



Request for Proposals

**Bids for Lawncare Maintenance of
Public Utilities Properties
Bid# 300-2-2021**

Issued by the City Manager
City of Abbeville, SC

Released
November 24, 2020

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City of Abbeville, South Carolina

Lawn Care Maintenance Bid Number 300-2-2021

The City of Abbeville, SC, is soliciting from qualified companies sealed proposals for lawncare management for the Abbeville Public Utilities Department's properties listed in this RFP.

Proposals should include the following criteria for services rendered:

Mowing

Trimming and Edging

Use of Herbicide

Grass Clipping & Debris

Record Keeping

Bid process details may be obtained from the City's website, www.abbevillecitysc.com, or by emailing the City Manager at bstone@abbevillecitysc.com.

Bids will be accepted by MAIL ONLY until 2:00 PM, December 15, 2020, in the City Manager's Office, Opera House, 100 Court Square, PO Box 40, Abbeville SC 29620, at which time they will be opened by LIVE STREAM ONLY via **GoTo Meeting**. Please access the following link for public bid opening: <https://global.gotomeeting.com/join/247127381> or dial [+1 \(872\) 240-3412](tel:+18722403412) to access by phone. **Access code** is: 247-127-381.

No electronic bids will be accepted. The City reserves the right to reject any or all bids. Bids will be awarded on the basis of the lowest and/or best bid.

All bidders must be bonded and insured.

1. Description and Scope of Project

- 1.1. The City of Abbeville has determined the need to contract out lawncare maintenance services for thirteen (13) properties to include the City of Abbeville, Public Utilities administration building, water plant, wastewater treatment plant, hydroelectric plant, and raw water substation as well as eight substations.
- 1.2. **Mowing:** Mowing will be performed on a bi-weekly basis. The grass shall be cut to a uniformed height, no greater than 2" from the ground, without skips or gaps.
- 1.3. **Trimming & Edging:** All curbs, sidewalks, ditches, buildings, poles, and transformers will be edged or trimmed at the time of the bi-weekly grass cutting. This should include expansion joints in the sidewalks and concrete curbing/gutter along the roads.

Precautions shall be taken to maintain blades on edging equipment in a sharp condition to provide a clean, even cut and to prevent uneven edging.

Trimming with string trimmers will be done in ditches, around trees, foundations, walls, and other structures to insure a neat appearance. The contractor shall replace all items that have been damaged during mowing and trimming operations.

- 1.4. **Use of Herbicide:** No spraying of herbicide is allowed around any City of Abbeville facility included in this agreement.
- 1.5. **Grass Clipping & Debris:** The contractor will remove all grass clippings that blow onto sidewalks, parking lots and roads. In the event of adverse weather causing trees or limbs to fall in the specified areas the Contractor will coordinate with City of Abbeville's representative on the extent of their responsibilities. Small sticks and branches along with trash will be removed by the Contractor during the bi-weekly mowing
- 1.6. **Record Keeping:** The Contractor shall keep and maintain records which will enable City of Abbeville, as well as the Contractor, to ascertain and determine clearly and accurately the sites that have been mowed. The method of record keeping shall be provided by the Contractor and approved by the City of Abbeville prior to beginning the contract. Records shall conform to all applicable federal, state, and local regulations.

The work shall be performed in accordance with all federal, state, and local requirements. The Contractor shall obtain all necessary permits and shall monitor and perform required regulatory agency reporting associated with the work.

Due to access limitations at each site, electricity as well as sanitary facilities shall be provided by the Contractor and working hours are limited to weekday daylight hours, excluding holidays.

1.7. **Property Locations:** Site maps of these locations may be obtained by contacting Tim Hall, City of Abbeville, Public Utilities Director at thall@abbevillecitysc.com.

1.8. **Terms and Renewal:** Contract will be effective upon issuance of a City of Abbeville purchase order and will be for an initial term of twelve (12) months. Contractor is bound to the quoted prices for the full twelve (12) month term.

Upon each anniversary of any resulting agreement, owner, and contractor, upon mutual agreement, shall have the option to renew this contract for an additional twelve (12) month term. This contract may be renewed up to four (4) times resulting in a total of five (5) years.

Contract continuance and contract extensions will be contingent upon the appropriation of funds through the City of Abbeville budget.

2. Proposal Requirements

2.1. Proposal should include the following:

- 2.1.1. Mowing
- 2.1.2. Trimming & Edging
- 2.1.3. Use of Herbicide
- 2.1.4. Grass Clipping & Debris
- 2.1.5. Record Keeping
- 2.1.6. Service Length

2.2. The firm shall include a signed bid submittal form by the person who will have contract authority over this project stating your interest in the project. Each firm must also include contact information, company background, experience, reference previous projects, and project understanding including timeline.

2.3. All firms shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, State and local agencies having jurisdiction and authority.

2.4. The City reserves the right to modify, alter or change the scope, size or other aspects of this project. Prospective firms shall submit all questions and requests for clarification of this RFP to R. Blake Stone, City Manager, via email at bstone@abbevillecitysc.com. Telephone inquiries will not be accepted.

2.5. The City will not respond to questions submitted less than 2 business days prior to the proposals due date or after bids have been opened.

2.6. This RFP does not commit the City to the award of a contract or to pay any costs incurred in the preparation for a response to this RFP. The City reserves the right to accept or

reject any, all or any part of proposals received as a result of this request. A professional service agreement will be negotiated with the selected firm.

3. Bid Submittal

- 3.1. The Bid Submittal Form in Attachment C must be completed and submitted with detailed proposal.
- 3.2. Bids must be submitted BY MAIL in a 9x12 manila envelope addressed as follows: City of Abbeville, Bid Submittal – Lawncare Maintenance (Bid No. 300-2-2021), 100 Court Square, PO Box 40, Abbeville, SC 29620 or in person by appointment.
- 3.3. Bid cost will consist of line item breakdown of all associated costs with lawncare maintenance for City of Abbeville Public Utilities properties.
- 3.4. Other Charges - Bid prices shall include as separate line items all additional charges, applicable taxes and any other charges rendering the bid price as the total price to be paid.

4. Award of Bid

- 4.1. Bid proposals will be opened publicly via a teleconference platform. Final bids will not be awarded until the City has had ample time to review each bid proposal and the bid has been approved by City Council. Award will be made, however, at the earliest possible date. No bid proposal may be withdrawn for a period of thirty (30) days after opening date.
- 4.2. The City will make an award of the bid by January 13, 2021, subject to confirmation by the Members of the City Council.
- 4.3. Bids received after the date and hour set for bid opening, will not be considered.
- 4.4. Bid Proposal Criteria
Award of bid shall be made to the responsible bidder meeting the specifications and having the lowest cost consistent with the quality and service needed for effective use; the following criteria will be used in making this determination:
 - 4.4.1.1. Contractor Experience
 - 4.4.1.2. Price proposal
 - 4.4.1.3. Proposed Equipment
 - 4.4.1.4. Capability to Provide Scope of Services

5. Contractor Requirements

5.1 Certificate of Insurance

Successful bidder will name the City as additional insured on the contractor's insurance policies and will provide a Certificate of Insurance upon notice of award of contract. Any contractor working on-site for the City of Abbeville will maintain a policy of Workers' Compensation Insurance with such limits as may be required by law, and a policy of general liability insurance limits sufficient to cover any loss or potential loss resulting from this contract insuring against liability for injury to and death of persons and damage to and destruction of property arising out of any act or omission of the contractor or any subcontractors.

5.2 Business License

Work performed within the City limits will require a City business license.

6. Contractor Responsibilities

6.1 Failure of the contractor to provide services or otherwise perform pursuant to the awarded bid shall be a breach of contract.

Contractor will submit invoices to the City on a bi-weekly or monthly basis to: City of Abbeville Public Utilities, Attn: Cathy Price, PO Box 639, Abbeville, SC 29620

7. Rejection of Proposals


7.1 Proposals not consistent with this request will be rejected.

8. Attachment A – Substation Photos



Substation Photos Continued



	<p align="center">City of Abbeville</p> <p align="center">Request for Proposals</p> <p align="center">Cover Submittal Form</p> <p align="center">Attachment B</p>	<p align="center">Bid Number</p> <p align="center">300-2-2021</p>	<p align="center">Lawncare Maintenance for City of Abbeville Public Utilities Properties</p>
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Instructions

Submit one (1) original signed Submittal Form with detailed proposal to:

City of Abbeville
 Bid Submittal – Lawncare Maintenance for Public Utilities Property
 Bid No. 300-2-2021
 100 Court Square
 PO Box 40
 Abbeville, SC 29620

Bidder Information

NAME AND ADDRESS:

OTHER CONTACT INFORMATION:

Lump Sum Proposal

I hereby certify that my proposal amount includes cost for personnel, supervision, labor, and equipment required for the herein named project in accordance with all terms and conditions contained in this solicitation.

PRINTED NAME

SIGNATURE

	City of Abbeville Request for Proposals Bid Detail Submittal - Attachment C	Bid Number 300-2-2021	Lawncare Maintenance for City of Abbeville Public Utilities Properties
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Please provide requested information in the following order:

- 1. Experience**
- 2. References**
- 3. Cost – Lump Sum Proposal**

a. Please summarize your lump sum proposal cost as follows:

Property Description	Equipment	Labor	Sales Tax and/or Other Charges	Total
Public Utilities Administration Building				
Water Plant				
Wastewater Treatment Plant				
Hydroelectric Plant				
Raw Water Substation				
All Other Substations				
Total Proposal				

- 4. Proposed Equipment** – Types of Equipment to be utilized
- 5. Record Keeping** – Method of record keeping of maintenance performed for each property
- 6. Capability** – Ability to provide scope of services