



*THE METROPOLITAN SEWERAGE DISTRICT OF  
BUNCOMBE COUNTY  
NORTH CAROLINA*

***REQUEST FOR QUOTATION***

MSD CAMPUS LANDSCAPING/MOWING SERVICES

April 27, 2026

BIDS ARE DUE NO LATER THAN FRIDAY, MAY 8, 2026  
TIME: 2:00 PM

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# INSTRUCTIONS TO BIDDERS

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## Section 1: Purpose

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The purpose of this document is to provide general and specific information for mowing and lawn maintenance services. All bids and contracts are governed by The Metropolitan Sewerage District of Buncombe County and North Carolina General Statutes as applicable.

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## Section 2: Bid Schedule

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Listed below are the dates and times by which stated actions must be taken or completed. MSD may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern Standard Times.

Action	Time	Date
Bid issued	8:00 AM	April 27, 2026
Mandatory Pre-Bid Meeting	2:00 PM	May 1, 2026
Deadline for Questions	8:00 AM	May 4, 2026
MSD Responses	5:00 PM	May 5, 2026
Bids Due	2:00 PM	May 8, 2026

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## Section 3: Mandatory Pre-Bid Meeting

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A **MANDATORY PRE-BID MEETING** will be held in The Sullivan Conference Room of the Mull Building, 2028 Riverside Drive, Asheville, NC 28804 on May 1, 2026, at 2:00 pm. If your company does not attend the pre-bid meeting or is not present for the duration of the meeting your bid will not be considered as responsive.

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## Section 4: Bid Contact

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All questions, concerns, requests for additional information, and alternate considerations shall be directed to the attention of the Purchasing Department:

Heather Young [hyoung@msdbc.org](mailto:hyoung@msdbc.org)

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## **Section 5: Bidders Questions**

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MSD of Buncombe County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The bidder shall examine the bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that MSD clarify the requirement(s) and term(s) and condition(s) specified by the bidder. The Bidder must provide the Sections(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification, technical questions, and approval of alternate products to this bid must be received by Heather Young no later than the date shown above in Section 2, entitled "Bid Schedule," under Deadline for Questions. Bidder's failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute Bidder's acceptance of all MSD requirements and terms and conditions. MSD shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the MSD website at [www.msdbc.org](http://www.msdbc.org).

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## **Section 6: Objections to the Specifications**

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It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Heather Young, Purchasing Supervisor in writing, stating and listing the specifications and objections, no later than the date shown above in Section 2, entitled "Bid Schedule," under Deadline for Questions. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Heather Young, Purchasing Supervisor. Information obtained from other sources will not be considered in the evaluation and award of this bid.

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## **Section 7: Bid Alternates**

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MSD reserves the right to request pricing on alternate services along with the pricing for the main services when applicable. At the discretion of MSD, some or all the alternates requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The bid award will be made to the lowest, responsive, responsible bidder for the main or primary services on the Bid Proposal Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

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## Section 8: How to Prepare Bid Proposals

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Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- I. **PROPOSAL FORM**: Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- II. **ADDENDUM(s)**: If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.
- III. **SIGNATURE**: All bids must be signed by an authorized official of the company on the Bidder's Signature page.

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## Section 9: How to Submit Bid Proposals

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- I. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- II. Bids may be mailed or delivered as follows:  
**Mailing & Delivery Address:**  
**RFP: MSD Landscaping/Mowing Services**  
MSD of Buncombe County  
Attn: Heather Young  
2028 Riverside Drive  
Asheville, NC 28804

Please Note: Bids not received by the time and date specified on the Bid Proposal Form will not be opened or considered.

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## **Section 10: Bid Opening**

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All bids will be opened at the time and place shown on the enclosed Bid Proposal Form.  
**LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**

Bids will be examined by the Purchasing Supervisor and department officials promptly after the opening and an award is to be made as early as possible.

Bidders may request and receive copies of the bid document and/or bid tabulation after the award of the project.

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## **Section 11: Award of Bid**

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### **Standard Bid Award Acceptance:**

MSD of Buncombe County reserves the right to reject any and/or all bids received as allowed by the law, or to select the bid which, in our opinion, is in the best overall interest of the District. The award shall be made to the lowest, most responsive, responsible bidder, or bidders, taking into consideration quality, performance, and the time specified in the bid for the performance contract.

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## **Section 12: Error in Bids**

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Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the Bidder's own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

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## **Section 13: Bid Tabulation**

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Bidders may request a bid tabulation from the Purchasing Supervisor, Heather Young, after the bid has been awarded (NCGS 143-131 (a)).

This bid is separated into individual campus locations for budget purposes.  
It is the intent of MSD to award all locations to one contractor

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## Section 14: General Specifications

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The Vendor submitting this bid agrees to the following specifications:

1. This package describes, by site, requirements for landscaping. The work shall include furnishing all safety equipment, materials, tools, labor, transportation, and supervision necessary for the completion of the work. It is the bidder's responsibility to dispose of the trash and debris collected in a responsible and appropriate manner.
2. The vendor is responsible for the protection of all public and private property on and adjacent to the work and will use every precaution necessary to prevent damage or injury. It will be the responsibility of the vendor to restore, replace, or make good any damage or injury to any public or private property caused by the vendor.
3. The vendor will operate equipment in a safe manner and so as not to create a hazard to the public. Equipment will not be left overnight on MSD property. Mowers are to be equipped with shields to prevent objects from being thrown out from the cutting unit enclosures. Vendors shall conform with current OSHA standards.
4. The contractor shall supervise and direct the Work, competently and efficiently, devoting such attention thereto, and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contractor Documents. CONTRACTOR shall be responsible to see that the finished Work complies with the Contract Documents, CONTRACTOR shall always maintain good discipline and order at the site.
5. During the progress of the Work, Contractor shall keep the premises free from accumulations of waste materials, rubbish, and other debris resulting from the Work. At the completion of the Work, CONTRACTOR shall remove all waste materials, rubbish, and debris from and about the premises as well as all tools, appliances, construction equipment, machinery, and surplus materials. The site should be left clean and ready for occupancy by DISTRICT, CONTRACTOR shall restore to original condition all property not designated for alteration by the Contract Documents.
6. CONTRACTOR shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. CONTRACTORS shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss too:
  - All employee on the Work and other persons and organizations who may be affected thereby.
  - All the Work and materials and equipment to be incorporated therein, whether in storage on or off site; and other property at the site or adjacent thereto, including trees, shrubs, lawns, walkways, pavements, roadways, structures, utilities, and Underground Facilities not designated for removal, relocation, or replacement during construction.

7. CONTRACTOR activities shall not interrupt or impair operations at the MSD Water Reclamation Facility, Pump Stations, or any other properties essential for the daily operations of MSD.
8. Contractor, MSD Employees, and other on-site vendors are expected to always work with a spirit of cooperation, in all matters, and with all people, including co-workers, supervisors, and the public. Harassment, retaliation, coercion, interference, or intimidation of anyone will not be tolerated.
9. Payment requests may be submitted weekly but must include locations and dates when work was completed. All work will be subject to inspection by MSD at any time.

NOTE: This bid is separated into individual campus locations for budget purposes.  
It is the intent of MSD to award all locations to one contractor.

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**Section 15: Specifications per Location**

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<b>MSD Main Building – 2028 Riverside Drive</b>
Twice per month: Mow, Weed eat, Keep clean – Grass and mulch areas between parking lot and Beaverdam Creek; between main parking lot and French Broad River; Front of main building along Riverside Drive from sign to fence. Blow off all grass clipping per mow from paved areas and sidewalks.
Once per month: Pickup sticks and weeds out of bushes. Includes “islands” in the main parking lot, along main building, front/side of fleet building and sides of warehouse. Does not include the stretch of bushes along the main road in the business park.
Once per month: Blow off main parking lot (when vehicles are gone).
Once per month: Weed Control: Weed eat where available access to get rid of scraggly weeds/perform weed control between fence and parking lots along French Broad River. (Stay on MSD property; not between fence and river). Includes behind materials in warehouse yard where access is easily obtained.
As needed: Both creek banks along Beaverdam Creek are to be weeded and maintained, including removal of any unwanted debris that may accumulate on the banks and shoreline of creek.
Annually: Update mulched areas around MSD Main Building.

<b>MSD Treatment Plant - 2225 Riverside Drive and MSD Septage Site, Riverside Drive</b>
Once per week: Maintain and cut turf; Weed eat entire grounds; Edge front area. Blow off grass clippings per mow from paved areas and sidewalks.
Once per month: Edge curbing around plant area
Maintain area of bank below the south thickener.
Weed Control: Minimum once per month, or as needed, at main building entrance way and in front of all office building areas.
Weed Control: As needed along front fence line.
As Needed: Trim bushes in front of TP Administration Building.
As Needed: “Magic Garden” Maintenance.
Area along the road above the TP is included and outside the front fence line along Riverside Dr. is included.
Fall (after growing season ends) – Bushes and trees around MSD Main Building are to be trimmed/cut to maintain appearance (and line of sight visual needs at Riverside Drive Entrance).
<b>Continued below</b>

**MSD Treatment Plant Dome Area - 2225 Riverside Drive**

Once per month; Clear around Dome area.

**MSD C. Kenneth Stines Training Building - 2229 Riverside Drive**

Once per week: Maintain and cut turf; Weed eat entire grounds; Edge front area; Mow field behind building along river. Blow all grass clippings per mow from paved areas and sidewalks.

Weed Control: Minimum once per month, or as needed, at the building entrance way.

**MSD Maintenance Facility - 2110 Riverside Drive**

Maintain and cut turf once per week. Includes area between Riverside Dr. and the fence line.

Weed eat entire grounds including fence line once per week.

Blow off all grass clippings per mow from paved areas and sidewalks

Pull weeds as needed in mulched areas - Flag circle, near boat ramp, around lamps in parking lot.

**MSD Pump Stations**

**Arboretum** (98 Wesley Branch Rd.), **Avery's Creek** (626 Glen Bridge Rd.),  
**Carrier Bridge** (510 Riverview Dr.), **Cedar Hill Villas** (612 Villas Ct.),  
**Clayton Road** (249 Clayton Rd.), **Cliffs Walnut Cove #1** (346 Avery's Creek Rd.),  
**Ferry Rd.** (1568 Brevard Rd.), **ITT** (470 Broadpointe Dr.),  
**Mill Pond** (3791 Haywood Rd.), **Ridgefield 1** (1201 Ridgefield Blvd.),  
**Ridgefield 2** (398 Ridgefield Ct.), **Rockwell** (641 Design Ave.),  
**South Ridge** (27 Hidden Falls Dr.), **Weaverville 1** (120 Hidden Falls Dr.),  
**Weaverville 2** (810 Old Marshall Hwy.).

Twice per month: Maintain and cut turf; Weed eat applicable areas. Blow off all grass clippings per mow from paved areas and sidewalks.

## QUOTATION PACKAGE FORMAT

All Quotations must be provided in the following format:

- A. Bidders' quotation on the MSD supplied form. The form **MUST** be signed as required.
- B. Certificate of Insurance.
- C. Bidders may supply any other information deemed by them to be necessary for a complete understanding of their quotation. However, this information must be included at the end of the quotation package and may not be considered by MSD in the awarding of this contract.



# METROPOLITAN SEWERAGE DISTRICT QUOTATION FORM

## LANDSCAPING/MOWING SERVICES

as per specifications previously outlined in this package

MSD Main Building: Cost per Week \$ \_\_\_\_\_

MSD Treatment Plant/Septage Site: Cost per Week \$ \_\_\_\_\_

MSD Training Building: Cost per Week \$ \_\_\_\_\_

MSD Maintenance Facility: Cost per Week \$ \_\_\_\_\_

MSD Pump Stations: Cost per Visit \$ \_\_\_\_\_

### Important Note to Bidder:

The price noted above is to be firm for the FY27 period noted (July 1, 2026 – June 30, 2027). MSD will not, under any circumstances, accept price increases or additional charges from the awarded supplier during the period of the contract.

\_\_\_\_\_  
Date of Bid

\_\_\_\_\_  
Printed Name of Bidder Company

\_\_\_\_\_  
Printed Name of Company Representative

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
Email Address