

# Florence County Procurement Office

Florence County Complex  
180 North Irby Street, MSC-R, Room B-5 Florence,  
SC 29501  
(843) 665-3018

*June 17, 2022*

## **Request for Quote**

E-Mail or Fax Quote to:

Email: [nwilkins@florenceco.org](mailto:nwilkins@florenceco.org), Fax No: 843-664-9668

**PLEASE E-MAIL OR FAX YOUR RESPONSE BY: July 7, 2020 by 3:00 PM**

### **PROJECT DESCRIPTION:**

Florence County is accepting quotes from qualified vendor to provide weekly visits, year round, for mowing and blowing off of sidewalks and parking lots only, at the following site: Lake City Public Library located @ 221 E. Main St., Lake City, SC 29560.

### **SCOPE OF WORK/SERVICE:**

- Lawn mowing to be done on routine day of the week (ie. Every Monday). Library will maintain automatic irrigation. Contractor will be responsible for the cost of replacing any irrigation equipment damaged by contractor's staff.
- Blowing off of sidewalks and parking lots.
- Collection of trash from blowing and mowing to be collected and removed from property during each visit.
- Trimming of trees and shrubs as needed.
- Contractor will communicate regularly with library staff, including notifying location contacts when weekly services is completed. Any changes to scheduled work must be approved in advance by the Library Director or Designated Contact.

### **SITE VISIT:**

- A site visit is highly encouraged but not mandatory. Contact Lake City Library Manager: Michael Cooper, 843-394-8071, [mcooper@florencelibrary.org](mailto:mcooper@florencelibrary.org)

### **VENDOR QUALIFICATIONS:**

To be acceptable to the owner, the vendor must be skilled and/or licensed, if applicable, in the class of work on which they respond, and no quote will be considered from any vendor who is unable to show that he has actually performed considerable work of similar character to that on which he is quoting.

**INSURANCE REQUIREMENTS:**

Upon award of the purchase order, the successful vendor shall maintain, throughout the performance of its obligations a policy of worker's compensation insurance with such limits as may be required by SC law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, destruction of, property arising out of, or based upon, any act or omission of the bidder or any of its subcontractors of their respective officers, directors employees or agents. Such liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. Florence County must be listed as additional insured. The certificate must allow a minimum of a 30 day written notice of cancellation. Bidder shall provide a Certificate of Insurance to the Florence County Procurement offices prior to start of work.

Lawn mowing (per week) \$ \_\_\_\_\_

Blowing off of sidewalks and parking lots (per week) \$ \_\_\_\_\_

Collection and removal of trash from blowing and mowing (per week) \$ \_\_\_\_\_

Trimming of trees and shrubs (as needed) \$ \_\_\_\_\_

A quote tab will be generated and sent to all vendors who submit a quote.

COMPANY NAME \_\_\_\_\_

COMPANY REP. (printed) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE & FAX #'S \_\_\_\_\_

EMAIL: \_\_\_\_\_

LICENSE/CERTIFICATION NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ **Page 2 of 2**