

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE
INVITATION TO BID SCOPE OF WORK (RFP20-01)**

Requested jobs will be performed between months of April – October 2020, and January 2021

MONTHLY - Mow/ maintain turf/grass between sidewalks and main road. In addition, a minimum of a foot where brush has grown over sidewalk. The exception is where a resident has planted within a foot on private property.

MONTHLY- Remove debris/grass cuttings/pine straw from sidewalk with air blower. The exception is where the debris/grass cuttings/pine straw is blown into the road or on private property.

JUNE, JULY & AUGUST - Edge grass from sidewalks & remove debris

MONTHLY at Old Town Hall site & Camp Moore/Styx maintenance:

- Mowing: all turf shall be mowed
- Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. Damage to plant materials due to string line trimming shall be replaced by the contractor w/in 10 days.
- Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. Removal of all trash and debris is to be removed from the property before departure; this shall include small branches.
- Pruning: trees / shrubs / plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).

MONTHLY at Town of Pine Ridge Complex:

Turf & Bed Areas: turf shall be mowed; plant beds edged, excess debris/trash collected and disposed of to include fall/winter leaves.

Shrubbery/Ornamental trees: shrubbery trimmed/pruned and weed to be controlled in plant beds by manual/chemical means.

Hardscapes: air blown free of excess debris, weed controlled by manual/chemical means, sidewalks edged and excess trash/debris collected and disposed of.

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JANUARY 2021:

Pine straw to be installed around bed areas around Town of Pine Ridge Complex site and Camp Moore/Styx Historical Park. Remove debris/pine straw/leaves with air blower on sidewalks throughout town.

ADDITIONAL OPTION (depending on budgetary constraints):

APRIL & OCTOBER: Mow, remove overgrowth and debris from highway right-of-way to include stormwater drainage ditches and around covered stormwater drains.

LOCATIONS:

- (1) Pine Ridge Drive from the intersection of Pine Ridge Drive and Fish Hatchery Road to the town limits sign near Congaree Baptist Church.
- (2) Fish Hatchery Road sidewalks from Arborgate Subdivision to Bachman Road.
- (3) Property at corner of Pine Ridge and Fish Hatchery Road.
- (4) Camp Moore/Styx Walking track, hill and road frontage.
- (5) Town Hall which includes all areas around building, parking lots, turf areas, bed areas and road frontage.
- (6) Fish Hatchery Road North East lane beginning at Williams Circle to Oak Hill Road.

Failure to comply with all instructions may result in the bid being deemed non-responsive.

Proposals must be received by the Town of Pine Ridge, 2757 Fish Hatchery Road, West Columbia, SC 29172 by 5:00 PM, Friday, March 27, 2020.

Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at this office until the stated date and time. Pine Ridge Town Council will make a final decision on April 14, 2020 at 6:45pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed. No faxed proposals will be permitted.

Direct all inquiries: Town Administrator, (803)755-2500
vmiller@townofpineridgesc.com

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All bids must provide the following:

- (1) Pricing for the described services for April - October 2020 plus January 2021, with an option to renew for April – October 2021, plus January 2022.
- (2) Trimming and cleaning activities will be conducted every month starting in April 2020 and will be completed prior to **the 28th day** of the month. Cleaning shall not begin prior to **the 15th day** of every month.
- (3) Failure to complete all required trimming/cleaning by **the 30th day** of the scheduled month will result in cancellation of the contract.
- (4) The removal of all debris will be the responsibility of the contractor.
- (5) Contractor will provide a certificate of liability insurance and workman's comp, showing the town as insured.
- (6) Company background to be provided: Company's location, Company's local business license information if company located in the Town of Pine Ridge, Company's stability and length of time in business, Company's size and ability to dedicate staff to the service, Company's bonding information.
- (7) Contractor will be required to purchase a Business License with the Town of Pine Ridge.
- (8) The Town of Pine Ridge reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities, and to request resubmission.
- (9) Bids must be submitted on the designated Bid Form, completed in ink or typed and signed by an authorized representative.
- (10) Envelopes containing bids shall be in a sealed envelope marked "RFP20-01".
- (11) An invitation to bid or request for proposals may be canceled by notice at any time prior to the opening of bids.
- (12) The determination of award of a contract for more than \$5,000 to the low responsible bidder shall be made by council after receiving the recommendation of the Property & Recreation Committee.
- (13) A tie bid shall be awarded to the firm selected by a majority vote of council.
- (14) Any actual or prospective Bidder who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Invitation to Bid shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

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SUMMARY WORKSHEET

This form must constitute the first page of the response to the Request for Proposals. Any response that does not contain this form as its first page shall be considered non-responsive.

	Miles	Work Item Description	Bid Amount	Times Months to be serviced	Total
Monthly	1.4	Mow/maintain turf/grass between sidewalks and main road		x 7	
Monthly	2.1	Remove debris/grass cuttings/pine straw from sidewalk with air blower		x 7	
June, July & August	2.1	Edge grass from sidewalks & remove debris		x 3	
Monthly	2.24	Mow/maintain turf/grass & remove debris at old Town Hall site		x 7	
Monthly	1 acre	Mow/maintain turf/grass & remove debris at Camp Moore/Styx to include road frontage		x 7	
Monthly	.75 acre	Pine Ridge Complex: Maintain all areas around building, parking lots, turf areas, bed areas & road frontage		x 7	
January 2021	1 acre	Pine straw Pine Ridge Complex/Camp Moore/Styx and air blow sidewalks throughout town		x 1	
Additional Option:					
April & October		Mow, remove overgrowth and debris from highway right-of-way to include stormwater drainage ditches and around covered stormwater drains.		x 2	
GRAND TOTAL					

I have reviewed the physical location of all required landscaping and mowing as defined in RFP20-01.

Signature

Date

Name (handwritten)

Company

Best contact number

Mailing address

Email

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VENDOR CHECKLIST for RFP20-01

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 4. Any response that is submitted without this worksheet shall be considered nonresponsive.
- Company Background** – Information regarding the following:
 - Company's location
 - Company's local business license information if company located in the Town of Pine Ridge
 - Company's stability and length of time in business
 - Company's size and ability to dedicate staff to the service
 - Company's bonding information
 - Company's certificate of insurance (workers' compensation and liability)
- Client References** – Provide at least two client references that are similar in nature, size or complexity to that described in this RFP.
- Criminal Background** – Provide a statement agreeing to submit all workers to a criminal background check.

The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.

- Acquisition of a Business License

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