



Morrisville
Live connected. Live well.

Invitation to Bid

Grounds Maintenance Contract Fall-Winter FY27

Qualified organizations are invited to respond to the Invitation to Bid (ITB) entitled:
"Grounds Maintenance Contract Fall-Winter FY27"

Submittals must be received **October 2, 2026, no later than 12:00 p.m. (Eastern Daylight Savings Time)** and should be sent in digital PDF format to:

bids@morrisvillenc.gov

DATE ISSUED

September 18, 2026

QUESTIONS DUE DATE

September 24, 2026 by 12:00 PM EST

BID DUE DATE

October 2, 2026, at 12:00 PM EDT

I. Introduction

The Town of Morrisville, NC (hereinafter referred to as the “Town”) is soliciting proposals from qualified vendors for the purpose as described below:

- Grounds Maintenance Contract Fall - Winter FY27 - Maintenance of landscaped areas on Town Grounds, Greenways, and Right of Ways.
- Contract Term: October 12, 2026 to December 31, 2026

II. Background

The Town of Morrisville is in Wake County, an equal distance from Raleigh and Durham. The Town has an estimated population of 36,000 and growing. Development in the Town consists of a variety of residential, commercial, industrial, and mixed-use Developments. With a population of just 1,022 in 1990, much of Morrisville’s development has occurred in the last 35 years.

III. Scope of Work

The Contractor shall provide all materials, equipment, labor, and supervision for mowing, trimming, blowing, edging, and spraying of turf, landscaped areas, greenways, and right of ways. Work shall be performed at various locations in the Town of Morrisville.

Map of Landscape Sites: <https://arcg.is/1nGST44>

The Town will provide the Contractor with a list of locations that need to be addressed. Services covered under this contract include:

- All services outlined in Appendix A.
- Biweekly service visits to maintain all of the locations outlined in Appendix B
- The successful bidder will be required to show proof of insurance as outlined in the General Insurance Requirements below. The Town must be named as additional insured. Work shall not begin until this provision has been satisfied and a Purchase Order issued.
- The cost proposals shall be submitted on the form contained in “Appendix B.”
- Contractor agrees that pricing shall be good for 90 days from the date of the submittal.
- A sample contract will be posted with the advertisement online.

IV. Coordination with Town Staff

The Public Works Operations Analyst will be responsible for managing the project and overseeing the selected consultant’s contract. The Grounds Maintenance Supervisor will be involved throughout the project in a variety of capacities. Frequent coordination with the Public Works Operations Analyst is anticipated.

V. Questions and Clarifications

Questions related to this ITB should be sent to bids@morrisvillenc.gov no later than **September 24, 2026 at 12:00 PM EDT**.

VI. Deadline and Submittal Details

Submittals are due no later than October 2, 2026, at 12:00 PM EDT. No submittals will be accepted after this time. Submittals should be in PDF format, sent to: bids@morrisvillenc.gov

Disclaimers

1. The Town of Morrisville reserves the right to reject any responses to this ITB that do not meet the selection criteria, to waive minor irregularities, and to conduct discussions with any or all respondents. The Town accepts no financial responsibility for any costs or expenses incurred by any entity in responding to this ITB. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.
2. All proposal packages and materials submitted hereunder become the exclusive property of the Town of Morrisville.
3. Firms submitting proposals shall have no association with elected officials or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project. A selection committee of Town staff will evaluate the submittals and may elect to select the most qualified firm based on the responses as submitted or elect to conduct interviews prior to recommending a firm.
4. No submittal will be accepted from, nor will a contract be awarded to, any respondent who is arrears to the Town upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the Town, or is deemed to be irresponsible or unreliable by the Town.
5. The selected firm must have an adequate accounting system to identify costs chargeable to the project.
6. If you have received this solicitation from a source other than the Town of Morrisville, it is the respondent's responsibility to ensure that all addenda have been received. For the most current information, please visit: <https://www.morrisvillenc.gov/Our-Community/Business-Development/Bid-and-Proposal-Opportunities>

APPENDIX A

STATEMENT OF WORK/STANDARDS FOR TOWN GROUNDS MAINTENANCE AND LANDSCAPING SERVICES:

Map of Landscape Sites: <https://arcg.is/1nGST44>

Town Grounds, Greenways and Right of Ways

- ☐ October 12, 2026 to December 31, 2026
- ☐ **7 Bi-Weekly** visits to maintain Town Grounds, Greenways and Right of Ways.

Specifications

1. Schedule

- a. Work shall be performed Monday to Friday between the hours of 7:00 am and 6:00 pm
- b. Saturday work shall be allowed under special circumstances with the permission of Town Staff.
- c. Service schedule modifications/deferments for inclement weather will be discussed with Town staff.
- d. The contractor may choose which holidays they observe.
- e. The contractor shall supply the Town with an estimated service visit schedule at the beginning of each month.

2. Safety

- a. All crews working in or near roadways will follow the NCDOT policies and the MUTCD standards for work zone sign and cone placement, vehicle locations, etc.
- b. All individuals working in or near the road shall wear proper PPE and an approved traffic safety vest at all times.
- c. All equipment shall have all safety switches and deflectors in good working order to prevent injury to nearby persons or property.
- d. All injuries or property damage must be reported to Town Staff as soon as possible.

3. Debris Removal

- a. Litter and debris shall be removed during every site visit before mowing.
- b. No debris, grass, or mud shall be left on curbs, sidewalks, or paved surfaces.
- c. The contractor shall dispose of all debris.
- d. Where possible, recyclable materials shall be separated and disposed of in the proper containers.
- e. Any items that may be hazardous to the crew's health, such as dead animals, biohazards, weapons, chemicals, etc., shall be reported to the Public Works Staff.
- f. Large amounts of debris caused by natural events are not included in this contract and shall be reported to the Public Works Staff.

4. Mowing

- a. Mowing height shall be determined by species –maintained to an average height of 4” on cool season and an average of 2” on warm season grasses.
- b. All areas shall be cut in their entirety – no areas missed.
- c. No more than 1/3 of the grass shall be removed at any mowing.
- d. Sharp mower blades will be used to prevent damage to the turf.
- e. Any excessive clippings or clumps produced by mowing shall be broken up and/or removed.

5. Edging

- a. All edges along sidewalks, driveways, curbs, planting beds, and other hardscapes shall be edged during every service visit or as needed to maintain a clearly defined edge.
- b. All debris from the edging operation shall be removed by blowing or sweeping clean.
- c. Planting beds and trees shall be bed-edged before mulch application.

6. String Trimming

- a. All turf that is higher than the required mowing height shall be string trimmed after each mowing or as needed to maintain the required height.
- b. Herbicides shall be used to prevent trimmer damage to tree trunks, signs, fences, building foundations, etc.

7. Planting Bed Maintenance

- a. Beds and tree rings shall be kept as weed-free as possible.
- b. Hand weeding, string trimming, and pre/post-emergent herbicides shall be used to control weeds.
- c. Weeds larger than 3" must be removed after spraying.
- d. All mulch displaced by rain or mowing operations shall be returned to its original locations.
- e. Flowers will be maintained by Town staff.

8. Blowing

- a. All debris from maintenance operations shall be blown off as needed after every service visit.
- b. The contractor shall remove large piles of debris.
- c. No debris shall be blown into stormwater ponds or storm sewers.
- d. Special care shall be taken on permeable paved surfaces to prevent damage, such as at the Historic Church or Fire Station parking areas.

9. Hardscapes

- a. All sidewalks, patios, parking lots, paths, curbs, and slabs will be sprayed and weeded as needed.
- b. All areas will be blown clean during every site visit.
- c. Extra caution will be taken when blowing around cars and buildings so as not to cause damage.

10. Concrete Medians

- a. Large debris and litter shall be collected and removed from the concrete islands.
- b. Smaller debris shall be blown or swept off the islands.
- c. Weeds shall be sprayed and removed as needed.
- d. Stormwater drainage grates or inlets shall be kept clean and free of debris.
- e. Any damaged or missing signs shall be reported to Public Works Staff.
- f. Debris shall not be blown into storm drains.
- g. Considerable care should be taken to avoid damaging vehicles.

11. Insect Treatments

- a. Fire ant mounds shall be treated with the appropriate insecticide bait such as Amdro or Advion.
- b. Dead ant mounds will be knocked down and raked out.
- c. Large infestations or immediate threats need to be reported to the Public Works staff upon discovery.
- d. Any large-scale damage by insects or disease needs to be reported to the Town staff.

12. Irrigation Systems

- a. All irrigation system maintenance and operation will be done by town staff or an irrigation contractor.
- b. Turf around sprinkler heads shall be trimmed so that the grass does not interfere with the head's operation.
- c. All mower damage to irrigation components shall be reported to the Public Works Staff via phone immediately.
- d. The contractor shall notify the Public Works Staff of any irrigation system malfunctions that interfere with maintenance operations.

13. Special Areas

- a. Bridges will be blown off and treated with herbicides regularly to keep weeds and debris from accumulating on the bridge.
- b. All utility poles, streetlights, fire hydrants, signs, guard rails, access boxes, and wires within the street right of way will be trimmed during every service visit or sprayed as needed to maintain proper turf height.
- c. Stormwater pond areas are not maintained as part of this contract.

14. Shrub Pruning

- a. Informal shrubs shall be pruned to maintain shape in the Spring and Fall.
- b. Flowering shrubs shall be pruned after they bloom.
- c. The Town will be notified when plants are removed so arrangements can be made to replace them.
- d. Groundcovers shall be pruned to keep them within their borders.
- e. Perennials shall be pruned at the appropriate time.
- f. Ornamental grasses will be cut back in the winter.

15. Tree Pruning

- a. All deciduous trees shall be limbed up to at least 8' clearance to assist with mowing operations and maintain sight line distances.
- b. Trees and shrubs within the road right of way shall be pruned back along sidewalks and greenways to 8' high and 8' wide clearance where possible to prevent pedestrian injury.
- c. Dead, dying, diseased, crossing, and broken limbs shall be removed using proper pruning techniques.
- d. All debris shall be removed from the site by the contractor.
- e. Any hazardous trees observed in maintenance operations shall be reported to Public Works Staff.
- f. Insect and disease infestations, such as gloomy scale, will be reported to Public Works Staff.

16. Turf Program

- a. The contractor shall provide a program of fertilizers and herbicides to encourage turf growth and effectively control weed growth in the turf areas.
- b. Based on the application, a combination of granular or liquid products may be used.
- c. All chemicals will be applied according to the manufacturer's label instructions.
- d. All pesticide applications will be done by, or under the supervision of, an NC-licensed pesticide applicator.
- e. All NC pesticide license regulations will be followed.
- f. The contractor shall have all SDS sheets for the chemicals being applied, and the sheets need to be readily available if questions about the treatment arise.
- g. The materials, calendars, application rates, and dates outlined in the NC State Turf Files documents will be referenced to supply additional information for the fertilization program.
- h. It is the contractor's responsibility to properly calibrate and maintain their equipment to prevent damage to the turf or landscape.
- i. During spraying operations, the contractor must exercise caution regarding drift, weather conditions, and proper chemical dilution to ensure the safe and effective application of all chemicals.

- j. The contractor will supply the Town with an estimated application schedule for the properties.
- k. The contractor will supply the town with a summary of the treated locations and the product applied within one day after the treatment date.
- l. Timing of the applications may be adjusted to meet horticultural and environmental conditions.
- m. Town programs, rentals, and special events take precedence over the application schedule. Town staff and the contractor will meet on an as-needed basis to agree on an application schedule change.
- n. The application of lime, horticultural oil, insecticides, or fungicides will be deemed as additional services. Upon request of the Town, the contractor can submit a proposal to do the extra work.
- o. The Contractor shall always provide a competent on-site supervisor for its employees/agents. The on-site supervisor shall be capable of communicating in and understanding the English language.

**Appendix B –
Bid Form**

Bidder Company Name:_____

The undersigned bidder affirms and declares that he/she has carefully examined the Specifications that are acknowledged to be a part of this bid and agrees to provide all labor, materials, equipment, supervision, insurance, and permits, as well as abide by all local, state, and federal codes, rules, laws, regulations, and ordinances.

The undersigned certifies that they have read and understood all the bid documents provided, the specifications, and agree to the terms and conditions stated herein. The undersigned further certifies that this proposal is made in good faith and without collusion or in connection with any other person bidding on the same work, nor will any official or employee of the Town of Morrisville be admitted to any share or part of this contract should an award be made to the undersigned.

All bidders MUST submit with their bid the enclosed Non-Collusion Affidavit of Prime Bidder. This bid must be signed by a responsible official of the bidding organization.

Date

Authorized Signature (required) Company

Typed or Print Name and Title

Street Mailing Address

City, State, Zip Code

Email Address

Telephone Number

Bid Form – Page 2

(An Excel Bid Form is attached if needed)

Grounds Maintenance Contract Fall-Winter FY27

Biweekly Service Areas			
Area No.	Area Name	Area Location	Bid
100	Aquatics and Fitness Center	1301 Morrisville Parkway	
101	Cedar Fork Community Ctr	1050 Town Hall Drive	
102	Christian Church	222 Church Street	
104	Connector Building	240 Town Hall Drive	
105	Fire Station 1	102 Town Hall Drive	
106	Fire Station 2	10632 Chapel Hill Road	
107	Fire Station 3	1021 Harris Mill Road	
108	Google Hut	1001 Foxglove Drive	
109	Parks/Public Safety Building	260 Town Hall Drive	
110	Pugh House	103 South Page Street	
111	Town Hall	100 Town Hall Drive	
202	Church Street Properties	101 to 105 Church Street	
206	Old Fire 1 / Ruritan	100 Morrisville Carpenter Road	
211	Smart Shuttle Bus Stops	Landscaping around concrete pad	
402	Jeremiah Street	Jeremiah Street ROW from Town Hall Drive to Church Street, including SW corner at Jeremiah Street and Church Street	
406	Franklin Upchurch Street and Town Hall Drive ROW	Franklin Upchurch Street ROW and Morrisville Carpenter Road southern ROW	
407	Morrisville Carpenter Road Medians	Morrisville Carpenter Road Medians from Church Street to Madres Lane	
408	Morrisville Parkway	Median and ROW from Davis Drive to Chapel Hill Rd.	
409	Town Hall Drive	Road to Singer Way	
505	Aviation Parkway Median	Aviation Parkway Median near Cotten Drive	
Total Bid			\$