

**MINERAL  
SPRINGS  
TOWN HALL  
LANDSCAPING AND  
MAINTENANCE  
BIDS**

PRESENTED BY VICKY BROOKS

JUNE 2012

# BID TABULATION

for

Mineral Springs Town Hall Landscaping and Maintenance

June 4, 2012

CONTRACTOR/ COMPANY NAME	TAYLOR & SONS MOWING & LANDSCAPING <i>Monroe, NC</i>	COLLINS TURF & LANDSCAPE <i>Pageland, SC</i>	TIM'S LAWN CARE <i>Monroe, NC</i>	NEW CREATION SERVICES <i>Monroe, NC</i>	SCOTT TURF CO <i>Waxhaw, NC</i>
Pesticide & Herbicide License Number					■■■■■
<b>Total Monthly Base Bid</b>	<i>\$290.00</i>	<i>\$495.00</i>	<i>\$510.00</i>	<i>\$435.00</i>	<i>\$461.58</i>

I hereby certify that, to the best of my knowledge and belief, this is a true and accurate tabulation of all bids received on this project.

*Vicky Brooks* 6/4/12

Vicky Brooks, CMC, Town Clerk



For bids taken on June 4, 2012 at 2:00 p.m. at the Mineral Springs Town Hall, 3506 South Potter Road, Mineral Springs, North Carolina.

**MINERAL SPRINGS TOWN HALL LANDSCAPING AND MAINTENANCE  
PRE-BID MANDATORY SITE VISIT  
MAY 23, 2012**

CONTRACTOR/COMPANY NAME	MAILING ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
Taylor & Sons Mowing & Landscaping	2623 Morgan Mill Rd Monroe, N.C 28106	704-283-6286	tdtaylor@hotmail.com
Collins Turf & Landscape	210 Carlton St Pageland, SC 29728	843-680-1154	jared@collinsturfand landscape.com
Tim's Lawn Care Tim Tyson	2811 Nesbit Rd monroe NC 28112	704-607-5405	TTyson1@windstream.net
Kevin Plyler NEW CREATION SERVICES	4808 Old Hwy Rd Monroe NC 28112	704 507 0170	NEWCREATIONSERVICES@ YAHOO.COM
Scott Fairman Scott Turf Co.	6500 The Little Rd, Waxhaw, NC, 28173	704-533-3502 704-243-0586 - Fax	SFairman@scott-turf.com SFairman@windstream.net

**TAYLOR & SONS**  
**MOWING**  
**&**  
**LANDSCAPING**



**PROPOSAL AND CONTRACT**

for

Mineral Springs Town Hall Landscaping and Maintenance

Mineral Springs, NC

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

**BASE BID:** \_\_\_\_\_ Dollars \$ 290.<sup>00</sup> per month

Respectfully submitted this 4<sup>th</sup> day of June 2012

Taylor & Sons Mowing & Landscaping  
(Contractor)

Federal ID# \_\_\_\_\_

By: Ricky Taylor

Witness: Antaly I Made

Title: Bruce

(Proprietorship or Partnership)

Address: 2623 Morgan Mill Rd.  
Monroe, NC 28110

Attest: (Corporation)

Email: cdtaylor@hotmail.com

**(Corporate Seal)**

By: \_\_\_\_\_ License#: \_\_\_\_\_

Title:  
(Corporation Secretary/Ass't Secretary)

**ACCEPTED by the TOWN OF MINERAL SPRINGS**

BY: Vicky Brooks TITLE: Town Clerk

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer \_\_\_\_\_ Date \_\_\_\_\_

References::

Town of Wingate  
Wingate, NC 28174

Town of Stallings  
Stallings, NC 28174

Town of Oakboro  
Oakboro, NC

Town of Waxhaw  
Waxhaw, NC

Village of Wesley Chapel  
Wesley Chapel, NC

**COLLINS TURF  
&  
LANDSCAPE**

**PROPOSAL AND CONTRACT**

for

Mineral Springs Town Hall Landscaping and Maintenance

Mineral Springs, NC

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

**BASE BID:** \$5,940.00 annually Dollars \$ 495.00 per month

Respectfully submitted this 30<sup>th</sup> day of May 2012

Collins Turf & Landscape  
(Contractor)

Federal ID# 

By: Jared M. Collins

Witness: \_\_\_\_\_

Title: Owner

\_\_\_\_\_  
(Proprietorship or Partnership)

Address: 210 Carlton St  
Pagehand, SC 29728

Attest: (Corporation)

Email: jared@collinsturfandlandscape.com

**(Corporate Seal)**

By: \_\_\_\_\_ License#: \_\_\_\_\_

Title:  
(Corporation Secretary/Ass't Secretary)

**ACCEPTED by the TOWN OF MINERAL SPRINGS**

BY: Vicky Brooks TITLE: Town Clerk

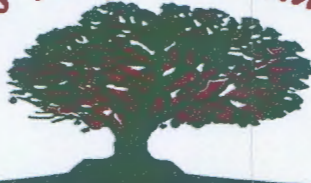
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer Date



# Collins Turf & Landscape



210 Carlton Street      Pageland, SC 29728

Ph. 843-680-1154 Fax. 843-672-7611

[www.collinsturfandlandscape.com](http://www.collinsturfandlandscape.com)

Let us take your landscape from conception to completion and beyond!

Date : May 30, 2012

From: Jared Collins

To: Town of Mineral Springs

Attn: Vicky Brooks

Subject: Landscape Maintenance Bid

Thanks for the opportunity to bid your landscape maintenance. We are a full service landscape company with 30 years combined experience. We are very committed to customer service. We build landscapes and relationships. If you choose to allow us to serve you we will take great care of your landscape by using professional quality materials, equipment, and attitude. We will make every effort to answer any question you may have or handle any request that you may have. Please visit our website [www.collinsturfandlandscape.com](http://www.collinsturfandlandscape.com) to take a look at some of our work. I have also included a list of references so you can verify our quality and workmanship. If you have any questions regarding the proposal please contact me by phone 843-680-1154 or by email [jared@collinsturfandlandscape.com](mailto:jared@collinsturfandlandscape.com) We look forward to doing business with you.

Thanks

A handwritten signature in cursive script that reads "Jared Collins".

Jared Collins

Collins Turf & Landscape

# Collins Turf & Landscape



210 Carlton Street Pageland, SC 29728

Ph. 843-680-1154 Fax. 843-672-7611

[www.collinsturfandlandscape.com](http://www.collinsturfandlandscape.com)

Let us take your landscape from conception to completion and beyond!

## PROFESSIONAL REFERENCES

Judy Mclester  
General Manager  
United States Cold Storage  
Marshville, NC  
704.624.3555

Jerry Collins  
C & C Tool & Machine  
Monroe, NC  
704.226.1363 office

Angela Bower  
Village Square Medical  
Monroe, NC  
704.289.3047

TIM'S  
LAWN  
CARE



**PROPOSAL AND CONTRACT**

for

**Mineral Springs Town Hall Landscaping and Maintenance**

**Mineral Springs, NC**

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

**BASE BID:** 6120 **Dollars \$** 510 **per month**

Respectfully submitted this 31 day of MAY 2012

Tim's LAWN CARE  
**(Contractor)**

Federal ID# \_\_\_\_\_

By: Tim Tyson

Witness: \_\_\_\_\_

Title: Owner

\_\_\_\_\_  
(Proprietorship or Partnership)

Address: 3811 Nesbit Rd  
monroe NC 28112

Attest: (Corporation)

Email: TTyson1@windstream.net

**(Corporate Seal)**

By: \_\_\_\_\_ License#: \_\_\_\_\_

Title:  
(Corporation Secretary/Ass't Secretary)

**ACCEPTED by the TOWN OF MINERAL SPRINGS**

BY: Vicky Brooks TITLE: Town Clerk

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer Date



## Tim's Lawn Care References

Patti Blythe Lemmond  
Blythe Industries  
Mineral Springs  
704-843-1960

Rick Giarla  
Waxhaw Athletic Association  
Waxhaw  
704-201-6794

Evelyn Wilson  
ABC Board  
Monroe  
704-242-0321

Larry Davis  
Public Works and Equipment  
Monroe  
704-622-1285

Frank Robinson  
Tirzah Presybeterian Church  
Waxhaw  
704-843-2057

Gregg Ellis  
Ridgeline Roofing  
Monroe  
704-296-2316

Frank Mills  
Unity AME Zion Church  
Waxhaw  
704-843-3852

Marty Snodgrass  
Eminess Technologies  
Monroe  
704-254-9482

**NEW  
CREATION  
SERVICES**

NEW CREATION LAWN SERVICES  
4808 Old Hwy Rd  
Monroe, NC 28112  
7045070170

May 7, 2012

Town of Mineral Springs  
3506 S. Potter Rd  
PO box 600  
Mineral Springs, NC 28108

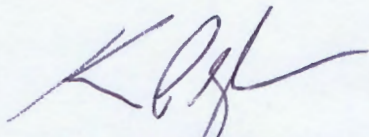
Dear Town Manager,

Enclosed are two copies of the contract. If it meets with your approval, please call and I will meet with you to sign both copies.

I believe the contract includes all the details we've discussed, but please let me know if you find omissions or incorrect information.

I am pleased to give you this estimate and hope that we can do business in the future.

Sincerely,



Kevin Plyler  
Owner  
NEW CREATION LAWN SERVICES



**PROPOSAL AND CONTRACT**

for

Mineral Springs Town Hall Landscaping and Maintenance

Mineral Springs, NC

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

**BASE BID:** \_\_\_\_\_ **Dollars \$** \_\_\_\_\_ **per month**

Respectfully submitted this 2nd day of June 2012

NEW CREATION SERVICES LLC

(Contractor)

Federal ID# \_\_\_\_\_

By: Kevin Pylee

Witness: \_\_\_\_\_

Title: OWNER

(Proprietorship or Partnership)

Address: 4808 OLD HWY RD  
MONROE NC 28112

Attest: (Corporation)

Email: NEWCREATIONSERVICES@yahoo.com

(Corporate Seal)

By: \_\_\_\_\_ License#: \_\_\_\_\_

Title:  
(Corporation Secretary/Ass't Secretary)

**ACCEPTED by the TOWN OF MINERAL SPRINGS**

BY: Vicky Brooks TITLE: Town Clerk

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer \_\_\_\_\_ Date \_\_\_\_\_



# References

J.R. Rowell  
2798 Dellwood Dr  
Monroe, NC 28110  
Clerk of Court Union County  
7044004180

George Gallis  
4421 Waxhaw Indian Trail Rd  
Indian Trail, NC  
Owner of Picidelis Restaurant Matthews NC  
7049959208

Robert Winchester  
3010 S Potter Rd  
Mineral Springs NC 28108  
7048432233

NEW CREATION LAWN SERVICES

4808 Old Hwy Rd  
 Monroe, NC 28112  
 7045070170

**Estimate**

Date	Estimate #
4/26/2012	327

<b>Name / Address</b>
Town of Mineral Springs 3506 S. Potter Rd PO box 600 Mineral Springs, NC 28108

Item	Description	Cost	Total
	<p>This is an estimate for services located at 3506 S Potter rd. These services will include but are not limited to the following. Mowing, edging and blowing parking ares and sidewalks of bushes, as needed, and removal of weeds from bedding ares. All others services will be at additional cost to customer. The annul price for these services will be as follows \$ 5220.00. This will be divided into 12 equal payments of \$435.00. This price is good for 60 days.</p> <p>There are other services available such as bushhogging, landscaping, maintaining natural area. A copy of the contract is attached to the estimate.</p>		
		<b>Total</b>	\$0.00



**New Creation Lawn Services**

4808 Old Hwy Rd  
Monroe, NC 28112  
7045070170  
7047643686

**MAINTANCE AGREEMENT**

This **MAINTANCE AGREEMENT** is hereby made and entered into by and between **NEW CREATION LAWN SERVICE**, a business duly licer and authorized to provide service as more particularly described herein and

Customer Name \_\_\_\_\_ Address of Property to be maintained \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Upon acceptance of this **MAINTENACE AGREEMENT** and the beginning of the first day of the month immediately following its execution, **NEW CREATION LAWN SERVICES** will provide the **CUSTOMER** the following

**MAINTENCE SERVICES AND MATERIALS**

(Items checked will be provided in contract)

**A soil test in January**  
**Shrub pruning as needed**  
**Broadleaf application in April and June**  
**Fertilizing of shrubs once per year**  
**Bed edging once per year**  
**Mulch/pine needles in January or February**

**Brown patch treatment in June**  
**Aeration & Over seeding in the Fall**  
**Trash and leaf removal**  
**Flowers in the Spring & in Fall for Color**  
**Pre-emergent with fertilizer in March & May**

**SPECIFICATIONS FOR MAINTENANCE SERVICES AND MATERIALS**

Item listed of contract sheet \_\_\_\_\_

**CONDITIONS, SPECIFICATIONS, AND CUSTOMER RESPONSIBILITES**

**NEW CREATION** will not be responsible for or in any way held liable for any plant material damaged or killed due to extreme weather conditions of accident not related to said Maintenance Services; damage caused by miscellaneous objects thrown from equipment; damage to underground utilities that have not been buried pursuant to State and County codes, including but not limited to cablevision, electrical, gas and telephone lines; damage to curb, sidewalks, driveways. Concrete slabs, sewer limes, fences and retaining walls by heavy maintenance equipment.

**CUSTOMER** will assist **NEW CREATION** in locating all irrigation equipment prior to Fall aerification. It will be the **CUSTOMER's** responsibility to ensure that irrigation heads are lowered to ground level during routine maintenance. Should **CUSTOMER** fail to lower irrigation heads, **NEW CREATION** will not be responsible for or in any way held liable for damage caused to said irrigation equipment.

**CUSTOMER** hereby assumes responsibility for watering-in granular materials immediately after application by automatic and/or manual irrigation methods. **NEW CREATION** will supply **CUSTOMER** with written instructions with regard to watering requirements.

Should **CUSTOMER** have any specific requests for services that do not fall within the scope of the **MAINTENANCE SERVICES AND MATERIALS** as stated herein, **CUSTOMER** hereby agrees to be responsible for any and all costs of said materials and any additional labor charges related thereto. **NEW CREATIONS** hereby agrees to provide **CUSTOMER** with a written estimate of the costs of any specific requests prior to commencement of said services.

**CUSTOMER** hereby agrees to cooperate fully with **NEW CREATION** in ensuring that all work areas are safe and cleared of obstacles and debris that may hinder **NEW CREATION'S** ability to perform its duties under the terms of this Agreement.

Should the **CUSTOMER** or **NEW CREATIONS** become unable to fulfill this contract the party wishing void contract must give a 60 day written notice.

#### **FEE FOR SERVICES AND PAYMENT CONDITIONS**

This Maintenance Agreement will remain in full force and effect for no less than 12 months beginning on the first day of the month immediately following its execution. **NEW CREATION** hereby agrees to provide 18 to 30 visits per year. This includes mowing during the growing season and once a month during the winter months for as needed maintenance. **NEW CREATION** hereby agrees to provide the **MAINTENANCE SERVICES AND MATERIALS** as indicated herein for and in consideration of an annual fee of \$\_\_\_\_\_ be paid in equal monthly installments of \$\_\_\_\_\_ due and payable on the first day of the month immediately following the execution of this Maintenance Agreement and continuing thereafter each and every month for a period of one year at which time a new Maintenance Agreement may be negotiate

**NEW CREATION** may include a surcharge for fuel should the price increase above current market at the time of this contract. The price will only increase to cover the price of fuel.

Should this contract be renewed or be agreed on terms longer than one year. New Creation reserves the right to include a 4% cost increase in the next year's service.

A \$30.00 service charge will be added for all returned checks. A late fee of \$30.00 will be charged on all payments received after the 10<sup>th</sup> of the month. Should **CUSTOMER** fail to make timely monthly installments, **NEW CREATION** hereby reserves the right to cancel this Maintenance Agreement by giving written notice to **CUSTOMER** any time after a monthly installment is more than 10 days past due. Further more should the **CUSTOMER** fail to maintain their end of the agreement the **Customer** will be responsible for the remainder of the amount owned for the year.



THE UNDERSIGNED JOINTLY AND SEVERALLY AGREE TO THE TERMS AND  
CONDITIONS OF THIS AGREEMENT AND THAT THIS WRITING CONTAINS THE ENTIRE  
AGREEMENT BETWEEN THE CUSTOMER AND NEW  
CREATION LAWN SERVICE AND FURTHER ACKNOWLEDGE THAT EACH OF THEM HAS  
READ AND UNDER-  
STOOD THIS ENTIRE AGREEMENT AND HAS RECEIVED A COPY THEREOF. THIS  
AGREEMENT MAY BE  
AMENDED BY ADDENDUM DULY EXECUTED AND ACCEPTED BY THOSE PARTIES.

ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_

NEW CREATION LAWN SERVICE

By: \_\_\_\_\_  
Kevin Plyler, Owner

\_\_\_\_\_  
CUSTOMER SIGNATURE

SCOTT  
TURF  
CO

**PROPOSAL AND CONTRACT**

for

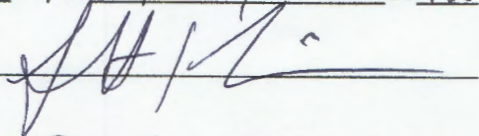
Mineral Springs Town Hall Landscaping and Maintenance


Mineral Springs, NC

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

**BASE BID:** 5539.00 Dollars \$ 461.58 per month

Respectfully submitted this 31st day of May 2012

Scott Turf Company  
(Contractor) 

Federal ID#  By: Scott J Fairman

Witness: \_\_\_\_\_ Title: owner

\_\_\_\_\_  
(Proprietorship or Partnership) Address: 6500 The Little Rd,  
Waxhaw, N.C. 28173

Attest: (Corporation) Email: SFairman@scott-turf.com

**(Corporate Seal)**

By: \_\_\_\_\_ License#: \_\_\_\_\_

Title:  
(Corporation Secretary/Ass't Secretary)

**ACCEPTED by the TOWN OF MINERAL SPRINGS**

BY: Vicky Brooks TITLE: Town Clerk

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer Date





## Scott Turf Company 6500 The Little Rd Waxhaw, NC 28173

The Scott Turf Company offers Landscape Maintenance Services for both Commercial and Residential clients. We have been serving the Charlotte Metro area since 1988. Our staff of trained professionals are capable of maintaining all types of landscapes, might it be retail centers, business parks, single businesses, apartment buildings, or homes from 1/4 acre to 100 acres. Our service is very reliable, our employees are very respectful and neat, and our communication skills keep us in close contact with our clients. These are the reasons we are growing like a well manicured lawn. We treat each property as if it were our prized property.

We welcome the opportunity to bid your properties in the Charlotte, NC Metro area. Our services also include landscaping, irrigation repair, seasonal flowers and landscape restoration. Visit our website <http://www.scott-turf.com>

### **Contact Information:**

- Scott Fairman – Sales / Operations Manager 704-533-3502 office, [sfairman@scott-turf.com](mailto:sfairman@scott-turf.com) email
- Wendy Fairman – Office Manager 704-243-0586 fax, 704-533-1357 cell, [sfairman@scott-turf.com](mailto:sfairman@scott-turf.com) email

### **References:**

- Leslie Fisher – Real estate agent Charlotte, NC 704-906-4749
- Tony Edwards - Operations manager Robert E. Mason, 704-375-4465
- Judy Spears – Olde White Manor HOA Charlotte 704-201-4438
- Craig Dunn – Homeowner Charlotte, NC 704-506-9523

2012

NOT TRANSFERABLE  
STATUTE GS 81-106 115

NORTH CAROLINA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

STEVE TROXLER, COMMISSIONER

LICENSE / CERTIFICATE

By Authority of the NC Pesticide Board

LICENSE/CERTIFICATE NO.



CLASSIFICATION: 026-Ground Pesticide Applicator

EXPIRATION DATE: 12/31/2012

Categories: LE



LICENSEE: FAIRMAN, SCOTT J.

OR: SCOTT TURF COMPANY

CERTIFICATOR: 6500 THE LITTLE RD.

WAXHAW

NC 28173

*Steve Troxler*  
STEVE TROXLER, COMMISSIONER

THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW.





## Scott Turf Company 6500 The Little Rd Waxhaw, NC 28173

The Scott Turf Company offers a year round maintenance service that is split into 2 seasons, “summer mowing season” and “winter season services”. Below is a overview of what would be considered a typical year of lawn maintenance services. All services provided are necessary to maintain a healthy and attractive landscape. Adverse weather conditions, vandalism or destruction to the property during the contract period will result in additional services and cost to repair the landscape. Total maintenance frequency may vary due to environmental conditions and necessity. **Page 3 of this quote contains the actual services and costs that are specific to your property.**

### March 1st-October 31st **summer mowing services**

#### **Mowing Season Services:**

- 1) Consist of 33 possible mowing sessions, which include mowing, edging, trimming, blowing, weeding beds and site inspection as needed.
- 2) Shrub trimming, according to plant variety and location.
- 3) Applications of Grass and Weed control in the natural areas, driveway and sidewalks.
- 4) Applications of fertilizer/weed pre-emergence. (Spring fertilizer and crabgrass pre-emergent in May, early summer fertilizer in July if needed and fall starter fertilizer in September or October)
- 5) 1 application of seed in September or October.
- 6) 1 core aeration service in September or October.
- 7) If there is a need for post-emergent weed control in the turf areas, we will do the necessary service after receiving written or verbal approval from the property manager for this additional cost service.

\*When the need for mowing service is not necessary, and/or conditions do not warrant service, or in the case of a freshly seeded lawn, we may or may not service the property and no discount is negotiated for such periods. When the need for weekly services presents itself before March 1st or beyond October 31st, or conditions do warrant mowing services or extra time is needed to perform normal services due to rapid growth or unforeseen situations, no additional charges will be issued. Our service is based upon what the environment presents us and we cannot estimate non-typical weather conditions. Extreme conditions or situations may require additional cost and will only be performed with written or verbal approval.

\***Annual Flower** plantings include flowers, soil, soil conditioner, mushroom compost, mulch, fertilizer and labor to install the flowers.



## November 1st - March 1st **winter season services**

### **Fall and Winter season services:**

1) Fall leaf cleanups and off season mowing sessions are need specific from November 1st – January 1st. The actual number of sessions is difficult to determine due to the fact that dry conditions, wet conditions, cold and heat determine the frequency and amount of leaf debris from one week to the next and the amount of turf growth during these periods varies. When your property needs frequent or weekly attention during this period, we give it frequent or weekly attention when it does not, we don't. It all depends on the weather conditions and the variety of trees located on your property and where they are situated on the property and their affects on neatness or possible damage to the turf. Leaves in the natural areas are typically left for a late season collection and after the trees have mostly dropped their foliage. High traffic and high visibility natural areas will be cleaned during each visit.

2) Applications of fertilizer / weed pre-emergence. (Early winter fertilizer in November or December and late winter fertilizer and Crabgrass pre-emergent in late February)

3) Applications of Grass and Weed control in the natural areas, driveway and sidewalks.

4) 1 Application of Mulch in all specified Natural areas. Typically performed after the Leaves have fallen from the trees in January, February or March. Unless 2 applications are requested and then the 2<sup>nd</sup> mulching will be performed as prescribed.

5) 1 Pruning session for all varieties of plants in need of winter cut back or pruning.

6) Entranceway, sidewalks, curbs and decks to be blown clean of debris as needed. Site inspection.

7) If there is a need for post-emergent weed control in the turf areas, we will do the necessary service after receiving written or verbal approval from the property manager for this additional cost service.

8) Lime application can be applied if contracted.

9) Snow removal is based on Time and Materials. Sidewalks and entranceways can be salted using the Time and Materials billing method. These services are available with written approval from the property manager.

\*If there are ever any large braches down in the lawn or natural areas, we remove them as needed and we will contact the property manager in advance if there is an additional charge. If there is a need for extended leaf collection or mowing, we continue services until the need is no longer. If we experience non-typical weather conditions during this period and weeds appear, or the grass needs attention, we will do what is necessary to maintain an attractive lawn.

\***Annual Flower** plantings include flowers, soil, soil conditioner, mushroom compost, mulch, fertilizer and labor to install the flowers.





**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
06/04/2012

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phone: (336) 249-8818 Fax: (336) 249-0391 <b>BREEDEN INSURANCE SERVICES, INC.</b> P. O. BOX 2137 LEXINGTON NC 27293-2937	CONTACT NAME: <b>Linda Haynes</b> PHONE: (336) 249-8616 FAX: (336) 249-0391 (LIC. No., EMI) (AGC. No.) E-MAIL: <b>lindahaynes@breedeninsurance.com</b> ADDRESS: <b>4920</b> PRODUCER CUSTOMER ID:
INSURED <b>SCOTT J. FAIRMAN</b> <b>DBA SCOTT TURF COMPANY</b> 6500 THE LITTLE ROAD WAXHAW NC 28173-9610	INSURER(S) AFFORDING COVERAGE INSURER A: <b>Erie Insurance Exchange</b> NAIC # <b>26271</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES** CERTIFICATE NUMBER: 31498 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			Q34 1320117	10/13/11	10/13/12	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED EQUIPMENT (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED. EXP (Any one person)	\$ 5,000
	<input checked="" type="checkbox"/> FiveStar						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS							\$
	NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				OTH ER	\$
							E.I. EACH ACCIDENT	\$
							E.I. DISEASE-EA EMPLOYEE	\$
							E.I. DISEASE-POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

**CANCELLATION**

Mineral Springs Town Hall  
 3506 S Potter Rd  
 Mineral Springs, NC 28173  
 Fax: 704-243-1705  
 Phone: 704-243-0505  
 Attention: Valerie Brooks

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Linda Haynes*  
 Linda Haynes



**Estimated Labor cost for: Mineral Springs Town Hall Landscaping and Maintenance Bid - 3506 South Potter Rd Mineral Springs, 28173 :**

**Attn: Vickie Brooks / Town Clerk 704-243-0505 w 704-243-1705 f**

**This is Labor Cost Only.**

<b>QTY</b>	<b>Unit Price</b>	<b>Amount</b>
1. 32	Estimated mowing sessions 3/1 – 10/31 @ \$ 85.00 per mowing	\$ 2720.00
2. 3	Estimated shrub trimming sessions @ \$65.00 per service	\$ 195.00
3. 15	gallons Roundup weed control in natural areas, non-turf.@ \$ 10.00 gal	\$ 150.00
4. 3	Applications of fertilizers/pre-M 10bag per@ \$ 15.00 per bag min.	\$ 450.00
5. 1	Application of seed 13 bag per @ \$ 20.00 per bag min	\$ 195.00
6. 1	Core Aeration 88458 sq ft discounted @ \$ 3.00 per 1000 sq ft	\$ 264.00
7. 3	Leaf Clean-ups in addition to line item #10, 11-1-1/10 @ \$45.00 Per	\$ 135.00
8. 1	Hardwood Mulch spreading service @ 29 yards @20.00 ea.	\$ 580.00
9. 2	broadleaf weed control in the turf areas 17 tanks @ \$25.00 per tank	\$ 425.00
10. 5	Off Season Mowing sessions 11/1-1/10 @ \$85.00 per service	\$ 425.00

**Total expected labor cost for the above listed services: \$ 5539.00**

All Material Cost are Additional and will be added to the Invoice for the month the Materials were used.

**Estimated Material Cost:**

1.	Seed – A transition blend hybrid tall fescue @ 13 bags (650 lbs)	\$ 1066.00
2.	Fertilizer –(3) Three treatments per year total @ 10 bags per treatment	\$ 1260.00
3.	Mulch – Hardwood Mulch @ 29 yards @ <b>Already On Site</b>	\$ 0.00
4.	Top Choice Fire Ant control one treatment per year. 6 @ 195.00 ea	\$1170.00
5.	Annual Flowers planted and mulched 9 flats total @ \$39 per flat	\$ 351.00
<b>Total</b>		<b>\$ 3847.00</b>

  
 \_\_\_\_\_  
 Scott Turf Company

May 29, 2012  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Customer



CONSERVATION  
by  
DESIGN

Town of Mineral Springs  
Zoning Administrator  
Vicky Brooks  
P O Box 600  
Mineral Springs, NC 28108  
704-289-5331  
704-243-1705 FAX  
[msvickybrooks@aol.com](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

# MEMO

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To: Town Council  
From: Vicky Brooks  
Date: June 8, 2012  
Re: Town Hall Landscaping and Maintenance Bids  
Additional Information Requested

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After the bid opening, I sent the following email out to the bidders:

*Good Afternoon All:*

*As part of the evaluation process, the town would like to get a good faith estimate on the cost of materials you foresee expending during the course of the year on the following items:*

- *Flowers and Garden Mulch (as needed) for Town Hall Sign*
- *Fertilizer/Lime*
- *Grass seed*
- *Pesticides (for large area treatments)*

*Thanks so much for taking the time to assist with this matter.*

*Vicky*

I received the following responses.

## Responses

Vickie, my quote for Scott Turf Company already has listed all materials needed at the bottom of my quote sheet. Let me know if I am missing anything. I would only know the lime amount needed based on analysis. But basic measures tell me that 50 lbs per 1000 sq ft is the norm, so 88 bags would be needed but I use a concentrated lime product called solu-cal and 1 bag is equal to 5 normal so 18 bags @ \$32 per bag is \$ 576.00 for lime. I am adding that to your 3rd page quote sheet that you already have from me. It is attached to this email.

Scott Fairman

Dear Ms Brooks,

Here is the list that you requested

Flowers \$50.00 per flat installed

mulch price depends on type least expensive \$40.00 yard , most expensive \$75.00 yard installed

Aeration fertilization and seed in fall of the yard \$ 525.00

pre-emergence with Fertilization in spring \$250.00

Pesticides depends on what we are trying to treat

fire ants \$450.00 Treatment last close to 1 year

other pest i.e.; grubs beetles grub treatment \$200-250 depending on type

This is just an estimate. Prices are subject to change without notice. Prices are set by the cost of materials.

Kevin Plyler



# Collins Turf & Landscape



210 Carlton Street Pageland, SC 29728

Ph. 843-680-1154 Fax. 843-672-7611

[www.collinsturfandlandscape.com](http://www.collinsturfandlandscape.com)

Let us take your landscape from conception to completion and beyond!

Date : June 5, 2012

From: Jared Collins

To: Town of Mineral Springs

Attn: Vicky Brooks

Subject: Material Costs estimate

## Material List and Costs

### Flowers @ Sign

\$11.95 per flat

2 flats required per installation

2 installations per year

Total \$47.80 per year

### Mulch @ Sign

\$ 2.50 per 2 cuft bag

6 bags per installation

2 installations per year

Total \$30.00 per year

## Spring Fertilizer

30-0-6 50% slow release turf fertilizer  
Application rate: 12,500 sq ft per 50 lbs bag  
\$25.00 per bag  
7 bags required  
Total \$175.00

## Fall Fertilizer

18-24-12 50% slow starter fertilizer  
Application rate: 10,000 sq ft per bag  
\$22.00 per bag  
9 bags required  
Total \$198.00

## Lime

Sol-u-cal enhanced lime  
Applied @ 50lbs per 4,500 sqft  
\$15.00 per bag  
20 bags per application (usually with fall seeding)  
Total \$ 300.00

Note: Lime application rate is figured @ recommended corrective rate. This rate will be effected by soil test results. Enhanced lime is more effective than peletized lime because it is formulated differently. It cost more per bag but covers more area resulting in a less expense overall. Fertilizer rate are also applied at recommend rates but will also be effected by soil test results.

## Seed

Winning Colors turf type fescue blend  
Applied @ 5lbs per 1000 sq ft  
\$50.00 per bag  
9 bags required  
Total \$450.00

## Pre emergent herbicide for turf

Barricade applied as liquid  
Mixed @ 4oz. Per gallon of solution  
Applied @ 1 gallon of solution per 1000 sq ft  
4 to 5 months coverage expected  
Total per application \$ 50.00

Total Material Costs per year \$1,250.80

Please note that price are subject to change and tax is not included.

The preceding materials are what is required by your specification sheet. Chemical costs for weed control in plant beds are included in our bid per your specification sheet. There are some additional services that are recommended that where not required by your specification sheet. They are as follows

Additional Spring fertilizer

Material Costs \$175.00

Labor Costs \$175.00

Total \$350.00

Post Emergent Broadleaf herbicide (liquid)

Material Costs \$100.00

Labor Costs \$150.00

Total \$250.00 per application

Thanks

Jared Collins

Collins Turf & Landscape



Good Afternoon All:

As part of the evaluation process, the town would like to get a good faith estimate on the cost of materials you foresee expending during the course of the year on the following items:

- Flowers and Garden Mulch (as needed) for Town Hall Sign \$65 approximately
- Fertilizer/Lime (pre emergent 2 step process \$300.00 ) I had also included labor cost for starter fertilizer which you will need when seed are applied in the fall this is already in my bid but wasn't mentioned in the work scope \$165.00 for starter fertilizer and \$190.00 for slow release fertilizer approximately  
  
Lime \$  
175.00 approximately
- Grass seed ( \$185.00) approximately
- Pesticides (for large area treatments) (\$210.00) approximately

Tim Tyson

Vicky, The estimated price will be as following:

Flowers and Garden Mulch (as needed) for Town Hall Sign -----\$75.00

Fertilizer/Lime and Grass seed -----\$272.00

Pesticides including Fire Ants (for large area treatments)-----\$145.00

If you have any questions, please e-mail or call..

Thanks

Deloris Taylor

# REQUEST FOR PROPOSAL

FOR

Town of Mineral Springs  
3506 South Potter Road  
Town Hall Landscaping and Maintenance  
Tax Parcels #06-039-002A & #06-039-002B  
Mineral Springs, North Carolina

## SCOPE OF WORK

Please see attached document:

*“Scope of Work for Mineral Springs Town Hall”*

## NOTICE TO BIDDERS

Sealed proposals for this work will be received by:

Vicky Brooks  
Town Clerk/Zoning Administrator  
Town of Mineral Springs  
3506 South Potter Road  
P. O. Box 600  
Mineral Springs, NC 28108  
Phone: (704) 243-0505 x 221 ~ Fax: (704) 243-1705

up to **2:00 p.m.**, on Monday, June 4, 2012 and immediately thereafter will be publicly opened and read aloud.

Contractors are hereby notified that they must provide Public Liability and Property Damage Insurance in an amount not less than one million dollars (\$1,000,000) general aggregate. Certificate of Insurance shall be provided to the town with the bid. Contractors are also required to maintain a pesticide license and post signage when applying herbicides or pesticides to lawn areas. Contractors shall submit references with the bid.

Please note on the envelope – **Bid Proposal:**

**Attn: Vicky Brooks**  
**Mineral Springs Town Hall Landscaping and Maintenance Bid**  
*(Bid Date)*  
*(Contractor)*

All bidders must attend a mandatory pre-bid site visit and inspection at the Mineral Springs Town Hall at **2:00 p.m.** on Wednesday, May 23, 2012 prior to submitting proposals.



## SCOPE OF WORK

For the Mineral Springs Town Hall

The Town of Mineral Springs is soliciting bids for general landscaping and maintenance of the Mineral Springs Town Hall site at 3506 South Potter Road. All labor and equipment necessary to perform the work required for the maintenance of groundcovers, annuals, perennials, shrubs and trees shall be provided by the contractor and shall form the basis of the monthly bid price. Materials consumed in the course of normal maintenance, including but not limited to leaf and debris bags, herbicides and pesticides for spot treatments, and fuel for equipment shall be included in this amount. This maintenance shall include, but not be limited to application of fertilizers, herbicides and pesticides, pruning, weeding, replacement plantings (as approved by the Town), loose trash removal, leaf removal, repair and maintenance, spring and fall cleanup.

All additional materials described herein, such as grass seed, plant material, fertilizers, mulch, lime, and other consumables shall be payable monthly in addition to the bid price based upon presentation of actual invoices.

Areas to be covered:

Approximately 90,000 square feet of lawn area.

A minimum of three tree areas.

Town Hall sign landscaping area.

One parking lot tree landscaping area.

### I. **LANDSCAPING AND MAINTENANCE:**

#### A. Mowing

1. Lawn shall be mowed weekly during the growing season and as required during the winter months.
2. The height of cutting shall be maintained consistently to prevent scalping or burn. The mowing height shall be appropriate to the turf species.
3. Excessive grass clippings shall be collected and disposed of; adjacent sidewalks and streets shall be clean of clippings.
4. Mowing patterns shall be alternated each week to avoid creating ruts and compaction.

#### B. Edging

1. All lawn edges along sidewalks and curbs shall be edged before each mowing during the active growing season (March through October) and as required for appearance for the remainder of the year.
2. Edging shall be performed with a blade type mechanical edger at least once a month; a monofilament line trimmer may be used at all other times on a weekly basis.
3. A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to insure that the bark of trees and shrubs are not damaged or stripped by the line trimmer.

4. Areas where the grass meets buildings, planters and other vertical surfaces shall be trimmed in a manner to maintain a clean and even meeting point. Herbicides may not be used as a substitute for proper trimming.
5. Edging and trimming is not required around natural un-mulched wooded areas or property boundaries.

C. Debris Removal

1. Litter and trash (including leaves, rubbish, paper, bottles, cans, rocks, gravel, pine cones, sticks), and other debris shall be removed from all areas on a weekly basis.
2. All refuse resulting from the maintenance operation of properties shall be disposed of by the contractor.
3. Hardscape (i.e. sidewalks, driveways, paved surfaces) shall be swept or blown off with a power blower to keep the grounds free of debris on a weekly basis during the growing season. During winter months all grounds shall be policed periodically for trash and debris and blown clear.
4. Paved surfaces and sidewalks shall be weeded as often as necessary to discourage unsightly weed growth. This control shall be accomplished through the selective use of herbicides and mechanical means.

D. Fertilization, Aeration and Reseeding

1. Conduct annual soil tests of representative lawn areas within the first month of the contract.
2. Apply fertilizer and lime, with type, quantity and frequency determined by soil test results.
3. Aerate and seed in the fall (between September 15 and October 31).

E. Weed Control

1. A pre-emergent shall be applied based on season and targeted weeds.
2. All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as appropriate. If any weeding is not performed, maintenance will be considered unsatisfactory.
3. Before applying herbicides, the type of weed shall be identified and the control selected accordingly, using the most effective control for the species, the location and the season.
4. Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters, etc. Weeds may be removed manually or sprayed with an herbicide. Dead weeds shall be removed from the paved and mulched areas.

F. Pesticides

1. Shall be applied as necessary.

G. Shrubs

1. Pruning of shrubs shall be done to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth.

2. Mulching of the shrub and tree beds shall be maintained with fresh mulch in the spring and fall season. Shrub and tree beds shall be kept weed free. Weed control will be accomplished with herbicides when possible and by hand pulling when danger to desirable plant material may exist.
3. Shrubbery should be fertilized in the spring season as needed, unless otherwise agreed to.
4. If mulch is more than 4" in beds, top layer should be removed before new mulch is added to prevent over mulching. Beds should not contain more than 4" of mulch. Mulch shall not be applied to plant stems. Root flare should be visible on all plants.

H. Replacement Plantings

1. The Contractor shall report to the Town any perennial plant material not exhibiting normal growth and vigor. If it has been determined that the material is beyond reviving, a written report recommending replacement shall be given to the Town Clerk. This report shall include: (a) Identify the location, size and type of plant; (b) Identify the reason for the decline; (c) Cost of replacement. No replacement plantings are to be done without consent of the Town with the exception of annual ornamental plants and flowers.
2. Annual flowers appropriate to the season shall be planted in front of the town hall sign during the months of April and October.

**PROPOSAL AND CONTRACT**

for

Mineral Springs Town Hall Landscaping and Maintenance

Mineral Springs, NC

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Town of Mineral Springs to furnish all materials, equipment, and labor necessary for the ongoing for landscaping and maintenance as described in these documents to the full and entire satisfaction of the Town of Mineral Springs for the monthly sum of:

**BASE BID:** \_\_\_\_\_ **Dollars \$** \_\_\_\_\_ **per month**

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**(Contractor)**

Federal ID# \_\_\_\_\_

By: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Proprietorship or Partnership)

Address: \_\_\_\_\_  
\_\_\_\_\_

Attest: *(Corporation)*

Email: \_\_\_\_\_

***(Corporate Seal)***

By: \_\_\_\_\_ License#: \_\_\_\_\_

Title:  
(Corporation Secretary/Ass't Secretary)

**ACCEPTED by the TOWN OF MINERAL SPRINGS**

BY: **Vicky Brooks** TITLE: **Town Clerk**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date