



Legal Notice

Request for Proposals
Landscape Maintenance

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304
Email: cwright@cityofspartanburg.org

Aug 06, 2020

NOTICE IS HEREBY GIVEN – The City of Spartanburg Ground Maintenance division is requesting proposals for landscape maintenance at various locations throughout the City of Spartanburg for the 2020 Growing Season. Details are noted on Attachment A. There will be two contractors.

Proposal No: 2021-08-25-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License. **There will be two contactors for this opportunity.**

COVID-19 concerns we must remain vigilant about social distancing practices. **THEREFORE, we will not have a pre-bid conference.** Enclosed in the bid documents are digital map locations. Please view and acquaint yourself with each location.

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before **Tuesday, August 25, 2020**, no later than 3 PM, City Hall, 145 West Broad Street, at which time they will be publicly opened and read aloud in the Training Room, the same location. Please remember due to the COVID-19 concerns we must remain vigilant about social distancing practices. In this season of uncertainty, there is the need to put your and our employee's safety first. Attendees will practice appropriate physical separation (six feet or more) as we go about our work. Please wear masks. Attendees must have temperatures to be checked.

Technical question regarding the scope of services should be directed emailed to cwright@cityofspartanburg.org

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No: 2021-08-25-01**

Scope of Work 12 Month Contract

GROUP A	Chapel St Park	104 Chapel St, Spartanburg SC 29303
	Chapel St Spot of Pride	101 Chapel St, Spartanburg SC 29303
	Happy Hollow Park	663 Glendalyn Ave, Spartanburg SC 29302
	Hillcrest Blvd Median	1531 Hillcrest Blvd, Spartanburg SC 29307
	Hillcrest Park	1435 Maryland Ave, Spartanburg SC 29307
	Reidville Rd Fountain	1751 John B White Sr Blvd, Spartanburg SC 29301
	Skate Park	339 Union St, Spartanburg SC 29306
	St Matthews Ln Median	1486 WO Ezell Blvd, Spartanburg SC 29301
	St Matthews Park	107 Saint Matthews Ln, Spartanburg SC 29301
	Summerhill Park	315 Hillandale Rd, Spartanburg SC 29301
	Willow Oak Park	191 W Hampton Ave, Spartanburg SC 29306
GROUP B	Integral Solutions Fire Dept	450 Wofford St, Spartanburg SC 29301
	Mills and Otis Blvd	318 Mills Ave, Spartanburg SC 29302
	S Church St Offices	440 S Church St, Spartanburg SC 29306
	Twin Dr Median	500 Twin Dr, Spartanburg SC 29302
	W St Johns St Ext Road Sides	700 W Saint John St, Spartanburg SC 29301
	WO Ezell Medians	1008 WO Ezell Blvd, Spartanburg SC 29301
	WO Ezell Spot of Pride	810 WO Ezell Blvd, Spartanburg SC 29301

Property Routine Maintenance Includes:

Weekly:

- Litter Pick Up
- Fire Ant mound Treatment
- Weed Control (Pull / Spray)
- String Trim
- Edge
- Mow
- Blow and Clean Up

Monthly:

- Trim / Prune Shrubs
- Removal of Dead, Dying or Diseased Shrubs

Every Other Month:

- Irrigation Systems Check and Repair:
(Chapel St Spot of Pride, Happy Hollow Park, Reidville Rd Fountain)
(Integral Solutions Fire Dept, WO Ezell Spot of Pride)

Yearly:

Pre-Emergent Weed Control for Bed Areas
Seasonal Leaf Removal
Structure, Clearance and Height Pruning of Trees up to 14 feet
Preventative Fire Ant Control
Winter shutdown of Irrigation Systems
Spring Startup and Full Adjustment of Irrigation Systems

Litter and Debris:

A general cleanup will occur weekly. The cleanup should involve inspection of all maintained areas for the removal of paper, cans, bottles, sticks, cigarette butts, leaves, and other debris not wanted on the property. Property should be inspected and any litter and debris removed prior to work beginning.

Fire Ant Mounds:

Property should be free of fire ant mounds. An inspection for fire ant mounds will occur weekly, and fire ant mounds treated as they are noticed.

Weed Control (mechanical / chemical):

Bed areas, areas planted with shrubbery or trees, or areas covered by mulch or pine needles, should be free of weeds.

Weeds can be controlled in bed areas by mechanical, physical and chemical methods. Use of pre-emergent as well as post-emergent chemicals is encouraged. Hand pulling is required of all weeds 2 inches or greater in height or 4 inches or greater in diameter. It is recommended that a pre-emergent application be done in early spring.

Flowering or densely planted beds shall be weeded by hand. If plant material is damaged by mechanical methods or by spraying, repairs and replacements will be at the cost of the vendor. All pavement seams are to be maintained weed-free, either by mechanically or chemically removing the weeds. Mechanical removal is required of all weeds 2 inches or greater in height or 4 inches or greater in diameter. This includes sidewalks, curbs, parking areas and any other paved surface.

String Trimming:

Grassed areas should have all obstacles, buildings, fence lines and areas not accessible by a mower string trimmed. Grass must be trimmed level with the height of the mowers. Scalped turf around objects is not acceptable.

Fence lines should remain clear of weeds and vines. In some areas it will be acceptable to spray chain link fences only and shall be approved by appropriate City of Spartanburg staff.

Edging:

All curbs, walkways, concrete surfaces and bed edges should be edged. All completed edges will have a perpendicular appearance between turf and hardlines, and turf and bedlines. An angled or beveled appearance of hardlines or bedlines is unacceptable.

Mowing:

Grassed areas are to be mowed and have a manicured appearance at all times, but will generally follow a schedule as follows:

Lawn areas to be mowed weekly during the typical growing season and monthly during the dormant period; those periods will vary depending on the type of turf grass species.

Lawn areas should be mowed at the appropriate height based on turf species. Bermuda, Zoysia, and Centipede are typically mowed at 1 to 2 ½ inches and Fescue are typically mowed at 3 ½ to 4 ½ inches. Lawns shall have no more than 1/3 of the leaf blade removed during a single mowing unless directed or approved by the appropriate City of Spartanburg staff.

Lawn areas should be inspected before mowing occurs, especially during rainy seasons for unfavorable mowing conditions. If turf areas are damaged due to rutting or any other negligence on the part of the vendor, repairs and replacements will be at the cost of the vendor. Prior to mowing, remove all litter and debris from lawn areas.

Blow and Cleanup:

All paved surfaces will be cleaned after landscape tasks are completed. Clippings may be blown from paved surfaces onto turf areas provided there are no clumps of clippings or trash left littering the lawn. Blow off parking lot and all paved surfaces weekly, never blowing debris into the roadway.

Tree, Shrub and Groundcover Maintenance:

Trees, shrubs and groundcovers will be pruned and maintained monthly throughout the growing season to encourage a healthy and natural appearance. Requirements will vary based on plant species. All plant materials are to be maintained according to reasonable accepted industry standards in such a manner to promote the natural shape of the plant species. All pruning shall be in accordance with ANSI A300 standards. All debris associated with plant waste/clippings are to be removed from the property during each visit.

All plants must be 12"-18" off of A/C units, meters, windows, foundations, and any other structure that would need that type of clearance for ventilation or access. Shearing, topping, pollarding and other severe pruning practices are discouraged. If any landscape materials are maintained in a manner that destroys the value or aesthetics of the landscape, those materials will be replaced at the expense of the vendor.

Trees shall be maintained at a height to allow pedestrians to pass under them unimpeded (8'-0" minimum clearance) and in a manner such that building roofs and siding are not effected by tree branches. Light posts and building lighting are to be clear of tree branches at all times for maximum light penetration.

All plant material should be routinely inspected for insects and diseases and brought to the attention of the appropriate City of Spartanburg staff. Control methods will be determined by the City of Spartanburg

Irrigation System Check and Repair:

Irrigation schedules should be set to water the plant material and turf areas for proper plant health, and to avoid all unnecessary watering. Irrigation systems should be inspected every other month for proper operation. The irrigation systems should be shut down in winter season to avoid freeze damage to the system and to avoid icing of any part of the property. Irrigation systems should be thoroughly inspected and adjusted prior to restarting in the growing season.

Seasonal Leaf Removal:

Leaf removal is required to be performed weekly through the peak months (Autumn and Winter) and as needed throughout the rest of the year during weekly visits. This applies to turf areas, ornamental beds, and all paved surfaces. All debris associated with plant waste/clippings are to be removed from the property during each visit.

ADDITIONAL SERVICES

Irrigation Repair:

Any repairs needed to the irrigation system to ensure its proper operations should be submitted as a quote to appropriate City of Spartanburg staff. Approval of repairs will be determined by the City of Spartanburg. Parts shall be the same as used in the original system and approved by appropriate City of Spartanburg staff.

Property Mulching:

Fresh mulch or pine straw should be installed annually. Bed edges should be cut along turf edges to a depth of 3 inches. Pine straw is to be rolled along the trenched bed edge and shovel tucked along sidewalks and other paved surfaces. Mulch should be maintained to a maximum of 2.5 inches in all landscape beds and tree wells. Mulch or pine straw should be installed in a manner to keep material away from outside AC units and out of the intake vents.

Landscape Enhancement:

Any landscape enhancement projects should be submitted as a quote to appropriate City of Spartanburg staff. Approval will be determined by the City of Spartanburg.

INCOMPLETE BID INFORMATION OR UNSIGNED BIDS WILL BE REJECTED IMMEDIATELY WITHOUT RECOURSE. All page must be signed and bound

Please submit BOUND one (1) original and one (1) copies of your bid in a sealed envelope reflecting on the outside thereof the bidder's name and "Sealed Bid for Building Demolition Services"

Table D
List References

Contractor _____

South Carolina's Immigration Reform Act

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina's Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

Furthermore, The City of Spartanburg will have the right to request and receive legal status verification within five working days of any person working under Contract with Contractor or Sub Contractor. Failure to comply can result in the immediate cancellation of the contract.

Contractor

Subcontractor

certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.

Name of Contractor (Subcontractor, etc.)

By _____

Its _____

Date _____

INSURANCE REQUIREMENTS

WORKER'S COMPENSATION

The City of Spartanburg requires mandatory Workers Compensation coverage for all contractors/vendors. The contractor/vendor shall procure and maintain, for the life of this Contract/Agreement, Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws (ask for "Statutory Limit" coverage from the insurance carrier). This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance. It is the contractor's responsibility to make sure any sub or sub of a subcontractor has the proper coverage. Thirty (30) days notice of cancellation is required and must be provided to the CITY OF SPARTANBURG via Certified Mail.

COMMERCIAL GENERAL LIABILITY

The vendor shall procure and maintain, for the life of this Contract/Agreement, Commercial General Liability Insurance. This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations and Contractual Liability. This policy shall provide Bodily Injury, Property Damage and Personal & Advertising Injury that could arise directly or indirectly from the performance of this agreement. \$1,000,000 per occurrence / personal & advertising injury / products completed operations aggregate, \$2,000,000 general aggregate. City of Spartanburg will be named as an additional insured.

AUTOMOBILE LIABILITY INSURANCE

The vendor shall procure and maintain automobile Liability Insurance including coverage for hired and nonowned automobiles with limits of not less than \$1,000,000 Combined Single Limits for bodily injury and property damage. The City of Spartanburg will be named as an additional insured.

The CITY OF SPARTANBURG must be named as an additional insured. The additional insured requirement is waived if Owners and Proposers' Protective Coverage is also provided, or required. Thirty (30) days written notice must be provided to the CITY OF SPARTANBURG via Certified Mail in the event of cancellation. The Additional Insured Requirements only applies to General Liability and Automobile Liability.

Hold Harmless: The Contractor agrees to indemnify and hold harmless the City of Spartanburg from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor except to the extent same are caused by the negligence or misconduct of the City of Spartanburg.

Contractor _____



Price Page

Landscape Maintenance

City of Spartanburg
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Item	Description	Unit	Qty.	Unit Price	Total
1	Chapel Street Park (12 Month Cost)	Year	1.0		
2	Chapel Street Spot of Pride (12 Month Cost)	Year	1.0		
3	Happy Hollow Park (12 Month Cost)	Year	1.0		
4	Hillcrest Blvd. Median (12 Month Cost)	Year	1.0		
5	Hillcrest Park (12 Month Cost)	Year	1.0		
6	Reidville Road Fountain (12 Month Cost)	Year	1.0		
7	Union Street Skate Park (12 Month Cost)	Year	1.0		
8	Saint Matthews Ln. Median (12 Month Cost)	Year	1.0		
9	Saint Matthews Park (12 Month Cost)	Year	1.0		
10	Summerhill Park (12 Month Cost)	Year	1.0		
11	Willow Oak Park (12 Month Cost)	Year	1.0		
Group A Properties		Totals			

Item	Description	Unit	Qty.	Unit Price	Total
1	Integral Solutions Fire Dept (12 Month Cost)	Year	1.0		
2	Mills and Otis Blvd (12 Month Cost)	Year	1.0		
3	S Church St Offices (12 Month Cost)	Year	1.0		
4	Twin Dr Median (12 Month Cost)	Year	1.0		
5	W St Johns St Ext Road Sides (12 Month Cost)	Year	1.0		
6	WO Ezell Blvd Median (12 Month Cost)	Year	1.0		
7	WO Ezell Spot of Pride (12 Month Cost)	Year	1.0		
Group B Properties		Totals			

COMPANY NAME: _____ **Date:** _____

Addenda Number: _____ **Date:** _____

Addenda Number: _____ **Date:** _____

Address: _____

 Authorized Signature:

 Print Name:

 Title:

Subscribed and sworn to before me this _____ day of _____, 20 ____ Notary Public

_____ My Commission Expires: _____

The City of Spartanburg will shall not enter into any contact for goods or services with a period of a three (3) year agreement with two (2) one-year options.

Cost for Additional Services

Irrigation Labor	Hour	1	\$
Forman Labor	Hour	1	\$
Laborer	Hour	1	\$
Double Ground Hardwood Mulch In	C.Y.	1	\$
Playground Mulch Installed	C.Y.	1	\$

In case of error in extension, the unit price shall govern rather than the amount. For lump sum items, the individual amounts shall govern the total of the bid in case of discrepancy. The owner may delete from the contract any of the line items listed in the bid form.

The amounts listed above include all labor, materials, tools, equipment, transportation, removal, overhead, profit, insurance, tax, etc. to cover the finished work in place.

Authorized Signature:

Print Name:

Title:

Digital Locations

Click on the link.

Group A Properties

<https://www.google.com/maps/d/edit?mid=1NY8IQHf2YEoa9osCaOLaSZfIJuSqWpRs&usp=sharing>

Group B Properties

<https://www.google.com/maps/d/edit?mid=15CGS7xg1Xye8YEa8NPg0fdlmBmS8hG7J&usp=sharing>