REQUEST FOR PROPOSALS

LAWN AND GROUNDS MAINTENANCE SERVICES

Camden County Schools
Camden County Board of Education
Camden, North Carolina

1. Information

Camden County Schools is a public-school system located in Camden, North Carolina. The District operates multiple school facilities and a Central Office Complex. The District is seeking qualified contractors to provide lawn and grounds maintenance services at the properties identified in this Request for Proposals (RFP).

2. Purpose

Camden County Schools is soliciting proposals from interested and qualified contractors to provide routine lawn and grounds maintenance, together with specifically identified ditch, retention pond, perimeter, and right-of-way maintenance services.

The purpose of this RFP is to establish a clear scope of work, service frequency, reporting expectations, and pricing structure so that all proposers prepare bids based on the same requirements.

3. RFP Schedule

RFP release	November 6, 2026
Mandatory pre-proposal meeting and facility walkaround	To be scheduled with the Director of Maintenance
Deadline for receipt of proposals	12:00 p.m., December 15, 2026
Closed bid opening	December 16, 2026
Interviews of up to three (3) top-ranked proposers	By January 31, 2027
Board approval	February 11, 2027

4. Proposal Requirements

If Camden County Board of Education (CCBOE) elects to proceed with this project, the successful proposer will be required to enter into a written agreement with the District. The agreement will incorporate the successful proposal and the requirements of this RFP. The executed agreement and RFP requirements will govern the work, subject to the final agreement.

Proposers must review the entire RFP and submit a complete response addressing all required services, frequencies, pricing, qualifications, and exceptions.

5. Terms of Agreement

The agreement will commence on a date mutually agreed upon by the successful proposer and the CCBOE and stated in the executed agreement. The anticipated contract period is March 1, 2027 through June 30, 2028. Any renewal option must be approved by the District and agreed to by the parties.

During the contract period, the CCBOE may terminate the agreement for cause, including material breach or repeated failure to meet performance requirements, subject to written notice and any applicable opportunity to cure. The executed agreement will state the applicable notice and cure provisions.

6. Right to Reject Proposals

The Superintendent or designee reserves the right to reject any or all proposals, waive minor informalities or irregularities when permitted, and determine which proposal is in the best interest of the CCBOE. The CCBOE will not be liable for costs incurred by a proposer in preparing or submitting a proposal.

7. Contracts and Obligations

Any contract or obligation resulting from this RFP is contingent upon the availability of sufficient funding and approval by the CCBOE. No contract will commence until required approval has been obtained and the agreement has been executed.

8. Contract Sum and Pricing

Proposers must submit a specific price for routine lawn and grounds maintenance at each facility. Specialized ditch, retention pond, and perimeter services must also be separately identified on the pricing sheets. Pricing must include all labor, supervision, equipment, fuel, transportation, materials, and other costs necessary to perform the required work.

All assumptions, exclusions, and additional charges must be clearly identified. A proposer may not rely on a general exclusion to remove a specifically identified area or service from its proposal.

9. Payment and Performance Adjustments

The contractor will invoice monthly. Invoices must identify the facilities served, billing period, routine contract amount, specialized services performed, and any additional work authorized by the District.

The CCBOE may withhold or deduct payment for services not performed or work that does not meet the requirements of the agreement. When practicable, the Director of Maintenance or designee will provide written notice identifying the deficiency and any corrective action required.

If the contractor fails to correct a deficiency within the stated period, the CCBOE may arrange for the work to be completed by District personnel or another contractor. Reasonable costs may be deducted from amounts otherwise due, to the extent permitted by the agreement. Any adjustment is intended to reflect services not provided or costs incurred, not to impose a penalty.

10. Insurance Requirements

Before execution of the agreement, the successful proposer must provide certificates of insurance to the Superintendent or designee. Coverage must be maintained throughout the contract period.

Required coverage and limits will be established in the final agreement. Proposers shall identify any coverage limitations or exceptions in their submissions. The CCBOE may require additional insured status and other insurance provisions in the final agreement.

11. Proposal Responsiveness

A proposal must be complete and submitted in accordance with the instructions in this RFP to be considered responsive. The CCBOE may determine a proposal nonresponsive if it omits required pricing, materially changes the scope, excludes a required property or service, or fails to provide requested qualifications or certifications.

The CCBOE reserves the right to determine responsiveness and waive minor informalities when permitted and in the District's best interest.

12. Properties and Description of Services

The contract includes the following six properties:

- Camden County High School – NEW
- Camden County High School – OLD
- Camden Middle School
- Camden Intermediate School
- Grandy Primary School
- Central Office

The District may identify specific areas within or immediately associated with these properties for maintenance. The contractor shall not assume that an area is excluded merely because it is separated from the main lawn or building area.

13. Pre-Proposal Site Inspection

Proposers are strongly encouraged to inspect all six properties before submitting a proposal. The inspection must consider property size and layout, turf areas, slopes, uneven terrain, drainage areas, retention ponds, ditches, State-maintained rights-of-way, grassed shoulders, pond banks, fences, gates, buildings, sidewalks, walkways, parking areas, athletic areas, landscaping, trees, playgrounds, railroad-side property, swamp-side property, stormwater structures, culverts, access limitations, and other obstacles.

The proposer is responsible for determining the labor, staffing, equipment, transportation, fuel, and other resources necessary to complete the work. Submission of a proposal acknowledges that the proposer had the opportunity to inspect the properties and evaluate observable conditions affecting the work. Additional compensation will not be allowed for conditions that were reasonably observable during the site inspection.

14. General Scope of Services

The contractor shall provide complete lawn and grounds maintenance services, including routine mowing, string trimming, edging, blowing and cleanup, litter and debris removal, weed control, designated drainage ditch maintenance, retention pond maintenance, retention pond baffle-area maintenance, State right-of-way mowing and ditch maintenance, railroad-side and swamp-side perimeter maintenance, seasonal leaf removal, vegetation control, and other specifically identified grounds services.

All work shall be performed in a neat, professional, safe, and timely manner. The contractor shall provide all labor, supervision, equipment, tools, transportation, fuel, and materials necessary to complete the work.

15. Routine Mowing Frequency and Scheduling

Routine mowing of designated turf and grassed areas at all six properties shall be performed weekly during the growing season, unless weather, turf conditions, school activities, site conditions, or the District directs otherwise.

The contractor shall adjust mowing frequency based on grass growth, rainfall, seasonal conditions, school activities, and site conditions. Routine turf areas shall not become excessively overgrown because of inadequate contractor scheduling or staffing.

The District may adjust the schedule when necessary to accommodate school operations, weather, or site conditions.

16. State Right-of-Way Ditches and Grassed Areas

All designated ditches and grassed areas along State-maintained rights-of-way that are adjacent to, border, provide access to, or are otherwise associated with the District's six properties shall be maintained weekly during the growing season, unless otherwise directed by the District.

This requirement includes, where applicable:

- Grass along State-maintained road rights-of-way adjacent to school property
- Drainage ditches and grassed ditch banks
- Grassed shoulders and sloped ditch areas
- Accessible areas between school property and the roadway
- Other right-of-way areas specifically identified by the District

The contractor shall inspect all applicable right-of-way areas before submitting a proposal and include all associated labor, equipment, transportation, and operating costs. Equipment must be appropriate for slopes, ditches, uneven terrain, and roadway proximity.

The contractor shall not operate equipment where standing water, unstable ground, excessive slope, significant erosion, unsafe traffic conditions, or other hazards make the work unsafe. Unsafe conditions shall be reported to the District.

The contractor shall not obstruct traffic, damage roadways, drainage structures, culverts, signs, fencing, or other property; deposit clippings onto roadways; blow clippings into storm drains; or create drainage obstructions. Significant erosion, damaged structures, blocked culverts, fallen trees, damaged signs, and other safety or maintenance concerns shall be reported.

17. Mowing Standards

Mowing shall be performed at an appropriate height for the turf and site conditions. The contractor shall avoid scalping, excessive mowing in wet conditions, rutting, turf damage, and damage to trees, landscaping, fencing, buildings, sidewalks, curbs, drainage structures, athletic facilities, playground equipment, and other District property.

The contractor shall use equipment appropriate for the size and condition of each area and coordinate mowing around school activities when necessary.

18. String Trimming

String trimming shall be performed during routine mowing operations as necessary to provide a complete and professional appearance. Areas include buildings, fences, gates, posts, signs, trees, light poles, utility structures, playground equipment, sidewalks, curbs, drainage structures, and other obstacles.

The contractor shall not damage siding, windows, doors, signs, trees, fencing, or other property through improper string trimming.

19. Edging

The contractor shall maintain clean and defined edges along sidewalks, walkways, curbs, building entrances, parking areas, and other paved surfaces. Edging shall be performed as necessary to maintain a professional appearance.

20. Blowing and Cleanup

Upon completion of mowing and trimming, the contractor shall remove grass clippings and all debris from sidewalks, walkways, building entrances, curbs, parking areas, and paved surfaces.

Clippings and debris shall not be blown into storm drains, drainage ditches, retention ponds, onto roadways, against buildings, onto neighboring property, or into areas where debris could create a maintenance or drainage problem. All work areas shall be left clean and presentable.

21. Litter and Debris

The contractor shall remove routine litter and debris encountered during normal mowing operations when reasonably practical. Large, hazardous, or unusual items shall be reported to the District. The contractor shall not handle hazardous materials or objects that could create an unreasonable safety risk.

22. Camden Intermediate School – Retention Pond and Baffle

The retention pond at Camden Intermediate School shall be cut and maintained once per month during the growing season. Maintenance shall include mowing accessible pond slopes, trimming vegetation, maintaining designated surrounding grassed areas, preventing excessive vegetation, and maintaining reasonable visibility of the pond and drainage areas. This shall include the retention pond baffle.

23. Camden Middle School – Perimeter

The designated perimeter drainage ditches and areas adjacent to the swamp at Camden Middle School shall be maintained once per month during the growing season. Maintenance shall include mowing and trimming accessible grass and vegetation within the designated ditch areas, ditch banks, and area adjacent to the swamp.

Erosion, blocked drainage, damaged culverts or structures, fallen trees, and other significant drainage concerns shall be reported.

24. Camden County High School – OLD Property Perimeter

The Camden County High School – OLD property shall receive specialized perimeter maintenance once per month during the growing season. This requirement specifically includes designated perimeter areas adjacent to the railroad, the swamp, and other designated property boundaries.

25. Camden County High School – NEW Retention Pond, Fenced Property Perimeter, and Rear Access Road

The retention pond including baffle, fenced property perimeter and area surrounding the rear entrance roadway shall be maintained once per month during the growing season. The fenced property perimeter shall be maintained on the side adjacent to the District property. Maintenance shall extend a minimum of five (5) feet from the fence or to the property line, whichever distance is less.

.26. Grandy Primary School – Interior Court Yard

Grandy Primary School has an interior court yard that must be maintained on the normal cutting schedule.

27. Central Office – Sawyers Creek Side Ditch and Swamp

The ditch located along the Sawyers Creek road side of the Central Office property and the swamp perimeter shall be trimmed and maintained once per month during the growing season.

Maintenance shall include mowing and trimming accessible grass, vegetation, ditch banks, and immediate areas surrounding the ditch and swamp.

28. Building Main Signs

The contractor shall be responsible for weed control and trimming in and around the main school complex sign to keep them in a clean and orderly appearance.

29. Seasonal Leaf Removal

The contractor shall provide routine leaf removal from designated lawn and grounds areas during the appropriate season. Leaves shall not be blown into storm drains, drainage ditches, retention ponds, roadways, or adjacent properties.

Leaves and organic debris shall be removed from designated paved areas as necessary. Additional leaf removal beyond routine services may be requested by the District and billed using the approved additional service rate.

30. Weed Control and Chemical Applications

Any herbicide, pesticide, or other chemical application performed under this contract shall comply with applicable laws, regulations, licensing requirements, product-label requirements, and safety requirements.

The contractor shall provide advance notification to the District when required, take appropriate precautions to minimize exposure to students, staff, visitors, pets, wildlife, and other individuals, and provide application records or documentation when requested.

31. Landscaped Areas

The contractor shall exercise reasonable care around landscaped areas. Routine mowing and trimming shall not damage ornamental plants, trees, shrubs, mulched areas, flower beds, or landscaping borders.

Unless specifically included in the proposal, extensive landscaping services such as planting, pruning, mulch installation, or pine straw installation may be considered additional services.

32. Work Schedule and Coordination

Routine mowing shall generally be performed during normal daytime hours when school is on summer break. During normal operating days contractor understands that work can not begin until after 3:30PM. The contractor shall coordinate work around school hours, student activities, athletic events, testing, graduation, special events, and other District activities.

The District may require schedule adjustments when necessary.

33. Equipment and Supplies

The contractor shall provide all equipment, tools, fuel, materials, and supplies necessary to perform the work. Equipment shall be properly maintained, appropriate for the work, operated by trained personnel, and in safe working condition.

The contractor shall provide equipment appropriate for large and small turf areas, slopes, ditches, pond banks, right-of-way areas, uneven terrain, and areas adjacent to roadways. The contractor is responsible for transporting equipment to and from District properties.

34. Property Damage

The contractor shall be responsible for damage caused by its employees, subcontractors, equipment, or operations. Potentially affected property includes buildings, windows, doors, fences, gates, signs, trees, landscaping, sidewalks, curbs, parking areas, drainage structures, culverts, irrigation systems, athletic facilities, playground equipment, vehicles, and other District property.

The contractor shall immediately notify the District of any damage and shall be responsible for correcting damage caused by its operations when determined to be the contractor's responsibility.

35. Contractor Staffing and Supervision

The contractor shall provide sufficient personnel and supervision to complete all required services within the required schedule. Employees shall conduct themselves professionally, follow safety requirements, operate equipment properly, respect school property, follow District instructions, and avoid unnecessary interference with school operations.

The District reserves the right to request removal of contractor personnel whose conduct, performance, or safety practices are unacceptable.

36. Subcontractors

The contractor shall identify any subcontractors proposed for use in performing services under this contract. The primary contractor shall remain responsible for all work performed by subcontractors. All subcontractors shall meet applicable licensing, insurance, safety, and performance requirements.

37. Licenses and Legal Compliance

The contractor shall maintain all licenses, registrations, certifications, permits, and other qualifications necessary to legally perform the services included in this RFP. The contractor shall comply with all applicable federal, State, and local laws, regulations, safety requirements, environmental requirements, and licensing requirements.

38. Contractor Experience and References

Proposers should demonstrate experience providing lawn and grounds maintenance services for commercial, institutional, governmental, or educational properties of similar size and complexity. Experience with school systems or other occupied public facilities is preferred.

Proposers shall provide references identifying the organization, contact person, telephone number, email address, and services provided.

39. Missed Services and Corrective Work

If a scheduled service is missed, the contractor shall notify the District and reschedule the service as soon as reasonably possible. The District may require corrective service at no additional charge when a service was missed because of contractor staffing, equipment problems, scheduling, poor planning, or other circumstances within the contractor's control.

Weather-related delays shall be communicated to the District. The contractor shall provide a revised service date when a scheduled visit is delayed.

40. Special and Emergency Services

The District may request additional services outside the routine contract schedule, including snow removal, mulching, emergency mowing, storm cleanup, fallen tree cleanup, additional vegetation removal, additional leaf removal, and other grounds maintenance. Additional work shall be performed only when authorized by the District.

41. Proposal Price Sheet – Base Services

Proposers must provide both monthly and annual pricing for routine lawn and grounds maintenance at each property. Pricing shall include all labor, supervision, equipment, fuel, transportation, and other costs necessary to perform the base scope.

Facility / Property	Contract Price Per Month	Contract Price Per Year
Camden County High School – NEW	$_____	$_____
Camden County High School – OLD	$_____	$_____
Camden Middle School	$_____	$_____
Camden Intermediate School	$_____	$_____
Grandy Primary School	$_____	$_____
Central Office	$_____	$_____
TOTAL BASE CONTRACT	$_____	$_____

42. Specialized Ditch, Pond, and Perimeter Pricing

Proposers shall provide separate monthly and annual pricing for the specialized maintenance services identified in this section. The scope of work and required maintenance frequencies for these services are established in the applicable sections of this RFP:

- Camden Intermediate School – Retention Pond and Baffle Area: Section 22.
- Camden Middle School – Perimeter Ditches and Swamp-Side Areas: Section 23.
- Camden County High School – OLD – Railroad, Swamp, and Perimeter Areas: Section 24.
- Camden High School – NEW – Retention Pond, Perimeter Fence and Rear Access Road : Section 25
- Central Office – Sawyers Creek Side Ditch and Swamp Perimeter: Section 26.

The specialized service prices shall be provided separately from the base contract pricing in Section 41.

Specialized Service	Contract Price Per Month	Contract Price Per Year
Camden Intermediate School – Retention Pond and Baffle Area	$_____	$_____
Camden Middle School – Perimeter	$_____	$_____
Camden County High School – OLD – Railroad & Swamp Perimeter	$_____	$_____
Central Office – Sawyers Creek Side Ditch and Swamp perimeter	$_____	$_____
Camden High School (New) – Retention Pond, Perimeter Fence, & Rear Road	$_____	$_____
TOTAL SPECIALIZED SERVICES	$_____	$_____

43. Additional Service Rates

Proposers shall complete the additional service rate schedule. Rates shall remain in effect for the contract period unless otherwise agreed to in writing.

Additional Service	Unit	Contractor Rate
Additional Mowing Visit	Per Visit	$_____
Emergency Mowing	Per Hour	$_____
Storm Cleanup	Per Hour	$_____
Snow Removal	Per Hour	$_____

44. Total Annual Proposal

Proposers shall state the base annual contract amount, specialized annual services amount, and total annual proposal. The contractor shall clearly identify whether specialized service pricing is included in the total annual proposal or is an additional cost.

45. Invoicing and Payment

Invoices shall clearly identify the property serviced, date of service, type of service performed, routine or specialized service, and any additional authorized work. Invoices shall not include additional services unless those services were authorized by the District. Payment shall be made in accordance with applicable District payment procedures and requirements.

46. Proposal Evaluation

Proposals may be evaluated based on total cost, individual property pricing, specialized service pricing, contractor experience, experience with school or institutional facilities, staffing levels, equipment capabilities, references, proposed work schedule, safety practices, understanding of the scope, service plan, ability to meet required frequencies, past performance, and responsiveness to the RFP.

The District reserves the right to request clarification or additional information from any proposer.

47. Proposal Delivery Instructions

Submit proposals in a sealed package clearly marked “Response to Lawn and Grounds Maintenance RFP” to:

Buddy Mickey
Director of Maintenance
Camden County Board of Education
174 HWY 343 N
Camden, NC 27921

Email submission: bmickey@camden.k12.nc.us If email submission is used please ensure you get a received confirmation email reply from the Director to confirm receipt. The complete proposal must be received by the deadline. The proposer is responsible for confirming successful transmission and receipt. Fax submissions will not be accepted.

Questions regarding this RFP shall be directed to the Director of Maintenance at bmickey@camden.k12.nc.us. Any interpretation or clarification that affects the RFP may be issued in writing to all known proposers.

48. Contractor Information and Certification

Company Name: _____

Address / City / State / ZIP: _____

Contact Person: _____

Telephone: _____ Email: _____

Company Website: _____

Years in Business: _____ Applicable License/Registration: _____

By submitting a proposal, the contractor certifies that it has reviewed the complete RFP; understands the required scope; had the opportunity to inspect all six properties; considered site conditions affecting the work; included all necessary labor and equipment in its pricing; is properly qualified to perform the work; and will comply with applicable laws and regulations.

Printed Name of Authorized Representative: _____

Title: _____

Signature of Authorized Representative: _____

Date: _____