

## RFP FOR PROPOSAL: LANDSCAPING MAINTENANCE

Issue Date: August 16, 2021

Due Date: August 30, 2021 @ 3:00 P.M. EST.

Orangeburg Department of Public Utilities (DPU)

REQUEST FOR PROPOSAL

Landscaping Services

Orangeburg Department of Public Utilities (DPU) is requesting proposals for the landscaping and site maintenance of all grounds owned by DPU. The Department will notify the proposers of its selection within thirty (30) business days.

SUBMISSION OF RFP RESPONSE

RFP Response shall be submitted in the following manner:

- One (1) electronic copy should be emailed to [jnexsen@orbgdpu.com](mailto:jnexsen@orbgdpu.com) containing the following response documents

Proposal Response Form – ***Completed Signed and Dated***

General Conditions – ***Initialed and Dated by Signer***

Landscaping and Grounds Maintenance Contract – ***Signed and Dated***

***The Response must be delivered no later than 3:00 p.m.; EST, August 30, 2021.***

***Any Response submitted after the due date and time specified may not be considered.***

***A confirmation email will be sent confirming that all requested documents have been received.***

***DPU reserves the right to reject any or all proposals or any portion of the proposals and selection of vendor is based on quality of service and experience, price and reliability.***

Proposing firm must supply the following items:

1. Completed Proposal Response Form signed by a member of management who is legally able to bind the firm.
2. Three written references of clients the firm has supplied landscaping services to within the last five years. Client reference contracts should be of similar size and scope to the DPU's contract.
  - a. Include the First and Last Name of Contact
  - b. Phone Number and Email Address
  - c. Organization Name and Location
  - d. General scope of the contract including number of locations, frequency, etc.
3. Proposing firm agrees that by responding to this request for proposal – they fully agree with all the terms and conditions outlined in the request for proposal and its attached components:
  - a. Contract for Landscaping Services
  - b. General Conditions
  - c. Sample Change Order
  - d. Request for Proposal
  - e. Proposal Response Form

**PROPOSAL RESPONSE FORM**

LANDSCAPING AND GROUNDS MAINTENANCE  
DEPARTMENT OF PUBLIC UTILITIES

**Proposal of** \_\_\_\_\_  
(Company Legal Name)

(hereinafter called "Responder"):

TO: The City of Orangeburg  
Department of Public Utilities

The Responder, in compliance with your invitation for a proposal for the landscaping and grounds maintenance of the Department of Public Utilities' sites, having examined the site of the proposed work and being familiar with all of the conditions surrounding the Contract, including the availability of equipment and labor, hereby proposes to furnish all labor, equipment and material to complete the work in accordance with the Contract Documents, within the schedule set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this is a part.

Responder hereby agrees to commence work under this contract on October 1<sup>st</sup>, 2021 as specified in the Contract.

## Contract Information

### LANDSCAPING AND GROUNDS MAINTENANCE DEPARTMENT OF PUBLIC UTILITIES, CITY OF ORANGEBURG, SOUTH CAROLINA

The purpose of this landscaping and grounds maintenance contract is to provide the Department of Public Utilities a full grounds maintenance program that keeps the outside appearance of the Main Office and Division Specific Alternate sites neat and attractive at all times.

#### Administrative Division

<b>1</b>	<u>Main Office (see notes below)</u>	<u>1016 Russell Street, Orangeburg</u>
	Cut grass, weed eat, edge	Every Monday prior to 8:00 am
	Limb up trees	As needed
	Broadcast fire-ant bait	Twice per year
	Treat ant beds	Each week as they arise
	Control weeds/grass	Weekly
	Install bark in shrub beds	Twice per year
	Install straw/parking lot shrubs	Once per year
	Fertilize grass/shrubs	As needed
	Install bedding plants	Twice per year
	Maintain sprinkler system	Weekly
	Control plant pests/disease w/pesticide	As needed
	Remove & replace dead plants	As needed
<b>2</b>	<u>Operations Center (Warehouse)</u>	<u>350 Sprinkle Avenue, Orangeburg</u>
	Cut grass, weed eat, edge	Every 2 weeks
	Treat ant beds	Every 2 weeks
	Control weeds/grass	Every 2 weeks
<b>3</b>	<u>Fairground Area (Warehouse laydown)</u>	<u>Sprinkle Avenue, Orangeburg</u>
	Cut grass, weed eat, edge	Every 2 weeks
	Pick up trash, blow & clean grounds	Every 2 weeks
<b>4</b>	<u>Russell Street DPU Park</u>	<u>1036 Russell Street, Orangeburg</u>
	Cut grass, weed eat, edge	Weekly
	Pick up trash, blow & clean grounds	Weekly
	Treat ant beds	Weekly
	Control weeds/grass	Weekly

**\*\*Main office consists of all property between Windsor, Cuttino, Teal and Russell. Also includes parking lot areas facing Cuttino and grass lot behind Johnson Locksmith. Work must be performed on Mondays prior to 8:00 am.**

**Administrative Division Proposal Price per Month:** \_\_\_\_\_

## **Electric Division**

- |          |  |  |
|----------|--|--|
| <b>5</b> | <b><u>North Road Generator Plant</u></b>         | <b><u>3990 North Road, Orangeburg</u></b>      |
|          | Cut grass, weed eat, edge (peak season)          | Every 2 weeks                                  |
|          | Cut grass, weed eat (dormant season)             | As needed                                      |
|          | Edge (dormant season)                            | As needed                                      |
|          | Pick up trash, blow grounds                      | Every 2 weeks                                  |
|          | Treat ant beds                                   | Every 2 weeks                                  |
|          | Control weeds/grass                              | Every 2 weeks                                  |
| <b>6</b> | <b><u>Substation 5</u></b>                       | <b><u>2396 Chestnut Street, Orangeburg</u></b> |
|          | Cut grass, weed eat, edge (peak season)          | Every 2 weeks                                  |
|          | Cut grass, weed eat (dormant season)             | As needed                                      |
|          | Edge (dormant season)                            | As needed                                      |
|          | Pick up trash, blow grounds                      | Every 2 weeks                                  |
|          | Control weeds/grass                              | Every 2 weeks                                  |
| <b>7</b> | <b><u>Propane Plant Field (Substation 4)</u></b> | <b><u>530 Cannon Bridge Rd Obrg</u></b>        |
|          | Cut grass, weed eat, edge                        | Once per month                                 |
|          | Pick up trash, blow grounds                      | Once per month                                 |
|          | Control weeds/grass                              | Once per month                                 |
| <b>8</b> | <b><u>Substation 24 (Industrial Park)</u></b>    | <b><u>361 Galaxy Road, Orangeburg</u></b>      |
|          | Cut grass, weed eat, edge                        | Quarterly                                      |
|          | Pick up trash, blow grounds                      | Quarterly                                      |
|          | Control weeds/grass                              | Quarterly                                      |

**Electric Division Proposal Price per Month:** \_\_\_\_\_

## **Natural Gas Division**

<b>9</b>	<b><u>Propane Plant</u></b> Cut grass, weed eat, edge Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>835 Bobby Street, Orangeburg</u></b> Once per month Once per month Once per month Every 2 weeks
<b>10</b>	<b><u>Riverbank Regulator Station</u></b> Cut grass, weed eat, edge Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>3130 Riverbank Drive, Orangeburg</u></b> Once per month Once per month Once per month As needed
<b>11</b>	<b><u>Border Station #3</u></b> Cut grass, weed eat, edge Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>787 Bonnette Road, Orangeburg</u></b> Once per month Once per month Once per month As needed
<b>12</b>	<b><u>Cutoff Rd Regulator Station</u></b> Cut grass, weed eat, edge Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>739 Neeses Hwy, Orangeburg</u></b> Once per month Once per month Once per month As needed
<b>13</b>	<b><u>Liner Plant Station</u></b> Cut grass, weed eat, edge Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>2998 Rowesville Rd, Orangeburg</u></b> Once per month Once per month Once per month As needed

**Natural Gas Division Proposal Price per Month:** \_\_\_\_\_

## **WaterDivision**

<b>14</b>	<b><u>Water Treatment Plant</u></b>	<b><u>395 Seaboard Street, Orangeburg</u></b>
	Cut grass, weed eat, edge (peak season)	Once a week (Monday or Tuesday)
	Cut grass, weed eat (dormant season)	As needed
	Edge (dormant season)	As needed
	Pick up trash, blow grounds	On weekly visit
	Maintain shrubs	As needed
	Limb up trees	As needed
	Treat ant beds	On weekly visit
	Control weeds/grass	On weekly visit
	Install straw in shrub beds	Once per year
	Fertilize grass & shrubs	As needed
	Install bedding plants	Twice per year
	Control plant pests & disease w/pesticides	As needed
	Remove & replace dead plants	As needed
<b>15</b>	<b><u>Raw Water Pump Station</u></b>	<b><u>711 Riverside Drive, Orangeburg</u></b>
	Cut grass, weed eat, edge (peak season)	Every 2 weeks
	Cut grass, weed eat (dormant season)	As needed
	Edge (dormant season)	As needed
	Pick up trash, blow grounds	Weekly
	Treat ant beds	Every 2 weeks
	Control weeds/grass	As needed
<b>16</b>	<b><u>Bolentown Water Tank</u></b>	<b><u>1815 Norway Road, Orangeburg</u></b>
	Cut grass, weed eat, edge (peak season)	Every 2 weeks
	Cut grass, weed eat (dormant season)	As needed
	Edge (dormant season)	As needed
	Pick up trash, blow grounds	Weekly
	Treat ant beds	Every 2 weeks
	Control weeds/grass	As needed
<b>17</b>	<b><u>Cameron Water Tank</u></b>	<b><u>404 Boyce Lawton Drive, Cameron</u></b>
	Cut grass, weed eat, edge (peak season)	Every 2 weeks
	Cut grass, weed eat (dormant season)	As needed
	Edge (dormant season)	As needed
	Pick up trash, blow grounds	Weekly
	Treat ant beds	Every 2 weeks
	Control weeds/grass	As needed
<b>18</b>	<b><u>Dantzler Water Tank</u></b>	<b><u>615 Dantzler Street, Orangeburg</u></b>
	Cut grass, weed eat, edge (peak season)	Every 2 weeks
	Cut grass, weed eat (dormant season)	As needed
	Edge (dormant season)	As needed
	Pick up trash, blow grounds	Weekly
	Treat ant beds	Every 2 weeks
	Control weeds/grass	As needed



<b>19</b>	<b><u>Limestone Water Tank</u></b> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>590 Limestone Road, Orangeburg</u></b> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>20</b>	<b><u>Industrial Park Tank</u></b> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>200 All American Lane, Orangeburg</u></b> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>21</b>	<b><u>Saddle Club Road Tank</u></b> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>725 Red Bank Road, Orangeburg</u></b> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>22</b>	<b><u>Seawright Water Tank</u></b> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>1815 Irvin Street, Orangeburg</u></b> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>23</b>	<b><u>St. Matthews Road Tank</u></b> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>999 St. Matthews Road, Orangeburg</u></b> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>24</b>	<b><u>Highway 4 Pump Station</u></b> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<b><u>521 Neeses Highway, Orangeburg</u></b> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed

<b>25</b>	<u>Ellis Avenue Pump Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<u>1501 Ellis Avenue, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>26</b>	<u>North Road Pump Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<u>4022 North Road, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>27</b>	<u>Highway 4 &amp; 400 Pump Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<u>739 Neeses Highway, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>28</b>	<u>301 North Valve Pit</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<u>Coordinates: (33.46387) (-80.77131)</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>29</b>	<u>Tradewinds Altitude Valve Pit</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow grounds Treat ant beds Control weeds/grass	<u>Coordinates: (33.41574) (-80.74599)</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>30</b>	<u>Alum Sludge Lagoon</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Treat ant beds Control weeds/grass	<u>1810 Old Edisto Dr., Orangeburg</u> Every 2 weeks As needed As needed Every 2 weeks As needed
<b>31</b>	<u>Whaley Street Tower</u>	<u>671 Whaley Street, Orangeburg</u>

	Cut grass, weed eat, edge (outside fence)	Every 2 weeks
	Control weeds/grass (inside fence)	Every 2 weeks
<b>32</b>	<u>Highway 301 Meter Pit</u>	<u>Hwy. 301</u>
	Cut grass, weed eat, edge (peak season)	Every 2 weeks
	Cut grass, weed eat (dormant season)	As needed
	Pick up trash, blow grounds	Weekly
	Treat ant beds	Every 2 weeks
	Control weeds/grass	As needed
<b>33</b>	<u>Water Plant (Wax Myrtle Trees)</u>	<u>395 Seaboard Drive, Orangeburg</u>
	Cut back & maintain wax myrtle trees	Monthly
<b>34</b>	<u>Waters Ferry Tower</u>	<u>825 Waters Ferry Road, North</u>
	Cut grass, weed eat, edge	Every 2 weeks
	Control weeds/grass	Every 2 weeks
	Pick up trash, blow grounds	Every 2 weeks
	Treat ant beds	Every 2 weeks
<b>35</b>	<u>Caldon Tank</u>	<u>426 Caldon Road, North</u>
	Cut grass, weed eat, edge	Every 2 weeks
	Control weeds/grass	Every 2 weeks
	Pick up trash, blow grounds	Every 2 weeks
	Treat ant beds	Every 2 weeks
<b>36</b>	<u>Hwy. 172 Well</u>	<u>2871 Bull Swamp Road, North</u>
	Cut grass, weed eat, edge	Every 2 weeks
	Control weeds/grass	Every 2 weeks
	Pick up trash, blow grounds	Every 2 weeks
	Treat ant beds	Every 2 weeks

**Water Division Proposal Price per Month:**\_\_\_\_\_

## **Wastewater Division**

- |           |  |  |
|-----------|--|--|
| <b>37</b> | <b><u>Wastewater Plant</u></b>                           | <b><u>369 Gulbrandsen Rd., Orangeburg</u></b>  |
|           | Cut grass, weed eat, edge                                | Every 2 weeks                                  |
|           | Pick up trash, blow, clean grounds                       | Every 2 weeks                                  |
|           | Treat ant beds   | Every 2 weeks                                  |
|           | Control weeds/grass                                      | As needed                                      |
| <b>38</b> | <b><u>Riverbank Dr. (Caw Caw Creek) Lift Station</u></b> | <b><u>2002 Riverbank Drive, Orangeburg</u></b> |
|           | Cut grass, weed eat, edge (peak season)                  | Every 2 weeks                                  |
|           | Cut grass, weed eat (dormant season)                     | As needed                                      |
|           | Edge (dormant season)                                    | As needed                                      |
|           | Pick up trash, blow, clean grounds                       | Weekly   |
|           | Treat ant beds   | Every 2 weeks                                  |
|           | Control weeds/grass                                      | As needed                                      |
| <b>39</b> | <b><u>Country Club Estates Lift Station</u></b>          | <b><u>3824 Riverbank Drive, Orangeburg</u></b> |
|           | Cut grass, weed eat, edge (peak season)                  | Every 2 weeks                                  |
|           | Cut grass, weed eat (dormant season)                     | As needed                                      |
|           | Edge (dormant season)                                    | As needed                                      |
|           | Pick up trash, blow, clean grounds                       | Weekly   |
|           | Treat ant beds   | Every 2 weeks                                  |
|           | Control weeds/grass                                      | As needed                                      |
| <b>40</b> | <b><u>O-C Tech Lift Station</u></b>                      | <b><u>1116 Cook Road, Orangeburg</u></b>       |
|           | Cut grass, weed eat, edge (peak season)                  | Every 2 weeks                                  |
|           | Cut grass, weed eat (dormant season)                     | As needed                                      |
|           | Edge (dormant season)                                    | As needed                                      |
|           | Pick up trash, blow, clean grounds                       | Weekly   |
|           | Treat ant beds   | Every 2 weeks                                  |
|           | Control weeds/grass                                      | As needed                                      |
| <b>41</b> | <b><u>Industrial Park Lift Station</u></b>               | <b><u>1130 Big Buck Blvd, Orangeburg</u></b>   |
|           | Cut grass, weed eat, edge (peak season)                  | Every 2 weeks                                  |
|           | Cut grass, weed eat (dormant season)                     | As needed                                      |
|           | Edge (dormant season)                                    | As needed                                      |
|           | Pick up trash, blow, clean grounds                       | Weekly   |
|           | Treat ant beds   | Every 2 weeks                                  |
|           | Control weeds/grass                                      | As needed                                      |
| <b>42</b> | <b><u>Three Quads Lift Station</u></b>                   | <b><u>254 Hooligan Way, Orangeburg</u></b>     |
|           | Cut grass, weed eat, edge (peak season)                  | Every 2 weeks                                  |
|           | Cut grass, weed eat (dormant season)                     | As needed                                      |
|           | Edge (dormant season)                                    | As needed                                      |
|           | Pick up trash, blow, clean grounds                       | Weekly   |
|           | Treat ant beds   | Every 2 weeks                                  |
|           | Control weeds/grass                                      | As needed                                      |

<b>43</b>	<u>Corona Park Lift Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow, clean grounds Treat ant beds Control weeds/grass	<u>875 Bryan Drive, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>44</b>	<u>Whitford Creek Lift Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow, clean grounds Treat ant beds Control weeds/grass	<u>415 Old Elloree Road, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>45</b>	<u>Corporate Drive Lift Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow, clean grounds Treat ant beds Control weeds/grass	<u>1356 Corporate Drive, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>46</b>	<u>Sprinkle Street Lift Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow, clean grounds Treat ant beds Control weeds/grass	<u>844 Plywood Street, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>47</b>	<u>Saddle Club Road Lift Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow, clean grounds Treat ant beds Control weeds/grass	<u>915 Red Bank Road, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>48</b>	<u>Chase Street Lift Station</u> Cut grass, weed eat, edge (peak season) Cut grass, weed eat (dormant season) Edge (dormant season) Pick up trash, blow, clean grounds Treat ant beds Control weeds/grass	<u>271 Chase Street, Orangeburg</u> Every 2 weeks As needed As needed Weekly Every 2 weeks As needed
<b>Wastewater Division Proposal Price per Month:</b> _____		

**(All Divisions above added together)**

**Total Proposal Price per Month:** \_\_\_\_\_

We understand that the Owner reserves the right to reject any or all Proposals and to waive any informality in the quoting.

We agree that this Proposal shall be good and may not be withdrawn for a period of 30 calendar days after the scheduled closing time for receiving Proposals.

Upon receipt of written notice of the acceptance of this Proposal, we will execute a formal contract within ten business days.

Respectfully submitted,

BY: \_\_\_\_\_  
(Title)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Business Name and Address)

## LANDSCAPING AND GROUND MAINTENANCE CONTRACT

This agreement, made up of four (4) components: Landscaping and Grounds Maintenance Contract, General Conditions, Request for Proposal and Proposal Response Form, made this \_\_\_\_\_ day of \_\_\_\_\_ 2021, by and between (1) The City of Orangeburg, Department of Public Utilities, acting herein through its (2) Manager, hereinafter called "Owner", and (3) \_\_\_\_\_, doing business as a partnership/a corporation/an individual (strike out in applicable terms), with its principal office in the City of Orangeburg, County of Orangeburg, State of South Carolina, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Owner, the Contractor hereby agrees with the Owner to commence and complete the work described as follows: Landscaping and Grounds Maintenance as described on the Proposal Response Form.

The Contractor further agrees to commence and complete any and all work in connection with the said project and at his (its or their) own proper cost and expense to furnish all material, machinery, equipment, tools, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the General Conditions and at the prices stated in the Proposal Response Form and this Contract.

The Contractor hereby agrees to commence work under the Contract on October 1<sup>st</sup>, 2021 and shall run for 12 consecutive months ending on September 30<sup>th</sup>, 2022. This contract will auto renew each year on October 1. Either party may cancel the contract by giving sixty (60) days written notice prior to the requested cancelation date. Any changes in the scope of work or the payment terms must be detailed and approved by both parties using the attached standard change order form.

The Owner agrees to pay the Contractor in US dollars for the performance of the Contract, as per the proposal(s) (attached hereto) subject to additions and deductions, as provided in the General Conditions, and to make payments on account thereof. The General Conditions and Proposal(s) are attached hereto and are a part of this Contract by reference.

In witness whereof, the parties hereto have executed this Contract in four counterparts, each copy of which shall be deemed an original in the year and day first mentioned above.

City of Orangeburg  
Department of Public Utilities  
Owner

By: \_\_\_\_\_  
Warren Harley  
Title: Manager, Department of Public Utilities

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Witness

Contractor's Address

\_\_\_\_\_  
\_\_\_\_\_



## GENERAL CONDITIONS

1. Definitions - The following terms as used in this contract are respectively defined as follows:
  - A. Contractor - a person, firm or corporation with whom the contract is made by the Owner.
  - B. Subcontractor - a person, firm or corporation supplying labor and/or materials for work at the site of the project for and under separate contract or agreement with the Contractor.
  - C. Work on the Project - work to be performed at the location of the project by employees of the Contractor or Subcontractor.
  - D. Owner - the City of Orangeburg, Department of Public Utilities (DPU).
  - E. Dormant Season – the months of December, January and February
  - F. Peak Season – the months of March, April, May, June, July, August September, October, and November
2. Scope of the Work - The Contractor is to provide the Department of Public Utilities full grounds maintenance that keeps the outside appearance of the Main Office neat and attractive at all times.
  - A. The Contractor shall, in good workmanlike manner, do and perform all work and furnish all labor, supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract in accordance with the items identified on the Bid Form.
  - B. There shall be no smoking on any DPU property at any time whatsoever.
  - C. At no time should Contractor or any of his employees enter any DPU building without being accompanied by a DPU employee and work may not be subcontractor without written permission from the DPU.
3. Laws and Regulations - The Contractor shall keep himself informed of all laws, ordinances and regulations of State, City and County in any manner affecting those engaged or employed in the work or in any way affecting the work. He shall at all times observe and comply with all such laws, ordinances and regulations and shall protect and indemnify the Owner against any claims or liability arising from or based on the violation of any such law, ordinance or regulation.

4. Changes in Work – No changes in work covered by the approved contract documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:
  - A. An agreed lump sum.
  - B. The actual cost of:
    - 1) Labor
    - 2) Materials entering permanently into work.
    - 3) The ownership or rental cost of equipment during the time of use on extra work.
5. Payments to Contractor - Payments to Contractor shall be made according to the following:
  - A. Not later than the 15th of each calendar month the Owner shall make a payment to the Contractor on the basis of a duly certified approved invoice of the work performed during the preceding calendar month provided that the Contractor provides the Owner with said invoice no later than the 10th day of the month.
6. Insurance - The Contractor shall procure and maintain during the life of this contract, whether such operation be by himself or by subcontractor or anyone directly or indirectly employed by either of them, such insurance as required by statute and/or ordinance to adequately protect the Owner from any claims or damages, including bodily injury or death, which may arise from them during operations under this contract.

Limits of Liability - Insurance shall be obtained for not less than the limits as follows:

- A. **Workmen's Compensation Insurance:** for all employees in an amount not less than \$500,000.00 (including subcontracted employees) to be employed in the course of this work.
- B. **Commercial General Liability Insurance:** The Contractor shall take out and maintain during the life of the Contract such commercial general liability insurance as shall protect him from any claims for damage for bodily injury, including accidental death, as well as claims for property damage, which may arise from operations under this contract in the amount as follows:
  - 1) Bodily injury and personal injury in an amount not less than \$1,000,000.00 per occurrence and subject to a limit of not less than \$1,000,000.00 during a period of twelve months.

- 2) Property damage in an amount not less than \$500,000.00 for any one damage claim, and in an aggregate amount up to \$500,000.00 during a twelve month period.

**C. Comprehensive Automobile Liability Insurance:**

- 1) Includes coverage for all owned, hired and non-owned automobiles.
- 2) The combined single limit of liability shall not be less than \$1,000,000.00 for any one accident or loss.

- D. Excess Liability (Umbrella) Insurance:** Contractor shall carry and maintain Combined Excess Liability (Umbrella) insurance for an amount of not less than \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate.

Certificates of Insurance – The Contractor shall deliver to the Owner Certificates of Insurance prior to the execution of the Contract by the Owner and prior to commencing work showing the type, amount, class of operations covered, effective dates and dates of expiration of the policies. Such certificates shall contain substantially the following statement: “The insurance covered by this certificate will not be cancelled or materially altered except after 30 days written notice has been received by the owner”.

7. E-Verify - The Contractor shall be required to sign the Contractors Affidavit and comply with all requirements of the South Carolina Illegal Immigration Reform Act.
8. Owner's Inspection - The Owner may at any time he deems appropriate, inspect the work in progress. The Owner may specify the order of the work to be performed.
9. Owner's Authority - The Owner shall determine the amount, quality, acceptability and fitness of the work under this contract. DPU shall decide all questions which may arise in relation to said work and the Owner's decisions shall be final and conclusive.
10. Right of Owner to Terminate Contract - In the event that any of the provisions of the contract are violated by the Contractor or by any of his subcontractors, the Owner may serve written notice upon the Contractor of intention to terminate the contract. Within ten days from the date of the mailing of such notice, the Owner may take over the work and prosecute the same to completion. The Contractor shall be given an opportunity to correct any deficient provision during the ten days.

11. Right to Terminate Contract by Either Party –The Owner and the Contractor reserve the right to terminate this contract after giving sixty (60) days written notice of its intention to do so.

SAMPLE CHANGE ORDER # \_\_\_\_\_

LANDSCAPING AND GROUNDS MAINTENANCE  
DEPARTMENT OF PUBLIC UTILITIES

**Change Order:** \_\_\_\_\_  
(Company Legal Name)

Total Cost per Month: \_\_\_\_\_

Date of start: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

TO: The City of Orangeburg  
Department of Public Utilities

**Location:** \_\_\_\_\_

Cut grass and weed eat (\_\_\_\_\_ season)

Cut grass and weed eat (\_\_\_\_\_ season)

Edge (\_\_\_\_\_ season)

Pick up trash, blow and clean grounds

Treat ant beds

Control weeds/grass

**Address:** \_\_\_\_\_

Frequency: \_\_\_\_\_

Frequency: \_\_\_\_\_

Frequency: \_\_\_\_\_

Frequency: \_\_\_\_\_

Frequency: \_\_\_\_\_

Frequency: \_\_\_\_\_

Client:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor:

By: \_\_\_\_\_

Title: \_\_\_\_\_