

**Mayor**  
Joseph P. Hatem, M.D., M.P.H.

**City Manager**  
Gordon Hargrove



**Mayor Pro-tem**  
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**Aldermen**

John Allen  
Rich Alt  
Robert Carroll  
Lowe Davis  
Tom Lombardi

May 18, 2022

The City of Southport is seeking proposals from qualified landscaping and lawn care companies for the professional services associated with maintaining the lawns at (3) cemeteries within the City limit. **The mandatory pre-bid meeting is scheduled for Wednesday, June 8, 2022, at 11:00 a.m.** Attendees will meet at City Hall (1029 N. Howe St) at 11:00 a.m. and then drive to the cemeteries for inspection.

**Attn: Dorothy Dutton, City Clerk**  
**RFP: Cemetery Maintenance**  
**1029 N. Howe Street**  
**Southport, NC 28461**

**The City reserves the right to reject any and all proposals.**

**For consideration, 3 copies of the response to this request must be received by 3:00 p.m., Friday, June 24, 2022.**

**RFP Organization:** To facilitate the City's objective review of the RFPs from different Contractors, the City asks that each submittal include the following:

1. A cover letter signed by a Principal or other member of the company authorized to commit the contractor to professional services.
2. A detailed estimate including each type of service and materials to be used, based on the specifications provided at the pre-bid meeting.
3. Schedule-The City requests that the company that is selected be able to maintain the **(3) cemeteries on a bi-weekly basis**, but also allow some flexibility based on cemetery use and weather.
4. Provide a proposed timeline based on your availability. References-Please provide the name, telephone number, email, and physical address of at least **two references** in the region for whom your company provided similar lawn maintenance services and whom the City of Southport may contact regarding your company's performance on their projects.

**SELECTION:**

Selection of the contractor will be made based on the company's qualifications and ability to meet the proposed schedule.

Qualification statements will be evaluated by a selection committee on the following basis for the project under construction:

- Experience and Capability-companies will be evaluated with respect to their experience with projects similar in size and scope.
- Estimated cost of construction services.

The City of Southport reserves the right to select the company that best meets its needs and negotiate a final Scope of Work that reflects the work to be done within the time constraints established in the above schedule.

**SCOPE OF WORK SUMMARY:** There are three municipal/community cemeteries within the City limits. Each cemetery has a recommended maintenance plan, as listed below and shown on the following appendices.

**Northwood Cemetery**-Fodale Avenue-Appendix A  
Located between Mitchell Street and Longleaf Drive  
7.65 acres, (10) roads

**Old Smithville Cemetery**-423 E. Moore Street-Appendix B  
2.4 acres

**John Smith Cemetery**-225 E. Leonard Street-Appendix C  
3.54 acres

**\*Further details may be provided at the Pre-bid meeting.\***

**Northwood Cemetery**

Fodale Ave.  
Southport, NC, 28461

General Information:

- Acreage = 7.65
- Mow and weed-eat everything inside the fence.
- Mow and weed-eat every other week during the growing season (April-September)
- Ensure roads are clean and leaves and debris are blown off inside the cemetery and tombstones.
- Check the debris bin and take it away if needed.
- Northwood cemetery has ten roads.
  - Azalea Ln
  - Beech Ln.
  - Chinquapin Ln.
  - Dogwood Ln.
  - Elm Ln.
  - Fig Ln.
  - Gardenia Ln.
  - Gladiola Ln.
  - Heather Ln.
  - Hydrangea Ln.
- Trim bushes alongside roads so that vehicles can get by without scrubbing them.
  - Beech Ln., Gardenia Ln., Heather Ln., & Hydrangea Ln.
- There are 14 plots/tombstones you do not touch
  - Azalea Ln.
    - Splawn (Joyce & James)
    - Price (William & Aline)
    - Miller (Cheryl & William)
  - Chinquapin Ln.
    - Brendle Plot
  - Elm Ln.
    - Playmates (Donald & Billy)
  - Fig Ln.
    - St. George (Red bricks around it)
  - Gardenia Ln.
    - Price (Carolynn Galloway & Kenneth "Knodhead")
  - Heather Ln.
    - Minett (James & Rose)

- Caster (Ronald & Lois)
- Perry (Donald & Patricia)
- Caster (Lee & Eltha)
- Hydrangea Ln.
  - Teddy (Theodore Roosevelt Hiatt 111)
  - Ricky (Charles Richard Hill)
  - Greer (Sharon & Steven)

### General requirement:

- All work will be performed professionally and skillfully.
- All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 40 feet).
- No mechanized equipment (power mowers, trimmer, edgers, etc.) may be used within 200 feet of a funeral in progress.

### Mowing:

- Paper, trash, branches, flowers not associated with a grave, and other debris will be collected before each mowing.
- Mowing height is 2 inches

### Trimming:

- Grass adjacent to fixed objects, such as tombs, gravestones, monuments, etc., shall be trimmed to the same height as the general turf
- Contractor will clean all clippings from roadways and markers or monuments immediately after mowing and weed-eat.
- Contractor will ensure that grass clippings do not build up in the corners of plots after mowing/weed-eat

### Flexibility:

- If there is a funeral service taking place at this location, please be courteous and move on to a different cemetery or make arrangements to come back another day.

**Old Smithville Cemetery**

423 East Moore Street  
Southport, NC, 28461

General Information:

- Acreage = 2.4
- Mow and weed-eat everything inside the fence.
- Mow and weed-eat every other week during the growing season (April-September). Ensure that tombstones/plots are clean and blown (leaves or debris). Check the debris bin and take it away if needed.

General requirement:

- All work will be performed professionally and skillfully.
- All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 40 feet).

Mowing:

- Paper, trash, branches, flowers not associated with a grave, and other debris will be collected before each mowing.
- Mowing height is 2 inches

Trimming:

- Grass adjacent to fixed objects, such as tombs, gravestones, monuments, etc., shall be trimmed to the same height as the general turf
- Contractor will clean all clippings from markers or monuments immediately after mowing and weed-eat.
- Contractor will ensure that grass clippings do not build up in the corners of plots after mowing/weed-eat

Leaf Removal:

- Throughout the season, remove and haul off leaves from the grounds.
- Contractor will ensure that leaves do not build up in the corners of plots.

Flexibility:

- If there is a funeral service taking place at this location, please be courteous and move on to a different cemetery or make arrangements to come back another day.

**John Smith Cemetery**  
225 East Leonard Street  
Southport NC 28461

General Information:

- Acreage = 3.54
- Mow and weed-eat everything inside the fence
- Mow and weed-eat every other week during the growing season (April-September).

General requirement:

- All work will be performed professionally and skillfully.
- All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 40 feet).
- No mechanized equipment (power mowers, trimmer, edgers, etc.) may be used within 200 feet of a funeral in progress.

Mowing:

- Paper, trash, branches, flowers not associated with a grave, and other debris will be collected before each mowing.
- Mowing height is 2 inches

Trimming:

- Grass adjacent to fixed objects, such as tombs, gravestones, monuments, etc., shall be trimmed to the same height as the general turf
- Contractor will clean all clippings from roadways and markers or monuments immediately after mowing and weed-eat.
- Contractor will ensure that grass clippings do not build up in the corners of plots after mowing/weed-eat

Flexibility:

- If there is a funeral service taking place at this location, please be courteous and move on to a different cemetery or make arrangements to come back another day.