



TOWN OF SMITHFIELD  
REQUEST FOR PROPOSAL  
FOR  
FY 2026-2027  
2027-2028

GROUNDS MAINTENANCE SERVICE

Bid Opening: 2:00 pm on Thursday, April 23, 2026

by

Lawrence Davis, Public Works Director

### General Information & Bid Submission Requirements:

- Submit Sealed bids to:  
**Town of Smithfield**  
**Attn: Lawrence Davis**  
**231 Hospital Rd**  
**PO Box 761**  
**Smithfield, NC 27577**
- Submit all bids by 2:00pm on Thursday, April 23, 2026. At that time bids will be publicly opened within the Public Works Facility.
- The Town of Smithfield (herein called the “OWNER”) will not consider bids received after the date listed above for any reason. Owner reserves the right to reject any and all bids and to waive informalities if the contractor(s) fails to meet all terms and conditions of the contract award.
- The contractor is responsible for all errors, omissions, and deviations from the contract requirements.
- All bids must be made on the required bid form. All blank spaces for bid prices must be filled in, in ink or typewritten. The bid form must be fully completed and executed when submitted. Only one copy of the bid form is required.
- Bidders must satisfy themselves with the Scope of Work requested by the Owner, by careful examination of the site and thorough review of the Scope of Work. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the Scope of Work to be provided.
- All bids must be firm and not subject to any increases. (Unless approved by appropriate personnel).
- The Town reserves the right to hold bids open for a period of thirty days after bid opening before making awards.
- In accordance with State Law GS 143-129, the award will be given to the lowest most responsible bidder, taking into consideration quality, performance and time specified in the proposal for the performance of the contract.
- Bid tabulations will be provided upon request. All bidders are welcome to attend the bid opening.
- Please direct all technical questions regarding this bid to Lawrence Davis, Public Works Director, at 919-934-2580.

### Description of Work

- Weekly mowing and associated landscape maintenance at various facilities and rights-of-way within the Town of Smithfield on an annual term.

### Date of Availability

- Contract period **July 1, 2026 – June 30, 2028**

### Contract Renewal

- No renewals

## Work Times

- Unless otherwise approved by the Public Works Director, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during daylight hours.

## Mowing/Maintenance Cycles

- Intent of this contract is to provide maintenance to all sites in a range of every ten (10) days from March 15 to November 1, to allow for time to accommodate days that are not conducive to mowing and landscape work. If days beyond ten (10) are needed, the contractor is expected to adjust to get back on a regular schedule.

## Locations

Maintenance must be performed at the following locations every ten (10) days:

### A. Right-of-Ways

- a. Railroad Underpass, on Hwy 70 Business, between Futrell Way and Hwy 301(Brightleaf Blvd.)
- b. Hwy 70 Business from the Neuse River Bridge to the western Town Limit, all landscape beds including median and sides, island between 210 Hwy and 70 Hwy split and Welcome to Smithfield sign
- c. Traffic Islands at Hwy 301 and Third Street including tree orchard beside BP Station
- d. Martin Luther King Jr. Blvd., from College Road and Furlong Drive
- e. Market Street, from Hwy 301 to the Neuse River Bridge
- f. South side of Brogden Road from Railroad track to I-95 rights-of-way
- g. I-95 Entry and exit rights-of-way and grounds within the median triangles
- h. 230 Hospital Road Operation Center
- i. 231 Public Works Building
- j. Towne Centre Pl. landscape beds including median and sides

### B. I-95 Exits (Exit 93 and 95)

- a. **Note: Exit 95 is under construction until the summer 2027. Note: the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible. Then Exit 95 will be added upon the reopening of I-95 in the summer of 2027.**

## Pruning and Fertilizing

- Shrubbery shall be pruned to maintain an acceptable size and shape not less than once from April 1 through August 15 of the growing season, and not less than once during the dormant season. Prior to pruning operations, the contractor shall meet with the Owner.
- Shrubbery shall be fertilized not less than once each year at a rate not less than 10 lbs./1000 square feet utilizing a fertilizer with a ratio rating of 10-10-10.

- Street trees shall be trimmed and trunked as needed to maintain acceptable shape throughout the growing season. Limbs shall be pruned from sidewalk walking areas, traffic, buildings and signs.

### Weed Control

- Plant beds, sidewalks, curb/gutter, and parking lots shall be maintained in a weed free condition. This includes plant beds on ROW's and NCDOT interchanges. Weeds can be removed manually or spot spraying with non-selective herbicide will be allowed. Non-selective herbicide shall be provided by contractor upon approval of Public Works Director.

### Herbicides

- All herbicides must be approved by the Public Works Director. List of herbicides, rates, and intended use shall be submitted in writing/email prior to application. Herbicide applications must be conducted by, or with oversight from, license holder. Company must have a valid NCDA pesticide applicator license with endorsements for Turf/Ornamental and ROW.
- License must be held by company.
- Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition.

### Mowing

- Mowing height shall be set between 2" and 4" on all turf areas. Mowing height shall be uniform at each site. Scalping, gapping, or sprigging will not be allowed.

### Fertilization and Fire Ant Treatments

- Granular fertilizer and/or pelletized lime shall be applied to turf areas as requested in Spring and Fall each year – materials provided by Owner.

### Equipment

- Contractor must maintain all necessary equipment in good working order. Equipment must be suitable for commercial work. Contractor shall provide quantity of equipment suitable for the scope of work set forth in this proposal.

### Personnel

- All personnel should be identifiable by a shirt/jacket/safety vest with company logo
- All personnel shall wear reflective safety green vest/shirt when on public transportation ROW

### Reporting / Inspection of Work

- All mowing areas are to be inspected by Contractor Mowing Supervisor, and a Checklist must be turned in at the end of each Mowing Interval to Public Works Director for final inspection by Town of Smithfield. *See Attachment C*
- Failure to submit inspection reports will impact payment of invoice.

### Retainage Fee

- Retainage of 5% each month will be withheld as a guarantee of performance. Satisfactory performance will allow for contractor to invoice for return of retainage after the final month of service annually (June)

### Invoicing and Finance

- Inspection reports must be provided with invoices for remittance of payment
- Invoices are to be turned into the Public Works department either by email to [accountspayable@smithfield-nc.com](mailto:accountspayable@smithfield-nc.com) or by mailing to PO Box 761, Smithfield, NC 27577
- Town of Smithfield remits payment on a net 30 basis
- One invoice per month will be processed for payment

### Required Submittals

- List of equipment to be used to perform work
- Copy of NCDA Pesticide License
- All pesticide applications and related services must be performed under a valid pesticide license held directly by the primary contracting company. Use of a secondary, subcontracted, or third-party company's license to fulfill this requirement is **NOT** permitted. The primary company is solely responsible for maintaining proper licensing, compliance with all applicable regulations, and oversight of all pesticide-related activities.
- Evidence of insurability
- Signed Certificate of Non-Collusion
- Submittal of Bid Form based on an Annual Total Price and unit prices for each Item outlined - *Attachment A*
- References (3) – *Attachment B*

### After Approval

- Following approval by the Town Council, the party to whom the contract is awarded will be required to execute an Agreement within fourteen (14) calendar days from the date when notice of award is delivered or mailed to the bidder.

Optional Note

- An optional walk-through of sites will be held Tuesday, April 14, 2026, at 11:00am at the Public Works Facility, 231 Hospital Road. Bidders unable to attend must contact Lawrence Davis at (919) 934-2580 to schedule a walk-through prior to bid opening. Questions will be addressed at that time.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid of proposal has been made and submittal in good faith and without collusion or fraud with any other person. As used in this certification, the work “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Name of Business

**Attachment A –  
 BID FORM  
 GROUNDS MAINTENANCE SERVICES**

**FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.**

**FROM:** \_\_\_\_\_

**BIDDER:** \_\_\_\_\_ **SUBMITTED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

The annual lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached. *Note: in the Scope of Services the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible, then Exit 95 will be added upon the reopening of I-95 in the summer of 2027.*

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2026, through June 30, 2028. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Rights-of-Way	\$ _____	
ITEM # 2: I-95 Exits	\$ _____	Exit 93
(Exit 93 & 95)	\$ _____	Exit 95
<b>TOTAL BID:</b>	<b>\$ _____</b>	

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into: that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

**Signature of Bidder:** \_\_\_\_\_

**Proposed Subcontractor (s) (if any will be used:**

<b>Name</b>	<b>Address</b>	<b>Type and Extent of Work</b>
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**Attachment B –**  
**REFERENCE PAGE**  
**(MUST BE COMPLETED BY BIDDER)**

Please list at least three (3) current or past clients

**Name** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Services Provided** \_\_\_\_\_

**Name** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Services Provided** \_\_\_\_\_

**Name** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Services Provided** \_\_\_\_\_

**Town of Smithfield**  
**Attachment C -- Mowing & Grounds Maintenance Checklist**

**A. Right-of-Ways**

Location	Mowed	Trimmed	Edged	Beds Maintained	Debris Removed	Date	Initials
<b>Railroad Underpass – Hwy 70 Business (Futrell Way to Hwy 301/Brightleaf Blvd.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Hwy 70 Business – Neuse River Bridge to Western Town Limits (All beds, medians, sides, island at 210/70 split, Welcome Sign)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Traffic Islands – Hwy 301 &amp; Third Street (Including tree orchard beside BP)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Martin Luther King Jr. Blvd. – College Rd. to Furlong Dr.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Market Street – Hwy 301 to Neuse River Bridge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>South side of Brogden Rd. – Railroad track to I-95 ROW</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I-95 Entry/Exit ROW and Median Triangles</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>230 Hospital Road Operations Center</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>231 Public Works Building</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Towne Centre Place – Landscape beds, medians, sides</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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**B. I-95 Exits**

Location	Mowed	Trimmed	Edged	Beds Maintained	Debris Removed	Date	Initials
<b>Exit 93</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Exit 95</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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**Supervisor Sign-Off**

**Mowing Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Public Works Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_