

Title and Summary

Request for Proposal No: FY13-0426  
Request for Proposal Title: Professional Landscaping/Maintenance Services  
Invitation to Bid Publication: As follows:  
04/16/2013 <http://www.orangeburgcounty.org/>  
04/16/2013 Bulletin board, Basement Fl. Admin. Centre

Invitation Composition: Request for Proposal No. (FY13-0426)-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work, including subparts:
  - Contractor's Requirements
- Vendor Qualifications and Information
- Evaluation Factors
- Certified Proposal Bid Sheet
- Certification of No Exceptions
- Certification of Preference(s)
- Addendum Acknowledgement

Invitation Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
  - (Basement Floor , Procurement Office)

Contracting Entity: Orangeburg County, South Carolina ("Owner")  
A political subdivision of the State of South Carolina

Procurement Coordinator: Procurement Director Jannella Shuler  
Orangeburg County Procurement Office  
1437 Amelia St. ("Administrative Center")  
Orangeburg SC 29115  
(803) 533-6121 Office phone number  
(803) 535-2307 Office fax number  
[jshuler@orangeburgcounty.org](mailto:jshuler@orangeburgcounty.org)

## Pre-Submission of Bids

- Requirements: Bidders must attend mandatory site visit and pre-bid Conference Date/Time (April 16, 2013 11:00 A.M.)  
Location- 1437 Amelia Street, Orangeburg, S.C.  
Basement Floor- Procurement Office
- Questions: If bidders have questions, same shall be Directed to Procurement Director  
Mode of Communication via e-mail only  
No later than (Monday, April 22, 2013)

## Proposals:

- Submission Composition: Each submitted proposer is required to be composed of the following, including fully completed and executed forms:
  - Code and Articles Acknowledgment
  - Deliverables
  - Addendum Acknowledgment
  - Vendor's Certification of Qualifications and Information
  - Certification of No Exceptions
  - Certification of Preference(s)
- Submission Deadline: Friday, April 26, 2013
- Submission Location: Procurement Office, Basement Floor, 1437 Amelia Street, Orangeburg, S.C.
- Opening Time: 11:00 A.M. Friday, April 26, 2013
- Opening Location: (Procurement Office, 1437 Amelia Street, Orangeburg, S. C. (only names of proposers read aloud))

## Special Conditions

### Intent/Award/Contract:

- The intent to award, award, and the contract regarding (To be completed) is subject to the following special conditions:
- Only as stated in the documents that compose the Request for Proposal

Code and Articles

Request for Proposal FY13-0426 Professional Landscaping/Maintenance Services

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Printed Name of Vendor's Authorized Agent

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Title with Vendor of Vendor's Authorized Agent

## Scope of Work

Orangeburg County is seeking a firm to provide professional landscape maintenance services for its highly visible public buildings and grounds. **The contract will be for a one (1) year period with the option to extend in one (1) year intervals.** In carrying out the Scope of Work, the successful vendor shall have the following specific duties for which the successful vendor will bear sole financial responsibility during the term. Work includes, but is not limited to, providing all labor, materials, equipment tools, and services required to provide full professional landscape maintenance.

Maintenance of all landscaping. Maintenance and repair of all irrigation systems (where applicable)

Roadway/Parking Lot cleaning. Fertilization. Chemical applications. Debris removal. Weed control

1. Turf Maintenance- Mowing, edging, blowing and trimming of lawn areas.

2. Shrubbery Maintenance- Trimming and pruning of plant material

3. Recommended Turf and Shrubbery Chemical Applications – Weed elimination, clearing of planting beds.

4. Mulch shall be placed annually in beds at a minimum thickness of two inches. County of pay for pine straw twice per year

5. Annuals- Annuals shall be placed three to four times per year to maintain year round color.

6. Roadway/Parking Lot Maintenance – The on property roadways/parking lots shall be mechanically swept or (see frequency or maintenance below). In addition all clippings generated from mowing shall be promptly removed, with each event.

7. Paper, grass, cans, and branches shall be removed from the landscape during services. All walkways shall be kept clear of debris from the maintenance operation.

8. Pest Control – Control of major disease and insect infestations for trees, shrubs and ground covers is not a part of the Contract. Regularly monitor all plant material and immediately notify the County of any need for such control. Contractor is responsible for any damage to plant material incurred as a result of failure to immediately notify County of correctable diseased and/or insect problems, and must replace any such damaged plant material at no additional cost to County.

9. Proper fertilization of plants and lawn areas will be done twice to three times per year.

Industrial Park Properties – The cutting of the grass may be more frequent per year or as required by County to give a neat appearance at all times. Edging, removal of weeds and the care of plants and trees at all times for a consistent look. The flower beds (types of flowers to be determined with County) will consist of perennial and annuals or maintain as is. The center sign should be planted or maintain as is. The maintaining of bark and mulch should be included. Contractor shall make available an emergency service for this property if required by County.

Frequency of Maintenance:

Bi-Monthly – April 1 through October 31

Once per month – November 1 through March 31

Frequency may be adjusted, if necessary, to maintain a neat and well groomed appearance.

Any additional costs for plants, pine straw, flowers, shrubbery must have prior approval or County Administration. Any addition landscape services must be authorized by the County's Public Services Director prior to work: to be billed on a time and materials basis.

**Contractor Requirements - The requirements are general and are not limited to the listing below:**

Contractor is responsible for maintaining his/her/equipment. Any damage to County property shall be paid for by the contractor. Contractor shall notify County personnel immediately of any situation that may be hazardous, dangerous or detrimental to the public health or safety.

The Contractor will provide pesticide application services complying with all local, state and federal laws concerning licensing requirements. The Contractor shall keep application records as required by local, state and federal regulations.

All vehicles and equipment used for the execution of this contract shall be in good working order and comply with all safety standards.

Working Hours – The contract is to provide services on a scheduled basis. Services may be performed any time Monday thru Saturday; however, noisy and/or loud sounding equipment shall not be operating at times which would be likely to disturb nearby businesses or residents.

Locations (Orangeburg, S. C. and 2 Cordova S.C. location)

Orangeburg County Courthouse 190 Gibson Street

Orangeburg County Administrative Center 1437 Amelia Street

Orangeburg County Agriculture Bldg (Public Services) 1550 Henley Street

Orangeburg County Library

Orangeburg County Industrial Park Interstate 26 and Highway 301

Orangeburg County Industrial Park – Industrial Park Rowseville Road

Stroman Senior Citizen Center 2020 Sharperson Street

Cordova Senior Citizen Center 160 Mixon Mill Road

Boys and Girls Club 1313 Cannon Bridge Road, **Cordova, S. C.**

Site visits are recommended.

## Vendor Qualifications and Information

### RFP FY13-0426 – Professional Landscaping/Maintenance Services

Vendor shall provide with its bid, the following which should be collated, fastened together and clearly labeled "Vendors' Certification of Qualifications and Information for RFP No. FY 13-0426. At least two (2) copies.

1. Documentation of vendor's general comparative experience(s) to demonstrate vendor has experience in supplying required services comparative in type and number specified in this RFP.
2. Three client references
3. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
4. A statement that vendor is aware of and can meet the delivery schedule as stated.
5. A brief general history of the vendor.
6. Vendor organizational chart to demonstrate sufficient and qualified staff/employees. Statement of equipment, supplies etc.
7. Current Certificate of Liability Insurance, to include Worker's Compensation and Auto Liability

## Evaluation Criteria

### FY13-0426 Professional Landscape and Maintenance Services

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Vendor Qualifications
2. Total cost to be incurred by the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

Note: Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.



Certified Proposal Bid Sheet

**First option Period - Bi-Monthly – April 1 through October 31**

**Second option Period - Once per month – November 1 through March 31**

Please note yearly contract amount will be computed by County (12 months x monthly costs). Hourly Rate for Additional Work or materials will be decided with awarded contractor.

**1. Orangeburg County Courthouse 190 Gibson Street**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

**2. Orangeburg County Administrative Center 1437 Amelia Street**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

**3. Orangeburg County Agriculture Bldg (Public Services) 1550 Henley Street**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

**4. Orangeburg County Library 510 Louis Street**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

**5. Orangeburg County Industrial Park Interstate 26 and Highway 301**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

Hourly Rate for Additional Work if required outside of frequency of maintenance \$ \_\_\_\_\_

**6. Orangeburg County Industrial Park – Industrial Park Rowseville Road**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

Hourly Rate for Additional Work if required outside of frequency of maintenance \$ \$ \_\_\_\_\_

**7. Stroman Senior Citizen Center 2020 Sharperson Street**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

**8. Cordova Senior Citizen Center 160 Mixon Mill Road, Cordova, S. C.**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

**9. Boys and Girls Club 1313 Cannon Bridge Road, Cordova, S. C.**

Monthly Costs of first option period \$ \_\_\_\_\_

Monthly Costs of second option period \$ \_\_\_\_\_

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY13-0416.
  2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties.
  3. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.
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\_\_\_\_\_  
Printed Vendor Name

_____ Signature of Vendor's Authorized Agent	_____ Date of Signature
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\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

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

Certification of No Exceptions

Request for Proposal No. FY13-0426

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: \_\_\_ Yes \_\_\_ No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:  
\_\_\_ Yes \_\_\_ No

Identification

Of Excepted Vendor's

Term	Description of vendor's substituted term	Vendor's Initials
Exception 1:		
Exception 2:		
Exception 3:		
Exception 4:		

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

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

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Request for Proposal No. FY13-0426

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina:  Yes  No

Preference 2. Vendor is a resident of Orangeburg County, SC:  Yes  No

Preference 3. Vendor is an MBE (Minority Business Enterprise):  Yes  No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Printed Name of Vendor's Authorized Agent

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Title

Addendum Acknowledgement

Request for Proposal FY13-0426

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

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

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent