

REQUEST FOR PROPOSALS
LAWN MAINTENANCE SERVICES

Closing Date: Friday, November 6th, 2020
Contact: Elizabeth J.N. Teal, Contract Administrator
Telephone: 980-699-9115
Fax: 704-283-1964
Email Address: elizabeth.teal@uccainc.org
Web Address: <http://www.uccainc.org>
Agency: Union County Community Action, Inc. (UCCA)
Location(s): Anson, Richmond, & Union counties

Scope: This Request for Proposals (RFP) shall cover the procurement of lawn maintenance services for five (5) UCCA locations across Union, Anson, and Richmond counties. One (1) is in Union County (Monroe), two (2) are in Anson County (Wadesboro), and two (2) are in Richmond County (Hamlet). Bidders may bid to provide services in one (1), two (2), or all three (3) counties. For a more detailed description of each location, please refer to Section 3 of this RFP.

READ THIS REQUEST CAREFULLY
Bid documents and all exhibits/appendices will be a part of the contract awarded to the successful bidder.

I. GENERAL INFORMATION

- 1. AGENCY OVERVIEW:** Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state, and private grants to provide services to low-income families. UCCA is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is governed by a 15-member volunteer Board of Directors. The administrative office is located at 1401-H West Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates four (4) grant-funded programs through the U.S. Department of Health and Human Services, the Administration for Children and Families, the NC Department of Health and Human Services, and the division of Social Services' Office of Economic Opportunity. These programs include: Head Start, Early Head Start, NC Pre-Kindergarten, and the Community Services Block Grant.

- 2. PROPOSAL SUBMISSION:** Bidders must submit one **(1) electronic copy** of their proposal to Elizabeth Teal, Contract Administrator, at elizabeth.teal@uccainc.org by **3:30 p.m., Friday, November 6th, 2020**. Proposals must be submitted by the established deadline. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; late proposals will not be considered.
- 3. SITE WALKTHROUGHS: No unsupervised or unscheduled site walkthrough are permitted.** Site walk-throughs are not mandatory, but Bidders who plan to attend should visit each location for which a bid will be submitted. To participate in a site walkthrough, **you must RSVP to** Elizabeth.teal@uccainc.org. All attendees must wear a face mask and maintain social distancing. Site walkthrough dates and times are as follows:

Fayetteville Street Center

105 Fayetteville Street, Hamlet, 28345

10:00 a.m., Friday, October 23rd, 2020

South Hamlet Center

205 Thomas Street, Hamlet, 28345

10:30 a.m., Friday, October 23rd, 2020

Central Center

351 White Store Road, Wadesboro, 28170

11:30 a.m., Friday, October 23rd, 2020

Faison Center

905 S. Main Street, Wadesboro, 28170

12:15 p.m., Friday, October 23rd, 2020

Winchester Center

1102 Fairley Avenue, Monroe, 28110

2:00 p.m., Friday, October 23rd, 2020

4. **INQUIRIES:** All inquiries regarding this request for proposal shall be submitted via email to Elizabeth.teal@uccainc.org by **5:00 p.m., Friday, October 30th, 2020.**
5. **AMENDMENTS:** All RFP amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted on the Procurement page of the UCCA website at www.uccainc.org. Bidders are responsible for checking the website for amendments.
6. **BID AWARD:** Bidders may bid to provide equipment and services for one (1) or both UCCA locations. If an award is made, UCCA will award one (1), two (2), or three (3) Bidders, depending on the best interest of UCCA. All proposals must be valid for 60 days after closing date. UCCA reserves the right to reject any or all proposal in whole or in part and waive any informality. Upon conclusion of final negotiations with the successful Bidder, all Bidders will be informed in writing as to whether they have been selected.
7. **CONTRACT PERIOD:** The initial contract period shall be from January 1st, 2021 to June 30th, 2022. UCCA has the option to renew the contract on an annual basis for up to two (2) additional years.

II. PROCUREMENT SPECIFICATIONS

1. **PURPOSE:** This Request for Proposal (RFP) is issued to acquire bids for lawn maintenance services at five (5) locations across Union, Anson, and Richmond counties.
2. **LOCATIONS:**
 - **Winchester Center:** 1102 Fairley Avenue, Monroe, 28110
 - **Faison Center:** 905 S. Main Street, Wadesboro, 28170
 - **Central Center:** 351 White Store Road, Wadesboro, 28170
 - **Fayetteville St. Center:** 105 Fayetteville Street, Hamlet, 28345
 - **South Hamlet Center:** 205 Thomas Street, Hamlet, 28345
3. **SERVICE TIMES:** Due to childcare regulations, lawn care services can only be performed when children are not at the centers. Work must take place between 2:30 p.m. and 9:00 p.m. Monday- Friday or between 7:00 a.m. and 9:00 p.m. on weekends. Contractor must notify staff prior to mowing so that, if necessary, vehicles can be moved to avoid being hit with rocks, sticks, grass clippings, etc.
4. **SCOPE OF WORK:**
 - Mowing:**

Contractor will mow the grass once every seven (7) days to maintain an appropriate, even height for the type of grass and season and to ensure a well-manicured and healthy appearance. If the weather interferes with the contractor's ability to mow within a seven (7) day period, the contractor will mow the next possible day. All excess grass clippings must be blown off all sidewalks, driveways,

walkways, etc. or be raked and disposed of in an off-site landfill.

Trimming/ Edging:

With each mow, Contractor will trim/ edge around all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, playground boxes, other surfaced areas bordered by grass, and any other obstructions including dumpsters, vehicles, sheds, etc. to maintain a well-manicured appearance.

Bed Maintenance:

Contractor will provide maintenance of all plant beds continuously throughout the contract period. Plant beds and playground areas will be kept free of weeds and stray grass. Contractor must speak with UCCA's Contract Administrator prior to weeding raised garden boxes.

Pruning:

Contractor will prune all shrubs and trees as frequently as is necessary to maintain a clean, well-maintained appearance. Flowering trees and shrubs will not be pruned while in bloom or at times when pruning will inhibit blooming.

Leaf Removal:

Contractor will remove leaves during each site visit throughout the Fall and Winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an off-site landfill.

Clean-Up & Trash Removal:

Contractor will ensure all sidewalks, curbs, driveways/ roadways, and ground level cement/ asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing. Clippings will not be swept, blown, or otherwise disposed of in sewer drains. Contractor will inspect lawn maintenance areas and playgrounds for trash and will collect and dispose of trash as necessary. Contractor will inspect playgrounds for pine straw, sticks, tree limbs, pinecones, etc. and remove this debris from playground areas.

Herbicide Spraying:

All grass growing inside designated playground equipment areas will be sprayed to inhibit further growth. All herbicides used on playgrounds must be dry by 7:00 each morning. No other grass may be sprayed/ killed without prior consent from UCCA's Contract Administrator.

Mulching:

Mulch will be maintained at a depth equal to playground borders and should be filled in as needed. When it becomes necessary to add mulch to playgrounds, Contractor must coordinate purchase, delivery, and spreading of mulch with UCCA's Maintenance Specialist. All mulch used on UCCA properties *must* be playground-certified mulch.

III. PROPOSAL INSTRUCTIONS & EVALUATION

1. **PROPOSAL REQUIREMENTS:** Completed proposals must be submitted electronically to Elizabeth.teal@uccainc.org by 3:30 p.m. on Friday, November 6th, 2020. Emails should contain the subject line: Lawn Maintenance Services RFP. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; late proposals will not be considered.
2. **REQUIRED DOCUMENTS:** Proposals must include the following information and documentation-
 - Pricing Proposal
 - Reference Sheet
 - Contractor Safety Regulations
 - Contractor Violation Procedures
 - Vendor Profile & Certification
 - Certification Statement
 - Disclosure of Debarment and Suspension Status
 - Proof of worker's compensation and general liability insurance coverage.

PRICING PROPOSAL: Bidders must complete the pricing proposal included on page 16 of this RFP. Contractors may bid to provide services for one, two, or all three counties; however, if bidding on more than one county, pricing for each county must be listed separately. Monthly pricing includes all services included in Section II of this RFP. Pricing for mulch and sand must include separate cost of material, delivery charges, and labor charges.

In-Kind: UCCA is required to provide a 20% in-kind match for the federally funded Head Start and Early Head Start programs. Bidders must detail any in-kind services and/or discounts applicable to UCCA in the submitted proposal as well as an approximated value of those services. *NOTE: It is not a requirement that Bidders provide in-kind to be considered for award.

3. **EVALUATION CRITERIA:** The Bid award shall be made in the best interest of UCCA, as determined by UCCA. The bid may be awarded to one, two, or three Contractors. UCCA also reserves the right not to make an award.

Considerations for evaluation are focused toward, but not limited to:

- **Pricing:** Bidders must complete the Pricing Proposal attachment in its entirety. Pricing information must be clear, detailed, and inclusive of *all* labor, material, equipment, and services necessary to complete the project described in this RFP.
- **References:** Bidders must provide a minimum of three professional references, two of which should be former customers/clients. References will be checked during proposal review.
- **Adequacy and Completeness:** At a minimum, proposals must include all information and documents listed in Section 3.
- **Compliance with Terms and Conditions:** The contractor must review all terms and conditions set forth in this RFP and certify the ability to meet those terms

and conditions on the attached Certification Statement.

- **Experience:** Contractors must be experienced in commercial lawn maintenance service. Proposals should reflect Bidder's pertinent experience.
- **Business Representation:** Efforts will be made by UCCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms. Please signify business representation in proposal.

IV. CONDITIONS TO BIDDING

Pricing: The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor.

Payment Terms: Payment terms are NET 30 days following receipt of an approved invoice. Invoices must be submitted to:
Union County Community Action, Inc.
Attn: Elizabeth J.N. Teal
PO Box 1029
Monroe, NC 28111

Funding Regulations: Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA funding agencies and will be accountable for any infractions which result from noncompliance.

Site Investigation: The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.

Insurance & Licensing: The Contractor shall maintain General Liability insurance in the amount of \$1,000,000 to cover bodily injury and/or property damage. The Contractor shall also maintain Worker's Compensation insurance, as required by the laws of North Carolina.

Sub-Contracting: The Bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted.

Contractual Obligation(s): The terms and conditions set forth within this RFP will be part of a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA and accepted by the awarded Contractor(s).

Negotiation: UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.

Acceptance or Rejection: UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

Review Process: UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be furnished in writing to all Bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

Brand Name or Equivalent: All brand and model names specified in this solicitation are included solely as examples and are not meant to specify one product over another. Bidders should bid products that have similar features to the examples provided but are in no way restricted to bidding products from a specific manufacturer.

Debarment/Suspension: All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal, state, or local contracts and thus ineligible to receive federal, state, or local dollars as compensation for work completed in relation to the services included in the RFP.

Post-Award Debarment: The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal, state, or local contracts.

Advertising: In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

Confidentiality: In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.

Cost of Preparing Bids: All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any

costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

V. GENERAL CONTRACT TERMS & PROVISIONS

Small and/or Minority-Owned Businesses: Efforts will be made by UCCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms (2 CFR 200.321).

Availability of Funds: All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal. The awarded contract is contingent upon funding being available for the term of the contract and the recipient shall have no right of action against UCCA if UCCA is unable to perform obligations under this contract as a result of the suspension, termination, withdrawal, or failure of funding to UCCA or lack of sufficient funding of UCCA for this contract.

General Indemnity: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

Independent Contracting: Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

North Carolina Charitable Solicitation: Financial information about Union County Community Action, Inc. and a copy of our Charitable Solicitation License are available from

the State Solicitation Licensing Branch at (919) 807-2000. This license is not an endorsement by the State.

Termination: Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

CONTRACTOR SAFETY REGULATIONS

***Bidders must read, certify, and return this form with the submitted bid.**

To ensure employee and client safety as well as limit liability potential for Union County Community Action, Inc. (UCCA), the following safety rules and procedures have been established for all Lawn Maintenance Contractors. Failure to abide by all safety rules and procedures could terminate the contract between UCCA and the Contractor.

- Wear appropriate clothing with name patch, tag or other identifying marking. Long pants and either leather or steel toe boots must be worn always. No tennis shoes or sandals will be worn.
- Hearing protection must be worn always. Sony Walkman and other like devices do not suffice as hearing protection.
- Safety glasses and hearing protection must be worn. Personal protective equipment requirements apply to mowers, weed eaters and blowers.
- All factory guards and shields must be in place and kept in guard position at all times including chute guards and belt guards. Guards may not be raised during the cutting process.
- Safety devices such as operator presence switches should never be disengaged.
- Check blade mounting bolts frequently for tightness.
- Stop mowing process or weed eating when approached by coworkers or patrons.
- Do not leave a running mower unattended. Do not leave keys in an unattended mower.
- Do not leave a mower on a slope.
- Riding mowers must be operated up and down on a slope, not across to prevent overturning. Walk behind mowers may be used to cut across a slope.
- Be alert for rocks, holes and other hazards.
- Look behind the mower when backing up.
- Do not carry passengers on mowers.
- Allow mowers to cool before refueling.
- Power cords should have ground pins in place and should be in good condition including no cuts, splices or taped repairs.
- Horseplay, dangerous activity or recklessness will not be tolerated.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

CONTRACTOR VIOLATION PROCEDURES

***Bidders must read, certify, and return this form with the submitted bid.**

Safety/Liability Related Issues

All safety/liability-related offenses will require the Contractor to attend a mandatory meeting with UCCA and may result in immediate termination of the contract.

First Offense:

A first safety/liability offense will result in a verbal and written warning sent to the Contractor via certified mail or electronic correspondence. Depending of the nature of the violation, the first safety/liability related offense may constitute immediate termination of the contract.

Second Offense:

A second safety/liability, offense will result in a written warning sent to the Contractor via certified mail or electronic correspondence. A second offense may constitute immediate termination of the contract.

Third Offense:

A third safety/liability offense will result in termination of the contract. Notification will be sent to the Contractor via certified mail.

Non-Safety/Liability Related Issues

First Offense:

The first non-safety/non-liability offense will result in a verbal warning to the Contractor.

Second Offense:

A second non-safety/non-liability offense will result in a written warning sent via certified mail or electronic correspondence to the Contractor. A second non-safety/non-liability offense may require the Contractor to attend a mandatory meeting with UCCA.

Third Offense:

A third non-safety/non-liability offense will result in a final written warning issued to the Contractor via certified mail. A third non-safety/non-liability offense will require the Contractor to attend a meeting with UCCA. After this meeting, UCCA, at its sole discretion, may choose to terminate the contract for cause.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

CERTIFICATION STATEMENT

By submitting this bid, the potential Contractor certifies the following:

- Site Investigation: The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.
- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and noted below. Do you have any exceptions to this bid? If so, describe below:

Therefore, in accordance to this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

VENDOR PROFILE & CERTIFICATION

Item: **Lawn Maintenance Services RFP**
Agency: **Union County Community Action, Inc.**

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person/Entity Represented:

Telephone:

Fax:

Email:

Mailing Address:

Physical Address:

Social Security/Federal Employer Identification Number:

DUNS Number:

Authorized Signature:

Date:

Typed or Printed Name:

Title:

UNION COUNTY COMMUNITY ACTION, INC.

BIDDER DISCLOSURE OF DEBARMENT AND SUSPENSION STATUS

- (1) The Offeror certifies, to the best of its knowledge and belief, that—
- (i) The Offeror and/or any of its Principals—
 - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - B. Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
 - D. Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
 - (2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).
 - (3) The Offeror shall provide immediate written notice to the Buyer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - (4) The certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Buyer may render the Offeror non responsible.
 - (5) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a). The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (6) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Contractor, the Buyer may terminate the contract resulting from this solicitation for default.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

BIDDER REFERENCES

Bidders must provide contact information for three (3) professional references. References should consist of previous customers who purchased goods or services similar to those described in this RFP.

Reference #1

Company: _____

Contact: _____

Telephone: _____

Email: _____

Reference #2

Company: _____

Contact: _____

Telephone: _____

Email: _____

Reference #3

Company: _____

Contact: _____

Telephone: _____

Email: _____

BIDDER PRICING PROPOSAL

MONTHLY LAWN MAINTENANCE SERVICES	Union County	Anson County	Richmond County

MULCH	Per Ton	Delivery Fee	Labor

SAND	Per Yard	Delivery Fee	Labor

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____