



## REQUEST FOR BIDS

### Park Groundskeeping Services — Noel Williams Park

|                                  |                                                                                                                                                              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid Submission Deadline</b>   | October 9, 2026, by 5:00 PM                                                                                                                                  |
| <b>Anticipated Council Award</b> | October 19, 2026 Town Council Meeting                                                                                                                        |
| <b>Submit Bids To</b>            | Town of Unionville, Attn: Melody Braswell,<br>1102 Unionville Church Road, Monroe, NC 28110                                                                  |
| <b>Questions / Contact</b>       | Melody Braswell<br>Clerk, Tax Collector, Land Use Administrator<br>704-226-1989 / <a href="mailto:mbraswell@unionvillenc.org">mbraswell@unionvillenc.org</a> |

## 1. PURPOSE

The Town of Unionville ("the Town") is requesting sealed bids from qualified contractors for groundskeeping and grounds maintenance services at Noel Williams Park. The Town intends to award a contract to the responsible bidder whose bid is determined to be the most advantageous to the Town, with price and other factors considered.

## 2. SITE DESCRIPTION

Noel Williams Park consists of approximately 39.7 total acres, with approximately 34 acres currently developed. The developed area includes the following athletic facilities:

- 9 baseball diamonds
- 4 soccer fields (2 tiers)
- 1 football field

## 3. SCOPE OF WORK

### 3.1 Annual Field Maintenance

Once annually, the Contractor shall fertilize, lime, and overseed all athletic fields listed in Section 2, including all 9 baseball diamonds, 4 soccer fields, and 1 football field.

### 3.2 Mowing — Deck Height & Frequency

For purposes of this Section, the following seasons are defined:

- Peak Season: May 1 – September 30
- Non-Peak Season: February 22 – April 30, and October 1 – November 14
- Off Season: November 15 – February 21

During Peak Season, athletic fields shall be mowed twice weekly at the deck heights indicated below. During Non-Peak Season, athletic fields shall be mowed once weekly at the deck heights indicated below, with soccer fields mowed on Fridays. During Off Season, fields shall be cut as needed to maintain a safe and presentable playing condition, but not less than once every two weeks. Common areas (grass between and around fields) shall be maintained as indicated below year-round.

- All gate entrances shall be cut, and all gates closed, after mowing.
- All clippings shall be mulched into the field and/or removed as necessary.

| Area                                 | Deck Height | Peak Season  | Non-Peak Season | Off Season | Mowing Day    |
|--------------------------------------|-------------|--------------|-----------------|------------|---------------|
| Soccer Fields (4)                    | 1.25"       | Twice Weekly | Weekly          | As Needed  | <b>Friday</b> |
| Football Field                       | 1.25"       | Twice Weekly | Weekly          | As Needed  | —             |
| Baseball Diamonds (9)                | 1.5"        | Twice Weekly | Weekly          | As Needed  | —             |
| Common Areas (between/around fields) | 2.5"        | Weekly       | Weekly          | As Needed  | —             |

*Note: Mowing height may be adjusted with greater flexibility outside of active game/practice season, at the discretion of the Town and Piedmont Rec Association.*

### 3.3 Additional Grounds Maintenance

In addition to mowing, the Contractor shall provide the following services on a recurring basis, with frequency adjusted seasonally as appropriate to maintain a well-kept appearance:

- Weed management throughout the park
- Spraying of ground control (e.g., Roundup or comparable herbicide) around fence lines, telephone poles, and buildings
- Mulching of designated landscape and planting areas
- Shrub trimming
- General park upkeep and grounds appearance

### 3.4 Trash Collection

Trash within mowed and maintained areas shall be picked up and removed prior to mowing. Trash shall not be mowed over.

### 3.5 Trash Cart Management

The Contractor shall manage trash carts as follows:

- Each Wednesday evening: position trash carts at the concession stand for collection
- Each Thursday: return trash carts to their designated stations throughout the park

### 3.6 Exclusions

The following are explicitly excluded from this scope of work:

- Infield/sand maintenance on baseball diamonds
- Field lining/stripping for baseball, softball, and football fields

### 3.7 Field Painting

- Soccer fields shall be lined (painted) each Friday following mowing, during both Non-Peak and Peak Seasons.
- Field painting is not required during Off Season.
- Paint and lining machines will be provided by the leagues (Piedmont Rec Association); the Contractor is not responsible for supplying paint or lining equipment.

### 3.8 Weather and Performance Standards

The Town understands that weather is a significant factor in ground maintenance. If weather conditions cause a delay in scheduled services, the Contractor shall clearly communicate the delay to the Town and provide a schedule for correcting any resulting delays.

If the Contractor is notified of a deficiency in services performed, the Contractor shall take prompt action to remedy the deficiency and shall inform the Town of its plan to correct the issue.

#### **4. CONTRACT TERM**

The initial contract term shall be one (1) year from the date of award, with the option for the Town to renew for additional terms upon mutual agreement of both parties, subject to satisfactory performance and availability of funding.

#### **5. INSURANCE AND BONDING REQUIREMENTS**

The Contractor shall provide proof of general liability insurance in an amount of not less than \$2,000,000, naming the Town of Unionville as an additional insured. The Contractor shall also provide proof of workers' compensation insurance as required by North Carolina law. The Town reserves the right to require a performance bond in an amount to be determined.

#### **6. BID SUBMISSION REQUIREMENTS**

Bidders shall submit the following as part of a complete bid package:

- Completed bid form, including total annual price, with per-service pricing breakdown included
- Proof of applicable licenses and insurance
- List of equipment to be used in performance of services
- References from at least two comparable municipal or commercial grounds maintenance contracts

#### **7. SITE VISIT**

Prospective bidders are encouraged to visit Noel Williams Park prior to submitting a bid to assess site conditions. Bidders may contact Melody Braswell to schedule a site visit or arrange access for an independent walkthrough.

#### **8. RESERVATION OF RIGHTS**

The Town of Unionville reserves the right to reject any or all bids, to waive informalities or irregularities in bids received, and to award the contract in a manner determined to be in the best interest of the Town.