

Title and Summary

Request for Proposal No: FY14-0612
Request for Proposal Title: Professional Landscaping/Maintenance Services
Invitation to Bid Publication: As follows:
06/02/2014 <http://www.orangeburgcounty.org/>
06/02/2014 Bulletin board, Basement Fl. Admin. Centre

Invitation Composition: Request for Proposal No. (FY14-0612)-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work, including subparts:
 - Deliverables
- Vendor Qualifications and Information
- Evaluation Factors
- Certified 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

Pre-Submission of Bids

- Requirements: Bidders must attend mandatory site visit and pre-bid Conference Date/Time (June 5, 2014 10:00 A.M.)
Location- 1437 Amelia Street, Orangeburg, S.C.
3rd Floor Training Center-Administrative Center
- Questions: If bidders have questions, same shall be Directed to Procurement Director
Mode of Communication via e-mail only
No later than (Monday, June 9, 2014)

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
 - Certified Bid Sheet
 - Addendum Acknowledgment
 - Vendor’s Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)
- Submission Deadline: Thursday, June12, 2014
- Submission Location: Procurement Office, Basement Floor, 1437 Amelia Street, Orangeburg, S.C.
- Opening Time: 2:00 P.M. Thursday, June 12, 2014
- 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 composes the Request for Proposal.

Code and Articles

Request for Proposal FY14-0612 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.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

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 for one (1) year intervals. In carrying out the Scope of work, the successful vendor will bear sole financial responsibility during the term. Work includes, but is not limited to, providing all labor, equipment; tools and services required providing full professional landscape maintenance.

1. Turf Maintenance – Mowing, edging, trimming and blowing of lawn areas, removal of litter and debris.
2. Shrubbery Maintenance – Trimming, pruning, removal of cuttings and debris.
3. Roadway/Parking Lot Maintenance – The on-property roadways/parking lots shall be mechanically swept or blown as needed all year. All clippings generated from mowing and edging shall be promptly removed.
4. Litter, grass, branches and debris shall be removed from the landscape during services. All walkways shall be kept clear of debris from the maintenance operation. Storm debris from normal weather patterns shall be removed by the contractor. The County will provide debris hauling assistance for significant weather events such as ice storms or tornadoes/hurricanes.
5. Proper fertilization of plants and lawns will be done twice per year. Records showing type and amount placed must be maintained by the contractor.
6. Mulch or pine straw shall be placed annually in beds at a minimum thickness of two inches. The County will pay for pine straw or mulch at the designated contract prices.
7. Weed Control – Contractor will be responsible for weed control in lawn and planting beds using manual methods or recommended chemical applications. Any chemical applications must comply with all local, state and federal laws concerning licensing requirements. **To meet the requirements of the SC Pesticide Control Act, the contractor must have a Commercial Pesticide Applicator's License.**
8. Pest Control – Control of major disease and insect infestations for trees, shrubs and ground cover is not a part of this contract. The contractor is asked to regularly monitor, during the course of his maintenance operation, 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 the County of correctable disease and/or insect problems. The contractor must replace any such damaged plant material at no additional cost to the County.
9. Seasonal Plantings/Annuals/Perennials – These special plantings, which add color and effect to the landscape, will be handled on a case by case basis with the contractor and County Representative deciding upon type of plants and costs.
10. Irrigation System Maintenance – Costs associated with the maintenance of existing irrigation systems will not be a part of this contract. Should the County desire the contractor to perform repairs to these systems; arrangements will be made with the contractor.

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. Additional work may be requested from the contractor depending on functions occurring at County facilities. The contractor is asked to provide an hourly rate which would cover additional mowing, etc. for special functions.

The contractor is responsible for maintaining his/her equipment. All vehicles and equipment used for the execution of this contract shall be in good working order and comply with all safety standards. Any damage to County property shall be reported and paid for by the contractor. The contractor shall notify County personnel immediately of any situation that may be hazardous, dangerous or detrimental to the public health or safety.

Working Hours - The contract is to provide services on a scheduled basis. Services may be performed any time Monday through Saturday; however, noisy and/or loud equipment, equipment and/or personnel which may conflict with County employees or County residents conducting business as usual, will not be allowed.

Locations included in this proposal

Orangeburg County Courthouse, 190 Gibson Street

Orangeburg County Administrative Center, 1437 Amelia Street

Orangeburg County Agriculture Building, 1550 Henley Street

Orangeburg County Library, 1500 Louis Street

Orangeburg County Industrial Park, I-26 and Highway 301

Orangeburg County Industrial Park, Rowesville Road

Orangeburg County Transit Building, 1630 Carolina Avenue

Stroman Senior Citizen Center, 2020 Sharperson Street to include corner lot at High Street, Orangeburg

Cordova Senior Citizen Center, 160 Mixon Mill Road, Cordova

Boys and Girls Club, 1313 Cannon Bridge Road, Cordova

Norway Senior Citizens Center, 105 St. Johns Avenue, Norway

Springfield Ballpark and Playground, 1404 Springfield Road, Springfield

Wolfon Community Center, 7244 North Road, Orangeburg County

Holly Hill Complex, 8423 Old State Road, Holly Hill

DELIVERABLES

RFP No. FY14-0612 Professional Landscape and Maintenance Services

To be considered properly submitted, a submitting vendor shall deliver one original and two copies of its proposal and the proposal shall contain the following:

If a person or entity other than vendor's personnel will assist vendor in the delivery of the services being procured, vendor must identify said person(s) or entities (the "Subcontractors"), detail how same will be involved with the delivery of services, and include a Company Information section for each Subcontractor.

- A list of all contract provisions vendor and/or Subcontractors require, but only if any of those provisions are different than those in Owner's Proposed Contract and Code

Proof of Adequate Insurance- Current Workmen's Compensation Certificate-

Company Information

General information, including the vendor's complete name, address, date of establishment, place of incorporation, an overview of the vendor, and the primary business interest of the vendor.

Properly completed and signed forms

- Certified Bid Sheet
- Code and Articles Acknowledgment
- Certificate of No Exceptions
- Vendor Qualification Responses- See next page
- Certification of Preferences
- Addendum Acknowledgment

Vendor Qualifications and Information

RFP FY14-0612 – 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 14-0612. At least three (3) 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

FY14-0612 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 & Corner Lot at High Street, Orangeburg

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 \$ _____

10.Orangeburg County Transit Building, 1630 Carolina Avenue, Orangeburg, S. C.

Monthly Costs of first option period \$ _____

Monthly Costs of second option period \$ _____

11.Norway Senior Citizens Center, 105 St. Johns Avenue, Norway

Monthly Costs of first option period \$ _____

Monthly Costs of second option period \$ _____

12. Springfield Ballpark and Playground, 1401 Springfield Road, Springfield

Monthly Costs of first option period \$ _____

Monthly Costs of second option period \$ _____

Wolfton Community Center, 7244 North Road, Orangeburg County

Monthly Costs of first option period \$ _____

Monthly Costs of second option period \$ _____

Holly Hill Complex, 8423 Old state Road, Holly Hill, 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 FY14-0612.
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.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Title with Vendor of Vendor's Authorized Agent

Printed Name

Certification of No Exceptions

Request for Proposal No. FY14-0612

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 suspends 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. FY14-0612

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.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title

Addendum Acknowledgement

Request for Proposal FY14-0612

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