



The Town of Summerville  
200 S. Main Street  
Summerville, South Carolina 29483  
843-851-4215  
[KCollins@summervillesc.gov](mailto:KCollins@summervillesc.gov)

|   |   |
|---|---|
| <b>Bid Number:</b> N/A  | <b>Bids will be received until:</b> May 1, 2020, 5:00p.m. |
| <b>(ONLINE SUBMISSION ONLY)</b>   |   |
| <b>Bid Title:</b> Landscape Services for the I-26 199 Interchange   |   |
| <b>Mailing Date:</b> N/A  | <b>Direct Inquiries to:</b> Krista Collins                |
| <b>Vendor Name:</b>   | <b>FEIN/SS#:</b>  |
| <b>Vendor Address:</b>  | <b>State Contractor #:</b>                                |
| <b>City – State – Zip:</b>  |   |
| <b>Telephone Number:</b>  | <b>Fax Number:</b>  |
| <b>Minority or Women Owned Business:</b><br>Are you a certified Minority or Women-Owned business in the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If so, please provide a copy of your certificate with your response.   |   |
| <b>Authorized Signature:</b> _____  | <b>Title:</b> _____                                       |
| <b>Date:</b> _____  |   |
| I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. <b>This signed page must be included with bid submission.</b> |   |

## Invitation to Bid

### Landscape Maintenance Services for the I-26 199 Interchange in the Town of Summerville

The Town of Summerville (hereinafter referred to as “Town”) is seeking sealed bids for landscape maintenance services in accordance with the schedule of maintenance services included in this solicitation package for the I-26 199 Interchange located in the Town of Summerville, South Carolina 29483. The work included consists of furnishing all labor, tools, materials and equipment and services necessary. The contract period will be for one (1) calendar year effective June 1, 2020 and is subject to renew at contract year’s end for two additional periods of one (1) year each, renewed annually.

Bid packages will be available beginning Monday, April 13 on the Town website ([www.summervillesc.gov](http://www.summervillesc.gov)) under the Business>Bids&RFPS>Bid Opportunities menu. Bids are due by **5:00PM Friday May 1, 2020. Due to the impacts of COVID 19 virus all bids must be submitted electronically through Vendor Registry, instructions are provided at the end of this bid document. Late bids will not be accepted, NO EXCEPTIONS.**

All inquiries and questions related to this project must be submitted in writing, via email, to the Procurement Agent, Krista Collins ([KCollins@summervillesc.gov](mailto:KCollins@summervillesc.gov)) so that they can be addressed through a posted addendum. All registered bidders will receive an e-mail notification when project addendums are posted. The cut-off date for questions is **Friday April 24<sup>th</sup> at 12:00 PM** Any and all addendums issued will be posted to the Town’s website ([www.summervillesc.gov](http://www.summervillesc.gov)) and will become an official part of the bid package.

**All addendums will need to be signed and included with the submitted bid package.** Any bid packages which do not include the signed addendum(s) will be disqualified.



The Town reserves the right to reject any and all bids, to waive all formalities and to award the contract as it appears to be in the best interest of the Town. The right is also reserved to hold any and all bids for a period not exceeding ninety (90) days from the opening thereof.

This solicitation does not commit the Town to award a bid or contract, to pay any cost incurred in the preparation of the response or to procure or contract for goods or services listed herein.

The Town reserves the right to reject any and all responses, to cancel this solicitation and to waive any technicality, if deemed to be in the best interest of the Town.



**BIDDER REGISTRATION FORM**  
Landscape Services for the I-26 199 Interchange

**E-mail to:**     [KCollins@summerville.sc.gov](mailto:KCollins@summerville.sc.gov)

Bidders are required to submit this form to the Purchasing Agent, via e-mail, to become registered as a firm interested in this solicitation and to ensure receipt of any amendments to the solicitation referenced above. Please print clearly.

\_\_\_\_\_  
Company Name, as registered with the IRS

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Correspondence Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Federal Tax ID (FEIN)/SS Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
SC General Contractors License

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
E-mail

TYPE OF BUSINESS ENTITY (*check one*):

\_\_\_\_\_ Individual/Sole Proprietor

\_\_\_\_\_ Partnership

\_\_\_\_\_ Corporation

\_\_\_\_\_ Limited Liability Company

\_\_\_\_\_ Other (*please specify*): \_\_\_\_\_



## **Qualifications**

1. Contractors shall be familiar with arboricultural and horticultural industry standards and follow all SCDOT regulations.
2. Contractors shall have the appropriate contractor's license and commercial pesticide applicator license to perform the scope of work outlined in this solicitation.
3. Each bid must be secured by a bid bond from an approved bonding or insurance company, authorized to do business in the State of South Carolina, in an amount not less than ten percent (10%) of the total bid amount.

## **Bid Process**

The Town will conduct the selection of a licensed and qualified contractor and issue a contract award in the following manner:

- 1) This document will be made available to all interested bidders on the Town's website: [www.summervillesc.gov](http://www.summervillesc.gov)
- 2) Bids will be opened per the bid schedule. The bid will be awarded to the most responsive and responsible bidder.
- 3) The Town will notify all registered bidders of the winning bidder of the contract award. A complete bid sheet will also be posted to the Town's website after the bid evaluation process has been completed.

## **Schedule of Events**

The following chart outlines the schedule of events, in order of occurrence, for project milestones:

| <b>MILESTONE EVENT</b>                 | <b>DATE</b>                |
|--|----------------------------|
| 1. Bid Package Issuance                | April 13, 2020             |
| 2. Deadline for Submittal of Questions | April 24, 2020, 12:00 p.m. |
| 3. Bid Due Date                        | May 1, 2020, 5:00 p.m.     |
| 4. Bid Opening                         | May 4, 2020, 10:00 a.m.    |
| 5. Contract Award                      | May 11, 2020               |
| 6. Project Begins                      | June 1, 2020               |

The Town reserves the right to change the schedule of events, as it deems necessary. In the event of a major date change, the Town may notify known and registered participants. The Town also reserves the right to issue addenda to this "Sealed Bid" up to seven days before the bid opening date, as necessary, to clarify the Town's desire or to make corrections. The Bidder will acknowledge receipt of all addenda in their proposals.



## **Bid Submittal Instructions**

**Bidders must submit their bid electronically through Vendor Registry on or before 5:00 p.m. (EST) on Friday May 1, 2020.**

- All bids must be valid for a period of ninety (90) days following the bid opening.
- Bids must address all requirements. Partial bids will be rejected.
- All costs incurred by the bidder in preparing this bid, or costs incurred in any other manner by the bidder in responding to this bid will be the sole responsibility of the bidder. All materials and documents submitted by the bidder in response to this solicitation become the property of the Town and will not be returned to the vendor.
- Any proprietary information contained in the proposal should be so indicated.
- Bids will be considered, as specified or attached hereto, under the terms and conditions of this solicitation.
- Bids must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must approved by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
- Bidders are to include all applicable requested information and any additional information that they wish to be considered.

**ONLY ONLINE BIDS WILL BE ACCEPTED**



## **SPECIFICATIONS**

1. This project is funded by The Town of Summerville. All work shall be completed in accordance with all South Carolina Department of Transportation Standards.
2. The Contractor shall provide proof of liability insurance and Worker's Compensation Insurance with his bid submittal.
3. Unless otherwise approved by the Director of Parks & Recreation, all work shall be performed in daylight hours.
4. Where necessary, the Contractor shall erect and maintain traffic control devices (barricades, warning signs, traffic cones, etc.) in accordance with the Manual of Uniform Traffic Control Devices, latest edition.
5. The Contractor shall provide a traffic control and safety plan with his bid submittal.
6. Any contractor who has not been contracted by the Town within the past five (5) years must submit at least three (3) references. The reference information shall include a contact name and phone number, type of project completed, date project was completed and the contract amount.
7. The bidder that is awarded the contract must submit/have a Town business license before starting work.



**NOTICE OF DISCLAIMER:**

This list of provisions is being provided to each bidder to aid in his ability to give a fair and competitive bid and should not be construed as a contract or any guarantee of the award of this bid. Instead, the listed provisions are only to assist the bidder in understanding what is expected and will be required of all Contractors bidding on this job.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

**General Notes:**

- A. The Contractor shall be responsible for clean-up of all debris resulting from his work. Any debris removed from the jobsite, by the Contractor, shall be lawfully disposed of at an approved landfill site.
- B. The Contractor shall provide protection of his work.
- C. The Contractor's work shall be performed in accordance with a schedule established after the award of the project contract.
- D. The Contractor shall provide evidence of Worker's Compensation, Commercial General Liability, Owners and Contractor's Protective Liability and Automobile Liability insurances, in compliance with the Town's established limits.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date



## **GENERAL PROVISIONS/INSTRUCTIONS TO BIDDERS**

1. Bids, amendments or withdrawal requests must be received by the time advertised for bid opening to be timely filed. It is the Bidder's sole responsibility to ensure that all required bid documents are received by the Town at the time indicated in this solicitation document. Any withdrawal request received after the time of bid opening must have proper approval of the Parks & Recreation Director and Purchasing Agent.
2. Bidders must clearly mark as "**Confidential**" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina, 1976 (1986 Cum. Supp.) (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part, an explanation of how this information fits within one or more categories listed in section 30-4-40. The Town reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the Town, or its agents, for its determination in this regard.
3. By submission of a bid, the Bidder guarantees that all goods and services meet the requirements of the solicitation during the contract period.
4. The Town reserves the right to award this solicitation by line item, by lot or by total using the award method that is in the best interest of the Town, unless stated otherwise elsewhere in this solicitation.
5. All amendments to and interpretations of this solicitation shall be in writing and issued by the Parks & Recreation Director and/or Purchasing Agent. The Town shall not be legally bound by any amendment or interpretation that is not in writing.
6. All Addendum and Award Notices will be posted on the Town's website: [www.summervillesc.gov](http://www.summervillesc.gov), BUSINESS>BIDS & RFPS MENU.
7. Drug Free Workplace: (Note: This clause applies to any resultant contract of \$50,000.00 or more.) The State of South Carolina has amended Title 44, Code of Laws of South Carolina, 1976, relating to health, by adding Chapter 107, so as to enact the Drug Free Workplace Act. (See Act. No. 593, 1990 Acts and Joint Resolutions). By submission of a signed solicitation, you are certifying that you will comply with this act. (See Section 44-107-30).
8. This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested Bidder to notify the Town, in writing, no later than five (5) business days prior to the scheduled due date and time.
9. The Town reserves the right to waive any Instruction to Bidders, General or Special Provisions, General or Special Conditions or specifications deviation if deemed to be in the best interest of the Town.
10. Default: In case of default by the Contractor, the Town reserves the right to purchase any or all items in default in the open market, charging the Contractor with any excessive costs. Should such charge be assessed, no subsequent response will be accepted from the defaulting Contractor until the assessed charge has been satisfied.





11. Price Condition: All prices shall be firm-fixed type, unless stated otherwise. Also, all submitted responses shall remain effective for a minimum period of ninety (90) calendar days.
12. Response Form: All responses shall be printed in ink or typewritten. When required, additional pages may be attached.  
  
A “No Response” qualifies as a response; however, it is the responsibility of the Bidder to notify the Purchasing Agent if he receives solicitations that do not apply.
13. Response Period: All responses shall be good for a minimum period of ninety (90) calendar days.
14. Response Withdrawal: Any responses may be withdrawn prior to the established closing date and time, but not thereafter, without proper approval from the Parks and Recreation Director and Purchasing Agent.
15. Bidders’ Qualifications: The Town reserves the right to request satisfactory evidence of the Bidder’s ability to furnish services in accordance with the terms and conditions listed herein. The Town further reserves the right to make the final determination as to the Bidder’s ability to provide said services.
16. Insurance Requirements: The Contractor shall not commence work under this bid until he has obtained all insurance listed within this section and the designated Town Official and Town Attorney have approved such insurance coverage. Insurance certificates are required from the General Contractor, service providers and all subcontractors performing work on the project.

**WORKER’S COMPENSATION INSURANCE:** The Contractor shall provide and maintain during the life of this contract, the statutory Workers Compensation Insurance of \$1,000,000 as required by all applicable Federal, State, Maritime or other laws including Employers Liability for all of his employees to be engaged in work on the project under this contract, and in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Statutory Workmen’s Compensation and Employer’s Liability Insurance of \$1,000,000 for all of the latter’s employees to be engaged in such work. The requirements for Worker’s Compensation Insurance coverage will not be waived.

**LIABILITY INSURANCE:** The Contractor shall provide and maintain during the performance of work under this Bid, General Liability and Property Damage insurance in the following amounts, to protect himself, his agents and his employees from claims for damage for personal injury, including wrongful and accidental death and property damage which may arise from operations under this bid, whether such operations be performed by himself or his employees.

GENERAL LIABILITY \$1,000,000 Per Person /\$1,000,000 Each Occurrence  
PROPERTY DAMAGE \$1,000,000 each Occurrence  
AGGREGATE \$2,000,000

**COMPREHENSIVE AUTOMOBILE LIABILITY.** The Contractor shall provide and maintain during the performance of work under this bid, Comprehensive Automobile Liability Insurance, including protection for liability arising out of owned, non-owned and hired vehicles. The policy



shall be extended to provide contractual coverage for the Hold Harmless Agreement, which is part of these Instructions to Bidders. The limits of liability shall be as follows:

BODILY INJURY        \$1,000,000 Per Person/\$1,000,000 Each Occurrence  
PROPERTY DAMAGE   \$1,000,000 each Occurrence

**EXCESS OR UMBRELLA LIABILITY** with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Said insurance shall be written by a company or companies approved to do business in the state of South Carolina and acceptable to the Town. Before commencing any work hereunder, certificates evidencing the maintenance of said insurance shall be furnished to the Town.

The Town, its officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the contract; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees or volunteers and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the Town may possess.

Each insurance required by the Town shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party or reduced in coverage or in limits, except after thirty (30) days prior written notice has been given to the Town.

All certificates and endorsements must be received and approved by the Town within five (5) days after notification of the project award. It is required that the Town's Purchasing Agent receives an **original** certificate of insurance. Faxed copies are not acceptable. If you have any questions, please call 843-851-4205.

The Town shall withhold payments to the Contractor if the required certificates of insurance and endorsements are canceled or if the Contractor otherwise ceases to be insured as required herein.

17. **Town Business License:** The successful Contractor and any subcontractors, prior to execution of the contract, must possess or obtain a Town Business License. Such license must be maintained throughout the duration of the contract. Contact the Business License Department at (843) 851-4215 to determine the exact amount or to ask other pertinent questions regarding doing business within the Town.
18. **Bid and Performance Bonds:** Each proposal must be secured by a bid bond from an approved bonding or insurance company, authorized to do business in the State of South Carolina, in an amount not less than ten percent (10%) of the total bid amount. The Bid Bond must be duly executed by the Bidder, as principal, and issued by a surety authorized to conduct business in South Carolina. Upon award, the Town shall require from the Contractor a satisfactory bond or security for the proper performance of the contract in an amount equal to the total amount of the award.
19. **Bidders' Responsibility:** Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions relevant to the execution of the work outlined in this bid solicitation. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder



to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the awarded contract.

20. Exceptions and Deviations: Any bid that does not meet the specifications and design criteria must be accompanied by documentation identifying and justifying all exceptions and deviations.
21. Governing Laws: The laws of South Carolina shall govern this Agreement. All litigation arising under said Agreement shall be litigated only in a Circuit court for the First Judicial Circuit of Dorchester County, St. George, South Carolina. The prevailing party shall be entitled to attorney's fees and the cost of said litigation.
22. 7 % S. C. Sales Tax: Shall be added to the purchase order resulting from this solicitation. However, lump sum bid responses shall **include** all applicable taxes as a separate line item.
23. Prompt Payment Discount Terms: Prompt payment discount terms will be calculated from the point of complete order acceptance for services and/or commodities ordered.
24. "Or Approved Equal": Certain processes, types of equipment or kinds of material are described in the specifications and/or on the drawings by means of trade/brand names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparability. However, the Town reserves the right to select the items that, in its judgment, are best suited to its needs based on price, quality, service, availability and other relative factors. Bidders must indicate brand name, model, model number, size, type, weight, color, etc. of the item bid if not exactly the same as the item specified. The Vendor's stock number or catalog number is not sufficient to meet this requirement.
25. Contract Period (if applicable): The initial term of the Agreement shall be for a period of one year and is subject to renew at contract year's end for two additional periods of one (1) year each, renewed annually.
26. Award Process: The Town shall select the most competitive response on the terms which are considered to be most advantageous for the Town. However, final approval shall rest with members of Town Council.
27. Rejection: The Town of Summerville reserves the right to reject any bid that contains prices for individual items or services that are unreasonable when compared with the same or other bids if such action is in the best interest of the Town.
28. Correction of Errors on This Bid Form: All prices and notations should be printed in ink or typewritten. Errors should be crossed out and any corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after the specified time for bid opening.
29. Non-Appropriation: If Summerville Town Council fails to appropriate or authorize the expenditure of sufficient funds to provide for the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the contract, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the contract shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to the Town.



30. Force Majeure: The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor.
31. Arbitration: An agreement reached between the Town and successful bidder will not be subject to Arbitration and under no circumstances and with no exception will the Town act as an Arbitrator between the Contractor and any Sub-Contractor.
32. Indemnification: The Town, its officials and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the Town or failure of the Town to use the materials in the manner outlined by the Contractor in descriptive literature or specifications submitted with the Contractor's bid. The Town, as a matter of law, cannot indemnify anyone and any such provision will be rejected.
33. Guarantee: The Vendor/Contractor shall state his normal warranty and any extended warranties where available.
34. Save Harmless: (This General Condition **Does Not** Apply to Solicitations for Service Requirements). The successful bidder shall indemnify and save harmless the Town and its officials and employees from all suits or claims of any character brought by reason of infringing on any patent, trademark or copyright. The Bidder shall have no liability to the Town if such patent, trademark or copyright infringement or claim is based upon the Bidder's use of material furnished to the Bidder by the Town.
35. Publicity Releases: The Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the Town.
36. Quality of Products: (This General Condition **Does Not** Apply to Solicitations for Printing or Service Requirements). Unless otherwise indicated in this bid it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging.
37. S.C. Law Clause: Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed bid, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State. The successful bidder must agree to be bound by the laws of the State of South Carolina with jurisdiction and venue in the Court of Common Pleas for the 1st Judicial Circuit, St. George, South Carolina.



38. Termination: Subject to the provision below, the contract may be terminated for any reason by the Town, provided a thirty (30) day advance notice in writing is given to the Contractor.
- a. Termination For Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the Town without the required thirty (30) days advance written notice, then the Town will pay only for work completed and approved by the Town in compliance with the scope of work and this agreement
  - b. Termination For Cause: Termination by the Town for cause, default or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this bid shall apply. (See General Provisions #11 - Default)
39. Assignment: No contract or its provisions may be assigned, sublet or transferred without the written consent of authorized Town officials or employees.
40. Item Substitution: (This General Condition **Does Not** Apply To Solicitations For Printing or Service Requirements). No substitutes will be allowed on an issued purchase order without permission from the Town.
41. Restriction/Limitations: No purchases are to be made from this contract of any item that is not listed or of any item that is currently authorized under any contract awarded prior to this contract.
42. Purchases From Other Sources: (This General Condition **Does Not** Apply To Solicitations For Printing or Service Requirements). The Town reserves the right to bid separately any unusual requirements or large quantities of the items specified in the proposed contract.
43. Gratuities and Kickbacks
- a. Gratuities: It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement of a contract or subcontract, or to any solicitation or proposal therefore.
  - b. Kickbacks: It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or to hire any subcontractor, or any person associated therewith, as an inducement for the award of a subcontractor or order.
44. Affirmative Action/Equal Employment: The Town of Summerville is an Affirmative Action/Equal Employment Opportunity Employer. Further, the Town of Summerville and the Bidder warrant that in the performance of this project, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex or physical disability, including, but not limited to blindness, unless it is shown to be that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States and the State of South Carolina.



45. Equal Employment Opportunity: The Town of Summerville does not discriminate in administering any of its programs and activities. The Bidder awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.
  
46. Limitation of Liability: Any bid which attempts to limit liability for any type of damages and/or the amount of damages will be rejected.



### CERTIFICATE OF FAMILIARITY

The undersigned, having fully familiarized him or herself with the information contained within this entire solicitation and applicable amendments, submits the attached bid, and other applicable information to the Town of Summerville, which I verify to be true and correct to the best of my knowledge. I further certify that this bid response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this solicitation and certify that I am authorized to sign this bid. ***By submission of a signed bid, I certify, under penalty of perjury, that the company identified below complies with section 12-54-1020(B) for the SC Code of Law 1976, as amended, relating to payment of applicable taxes.*** I further certify all prices submitted shall remain effective for a minimum period of ninety (90) days, unless otherwise stated.

|  |                      |
|--|----------------------|
| Company Name, as registered with the IRS | Authorized Signature |
| Correspondence Address                   | Printed Name         |
| City, State, Zip                         | Title                |
| Date                                     | Telephone Number     |
| Remittance Address                       | Fax Number           |
| City, State, Zip                         | Cell Number          |
| Federal Tax ID (FEIN)/SS Number          | SC Sales Tax Number  |
| SC General Contractors License           | SC Sales Tax Number  |

TYPE OF BUSINESS ENTITY (*check one*):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual/Sole Proprietor       | <input type="checkbox"/> Partnership               |
| <input type="checkbox"/> Corporation                      | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Other ( <i>please specify</i> ): |  |

**Note:** All information submitted in or in connection with a bid is submitted under penalty of perjury. The Town of Summerville shall have the right to terminate at any time any contract awarded pursuant to a bid that contains false information.



## **SCOPE OF WORK**

A. Geographic Boundaries: Contractor shall provide comprehensive landscape maintenance services within the area shown on the Map attached to these specifications totaling approximately 3.48 acres.

B. Plant Care & Removal:

1. Cut Sweetgrass once (1x) per year between November – February.
2. Clean out Azaleas two times per year, around the following dates: March 15 and October 15. Maintain Azaleas no higher than 4 feet tall.
3. Apply fertilizer to rose plants two times per year around the following dates: March 15 and October 15.
4. Maintain all shrubs to industry standards.

C. Pest & Disease Inspection:

1. Each month, Maintenance Supervisor shall inspect entire project limits for signs of pest/disease or other issues that may be detrimental to plant health.
2. Each month, Maintenance Supervisor shall report findings to the Town and discuss treatment options.
3. Contractor shall treat by means necessary and upon the Town's approval.

D. Repairs:

1. Contractor is responsible for repairing minor ruts, spills, and miscellaneous other damage inflicted on the interchange from passing vehicular traffic.

E. Trash Removal and Cleanup:

1. Bi-weekly and prior to each mowing, remove all trash and debris from all areas, whether resulting from maintenance operations or otherwise. Dispose of aforementioned items properly.
2. Report any and all damaged traffic control signs to the Town.

F. Mowing:

1. Mow all large, grassed areas at least once (1x) per month during November through February and twice (2x) per month during March through October. Mow to an approximate height of 2” or as approved by the Town.
2. Grass clippings should be evenly dispersed over grassed areas and not left in piles or allowed to collect on tree mulch rings, planted beds or hardscapes.
3. Avoid mowing over bare areas and mulch rings. Do not allow mowing equipment to contact the trunks of trees or shrubs.

H. Tree Care:

1. Each visit remove all sucker-growth from tree trunks. Suckers should be removed with clean hand pruners. Pruning cuts should be appropriate.
2. Maintain all trees in a stable, upright position.
3. Prune the tree canopies one time per year, around the following date: November 15.
4. Fertilize two times per year, around the following dates: March 15 and October 15.
5. Steep slopes may require some work to be done by hand clearing or trimming.





I. Mulch:

1. Apply in flower beds and on hill - fresh, clean mulch two times per year, around the following dates: March 15 and October 15
2. Maintain depth at four inches (4") and prevent contact with tree trunks.
3. At the Town's discretion, if mulch accumulation becomes excessive the contractor shall "turn" mulch to refresh rather than add more.
4. Curbs should be kept free of mulch in a neat blown or tucked manner.

J. Adjacent Wood Lines, Fencing and/or Guard Rails: Control invasive, weedy and/or encroaching plant material as necessary, to maintain clean fencing, guard rails and/or adequate separation from maintenance areas. Control with clean mowing, trimming, stumping, herbicide and/or in combination so as to maximize effectiveness of control measures and minimize residual damage to desirable plants.

K. Chemical Applications:

1. Contact Herbicide (Non-selective):
  - a. Hardscape – Apply as needed to all hardscape surfaces including curbing, concrete medians and concert areas to kill weeds that resist hand removal.
  - b. Tree Mulch Rings – Apply sparingly but as necessary to tree mulch rings to kill weeds that resist hand removal. Do not apply on or near tree trunks or broadcast onto adjacent plant material.
2. Weather conditions must be conducive for all chemical applications.
3. Applicators must have a valid applicator's license available at all times.

Submittal of this bid indicates the Bidder's compliance with the specifications or explanation of deviations, if applicable. These specifications are the minimum requirements for the outlined scope of project work. **Any** and **ALL** exceptions to these specifications shall be noted. A full explanation of the deviation, as to what is proposed, shall be provided on a separate page entitled "Exceptions to Specifications".

Start date required after receipt of Notice to Proceed- \_\_\_\_\_



## **Bidder Checklist**

- Bidder Registration Form
- Bid Bond
- Contractor's License
- Certificate of Familiarity
- Addendum's
- Proof of Liability and Worker's Compensation Insurance
- Traffic Control and Safety Plan
- Required Reference Information if Necessary
- Other: \_\_\_\_\_



# VendorRegistry®

## Instructions to apply online via VendorRegistry.com

1. [Log in](#) to your Vendor Registry Profile

2. In your Bid Center, find the Registered Buyers filter, click the box next to 'Yes' and click the red 'Submit Search' button. In the table of bids listed, find the solicitation in which you would like to submit and click the Bid or Quote wording in the Type column (this will upload a new tab for the solicitation).

3. Click on the red "Submit Bid" button at the top.



4. If the government requests that the submittal be gated, you will be prompted to log in again. Click the red 'Continue' button.

5. To upload your bid submittal documents, click on the red 'Choose File' button and select the document(s) that you would like to upload for the submittal.

6. Once you have selected a file, you will see the file name on Step 1. Click the red 'Submit' button. To upload more than 1 file, select the 'Choose File' button again and select another file to upload, then click the red 'Submit' button. Repeat this process until all desired documents are listed under 'Your Submitted Files'.



7. You can “Download” or “Withdraw” your submitted documents under ‘Your Submitted Files’

- Please note, if you withdraw documents, the requesting government agency cannot view those files.

8. Once you have finished submitting your bid or quote, you can exit out of the tab and return to your “Bid Center”.

9. Check the email address associated with your Vendor Registry account for an email confirmation of your bid or quote submittal.



If you have any questions, please do not hesitate to reach out to the Vendor Registry Support Team by email at [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com) or toll-free at (844)802-9202.