

Martinsburg-Berkeley County

Parks & Recreation

West Virginia



**2026 Mowing Services
Bid Packet**

Request for Proposal (RFP) For: MBCPR Mowing Services

RFP Posted: 12/30/2025

Bids Due and Opening: 9:00 AM 2/12/2026

INTRODUCTION

Martinsburg Berkeley County Parks & Recreation (MBCPR) will receive sealed bids for this RFP at the Administrative Office located at 273 Woodbury Avenue, Martinsburg, WV 25404 or by email. If emailing, send quotation in PDF with subject line: "2026 Mowing Bid" no later than the due date and time to joe.burton@mbcparks-rec.org.

For more information about the project, please contact Joe Burton, MBCPR Executive Director at joe.burton@mbcparks-rec.org

BACKGROUND

The successful bidder will provide mowing services to all park locations listed beginning 04/01/2026.

PRE-BID MEETINGS

Potential Bidders should review mowing maps, acreage estimates and walk each park to understand the areas of service. Any questions can be answered by email or during scheduled pre-bid inspections. Pre-bid site inspections are available by appointment between the dates of 1/2- 2/11/26. Contact Joe Burton to schedule inspection at joe.burton@mbcparks-rec.org

SUBMISSION PROCEDURE & OPENING

The sealed bids will be accepted until the date and time listed above (**Bid Due and Opening**), to the MBCPR, 273 Woodbury Avenue, Martinsburg, WV 25404, at which time and place all bids will be publicly opened and read aloud. All bids should be marked "2026 Mowing Bid" attention to "Joe Burton". MBCPR reserves the right to reject any or all bids and to waive any informalities in the bidding process.

PROPOSAL EVALUATION & AWARD OF CONTRACT

All proposals satisfying the requirements of this RFP will be evaluated to establish which of the bidder's best fulfills the needs of the MBCPR and this project.

There will be a maximum of one week of evaluation by the MBCPR, after which all bidders who submitted a complete proposal will be notified of the results.

This RFP does not commit the MBCPR to award a contract, to pay any costs incurred in the preparation of the proposal or to contract for the goods and/or services offered. The MBCPR reserves the right to accept or reject any or all proposals received as a result of this request, to rescind this RFP, if it is in the best interests of the MBCPR to do so. An award will be made in the best interest of MBCPR. The decision of the MBCPR shall be final.

ACCEPTANCE OR REJECTIONS OF BIDS:

The Owner reserves the right to reject any or all bids and/or waive any non-material informalities and/or technicalities in the bids received.

Bids will be awarded to the lowest responsive and responsible bidder on the total of all work items in the Base Bid, or in any combination of Base Bid and alternates that Owner deems, in its sole discretion, to be in its best interests. Whether a bidder is responsible will be determined using all submitted information, all publicly available information, references, demonstrated experience, and service reputation.

The Martinsburg-Berkeley County Parks & Recreation Board reserves the right to accept in whole or in part, to reject and/or to separate any or all bids or adjust estimated quantities in order to meet its needs consistent with its budgetary constraints, if any.

All documents and signatures called for in these specifications must be included with the bid to constitute a valid bid, namely:

- 1) Price Sheet**
- 2) Bidders' Acknowledgement**
- 3) Reference Sheet.**

CONTRACTOR REQUIREMENTS:

License:

Contractor must hold a valid WV Contractors License at time of bid and obtain a City of Martinsburg business license prior to beginning work.

Insurance:

Contractor shall obtain insurance of the types and in the amounts listed below:

- A. **Commercial General and Umbrella Liability Insurance**
Contract shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.
- B. **Workers' Compensation Insurance**
Contractor shall maintain workers' compensation as required by state and employers' liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
- C. **General Insurance Provisions**
 1. Evidence of Insurance
Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), naming the Owner as an additional insured and executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Non-Discrimination Clauses / Equal Opportunity:

During the performance of the contract, the Contractor agrees as follows: In connection with the performance of work under this contract, the Bidder agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship.

Site Protection:

The Contractor shall be responsible for adequate job site safety protection. The park area is used daily by the public and adequate protection for park users must be provided.

Damage to Other Work:

Should the Contractor, his agents or his works, or any of his subcontractors or material cause damage to the Owner, or to the work or materials of other contractors or person, the damage shall be the sole responsibility of the Contractor. The repairs and replacing of damaged work shall be under the direction of the Owner or his representative, and the cost of same shall be the responsibility of the Contractor causing the damage.

Standards:

The work hereunder shall be done in a thorough, workmanlike manner. The successful bidder shall be required to enter into an Independent Contractor Agreement generally in the form provided herewith.

Payment:

Terms for payment are as follows: **Payments shall be no more frequent than monthly.**

Invoices shall be sent to Martinsburg-Berkeley County Parks & Recreation containing the following information:

1. The name, address and phone number of the Contractor
2. Any payment discount terms offered
3. Invoice number (payment will not be made from a statement)
4. An itemization of all labor and materials provided
5. Completed W-9 form

Contractor Performance:

The general conditions of this contract shall together constitute the contract. The Contractor shall furnish all labor, equipment, and materials necessary to perform the services provided under this contract. The Contractor will provide all proper safeguards and shall assume all risks incurred in performing its services hereunder. The Contractor will pay all salaries and expenses of, and all federal, social security taxes, federal and state unemployment taxes, and any similar payroll taxes relating to their employees, and will carry Workmen's Compensation Insurance for its employees. The Contractor will be considered for all purposes hereunder independent, and it will not at any time directly or indirectly act as an agent, servant or employee of the Martinsburg-Berkeley County Parks & Recreation or make any commitments or incur any liabilities on behalf of the Martinsburg-Berkeley County Parks & Recreation without its express written consent.

Inspection of Materials/Equipment:

The Martinsburg-Berkeley County Parks & Recreation Board shall have a right to inspect any materials or equipment to be used in carrying out this contract. The Contractor shall be responsible for the contracted quality and standards of all materials, equipment; components or completed work finished under this contract up to the time of final acceptance by the Martinsburg-Berkeley County Parks & Recreation. Materials, equipment, components or completed work not complying therewith may be rejected by Martinsburg-Berkeley County Parks & Recreation and shall be replaced by the Contractor at no cost to the Martinsburg-Berkeley County Parks & Recreation.

Any materials, equipment or components so rejected shall be removed within a reasonable time from the premises of Martinsburg-Berkeley County Parks & Recreation at the entire expense of the Contractor.

Parking and Traffic:

Parking of construction vehicles on the site by the Contractor shall not inhibit construction nor prevent access for emergency or other official vehicles. Parking of private vehicles on the site by the Contractor is prohibited unless said vehicle is necessary in the execution of the Contract. No construction vehicles shall be parked near or under any existing vegetation on the site.

Cleanup:

The Contractor shall walk the site at the close of every workday to ensure it is free of waste material and rubbish. All sidewalks, parking lots, mulched areas, walkways, and bodies of water must be clear of grass clippings and debris.

Martinsburg-Berkeley County Parks & Recreation Mowing Services Bid

SPECIFICATIONS

Attached you will find the Specifications, please read and study all the other contractor guidelines outlined herein. **Bid packets submitted MUST provide all materials as specified to be considered. Any packets lacking a requirement will be returned to the bidder with a rejection notice informing that contractor of the incompleteness of the packet.**

1. The Mowing Service Bid package is for one (1) Year (2026: April 1 – October 31). The successful Contractor will have the ability to exercise options for a second season (2027) and third season (2028). There will be a cap of a 3% increase that could be exercised. Decisions to exercise the additional options will need to be declared on the first business day in January of each subsequent year. These options will appear in the contract for the successful Contractor.
2. **Service Requirements:**
High attention to detail will be expected in all phases of work. Any elements found unacceptable and not in compliance with the Contract Documents will be improved by the Contractor until satisfactory results are obtained.
 - a. Weekly lawn service for approximately 30 weeks from April 1 to October 31, which includes mowing and line trimming.
 - b. The entire site shall be picked up of trash and debris before mowing begins.
 - c. Mowers shall be set to cut at 3"- 3.5" for general park areas and 2.5" for athletic fields for the length of the agreement. The Martinsburg-Berkeley County Parks & Recreation Staff shall have the right to check equipment for compliance.
 - d. Final trimming around permanent objects such as trees, shrubs, posts, fences, play equipment, benches, signs, etc., shall be accomplished with suitable mechanical equipment and at the same cutting height as the rest of the turf areas, **to be performed at every mowing.**
 - e. **Mowing patterns shall be such that the clippings are evenly distributed, not windrowed into noticeable clumps or deposits.** Altering mowing patterns every week shall be required with distributed grass clippings may have to be picked up. Grass clippings shall not be allowed to accumulate on hard surface areas, sidewalks or roadways. Sidewalks shall be blown off after each mowing. Mowing patterns will be established and equipment operated so that the height of the cut is uniform, and no scalping occurs. Trees, shrubs and other plants shall not be damaged by running into them with mowing equipment. The first two (2) passes along property boundaries shall be blown inward to prevent blowing of clippings onto adjacent property. Clippings shall not be blown into playground safety surfacing. Clippings shall not be blown into plating beds or mulched areas.
 - f. Mowing equipment shall be kept in good, safe operating condition with sharp blades so that the grass is cut properly, and in such condition that oil and gasoline are not leaked. Property safety guards shall be in place.
 - g. Mowers shall not be fueled or oiled in grassy areas; they shall be moved to paved areas for this function. All fuel or oil spills will be cleaned up immediately.
 - h. Any vandalism, storm damage to the park areas or to any of the trees, shrubs, play equipment, park equipment, or objects located in the park area shall be reported to

the Martinsburg-Berkeley County Parks & Recreation as soon as possible by the Contractor.

- i. The Martinsburg-Berkeley County Parks & Recreation shall notify the Contractor when failures to perform the above stated duties are noted and the Contractor shall respond back with a timeline for corrections. If the Contractor fails to perform corrections within 48 hours, Martinsburg-Berkeley County Parks & Recreation shall have the right to perform said work and back charge the Contractor for performing the work or withhold the appropriate portion of payment for that location. The rate for remedial work shall be no less than \$75.00 per man hour to cover the cost of the Martinsburg-Berkeley County Parks & Recreation labor and equipment.
- j. The Contractor shall ensure their mowing is completed during Monday through Friday between the hours of 7 a.m. to 5 p.m.

The schedule shall be provided to the Martinsburg-Berkeley County Parks & Recreation prior to the start of the season. The Martinsburg-Berkeley County Parks & Recreation should be notified via email of any changes to the weekly schedule due to weather/turf conditions. Martinsburg-Berkeley County Parks & Recreation will notify the winning Contractor in the event a schedule change is needed due to conditions that would hinder the mowing services such as maintenance work, improvement projects, etc.

- a. All efforts should be made to protect park users by not discharging towards people or trimming where people may be impacted. Any injury of the public should be immediately reported.
- b. The Martinsburg-Berkeley County Parks & Recreation reserves the right to accept or reject any or all bids in its discretion without disclosure of reason.
- c. The Martinsburg-Berkeley County Parks & Recreation is exempt from all Federal and State tax. Bidders must quote prices, which do not include such tax.

PROPOSAL CONTENTS:

Proposal must include the following:

- *Proposal for mowing services including completed Price Sheet, Bidder's Acknowledgment, and References.*
- *Any optional or additional line items recommended.*
- *List number of employees available for this project*
- *List equipment available for this project*
- *Proposed start date*
- *Any proposed subcontractors*
- *WV contractor's License*
- *Insurance Information*
- *Two professional references*
- *Photos of similar work completed*
- *Please specify all warranties provided.*

Mowing Acreage Estimates, By Site

Park Site	Address	Total Acres
Ambrose Park	Mall Drive, Martinsburg	2.88
Dupont Soccer Complex	Rt 11 North, Martinsburg	12.85
East Burke Street Park	248 E. Burke Street Park, Martinsburg	0.37
Gerrardstown Athletic Field	Dominion Road, Gerrardstown	1.13
Goldie Gibbons Park	782 Bedington Rd, Martinsburg	0.99
Hedgesville Park	226 School House Dr, Hedgesville	0.50
Inwood-Bunker Hill Park	8785 Winchester Avenue, Bunker Hill	6.11
Lambert Park	273 Woodbury Avenue, Martinsburg	5.18
Leeland Park	706 W Martin St, Martinsburg	0.83
MLK Jr Park	601 Martin St, Martinsburg	0.24
Oak Street Park	325 Oak St, Martinsburg	1.29
Oatesdale Park	Baltimore & William St, Martinsburg	0.98
P.O. Faulkner Park	154 Sycamore St, Martinsburg	3.98
Poor House Farm Park	Almshouse Road, Martinsburg	44.86
Rooney Park	12612 Back Creek Valley Rd, Hedgesville	7.25
Roush Field	W Stephen St, Martinsburg	1.36
Spring Mills (Hoke's Run)	1156 St Andrews Drive, Martinsburg	1.79
Stonebridge Park	1400 Golf Course Rd, Martinsburg	2.11
W. Randy Smith Rec. Center	40 Excellence Way, Inwood	3.70
War Memorial Park	500 N Tennessee Ave, Martinsburg	15.03
Total		113.42

The acreage estimates provided are only estimates. It is the responsibility of the bidder to study each site to provide accurate pricing for each area to be serviced.

In compliance with the invitation for bids, specifications, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid is accepted to furnish all labor, materials and services necessary to complete the work in accordance with the bidding documents upon which price is quoted, at the Bid Amount.

Bidder's Name (Please Print): _____

Bidder's Signature: _____ Date: _____

Note: This sheet must be completed and submitted with the bid

Martinsburg-Berkeley County Parks & Recreation

Form 26-1 Mowing Services Price Sheet

THE MARTINSBURG-BERKELEY COUNTY PARKS & RECREATION IS EXEMPT FROM ALL FEDERAL AND STATE TAX: BIDDERS MUST QUOTE PRICES WHICH DO NOT INCLUDE SUCH TAX.

The Successful Bidder shall provide, as a requirement of the Base Bid contract, individual cost proposals for the mowing services of various parks within the Martinsburg-Berkeley County Parks & Recreation for one year (2026: April 1 – October 31).

2. **Park Locations in Martinsburg-Berkeley County, WV:** *See Park List included in packet.*
3. **BASE BID:** **Weekly mowing and Line Trimming Services Provided April 1 through October 31, 2026**

<u>Park Location</u>	<u>Once a Week Amount</u>
Ambrose Park – Once a week	\$ _____
DuPont Soccer Complex – Once a week	\$ _____
E. Burke Street Park – Once a week	\$ _____
Gerrardstown Athletic Field – Once a week	\$ _____
Goldie Gibbons – Once a week	\$ _____
Hedgesville Park – Once a week	\$ _____
Inwood-Bunker Hill Park – Once a week	\$ _____
Lambert Park – Once a week	\$ _____
Leeland Park – Once a week	\$ _____
MLK Jr. Park – Once a week	\$ _____
Oak Street Park – Once a week	\$ _____
Oatesdale Park – Once a week	\$ _____
P.O. Faulkner Park – Once a week	\$ _____
Poor House Farm Park – Once a week	\$ _____
Rooney Park – Once a week	\$ _____
Roush Field – Once a week	\$ _____
Spring Mills (Hoke's Run)- Once a week	\$ _____
Stonebridge Park- Once a week	\$ _____
W. Randy Smith Rec Center – Once a week	\$ _____
War Memorial Park – Once a week	\$ _____
Total (Weekly) Base Bid Amount	\$ _____

Note: This sheet must be completed and submitted with the bid

Martinsburg-Berkeley County Parks & Recreation Mowing Services Bid

Bidder's Acknowledgement

Bidder's Name _____

Contact Person _____

Mailing Address _____

City, State, Zip _____

Email Address _____

Telephone Number () _____

Fax Number () _____

The undersigned acknowledges the following:

- A. Examination of the bidding documents.
- B. The number and amount of other contracts and awards pending which I am or will become obligated to perform, now and during the course of my work on this project, will not interfere with or hinder the timely prosecution of my work.

Bidder's Signature

Note: This sheet must be completed and submitted with the bid.

**Martinsburg-Berkeley County Parks & Recreation
Mowing Services Bid**

Bidder's Name _____

REFERENCES

Organization _____

Mailing Address _____

City, State Zip _____

Telephone Number () _____

Fax Number () _____

Length of Association _____

Organization _____

Mailing Address _____

City, State Zip _____

Telephone Number () _____

Fax Number () _____

Length of Association _____

Organization _____

Mailing Address _____

City, State Zip _____

Telephone Number () _____

Fax Number () _____

Length of Association _____