

Town of Jamesville  
Jamesville, North Carolina

Request for Quotes  
Mowing Services

Issue Date: Tuesday, January 13, 2026  
Response Deadline: Monday, February 9, 2026 by 3 p.m.  
(Late proposals will not be considered.)

Delivery: Proposals can be submitted by mail or hand delivery.  
Submission ATTN: "RFQ – Jamesville Town Mowing Services"

Proposal Review by the Jamesville Town Board:  
Monday, February 9, 2026

Questions Regarding Proposal Specifications & Submittal – Contact:  
Kimberly Cockrell, Town Clerk/Finance Officer  
PO Box 215, Jamesville, NC 27846  
Town Administrative Office – 1211 Water Street, Jamesville  
Phone (252) 792-5006  
Fax (252) 799-4313  
Email [jamesville@embarqmail.com](mailto:jamesville@embarqmail.com)

## **Pre-Bid Meeting**

The Contractor shall visit the sites, become familiar with site conditions and accept site conditions as they are and prepare the proposal accordingly. No additional monies will be allowed for conditions that exist and are readily visible. A site visit may be scheduled by contacting the Town Administrative Office at (252) 792-5006. The last day for pre-bid meetings will be Thursday, February 5, 2026 at 12:00 p.m.

## **Proposal/Sealed Bid Requirements** - Please submit eight (8) copies of proposal.

Each proposal/sealed bid must include:

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

## **Additional Bid Information**

The Town of Jamesville (“Town”) reserves the right to reject any or all bids, to waive informalities, and to select the proposal deemed most advantageous to the Town. The Town may or may not award multiple contractors.

## **Weather Events & Conditions**

Should a weather event occur and additional services are required, such as for cleaning up Town properties or debris removal, the Contractor will submit a separate proposal. Said cost will be approved by the Town of Jamesville before any work is performed. Maintenance frequency is subject to change due to weather conditions such as drought or increased wet conditions.

## **Contract Period**

The initial term of this contract shall be one (1) year, commencing and ending on specific dates to be determined by the Town. Provided that the Contractor is in full compliance with all terms and conditions of this contract, and the Town has identified no material performance issues during the initial term, this contract shall automatically renew for successive one (1) year terms under the same terms and conditions.

Either party may decline renewal by providing written notice to the other party at least sixty (60) days prior to the expiration of the current contract. The Town retains the right not to renew the contract if, in its sole discretion, continuation is not in the Town’s best interest, including but not limited to concerns related to performance, compliance, public purpose, or operational needs.

## **Scope of Mowing Services**

The Town of Jamesville (“Town”) is soliciting proposals from qualified contractors (“Contractor”) to provide mowing services at the following locations:

- Jamesville Town Hall / 1211 Water Street
- Jamesville Town Cemetery / 1199 NC 171
- Wastewater Treatment Plant / 1314 Astoria Road
- Water Treatment Plant / 1151 Hardison Drive
- Well #2 / 1195 Hayes Street
- HWY 171 Pumping Station / 1134 NC Highway 171
- Marco Pumping Station / 28333 US Highway 64
- River’s Edge Pumping Station / 1405 Water Street
- Sewer Right-of-Way / Wooded Areas per Town of Jamesville Sewer System Map

The Town reserves the right to update the sites as necessary.

1. The Contractor shall provide mowing and grounds maintenance services in accordance with the following schedule:
  - a. Regular Mowing Season – May 1 through September 30. The Contractor shall perform mowing services once per week or more frequently if required.
  - b. Seasonal Mowing – March, April, October and November. Mowing services during these months shall be performed on an as-needed basis as determined by the Town. The Town will notify the Contractor when conditions warrant mowing.
2. Weather and Growth Conditions: The Town reserves the right to adjust mowing frequency based on weather patterns, growth rates or operational needs. Any such adjustments shall be communicated in writing.
3. The Town will notify the Contractor of the exact start date in March and final mow date at the end of the season. The Town may request a modification to maintenance service for a specific site as needed.
4. The Contractor shall make every effort to schedule mowing between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday. The Contractor shall notify the Town in the event those hours cannot be met.
  - a. The Contractor shall make every effort to ensure that all mowing and landscaping services related to the Town cemetery are completed prior to any holidays so that the grounds will be well groomed.
  - b. Contractor shall cease all work within or near the cemetery when funeral or memorial services are in progress. The Town will promptly notify the Contractor of any pending funeral or memorial services.
5. The Contractor shall ensure that all areas to be mowed are policed for loose trash and debris prior to mowing. Any trash or debris mowed must be removed from premise as soon as possible.
6. The Contractor shall trim areas around objects such as lighting, landscaping, shrubs, trees, sidewalks, poles, foundations, fences, headstones, roadways, etc., to match mowing. Any grass areas that are inaccessible by mower shall be trimmed to match the mowed area.

7. Debris is to be blown from sidewalks, roads, parking areas, entrances to buildings, etc., after each mowing.
8. Any damage to Town property from mowing, or other services performed by the Contractor, will be the Contractor's sole responsibility to repair in a timely manner. The Contractor shall notify the Town immediately of any such damage.

### **Additional Contractor Information**

By submitting a bid, Contractor attests that the bid is in compliance with all items listed in the bid/proposal instructions.

Contractor shall comply with all local, state and federal laws concerning safety and regulatory requirements and ordinances associated with the work within this contract.

The Contractor shall NOT have the right to subcontract any part of its obligations and service requirements without the prior written authorization of the Town.

Contractor shall provide full protection for the safety of employees, public, grounds and adjacent public thoroughfares while performing maintenance operations.

Contractor shall have and maintain all necessary and legally required licenses and permits to enable performance of services.

### **Contractor Work Performance**

Deficiencies in work performance must be corrected immediately. Failure of the Contractor to meet or perform work to these specifications as determined by the Town of Jamesville shall warrant written notice to the Contractor specifying areas of non-performance or unacceptable performance.

The Town will have the option of cancelling the contract in the event of unacceptable work performance, consistent late cuts, poor maintenance, delayed treatments or for any other reasonable factors as deemed appropriate by the Town.

### **Herbicide / Pesticide Use**

All herbicide and pesticide applications performed under this contract shall comply with federal, state and local regulations including all NC pesticide licensing requirements. No chemical application may occur without prior written approval from the Town. The Contractor shall take all necessary precautions to prevent overspray, runoff or contamination of sensitive areas including cemeteries, water/sewer facilities, storm drains and surface waters.

## **Contractor Responsibilities**

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

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

The Contractor shall communicate with the Town, as soon as possible, after discovery, any concerns for changes in the work or time and/or unforeseen circumstances or conditions which may affect the completion of a project as scheduled.

Bidders will comply with all local, state and federal laws and ordinances governing said work including the current Occupational Safety and Health regulations.

Should fire, theft, vandalism or other casualty damage or destroy the equipment or property belonging to the Contractor while on Town property, the Town shall be under no obligation to replace or in any way compensate the contractor for said property.

## **Payment**

The Contractor shall submit an invoice per each service cycle rendered to the Town which shall be accompanied by a detailed summary of work performed for that invoice billing statement. The Town shall pay the invoice within fourteen (14) days from invoice submittal.

## Appendix A Contractor Information

Name of Company: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Owner/Operator of Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Location of Company: \_\_\_\_\_

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

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

Years in Business: \_\_\_\_\_

**Please Provide References – Two Required**

Name: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

## Appendix B Proof of Insurance

The selected Contractor shall purchase and maintain with a company acceptable to the Town of Jamesville and authorized to do business in the State of North Carolina:

- such insurance as will protect the Contractor from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws
- from claims of damages because of bodily injury, occupational sickness or disease, or death of Contractor employees
- from claims for damages because of bodily injury and personal injury
- and from claims for damage and destruction of tangible property, including loss of use resulting there from – any or all of which may arise out of or result from the Contractor's operation under the scope of work, whether such operations be by the Contractor.

The insurance shall not be written for less than the limits of liability specified below.

### **Automobile:**

Bodily injury and property liability covering all owned, non-owned and hired automobiles for limits of not less than \$5,000,000.00 bodily injury each person, each accident and \$5,000,000.00 property damage, or \$5,000,000.00 combined single limit – bodily injury and property damage combined.

### **Commercial General Liability:**

Bodily injury and property damage liability as shall protect the Contractor performing work under this contract from claims of bodily injury or property damage which arise from operations of this contract, whether such operations are performed by the Contractor, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$5,000,000.00 bodily injury each occurrence/aggregate and \$5,000,000.00 bodily injury and property damage combined with single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability. The coverage shall be on an occurrence basis.

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

\*\*\*Note: The contractor can accomplish this with a primary policy with a limit of \$1 million each occurrence and an umbrella/excess policy with a \$4 million each occurrence limit.

### **Worker's Compensation and Employer's Liability:**

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

Contractor is to provide verification to the Town that the company's employees are covered under worker's compensation insurance coverage prior to award on this contract.

Contractor shall maintain during the life of this contract Workers' Compensation and Employer's Liability Insurance covering all of Contractor's employees to be engaged in the work of this contract, providing the required statutory benefits under North Carolina Workers' Compensation Law and Employers Liability Insurance providing limits at least in the amount of \$500,000 / \$500,000 / \$500,000 applicable to claims due to bodily injury by accident or disease.

### Other:

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

Contractor shall submit a Certificate of Insurance as required by North Carolina statutes prior to commencing work. The Contractor shall provide insurance in accordance with Appendix B. All work must meet applicable safety standards. This includes NCDOT approved safety vests and applicable personal protective equipment. Any mowing along a roadway shall require NCDOT approved safety signage to be placed at appropriate intervals to warn drivers.

I have read all language regarding insurance matters as required by federal and state statutes and agree to be in compliance at all times.

## Appendix C Bid Tabulation Sheet

All prices shall be shown on a per cycle basis, covering all services, for the following locations.

<u>Location / Address</u>	<u>Cost Per Service</u>
Jamesville Town Hall / 1211 Water Street	_____
Jamesville Town Cemetery / 1199 NC 171	_____
Wastewater Treatment Plant / 1314 Astoria Road	_____
Water Treatment Plant / 1151 Hardison Drive	_____
Well #2 / 1195 Hayes Street	_____
HWY 171 Pumping Station / 1134 NC Highway 171	_____
Marco Pumping Station / 28333 US Highway 64	_____
River's Edge Pumping Station / 1405 Water Street	_____

Additional Mowing Maintenance:

Sewer Right-of-Way \*\*

\*\*To be done once or twice a year \_\_\_\_\_ (each service)