

**Request for Qualifications  
For Grounds Maintenance Services**



Town of Sunset Beach  
700 Sunset Blvd North  
Sunset Beach, North Carolina  
28468  
Phone: 910-579-6297

**Submittal of Qualification Statements**

**Closing Date and Time:**

**Monday, April 20, 2026, at 1:00pm**

## **1. Introduction and Overview**

The Town of Sunset Beach is located in Brunswick County, NC and serves approximately 6,706 residents and 150,00 seasonal guests.

The Town is soliciting sealed proposals for qualified, licensed and insured contractors to provide **Grounds Maintenance Services** for approximately **thirteen (13)** public areas. Services must be delivered with consistency, reliability, and responsiveness to the unique environmental conditions of a coastal community.

Bidders must submit a complete proposal for the full scope of services, along with separate pricing for Item E.1: Mowing and Weed Eating the Island. Proposals that do not include both the full scope and the required separate pricing will be considered nonresponsive.

## **2. Service Locations**

Service includes, but are not limited to the following Town properties:

- Town Hall/Parking lot and Sign
- Roundabout
- Two Welcome signs
- Bridge approach and associated landscaped areas
- Sunset Beach Town Park
- Streetscape
- Gazebo Parking Lot
- Community Center and Sign
- Fire Station #1: 102 Shoreline Drive West
- Fire Station #2: 7149 Old Georgetown Road
- Public Works
- E.1: Mowing and weed eating the Island

Proposers may visit all locations to assess conditions

## **3. Scope of Work**

The contractor shall furnish all labor, materials, equipment, supervision, and incidentals necessary to maintain all designated areas in a clean, healthy, and attractive condition throughout the year.

## **A. Turf Maintenance**

Services shall include:

- Weekly mowing during the primary growing season, approximately 32 weeks
- Winter mowing of rye grass where applicable
- String trimming of all areas not accessible to mowers
- Edging of walks, drives, and flower bed borders as needed
- Blowing off all hard surfaces following each mowing service
- Weekly blowing of all area's year round

## **B. Lawn and Weed Control**

- Fertilization twice per year
- Pre-emergent and post-emergent herbicides treatments twice per year
- Spring granular insecticide treatment containing (Fipronil) for mole crickets and fire ant control
- Routine spraying of herbicides to maintain plant beds, walk, drives, and parking areas free of weeds
- Annual overseeding of the roundabout, bridge, and park areas

## **C. Pruning Services**

- Structural pruning of crape myrtles, rose bushes, monkey grass, and muhly grass in late winter
- Ornamental shrub trimming performed at least three times per year or as needed
- Removal of all pruning debris from site

## **D. Seasonal Plantings**

- Spring and fall flower installation at Town Hall, two Welcome Signs, Roundabout, Streetscape, Gazebo, Park, Community Center, and Fire Departments
- Preparation of beds prior to planting

## **E. Additional Services**

- Irrigation repairs and other tasks outside the defined scope will be billed at an hourly labor rate. Proposers shall provide their hourly rate in the cost proposal.
- Hurricane and storm cleanup are not included in the scope of work

### **E.1 Mowing and Weed Eating the Island**

Submit mowing and weed eating of the island as a separate service and do not include in overall bid submissions.

- Mow right away on the Island
- Weed eating around all mailboxes, all utility boxes, bulkheads, and parking spaces
- Herbicide treatment to all rocked parking spaces

## **4. Proposal Submission Requirements**

Proposals must be submitted in PDF format and must include the following:

1. **Completed Cost Proposal** including monthly and annual pricing
2. **Separate pricing for E.1: Mowing and Weed Eating the Island. This pricing must not be included in the monthly or annual costs for the primary maintenance scope.**
3. **Description of company qualifications and experience**
4. **Three references** for similar work
5. **Statement of financial capability** to perform the work
6. **Statement of ability to meet insurance requirements**
7. **List of subcontractors** if applicable
8. **Acknowledgment of any addenda** issue for this RFP

Incomplete proposals will be considered nonresponsive

## **5. Selection Criteria**

The Town will select the most qualified contractor based on:

- Cost proposal
- Relevant experience and past
- Demonstrated capacity to complete the work
- Quality and completeness of the proposal

Cost will not be the sole determining factor.

All proposers will be notified of the outcome within ten (10) business days of the deadline

## **6. Submission Deadline**

All questions concerning the proposal requirements or project in general should be directed to Ken Klamar at [kklamar@sunsetbeachnc.gov](mailto:kklamar@sunsetbeachnc.gov) no later than April 13, 2026. Every attempt will be made by the Town to provide responses by April 17, 2026.

Electronic submittals (email) or hard copy submittals shall include all requirements listed above to be considered complete.

Electronic submittals shall be directed to: Ken Klamar, Interim Town Administrator, Town of Sunset Beach at [kklamar@sunsetbeachnc.gov](mailto:kklamar@sunsetbeachnc.gov)

Hard copy- submittals must be clearly labeled as “**Ground Maintenance Services**” and received by the Town of Sunset Beach no later than **1:00pm on Monday April 20, 2026**, at the following address:

**Mr. Ken Klamar Interim Town Administrator  
Town of Sunset Beach  
700 Sunset Blvd North  
Sunset Beach, North Carolina 28468**

It is the intent of the Town to finalize the selection process by early May 2026. It is also anticipated that based on the selected company service Agreements with selected company will be in place by late May 2026

Late submissions will not be accepted

## **7. Right to Reject Proposals**

The Town of Sunset Beach reserves the right to reject any or all proposals. The RFQ does not constitute a contractual offer, and no obligations arise until the Town executes a final agreement

## **8. Cost Proposal Form**

**Contractor Name:**

**Annual Cost for Full Maintenance Scope:**

**Monthly Cost:**

**Hourly Rate for Additional Services:**

**Separate Cost for E.1 Island Mowing and Weed Eating:**

**Signature and Date:**