courtyard (Weekly)	\$ _____	\$ _____
E	Old Water Treatment Plant Site (Bi-weekly)	\$ _____	\$ _____

(QUOTE 5)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
D	Operations Center (Weekly)	\$ _____	\$ _____

(QUOTES 6)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
A	Waste Water Treatment Plant Site (Weekly)	\$ _____	\$ _____
TOTALS GROUP 1, QUOTES 1-6		\$ _____	\$ _____

GROUP II
PROPOSAL FORM(S)

(QUOTE 1)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
C	Old Gate Station #2, SW Greenville Blvd (Weekly)	\$_____	\$_____
D	New Gate Station #2, Landmark St (Weekly)	\$_____	\$_____
E	Gate Station #3, 3381 MacGregor Downs Road, (Weekly)	\$_____	\$_____
F	Gate Station #4, 3420 E 10 th St., (Weekly)	\$_____	\$_____
G	Gate Station #5, 3270 Frog Level Rd, (Weekly)	\$_____	\$_____
H	CNG Filling Station, 290 Easy St., (Weekly)	\$_____	\$_____
I	Hwy 43 Regulator Station, 3340 NC Hwy 43, (Weekly)	\$_____	\$_____
J	Old River Road Regulator Station, 1107 Old Riverview Rd, (Weekly)	\$_____	\$_____

(QUOTES 2 & 3)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
F	Southside Tank (Bi-weekly)	\$_____	\$_____
G	Jarvis Street Old Tank Site (Bi-weekly)	\$_____	\$_____
H	Washington Street Well Site (Bi-weekly)	\$_____	\$_____
I	Glaxco Wellcome Well Site (Bi-weekly)	\$_____	\$_____

J	Industrial Blvd. Well Site (Bi-weekly)	\$ _____	\$ _____
K	North Green Street Well Site (Bi-weekly)	\$ _____	\$ _____
L	ASR Site, (Bi-weekly)	\$ _____	\$ _____

(QUOTE 4)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
A	Greenville 230 KV Substation (Bi-weekly)	\$ _____	\$ _____
B	Simpson Substation (Weekly)	\$ _____	\$ _____
C	Hollywood Substation (Weekly)	\$ _____	\$ _____
D	Stokestown Substation (Weekly)	\$ _____	\$ _____
E	Winterville Substation (Weekly)	\$ _____	\$ _____
F	Frog Level Substation (Weekly)	\$ _____	\$ _____
G	Westside Substation (Weekly)	\$ _____	\$ _____
H	Evans Street Substation (Bi-weekly)	\$ _____	\$ _____
I	Bells Fork Substation (Bi-weekly)	\$ _____	\$ _____
J	Power Plant Substation (Bi-weekly)	\$ _____	\$ _____
K	Eastern Bypass Substation (Bi-weekly)	\$ _____	\$ _____
L	Southside Substation (Weekly)	\$ _____	\$ _____
M	Ayden Substation (Bi-annually)	\$ _____	\$ _____
N	Wellcome Substation (Bi-weekly)	\$ _____	\$ _____
O	Northside Substation (Weekly)	\$ _____	\$ _____
P	Eastside Substation (Weekly)	\$ _____	\$ _____
Q	McGregor Downs/230 West Substation (Bi-weekly)	\$ _____	\$ _____

R	Mt. Pleasant Substation (Bi-weekly)	\$ _____	\$ _____
S	Dickinson Avenue Substation (Weekly)	\$ _____	\$ _____
T	Fleming Solar Farm -- 1772 Fleming School Road. (Bi-Weekly)	\$ _____	\$ _____
U	Whichard Solar Farm – 1229 Rams Horn Road (Bi-Weekly)	\$ _____	\$ _____
V	G230 South - 2650 Mills Road (Weekly)	\$ _____	\$ _____

(QUOTE 5)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
A	Express (Weekly)	\$ _____	\$ _____
B	Administrative Building (Weekly)	\$ _____	\$ _____
C	Crepe Myrtle Parking Lot (Weekly)	\$ _____	\$ _____
E	5 th & Pitt Parking Lot – located at the corner of 5 th & Pitt Streets	\$ _____	\$ _____
F	Hwy 43 Residence – located at 3339 US 43	\$ _____	\$ _____
G	Vacant Lot – located at 0 West Arlington, by Fire Department	\$ _____	\$ _____

(QUOTE 6)

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
B	Green Mill Run Pump Station (Weekly)	\$ _____	\$ _____
C	Southside Pump Station (Weekly)	\$ _____	\$ _____
D	Fork Swamp Pump Station (Weekly)	\$ _____	\$ _____
E	North River Pump Station (Weekly)	\$ _____	\$ _____
F	Westside Pump Station (Weekly)	\$ _____	\$ _____

G	Northside Pump Station (Weekly)	\$ _____	\$ _____
H	Farrington Pump Station (Weekly)	\$ _____	\$ _____
I	Industrial Park Pump Station (Weekly)	\$ _____	\$ _____
J	Brooke Valley Pump Station (Weekly)	\$ _____	\$ _____
K	Indian Wells Pump Station (Weekly)	\$ _____	\$ _____
L.	Sterling Pointe Pump Station (Weekly)	\$ _____	\$ _____

TOTALS GROUP II, QUOTES 1-6 \$ _____ \$ _____

TOTAL PRICE/CUT, GROUP I & II TOTAL \$ _____

TOTAL PRICE/MONTH, GROUP I & II TOTAL \$ _____

Notes: The above proposal cost are based on the work being completed during normal business hours.

PARKING LOT SWEEPING

A	Express	Parking Lot Sweeping (Monthly) \$_____
B	Administrative Building	Parking Lot Sweeping (Monthly) \$_____
C	Crepe Myrtle Parking Lot	Parking Lot Sweeping (Monthly) \$_____
D	5 th & Pitt Parking Lot	Parking Lot Sweeping (Monthly) \$_____
		Total Cost \$_____

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NON-BUSINESS HOURS COST

Prepare a proposal cost for completing the work during non-business hours for the below locations.

SITES	DESCRIPTION	TOTAL PRICE/CUT	TOTAL PRICE/MONTH
A	Express (Weekly)	\$ _____	\$ _____
B	Administrative Building (Weekly)	\$ _____	\$ _____
C	Operations Center (Weekly)	\$ _____	\$ _____
D	5 th & Pitt Parking Lot (Weekly)	\$ _____	\$ _____
Non Business Hours Total		\$ _____	\$ _____

Method of Award: GUC, in its sole discretion, may award this proposal as individual site(s), grouped site(s) or as a total proposal for all site(s).

Complete and Check All Math: It is the responsibility of the Proposer to extend all prices and supply a total price for all sites.

Copies of required license and insurance certificates must be submitted with proposal.

Contractor shall be prepared to begin work on awarded sites within 10 days of the contract award.

Contractor shall (if awarded) supply background check(s) for employees on GUC site(s).

Contractor must supply a list of currently owned, operating equipment that will be used at the GUC site(s) with proposal. Include Make, Model and Year.

Make

Model

Year

[illegible]

It is certified that this proposal is made in good faith and without collusion or connection with any other person proposing on the same above listed items. It is also certified that this proposal is made in good faith and without collusion or connection with any GUC employee(s).

Certified check or cash for \$_____n/a_____or proposal bond for \$_____n/a_____attached.

Firm Name _____ Phone (____)_____

Address _____

City _____ State_____ Zip Code_____

Fax (____) _____ E-Mail _____

Authorized Official_____ Title_____

Typed Name

Signature

Date _____

Three (3) copies of your proposal should be received no later than

January 17, 2018 at 4:00 PM (EDST).

NO PROPOSALS CONSIDERED UNLESS SUBMITTED ON THESE FORM(S)

RETURN ALL FORMS, EXCEPTION FORM(S) AND EXHIBIT A

SPECIFICATION AND PROPOSAL DOCUMENTS
RELATED TO GROUNDS MAINTENANCE SERVICES
EXCEPTION FORM

Specifications for: Grounds Maintenance Services.

Proposer's Certification: This is to certify that it is our intent to furnish equipment, material, services, etc. in absolute compliance with the proposal specification except where expressly noted below.

Instructions: The following is a list of exceptions to the proposal documents and/or specifications pertaining to the furnishing of Grounds Maintenance Services. Proposers shall identify each exception by specification page and paragraph number on this form. The omission of exception assumes complete compliance with the Specifications.

<u>Page/Paragraph #</u>	<u>Exception/Variation</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Firm Represented: _____

Typed Name: _____

Authorized Signature of Certification: _____

Date_____

MEMORANDUM

TO: All Employees
DATE: August 1, 2017
SUBJECT: 2018 HOLIDAY SCHEDULE

The following holidays will be observed by the City of Greenville and Greenville Utilities Commission during 2018:

New Year's	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving	Thursday, November 22, 2018 Friday, November 23, 2018
Christmas	Monday, December 24, 2018 Tuesday, December 25, 2018 Wednesday, December 26, 2018
New Year's (2019)	Tuesday, January 1, 2019

For 2018, the "floating holiday" has been designated as Wednesday, December 26.

This information is being provided now in order to allow you to make personal plans for the use of the holidays.


Ann E. Wall
City Manager


Anthony C. Cannon
GUC General Manager/CEO

The enclosed **Monthly Payment Request Form(s)** shall be filled out each month during the contract period and submitted with the Contractor's bill for services. The form should be filled out completely for verification of work completed. Greenville Utilities Commission shall be billed at the end of each month for the number of grass cuttings that month. Bills should be sent site specific.

SAMPLE FORM

MONTHLY PAYMENT REQUEST FORM

**GREENVILLE UTILITIES
SITE GROUNDS MAINTENANCE**

1 MONTH OF _____

SITE	DESCRIPTION	DATE STARTED	DATE COMPLETE	AMOUNT
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A	Administrative Building	_____	_____	\$ _____
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B	Express	_____	_____	\$ _____
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TOTALS A-B \$ _____

Company Name: _____

Address: _____

Authorized Official: _____

Typed Name

_____ Date: _____

Signature

Contact List by Site

Greg Roberson
Building & Grounds Maintenance Superintendent 252-551-2156

Liquified Natural Gas Plant (LNG Plant)

LNG Plant 252-551-3377
John Vernon (LNG Plant Operator) 252-551-3378 – pager 551-3371 #413
John Daughton (Gas System Supervisor) 252-551-1485 – pager 551-3371 #409

Waste Water Treatment Plant (WWT Plant)

Jason Manning (WWTP Superintendent) 252-551-1546
Bryan Bland (WWTP Chief of Maintenance) 252-551-1545
WWT Plant Operator 252-551-1543
GUC Dispatcher 252-551-1567 (24 hours/7 days a week)

Water Treatment Plant (WT Plant)

Toby Corey (WTP Chief of Maintenance) 252- 329-2270
GUC Dispatcher 252-551-1567 (24 hours/7 days a week)
Water Treatment Plant Operator 252-551-1562

Sub Stations

GUC Dispatcher 252- 551-1567 (24 hours/7 days a week)
Ken Wade (Substation/Control Engineer, Electric) 252-551-1570

Express, Administration, Crepe Myrtle Parking Lot, Operations Center

Greg Roberson (Building & Grounds Maintenance Superintendent) 252-551-2156

Greenville Utilities Commission Building and Grounds Maintenance Fire Ant Control Plan

Purpose: The purpose of the plan is to identify the method to be used by the Building and Grounds Maintenance Section to control fire ant colonies.

Scope: The scope of this plan includes proactive and reactive treatments for fire ant colonization occurring at the Engineering and Operations Center, Administration Building, Express Office, and Substations.

Methodology: Insect control always begins with good housekeeping and vegetation control practices. Outdoor trash cans, dumpsters, and other trash receptacles must be emptied frequently. When practical these receptacles should be emptied late in the day to minimize the trash in them overnight. Shrubs and other vegetation is pruned regularly so ants can't use them to avoid contact with treated areas. However, the necessity for additional control methods is still necessary for fire ants. The Building and Grounds Maintenance section uses a three step approach to control fire ant populations on maintained GUC properties.

Step 1: *Annual fipronil application*

Fipronil (Brand Name: Top Choice) will be broadcast applied to landscaping and other grounds in the late winter or early spring season each year. This application provides a "base" protection for landscaping and open grounds. Fipronil will be applied in accordance to the manufacturer's directions and does not require a pesticide application license. Fipronil is not applied to developed areas where surfaces are covered by concrete, pavement, or rock and where fire ant colonization is not likely.

Step 2: *Bait Application*

Fire ant bait (Brand Name: Amdro) application is used to control fire ant mounds in landscaping areas and grounds whenever mounds are observed and where the fipronil application appears ineffective. Bait is applied using a hand spreader. The area around the mound is treated. Bait is not applied directly to the mound. Caution must be taken not to disturb the mound during bait application. Bait is applied in accordance to the the manufacturer's directions.

Step 3: *Individual Mound Treatments*

Fire ant mounds that pose immediate threat to employees, customers, and landscaping are treated individually. Chemical treatments may include dusts or drenches. Organic treatments will be used if a suitable "quick kill" chemical treatment is not available.