

Title and Summary

Request for Proposal No: FY14-0918  
Request for Proposal Title: Professional Landscaping/Maintenance Services  
Invitation to Bid Publication: As follows:  
08/29/2014 <http://www.orangeburgcounty.org/>  
08/29/2014 Bulletin board, Basement Fl. Admin. Centre

Invitation Composition: Request for Proposal No. (FY14-0918)-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work
- Deliverables
- Vendor Qualifications and Information
- Evaluation Factors
- Certified Proposal Cost 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 board located on Basement Floor

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: To be qualified to submit a proposal, a vendor must attend a mandatory site visit and pre-submission conference.  
Date/Time (September 9, 2014 10:00 A.M.) Contractor must be in attendance by 10:15 A.M. to participate  
Location- 1437 Amelia Street, Orangeburg, S.C.  
3<sup>rd</sup> Floor Training Room-Administrative Center
- Questions: If proposers have questions, same shall be  
Directed to Procurement Director  
Mode of Communication via e-mail only  
No later than (Monday, September 15, 2014)

Proposals:

- Submission Composition: Each submitted proposal is required to be composed of the following, including fully completed and executed forms:
  - Code and Articles Acknowledgment
  - Deliverables
  - Certified Cost Sheet
  - Addendum Acknowledgment
  - Vendor’s Certification of Qualifications and Information
  - Certification of No Exceptions
  - Certification of Preference(s)(If vendor exercises preferences)
- Submission Deadline: Thursday, September 18, 2014
- Submission Location: Procurement Office, Basement Floor, 1437 Amelia Street, Orangeburg, S. C.
- Opening Time: 2:00 P.M. Thursday, September 18 2014
- Opening Location: Procurement Office, 1437 Amelia Street, Orangeburg, S. C. (only names of proposers read aloud)

Special Conditions

Intent/Award/Contract: Not Applicable

Code and Articles

Request for Proposal FY14-0918 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 matters 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

RFP No. FY14-0918

The successful vendor shall provide Qualified Personnel for a period of one (1) calendar year to perform the Services for the Locations on the Schedule (the “Scope of Work”). Contractor shall be solely responsible for providing and maintaining vehicles, equipment and supplies necessary for the performance of the Services, including keeping all vehicles and equipment in good working order and compliant with all applicable safety standards. Owner and the successful vendor may mutually agree to a renewal period of one year with a maximum possible number of renewals being capped at three (3).

Definitions. As used in this Scope of Work, the following capitalized terms have these meanings:

“Locations” means the following:

- Boys and Girl’s Club, 1313 Cannon Bridge Rd., Cordova
- Cordova Senior Citizens Center, 160 Mixon Mill Rd., Cordova
- Holly Hill Complex, 8423 Old State Rd., Holly Hill
- Industrial Boulevard site of approximately ½ mile from Red Bank Road to Rofton Street (the frontage road)
- Matthews Industrial Park’s paved entrance road that begins at Highway 301, Unincorporated Orangeburg County
- Norway Senior Citizens Center, 105 St. Johns Ave., Norway
- Orangeburg County Administrative Centre, 1437 Amelia St., Orangeburg
- Orangeburg County Agriculture Building, 1550 Henley St., Orangeburg
- **\*Orangeburg County-City Industrial Park**, I-26 and Highway 301, Unincorporated Orangeburg County
- Orangeburg County Courthouse, 190 Gibson St., Orangeburg
- **\*Orangeburg County Industrial Park**, Rowesville Rd., Unincorporated Orangeburg County
- Orangeburg County Library, 1500 Louis Street, Orangeburg
- Orangeburg County Transit Building, 1630 Carolina Ave., Orangeburg
- Springfield Ballpark and Playground, 1404 Springfield Road, Springfield
- Stroman Senior Citizens Center, 2020 Sharperson St., Orangeburg (including corner lot at High St.)
- Wolfon Community Center, 7244 North Rd., Unincorporated Orangeburg County

The Locations will be more specifically described during the mandatory pre-submission conference.

“Schedule” means as is necessary to maintain a neat and well-groomed appearance. Without limiting the foregoing definition, the historical Schedule has required Services (1) on a bi-monthly basis for April 1 through October 31 and (2) on a once-monthly basis for November 1 through March 31. Working hours for the Schedule may be performed during daylight hours on Mondays through Saturdays; however, noisy and/or loud equipment and/or personnel that conflict with County employees or residents conducting business as usual will not be allowed.

“Services” means those services necessary to maintain aesthetically pleasing landscaping at the Locations as is appropriate for highly visible public grounds. Without limiting the foregoing definition of Services, Services includes the following:

- Debris Removal – Litter, grass, branches, cuttings and other debris shall be removed. All walkways shall be kept clear of debris from performance of the Services. Debris from ordinary weather patterns shall be removed. Owner will provide assistance for removal of debris caused by extraordinary weather events, such as an ice storm, tornado or hurricane.
- Hazards – Monitor and immediately alert Owner to any observed hazards or dangers to the public health or safety. Owner shall be solely responsible for causing reported hazards to be corrected.
- Irrigation System Maintenance – Monitor and immediately alert Owner to any observed problems with irrigation systems. Owner shall be solely responsible for causing reported problems with the irrigations systems to be corrected.
- Mulch Maintenance – Annually, upon reasonable notice from Owner, mulch (which may include pinestraw) shall be placed in landscaped beds to a minimum thickness of two (2) inches. Owner shall pay for mulch at the designated contract prices.
- Parking Lot Maintenance – The parking lots shall be mechanically swept or blown to be clear of debris from performance of the Services.
- Pest Control – Monitor and immediately alert Owner to any observed problems with pests that are known to cause disease or infestations to vegetation. Owner shall be solely responsible for causing any reported pest problem to be corrected unless Contractor fails to timely report the problem to Owner. If Contractor fails to timely report any pest problem to Owner, Contractor shall be responsible for correcting damage to vegetation using Qualified Personnel.
- Planting – Seasonal plantings of annuals and perennials to add color and effect to landscape. Owner shall pay for plantings at designated labor and supply contract prices.
- Roadway Maintenance – Roadways shall be mechanically swept or blown to be clear of debris from performance of the Services.
- Shrubbery Maintenance – Shrubbery shall be trimmed and pruned.
- Turf Maintenance – Turf and lawn areas shall be mowed, edged, trimmed and blown.
- Weed Control – Landscaped beds shall be weed free. Turf and lawn areas shall have no or minimal weeds. Weed control for turf at the two Locations printed in bold and marked with an asterisk on the Locations list, above, shall be by chemical treatment.

- Vegetative Nourishment – Turf, lawn and landscaped beds shall be fertilized twice a year and Contractor shall provide Owner with appropriate records showing the types and amounts of fertilizer placed at each Location.

“Qualified Personnel” means persons Contractor assigns to perform the services who have (1) whatever license is required by the State of South Carolina to carry out the Services and (2) sufficient training and experience to carry out the Services in accordance with all applicable state and federal laws and regulations (“applicable Law”). At a minimum, Contractor must include in its submission:

- A photocopy of a current license for at least one current employee documenting the employee’s holding a category 3 commercial pesticide applicator’s license whose performance of Weed Control is covered by Contractor’s Workers Compensation coverage and general liability insurance.
- A photocopy of a current license for one person holding a category 3 commercial pesticide applicator’s license who Contractor specifically identifies as the subcontractor Contractor will engage to perform the Weed Control, documentation that the subcontractor is aware of being named as a subcontractor in the submission, and documentation the subcontractor is covered by Workers Compensation and general liability insurance.

If Applicable Law requires that any other Services be performed by an individual licensed, trained or experienced, Contractor shall include in its submission identification of the person, credentials and insurance information similar to that set forth above regarding a holder of a category 3 commercial pesticide applicator’s license.

Any contract resulting from this RFP will require Contractor to use the person identified as the license holder in the submission throughout any term (original or renewal) for performing the relevant Services, unless Owner agrees in writing prior to the performance of the relevant Services that it accepts a specific, licensed and insured person to replace the person identified in the submission

## DELIVERABLES

RFP No. FY14-0918 Professional Landscaping/ Maintenance Services

To be considered properly submitted, a submitting vendor shall timely 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 and copy of Workers Compensation insurance certificate 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 Solicitation and Code.

Proof of Adequate Insurance- Current Workmen's Compensation Certificate

To meet the requirements of the SC Pesticide Control Act, the VENDOR/CONTRACTOR must have a Commercial Pesticide Applicator's License. Please provide a CURRENT COPY OF SUCH License (s)

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 Proposal Cost Sheets (s)
- Code and Articles Acknowledgment
- Certificate of No Exceptions
- Vendor Qualification Responses
- Certification of Preferences (If Vendor chooses to exercises preferences)
- Addendum Acknowledgment

## Vendor Qualifications and Information

### RFP FY14-0918 – Professional Landscaping/Maintenance Services

Vendor shall provide with its proposal , three (3) complete the following which should be collated, fastened together and clearly labeled “Vendors’ Certification of Qualifications and Information for RFP No. FY 14-0918.

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 timely and without deviation carry out the Scope of Work.
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 certificates of Insurance, to including liability, worker’s compensation and auto liability.
8. Licenses – Must have current SC Commercial Pesticide Applicator’s License. Provide copies



## Evaluation Criteria

### FY14-0618 Professional Landscaping/ Maintenance Services

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal is determined to be the most advantageous to the County based on the evaluation factors stated in this section. The evaluation shall be based 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.

1. How closely the submitted proposal reflects the Scope of Work.
2. Total cost to be incurred by the County
3. Vendor qualifications, record of performances and integrity
4. Ability to deliver in a timely manner

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

Certified Proposal Costs Sheets

**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 \$ \_\_\_\_\_

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

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

**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**

Once a Month Costs \$ \_\_\_\_\_

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

Once a Month Costs \$ \_\_\_\_\_

**13. Wolfton Community Center, 7244 North Road, Orangeburg County**

Once a Month Costs \$ \_\_\_\_\_

**14. Holly Hill Complex, 8423 Old state Road, Holly Hill, S. C.**

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

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

**15. Industrial Boulevard site of approx. ½ mile from Red Bank Road to Rofton Street ( the frontage road**

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

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

**16. Matthews Industrial Park's paved entrance road that begins at highway 301, unincorporated Orangeburg County.**

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

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

TOTAL COST FOR ALL SITES FOR ONE (1) CALENDAR YEAR \$ \_\_\_\_\_

Please state an hourly rate for additional, unanticipated landscape maintenance work \$ \_\_\_\_\_

The Total Cost 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 Scope of Work described in Request for Proposal FY14-0918.

2. Vendor understands and agrees that, due to budget constraints, Owner 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 proposal: contains proposal 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. FY14-0918

The Code requires vendors 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 proposal:

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

2. Vendor does NOT AGREE to all of the terms of the Request for Proposal (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 Proposal (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. FY14-0618

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 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