

**City of Myrtle Beach
Request For Proposal**

**RFP 19-R0002
Landscaping Highway 17 Bypass**

Issue Date: July 3, 2018



First in Service

Issued By:

**Purchasing Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Phone: 843-918-2170
www.cityofmyrtlebeach.com**



| REQUEST FOR PROPOSAL | |
|---|--|
| RFP # 19-R0002 Landscaping Highway 17 Bypass | |
| Buyer Contact: | Ruth Burleson 843-918-2173 rburleson@cityofmyrtlebeach.com |
| Mandatory Pre-Proposal Conference: Attendance is required for proposal consideration. | 2:00 PM July 12, 2018 Procurement Office |
| Opening Date & Time: | 2:00 July 24, 2018 |

Please note the following required condition (if indicated by an X below):

_____ Proposal for a service \$20,000.00 or greater must be accompanied by a bid bond in the amount of five percent (5%) of the total dollar amount of the proposal submitted, payable to the City of Myrtle Beach.

No proposals will be accepted unless submitted on the forms furnished herein. All pages of the proposal must be in a sealed envelope and delivered in accordance with these instructions:

- The envelope must be marked with company name, proposal number/name, and time/date of proposal opening.
- Proposal packages shall be delivered to the address listed above. The City of Myrtle Beach is not responsible for late or misdirected mail.

If the above criteria are not met, your proposal may be rejected. Proposals are not subject to public reading.

Offerors are advised that from the date of issue of this solicitation until award of the contract, no contact with City personnel related to this solicitation is permitted. All communications/requests for clarification are to be directed to the Buyer listed above.

It is the intent and purpose of the City of Myrtle Beach that this Request for Proposal promotes competitive proposals. It shall be the Offeror's responsibility to advise the Purchasing Division if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Proposal to a single source. Such notification must be submitted in writing and must be received by the Purchasing Division no later than three (3) City of Myrtle Beach business days prior to the proposal opening date.

Offeror to complete this section:

Name of Offeror: _____

Address: _____

Phone Number: _____

E-mail: _____

Please note: Signature is required on page 20.

**CITY OF MYRTLE BEACH – GENERAL INSTRUCTIONS
MUST BE SIGNED AS PART OF REQUEST FOR PROPOSAL PACKAGE**

1.0 SUMMARY

1.01 DOCUMENT INCLUDES:

- 2.0 Authority
 - 2.01 Equal Weight and Force
 - 2.02 Written Explanations
 - 2.03 Disputes with Written Explanations
 - 2.04 Written Addenda

- 3.0 Requirements for Written Proposal Documents
 - 3.01 Availability of Documents
 - 3.02 Responsive Proposals
 - 3.03 Non-Responsive Proposals
 - 3.04 Document Completion
 - 3.05 Contents of Proposal Packet
 - 3.06 Single Package Requirement
 - 3.07 Proposal Submission
 - 3.08 Proposal Delivery/Opening
 - 3.09 Document Ownership

- 4.0 Full Examination
 - 4.01 Thorough Investigation
 - 4.02 Pre-Proposal Meetings
 - 4.03 Evidence of Examination

- 5.0 Pricing
 - 5.01 Unit Pricing
 - 5.02 Cash Discounts
 - 5.03 Changes in Cost
 - 5.04 Price Evaluation

- 6.0 Tax Information
 - 6.01 Sales Tax/Federal Tax
 - 6.02 Payment of Taxes

- 7.0 Material Assessment
 - 7.01 Product Documentation
 - 7.02 SDS
 - 7.03 Evidence of Work/Product
 - 7.04 Sample Submission
 - 7.05 Sample Ownership
 - 7.06 Furnished Items
 - 7.07 Quality of Items

- 8.0 Changes in Specifications
 - 8.01 Authority of Specifications
 - 8.02 Equipment
 - 8.03 Deviation from Specifications
 - 8.04 Material Preference
 - 8.05 Changes after Award
 - 8.06 Equivalent Items

- 9.0 Modifications
 - 9.01 Additional Work
 - 9.02 Adjustments to Items/Work

- 10.0 Bond Requirements
 - 10.01 Proposal Bonds
 - 10.02 Performance/Payment Bonds

- 11.0 Delivery
 - 11.01 Warehouse Deliveries
 - 11.02 Dates
 - 11.03 Delivery Price
 - 11.04 Documentation
 - 11.05 Wrong Deliveries

- 12.0 Award Criteria/Timeline
 - 12.01 Award Criteria
 - 12.02 Contract Issuance
 - 12.03 Commencement of Work
 - 12.04 Contract Timeline
 - 12.05 Notification
 - 12.06 City Business License

- 13.0 Offeror Responsibilities
 - 13.01 Duration of Proposal
 - 13.02 Transfer of Responsibilities
 - 13.03 Drug-Free Workplace
 - 13.04 Subcontractors
 - 13.05 Coordination and Contact
 - 13.06 Liquidated Damages
 - 13.07 Force Majure

- 14.0 Indemnity Clause
 - 14.01 Hold Harmless
 - 14.02 Failure to Enforce

- 15.0 Federal and State Laws
 - 15.01 Employment Regulations
 - 15.02 Employment Discrimination
 - 15.03 Compliance with Laws

- 16.0 Financial Accounting
 - 16.01 Representation
 - 16.02 Payment

- 17.0 Proposal Rejection/Withdrawal
 - 17.01 Reasons for Rejection
 - 17.02 Best Interest of the City
 - 17.03 Determination of Responsibility
 - 17.04 Disqualification
 - 17.05 Withdrawal Timeline

- 18.0 Protest Procedures/Timelines
 - 18.01 Proposal Specifications/Contract Terms
 - 18.02 Intent to Award

- 19.0 City Reserved Rights
 - 19.01 Reserved Right
 - 19.02 Final Judgment
 - 19.03 Clarification
 - 19.04 Price Increase
 - 19.05 Loss/Damage
 - 19.06 Performance Failure
 - 19.07 Termination for Convenience
 - 19.08 Termination for Default
 - 19.09 Negotiation

- 20.0 ADA Compliance
 - 20.01 Contact Information

- 21.0 Signatures
 - 21.01 Accuracy and Completeness
 - 21.02 Non-Collusion
 - 21.03 Compliance

1.02 DEFINITIONS:

- A. City of Myrtle Beach – herein referred to as “City.”
- B. RFP – Request for Proposal
- C. Offeror – any vendor, proprietor, business, company, service provider, or corporation who submits a proposal to the City.
- D. Proposal – the collection of documents that includes these general instructions, the scope of work and/or specifications, a written offer, and signature page to be used for consideration in negotiations and/or contract development.
- E. Addendum – a written change, addition, alteration, correction, or revision to a proposal document.
- F. Bond – provides financial assurance that the proposal has been submitted in good faith, that an offeror will enter into a contract at the amount proposed, and will provide the appropriate performance and payment bonds.
- G. Bid Bond – an insurance agreement, accompanied by a monetary commitment, by which a third party accepts liability and guarantees that the offeror will not withdraw from the proposal, must be submitted with proposal package if over \$20,000.00
- H. Performance Bond – guarantees execution of the terms of a contract, required for work valued at \$20,000.00 or more for construction and/or any type of service, must be received within ten (10) calendar days from date/time of notification of award.
- I. Payment Bond – covers payment of subcontractors, laborers, materials, and suppliers associated with the project, required for work valued at \$20,000.00 or more for construction and/or any type of service, must be received within ten (10) calendar days from date/time of notification of award.

2.0 AUTHORITY:

- 2.01 **Equal Weight and Force.** The instructions herein contained are given for the purpose of guidance in properly preparing an applicable proposal. These directions have equal weight and force with the specifications and strict compliance is required with all of the provisions. Unless otherwise stated in the special instructions of the proposal, these general instructions shall apply.
- 2.02 **Written Explanations.** Only written information from the procurement manager or an authorized representative of the purchasing division is binding; therefore no verbal instructions or verbal information from any other source shall be binding on the City. The City shall not be responsible for any other explanation or interpretation and the decision of

the procurement manager or an authorized representative of the purchasing division shall be final and binding upon each Offeror.

- 2.03 Disputes with Written Explanations.** The written specifications are considered clear and complete. Failure of the Offeror to call attention in writing to any disputes, definitions, discrepancies, inconsistencies or incompleteness before the opening of the proposal in the time and manner set forth herein is a waiver of right to do so upon opening of the proposals. Clarifications requested by Offerors must be in writing not less than three (3) days before date and time set for receipt of proposals.
- 2.04 Written Addenda.** Should the procurement manager deem it necessary to alter proposal specifications, those alterations shall be made in the form of written addenda that shall be posted on the City website, and may be advertised in the South Carolina Business Opportunities (SCBO) online publication and the local newspaper. The Offeror is responsible for monitoring all of these sources and should not rely on a single source for updates. These addenda shall then be considered as part of these specifications. No interpretations of the meaning of the proposal specifications shall be made orally.

3.0 REQUIREMENTS FOR WRITTEN DOCUMENTS:

- 3.01 Availability of Documents.** Proposal documents may be obtained through the City of Myrtle Beach website (www.cityofmyrtlebeach.com), or in person at the City of Myrtle Beach Purchasing Office, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577, Monday through Friday (excluding City holidays), from 8:00 AM to 5:00 PM. Proposal documents may be mailed or sent via e-mail by vendor request only.
- 3.02 Responsive Proposals.** The City of Myrtle Beach will review proposals on a pass/fail basis to determine whether the proposal is “responsive” to this RFP. A responsive proposal will contain all required documents and forms that are completed in their entirety. Documents and forms must be unaltered, legible, signed, sealed appropriately, and free from errors without noted corrections. The City reserves the right (at its sole discretion) to determine whether a proposal is responsive.
- 3.03 Non-Responsive Proposals.** Proposals that are incomplete, unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, corrections without initials, ambiguities, alterations, and/or irregularities of any kind, may be declared non-responsive.
- 3.04 Document Completion.** A proposal and signature document is provided as part of the solicitation. This form must be used in submitting a proposal and all pages of the proposal document must be completely filled out in blue ink and signed by the Offeror. No proposal shall be accepted unless submitted on the forms furnished herein. The format of the proposal documents shall not be altered in any way. Written errors made on the proposal documents prior to submission must be corrected by marking through the entry in blue ink and making the correct entry adjacent to the written error and initialed by the Offeror in blue ink.

- 3.05 Contents of Proposal Packet.** The general instructions, scope of work and/or specifications, and the proposal and signature document constitute the proposal packet. By submitting a proposal, the Offeror is deemed to have accepted all of the terms and conditions set forth in the proposal packet documents. Alternative proposals shall not be considered. All proposal packet documents, after completion by the Offeror, must be returned with the proposal in the same order as received by the Offeror.
- 3.06 Single Package Requirement.** Unless otherwise stated in the special instructions section of this proposal request, submit one complete proposal package using the attached form(s), for proposed pricing.
- 3.07 Proposal Submission.** Each proposal must be enclosed in a sealed envelope, clearly marked on the outside with the company name/address in the upper left-hand corner and proposal number/name and time/date of opening in the lower left-hand corner. This sealed envelope must be delivered to the procurement buyer. If the required information is not clearly stated on the outside of the envelope, the proposal is considered nonresponsive. It is the Offeror's responsibility to ensure that the proposal is delivered by the official opening date and time. Proposals submitted after the date and time set for receipt shall be considered late, regardless of the degree of lateness or the reason related thereto, including causes beyond the control of the Offeror. Late proposals shall not be opened and will be returned to the Offeror unopened. The City of Myrtle Beach is not responsible for late or misdirected mail.
- 3.08 Proposal Delivery/Opening.** All proposals must be sealed, marked and delivered in accordance with these instructions to Purchasing Division, City of Myrtle Beach, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29577. Proposals received prior to the advertised hour of opening shall be securely kept sealed. Proposals are not subject to public opening.
- 3.09 Document Ownership.** All documents, reports, proposals, submittals, working papers or other material submitted to the City from the Offeror shall become the sole and exclusive property of the City, in the public domain, and are not the property of the Offeror. The Offeror shall not copyright, or cause to be copyrighted, any portion of any of said documents submitted to the City as a result of this solicitation.

4.0 FULL EXAMINATION:

- 4.01 Thorough Investigation.** Offerors shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment and/or service to be performed as required by the proposal conditions. No plea of ignorance by the Offeror of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Offeror to make the necessary examination and investigations, or failure to fulfill in every detail the requirements of the contract documents, shall in no way relieve the Offeror from any obligation in respect to the proposal.

- 4.02 **Pre-Proposal Meetings.** When Offerors are required to make site visits or attend pre-proposal meetings, all expenses shall be paid for by the Offeror, unless previous written arrangements are made with the City. No offeror will be admitted to a pre-proposal meeting after the specified start time, otherwise the proposal will be considered non-responsive.
- 4.03 **Evidence of Examination.** Submission of a proposal will be considered as conclusive evidence of the Offeror's complete examination, understanding and acceptance of the specifications.

5.0 PRICING:

- 5.01 **Unit Pricing.** Unit pricing will govern over extended prices unless otherwise stated in special instructions in this proposal request. All prices quoted should be firm. In those cases where a firm proposal cannot be made, consideration shall still be given to all Offerors. Also, maximum or ceiling prices should be quoted where possible when proposal contains non-firm prices.
- 5.02 **Cash Discounts.** Cash discounts, if allowed, should be so stated on the proposal form. Prices must, however, be based upon payment thirty (30) calendar days after delivery.
- 5.03 **Changes in Cost.** If during the term of the contract entered into as a result of this proposal, the cost of material(s) is/are increased through no act on the part of the contractor other than to comply with any prevailing rise in the market price(s) of material(s) used, it shall be the contractor's responsibility to notify the City of Myrtle Beach Purchasing Office in writing of the price increase(s) and the effective date of the increase(s). Price(s) shall be increased only to the point of absorbing additional cost(s) of material(s) paid for by the contractor. At any time during the term of the contract, the City may request that the contractor provide written documentation from the manufacturer/supplier of the material(s) to substantiate price increase(s). If during the term of the contract, the cost of material(s) to the contractor is reduced, then the contractor shall reduce the contract price(s) and notify the procurement buyer in writing.
- 5.04 **Price Evaluation.** The City of Myrtle Beach shall evaluate the Offeror's price proposal for completeness, price reasonableness, price realism, and unbalanced pricing. Price reasonableness shall be established by competition and determined primarily by comparison with other offers submitted. Price realism shall be established by analysis of the unit price submitted to determine whether the estimated proposed price reflects a clear understanding of the requirements, are realistic for the work to be performed, and are consistent with the methods of performance and materials described in the Offeror's proposal. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated and poses an unacceptable risk to the City. The City may determine that a proposal is unacceptable if the proposed price is materially unbalanced between line items.

6.0 TAX INFORMATION:

- 6.01 **Sales Tax/Federal Tax.** The City of Myrtle Beach pays South Carolina State Sales Tax. The City is exempt from Federal Excise Tax and shall issue exemption certificates if required. All applicable taxes should be shown as separate line items unless otherwise indicated.
- 6.02 **Payment of Taxes.** The contractor agrees to pay all taxes and license fees of whatever nature applicable to conduct business and furnish the City of Myrtle Beach, if requested, with duplicate receipts or other satisfactory evidence showing the prompt payment of all taxes and fees when referred to and showing that all licenses are in effect.

7.0 MATERIAL ASSESSMENT:

- 7.01 **Product Documentation.** Proposal shall include adequate brochures, latest printed specification and advertising literature describing the product(s) offered in such a fashion as to permit ready comparison with the specifications on an item-by-item basis where applicable.
- 7.02 **Safety Data Sheet (SDS).** If so requested in the proposed documents, a completed SDS for the item(s) indicated must be provided with the proposal documents. Failure to submit this form upon request may result in rejection of proposal.
- 7.03 **Evidence of Work/Product.** All Offerors must be prepared to present suitable evidence of similar work recently completed or goods supplied. Products are to be brand name or equal unless otherwise specified. If submitting an equal product, supporting documents must be provided with proposal.
- 7.04 **Sample Submission.** When samples are required with a proposal, they must be submitted with the proposal unless approved by the purchasing manager or purchasing manager's authorized representative.
- 7.05 **Sample Ownership.** Samples submitted shall become the property of the City of Myrtle Beach. The entire cost of the sample(s) shall be paid for by the Offeror unless previous written arrangements are made with the City.
- 7.06 **Furnished Items.** Offerors are required to state exactly what they intend to furnish; otherwise, they shall be required to furnish the items as specified.
- 7.07 **Quality of Items.** Offerors shall submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are proposing. Unless otherwise specified, the Offeror shall unconditionally guarantee the items and workmanship being proposed. If any defects or signs of deterioration are noted which, in the City's opinion, are due to faulty workmanship or material, the Offeror, upon notification and at the expense of the Offeror, shall replace the items to the complete satisfaction of the City. Upon the Offeror's failure to replace items, the City may return the rejected items to the Offeror at the Offeror's risk

and expense, or the City may dispose of them as its own property.

8.0 CHANGES IN SPECIFICATIONS:

- 8.01 Authority of Specifications.** It shall be understood that in all cases the terms and conditions, as detailed in the specifications, shall supersede terms and conditions, as detailed in the general instructions. No verbal agreement or conversation with any officer, agent, or employee of the City shall affect or modify any of the terms and conditions.
- 8.02 Equipment.** If this proposal is for the purchase of equipment, the Offeror guarantees that the equipment offered is standard new equipment, latest model or regular stock product, with parts regularly used for the type of equipment offered; also that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practices.
- 8.03 Deviation from Specifications.** Any deviation from specifications must be noted in detail and submitted in writing with this proposal. Complete specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of a specification deviation statement and accompanying specifications shall hold the Offeror strictly accountable to the specifications as written herein.
- 8.04 Material Preference.** The specifications, as listed herein, represent our preference in material; however, we are fully cognizant that no two pieces of comparable material are identical and/or same in size, function, and operation; and some of the specifications will not completely coincide with ours as listed. Please list your exceptions and explanations separately. It is not our intent to write specifications for any project on which only one proponent can submit a proposal.
- 8.05 Changes after Award.** Any changes in specifications, after the purchase order/contract has been awarded, must be with the written consent of the purchasing division; otherwise, the responsibility for such changes shall be with the Offeror.
- 8.06 Equivalent Items.** For items identified in this proposal as "brand name or equal," the Offeror's proposal must indicate each product that is being offered as an "equal" product by providing the following information:
- A. A description reflecting the characteristics and level of quality that will satisfy the salient physical, functional, or performance characteristics of "equal" products specified in the proposal
 - B. A clear identification of the item by brand name and make/model number (if any)
 - C. Descriptive literature such as illustrations, drawings, photographs, or a clear reference to previously furnished descriptive data or information that is readily available to the purchasing buyer
 - D. A clear description of any modifications the Offeror plans to make in a product so that it conforms to the proposal requirements
- Compliance verification is performed by the City purchasing buyer and their requestor(s).

The purchasing buyer is required to evaluate "equal" products on the basis of information furnished by the Offeror, or identified in the proposal. The buyer is not responsible for locating, obtaining, or researching any information that is not provided. An Offeror's product will not be considered as an "equal" product if there is an inadequate description of how the "equal" product meets the salient characteristics specified in the proposal.

9.0 MODIFICATIONS:

- 9.01 **Additional Work.** The proposal shall not contain any unauthorized additions. No additional work shall be allowed or paid for unless such extra or additional work is ordered in writing by the purchasing division and with the price for such established and agreed upon before such extras are delivered or work is performed.
- 9.02 **Adjustments to Items/Work.** The City of Myrtle Beach shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the specifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the contractor. Any such adjustments in price shall be made in writing.

10.0 BOND REQUIREMENTS:

- 10.01 **Bid Bonds.** If required, Offeror shall supply a bid bond of 5% of the total proposal amount to be submitted with the proposal package. Bonds are required if the contract work is valued at \$20,000.00 or more for construction and/or any type of service related requirement.
- 10.02 **Performance/Payment Bonds.** The successful Offeror at its own cost and expense shall furnish, if required, a valid performance and payment bond (payable to the City of Myrtle Beach.) The bond shall be in the full amount of this agreement conditioned on the full and faithful performance of the work under this agreement in accordance with the specifications and contract documents. Bonds are required if the contract work is valued at \$20,000.00 or more for construction and/or any type of service related requirement. The performance and payment bonds shall be executed by the contractor and a bonding company authorized to do business in the State of South Carolina and approved by the State of South Carolina to issue such performance and payment bonds. Bonds must be received within ten (10) calendar days from the date and time of notification of award. Only the forms provided by the City for the performance and payment bonds shall be accepted.

11.0 DELIVERY:

- 11.01 **Warehouse Deliveries.** Unless otherwise stated in the special instructions section of this proposal request, deliveries will be accepted during the hours between 8:00 AM and 4:00 PM Monday through Friday, excluding City holidays.

- 11.02 Dates.** The delivery date as stated in the proposal shall be the time required to deliver the complete item(s) after the receipt of the order or award of the contract. Where multiple items appear on a proposal request, the Offeror shall, unless otherwise stated by the City, show delivery date for each item separately. If only a single delivery date is shown, it shall be assumed to mean that all items included in the proposal can and will be delivered on or before the specified date. The Offeror certifies that the delivery shall be completed in the time the Offeror states, starting at the time the order is placed, provided that the time between the proposal opening and the placing of the order does not exceed the number of days stipulated in the proposal. The right is reserved to reject any proposal on which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended. Successful Offeror(s) shall be responsible for making any and all claims against carriers for missing or damaged items.
- 11.03 Delivery Price.** Proposal prices are to be Delivered Price (FOB Destination). Proposal prices must include all delivery costs, including but not limited to, loading and unloading cost(s), transportation charge(s) and fuel surcharge(s). The City of Myrtle Beach shall not be responsible for any demurrage charge(s).
- 11.04 Documentation.** Invoice(s), certificates of origin, warranties and guarantees must be submitted at the time of delivery of the item(s).
- 11.05 Wrong Deliveries.** In the event that materials, supplies, etc. are delivered which do not comply with specifications and have not been approved by the purchasing division, the contractor, upon notification, shall immediately remove from the premises any such materials, supplies, etc. and replace them with materials, supplies, etc. in full accordance with the specifications.

12.0 AWARD CRITERIA/TIMELINE:

- 12.01 Award Criteria.** For service and supply-related requirements, the award will be made within the time specified to the responsible Offeror meeting the specifications and having the lowest possible cost consistent with the quality and service needed for effective use. The following criteria shall be used in making this determination:
- A. Superior quality and specification adherence
 - B. Adequate maintenance and service
 - C. Delivery and/or completion time
 - D. Guarantees and warranties
 - E. Company's reputation and financial status
 - F. Past experience and cost with similar or like equipment or service
 - G. Anticipated future cost and experience
 - H. Performance of proponent's equipment by other agencies, plants, and firms
- Evaluation factors, if required, shall be stated in either a percent basis or a numerical format.
- 12.02 Contract Issuance.** The award of a contract is accomplished by executing a written agreement that incorporates the entire proposal, Offeror's response, clarifications,

addenda, and additions. All such materials constitute the contract documents. The Offeror agrees to accept the contract terms unless substantive changes are made without the approval of the Offeror. Offeror shall not add any provisions reserving the right to accept or reject an award. The procurement office is the sole point of contact for the issuance of the contract.

- 12.03 Commencement of Work.** Upon execution and delivery of the contract and insurance certificates, the Offeror shall be notified to proceed with the work of the contract. The work of the contract shall be commenced within one (1) City business day following such notification, or as otherwise specified in the Notice to Proceed. The performance period shall be from date of issuance of Notice to Proceed through _____. Contract prices shall remain firm for the duration of the contract period. The City of Myrtle Beach reserves the right to adjust the performance period to meet the best interests of the City. Any such adjustment will be made in writing through the Purchasing Office.
- 12.04 Contract Timeline.** In the event the successful Offeror fails or refuses to execute a formal written contract with the City of Myrtle Beach in form and content acceptable to the City, within ten (10) City business days after notice of acceptance of the proposal, the proposal may be revoked, and all obligations of the City in connection with the proposal may be canceled.
- 12.05 Notification.** Proposal tabulations will be available on-line at www.cityofmyrtlebeach.com/purchasing.html. Winning Offeror shall be notified five (5) City business days after proposal tabulations are posted.
- 12.06 City Business License.** The successful Offeror must obtain a City of Myrtle Beach business license in order to conduct business within our city. A business license is not required to submit a proposal; however, any offeror that receives an award under this proposal shall be required to obtain a City business license before work can begin. For further information on obtaining a city business license, contact the City Business License Office at 843-918-1200.

13.0 OFFEROR RESPONSIBILITIES:

- 13.01 Duration of Proposal.** Proposal prices, terms and conditions shall be firm for a period of at least one hundred twenty (120) calendar days from the deadline for receipt of submittal, or until such time as established in the proposal. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the one hundred twenty (120) day period, or the specified proposal time. Price decreases or changes in terms by others after the acceptance of a proposal shall not be considered.
- 13.02 Transfer of Responsibilities.** The contractor shall not assign or otherwise transfer any of its responsibilities or obligations under the contract to any other person or entity without prior written consent of the City.

- 13.03 Drug-Free Workplace.** In accordance with the provisions of the Drug-Free Workplace Act, the City of Myrtle Beach shall promote a drug-free workplace. Illegal drugs or narcotics in the workplace are strictly prohibited. The manufacture, possession, use, and/or distribution of a controlled substance of any kind while working on City property is subject to disciplinary action up to and including immediate discharge. As such, Offerors are required to insure that a drug-free workplace is provided in the performance of any City contracts. By submitting a proposal, Offeror certifies that, if awarded the contract, they and their subcontractors shall comply with the City's Drug-Free Workplace Policy. The failure of any Offeror to uphold and enforce this policy is subject to termination of contract.
- 13.04 Subcontractors.** The contractor shall be wholly responsible for the performance of all subcontractors and for their acts and omissions, and those of persons either directly or indirectly employed by the contractor, and the fact that subcontractors are subject to the approval of the City of Myrtle Beach shall not affect the contractor's responsibility in this regard. The Offeror shall bind every subcontractor to all terms and conditions anywhere contained in the contract documents as far as applicable to the work of such subcontractor so that the subcontractor assumes toward the contractor and toward the work all the obligations and responsibilities that the contract assumes toward the City as to the performance of the subcontractor's portion of the work.
- 13.05 Coordination and Contact.** The selected Offeror shall be required to assume responsibility for coordination, engineering, delivery, installation, and maintenance of all equipment, software and services offered in their proposal, whether they are the manufacturer or producer of them. Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or their right, title, or interest therein without prior written consent of the City. Further, the City of Myrtle Beach shall consider the selected Offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the lease or purchase of the entire service equipment and software configuration, when applicable. Only service and equipment offered by Offerors who have installed similar systems of comparable size shall be considered. All service and equipment offered shall be in current standard production and of the latest design.
- 13.06 Liquidated Damages.** If the Offeror fails to deliver the supplies or perform the services within the time specified in the contract, the Offeror shall, in place of actual damages, pay to the City of Myrtle Beach liquidated damages of \$_____ per calendar day of delay. If the City terminates the contract, in whole or in part, the contractor is liable for liquidated damages accruing until the City reasonably obtains delivery or performance of similar supplies or services from an alternate offeror. These liquidated damages are in addition to excess costs of repurchase due to contract termination. The Offeror shall not be charged with liquidated damages when the delay in delivery or performance is documented to be beyond the control and without the fault or negligence of the Offeror.
- 13.07 Force Majure.** The Offeror shall not be held responsible for failure to perform the responsibilities imposed by this proposal due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the proposal.

14.0 INDEMNITY CLAUSE:

- 14.01 Hold Harmless.** The contractor agrees to indemnify and save harmless the City of Myrtle Beach, its officers, representatives, departments, agencies, employees, and agents, from all claims, loss, damage, injury, fines, penalties, demands, actions, suits, and liabilities arising from the contractor's own fault or negligence or through the negligence or fault of the manufacturer of goods supplied by the contractor. This obligation shall extend to and include, all litigation costs, court costs, and reasonable attorney fees incurred by the City in response to such claims, provided it is ultimately determined that such claims result from the contractor's or manufacturer's fault or negligence.
- 14.02. Failure to Enforce.** Failure by the City at any time to enforce the provisions of the proposal shall not be construed as a waiver of any provisions. The failure to enforce shall not affect the validity of any part of the proposal.

15.0 FEDERAL AND STATE LAWS:

- 15.01 Employment Regulations.** Offerors shall comply with all local, state, and federal directives, orders, and laws as applicable to this proposal and subsequent contract(s) including, but not limited to Equal Employment Opportunity (EEO), in compliance with executive Order 11246, Minority Business Enterprise (MBE), and Occupational Safety and Health Act (OSHA), as applicable to this contract and Immigration Bill H4400 which states that every contractor doing business with the City of Myrtle Beach for the physical performance of services with the total value of the contract to be performed in a twelve-month period exceeding fifteen thousand dollars (\$15,000.00) must agree to the following:
- A. Register and participate in the federal work authorization program to verify the employment authorization of all new employees; and require agreement from its sub-contractors to do the same; or
 - B. To employ only workers who:
 - 1. Possess a valid South Carolina Driver's License or ID issued by the South Carolina Department of Motor Vehicles; or
 - 2. Are eligible to obtain a South Carolina Driver's License or ID card in that they meet the requirements; or
 - 3. Possess a valid Driver's License or ID card from another state where the requirements are at least as strict as those in South Carolina.
- 15.02 Employment Discrimination.** During the performance of this proposal, the Offeror agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, orientation, age, disability, or national origin; however, some conditions may be a bona fide occupational qualification reasonably necessary for the completion of this proposal. Furthermore, the Offeror agrees that this non-discriminatory agreement shall be incorporated by the Offeror in all contracts entered into with suppliers, subcontractors, and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services.

15.03 Compliance with Laws. The Offeror shall, in the performance of work under this proposal, fully comply with all applicable federal, state, county, or municipal laws, rules, regulations, or ordinances, and shall hold the City harmless from any liability resulting from failure of such compliance.

16.0 FINANCIAL ACCOUNTING:

16.01 Representation. The selected Offeror shall assign a competent account representative acceptable to the City of Myrtle Beach who will represent the Offeror in providing contracted services to the City. The account representative shall maintain accurate and detailed records, correspondence, and accounts relating all parts of the proposal. Records shall be kept in accordance with sound, generally accepted accounting principles. The City shall have the right to audit all records pertaining to the costs incurred under this proposal. If the account representative is removed by the Offeror, the new representative must be acceptable to the City.

16.02 Payment. Inspection and acceptance of the material, goods, and/or service by an authorized representative of the City shall be required prior to any payment. After acceptance by the City, payments shall be made to the contractor within thirty (30) calendar days of receipt of invoice.

17.0 PROPOSAL REJECTION/WITHDRAWAL:

17.01 Reasons for Rejection. The City of Myrtle Beach may reject a proposal if:

- A. The Offeror misstates or conceals any material fact in the proposal; or if,
- B. The proposal does not strictly conform to the law or requirements of the proposal; or if,
- C. The proposal is conditional, except that the Offeror may qualify his/her proposal for acceptance by the City on an “all or none” basis, or a “low item” basis. An “all or none” basis proposal must include all items upon which proposals are invited.

17.02 Best Interest of City of Myrtle Beach. The City may, however, reject all proposals whenever it is deemed in the best interest of the City to do so, and may reject any part of a proposal unless the proposal has been qualified as provided in statement. The City may also waive any minor informalities or irregularities in any proposal.

17.03 Determination of Responsibility. The City may make such investigation as it deems necessary to determine the ability of an Offeror to furnish the required goods/services, and the Offeror shall furnish to the City any requested information and data for this purpose at the Offeror’s expense. Information requested may include, but not be limited to: financial statements, credit ratings, criminal histories, references, records of past performance, and/or on-site inspections. The City reserves the right to reject any Offeror if the evidence fails to satisfy the City that such Offeror is properly qualified to carry out the terms of this proposal.

17.04 Disqualification. Any of the following factors may be considered just cause to disqualify a proposal without further consideration: evidence of either direct or indirect collusion among offerors in regard to the amount, terms, or conditions of the proposal; attempts to improperly influence any member of the evaluation team; evidence of offeror's inability to successfully complete required responsibilities and obligations of the proposal; existence of any lawsuit, unresolved contractual claim, or dispute between the offeror and the City; and/or default under any previous agreement with the City that resulted in the termination of the agreement.

17.05 Withdrawal Timeline. Proposals may be withdrawn on a written request, received from Offerors prior to the proposal closing date and time. Negligence on the part of the Offeror in preparing the proposal creates no right for withdrawal of the proposal after the proposal has been opened. No modifications, clarifications, or explanations of any proposals shall be allowed after the date and time of closing.

18.0 PROTESTS:

18.01 Procedures/Timelines. Protest of Proposal Specifications and/or Contract Terms:

- A. Specifications and contract terms shall be made available for inspection and copying. Unless a different deadline is specified in the RFP, protests of the proposal specifications or contract terms shall be presented to the City in writing within five (5) City of Myrtle Beach business days prior to proposal closing.
- B. Such protest or request for change shall include the reasons for protest or request, and any proposed changes to specifications or terms.
- C. Envelopes containing protests of specifications shall be marked and mailed, or hand delivered within five (5) city of Myrtle Beach business days to the procurement buyer.
- D. No protest against award because of the content of proposal specifications or contract terms shall be considered after the deadline established for submitting such protest in paragraph A above.
- E. Submission of a proposal without the timely submission of protest of specifications or contract terms is deemed a waiver to the right to protest specifications or contract terms.
- F. A decision by the procurement buyer shall be given in writing in each of such cases at least one (1) City of Myrtle Beach business day before the time set for the opening of proposals. A copy of the decision may be obtained at the procurement manager's office.
- G. If, in the judgment of the procurement manager, the previously mentioned inquiry requires explanation or interpretation, any such explanation or interpretation of said plans, specifications, or other contract documents shall be made by written addendum duly issued with copies mailed or delivered to each person or firm receiving a set of contract documents.

18.02 Procedures/Timelines. Intent to Award:

- A. The written purchase order shall constitute a final decision of the City of Myrtle

- Beach to award the contract if no written protest is filed with the City within five (5) City of Myrtle Beach business days of the posting of the proposal tab. If a protest is timely filed, the purchase order is a final decision of the City only upon issuance of a written decision denying the protest and affirming the award.
- B. Purchasing buyer shall notify winning Offeror five (5) City days after proposal tab is posted on the City website. It is the responsibility of the Offeror to check the website. Any actual Offeror who is adversely affected or aggrieved by the award of the contract to another Offeror on the same solicitation shall have five (5) City business days after the posting of proposal tab to submit to the City a written protest of the award. The written protest shall specify the grounds upon which the protest is based. The City shall not entertain a protest submitted after the time period established in this rule or such different period as may be provided in the City's request for proposals.
 - C. Offerors must submit written protests of the intent to award to the procurement manager within five (5) business days. The written protest must include name and contact information of the protestor, solicitation, title and number, the grounds upon which the protest is based, and relief expected.

19.0 CITY RESERVED RIGHTS:

19.01 **Reserved Rights.** The City of Myrtle Beach expressly reserves the following rights:

- A. To reject any and/or all irregularities in the proposals submitted
- B. To reject any and all proposals, or parts thereof, as deemed in the best interest of the City.
- C. To base awards due with regard on quality of services, experiences, compliance with specifications, and other such factors as may be necessary in the circumstances.
- D. To make the award to any Offeror who, in the opinion of senior management, is in the best interest of the City.
- E. To make award based on negotiations conducted in accordance with this solicitation or on the basis of a best and final offer by the Offeror.
- F. Only the evaluation factors specified in this solicitation may be used as a basis for award.

19.02 **Final Judgment.** If any doubt or difference of opinion arises between the City of Myrtle Beach and the Offeror as to the interpretation of this request for proposal, the decision of the City will be final and binding upon all parties.

19.03 **Clarification.** The City of Myrtle Beach reserves the right to obtain clarification on any point in the Offeror's proposal. The failure of the Offeror to make additional information available could result in the rejection of the response. Such clarification might involve the delivery of demonstration equipment to the City for evaluation purposes. Such hardware shall be provided at no cost to the City. The City is not obliged to evaluate any or all products.

- 19.04 Price Increase.** The City of Myrtle Beach reserves the right to accept or reject any price increase(s) and to cancel any and all item(s) under the contract for which price increase(s) is/are considered unacceptable.
- 19.05 Loss/Damage.** The City of Myrtle Beach shall not be responsible for the loss or damage of any items during the RFP process.
- 19.06 Performance Failure.** In the event that the Offeror fails to perform any material obligations, the City of Myrtle Beach reserves the right to give the Offeror written cure notice of such failure. The Offeror shall then have five (5) calendar days to resolve the failure. If the failure is not resolved within five (5) calendar days, the City reserves the right to withhold all money that is due and payable to the Offeror. Such a remedy is in addition to other remedies that might be available to the City. Moreover, the City reserves the right to terminate the contract if the Offeror exceeds the five (5) calendar days of non-performance without the approval of the purchasing manager.
- 19.07 Termination for Convenience.** The City of Myrtle Beach reserves the right to terminate the contract with the Contractor when it is in the best interest of the City. If the contract is so terminated, the City shall provide the Contractor with thirty (30) calendar days written notice and shall compensate the Contractor for all necessary and reasonable direct costs of performing the services actually accomplished as of the date of termination. No other costs shall be allowed for a termination for convenience. No damages shall be allowed for a termination of convenience.
- 19.08 Termination for Default.** The performance of work under this proposal may be terminated by the City in whole, or in part, upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or whenever the City determines that termination is in the City's best interest. Any such termination shall be communicated by a written notice of default, delivered to the Offeror, at least fifteen calendar (15) days before the date of termination, specifying the extent to which performance of the work is terminated, and the date upon which such termination becomes effective. The City of Myrtle Beach shall be entitled to recover all fees, costs, claims, or damages incurred as a result of the Contractor's breach of this Agreement, including reasonable attorney's fees and costs of legal action instituted by the City to collect such fees, costs, claims, or damages.
- 19.09 Negotiation.** Prior to the notice of award to any offeror, the City of Myrtle Beach may elect to open negotiations and ultimately reach an agreement with an Offeror who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The negotiation period shall be no more than five (5) City business days. In these negotiations, the City may address scope of work, unit pricing, or any other contractual requirements fairly contained within the proposal documents. In the event that negotiations should commence but fail, the City shall reject any or all proposals.

20.0 ADA COMPLIANCE:

20.01 Contact Information. Questions concerning the proposal requirements or specifications should be directed in writing to the procurement buyer shown on the front page of this proposal package. If you need disability-related accommodations, please contact (843) 918-2170.

21.0 SIGNATURES:

21.01 Accuracy and Completeness. The authorized signer of the proposal shall represent and warrant that they have been sufficiently informed in all matters relating to the specified products; that they have checked their proposal for errors and omissions; that the prices stated in their proposal are correct and as intended are a complete and correct statement of prices.

21.02 Non-Collusion. The authorized signer of the proposal certifies that the proposal is made without collusion or fraud, and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with their proposal. Furthermore, the authorized signer certifies that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Prior compensated consulting shall not preclude an Offeror from submitting a proposal.

21.03 Compliance. By Signature below the Offeror affirms that they have examined, understands and accepts all instructions, specifications and conditions, and shall provide for appropriate insurance, deposits, and performance bonds if required, and shall comply fully with specifications as attached for the agreed contract, especially where materials and work are involved, and that any and all registration requirements where required for Offerors as set forth in law are met.

Signature of Offeror

Date of Signing

Print Name of Offeror

If more convenient, tabulations are available for pick-up after final award. No proposal tabulations will be faxed.

SPECIFICATIONS

INTENT

It is the intent of this proposal to establish a term contract for the grounds maintenance and mowing of public rights-of-ways and medians to be performed on a year round basis at the locations specified elsewhere in these proposal documents.

The successful Contractor shall accept responsibility for all locations in “as is” condition and, if needed, must bring any area(s) within each location up to specification standards and then continually maintain the areas according to the specifications.

Damage caused by “Acts of God”, such as flooding and storm or hurricane damage, will not be covered under this contract. Additional compensation shall be negotiated between the City and Contractor for any work required due to damage caused by “Acts of God”.

The successful Contractor shall be experienced in turf, grounds, and landscape maintenance and shall have past experience with projects similar in scope, size and horticultural standards to that listed in the specifications contained herein. The Contractor shall have an education in agronomy and ornamental horticulture.

The successful Contractor shall be responsible for furnishing of all materials, supplies, tools, equipment, labor, supervision, transportation and all other things necessary to perform the work required under this contract.

SCOPE OF WORK

The City of Myrtle Beach desires that the turf, grounds, and landscaped areas at the specified locations be maintained in a well-groomed manner year round, however, the specified areas must be in peak condition during the summer months and for selected dates throughout the year.

Work shall include, as applicable to each location, the care and maintenance of all turf areas, and associated walkways, sidewalks, curbing, other paved surfaces including parking areas and other surrounding areas and equipment as outlined in these specifications. Work shall include, but is not limited to, mowing, trimming, edging, blowing, and waste disposal.

All work should be performed weekdays, Monday – Friday during normal working hours of 6:30 AM to 6:30 PM. However, work MUST BE performed weekly. If there are extenuating weather conditions that delay completion of work by 6:30 PM Friday, Saturday and or Sunday work will be permitted and expected. The contractor must notify the Parks Division of plans to work on the weekends.

SCDOT Restrictions for Highway 17 Bypass. Work on Hwy 17 Bypass cannot include any lane closures on Friday, Saturday, or Sunday during dates specified by SCDOT. Generally these dates are every weekend from Easter weekend through Labor Day. Also included are Mondays following Easter, Memorial Day, and Labor Day. The July 4th holiday restrictions vary but are generally July 3rd – 8th. The exact dates are usually provided to us by SCDOT in March of each year.

SPECIFICATIONS continued

All work shall be performed with no interference to any public or private event(s) taking place at or near the specified locations.

All persons employed by the Contractor shall be "in uniform" when performing work for the City. Uniforms shall consist of clothing that provides easy recognition of the company performing the work and enables quick recognition that the individuals are there to perform grounds and landscape maintenance. Shirts and shoes must be worn at all times while performing work for the City.

The Contractor shall be totally responsible for the safety of the job site during maintenance activities and all associated hazards/liabilities of the work to be performed. Sound safety practices must be adhered to.

All buildings, utilities, improvements, equipment, vehicles, etc. must be protected at all times. The Contractor shall take proper measures to protect adjacent or adjoining property that might be injured or damaged by any process of the work to be done. In case of injury or damage due to negligence on the part of the Contractor, the Contractor shall at the Contractor's expense and to the satisfaction of the City, restore the injured or damaged property to a condition similar or equal to that existing before such injury or damage was done.

PRE-COMMENCEMENT MEETING

A pre-commencement meeting between the successful Contractor and the City of Myrtle Beach Parks Superintendent, or his authorized designee, will be mandatory to ensure that the Contractor fully understands all aspects of the work entailed and understands exactly what locations and areas fall within the Contractor's responsibility.

Upon award of the contract, it shall be the responsibility of the successful Contractor to immediately contact and schedule a pre-commencement meeting with the Parks Superintendent or his authorized designee for each location specified below.

LOCATIONS (maps to be provided)

- Hwy 17 Bypass. The entire Right-of-Way from the Hwy 17 Bypass/Hwy 17 Business split near the Dunes Club (including the interchange), and heading south to the Hwy 17 Bypass/Hwy 501 intersection (including the interchange), and heading south to the Hwy 17 Bypass/Hwy 707 intersection (not including the interchange, stopping point to be the line defining the area where new/old asphalt meet. (Approximately past side road named Malibu Lane).
- Grissom Parkway. The entire Right-of-Way from the Grissom Parkway/Hwy 501 intersection to the Grissom Parkway/Harrelson Blvd intersection.
- Harrelson Blvd. The entire Right-of-Way from the Harrelson Blvd/Hwy 17 Business intersection to the Harrelson Blvd/Hwy 17 Bypass intersection.
- **PLEASE NOTE:** that GDMB/L-Star Development have a beautification project IS NOT included in this contract. The area listed is the Project area that generally begins at the Grissom Parkway overpass and ending generally at the interchange of US-17Bypass and US-17 North Kings Hwy. The distance of 15,945 feet or 3.2 miles of the Bypass.
- The North Welcome to Myrtle Beach Sign Area (ROW) is included in this contract.

SPECIFICATIONS continued

WORK REQUIREMENTS

For the purpose of this proposal, areas to be maintained shall be defined as follows:

All turf areas, walkways, sidewalks, and curbing, and other areas as specified.

I. MOWING, TRIMMING, EDGING, AND WEED CONTROL

1. All turf areas at all locations shall be mowed once per week from Feb 15th through November 15th. From November 16th through February 14th, all turf areas shall be mowed every other week.
 - a. All turf shall be mowed at the proper height for the species being maintained, but generally 2"- 3".
 - b. All grass clippings should not be intentionally directed into any street, parking lot, or sidewalk whether public or private. Any grass clippings that do unintentionally wind up in these areas must be removed in a timely manner, as in a few hours.
 - c. In conjunction with the mowing schedule, trash, litter, debris and other foreign objects must be removed from all areas to be mowed prior to mowing. Mowing over trash, litter, debris and other foreign objects will be considered unacceptable. Also contractor must remove any trash, litter, debris and other foreign objects that may be in shrubs beds contained in the turf areas to be covered by this contract.
2. Trimming, In conjunction with the mowing schedule, all turf areas shall be trimmed with a string trimmer as needed around obstacles, plants/plant beds, shrubs/shrub beds, trees, walkways, sidewalks, curbing, guard rails, traffic signs, concrete medians, and other paved surfaces and obstacles as may apply. On Hwy 17 Bypass herbicide treatments may be substituted for trimming where approved by the City and when applied as prescribed by the City and SCDOT regulations.
3. Edging, by use of a vertical blade edger, of all plant and shrub beds, walkways, sidewalks, curbing, other paved surfaces including parking areas, shall be performed a minimum of once per month April thru October, however, a clear line of distinction must be maintained throughout the year which may require that edging be performed more frequently throughout the year. On Hwy 17 Bypass herbicide treatments may be substituted for edging where approved by the City and when applied as prescribed by the City and SCDOT regulations.

II. PESTICIDES

Pesticide applications are not required under this contract. However if the contractor desires to use herbicides to assist with edging, trimming or mowing turf areas, he may do so under the following terms.

It shall be the responsibility of the Contractor to ensure that all pesticides used are appropriately labeled for the applicable species of grass, plant material, shrubs, trees and/or targeted pest(s) and, unless specified otherwise, are applied seasonally at the appropriate time(s) and at the manufacturer's recommended rate(s).

SPECIFICATIONS continued

It shall be the responsibility of the contractor to see that any pesticides applied to Hwy 17 Bypass also conform to SCDOT regulations for vegetative management.

Petroleum based products **are not** acceptable and must not be used.

All pesticide applications shall be performed by a certified pesticide applicator or under the direct supervision of a certified pesticide applicator commercially licensed to perform pesticide applications in the state of South Carolina.

III. Trees and Shrubs

Maintenance of trees and shrubs is not required under this contract. However:

1. The contractor must perform required duties in a manner as to not damage trees, shrubs, and other plant material, with mowing, trimming, edging, and vehicular equipment, or in any other manner. The contractor shall not blow grass clippings into any mulched areas. Mulching around trees must not be disturbed.
2. Any damages to trees, shrubs, and other plant material, or mulched areas must be repaired immediately. If there are damages or death to shrubs, trees, and other plant materials due to negligence on the part of the Contractor in the performance of assigned duties, the Contractor will be required to replace shrubs, trees, and other plant materials at the Contractor's expense. The Parks Superintendent (or his designee) will have the final say in what must be replaced due to damages or death caused by contractor.
3. Should the contractor find shrubs or tree limbs that interfere with the movement of mowing equipment used in the performance of this contract, the contractor shall contact the Parks Division representative before any limbs are removed. The City shall have final say in the pruning of shrubs and trees.

IV. IRRIGATION

Maintenance of irrigation systems is not required under this contract. However:

- a. The contractor must perform required duties in a manner as to not damage any part of any irrigation systems, with mowing, trimming, edging, and vehicular equipment, or in any other manner.
- b. Any damages to any part of any irrigation system must be repaired immediately. If there are damages or any part of any irrigation system due to negligence on the part of the Contractor in the performance of assigned duties, the Contractor will be required to replace any part of any irrigation system at the Contractor's expense. The Parks Superintendent (or his designee) will have final say in what must be replaced due to damages caused by contractor.

V. CLEAN UP, LITTER CONTROL AND WASTE DISPOSAL

1. All turf areas shall be maintained in a neat and well-groomed manner by removing accumulated

SPECIFICATIONS continued

grass clippings, leaves, broken branches, limbs, trash, litter, debris and other foreign objects in conjunction with the mowing schedule.

2. All walkways, sidewalks, curbing and other paved surfaces including parking areas adjacent to turf areas shall be swept or blown clean immediately following each mowing, trimming, edging or other maintenance operation.
3. All yard waste, trash, litter, debris and other foreign objects shall be picked up and removed from all grounds a minimum of once per week YEAR ROUND. Litter, trash, and debris removal is required every week regardless of the mowing schedule.
4. The Contractor shall be responsible for the removal and proper disposal of all waste, including but not limited to, yard waste, trash, litter and debris immediately upon completion of each maintenance operation and shall be responsible for all costs/fees associated with the disposal.

VI. Signage, Traffic Control, and Lane Closures

The Contractor shall be required at all times to follow the SCDOT guidelines for Work Zone Traffic Control as outlined in the Section 7 of the SCDOT Vegetative Management Guidelines dated July 3, 2012.

In general these guidelines require but are not limited to:

- a. 48" by 48" Mowing signs be posted at specific intervals throughout the work zone, and that they be in place at the start of the work day and removed at the end of the work day.
- b. Mowing equipment and vehicles must have working flashing warning lights, slow moving vehicle signs, and visible flags.

The full version of these guidelines may be found at:

<http://www.scdot.org/doing/technicalpdfs/engineering/edm29.pdf>

In addition, the City requires no vehicles and equipment used in the performance of this contract be parked on private property, and any vehicle/equipment be removed from the public ROW at the end of each day.

Lane Closures. In the event lane closures are required, strict adherence to the guidelines as required by the Federal Highway Administration, Manual on Uniform Traffic Control Devices, 2009, must be followed. That document can be found at: <http://mutcd.fhwa.dot.gov/>

VII. MONTHLY CONTRACTOR REPORT

The Contractor will be required to submit to the City Parks Division a monthly contractor report for each specified location and the monthly report must be submitted with the monthly invoice.

For each specified location, the report shall include:

1. An overall observation of the property and a list of all maintenance procedures performed during the month and at what frequency each procedure was performed.

SPECIFICATIONS continued

that submitted proposals or waive minor irregularities, technicalities or informalities in submitted proposals. The City also reserves the right to cancel in part or in its entirety this proposal if it is deemed to be in the best interest of the City to do so. Neither the City nor any person acting as an agent for the City will be obligated in any way by a proposer's response to this proposal.

CONTRACT AWARD

Proposals will be examined promptly and award will be made at the earliest possible date. Award shall be made to the responsible proposer meeting the proposal requirements and having the lowest possible cost consistent with the quality and services needed for the performance of the work. The following criteria and percentages will be used in making this determination:

- Education and qualifications of officers employed by your company for the type of work required in this proposal – 25%
- Past experience with similar or like services provided by the proposer, including ability to perform large scale landscape services if required – 25%
- Possession of required licenses – 25%
- Cost – 25%

TERM OF CONTRACT

The term of the contract shall be for a period of one (1) years effective upon notification of award with an option to renew for four (4) additional one (1) year periods.

Award will be based solely on the original term of the contract. Upon successful completion of the original contract term, renewal of the contract may be considered provided both parties agree, the terms and conditions remain the same and renewal is in the best interest of the City. Should the contract be renewed, the renewal shall be documented by contract and/or purchase order.

CONTRACT PRICE

The contract price shall be the annual cost to provide grounds and landscape maintenance services for each specified location, however, the contract price will be divided into twelve (12) equal monthly payments for each location and the City shall pay the successful Contractor a monthly payment for services rendered.

PRICE INCREASES

Contract prices shall remain firm for the entire term of the contract. If needed, price increases may be considered at the beginning of the contract renewal period, should the contract be renewed, however, the price increases may not exceed the percentage of price increase established as a result of this proposal.

CHANGES IN SERVICES

The City shall have the right to order additions to, deletions from or corrections, alterations and modifications to the contract.

SPECIFICATIONS continued

Changes involving an increase or decrease in the work to be performed, cost of the work, time permitted for the work or inconsistencies with the proposal specifications shall be authorized when mutually agreed upon by the City and the Contractor. Such changes shall in no way affect, vitiate or make void the contract or any part thereof, except that which is necessarily affected by such changes.

In any case of neglect or refusal by the Contractor to perform any extra work which may be authorized by the City or to make satisfactory progress in the execution of the same, the City may employ any person or persons to perform such work and the Contractor shall in no way interfere with the person or persons so employed.

LICENSES, REGISTRATIONS, CERTIFICATIONS, PERMITS, FEES AND TAXES

City of Myrtle Beach Business License

Upon award of the contract, the successful Contractor shall have or must obtain a valid and current City of Myrtle Beach Business License prior to conducting any work under the contract and the business license must be kept valid and current during the entire term of the contract. For questions regarding a business license, please contact the City of Myrtle Beach Business License Division at 843-918-1200.

South Carolina Commercial Pesticide Applicator License

The successful Contractor must have in its employ a licensed commercial pesticide applicator capable of performing all pesticide services required under this contract. **The applicator must be licensed in the State of South Carolina and a copy of a valid and current license for the applicator must be included with the proposal submitted.**

Additional Licenses, Registrations, Certifications and Permits

The Contractor shall be responsible for securing and keeping valid and current at all times during the term of this contract, any other applicable license and all applicable registrations, certifications and/or permits required to perform the specified work.

All Licenses, Registrations, Certifications, Permits and Applicable Fees and Taxes

The Contractor shall bear the cost of securing all required licenses, registrations, certifications and permits and for the payment of any applicable fees and/or taxes required to perform the work required under this contract.

No license, registration, certification or permit shall be applied for in the name of, or on behalf of, the City of Myrtle Beach.

After award, if any applicable contractor license, registration, certification or permit is suspended or revoked, notice must be given to the City within one (1) working day.

SPECIFICATIONS continued

The City reserves the right to, at any time during the term of the contract, request copies of all applicable licenses, registrations, certifications, permits and/or receipts or other suitable documentation showing fees and taxes paid.

TREE PROTECTION ORDINANCE

Work, as applicable, under this contract shall be performed in compliance with City of Myrtle Beach Zoning Ordinance Article 9, Section 903, Tree Protection and ANSI A300 Pruning Standard, current edition.

The Contractor must have on file with the City of Myrtle Beach Business License Division a current "Affidavit for Tree Protection Ordinance" form or must submit a signed affidavit when applying for a business license stating that the Contractor has received and read City of Myrtle Beach Tree Protection Ordinance Section 903 and Solid Waste Disposal letter, dated October 16, 2009.

STATUTES, REGULATIONS, STANDARDS, CODES AND ORDINANCES

In addition to those referenced elsewhere in these proposal documents, the Contractor shall comply with all other applicable federal, state, county, municipal and local statutes, regulations, standards, codes and ordinances at all times while performing the work required under this contract. The latest edition(s) or, when applicable, edition(s) as adopted by the local authority having jurisdiction shall apply.

No plea of ignorance on the part of the Contractor shall, in any way, relieve the Contractor from responsibility for compliance with said statutes, regulations, standards, codes and ordinances.

MATERIAL SAFTY DATA SHEETS (MSDS)

The Contractor must acquire and maintain up-to-date Material Safety Data Sheets (MSDS) for all chemical products used by the Contractor in performing the work required under this contract. The City shall have the right to, at any time during the term of the contract, request and receive copies of any, or all, applicable MSDS sheets. Requested MSDS sheets shall be provided at no charge to the City. The City reserves the right to reject any product it feels could be harmful to persons or property.

DRUG FREE WORKPLACE

The Contractor shall maintain a drug free workplace throughout the entire term of the contract.

A "drug free workplace" means a site for the performance of work done in connection with a specific contract of an entity at which employees of the entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

SUPERVISION BY CONTRACTOR

The Contractor shall be solely responsible for the means, methods, techniques, sequences, safety program and procedures used to perform the required work. The Contractor shall personally supervise and direct all work or shall employ and maintain at each work site, a qualified and experienced supervisor or crew leader to supervise and direct all work and who shall have full authority to act on behalf of the Contractor

SPECIFICATIONS continued

and all communications given to the supervisor/crew leader by an authorized City representative shall be as binding as if given to the Contractor.

PAYMENT OF FINES AND PENALTIES

The Contractor shall pay all fines and/or penalties assessed the City by any law organization or entity having jurisdiction for the Contractor's violations of applicable statutes, regulations, standards, codes, ordinances and/or orders arising in connection with the Contractor's performance of work under the contract.

TERMINATION FOR CONVENIENCE

For convenience, either party shall have the right to terminate the contract by providing written notice to the other party a minimum of thirty (30) days prior to the proposed termination date.

QUALIFICATION OF PROPOSER

(All answers should be typed or printed)

Name of Proposer: _____

Date: _____

Submitted By: _____

Mailing Address: _____

How long in present business: _____

Names of officers, members or owners of concern, partnership, etc. plus years of experience in this field:

President _____

Vice President _____

Secretary _____

Treasurer _____

Owners or Partners _____

Dun & Bradstreet rating if available _____

How many years has your company been in business? _____

How long established in the state of South Carolina? _____

Approximately how many hourly employees do you plan to employ on a regular basis for this contract? _____

How many salaried supervisory employees do you plan to employ on a regular basis for the contract? _____

QUALIFICATION OF PROPOSER continued

Attach Business Card Here:

I certify that the information supplied herein (including all pages attached) is correct and that neither the proposer nor any person (or concern) in any connection with the proposer as a principal or officer, so far as is known is now barred or otherwise declared ineligible by any public agency from applying for furnishing materials, supplies or services to any agency thereof.

Signature of person authorized to sign this qualification document:

Name and title of person signing (Please type or print):

ADDITIONAL TERMS AND CONDITIONS

Include with your proposal at least two (2) references of similar work performed by your company. Telephone number and person to contact must be included for proposal consideration.

- a) _____

- b) _____

Include with your proposal any written warranties that apply.

Insurance Requirements are attached. Work cannot begin until a valid Certificate is provided meeting all requirements. A Performance and Payment Bond in the amount of 100% of the contract price will be required. The Certificate of Insurance and the Performance and Payment Bonds must be provided on the attached forms by the successful proposer after notification of intent to award.

List any exceptions to specifications:

5. Proof of a current City Business License will be required prior to commencement of work. For information contact the Business License Office at (843) 918-1200.

**City of Myrtle Beach
INSURANCE REQUIREMENTS**

PUBLIC LIABILITY AND PROPERTY DAMAGE

The Contractor shall purchase and thereafter maintain for the term of this agreement, and any subsequent extensions hereto, public liability insurance to protect Contractor from claims for bodily injury and/or property damage which may result from Contractor's performance of this agreement. The policy shall provide a combined single limit of liability of \$1,000,000 per occurrence for bodily injury and property damage with an aggregated limit of not less than \$1,000,000.

AUTOMOBILE LIABILITY

The Contractor shall purchase and thereafter maintain for the term of this agreement and any subsequent extensions hereto, comprehensive automobile liability insurance to protect the Contractor from claims for bodily injury and property damage which may arise from Contractor's use of motor vehicles in the performance of this agreement. The policy shall provide for a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.

WORKERS' COMPENSATION INSURANCE

Prior to beginning the work, the Contractor shall take out full compensation insurance for all persons which may be employed directly or indirectly in the performance of this agreement, coverage is to apply to all employees for statutory limits in compliance with the applicable state and federal laws. The policy must provide Employers Liability coverage in the amount of \$500,000 each accident; \$500,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit and shall be maintained in full force and effect during the term and any subsequent extensions hereto.

EXCESS LIABILITY POLICY

At the option of the Contractor, the limits of the primary general liability, automobile liability and employer's liability policies may be less than stipulated herein, with an excess policy providing the additional limits needed. This form of coverage must be approved by the City and will only be acceptable when both the primary and excess policies include the coverage and endorsements required herein.

POLICY ENDORSEMENTS

The following requirements shall apply to the policy(s) indicated below:

General Liability and Automobile Liability

It is understood and agreed that the City of Myrtle Beach, its officials, agents and employees are recognized as additional insured under the policy and, as such, will be provided thirty (30) days written notice by mail of non-renewal, exhaustion of aggregate limit, modification of coverage or cancellation for any reason, and the company hereby agrees to provide such notice. Failure of the company to provide the required notice shall cause the coverage to continue in force for the benefit of the City, its officials, agents and employees until proper notification, as required herein, is provided, the provisions of the policy or any Certificate of Insurance to the contrary notwithstanding.

Workers' Compensation

The cancellation provision is hereby amended to provide that the City of Myrtle Beach will be provided thirty (30) days written notice via mail in the event of coverage cancellation.

INSURANCE REQUIREMENTS continued

NOTIFICATION OF INSURANCE COMPANIES

It is the responsibility of the Contractor to notify all insurance companies to familiarize themselves with all the terms and conditions of this agreement. The insurance companies shall waive their right of notification by the City of any change or modification of this contract, or of decreased or increased work, or of the cancellation of this agreement or of any other acts by the City or its authorized employees or agents under the terms of this agreement. The waiver by the insurance companies shall in no way relieve them of their obligations under this agreement.

CERTIFICATES OF INSURANCE

Contractor shall file with the City a Certificate of Insurance, which shall be approved by the City prior to the inception of any work. Renewal certificates shall be sent to the City thirty (30) days prior to any expiration date.

INSURER LICENSING AND RATING

All insurance companies providing coverage to the City, shall be licensed to do business in the State and have an A.M. Best rating of "A-" or better.

INSURANCE COVERAGE ADJUSTMENTS

In response to changing circumstance of loss exposures, the City reserves the right to modify the insurance coverage, limits of liability, policy endorsements and policy terms required in this contract. The City will provide written notice to the Contractor, which outlines such changes and allow Contractor a reasonable period of time in which to comply with the new requirements. However, in no event shall Contractor compliance period be longer than thirty (30) days.

COVERAGE CANCELLATION OR UNSATISFACTORY COVERAGE

If at any time any of the foregoing policies shall be or become unsatisfactory to the City, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the City, the Contractor shall, upon notice to that effect from the City, promptly obtain a new policy and submit the same for approval to the City. Upon failure of the Contractor to furnish, deliver and maintain the insurance coverage's required herein, this agreement, at the sole discretion of the City, may be forthwith declared suspended, discontinued or terminated. Failure of the Contractor to take out and/or maintain any required insurance shall not relieve the Contractor from any liability under this agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Contractor concerning indemnification.

HOLD HARMLESS

Contractor agrees to protect, defend, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, cost, charges, professional fees or other expenses and liabilities of every kind and character arising out of, or relating to, any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind in connection with or arising out of this agreement, and/or the performance hereof, that are due to the negligence of the Contractor, its officers, employees or agents. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

INSURANCE REQUIREMENTS continued

SAMPLE

| CERTIFICATE OF INSURANCE | | | | | CERTIFICATE NUMBER | |
|--|--|---|----------------------------------|-----------------------------------|---|---|
| PRODUCER Insurance Agent Name 4000 Insurance Pkwy Anytown, USA 99999 | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN. | | | | |
| COMPANIES AFFORDING COVERAGE | | | | | | |
| INSURED Bidding Firm's Name 1000 Any Street Anytown, USA 99999 | | COMPANY A ABC INSURANCE COMPANY COMPANY B COMPANY C COMPANY D | | | | |
| COVERAGES-THIS CERTIFICATE SUPERCEDES AND REPLACES ANY PREVIOUSLY ISSUED CERTIFICATE FOR THE POLICY NOTED BELOW | | | | | | |
| This is to certify that policies of insurance described herein have been issued to the insured named herein for the policy indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Aggregate limits shown may have been reduced by paid claims. | | | | | | |
| CO LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
| A | General Liability <input checked="" type="checkbox"/> Commercial General Liability _ Claims Made <input checked="" type="checkbox"/> Occur _ Owners & Contractor's Prot | XYZ1234 | 00/00/00 | 00/00/00 | General Aggregate Products-Comp/Op Agg Personal & Adv Injury Each Occurrence Fire Damage (any 1 fire) | \$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000 \$ 50,000 |
| A | Automobile Liability <input checked="" type="checkbox"/> Any Auto _ All Owned Autos _ Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos | XYZ1234 | 00/00/00 | 00/00/00 | Combined Single Limit Bodily Injury (Per person) Bodily Injury (Per accident) Property Damage | \$ 1,000,000 \$ \$ \$ |
| | Garage Liability _ Any Auto | | 00/00/00 | 00/00/00 | Auto Only-Ea Accident Other than auto only: Each Accident Aggregate | \$ \$ \$ |
| | Excess Liability _ Umbrella Form _ Other than Umbrella Form | | 00/00/00 | 00/00/00 | Each Occurrence Aggregate | \$ \$ |
| A | Workers Compensation (and Employer's Liability) The Proprietor/Partners Executive Officers Are: <input checked="" type="checkbox"/> Inc _ Excl Other | XYZ1234 | 00/00/00 | 00/00/00 | <input checked="" type="checkbox"/> WC Statutory Limits _ Other EL Each Accident EL Disease-Policy Ltd EL Disease-Ea Employee | \$ 500,000 \$ 500,000 \$ 500,000 |
| Description of Operations/Locations/Vehicles/Special Items: City of Myrtle Beach is named as additional insured with respect to General and Automobile Liability | | | | | | |
| CERTIFICATE HOLDER | | CANCELLATION | | | | |
| City of Myrtle Beach Attn: Purchasing Division Drawer 2468 Myrtle Beach, SC 29578-2468 | | Should any of the policies described herein be cancelled before the expiration date thereof, the insurer affording coverage will endeavor to mail 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer affording coverage, its agents or representatives, or the issuer of this certificate. | | | | |
| INSURANCE AGENT SIGNATURE | | | | | | |

CONTRACT PRICES OFFERED

Contract prices offered shall be the annual cost to provide grounds and landscape maintenance services for each specified location.

All applicable costs including, but not limited to, materials, supplies, tools, equipment, labor, supervision, transportation, licenses, taxes and fees shall be included in the contract prices offered. No additional costs of any kind will be allowed.

| <u>ITEM NO.</u> | <u>LOCATION</u> | <u>ANNUAL CONTRACT PRICE</u> |
|---------------------|---------------------|--------------------------------------|
| 1. | Hwy 17 Bypass | \$ _____ |
| 2. | Harrelson Boulevard | \$ _____ |
| 3. | Grissom Parkway | \$ _____ |

Total Bid Price (Items 1 – 3): \$ _____

Please provide below a not-to-exceed percentage of price increase to be considered, if needed, should the contract be renewed for an additional term: _____% (Applied to original contract price)

AUTHORIZED SIGNATURE: _____

COMPANY NAME: _____

PROPOSAL SIGNATURE DOCUMENT

Proposal Number: 19-R0002

The undersigned, as offeror, declare that we have examined all proposal documents contained herein and will contract, thereon, with the City of Myrtle Beach (hereinafter referred to as the "City") to do everything necessary for the fulfillment of this contract. We agree any addenda received are part of the proposal documents. (If no addenda has been received, please place a zero in the space provided.)

In addition, we propose to furnish the following services in strict conformance to the proposal specifications and proposal invitation issued by the City of Myrtle Beach for this proposal. Any exceptions are clearly noted as required.

We understand that any false statements made to meet any requirements may result in contract cancellation or initiation of action under Federal or State laws or both.

Offeror-Company Name _____ Addenda Numbers Received _____

City Business License Number _____ Telephone Number _____

Authorized Signature _____ Fax Number _____

Printed Name _____ Email _____

South Carolina Sales Tax Registration No.: _____

If SC Sales Tax No. not supplied, please state reason: _____

Federal Tax ID No. (FEIN): _____

Mailing Address _____ Date _____

City, State, Zip _____

Total Proposal Price: \$ _____

Remittance Address (If different from mailing address)

**(Price includes materials, labor,
equipment, licenses, taxes and fees
applicable)**

City, State, Zip



First in Service

CITY OF MYRTLE BEACH

LOCAL VENDOR PREFERENCE

TO QUALIFY FOR LOCAL PREFERENCE
FORM MUST BE SUBMITTED WITH BID

APPLICATION OF ELIGIBILITY TO QUALIFY FOR LOCAL VENDOR PREFERENCE WITHIN THE DEFINED BOUNDARIES: MYRTLE BEACH CITY LIMITS, HORRY COUNTY, NESAs AREA (NESAs area is comprised of Horry, Georgetown, Williamsburg, Florence, Marion, Darlington, Dillon, Chesterfield, and Marlboro Counties).

City of Myrtle Beach Business License: (To qualify for Local Vendor Preference vendor must have had a City of Myrtle Beach Business License a minimum of ninety (90) days prior to the request for bid/ proposal being made public)

City of MB Business License Number: _____
***NOT Horry County License Number**

Date issued: _____

Complete all areas below. Incomplete forms may be rejected.

1. LEGAL NAME OF BUSINESS: _____

Mailing Address: _____

Physical Address: _____

(To qualify vendor must have maintained a physical address and office as a principal place of business within the defined boundaries of the category sought for at least one (1) year, and during that time have had a majority of full-time employees, chief officers and managers regularly conducting work and business from this office.)

2. Year business was established in the City of Myrtle Beach / Horry County / NESAs area:

Year: _____

County: _____
(Name of County)

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local preference shall be prohibited from bidding on City of Myrtle Beach products and services for a period of one (1) year.

Authorized Signature: _____

Date: _____

Printed Name & Title: _____

Phone: _____

LOCAL VENDOR PREFERENCE continued

| Bid Amount | Within City Limits | Within Horry County | Within NESAs Area |
|--------------------------|---|---|---|
| Up to \$5000.00 | 5% of Bid | 4% of Bid | 3% of Bid |
| \$5001.00 to \$10,000.00 | \$250.00 plus 4% of amount between \$5001.00 and \$10,000.00 | \$200.00 plus 3% of amount between \$5001.00 and \$10,000.00 | \$150.00 plus 2% of amount between \$5001.00 and \$10,000.00 |
| \$10,001.00 and up | \$450.00 plus 3% of amount above \$10,000.00 with the maximum being \$2000.00, including the \$450.00 | \$400.00 plus 2% of amount above \$10,000.00 with the maximum being \$1800.00, including the \$400.00 | \$300.00 plus 1% of amount above \$10,000.00 with the maximum being \$1600.00, including the \$300.00 |

If company/individual performs services on City property a Certificate of Insurance **must be** provided prior to commencement of work meeting requirements of the City.

The vendor must submit a copy of their Local Vendor Preference Certificate with their bid.

An eligible business shall maintain such status throughout the term of any contract with the City. Failure to maintain such status or to keep current on all fees and taxes owed the City shall be grounds to terminate the contract.

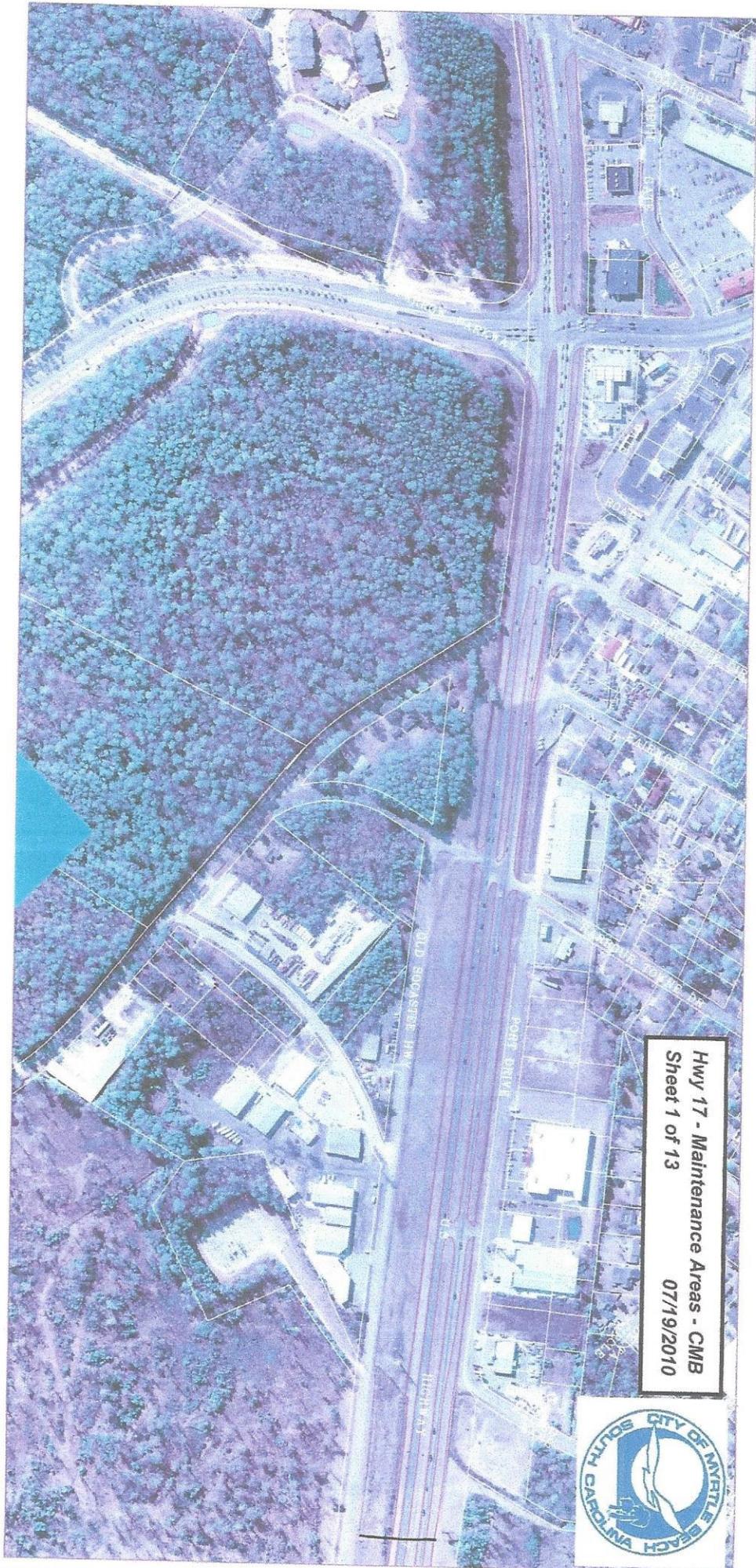


Legend
 CITY LIMITS

* new/old asphalt meet

* 

Highway 17 Bypass



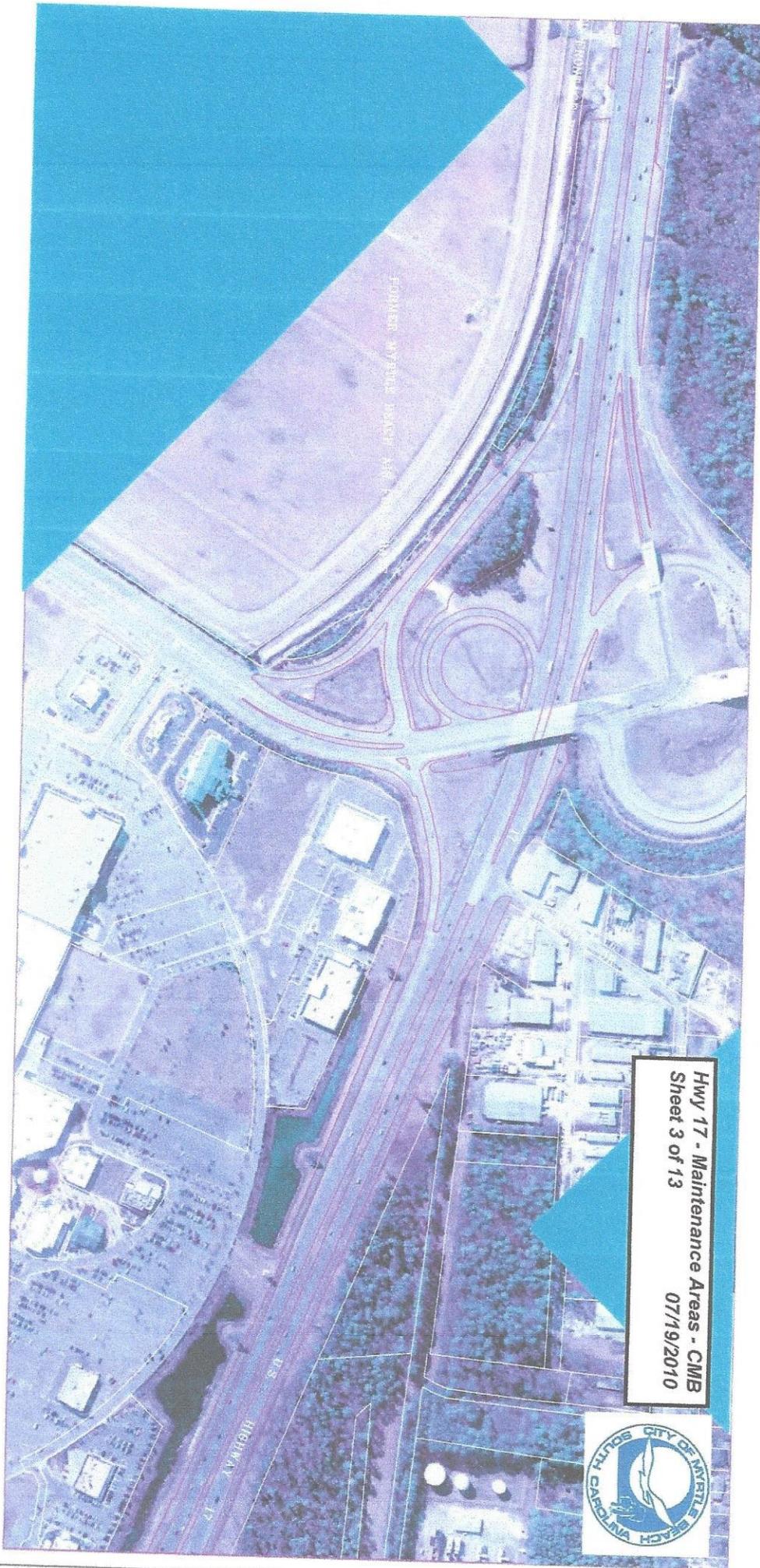
Hwy 17 - Maintenance Areas - CMB
Sheet 1 of 13
07/19/2010





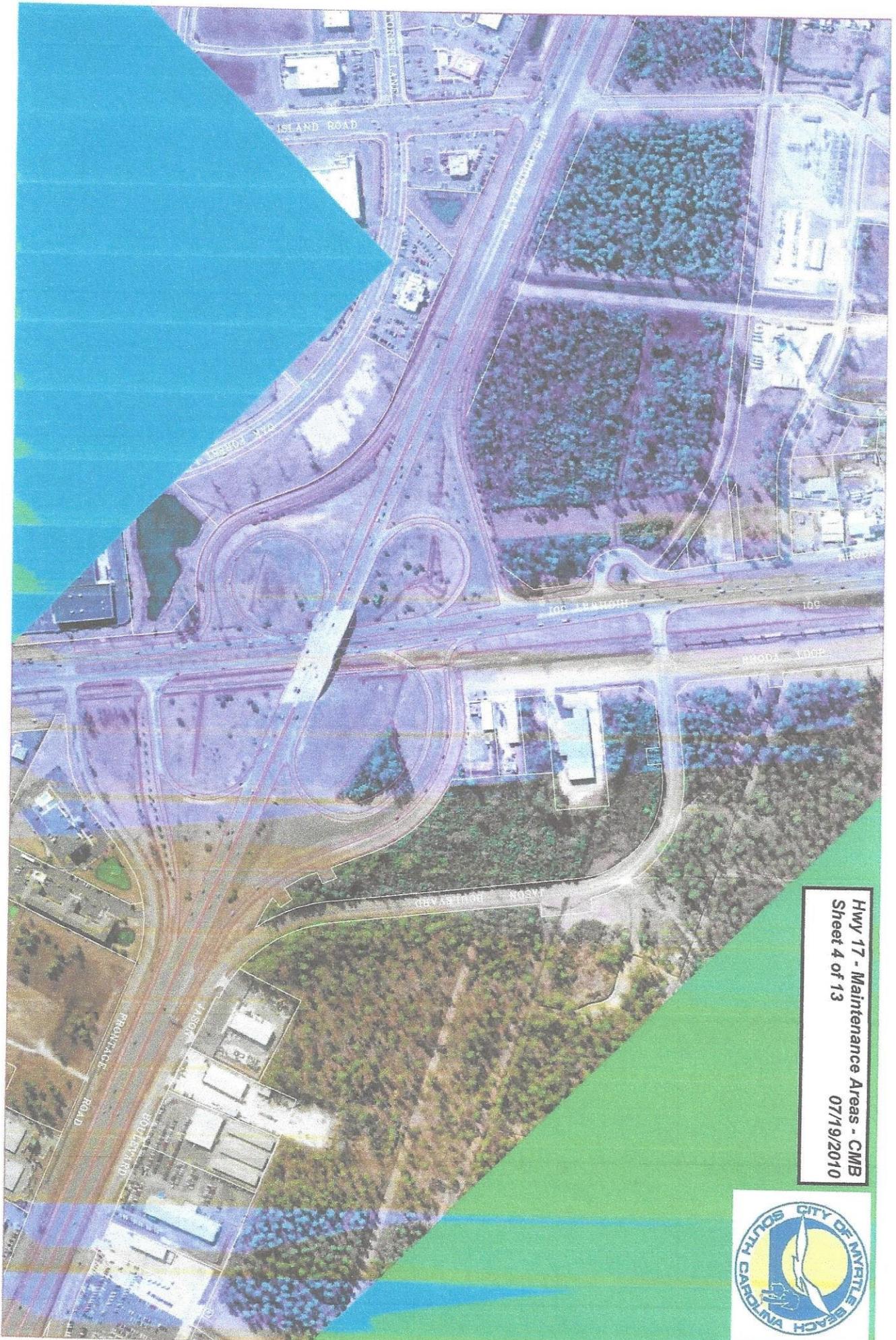
Hwy 17 - Maintenance Areas - CMB
Sheet 2 of 13 07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 3 of 13
07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 4 of 13
07/19/2010





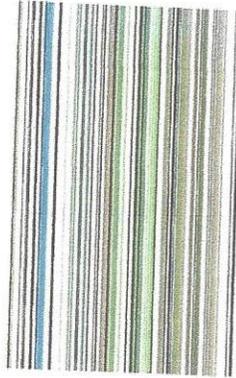
Hwy 17 - Maintenance Areas - CMB
Sheet 5 of 13
07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 8 of 13
07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 9 of 13
07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 10 of 13 07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 11 of 13
07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 12 of 13
07/19/2010





Hwy 17 - Maintenance Areas - CMB
Sheet 13 of 13
07/19/2010

