**2025 Grass, Brush, & Debris Removal Bid Information Sheet**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In preparing your bid, the following is a *nonexclusive* list of general requirements for the *on-call services* requested by the City of Dunn (City) and the payment prerequisites for those services that should be taken into consideration when submitting your bid:

1. All requested services on lots, whether grass cutting, brush removal, and/or debris or trash removal, must be completed within 7 calendar days of the contractor’s receipt of a service request.
2. Contractors are required to have, with an insurance company licensed to do business in North Carolina, both a general liability insurance policy not less than $1,000,000 naming the City as an additional insured and, a workman’s compensation insurance policy compliant with the North Carolina Worker’s Compensation Act.
3. The City reserves the right to require a cost estimate for a requested service prior to issuing a notice to proceed for that service.
4. All invoices must be submitted within 30 calendar days of service completion and, if properly documented, will be paid within 30 calendar days of receipt.
5. Each invoice must contain both “before and after pictures” sufficient to clearly illustrate the physical condition of the lot before and after service was rendered; the pictures must contain a date/time stamp, be clear and in focus, and submitted in a digital format.
6. This solicitation is for *a non-exclusive on-call* service and the City reserves the right to select more than one *on-call* service provider. Selection as an *on-call* service provider does not guarantee a minimum or maximum number of service requests.
7. To be considered, all bids must be sealed and received by Stephen Hodges, City of Dunn Code Enforcement Officer at 102 N. Powell Avenue, P.O. Box 1065, Dunn, N.C. 28334, by **Friday, April 11th, 2025, at 4:00 p.m.** at which time all bids will be opened.

I have read and understand the information contained in this City of Dunn’s 2025 Grass, Brush, & Debris Removal Bid Information Sheet and do submit the attached City of Dunn 2025 Grass, Brush, & Debris Removal Bid Pricing Sheet and incorporate that bid into this document by reference and agree that this bid remains firm for a period of 30 days from April 11, 2025.

This is the \_\_\_\_\_ Day of \_\_\_\_\_\_\_\_, 2025.

**Corporate Bidder**

 Corporate Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title

**Individual Bidder**

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_