



REQUEST FOR BOARD ACTION

ITEM NO. 8.

DATE OF MEETING: August 1, 2011

REQUESTED BY: Michael G. Mack, Director of Utilities/Solid Waste

SHORT TITLE: Resolution Authorizing a Contract with and Purchase Order to JC Lawncare for Lawn Maintenance Services at the Convenience Sites and Transfer Station in the Amount of \$11,990.

BACKGROUND: In 2010, staff solicited bids to find a contractor to maintain lawns at the County's 12 Solid Waste convenience sites and the Transfer Station. This work had previously been done by the Parks & Recreation Maintenance staff as time allowed. However, when the County doubled the available park and ball field areas that year, maintenance staff was no longer available to continue this service without additional personnel resources. In addition, the County was using General Fund budget for the Parks & Recreation staff to provide lawn maintenance services to the Enterprise Fund Solid Waste group. Pender Solid Waste staff evaluated the feasibility of acquiring the necessary equipment and personnel resources necessary to provide this service in-house or outsource the work. It was easily determined that the most cost efficient and effective option was to outsource the work to a private lawn maintenance contractor. Mr. Johnie Casbeer of JC Lawncare was the successful bidder and has completed this service in a very satisfactory and timely manner for Pender Solid Waste over the last twelve months. Staff has been pleased with Mr. Casbeer's level of service and he has agreed to provide the same service for the upcoming fiscal year at the same rate.

Funds have been budgeted for this expenditure and staff recommends approval.

SPECIFIC ACTION REQUESTED: To consider a resolution to authorize a contract with and purchase order to JC Lawncare for mowing the solid waste sites in the amount of \$11,990 for FY 11-12.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

JB
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that

a contract with and purchase order to JC Lawncare, is hereby authorized for the lawn maintenance of the Pender County convenience sites including the Transfer Station. The County Manager/Chairman shall have the authority to execute any/all documents necessary to implement this resolution.

Account #: 75-404500 Solid Waste Contracted Services

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Chairman 08/01/11
Date

ATTEST 08/01/11
Date

STATE OF NORTH CAROLINA

CONTRACT

COUNTY OF PENDER

This Contract made and entered into this the _____ day of _____ 2011, by and between **JC Lawncare** (hereinafter "Contractor") and **Pender County**, a North Carolina body politic and corporate, (hereinafter "County"):

WITNESSETH:

WHEREAS, Pender County solicited a request for bids for lawn maintenance services for Pender County Solid Waste grounds;

WHEREAS, Contractor provided the low bid for the project prior to the date and time specified in the request for bids;

WHEREAS, the costs provided by the Contractor are reasonable and within the budget for the project

NOW THEREFORE, Contractor agrees as follows:

1. They are able to perform the work outlined in the requests for bids from 2010;
2. They will perform the work according to the specifications which are attached hereto as Exhibit "A" and incorporated herein by reference;
3. Contractor agrees to comply with all local, state, and federal laws associated with the work to be performed;
4. Contractor agrees to indemnify and hold County harmless for any injuries that may be caused to contractor's employees or equipment as a result of the work to be performed;
5. Contractor agrees to perform all work as outlined in Exhibit "A" for the sum of \$11,990.00

By: _____ (SEAL)

Witness:

PENDER COUNTY

By: _____
Rick Benton, County Manager

ATTEST:

Deputy Clerk

(SEAL)

Approved as to form:

This instrument has been pre-audited
in the manner required by the local
government budget and fiscal control act.

Carl W. Thurman, III
County Attorney

David McCole
Finance Officer

EXHIBIT "A" – Scope of Work Specifications

The Contractor for Lawn Maintenance to Pender Solid Waste will provide the following services at each of thirteen (13) different Solid Waste Convenience Sites throughout Pender County:

- 1) Each site shall be mowed every two (2) weeks beginning the first week of August, 2011 and ending the week of October 31 in 2011 ~ (7 times).
- 2) Each site shall be mowed every two (2) weeks beginning the first week of April 2012 and ending the week of October 31 in 2012 ~ (15 times).
- 3) All grassed areas inside the site fencing shall be mowed each time
- 4) Grass shall be mowed approximately 5' (one or two passes depending on size of mower) around the outside of the site fencing each time.
- 5) Grass will be properly trimmed on the inside and outside along the entire perimeter of the site fencing.
- 6) A gate key will be provided to allow mowing to be done after hours or on days when the sites are closed (Contractor will be responsible for securing each site).
- 7) Contractor will be responsible for continued insurance coverage in the amounts specified on the "Additional Requirements" during the entire contract period.