



CURRITUCK COUNTY – COROLLA LAWN CARE CONTRACTS

INSTRUCTIONS TO BIDDERS

November 2015

1. SEALED Bids must be submitted; sealed bids must be marked on the outside of the envelope "SEALED BIDS – PUBLIC WORKS: COROLLA LAWN CARE & LANDSCAPE".
2. SEALED bids are due in the Public Works Department Office, 145 Courthouse Road, Currituck, NC 27929, **by 2:00 p.m. local time, Thursday, December 3, 2015.**
3. SEALED bids shall include bids for the Corolla Properties contract, certificates of insurance for general liability and workers' compensation, vendor contact information by U.S. Mail and telephone (email, fax and cell phone if available), references with contact names and numbers for each.
4. Bids are to be submitted for a contract in an annual amount (12-month period), listing the amount **PER 12-MONTH YEAR for each property** listed on Exhibit A (\$ for a, \$ for b, \$ for c, \$ for d, \$ for e and \$ for g. (This is because the funding will come from different general ledger accounts.)
5. The contract term is for the period beginning January 1, 2016, and ending December 31, 2017.
6. There will be a pre-bid conference held Tuesday, November 10, 2015, at 10:00 a.m. at the County Offices located at 1123 Ocean Trail, Corolla, North Carolina.
7. Yard waste is banned from landfills and may not be mixed with trash.
8. Any questions, please email Brenda.mcqueen@currituckcountync.gov or call 252-232-2504.

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