

LAWN CARE MAINTENANCE

REQUEST FOR PROPOSAL (RFP) FOR 2020 LAWN CARE MAINTENANCE

February 27, 2020

The Town of Ayden (here after AYDEN) requests proposals for Lawn Care Maintenance. Proposals will be received at Town Hall 4144 West Avenue Ayden, NC 28513 or by email at rtaylor@ayden.com until 5:00 pm **March 30, 2020**.

The successful proposer (hereinafter referred to as "Contractor") shall furnish all permits, materials, equipment and labor necessary for performing all work associated with mowing and trimming at AYDEN facilities named in this RFP. Work is to begin upon issuance of an executed Purchase Order.

The Request for Proposal is available at www.ayden.com, or by e-mail request made to rtaylor@ayden.com. Technical questions related to this Request for Proposal shall be addressed to Ja'Warren Cooper, Public Works Superintendent at 252-481-5847, or by email to jcooper@ayden.com

The use of subcontractors is not permitted and will void contract.

AYDEN reserves the right to reject any or all proposals, to waive informalities, and to accept any proposal which, in the opinion of AYDEN, appears to be in its best interest. The right is reserved to hold any or all proposals for a period of ninety (90) days from the opening thereof.

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INFORMATION FOR CONTRACTORS

1. SCOPE OF SERVICES

The successful Contractor shall furnish all permits and provide all materials, equipment and labor necessary to perform the services noted in this Scope of Services.

MOWING: Mowing will be performed on a bi-weekly basis during the mowing season beginning April 1 – October 31. The grass shall be cut to a uniformed height, no greater than 2" from the ground, without skips or gaps.

TRIMMING AND EDGING: All curbs, sidewalks, ditches, buildings, poles, and transformers will be edged or trimmed at the time of the weekly/bi-weekly grass cutting. This should include expansion joints in the sidewalks and concrete curbing/gutter along the roads.

Precautions shall be taken to maintain blades on edging equipment in a sharp condition to provide a clean, even cut and to prevent uneven edging.

Trimming with string trimmers will be done in ditches, around trees, foundations, walls, and other structures to insure a neat appearance. The contractor shall replace all items that have been damaged during mowing and trimming operations.

GRASS CLIPPINGS & DEBRIS: The contractor will remove all grass clippings that blow onto sidewalks, parking lots and roads. In the event of adverse weather causing trees or limbs to fall in the specified areas the Contractor will coordinate with AYDEN's representative on the extent of their responsibilities. Small sticks and branches along with trash will be removed by the Contractor during the bi-weekly mowing.

RECORD KEEPING: The Contractor shall keep and maintain records which will enable AYDEN, as well as the Contractor, to ascertain and determine clearly and accurately the sites that have been mowed. The method of record keeping shall be provided by the Contractor and approved by Town prior to beginning the contract. Records shall conform to all applicable federal, state and local regulations.

The work shall be performed in accordance with all federal, state and local requirements. The Contractor shall obtain all necessary permits, and shall monitor and perform required regulatory agency reporting associated with the work.

Due to access limitations at each site electricity and sanitary facilities shall be provided by the Contractor and working hours are limited to weekday daylight hours, excluding holidays.

Site maps of these locations may be obtained by contacting Ja'Warren Cooper, Public Works Superintendent at jcooper@ayden.com or by calling 252-481-5847.

Terms and Renewal: Contract will be effective upon issuance of a Town purchase order, and will be for an initial term of twelve (12) months. Contractor is bound to the quoted prices for the full twelve (12) month term.

Upon each anniversary date of any resulting agreement, Owner and Contractor, upon mutual agreement, shall have the option to renew this contract for an additional twelve (12) month term. This contract may be renewed up to four (4) times resulting in a total of five (5) years.

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Contract continuance and contract extensions will be contingent upon the appropriation of funds by AYDEN's Board of Commissioners.

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1. SUBMITTAL OF PROPOSAL

Proposals may be hand delivered any time prior to the date and time for receipt of the proposals mentioned above or mailed to:

Town of Ayden
Rob Taylor, Finance Director
4144 West Avenue
Ayden, NC 28513

Or emailed to rtaylor@ayden.com

Proposal pricing must be made on The Proposal Pricing Form provided in this document. The Proposal shall be signed by an officer or officers, authorized to execute legal documents on behalf of the Contractor.

Contractors are notified that NC General Statutes will be observed in receiving proposals and awarding Contracts.

2. METHOD OF PAYMENT

It is the desire of AYDEN to pay promptly. It is the Contractor's responsibility to submit invoices for completed work directly to the Finance Department, Post Office Box 219 Ayden, NC 28513 in order to ensure prompt payment. Contractors must complete the attached Vendor Information Packet (Exhibit B). Payment will not exceed the proposed biweekly price for any facility, as provided on the Proposal Pricing Form.

3. PROPOSAL ADMINISTRATION

Any questions regarding the RFP or proposed contract must be submitted in writing, at least, five (5) business days prior to the submittal date for proposal and directed to the finance director. All responses that require a change to this Request for Proposal will be issued in the form of formal addendum directed to all prospective contractors.

4. ADDENDA

Any Addendum issued prior to the date set forth for proposal submittal shall be considered a part of the Proposal and shall be made a part of the Contract. It is the responsibility of the contractors to be aware of information issued in the form of an Addendum. Receipt of any and all addenda issued shall be acknowledged as indicated on the proposal submittal. Failure to acknowledge addenda will render the proposal non-responsive.

5. INTERPRETATION OF DOCUMENTS

If any person contemplating submitting a Proposal for the proposed Contract is in doubt as to the true meaning of any part of this Request for Proposal or finds discrepancies or omissions in this Request for Proposal, he/she may submit a request for an interpretation or correction to Town's Finance Director. Questions must be submitted in writing, at least five (5) business days prior to the submittal due date for this Proposal. Any interpretation or correction of the documents will be

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made only by an Addendum duly issued by AYDEN, and a copy of such Addendum will be posted on AYDEN's website.

6. WITHDRAWAL OF PROPOSAL

Any Contractor may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. Proposal shall remain valid for a period of ninety (90) days after submittal.

7. AWARD OR REJECTION OF PROPOSAL

If a contract is awarded, AYDEN will award to the lowest responsive, responsible Contractor who, in AYDEN's opinion, best complies with the criteria outlined in this Request for Proposal taking into consideration price, methodology, quality, past performance and the time specified in the proposal for the performance of the Contract.

AYDEN reserves the right to accept or reject any or all proposals if it may deem it best for the public good, and to waive any informality in the proposals received.

8. ISSUANCE OF CONTRACT

It is AYDEN's desire to award the entire contract to the lowest responsive responsible Contractor. AYDEN reserves the right to accept or reject all or any portion of the contract. AYDEN reserves the right to award portions of contract to different contractors if in the opinion of AYDEN, appears to be in its best interest.

9. CONTRACT ADMINISTRATION

The selected Contractor will coordinate all activities described in the Contract with Ja'Warren Cooper, Public Works Superintendent by telephone at 252-481-547 or by email at jcooper@ayden.com

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PROPOSAL FORMAT INFORMATION

1. DELIVERY OF PROPOSAL

It is the Contractor's responsibility to ensure that their proposal is received by Town's prior to the time and date specified for the receipt of proposals in this RFP. Any proposals received after that time and date shall be returned unopened.

2. PROPOSAL DOCUMENTS

All proposal documents shall be typewritten or printed in ink clearly and legibly in conformance with the instructions for submitting proposals.

Proposals shall be properly executed upon the Proposal Pricing Form included with this Request for Proposal. Numbers shall be stated in figures, and the signatures of all persons signing shall be original signatures. The completed forms shall be without interlineation, alterations, or erasures.

3. PROPOSAL FORMAT

The Proposal shall be submitted in the following format with all the requested information and documentation. Failure to provide the required information and documentation will be grounds for rejection.

a. Executive Summary

The proposal shall include a brief introduction describing the experience of the Contractor, the size of the Contractor, and the services provided by the Contractor.

b. Contractor Experience

Upon request, the Contractor must provide references, with current contact information and work details of each contract.

c. Capability to Provide Scope of Services

In this section of the proposal the Contractor shall describe, in detail, its capability to meet the demands of the Scope of Services and any proposed modifications or additions to the Scope of Services.

Information shall include:

1) Proposed Equipment

The Contractor shall provide a list of all proposed equipment assigned to this contract, as well as, a listing of equipment available for back-up use.

4. INSURANCE

Contractors must include with their proposal a Certificate of Insurance showing coverage limits as outlined in AYDEN's Standard Contract Language (Exhibit A).

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**2020 LAWN CARE MAINTENANCE PROPOSAL
PRICING FORM**

This Proposal is submitted to AYDEN of Ayden.

Date: _____

Contractor: _____

1. The undersigned Contractor proposes and agrees, if this Proposal is accepted, to enter into a Contract with AYDEN to complete all work as specified or indicated in the proposal documents for the price specified below, within the time frames outlined, and in accordance with this Request for Proposal and the attached AYDEN Standard Contract Language (Exhibit A).

2. In submitting this Proposal, Contractor represents that:

(a) Contractor has examined copies of all the Contract Documents and of the following addenda:

Date	Number
_____	_____
_____	_____
_____	_____

(b) Contractor has examined each site and locality where the work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigations as Contractor deems necessary.

(c) Contractor will provide all necessary tools, machinery, apparatus, and all means necessary to complete the work and will furnish all materials, equipment, apparatus, and all else necessary to complete such work in a first class manner and in accordance with provided specifications.

(d) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Contractor has not directly or indirectly induced or solicited any other Contractor to submit a false or sham proposal; Contractor has not solicited or induced any person, firm or a corporation to refrain from proposing; and Contractor has not sought by collusion to obtain for himself any advantage over any other Contractor or over AYDEN.

(e) Contractor certifies that this proposal is made in good faith and without collusion or connection with any other person and that no official or employee of AYDEN will be admitted to any share or part of the Contract or any benefit therefrom if the Contract is awarded to this company.

3. Contractor will complete the work as described in the Proposal documents for the following price:

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Facility Name	Address	Facility Type	Acreage	Weekly Price	Bi-weekly Price
Town Hall	4144 West Avenue	Public Building			
Blount Street Cemetery	E 6th & Blount St	Cemetery	11		
Northeast Cemetery	379 Hines Drive	Cemetery	4		
Town Entrance Sign(Hardees)	Hwy 11	Public Grounds	1		
Frisbee Disc Course	3909 Jolly Road	Park	3 1/2		
NC Hwy 11 Both Sides	Medline Chevy to Appx	Right of Way	6/10ths of a mile		

4. In submitting this Proposal, Contractor certifies that he/she has read and accepted the terms and conditions outlined in the Request for Proposal document.
5. Contractor agrees to begin work immediately after contract approval and issuance of a purchase order which will be in conjunction with executed contract.

The undersigned is:

- 1) A corporation, incorporated in the State of _____.
- 2) A limited liability company, formed in the State of _____.
- 3) A partnership, consisting of the following partners, whose full names are:

- 4) An individual whose full name is: _____

Contractor (Firm Name)

Signature

Name and Title

Date: _____ Telephone Number: _____

Address: _____ City, State Zip: _____

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Exhibit A

TOWN OF AYDEN STANDARD CONTRACT LANGUAGE

CONTRACT FOR 2020 LAWN CARE MAINTENANCE

THIS CONTRACT is made and entered into this the 1 day of April, 2020, by and between the **Town of Ayden**, a political subdivision of the State of North Carolina (hereinafter referred to as "AYDEN") and Precision Lawncare and Landscape, a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONTRACTOR").

Request for Proposal for 2020 Lawn Care Maintenance dated March 30, 2020 is attached to, and hereby incorporated into, and made part of this Contract by reference ("the Work"). Each reference to this Contract shall be deemed to include all Exhibits. Any conflict between language in the RFP and language in the main body of this Contract shall be resolved in favor of the main body of this Contract.

ARTICLE 1
GENERAL

- 1.1 Contractor represents and maintains that it has the necessary qualifications and expertise to assume the responsibilities and render the services described herein and has the requisite corporate authority and licenses required by law.
- 1.2 The Contractor and Contractor's employees shall provide all labor and materials needed to perform and execute the Work as set forth in the Scope of Services outlined in the Request for Proposal in accordance with Articles 2 and 3 of this Contract. No work shall be performed prior to written authorization by AYDEN. The use of subcontractors is not permitted.
- 1.3 Contractor shall exercise reasonable care and skill as might be expected from similarly situated professionals performing services of the kind required under this agreement at the time and the place where the services are rendered. The staff of the Contractor shall possess the experience, knowledge and character necessary to qualify them to perform the particular duties to which they are assigned.
- 1.4 Contractor's services shall be performed as expeditiously as necessary for the orderly progress of the Work.
- 1.5 Contractor and AYDEN acknowledge that the Scope of Services described within the Request for Proposal may not delineate every detail and minor task required to be performed by Contractor to complete the Work authorized by the Scope of Service. If during the course of the performance of the Work authorized by this Contract, Contractor determines that services outside the level of those originally anticipated are required, Contractor shall notify AYDEN's designated representative in writing and obtain AYDEN approval before proceeding with the Work.
- 1.6 Upon mutual written agreement, the Work described in the Scope of Services may be modified upon negotiated additional scopes of services, compensation, time of performance and other matters related to the Work. If AYDEN and the Contractor cannot contractually agree, AYDEN shall have the right to immediately terminate negotiations at no cost to AYDEN and to procure services from another source.

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- 1.7 Contractor shall coordinate with AYDEN's designated representative prior to and during the duration of the Contract.

ARTICLE 2 **CONTRACTOR'S RESPONSIBILITIES**

- 2.1 Contractor agrees to immediately correct any incomplete, inaccurate or defective services at no further cost to AYDEN.
- 2.2 Contractor agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of the Work and will reimburse AYDEN for loss or damage to such property.
- 2.3 Contractor shall be solely responsible for initiating and maintaining all safety precautions in connection with the Work provided under this Contract. Contractor shall comply with all applicable laws and regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by the Contractor, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by the Contractor.
- 2.4 Except as otherwise required for the safety or protection of persons or property at the site or adjacent thereto all work at the site shall be performed during regular working hours.
- 2.5 The Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work described in the contract. If the Contractor performs any work knowing or having reason to know that it is contrary to Laws or Regulations, the Contractor shall bear all claims, costs, losses, and damages (including but not limited to all fees and charges of Contractors, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such work.
- 2.6 AYDEN will provide the Contractor with such permissions as required for access to the sites where the Work shall be performed in a good and workmanlike manner. The Work sites shall be maintained reasonably free of trash and waste materials and left in same or better condition than before the Work commenced. The Contractor shall supervise and direct the Work and shall be solely responsible for and in control of the means, methods, procedures, techniques and sequences of doing the Work.
- 2.7 Contractor shall maintain all records, documents, notes, and financial information related to performance of the Work in accordance with generally accepted accounting principles and practices and shall provide AYDEN access to such information if requested. Any information, data, instruments, documents, studies or reports given to or prepared or assembled by Contractor under this Agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of AYDEN.

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ARTICLE 3

AYDEN'S RESPONSIBILITIES

- 3.1 AYDEN shall provide Contractor with all criteria and full information as to AYDEN's requirements for the Work, including objectives and constraints.
- 3.2 The timely provision of all available information, data, reports and records to which AYDEN has access and which are needed by the Contractor for the performance of the Work.
- 3.3 Advise Contractor of the identity and scope of services of any other service providers employed by AYDEN to perform or furnish services related to or affecting the Work.
- 3.4 AYDEN will respond within a reasonable time to the Contractor's requests for written decisions or determinations pertaining to the subject of the Contractor's services.
- 3.5 AYDEN will give prompt written notice to the Contractor whenever AYDEN becomes aware of any event, occurrence, condition, or circumstance which may substantially affect the Contractor's performance of its services under this Contract.
- 3.6 AYDEN shall designate a representative authorized to act on its behalf with respect to the Work. The authorized representative shall communicate decisions pertaining to documents submitted by the Contractor in order to avoid unreasonable delay in the orderly and sequential progress of the Work.
- 3.7 Prompt notice shall be given by AYDEN to the Contractor if AYDEN becomes aware of any fault or defect in the Work or nonconformance with the Contract Documents.

ARTICLE 4

INSURANCE

- 4.1 During the performance of the Work under this Contract, Contractor shall maintain the minimum levels of insurance shown below and is responsible for ensuring original certificates of such coverage are submitted to AYDEN directly from the insurance provider prior to performance. Policies shall list AYDEN as additional insured on all applicable policies. All policies shall be obtained from insurance companies that are duly licensed in the State of North Carolina to issue insurance policies for the limits and coverages so required, must cover the term of the contract, and provide thirty (30) days advance written notice to AYDEN in the event of cancellation, expiration, or alteration.
 1. General Liability Insurance, with a combined single limit of \$500,000 for each occurrence.
 2. Automobile Liability Insurance, with a combined single limit of \$500,000 for each person and \$500,000 for each accident.
 3. Workers' Compensation Insurance in accordance with statutory requirements.

In the event Contractor is excluded from the requirements of the North Carolina Workers Compensation Act and does not voluntarily carry workers compensation coverage, Contractor shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents during the performance of service.

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- 4.2 The provisions of this Article shall survive the expiration or termination of this Contract.

ARTICLE 5 **PAYMENTS TO THE CONTRACTOR**

- 5.1 AYDEN hereby agrees to pay to the Contractor in lawful money of the United States for the faithful performance of the Work in accordance with the Scope of Services not to exceed the proposed prices as set forth in the Proposal Pricing Form (RFP 2020 Lawn Care Maintenance) accepted and approved by the Facilities Operation Supervisor, for the completed and accepted work, subject to additions and deductions as provided in the Contract Documents. A purchase order will be issued for any contract work approved by AYDEN. It should be understood that issuance of a purchase order does not supersede AYDEN's Standard Contract.
- 5.2 Contractor shall invoice for work satisfactorily completed.
- 5.3 AYDEN may withhold payments if the work of the Contractor is defective, if the Contractor fails to diligently pursue the Work with reasonable dispatch, or if the amount requested is not consistent with the level of work actually performed.
- 5.4 In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. Service charges and/or interest will not be accrued to any outstanding or overdue amounts
- 5.5 Unless otherwise stated herein, payments are due and payable thirty (30) days from the date of the Contractor's invoice.

ARTICLE 6 **TERMINATION, SUSPENSION OR ABANDONMENT**

- 6.1 Contractor acknowledges that AYDEN is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are not appropriated for the performance of AYDEN's obligations under this contract, then this contract shall automatically expire without penalty to AYDEN.
- 6.2 This Contract may be terminated by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this Contract through no fault of the party initiating the termination.
- 6.3 In the event of termination not the fault of the Contractor, the Contractor shall be compensated for services performed prior to termination, together with reimbursable expenses (as determined by AYDEN) then due. This shall be the exclusive remedy for termination.
- 6.4 AYDEN shall have no liability to the Contractor for any delay or damage caused the Contractor due to suspension of the work, or due to any other delay, interruption, hindrance or interference.
- 6.5 If termination or suspension of work occurs, Contractor shall terminate or suspend performance of the services on a schedule acceptable to AYDEN.

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- 6.6 In the event of noncompliance of any term or terms of this contract by the Contractor, AYDEN may, at its sole option, declare the Contractor in default and terminate this contract with not less than seven days written notice. Should AYDEN terminate this contract due to the default of the Contractor, AYDEN may in addition to its other rights contract with any other party to fulfill the Contractor's obligations hereunder. The Contractor shall be liable for any increase in cost borne by AYDEN due to the default. This shall in no way limit AYDEN's right to collect any other damages, whether legal or equitable, due to the default of the Contractor.
- 6.7 Force Majeure. In the event that either party is unable to perform any of its obligations under this Contract, or to enjoy any of its benefits because of any event which is unavoidable and beyond the control of the defaulting party, including, but not restricted to, a labor stoppage, strike action or unrest, a judicial or governmental decree, regulation or other direction not the fault of the party who has been affected, the threat or initiation of any legal action, communication line failure, power failure and any natural disaster or Act of God, the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, this Contract shall be immediately suspended. If the period of non-performance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, AYDEN may, by giving written notice, terminate this Contract.

ARTICLE 7

OTHER CONDITIONS OR SERVICES

- 7.1 The terms of this Contract shall control over any conflicting terms in any referenced document.
- 7.2 If any provision of the Contract shall be held illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable and the remaining provisions shall not be affected.
- 7.3 To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless AYDEN and the officers, directors, partners, employees, agents and consultants from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Contractors, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the Contract or the Work, including the loss of use resulting therefrom and breach of any of the successful proposer's warranties, but only to the extent caused by any negligent, reckless or intentional act or omission of Contractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the work or anyone for whose acts any of them may be liable or arising out of Contractor's breach of this Contract.

Indemnification responsibilities created by this section shall survive and be enforceable after the contract between AYDEN and the successful proposer terminates or expires. The Contractor shall pay for the defense of any and all suits and assume all liability for any and all claims made against AYDEN or any of its officials or agents for the use of any patented process, device or article forming a part of the articles, equipment or services furnished under this Contract.

- 7.4 This Contract shall be governed by the law of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Onslow and the State of North Carolina.

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- 7.5 AYDEN and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Contract. Neither AYDEN nor Contractor shall assign this Contract without the written consent of the other.
- 7.6 This Contract represents the entire and integrated agreement between AYDEN and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both AYDEN and Contractor.
- 7.7 The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no purposes of interpretation shall be made to the contrary.
- 7.8 Nondiscrimination Clause. No person in the United States shall on the ground of age, race, color, national origin, gender, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this Work.
- 7.9 Minority and Women Business Enterprise: AYDEN encourages participation from Minority and Women Business Enterprise (MWBE).
- 7.10 Except as otherwise required or provided in the Scope of Services, Contractor will not meet or confer with any member of any federal, state or local regulatory agency concerning the services without obtaining the prior consent of AYDEN.
- 7.11 All notices which may be required by this Contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

Town of Ayden
Attn: Town Manager
4144 West Avenue
Ayden, NC 28513

Contractor _____
Attn: Name _____
Street Address _____
City, State and Zip _____

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IN TESTIMONY WHEREOF, the parties have made and executed this Contract by authorized representatives, acting under and by virtue of the authority in them vested, and have hereunto set their hands and seals, the day and year first written above.

CONTRACTOR

ATTEST:

By: _____

Secretary

Print Name/Title: _____

(SEAL)

TOWN OF AYDEN

ATTEST:

By: _____

Town Manager

Town Clerk

(SEAL)

This instrument has been pre-audited in the manner required by Local Governmental Budget and Fiscal Control Act.

Finance Officer

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Exhibit B
Vendor Information Packet