

Town of Pollocksville  
314 Main Street  
Pollocksville, NC 28573

## **Request for Proposals (RFP): Maintenance Services for Main Street Planting Areas**

RFP Reference #: TOP-2025-MAIN-001

RFP Posting Location: <https://www.townofpollocksville.com/>

Date of Issue: January 15, 2025

Due Date for RFP Response: **February 5, 2025 (by 1:00pm EST)**

**I. Description of Requested Services.** The Town of Pollocksville, North Carolina (the “Town”) is seeking proposals from any interested party (“Applicant”) for maintenance services (“Services”) relating to the planted areas within the Main Street right-of-way. Services being requested include the following, at minimum:

- Weeding / Pruning
- Application of Post-Emergent Weed Control

Services being requested are to occur at least twice per year throughout the growing season. The extent of area included in the scope of work is between the sidewalk and back-of-curb on both sides of Main Street between East Street (at Riverfront Park) and Foy Street. This area is equal to approximately 1,940 linear feet (890 linear feet on the west side of Main Street; 1,050 linear feet on the east side of Main Street), and includes a mixture of the following plants: *Itea virginica* (“Virginia Sweetspire”), *Schizachyrium scoparium* (“Little Bluestem”), and *Liriope muscari* ‘Big Blue’ (“Lilyturf”).

The Town is anticipating the number of labor hours associated with the requested services will not exceed one-hundred and twenty (120) labor hours per calendar year. This is to be a twelve (12) month contract with the opportunity to renew annually.

**II. Submission Requirements.** Interested parties are to include the following information in a written submission package:

- Minimum Requirements:
  - Qualifications Statement (i.e., brief statement describing the Applicant’s capability to complete the requested scope of work).
  - References (provided for at least two (2) past projects of similar scope).
  - Proof of Insurance

- Proposal:
  - Annual Cost Proposal (itemized by Hourly Rate and Additional Materials Cost)
  - Proposed Maintenance Schedule

**III. Selection Criteria.** The Town will enter into contract negotiations with the Applicant that demonstrates the most cost-effective and responsible proposal.

**IV. Submission Instructions.** The deadline for submitting a response to this RFP is February 5th, 2025 at 1:00pm EST. Packages can be submitted either via hardcopy print (via sealed envelope delivered to Pollocksville's Town Hall) or electronically (via email to Pollocksville's Town Clerk and Finance Officer, Toni Floyd: admin@townofpollocksville.com).

Please reference the RFP # (TOP-2025-MAIN-001) on the front of the sealed envelope (if submitting via hardcopy print) or in the subject line of the email (if submitting electronically).

**V. Questions.** Please direct questions and inquiries pertaining to this RFP to the following email addresses: Toni Floyd (admin@townofpollocksville.com) and Leslie Bartlebaugh (leslie\_bartlebaugh@ncsu.edu). Questions must be received by January 22nd, 2025. Responses to questions, if received, will be posted as an addenda by January 27th, 2025.