



Mowing and Grounds Maintenance Services Request for Written Quotations (RFQ)

309 W. Norment Avenue, Gastonia, North Carolina

Issue date	Wednesday, August 12, 2026
Questions due	Monday, August 17, 2026 at 12:00 p.m. Eastern Time
Quotations due	Thursday, August 20, 2026 at 12:00 p.m. Eastern Time
Initial term	September 1, 2026 through June 30, 2027
City contact	Kenny Gehrig Kenny.Gehrig@GastoniaNC.gov

Submission: Submit one signed quotation in PDF format by email to Kenny.Gehrig@GastoniaNC.gov with the subject line: Quotation - 309 Norment Mowing Services. Late quotations will not be accepted.

Invitation

The City of Gastonia, Housing and Community Engagement Department, is requesting written price quotations from qualified mowing contractors to provide routine mowing and grounds maintenance at the City-owned residence located at 309 W. Norment Avenue. The property is occupied. Services must be performed safely, professionally, and with minimal disruption to the resident.

The City expects to award to the lowest responsive, responsible respondent based on the extended seasonal price, subject to confirmation of qualifications, references, insurance capability, and compliance with this RFQ.

No federal funds will be used for this contract. The contract will be supported with City general funds.

Anticipated procurement schedule

Milestone	Date
RFQ issued	August 12, 2026
Optional exterior site review completed	Before the question deadline
Written questions due	August 17, 2026 at 12:00 p.m.
Responses/addenda posted, if needed	August 18, 2026
Quotations due	August 20, 2026 at 12:00 p.m.
Anticipated conditional selection	August 21, 2026
Anticipated service start	September 1, 2026, after contract execution and PO issuance

Property size and service area

The parcel contains approximately 0.11 acres in total. The stated acreage includes the residence, driveway, porch, walkways, landscaped or non-turf areas, and other improvements; it is not a representation that the entire parcel is mowable grass.

The contractor must mow, string trim, and edge the maintained turf located within the property boundaries of 309 W. Norment Avenue. Services are limited to this parcel.

Exhibit A contains photographs with red markings showing the approximate service-area boundaries for pricing and field orientation. The markings are illustrative only, are not a survey or legal property description, and do not replace the contractor's responsibility to review site conditions before submitting a quotation.

Property review and communications

1. An on-site walk-through is optional. Vendors may view the property from the public right-of-way at their convenience. Any vendor wishing to enter or walk the property must schedule the visit in advance with Kenny Gehrig at Kenny.Gehrig@GastoniaNC.gov. Access is permitted only after the City confirms the date and time.
2. The home is occupied. Vendors must not contact the tenant, knock on the door, enter the residence, or otherwise disturb the resident. Vendors must not enter fenced or otherwise restricted areas without specific City authorization.
3. Questions may be emailed to Kenny.Gehrig@GastoniaNC.gov by the stated deadline.
4. Any clarification or change that affects all respondents will be posted on the City's Bids and RFPs webpage. Respondents should check the webpage before submitting a quotation.

City webpage: <https://gastonianc.gov/doing-business/bids-rfps.html>

Scope of services

Each routine service visit must include all labor, supervision, equipment, fuel, tools, and incidental supplies necessary to complete the following work:

1. Inspect the work area and remove ordinary litter, small limbs, rocks, and other objects that could create a mowing hazard. Report large, hazardous, or illegally dumped material to the City before proceeding.

2. Mow all maintained turf at a uniform height consistent with accepted residential lawn-maintenance practices. Avoid scalping, rutting, missed strips, and mowing when soil or weather conditions would damage the turf.
3. String trim grass around the residence, porch, steps, fences, trees, signs, utility features, and other fixed objects to the same general height as the adjacent mowed turf.
4. Edge turf along sidewalks, walkways, driveway edges, curbs, and other paved borders during each service visit.
5. Blow or sweep grass clippings and debris from porches, steps, sidewalks, walkways, driveways, curbs, and adjacent paved surfaces on the same day. Mower discharge, trimmer debris, and blown material must be directed away from the residence, windows, doors, people, and parked vehicles to prevent damage or injury.
6. Keep clippings and debris out of streets, gutters, storm drains, drainage features, neighboring property, and landscaped beds.
7. Remove from the property all waste and debris generated by the contractor's work. Ordinary mulched grass clippings may remain evenly distributed on turf when they do not create clumps or an unsightly condition.
8. Report property damage, unsafe conditions, fallen limbs, pest concerns, or other maintenance issues to the City contact promptly.

Excluded services

The base price does not include herbicide or pesticide application, fertilizer, mulching, pruning, tree work, major leaf removal, storm cleanup, removal of large dumped items, or other landscaping. The contractor may not perform or bill for excluded or extra work without prior written authorization from the City. No chemicals may be applied without specific written City approval and all required licenses.

Service schedule

The City anticipates up to 12 routine service visits during the initial term. The following schedule is an estimate for pricing and planning. The City will confirm service dates and may adjust, omit, or reschedule visits based on weather, turf growth, property conditions, budget, and operational need.

Month	Visits	Planning note
September 2026	2	Approximately every 14 days
October 2026	1	One visit
November 2026	1	One visit
December 2026	0	No routine visit anticipated
January 2027	0	No routine visit anticipated
February 2027	1	One visit, if directed
March 2027	1	One visit
April 2027	2	Approximately every 14 days
May 2027	2	Approximately every 14 days
June 2027	2	Approximately every 14 days
Total	12	Estimated maximum for base-price evaluation

The 12-visit estimate follows the seasonal pattern used in the Housing and Community Engagement Department's prior mowing solicitation, tailored to the September-June term.

Performance requirements

1. Work must generally be performed Monday through Friday between 8:00 a.m. and 5:00 p.m. Work outside those hours requires prior City approval.
2. The contractor must coordinate the planned service date with the City contact. The City will manage any tenant notice. The contractor must not ask the tenant for payment, direction, access, or approval.
3. The contractor must provide trained personnel, maintained equipment, appropriate personal protective equipment, and visible business identification on vehicles used at the property.
4. The contractor is responsible for safe work practices and for protecting the resident, public, structures, vehicles, utilities, trees, landscaping, and neighboring property.
5. Any damage caused by the contractor must be reported to the City immediately and repaired or reimbursed at the contractor's expense, subject to the City contract.
6. Weather-delayed work must be rescheduled promptly in coordination with the City. Mowing must not be performed when conditions would cause rutting, erosion, unsafe operation, or damage to turf.
7. The contractor must correct deficient or incomplete work within one business day after notice when reasonably possible, at no additional charge.
8. Subcontracting is not permitted without prior written approval from the City.

Service verification and invoicing

1. After each visit, email the City contact confirming the service date and that the routine work was completed. Photographs are not routinely required, but the City may request photographs when needed to document a service or resolve a concern.
2. Invoice no more frequently than monthly and bill only for City-authorized, completed, and accepted visits. Payment is based on completed visits. No payment is due for a month in which no service visit is authorized and completed.
3. Each invoice must show the contract or purchase order number, property address, service date(s), unit price per visit, and total amount due.
4. The City will process payment after receipt of an accurate invoice and acceptance of the work under the City's normal accounts payable process.
5. No mobilization fee, fuel surcharge, travel charge, equipment charge, tax, or other separate fee will be paid unless expressly included in the accepted quotation and City contract.

Contract and insurance requirements

The selected respondent must enter into the City's standard service contract and provide the required insurance documentation. Work may not begin until the contract is fully executed and the City issues written authorization to proceed. The City contract will control if there is a conflict with the quotation.

1. Commercial general liability covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate, or equivalent umbrella/excess coverage.
2. If the business has three or more employees, including the owner, workers compensation in accordance with statutory requirements and employers liability of not less than \$100,000 for each accident.
3. Automobile liability covering bodily injury and property damage for all owned, non-owned, and hired vehicles used on City property with a limit of at least \$1,000,000 per occurrence, or equivalent umbrella/excess coverage.
4. The City of Gastonia must be named as an additional insured on the commercial general liability policy. The selected respondent must provide certificates and endorsements acceptable to the City before work begins.

5. The contractor must indemnify and hold harmless the City of Gastonia, its officers, agents, and employees as provided in the City standard contract.

A certificate of insurance is not required with the quotation unless requested. The quotation must confirm the firm's ability to provide the required coverage before contract execution.

Quotation requirements

Submit a concise quotation containing the following items in the order listed:

1. Completed and signed Quotation and Price Form included with this RFQ.
2. Brief description of the firm, years in business, service area, staffing, and equipment available for this work.
3. At least two references for similar residential or small-property mowing services performed within the last three years, including name, organization, email or telephone, and description of work.
4. Confirmation that the firm can meet the service schedule, invoicing, insurance, and tenant-contact requirements.
5. Description of any requested exception to the RFQ. Silence will be treated as acceptance of the requirements.
6. Acknowledgment of every addendum issued by the City.

Evaluation and award

1. Responsiveness: submission is timely, signed, complete, and materially complies with the RFQ.
2. Responsibility: respondent has suitable experience, capacity, equipment, references, legal eligibility, and ability to satisfy insurance and contract requirements.
3. Price: award evaluation will use the extended seasonal price for 12 routine visits.
4. Award: the City intends to award to the lowest responsive, responsible respondent. The City may verify calculations and correct an extension by applying the stated unit price.

City reservations and conditions

1. The City may reject any or all quotations, waive minor irregularities, cancel or reissue the solicitation, reduce or omit anticipated services, and request nonmaterial clarification.
2. The City is not responsible for quotation preparation costs and makes no guarantee of award or minimum purchase quantity.
3. A quotation may be withdrawn before the deadline by written notice. Quotations must remain valid for at least 60 days after the deadline.
4. Quotation materials become City records and may be subject to the North Carolina Public Records Law. Respondents should not submit information they consider confidential unless it is clearly identified and legally protected.
5. The selected vendor must complete City vendor setup, provide a W-9, comply with applicable federal, state, and local laws, and certify any requirements included in the City standard contract, including E-Verify and Iran Divestment requirements when applicable.
6. The City will not use a vendor that is debarred by a federal, state, or local government.

REQUIRED RESPONSE FORM

Quotation and Price Form

Mowing and Grounds Maintenance Services | 309 W. Norment Avenue

Respondent information

Legal business name	
Business address	
Primary contact and title	
Telephone	
Email	
Years providing mowing services	

Price quotation

Pricing must include every cost necessary to perform the routine scope. The City will evaluate the extended seasonal price. The estimated quantity is not a guaranteed minimum. The hourly rate is optional pricing and will not be included in the evaluation of the base seasonal quotation. Extra services may be performed only after receiving prior written authorization from the City. The City does not guarantee that any extra services will be requested.

Item	Est. qty.	Unit	Unit price	Extended
Complete routine mowing service visit	12	Per visit	\$	\$
Hourly rate per employee for City-authorized extra services	N/A	Per employee, per hour	\$	N/A
Base seasonal quote total				\$

Qualifications and references

Attach a brief firm description and equipment list. Provide at least two references below or on an attached page.

Reference	Organization	Contact	Similar work
1			
2			
3 (optional)			

Certifications

1. The respondent has reviewed the property conditions or accepts responsibility for doing so before award.
2. The respondent understands that 0.11 acres is the total parcel area, not the mowable turf area, and has based its price on the site conditions and approximate boundaries shown in Exhibit A.
3. The respondent can meet the schedule and complete the full scope at the stated unit price.
4. The respondent can provide the required insurance before contract execution.
5. The quotation is valid for at least 60 days after the due date.

6. The respondent has disclosed all exceptions and conflicts of interest in an attachment, or none exist.

Authorized signature

By signing, the undersigned certifies that they are authorized to submit this quotation and that the respondent agrees to the requirements of this RFQ, subject only to written exceptions included with the quotation.

Authorized signature	Date
Printed name	Title

City of Gastonia reserves the right to reject any or all quotations.

EXHIBIT A

Approximate Mowing Service Area

Parcel size: approximately 0.11 acres. Red markings show the approximate property and service-area boundaries for vendor orientation only. They are not survey lines or a legal property description. Vendors should review the site before pricing.



Figure A-1. Front and side view of the approximate service area.

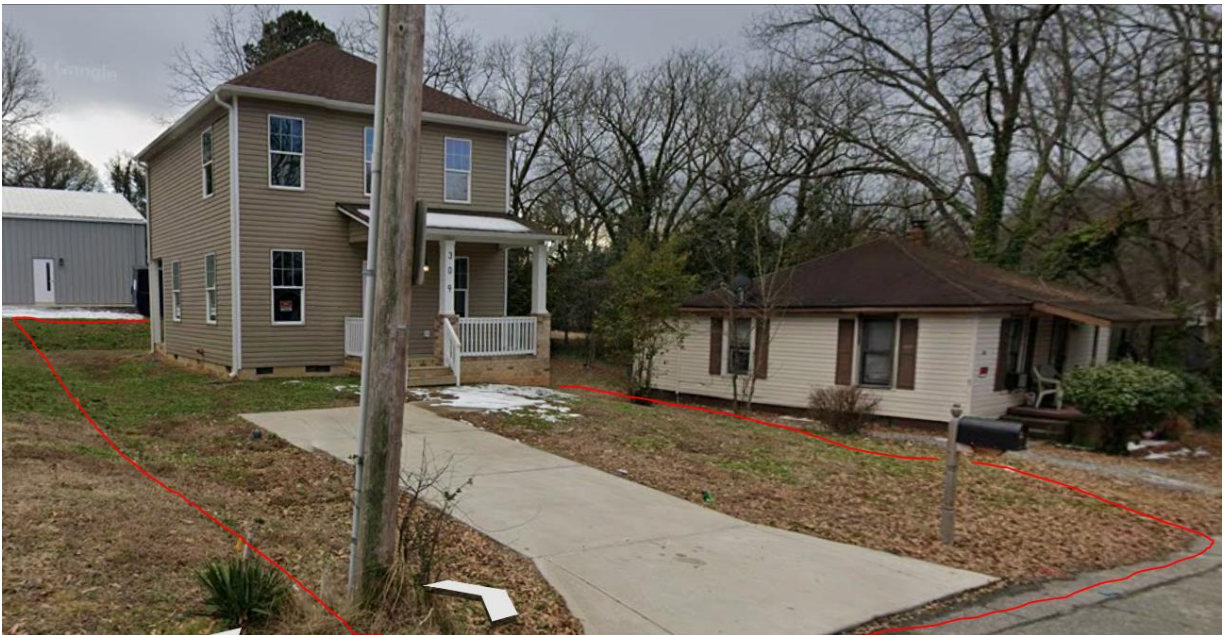


Figure A-2. Front and side view of the approximate service area.



Figure A-3. Rear view of the approximate service area.