Notice to Bid

Specifications
Town of Jonesborough
Landscape Maintenance
November 2nd, 2026

The Town of Jonesborough is now accepting bids for landscape maintenance on Town properties. Bids must be **sealed** and **labeled** "**Landscape Maintenance Bid**" and will be received until Monday, November 2nd at 10:00 a.m. at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened. The Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.

Award of bids shall be based upon:

- Cost of each area to be maintained
- Quality of work performed in the past
- Timeliness of performing past contractual duties
- References of past landscape contracts.
- Length of time the contractor has been in business
- Experience in maintaining similar landscape spaces
- Knowledge of native species plants and experience in how to properly care for them

*Bidders are requested to submit pricing for both a one-year contract and three-year contract. The inclusion of a three-year option will assist the Town in projecting costs over multiple budget cycles and may provide greater efficiency and stability for both parties.

General

The Town of Jonesborough has implemented and maintains a large number of landscaped spaces in the Town limits that include areas adjacent to Town-owned facilities, parks, open spaces and right-of-ways. These landscaped areas have been thoroughly planned with utilizing native species plants and a design that gives a natural appearance. The intention for utilizing native species plants is that they provide natural habitats and food for birds and animals, require less maintenance including water and thrive in our climate. The plant material utilized in the Town's landscaped spaces might not be common in some residential spaces so they may require some homework on the part of the Contractor to become familiar with the various plant material, how they should be pruned and generally maintained.

The Contractor shall furnish all materials, equipment and insurance to complete the work detailed in these specifications to the satisfaction of the Town of

Jonesborough.

A Town of Jonesborough employee will be available to describe the project and clarify any portion of the specifications that may not be clear or fully understood. Failure to comply with this requirement shall relieve the Town of any obligations for payment for any work done by the Contractor, which is not specifically included within the description of the project. No verbal agreement or conversation with any municipal officer, employee, or agent before or during the execution of this contract shall affect or modify any of the terms or obligations herein contained.

For the Contractor to fully understand the scope of work before the bid is made, a Town of Jonesborough representative will be available to accompany the Contractor to work areas to further clarify or describe maintenance methods and procedures.

Please contact Sunny Ezell, 423-609-0997, to schedule an appointment from **October 13th to October 30th**. If you cannot attend at one of these times, then please contact Chris to arrange an alternative time to meet. All Contractors who submit a bid **MUST** meet with Town staff to inspect the areas to be landscaped.

The Town reserves the right to select Contractor(s) on an area-by-area basis.

ANY VENDOR SUBMITTING A BID FOR THE SCHOOL PROPERTIES MUST VERIFY COMPLIANCE WITH TENNESSEE CODE ANNOTATED 49-5-413 REGARDING BACKGROUND CHECKS. COMPLIANCE WITH TCA 49-5-413 IS THE SOLE RESPONSIBILTY OF THE VENDOR.

Locations

1. Wetlands Water Park
2. Persimmon Ridge Park
3. Medians on Highway 11-E, from city limit to city limit
4. Stage Road Park
5. Mill Spring Park/Storytelling Resource Place
6. Downtown Washington County Courthouse Parking Lots
7. Depot Street Park
8. Barkley Creek Park
9. McKinney Center/Booker T. Washington School
10. Jonesborough Visitors Center/Town Hall
11. Jonesborough Senior Center and Lincoln Park
12. Golden Oak Park
13. Jonesborough Elementary School/Tiger Park/Tiger Way Median
14. Boone Street/Main Street
15. W.C. Rowe Park/Chuckey Depot/Walkway
16. Brightridge Park

Service requirements

- Contractor shall assign a supervisor to oversee any work performed at the worksite and to act as Contractor's liaison with the Town. Contractor shall ensure that the supervisor inspects the worksite daily (Monday through Friday) and provides direction to Contractor's employees. Contractor shall ensure they are capable of writing schedules and monthly reports and of noting any deficiencies that need correcting.
- Contractor understands that the Town is not an insurer and that Contractor is responsible for securing, safeguarding, and protecting against damage and theft of Contractor's and any of Contractor's employees' or subcontractors' material and operations.
- Notification and Proposal regarding Need for Extra Work- "Extra Work" means any work that is not outlined in scope description. If Contractor discovers that any additional work is necessary to maintain a superior condition of any landscape areas, then Contractor shall notify the Open Spaces Coordinator of the need for the extra work as soon as is practically possible after Contractor's discovery. If the Parks and Recreation Director notifies Contractor that extra work is necessary, Contractor may submit an itemized, written cost proposal relating to the extra work. The Town retains the right to reject any cost proposal and to perform any extra work through Town's own employees or other contractors.
- All personnel shall follow OSHA and TDOT standards, including guidelines for safety equipment, when mowing along public roadways.
- All work described in this bid shall be performed under the guidance of the Open Spaces Coordinator. The Contractor provides, upon request, weekly or monthly reports of work performed.

SCOPE

Contract pay period to begin March 1, 2027, and extend through November 30, 2026. This schedule will be followed in 2027 and 2028.

1. Weed Control

All planting areas shall be kept clear of weed growth. Achieve by a combination of mulching and hand-weeding/ hoeing and herbicides, as needed. Ensure that the methods used will cause a minimum of damage to adjacent planted areas. Hand weeding: Hoe and loosen the soil throughout the planting areas, taking care to avoid disturbance of roots of planted material. Remove weeds entirely, including roots. Remove the minimum of soil and minimize disturbance to plants and mulched surfaces.

2. Edging

Edging along plant beds will be completed at the beginning of the season prior to first mulching. Scheduling for edging should be done in conjunction with the Parks and Recreation staff so that mulch can be applied immediately after. Edging should be completed once per month throughout the duration of the landscaping season. A dedicated edging tool is to be used and using a weed eater to edge will not be acceptable. **Please note, edging can be performed prior to bid contract pay period beginning. For example, you can edge the mulch beds in February due to scheduling constraints, but that work will not be paid in addition to the scheduled contract pay beginning in March.**

3. Staking

General: Trees & shrubs shall be maintained in a firm position in the ground and all stakes and ties shall be checked regularly. Particular timing of inspections: after strong winds, frost heave and other disturbances.

4. Pruning

Pruning to be carried out in accordance with good horticultural and arboricultural practice. Before starting work, confirm which trees, and shrubs are to be pruned; Trim individual plant appropriate to species, location and season to leave a well-balanced natural shape; Cutting: appropriate clean sharp tools. Clean cuts back to sound wood. Notify Town staff if disease is detected. Pruned material is to be placed in right-of-way along roadway.

5. Monitoring and maintaining plant health

Regular attention to plant health should be monitored. Any issues that arise with specific plants should be brought to the attention of the Parks and Recreation Director. In addition, plant loss should be noted on a regular basis so that replacement can be planned and scheduled for fall and spring.

6. Maintaining Mulch Appearance

Mulch color will fade over the season due to sun/heat and rain. In order to extend the life of the appearance of mulch, it should be “fluffed” with a rake two additional times during the season: before

the July 4th holiday (prior to Jonesborough Days Festival) and before the Storytelling Festival in October. Scheduling these two occurrences should be coordinated with the Parks and Recreation Director.

7. **Scheduling and overseeing mulch application**

Annual mulch application will be performed by Town crew. Scheduling those applications will be coordinated with the Parks and Recreation Director prior to spring. At least one representative from the Contractor will be present to oversee proper depth and application.

8. Litter/Dog Waste

Collect litter as necessary to maintain a clean, litter-free environment.

9. Advising on landscape design and improvements

Due to the nature of plant maturity, growth and changing environmental conditions, landscaped areas will experience changes where design deviations have to take place in order to accommodate plant material. Recommendations on changes should be made to the Parks and Recreation Director twice a year. Immediate changes may need to happen and can be communicated to the Director prior to work being done.

PAYMENT

Payment for work shall be for performing the complete landscaping operation with the Contractor furnishing all labor, equipment, tools and incidentals to complete the work.

The Contractor shall submit an invoice by the last Friday of the month in order for payment to be made by the 15th of the following month. All work billed by the Contractor will be reviewed by the Parks and Recreation Director prior to any payments being made on behalf of the Town.

OTHER

The Contractor shall take the necessary precautions to prevent damage to passing vehicles and to both public and private property. This shall include, but is not limited to trees, shrubs, fences, mail boxes, structures, vehicles and any other property which may be

damaged by the landscaping operation.

The Contractor shall respond to all claims of damage from the public within 72 hours after notification of damage. Failure to settle claims for damages in a timely manner may result in actions by the Town to terminate the Contractor.

LIABILITY INSURANCE

The Contractor shall further provide for public protection by carrying a minimum of one million dollars ($1,000,000) liability insurance. Proof of such insurance (certificate of insurance) shall be submitted to and approved by the Town prior to the Town's execution of the contract and when requested by the Town. If the Contractor fails to furnish the certificate of insurance within ten (10) working days after receipt of the notice of award, or when requested, the Town may, cancel the award of the contract.

The Town will be listed on Contractor's insurance policy as additional insured.

The liability insurance policy shall be maintained for the duration of the project. Failure to do so is cause for termination. The Contractor shall provide the Town proof of a new policy prior to expiration of the current policy. The Contractor shall be considered in default at any time this insurance is canceled, terminated or allowed to expire prior to completion of the contract. The Contractor shall give the Town thirty (30) days written notice of his or her insurance carrier's intent to terminate the policy.

TERMINATION

Every effort will be made on the part of the Town to ensure that any problems are addressed with the Contractor and followed up on in a timely manner. As a result, if the Contractor fails to correct issues pertaining to unsatisfactory work, the Town reserves the right to immediately terminate a contract at any time. In addition, the Town reserves the right to immediately terminate a contract at any time it is determined that the Contractor is operating in an unsafe or unsatisfactory manner.

Landscaped areas bid shall include:

- Wetlands Water Park
  1523 Persimmon Ridge Road
  All landscaped medians and parking lot area from the beginning of the brick sign at the entrance to Wetlands Parking lot down to the lower parking lot around the dumpsters; all landscaped spaces inside the Wetlands Water Park.

Wetlands Water Park is in operation Memorial Day through Labor Day, 10 a.m. – 8 p.m. during the week. All work performed at Wetlands must be conducted before 9:30 a.m. during season.

- Persimmon Ridge Park
  1523 Persimmon Ridge Road
  Landscaped spaces around the signage area at entrance of the park, the ball fields, trees lining the recreation trail along the overflow parking field.

- Medians on 11-E Boone St. to Weigel's
  All landscaped areas on 11E: on the east end of Town, all landscaped medians from Weigel's to end at intersection of Boone Street. Weeds in the curbs will be maintained from the landscaper from Boone St. to Weigel's. Weeds in the curb from Boone St. to Persimmon Ridge will be maintained by the mowing contractor.

  Work performed in the medians must be completed outside peak travel times, between 8:30 a.m. and 4:30 p.m.

- Stage Road Park
  Landscaped spaces begin at the entrance to the park and include all areas from the parking lot to the creek, on the north side, and extend to the pavilion to include the rain garden as well as the south side of the park to include ornamental grasses.

- Mill Spring Park/Storytelling Resource Place/Spring Street Median
  109 Fox Street
  Landscaped area includes plant material around the perimeter of the park, public restrooms, Slemmons House, and gazebo. Landscape area also includes the median on Spring St. and Lincoln Ave.

- Downtown Washington County Courthouse Parking Lots/Dogwood Lane
  100 East Main Street
  Areas to be maintained include all parking lot areas on the south side of the downtown courthouse from the entrance off of Fox Street to the Stevenson Lot on the southwest side of the parking lot. Landscaped area also includes the planted area along Dogwood Lane, on both sides of Little Limestone Creek. Area also includes back Methodist Church Parking lot landscaping adjacent to the trail.

- Depot Street Park
  Depot Street
  All trees within the park are part of the landscaped area to be maintained as well as the planted area around the restrooms, pavilion, and perimeter fence.

- Barkley Creek Park
  Third Avenue
  All trees within the park are part of the landscaped area to be maintained as well as the landscaped area around the sign at the park entrance.

- McKinney Center/Booker T. Washington School
  East Main Street
  The landscaped areas around the perimeter of the building, the parking lot areas and entrance are all part of the areas to be maintained.

- Visitors Center/Town Hall/Boone Street Market
  119 Boone Street
  Landscaped area responsibility begins at the entrance to the Town Hall parking lot, along Boone Street to include area in front of the post office and Visitors Center as well as Veterans Park, to Sabin Drive entrance and the landscaped area at the Boone Street Market sign and murals.

- Jonesborough Senior Center and Lincoln Park
  307 East Main Street
  Landscaped areas to include the entire Senior Center property from the entrance off East Main Street, along road frontage along East Main Street through the grounds to the back of the building and include the parking lot landscaped areas.

  Landscaped area to be maintained picks up at the termination point from the Senior Center on the east side of the park to include landscaped areas within the park parking lot and all landscaped spaces within the park and playground areas, excluding the raised garden beds.

- Golden Oak Park
  277 Goldenrod Drive
  The area to be maintained includes all landscape beds from the entrance to the park off Goldenrod Drive and planted areas along the walking path, landscaped areas within the park to the termination of the park on Ida Sue Drive.

- Jonesborough Elementary School
  720 North Cherokee Street
  Area of responsibility for maintenance include all landscaped beds around the perimeter of the building, including the courtyard, areas around the playgrounds, all parking lots on the north and south sides of the building as well as planted peninsulas along the athletic fields. In addition, re-forested areas along Thompson Meadow Lane and Skyline Drive are also to be maintained.

- Boone Street/Main Street
  Areas to be maintained include Boone Street from the intersection at 11E to Main Street. Boone Street to the intersection at 2nd Avenue. Maintenance includes street trees and tree wells.

- W.C. Rowe Park/Chuckey Depot/Walkway
  210 South Second Avenue
  Landscaped areas begin along the walking path that begins off Second Avenue, progressing along the walkway to the Chuckey Depot to include landscaped spaces around the Depot building and caboose. Landscaped areas continue along walkway, west bound, to Third Avenue and terminate past Third Avenue at the first pedestrian bridge crossing to Barkley Creek Park.

- Brightridge Park
  1115 E Main St.
  Landscaped areas are the two landscape beds, as well as the trees that form a perimeter of the park.

TOWN OF JONESBOROUGH

123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM
November 2nd, 2026

Locations	Per Month 2027	Per Month 2028	Per Month 2029
Wetlands Water Park			
Persimmon Ridge Park			
Medians on Highway 11-E			
Stage Rd Road			
Mill Spring Park			
Downtown Courthouse Lots/Dogwood Lane			
Depot Street Park			
Barkley Creek Park			
McKinney Center/ Booker T. Washington School			
Jonesborough Visitors Center/Town Hall			
Jonesborough Senior Center and Lincoln Park			

Golden Oak Park			
Jonesborough School/Tiger Park			
Boone Street/Main Street			
W.C. Rowe Park/Chuckey Depot/Walkway			
Brightridge Park			
Total Bid			

Vendors may bid individual items and bids are to be specified on a per month basis.

Any variations from the above specifications submitted for bid must be clearly identified by individual item.

The Town of Jonesborough reserves the right to select a Contractor on an area-by-area basis. Proof of Insurance must be provided by Contractor(s) who are awarded bid(s)

Variation to Bid:_____

_____

By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.

NAME OF FIRM: _____

REPRESENTATIVE: _____

ADDRESS: _____
_____

PHONE: _____ Email: _____

_____ _____
SIGNATURE *DATE*

BID MUST BE SIGNED TO BE VALID
****FIRST LANDSCAPING CYCLE WILL BEGIN, March 1ST 2027**

CONTRACTOR

Years In Operation _____

Equipment Available _____

_____

_____

Manpower Available _____

_____

Background, number of & experience of maintenance staff who would be working on town properties. Use additional sheet if necessary

_____

_____

_____

_____

REFERENCES- please provide five references of similar properties/landscape work:

NAME: _____

PHONE: _____

NAME: _____

PHONE: _____

NAME: _____

PHONE: _____

NAME: _____

PHONE: _____

NAME: _____

PHONE: _____

Please include additional information related to experience as it relates to the specifications included in the bid specifications. All experience related to care and maintenance of native species plants should be included. Use additional sheet if necessary

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