



INVITATION FOR BID

IFB # 2019-50

LANDSCAPING MASTER SERVICES AGREEMENT

The Town of Bluffton is soliciting competitive sealed bids from experienced and qualified Offerors to provide maintenance of the landscaped areas located within the Town of Bluffton for the following roads: May River Road, Dr. Mellichamp Drive, Goethe Road, Shultz Road, Buck Island Road, Simmonsville Road, and Hampton Parkway.

The general scope of services includes the following:

Contractor shall furnish all labor, equipment, materials, and supervision required to properly maintain the landscaped areas for the roads listed above within the Town of Bluffton town limits. All work will be performed in accordance with standard local horticultural practices, using modern techniques accepted by the green industry. The appearance and health of the landscape will be considered over methods and procedures. All work will be performed with the utmost concern for the safety of both the workers and the public.

All work shall be scheduled and performed to assure horticultural tasks are completed at the proper times. Schedules may vary throughout the year as weather conditions dictate. All work is weather permitting. Work may be postponed or reduced during holiday weeks as schedules allow.

Turf Care

All turf areas covered by this contract shall be maintained in a high professional standard at all times. The quality of turf is to be determined by density, color and uniformity.

Mowing

Turf will be mowed to a height that is best for its variety, as determined by Contractor or within industry standards. Contractor will mow all turf areas weekly during the growing season and at specific intervals during the cooler months, as determined by Contractor to maintain a neat appearance. Mowing patterns shall be employed to encourage upright growth and permit recycling of clippings where possible.

Edging and Trimming

Mechanical edging along sidewalks, curbs, and bedding area will be performed weekly during the growing season and when needed during the cooler months as to maintain a neat appearance. Turf shall be kept away from the base of trees in at least a six-inch radius to help prevent mechanical damage. Edges along fence lines, walks, structures, etc. will be kept trimmed or sprayed so unsightly tufts along edges do not distract from the appearance of the site.

Fertilization

Fertilization will be applied twice a year in the spring and fall with a 4-1-2 ratio slow release fertilizer. Additional fertilizer can be applied upon request, for an additional charge.

Weed Control

Pre-emergent herbicides will be applied twice per year in the early spring. Post emergent herbicides will be applied once per year in the form of a weed and feed fertilizer. This will be performed in the spring. Certain species of grass weeds cannot be controlled with selective post emergent herbicides. Control will require turf renovation procedures and shall be performed only upon owner's approval of a separate agreement.

Pest Control

Contractor will apply fungicide and insecticide as needed, to prevent any damage to the turf.
Tree, Shrub and Vine Care

Weeding of Plant Beds

Weeding will be done using pre-emergent and post emergent herbicides labeled for this use, mechanical methods, and by hand. Beds will be kept weed-free to maintain a neat appearance.

Pruning – Trees

Trees up to 10 feet in height will receive annual pruning as needed, to thin the crown and establish healthy structure.

Water and Irrigation System Management

Contractor will monitor the system on a regular basis to assure proper function. Minor adjustments to time clocks and spray head alignment will be made as needed. Adjustments from winter to summer operation are included. Serious problems will be brought to the attention of the owner/representative. Damage caused by Contractor will be repaired at no cost to the client.

Mulch

Pricing will include twice a year application of double milled mulching of landscaping areas

Pruning – Shrubs

A continuous program of pruning will be performed to all shrubs and groundcovers. Plants will be trimmed to promote flower development, foliage growth, and shape. Trees and ornamental plants around traffic/directional signs shall be pruned/maintained to maximize visibility for pedestrian and vehicle traffic.

Pruning – Vines

Vines shall be pruned and trained to conform to design intentions. Vines will be secured to support structures, as needed, up to ten feet. Installation of special hardware required to secure vines will be available for an additional charge.

Staking and Guying

Installation of stakes or guying apparatus is available for an additional charge.

Pest Control

Contractor will apply fungicide and insecticide as needed, to prevent any damage to the plant material.

Fertilization

Fertilizer will be applied twice a year in early spring and fall with a fertilizer ratio that will be most beneficial to the plant.

Landscaped Areas

All landscaped area will be policed for trash and litter when serviced.

Blowing

Walkways, patios, lower decks, steps, service yards, road, and parking areas will be blown clean as needed. Leaf debris will be removed from turf areas during leaf season. Excessive leaf debris will be removed and disposed of off-site, as needed.

Planters/ Pots

Contractor will install annual flowers in forty-two (42) planters along May River Road and six (6) planters along Dr. Mellichamp Drive two times per year. Each change out will consist of removing the existing plant material, amending the potting soil, installing premium grade annual flowers and foliage.

Guarantee

Contractor will extend a one-year, one-time replacement guarantee on all planting installation provided adequate maintenance is practiced. All sod installations covered by an automatic sprinkler system is guaranteed for sixty (60) days from date installation. The necessary maintenance required to support plant life includes proper watering, fertilizing, de-weeding, pruning, and spraying. Under these conditions, any such plant, which does not survive, shall be replaced under the said guarantee period. Contractor does not guarantee the life of transplanted plants. Irrigation systems installed by Contractor are guaranteed for a period of one year, to include defect in materials and workmanship. Upon completion of the irrigation system, a representative of Contractor will meet with the owner and familiarize the owner with its operation.

Offerors must be able to provide all of the documents described in the instructions for bid, meet the minimum qualifications described herein, and agree to comply with applicable specifications, standards, laws, regulations, other Federal, State or local requirements to be considered a responsive and responsible Offeror.

The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your bids, or to procure or contract for any articles of goods or services.

The Town reserves the right to reject all bids if such bids exceed available funds. The Town will decide which submittal is the lowest qualified, responsive and responsible Offeror based on the following criteria:

1. Maintains a permanent place of business.
2. Has adequate plant, equipment and personnel to perform the work properly and expeditiously.
3. Has suitable financial status to meet obligations incident to the work.
4. Has appropriate technical experience.
5. Has an acceptable construction schedule.

The solicitation and all associated documents can be accessed from the Town's Purchasing Center website at <http://www.townofbluffton.sc.gov/finance-administration-department/purchasing-center>) then click on the Bid Opportunities icon. Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center website. It is the Offeror's responsibility to check the website for updates.

Mandatory Bid Walk

Bid walk shall be mandatory. Contractors are to meet at Town Hall for the sign in, and there will be a caravan to all sites. Any Contractor who does not sign in for the bid walk shall be precluded from bidding.

10:00 am, Tuesday, June 25, 2019
20 Bridge Street
Bluffton, South Carolina 29910

Questions and Inquiries

Offerors are required to submit questions in writing via email to the Project Manager no later than:

2:00 pm, Friday, June 28, 2019
Derrick Coaxum
dcoaxum@townofbluffton.com

Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center website. It is the Offeror's responsibility to check the website for updates.

Submittal of Sealed Bids

Sealed bids shall be received by or prior to:
2:00 pm, Thursday, July 11, 2019

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented such that they may be easily identified. The outside of the package shall be identified as follows:

**Town of Bluffton
20 Bridge Street
Bluffton, South Carolina 29910**

**IFB # 2019-50
Landscaping MSA
Attn: Derrick Coaxum**

Offerors shall submit one (1) original and one (1) thumb drive by the stated deadline. Packages shall be delivered by USPS, other carrier or courier, or in person.

Public Opening of Sealed Bids

A public opening will be held **5 minutes following the submittal deadline** at the following location:

**Town Hall Main Conference room
20 Bridge Street
Bluffton, South Carolina 29910**

The name of Offerors submitting responses shall be read aloud and recorded. In the case of an Invitation for Bid, the total price offered may also be announced. In the case of a Request for Proposal, or any other solicitation type based on a best value criteria, only the names of the Offerors shall be announced; no other information shall be provided to the public until after a final contract has been awarded.

Late Submittals

Under no circumstances shall submittals be delivered after the time specified. Such submittals will be returned unopened to the submitting Offeror and will not be considered. The Town will not be responsible for late deliveries or delayed mail. It is the Offeror's sole responsibility to assure that submittals are complete and delivered timely. Oral offers or offers by facsimile or email are not acceptable.

Restricted Discussions

All prospective Offerors are hereby instructed not to contact any member of the Town of Bluffton Town Council, the Town Manager, nor any Town of Bluffton staff member other than the named point of contact contained herein or the Town Purchasing & Contract Administrator regarding this opportunity or their response during the solicitation process. Any such contact shall be a cause for rejection of the submittal.

INSTRUCTIONS AND INFORMATION FOR OFFERORS

1. DUE DILIGENCE:

While the Town has used considerable efforts to ensure an accurate representation of the information in this IFB, each prospective Offeror is urged to conduct its own investigation into the material facts. The Town shall not be held liable or accountable for any error or omission in any part of this IFB.

Before submitting an offer, each Offeror shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract. Further, Offerors should verify any representations made by the Town upon which Offeror will rely. Failure to have conducted such due diligence will not relieve the Offeror of compliance, nor will it serve as the basis for any claim of additional compensation or other contractual relief.

2. BID FORMS AND SUBMISSION:

Bids will be opened and read as stated in the Invitation/Advertisement for Bids.

All bids must be submitted on the Bid Proposal Form furnished to the Offeror as a part of these documents and must be signed. All blanks on the proposal form must be filled in. Failure to complete entries in all blanks in the proposal form shall be considered sufficient cause for rejection of a proposal. If the Offeror is not currently able to complete the work described in the Plans and Specifications but would like to be considered for future work in the Town of Bluffton, the Offeror may submit a Bid Proposal with the terms "NO BID". A "NO BID" Bid Proposal will be considered a responsive bid.

Bids must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the Bid opening date.

All addenda issued shall be acknowledged in the place so designated.

A bid cannot be withdrawn after it is filed, unless Offeror makes written request to the Town prior to time set for opening of bids, or unless the Town fails to accept bid within 90 days after date fixed for opening of bids. If any Offeror refuses to enter into a contract, the Town will retain his Bid Security as liquid damages but not as a penalty.

3. FORM OF AGREEMENT:

Form of Agreement is added as an attachment hereto.

4. AWARD:

The Town's intent is to make an award within funds available to the lowest qualified, responsive and responsible Offeror furnishing satisfactory performance surety. The Town

reserves the right to reject any or all bids and to waive technicalities and informalities.

The Town reserves the right to select the alternates to be used in determining the lowest bid. If such bid exceeds available funds, the Town may reject all bids. The Town will decide which submittal is the lowest qualified, responsive and responsible Offeror based on the following criteria:

- a. Maintains a permanent place of business.
- b. Has adequate plant, equipment and personnel to perform the work properly and expeditiously.
- c. Has suitable financial status to meet obligations incident to the work.
- d. Has appropriate technical experience.
- e. Has an acceptable construction schedule.

Awards shall be made only to responsive and responsible contractors who possess the ability or have access to resources to perform successfully under the terms and conditions of proposed procurement. Consideration must be given to such matters as contractor integrity, compliance with public policy, record of past performance, financial, and technical resources.

5. CONTRACTOR TO BE SATISFACTORY TO TOWN:

The Contract will not be awarded to any Offeror or Offerors who have failed in any contractual obligations to the Town, or who has on any previous contract performed in a manner unsatisfactory to the Town, either as to the character of the work, the fulfillment of guarantees or the time consumed in its completion.

6. SURETY AND INSURANCE COMPANIES:

The Contract provides that the surety and insurance companies must be acceptable to the Town. To avoid inconvenience, any Offeror or subcontractor should confer with the Town to determine whether the surety or insurance companies expected to be used on the work are acceptable to the Town. Insurance coverages are attached hereto as an attachment to the contract.

7. PROTEST

Any prospective Offeror, offeror, contractor or subcontractor who is aggrieved in connection with the solicitation of this contract or with the intended award may protest to Town (Town of Bluffton) in accordance with Section 2-289 of the Town of Bluffton Purchasing Ordinance.

8. COMPLIANCE

Offerors, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Offerors will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or

FTA specific program requirement.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- The Federal-aid Highway Act of 1973, (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Offerors shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 *et seq.*); the Davis-Bacon Act (40 U.S.C. 3141 *et seq.*); McNamara-O’Hara Service Contract act (41 U.S.C.

351 et seq); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).

Offerors shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.

Offerors shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

BID PROPOSAL

TOWN OF BLUFFTON
P.O. BOX 386
BLUFFTON, SOUTH CAROLINA 29910

ATTENTION: DERRICK COAXUM
 PROJECT MANAGER

PROJECT TITLE: LANDSCAPING MASTER SERVICES AGREEMENT

SUBMITTED BY: _____

Having carefully examined the Plans, Specifications and other Contract Documents relating to the project, and Addendum No.(s)_____, and also having carefully inspected the premises and the conditions affecting the work, the undersigned hereby proposes and agrees to furnish all materials, labor skill, equipment, tools and other things of every kind and description specified, needed or used for the complete execution of all work covered by and in conformity with the aforesaid Plans, Specifications and other Contract Documents for the Town of Bluffton (hereinafter called the "Town") and all Amendments and Addenda thereto, for the sums hereinafter stated below and quantified on the completed Bid Form – Unit Price Schedule.

SCHEDULE OF BID PROPOSAL:

Offeror must fill in unit prices in figures, make extensions of each item and total as indicated.

2019-50
LANDSCAPING MASTER SERVICES AGREEMENT

BID SHEET

	DESCRIPTION	QTY.	COST	
1	May River Road	Lump sum (LS)	\$	From Buck Island Rd. to Boundary Street
2	May River Road Planters/ Pots	42	\$	Twice a Year
3	Mellichamp Drive	LS	\$	
4	Mellichamp Drive Planters/ Pots	6	\$	Twice a Year
	TOTAL AMOUNT		\$	
	BID ALTERNATE			
1	Goethe Road	LS	\$	
2	Schultz Road	LS	\$	
3	Buck Island Road	LS	\$	
4	Simmons ville Road	LS	\$	
5	Hampton Parkway	LS	\$	
	TOTAL AMOUNT		\$	

The Offeror submits the following statement of Offeror's qualifications.

OFFEROR'S QUALIFICATIONS

NAME OF OFFEROR_____

STREET ADDRESS_____

TELEPHONE NO. _____ FAX NO. _____

WHEN ORGANIZED _____

WHERE INCORPORATED _____

LICENSED TO DO BUSINESS IN THE STATE OF _____

The foregoing statement of qualifications is submitted under oath:

Respectfully submitted,

Name: _____

Mailing Address: _____

By: _____

Title: _____

The legal name of the Offeror is:

(Attach satisfactory evidence of the authority of the officer, or officers, signing on behalf of a corporation.)

CONTRACTOR QUESTIONNAIRE

Names, addresses and phone numbers of three references for which contractor has performed work similar in nature and scope of this project:

Names, addresses, telephone numbers and general description of work to be performed by proposed subcontractors:

Have you identified the proposed project manager? _____

If so, please name that person: _____

Have you identified the proposed on-site superintendent?: _____

If so, please name that person: _____

Is your firm fully cognizant of Town of Bluffton rules and regulations including, but not limited to, tree protection, environmental protection, business licenses, and other requirements? _____

Have you visited the job sites? _____

If so, have you planned how to protect the property of adjacent landowners and to minimize disruption to residents? _____

Have you identified which member of your staff will coordinate directly with residents and citizens in or adjacent to the project work area? _____

If so, please name that person: _____