



FOUNTAIN INN

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INVITATION FOR BIDS

THE CITY OF FOUNTAIN INN

IFB #2020 – 009

Landscape Maintenance Service

ISSUE DATE:

11/09/2020

SUBMISSION DEADLINE:

12/03/2020

11:00 A.M. (EDST)

**CITY OF FOUNTAIN INN, SOUTH CAROLINA INVITATION FOR BID
#2020-009 Landscape Maintenance Service**

The City of Fountain Inn, South Carolina is seeking competitive bids from qualified companies to provide the City with a complete price for Landscape Maintenance Service.

Sealed bids will be received at 200 North Main Street; Fountain Inn, SC 29644 until 12/3/2020 at 11:00 a.m. from qualified contractors at which time they will be publicly opened and read aloud. Details of the award will be posted on www.fountaininn.org. Bids received after the time and date set for receipt of bids will not be accepted and will be returned to the bidder. Electronic bids will not be accepted.

All bids must be in a sealed envelope and marked:

CITY OF FOUNTAIN INN

SEALED BID: IFB#2020-009

TITLE: Landscape Maintenance Service

ATTN.: FINANCE DEPARTMENT

200 NORTH MAIN STREET

FOUNTAIN INN, SC 29644

All bids are subject to the City of Fountain Inn's Procurement Ordinance, Ordinance #2010-001 dated February 2, 2010. The Procurement Ordinance is available on the City's website.

<https://nebula.wsimg.com/368c96d60f5855f78797579c71ccc9b1?AccessKeyId=96447A167CB019102453&disposition=0&alloworigin=1>

No bid may be withdrawn for a period of sixty (60) calendar days. Should the pricing included in the bid be higher than the amount allocated by the City for this project, the City reserves the right to reject any or all bids, or to waive any informality in bidding. Bids may be held by the City of Fountain Inn for a period of not to exceed thirty (30) days from the date of the opening of the bids for the purpose of reviewing the bids and investigating the qualifications of the Bidders, prior to selecting the bid. The City reserves the right to accept in part or in whole.

No bid will be accepted from a contractor who is not currently licensed, in good standing by the South Carolina Department of Labor, Licensing and Regulation (if applicable).

City Contact: Questions regarding this Request for bids, may be made in writing (NO TELEPHONE CALLS) and address to:

Lori Cooper, Assistant Public Works Director.

200 North Main St. Fountain Inn, SC 29644 or lori.cooper@fountaininn.org

Upon receiving the "Notice of Award," the successful bidder has ten (10) calendar days to submit all required bonds, insurance, permits and licenses and meet with the City to discuss any problems or questions pertaining to the project.

If the bidder discovers any ambiguity, conflict, discrepancy, omissions, or other errors in the IFB, bidder shall immediately notify the City of such error in writing and request modification or clarification of the document. The bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omissions, or other erroring the Request for IFB or it shall be deemed waived.

The successful contractor shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

Landscape Maintenance Service

The City is seeking a seeking proposal from qualified firms to provide landscape maintenance service for The City of Fountain Inn:

Lawn Maintenance

Mowing the lawn weekly during the active growing season (March – October) and Bi-weekly during the dormant season (November – February). Lawn will be mowed more frequently if necessary.

Lawn mowing will be conducted in a manner to not remove more than one third of the leaf at one cutting.

All debris, litter, and normal trash accumulation will be removed from the site prior to each mowing.

All sidewalk, curbs, and driveways will be blown off at each trimming to remove all debris.

All curbs and beds will be edged to maintain a separation between turf and plant beds.

All other structures such as fences and buildings will be edged at the same height as the existing lawn.

All equipment is to be maintained to ensure proper cutting.

All curbs will be edged with a mechanical edger unless curbing is broken. In this event, a string trimmer will be used to edge curbs,

Bed and Paving Weed Control

Weeds in open shrub beds, concrete, or asphalt areas will be sprayed with Round Up to control infestations.

Hand weeding will be done as needed to remove unwanted weeds from shrubs, groundcovers, and trees.

Weeds over 4" tall will be removed manually.

Any weeds growing in parking areas, sidewalks, or curbs will be sprayed or removed at each site visit.

Shrub and Tree Pruning

All shrubs will be pruned to maintain a desired shape and size set by the Landscape representative or to horticulture standards for that particular species.

All flowering, accent, and multi-trunked trees will be pruned at the appropriate time to maximize flowering.

All trees creating a canopy will be pruned to keep proper proportion with overall height and spread of the tree.

Crepe Myrtles will not be topped.

All ground covers will be trimmed away from structures and buildings.

All suckers and unwanted water sprouts will be removed from trees as they appear throughout the growing season.

Trees will also be limbed up at the time according to the following recommendations:

- Trees taller than 25' will be trimmed a minimum of 7' off the ground
- All smaller trees will be trimmed according to size and desired overall shape

All clippings from groundcovers, shrubs, and trees will be promptly removed after trimming.

Leaf Removal

Leaves, broken limbs, and debris from beds will be removed at each cutting from all areas under contract at each visit.

Leaves will be removed from property every 10-14 days during fall & winter months.

Insect and Disease Control

All shrubs, trees, and turf will be patrolled monthly for insect and disease infestations.

Any problems will be reported to the Landscape Representative immediately.

Price to be determined upon problem identification.

Irrigation and Other Hardscape Repair

If any irrigation system components or other hardscape are damaged due to the Contractor, the Contractor will be responsible for repairs at no additional cost.

All items will be repaired within seven (7) days of accident.

All broken water pipe repairs will be done on a negotiated basis. The price to be determined by the size of the pipe.

Any irrigation head that are repaired along a driveway will involve moving the head at least 12" from the driveway to eliminate being run over by vehicles.

Irrigation start-up and shut down will be part of the contract.

Irrigation start-up will consist of turning on each station from the controller and observing all heads to ensure they are spraying appropriately and in the proper direction. Any problems will be listing during the walkthrough.

Soil pH

An annual soil test will be conducted in the Spring to determine the rates for phosphorus and potassium, and the see if liming is required.

Lime will need to be approved by the Landscape Representative and need to be applied in the Fall of the year.

Turf Fertilization and Weed Control

Lawn will be mowed higher in the winter months in order to control weed infestations in the following growing season.

A pre-emergent herbicide will be applied in mid-February and in mid-October to control weed germination throughout the season.

Bermuda will be scalped in early April for quick green-up.

Post emergent herbicides will be applied as needed throughout the year to control weeds and grasses that were not controlled by the pre-emergent.

All chemical applications will be applied in accordance with M.S.D.S. sheets.

All Bermuda grass will remain free of other turf types.

Turf will be fertilized every 45 days during growing season as recommended for turf type

All fertilizer will be slow released. The phosphorus and potassium levels will be determined by the result of annual soil test.

Fertilizer applications will be planned around a time of rainfall to ensure best results.

Fertilizers with pre-emergence will be applied when needed.

Propose to fertilize Bermuda turf on the following schedule:

- March 0-0-7 with pre-emergent
- May 28-5-12 + 3% Iron
- July Iron

- August 28-5-12 + 3% Iron
- October 0-0-7 + Pre-emergent

Mulch

Once a year application per site except Main Street and Depot Street.

- Main Street & Depot Street locations will be mulched twice a year.
- Any areas that need an extra application will be a separate price negotiated between Contractor and City.

Double ground Hardwood mulch will be installed 2” to 3” thick in existing mulch beds.

Aerating and Overseeding

To be performed once a year in September or after the first Saturday in October. (Annual Aunt Het festival is very first Saturday in October).

Annual Flowers

All annual flowers will be installed in a timely manner during the given season for change.

Bed designs will be approved by The City of Fountain Inn designee prior to installation.

Beds will be prepared with organic matter at every change to promote color and health of annuals.

4” pots will be used for all flowers. One- gallon plants will be used in specific locations for height in the early season.

Winter annuals will be placed after the First Saturday in October and middle of November.

Summer annuals will be planted between April 20th and May 15th.

All annuals are guaranteed against chlorotic, leggy, or otherwise unsightly appearance. In the event any of the situations occur, the annuals will be removed and replaced at Contractor’s expense.

All plants will be spaced 9” and 12” apart based on the particular species and growth habit.

Specification are for all locations unless otherwise noted. Annual flowers will be invoiced after installation. Price to include per installation and a yearly cost. (Twice a year)

Contractor Qualifications and Responsibilities

All company employees will have a uniform with company name/logo listed.

All company vehicles will bear company logo.

Weekly services will be completed on a pre-arranged day set at the beginning of the contract period. In

the event of inclement weather, the Contractor will be there the following day.

Company will be in possession of necessary equipment, staff and resources to perform such services.

All services are in full compliance with Federal, State, and local regulations for occupational health and safety insurance and tax laws and is authorized to do business in the City of Fountain Inn.

Contractor will assume responsibility for contacting underground utilities marking but will not be responsible for any sub-surface lines that are not located by SC811 (Locates). Contractor is not responsible for additional lines including (but not limited to) invisible dog fences, cable or satellite lines, security lines, existing irrigation system or lighting systems, drains or pool lines.

Supplier Response to Bid requirements

A. Company and General Information

1. Company name and address.
2. Letter of transmittal signed by an individual authorized to bind the company stating that the company has read and will comply with all terms and conditions of this Request for Bids.
3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.

B. Qualifications and Experience of the Company

1. Describe your company's history and organizational structure. Include the size of the company, location of offices, years in business, name of owner(s).
2. List the office and members of your team who will be responsible for providing the products and services.
3. What is your company's experience? Describe identify projects performed by your company in the last five years, including the number of projects, scope of work and status of the projects.

C. Pricing

D. References

List the name, address, and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.

E. Certificate of Insurance

The City will require the successful company to provide Certificates of insurance.

Contractor will carry property damage coverage in the amount of \$1 million for each occurrence and public liability in the amount of \$1 million for each occurrence. A certificate of insurance will be provided once Bid is awarded.

F. Business License

The proposing organization does not require a City of Fountain Inn business license to respond to the Request for Bids. However, the successful proposer will be required to acquire a City of Fountain Inn Business License during the contracting process and maintain an active license throughout the contracted period.

G. Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City. Please provide a copy of the bidder's contract for the services proposed.

AWARD CRITERIA:

The contract shall be awarded to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set forth in this Invitation for Bids. All items unless otherwise stated will be assumed to meet all specifications and requirements as set forth in the Invitation for Bids. Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.

The city reserves the right to accept or reject any bid, in part or in whole.

Location	Mowing	Fertilizer	Irrigation	Mulch	Annual Flowers	Aerating overseeding
City Hall 200 N Main						
Police Dept 300 N Main						
Fire Dept 200 N Main						
City Shop 301 W Jones						
Natural Gas 100 S Weston						
Municipal Bld. 300 Wall St						
Splash Pad Area 108 N Main						
Depot St Jones St to Fairview St						
Cemetery Knight St						
Sign @ N Main & Harrison Bridge Rd						
Sign @ S Main & Hunts Bridge Rd						
Sign @ McCarter Rd (West)						
Sign @ 418 (East)						
Sign @ Fairview St						
Sign @ Georgia St Park						
Sign @ Woodside Park						

Sign @ Quail Run Across from entrance						
Sign @ S Main Across from Grand South Bank						
Main Street Downtown area						
Rotary Park Fountain						
Mutual Home Bed 203 S Main						
Ft Inn Serv Ctr 200 S Main						
Total Cost						

Common irrigation head repairs to be priced are:

- Nozzle replacement \$ _____
- Spray Head replacement \$ _____
- Rotor Head Replacement \$ _____

TOTAL CONTRACT BID: \$ _____
CITY LANDSCAPE

Contractor/Owner Name

Signature

Date

Email

Cell Number

PARKS & RECREATION

Location	Mowing	Fertilizer / Ant Treatment	Irrigation	Mulch / Pine Needles	Annual Flowers	Aerating overseeding
Emanuel Sullivan Sports Complex (*High Priority, higher traffic areas)	Monday & Thursday, Bi-weekly when dormant	Per Bermuda turf schedule Above, ant treatment as needed	Fixing/Replacing as needed	Pine Needles: March & September	As needed	Upon request only (once a year, if needed)
Emanuel Sullivan Picnic Shelter	Bi-Weekly: Annually	N/A	No Irrigation	Pine Needles around flag pole	N/A	N/A
PD Terry Park (*High Priority, higher traffic areas)	Monday & Thursday, Bi-Weekly when dormant	Per Bermuda turf schedule above, ant treatment as needed	Fixing/Replacing as needed	Mulch around flag pole, Sand in sandbox in play area	As needed	Upon request only, (once a year, if needed)
Georgia Street Park	Weekly	Ant treatment	No irrigation	Pine Needles in March	N/A	N/A
Fairview Street Park	Weekly	Ant treatment	No irrigation	N/A	N/A	N/A
Country Chase Fitness Park	Weekly	Ant treatment	No irrigation	N/A	N/A	N/A
Splash Pad Area 108 N Main	*Attention needed daily, April – October	Annual Pressure washing		N/A	N/A	N/A
Sanctified Hill Park	Weekly	Ant treatment	No irrigation	Annual mulch to play area & sign	N/A	N/A
Activities Center	Weekly	Ant treatment	No irrigation	Annual Pine needles in	As needed	N/A

				flower beds & marquee		
Splash Pad Area	*Attention needed daily, April - October	Annual Pressure washing	Fixing/Cleaning/Replacing water spouts as needed	N/A	N/A	N/A
Country Gardens Walking trail	Weekly, Bi-weekly when dormant	Ant treatment	No irrigation	N/A	N/A	N/A
Mt Zion to Hellams Street Walking trail	Weekly, Bi-Weekly when dormant	Ant treatment	No irrigation	N/A	N/A	N/A
Woodside to Fairview St Walking Trail	Weekly, Bi-weekly when dormant	Ant treatment	No irrigation	N/A	N/A	N/A

Common irrigation head repairs to be priced are:

- **Nozzle replacement** \$ _____
- **Spray Head replacement** \$ _____
- **Rotor Head Replacement** \$ _____

TOTAL CONTRACT BID: \$ _____
PARKS & RECREATION

Contractor/Owner Name

Signature

Date

Email

Cell Number