

**TOWN OF PINE RIDGE LANDSCAPE MAINTENANCE  
INVITATION TO BID SCOPE OF WORK (RFP 2021-01)**

**Proposals must be received by  
5:00 PM, Friday, February 26<sup>th</sup>, 2021  
Town of Pine Ridge  
2757 Fish Hatchery Road  
West Columbia, SC 29172**

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 March 9th at 6:45pm. Any proposal received after the scheduled deadline, will be immediately disqualified. The Town assumes no responsibility for delivery of proposals.

**ALL BID SUBMISSIONS MUST BE MARKED "RFP 2021-01"**

Due to current COVID-19 precautions, the preferred method of delivery of the bid package is by mail. However, submissions received with all required information and signatures will be accepted by email or facsimile (803)955-0605.

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

**Requested jobs will be performed between months of  
April – October 2021 & January 2022**

Trimming and cleaning activities will be conducted every month starting in April 2021 and will be completed prior to **the 22nd day** of the month.

Cleaning shall not begin prior to **the 15<sup>th</sup> day** of every month.

Failure to complete all required trimming/cleaning by **the 23rd day** of the scheduled month will result in cancellation of the contract.

The removal of all debris will be the responsibility of the vendor.

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**MONTHLY at sidewalks throughout town –**

Location:

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 ending just past Dogwood Road.

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.

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.

**ALL SIDEWALKS in JUNE & AUGUST** - Edge grass from sidewalks & remove debris

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

Location:

1. Property at corner of Pine Ridge and Fish Hatchery Road, which abuts Wright Lane. Triangular in shape.
2. Camp Moore/Styx Walking track, hill and road frontage beside Town Hall on Fish Hatchery Road

- 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 vendor within 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).

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**MONTHLY at Town of Pine Ridge Complex:**

Location: Town Hall which includes all areas around building, parking lots, turf areas, bed areas and road frontage.

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.

**JANUARY 2022:**

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):**

Location: Fish Hatchery Road North East lane beginning at Williams Circle to Oak Hill Road.

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

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

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**TERMS & CONDITIONS:**

- 1) Pricing for the described services for April – October 2021 + January 2022.
- 2) Insurance: the successful vendor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the Town by the vendor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the vendor for the duration of the contract period; for occurrence policies.
  - a) General Liability Minimum Limits:
    - \$1,000,000 General Aggregate Limit
    - \$1,000,000 Products – Comp/OP AGG
    - \$1,000,000 Personal & ADV Injury
    - \$1,000,000 Each Occurrence Limit
    - \$ 5,000 Medical Expense Limit
  - b) Automobile Liability: Coverage sufficient to cover all vehicles owned, used or hired by the vendor, his/her agents, representatives, employees or subcontractors.
    - Minimum Limits
    - \$1,000,000 Combined Single Limit
    - \$1,000,000 Each Occurrence Limit
    - \$ 5,000 Medical Expense Limit
  - c) Workers' Compensation: Minimum Limits as required by the Workers' Compensation Act of SC. Employers Liability \$1,000,000

Please note that if any subcontractor does not carry workers' compensation insurance, then the owner or the principal vendor would be liable just as if the subcontractor's employee was one of their employees

- 3) Coverage Provisions:
  - a) The Town of Pine Ridge, shall be added as "additional insured". This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
  - b) The vendor's insurance shall be primary and cover April 2021 through January 2022.
- 4) Hold Harmless Clause: The vendor shall, during the term of the work, indemnify, defend and hold harmless the Town, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding the work performed by the vendor or his/her employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.
- 5) 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.

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- 6) Vendor will be required to purchase a Business License with the Town of Pine Ridge. Base fee of \$90.00 for the initial year and Business License renewals are based on gross income received in town for the previous calendar year.
- 7) 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.
- 8) Bids must be submitted on the designated Bid Form, completed in ink or typed and signed by an authorized representative.
- 9) Envelopes containing bids shall be in a sealed envelope marked “RFP 2021-01”.
- 10) An invitation to bid or request for proposals may be canceled by notice at any time prior to the opening of bids.
- 11) The determination of award of a contract for more than \$5,000 to the low responsible vendor shall be made by council after receiving the recommendation of the Property & Recreation Committee.
- 12) A tie bid shall be awarded to the firm selected by a majority vote of council.
- 13) Any actual or prospective Vendor 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 & August	2.1	Edge grass from sidewalks & remove debris		x 2	
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	1 acre	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.		x 1	
Additional Option:					
May & October		Mow, remove overgrowth and debris from highway right-of-way to include stormwater drainage ditches and around covered stormwater drains.		x 2	
<b>GRAND TOTAL</b>					

I have reviewed the physical location of all required landscaping and mowing and agree to all Terms & Conditions as defined and stated in RFP 2021-01.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (handwritten)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Best contact number

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Email

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**VENDOR CHECKLIST for RFP 2021-01**

- Summary Worksheet**-The first page of the RFP response must be the Summary Worksheet, which is found on page 6. 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 (see Section 2 & 3)
- 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. Base fee of \$90.00 for the initial year and Business License renewals are based on gross income received in town for the previous calendar year.

- Acquisition of a Business License

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