

Town of South Congaree, South Carolina

Invitation for Bids No. 2024-01

Sealed bids will be received in the Town Hall, 119 West Berry Road, West Columbia, SC 29172 Until **4:00 PM, Wednesday, June 14, 2023** from qualified contractors.

GROUNDKEEPING AND LANDSCAPING FOR THE TOWN OF SOUTH CONGAREE

SUBMITTAL: Two (2) copies of all requested documentation must be received on or before **4:00 PM, Wednesday, June 14, 2023**

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 Bid No. 2024-01 Grounds Keeping and Maintenance for the Town of South Congaree**

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. GENERAL REQUIREMENTS

The operations to be performed include cutting grass, pruning, edging, collection and disposal of trash, collection and disposal of litter and debris, cleaning gutters and walks, mulch application, soil amendment and fertilizer application, weed and pest control, string-trimming, sweeping/raking/blowing hardscape surfaces and other miscellaneous services as described below. For the purpose of this contract, the growing season is April 1-October 31 and the non-growing season is November 1-March 31. The Contractor shall perform the operations described in accordance with the scope of work. The Contractor shall complete normal service in one day and the Town of South Congaree may recall the

Contractor if proper cleanup following grounds maintenance was not completed the previous day.

IV. DESCRIPTION OF WORK

The Contractor is responsible for the following work:

- a. Mow all accessible turf areas on a weekly basis during the growing season and every other week during the non-growing season. The Contractor will establish a monthly work schedule for performing mowing and all other tasks described in the scope of work (i.e. Thursday of the specified week) and shall indicate the proposed date of accomplishment of all required services. The Town must accept the schedule prior to the performance of work.
- b. The Town may agree to adjust the mowing schedule during extended rainy or dry periods; however, Contractor shall continue to mow pursuant to the schedule until the Town agrees to any changes.
- c. Maintain all grassed areas at a uniform height between 2 and 2 ½"
- d. Trim all grass areas that are not accessible to mowing machinery as needed to maintain the height consistent with the mowed turf.
- e. Air-blow all walks and paved areas littered during maintenance to maintain a neat appearance. Parking spaces must be air blown after normal business hours to avoid damage to vehicles.
- f. Remove all litter and debris from grassed areas, plant, and shrub beds during each maintenance visit. Debris and litter includes natural vegetation, leaves, pine straw, and grass clippings in addition to man-made materials.
- g. If excess litter or debris is present on the property (for example, debris associated with severe weather events), the Contractor will bring it to the attention of the Town Clerk and/or Mayor. The Town anticipates situations that will require additional cleanup and may elect, under this agreement, to request Contractor to provide a quote to remove the additional litter or debris. The Town reserves the right to obtain additional quotes in these circumstances and engage another company to perform the additional cleanup work if it is in the Town's best interest.
- h. Edge all walk and curb areas each mowing visit, and edge all plant beds every other mowing visit. The Town reserves the right to request that the Contractor edge the above referenced areas mowing visit at no additional charge to the Town if necessary to maintain the appearance of the property.
- i. Keep plant beds free of weeds with the use of chemical and mechanical means as appropriate. If necessary, pull weeds by hand.

- j. Prune or shear all shrubs, trees, and hedges as needed to maintain the desired shape and appearance.
- k. Perform leaf removal to maintain a neat appearance on the property. Remove fallen leaves from the maintained areas using the most appropriate means including blowing, raking, and mowing or mulching.
- l. Prune and fertilize Palm Tree once per year.

V. SCOPE OF WORK

Requested jobs will be performed weekly during the fiscal year beginning July 1, 2023 ending June 30, 2024, during growing season (April 1st through October 31st). Town Clerk to be notified upon arrival and departure/completion each week.

1. TOWN SIGN, HWY 302 AND CORNER OF RAMBLIN AND HWY 302

a. Hwy 302 (Old Dunbar Road/Town Sign) to Palm Pantry on Hwy 302

- i. Mow/ maintain turf/grass, to include highway right of way, 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.
- iii. Edge grass from sidewalks and remove debris.

b. Town Entrance Sign (Corner lot at Hwy 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. Christmas Tree (Corner lot at Ramblin Road and Hwy 302)

- 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. WEEKLY at Town of South Congaree Complex (119 West Berry Road):

- 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 2024:

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. LOCATIONS:

- a. Hwy SC-302 and Old Dunbar Road at the Main Town Entrance sign to Palm Pantry on Hwy SC-302 on both sides of the street.
- b. Ramblin Road sidewalks from the intersection of Ramblin Road and SC-302 to Congaree Drive.
- c. Property at corner of Ramblin Road and SC-302 (Christmas tree lot).
- d. Town Hall Complex to include all areas around building, parking lots, turf areas,

bed areas and Ramblin Road and West Berry Road frontage.

5. General

- a. All landscaping services will be conducted weekly as specified and Town Clerk notified upon completion.
- b. Failure to complete all required services will result in termination of the contract.
- c. The removal of all debris will be the responsibility of the contractor.

VI. 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 at 6:30 p.m. on Thursday, June 15, 2023**, during Council meeting, 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 Wednesday, June 14, 2023.**

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.

	Scope of Work Location	Bid Amount	Multiplied by Months to be served	Total
1 – Weekly	Both sides of Hwy 302 (Old Dunbar Road/Town Sign) to Palm Pantry on Hwy 302. See IV Description of Work		x 7	
2 –Weekly	Town Entrance Sign (Corner Lot at Hwy 302 and Old Dunbar Road) See IV Description of Work		x 7	
3- Weekly	Christmas Tree (Corner lot at Ramblin Road and Hwy 302) See Description of Work		x 7	
4 –Weekly	Both sides of Ramblin Road (Starting at Pine Street/4 way Stop) to Congaree Drive) See IV Description of Work		X 7	
5 –Weekly	Town Hall Complex (119 West Berry Road) See IV Description of Work		x 7	
6 –Jan 2024	#3 January 2024: Town Hall Complex		x 1	
TOTAL				
Additional Option:				
7 -October	Trim Christmas Tree (Corner of Ramblin Road and Hwy 302)		x 1	
8 –Monthly	Prune and maintain crape myrtle trees on both sides of Hwy 302.		x12	
9-Irrigation Audit	Town Entrance Corner Lot (Old Dunbar Road and Hwy 302).		x 1	
TOTAL				

I have reviewed the physical location of all required landscaping and mowing as defined in **RFP 2024-01**.

Signature: _____ Date: _____

Print Name: _____

TO BE RETURNED WITH BID PACKAGE

INFORMATION 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# 2024-01

- ☐ **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, JUNE 14, 2023.