

Town of South Congaree, South Carolina
Invitation for Bids No. 2022-01

Sealed bids will be received in the Town Hall, 119 West Berry Road, West Columbia, SC 29172 Until **4:00 PM, Friday, May 27, 2022** from qualified contractors.

TOWN OF SOUTH CONGAREE LAWN & LANDSCAPE MAINTENANCE

SUBMITTAL: Two (2) copies of all requested documentation must be received on or before **4:00 PM, Friday, May 27, 2022**

ADDRESSED TO: Town of South Congaree
Attn: Town Clerk

MAILING ADDRESS: 119 West Berry Road, West Columbia, SC 29172

OFFICE PHONE: 803-755-2760 Ext. 101

E-MAIL: townclerk@southcongarree.org

MARK ENVELOPE: **Invitation for Bids No. 2022-01 Lawn & Landscape Maintenance**

I. DEADLINE ENFORCED

Bids received after the time and date set for receipt of bids **WILL NOT** be accepted and will be returned unopened to the bidder.

Bids that are not signed will not be accepted as complete and shall not be considered. Bid must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the bidder. Upon receiving the “NOTICE OF AWARD”, the successful bidder has **TEN (10) CALENDAR DAYS** to submit all required insurance, permits, and licenses.

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

II. INSURANCE

Certificate of insurance must be included in the bid:

- 1. Commercial General Liability:** The contractor shall maintain insurance for protection against all claims arising from injury to person or persons not in the employ of the contractor and against all claims resulting from damage to any property due to any act or omission of the contractor, his agents, or employees in the operation of the work or the execution of this contract.

2. **Comprehensive Automobile Liability:** The contractor shall maintain Automobile Liability Insurance for protection against all claims arising from the use of vehicles, rented vehicles, or any other vehicle in the prosecution of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off the site of the project.
3. **South Carolina Workers' Compensation Insurance:** The contractor shall maintain Workers' Compensation Insurance for all his employees who are in any way connected with the performance under this agreement. Such insurance shall comply with all applicable state laws.
4. Contractor shall provide the Town with a **Certificate of Insurance** showing proof of insurance acceptable to the town. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.
5. Contractor and/or its insurers are **responsible** for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees.
6. Workers' Compensation policy is to be **endorsed** to include a waiver of subrogation in favor of the Town, its officers, officials, employees, and agents.
7. The successful contractor shall **maintain** the Automobile Liability and General Liability insurance, naming the Town, its officers, officials, employees and agents as Additional Insured as respects liability arising out of the activities performed in connection with this request for bids. Certificates showing proof of such insurance shall be submitted to Town prior to commencement of services under this Agreement by email at townclerk@southcongarree.org. Further, it shall be an affirmative obligation upon the vendor to advise Town by e-mail sent to townclerk@southcongarree.org, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement.
8. Should contractor **cease** to have insurance as required during any time, all work by contractor pursuant to this agreement shall cease until insurance acceptable to the Town is provided.

III. **SCOPE OF WORK**

Requested jobs will be performed during the fiscal year beginning July 1, 2022 ending June 30, 2023.

1. **BI-WEEKLY (July/August/September 2022 and May/June 2023)**

a. **Sidewalks and Main Road (Hwy302 & Ramblin Road)**

- i. Mow/ maintain turf/grass between sidewalks and main road. In addition, a minimum of a foot where brush/limbs have grown over sidewalk both sides of road. The exception is where a resident has

planted within a foot on private property.

- ii. Remove debris/grass cuttings/pine straw from sidewalk with air blower. The exception is where the debris/grass cuttings/pine straw is blown into the road or on private property.
- iii. Edge grass from sidewalks and remove debris.

b. Town Entrance Sign – SC-302 & Old Dunbar Road :

- i. Mowing: all turf shall be mowed.
- ii. Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. Damage to plant/trees materials due to string line trimming shall be replaced by the contractor w/in 10 days.
- iii. Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. Removal of all trash and debris is to be removed from the property before departure; this shall include small branches.
- iv. Pruning: Christmas tree / shrubs / plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).

c. Town Center—Hwy 302 & Ramblin Road (at Christmas Tree)

- i. Mowing: all turf shall be mowed
- ii. Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. Damage to plant/trees materials due to string line trimming shall be replaced by the contractor w/in 10 days.
- iii. Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. Removal of all trash and debris is to be removed from the property before departure: this shall include small branches.
- iv. Pruning: Christmas tree / shrubs / plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).

2. MONTHLY at Town of South Congaree Complex:

- a. Turf & Bed Areas: Turf shall be mowed; plant beds edged, excess debris/trash

collected and disposed of to include fall/winter leaves.

- b. Shrubbery/Ornamental trees: shrubbery trimmed/pruned and weed to be controlled in plant beds by manual/chemical means. This includes shrubbery along the fence at park but does not include the park area.
- c. Hardscapes: Air blown free of excess debris, weed controlled by manual/chemical means, sidewalks edged, and excess trash/debris collected and disposed of.
- d. Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. Removal of all trash and debris is to be removed from the property before departure; this shall include small branches.

3. JANUARY 2023:

Pine straw to be installed around bed areas at Town of South Congaree Complex and Town Sign area. Remove debris/pine straw/leaves with air blower on sidewalks throughout town.

4. ADDITIONAL MAINTENANCE:

OCTOBER 2022 & APRIL 2023: Mow, remove overgrowth and debris from highway right-of-way to include stormwater drainage ditches and around covered stormwater drains.

5. LOCATIONS:

- a. Hwy SC-302 and Old Dunbar Road at the Main Town Entrance sign to Church Street on both sides of the street.
- b. Ramblin Road sidewalks from the intersection of Ramblin Road and SC-302 to the Town limit sign near Congaree Baptist Church.
- c. Property at corner of Ramblin Road and SC-302 (Town Center -Christmas Tree).
- d. Town Hall Complex which includes all areas around building, parking lots, turf areas, bed areas and Ramblin Road and West Berry Road frontage.

6. General

- a. Trimming and cleaning activities will be conducted bi-weekly as specified above beginning July, 2022. Bi-weekly services will be completed during the first and third (full) weeks of the month.
- b. Failure to complete all required services by the last day of the scheduled month will result in cancellation of the contract.
- c. The removal of all debris will be the responsibility of the contractor.

IV. GENERAL TERMS & CONDITIONS

1. COMPANY BACKGROUND

Company's location, Company's local business license information if company located in the Town of South Congaree, Company's stability and length of time in business, Company's size and ability to dedicate staff to the service, Company's bonding information is to be provided.

2. BID OPENING AND AWARD

Bids will be examined promptly after opening and each bid will be announced to all participating. It is not a practice to award any bid until the Council has ample time to review each Bid.

3. BACKGROUND CHECK

The Town reserves the right to conduct a background inquiry of each bidder which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal to the Town, the bidder consents to such an inquiry.

4. REQUIREMENTS

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

5. INDEPENDENT CONTRACTOR

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered employees of the Town; and the contractor shall be at no time legally responsible for any negligence or other wrong doing by the contractor or its employees. Further, the Town shall not provide to the contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Town for its employees.

6. TERMINATION FOR CONVENIENCE OR CAUSE

The performance of work under the contract may be terminated by the Town in whole or in part whenever the Town determines that termination is in the Town's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. The performance of work under the contract may be terminated by the Town in whole or in part whenever the Town determines, in its sole discretion that the selected contractor is not performing as set out in the contract.

7. EMPLOYMENT DISCRIMINATION

During the performance of the contract, the successful contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin

8. CERTIFICATES AND LICENSES

The contractor shall secure and pay for licenses, permits and/or certificates that may be necessary for proper execution and completion of the contract, and which are legally required when bids are received, or negotiations concluded.

9. FAILURE TO COMPLY with all instructions may result in the bid being deemed non-responsive.

10. PROPOSALS must be received by the Town of South Congaree, 119 West Berry Road, West Columbia, SC 29172 by **4:00 PM Friday, May 27, 2022.**

11. DIRECT ALL INQUIRIES: Town Clerk, townclerk@southcongarree.org

TO BE RETURNED WITH BID PACKAGE

SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered non-responsive.

	Approx.	Work Item Description	Bid Amount	Multiplied by Months to be serviced	Total
1 – BI-Weekly		Mow/maintain turf/grass between sidewalks and main road		x 5	
2 –BI-Weekly		Remove debris/grass cuttings/pine straw from sidewalk with air blower		x 5	
3- July/Aug & Sept .2022, May/June 2023		Edge grass from sidewalks & remove debris		x 5	
4 –Bi-weekly		Entrance Sign: Trim/mow/maintain turf/grass & remove debris		x10	
5 –Bi-weekly	1 acre	Town Centre: Trim/mow/maintain turf/grass & remove debris to include Christmas Tree Trim		x 10	
6 -Monthly	.75 acre	South Congaree Town Hall Complex: Maintain all areas around building, parking lots, turf areas, bed areas & road frontage including shrubbery at park fence		x 5	
7 -Jan 2023	.5 acre	Pine straw Town Hall Complex and air blow sidewalks throughout town		x 1	
Additional Option:					
8 –October 2022 & April 2023		Mow, remove overgrowth and debris from highway right-of-way to include storm water drainage ditches and around covered storm water drains.		x 2	
			GRAND TOTAL		

I have reviewed the physical location of all required landscaping and mowing as defined in **RFP2022-01**.

Signature: _____ Date: _____

Print Name: _____

TO BE RETURNED WITH BID PACKAGE

INFORMATON SHEET

Company Name: _____

Business Located in Town of South Congaree: Yes No Business License Obtained: Yes No

Mailing Address: _____

Day Time Phone: _____ Emergency Phone: _____

Email: _____

Contact Person: _____ Phone #: _____

Fed ID/SS#: _____

Time
Received: _____ AM PM

Stability And Length of Time in Business: _____

Company Size and Ability To Dedicate Staff To This Contract: _____

Company Bonding Information: _____

Date Delivered: _____ Received By: _____

VENDOR CHECKLIST for Invitation to Bid# 2022-01

- Summary Worksheet** - The first two pages of the RFP response must be the **Summary Worksheet**, which is found on page 7 and the **Information Sheet** found of page 8. Any response that is submitted without these worksheets shall be considered nonresponsive.

- Company Background** – Information regarding the following:
 - Company’s location
 - Company’s local business license information if company located in the Town of South Congaree
 - Company’s stability and length of time in business
 - Company’s size and ability to dedicate staff to the service.
 - Company’s bonding information
 - Company’s certificate of insurance (workers’ compensation, liability and auto)

- Client References** – Provide at least two client references that are similar in nature, size or complexity to that described in this RFP.

- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.

- Acquisition of a Business License** – **The successful Vendor to this RFP will be required to obtain a Town of South Congaree Business License prior to commencing work inside the Town limits.**

Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at this office until the stated date and time. South Congaree Town Council will make a final decision after review. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed.

BIDS MAY BE EMAILED TO townclerk@southcongarree.org BEFORE 4:00 PM ON BID DAY.