



CLARENDON COUNTY PROCUREMENT

INVITATION FOR BID

BID SUBMITTAL FORM (1of 3)

USE THIS PAGE TO SUBMIT YOUR COMPANY/VENDOR INFORMATION

PAGES 1, 2 & 3 MUST BE SUBMITTED TOGETHER

Solicitation: **IFB 2024 - 013 HORTICULTURE MAINTENANCE/GRASS CUTTING**

Buyer **Lillie Hoots**
Buyer
lhoots@clarendoncountygov.org

AWARD& AMENDMENTS

*****INSTRUCTIONS*****

NUMBER OF COPIES TO BE SUBMITTED: ONE (1) COPY OF PAGES 1,2, & 3. Please use **PAGE 1 as your DATA SUBMITTAL FORM and include** required verification sources from Page 16, and Co-Permittee Agreement & Contractor Certifications from Page 17.. Please use **PAGES 2 & 3 as your BID SUBMITTAL FORM.** Please show project solicitation number on envelope. C6arendon County assumes no responsibility for unmarked or improperly marked envelopes.

NAME OF OFFEROR (Full legal name of business submitting the offer)

OFFEROR'S TYPE OF ENTITY: (Check one)

Sole Proprietorship Partnership

Corporation ____ State of Incorporation

Government entity (federal, state, or local) Other

DBE/MBE/WBE SC RESIDENT VENDOR

CERTIFICATE OF INSURANCE

AUTHORIZED SIGNATURE

Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above. My signature indicates my agreement to be bound to the terms and conditions contained herein.

ENCLOSED

REQUIRED CERTIFICATE/LICENSE FOR HERBICIDE/PESTICIDE APPLICATION

TITLE (Business title of person signing above)

PRINTED NAME (Printed name of person signing above)

DATE

TAXPAYER ID _____ DUNS _____

ACKNOWLEDGEMENT OF ADDENDUMS

ADDENDUM #1 ADDENDUM #2 ADDENDUM #3

OFFEROR'S ADDRESS

CITY/STATE

ZIP CODE

PHONE

FAX

E-MAIL

This solicitation will also be used as a **contract for this purchase and a PO# will be issued.** By signing below, my signature indicates I have the authority to enter into an agreement with Clarendon County and will be responsible for the fulfillment of this solicitation. I hereby affirm that I am certified in herbicide/pesticide application and my below price includes cost for permits, fees, personnel, supervision, labor, time, materials and equipment required to perform total **HORTICULTURE MAINTENANCE/GRASS CUTTING** for each site I'm submitting a BID for. You may bid on as many sites as you wish.

PLEASE SUBMIT ANY QUESTIONS by 4:00 P.M., local time, Friday, April 4, 2025 to lhoots@clarendoncountygov.org

DEADLINE TO SUBMIT: BIDS by 2:00 P.M., local time, Tuesday, April 15, 2025, at 3 S. Church St. Manning, SC 29102

ACCEPTED BY: _____ PO# _____ DATE _____

Lillie Hoots

BUYER, CLARENDON COUNTY



CLARENDON COUNTY PROCUREMENT

Solicitation:

**IFB 2024 - 013 HORTICULTURE
MAINTENANCE/GRASS CUTTING**

INVITATION FOR BID

BID SUBMITTAL FORM (2 of 3)
**USE THIS PAGE TO SUBMIT YOUR BID
AMOUNTS**
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Lillie Hoots
Procurement Director
lhoots@clarendoncountygov.org

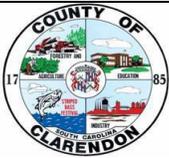
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You may bid on as many sites as you wish.

1. ADMINISTRATION BUILDING	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
2. ALTHIA GIBSON GOV BLDG.	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
3. COURTHOUSE	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
4. SHERIFF'S OFFICE/ SIDE	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
5. WELDON AUDITORIUM & COMMUNITY COMPLEX	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
6. I-95 EXIT 115/INDUSTRIAL PARK	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
7. I-95 EXIT 132/MEGASITE 527	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____
8. I-95 EXIT 119, FOUNTAIN AREA	GROWING SEASON	BID PER MONTH \$ _____
	NON-GROWING SEASON	BID PER MONTH \$ _____

Vendor Name (PRINT): _____

Vendor Signature: _____

Date: _____



CLARENDON COUNTY PROCUREMENT

Solicitation:

**IFB 2024 - 013 HORTICULTURE
MAINTENANCE/GRASS CUTTING**

INVITATION FOR BID

BID SUBMITTAL FORM (3 of 3)

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Lillie Hoots

Procurement Director

lhoots@clarendoncountygov.org

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You may bid on as many sites as you wish.

9. HEALTH DEPARTMENT/VOTER'S REGISTRATION

GROWING SEASON

BID PER MONTH \$ _____

NON-GROWING SEASON

BID PER MONTH \$ _____

10. JUDICIAL CENTER

GROWING SEASON

BID PER MONTH \$ _____

NON-GROWING SEASON

BID PER MONTH \$ _____

11. LIBRARY & ARCHIVES

GROWING SEASON

BID PER MONTH \$ _____

NON-GROWING SEASON

BID PER MONTH \$ _____

12. WYBOO FIRE STATION

GROWING SEASON

BID PER MONTH \$ _____

NON-GROWING SEASON

BID PER MONTH \$ _____

13. DETENTION CENTER

GROWING SEASON

BID PER MONTH \$ _____

NON-GROWING SEASON

BID PER MONTH \$ _____

Vendor Name (PRINT): _____ Vendor Signature: _____ Date: _____

SECTION I: GENERAL

The intent of this **INVITATION FOR BID for HORTICULTURE MAINTENANCE/GRASS CUTTING** is to seek a qualified Contractor(s) to provide:

HORTICULTURE MAINTENANCE AT MULTIPLE SITES LOCATED THROUGHOUT

CLARENDON COUNTY. Clarendon County intends to award contract(s) for a period of **two (2) years**, with the option to renew at one (1) year intervals, if it is in the best interest of the County to do so and agreeable by all parties. Clarendon County reserves the right to make an award to multiple contractors, if it is in the County's best interest to do so. Contractors may bid on as many sites as they wish. It is anticipated that some sites may require a DHEC permit for National Pollutant Discharge Elimination System permit (NPDES). If applicable, the successful offeror must be willing to sign as a co-permittee (see page 17)

Clarendon County reserves the right, at its sole discretion, to accept or reject any, all, or any portion of the bids submitted in response to this request, to waive minor informalities, or to cancel this request, either in part or in its entirety, if deemed in the best interest of the County. Clarendon County will consider company information, references, and past performance when assessing bids in order to assess a contractor's capacity to fulfill the terms of the contract. Bids will not be considered by any vendor with outstanding delinquent taxes owed to Clarendon County. Clarendon County requires the use of commercial-grade equipment for all projects outlined in this request.

SECTION II: TERMS AND CONDITIONS

ADDENDUMS: All Addendums to and interpretations of this solicitation shall be in writing from the Procurement Director, Clarendon County. Any errors or omissions requiring correction shall be brought to the Procurement Director's attention immediately. The Procurement Director shall not be legally bound by any Addendum or interpretation that is not in writing. The vendor is responsible for verifying the number of addendums prior to submitting a bid response.

CANCELLATION/REJECTION: Clarendon County reserves the right to accept or reject any, all or any part of the proposals received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of the County to do so. Clarendon County will be the sole judge as to whether bids meet all requirements contained in this solicitation. Clarendon County will not be responsible for any cost incurred in the preparation of BIDS. All statements shall become the property of Clarendon County upon submission.

CERTIFICATE OF INSURANCE: Successful offeror(s) shall name the County as additional insured on the contractor's insurance policies; Contractor will be required to provide a '**Certificate of Insurance**'. Any CONTRACTOR visiting on-site in Clarendon County and those that are so located, and those that provide on-site equipment maintenance, evaluation, or other services for the protection of Clarendon County, contractor shall maintain throughout the performance of its obligations under this Agreement a policy or policies of Workers' Compensation Insurance with such limits as required by SC Law. If the contractor does not have Workers Compensation insurance, the contractor is required to sign a waiver form before any work starts. Contractor is also required to have a policy or policies of general liability insurance with 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 or based upon any act or omission of the CONTRACTOR or any of its subcontractors or their respective officers, directors, employees or agents and a policy or policies of Automobile Liability Insurance with such limits as may be required by law insuring against liability for injury to and death of persons and damage to and destruction of

property arising out of or based upon any act or omission of the CONTRACTOR or any of its subcontractors or their respective officers, directors, employees or agents while operating their vehicle(s) on Clarendon County property.

- A. limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.
- B. Coverage shall be at least as broad as:
 - a) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.
 - b) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
 - c) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

COMPETITION: This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offeror to notify the Procurement Office in writing. The solicitation may or may not be changed but a review of such notification will be made prior to the award.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this contract shall be directed in writing to the Clarendon County Procurement Department, 3 South Church Street, Manning, SC 29102. This document shall serve as a contract supplement to the final contract.

CORRECTION OF ERRORS ON RESPONSE FORM(S): All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the proposal. Erasures or use of typewriter correction fluid may be cause for rejection. No proposal shall be altered or amended after specified time for reviewing.

DEFAULT: In case of a default by the contractor, Clarendon County reserves the right to purchase any or all services in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

Compliance with Laws. The contractor agrees to comply with any applicable federal, state and local laws and regulations. **Termination--Breach.** Should Contractor fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, Clarendon County shall have the right to immediately terminate the contract. Such termination shall not relieve Contractor of any liability to Clarendon County for damages sustained by virtue of any breach by Contractor.

Termination—Funding. Should funding for this contract be discontinued, Clarendon County shall have the right to terminate the contract immediately upon written notice to Contractor. **Termination--Notice.** Clarendon County may terminate this contract at any time upon written notice to Contractor.

Warranty and Responsibilities. Any failure of Contractor to provide goods or services or otherwise perform pursuant to this contract, including, without limitation, interruption or delay, that is due to failure of any services, individually or in combination, to successfully transition and/or to provide correct results as set forth in this document, shall not be *force majeure*, and shall be a breach of this contract. This applies to any failure of Contractor to perform and/or subcontractors that are due to perform any services, individually or in combination.

DISPUTES: The laws of South Carolina shall govern this Agreement. All litigation arising under said Agreement shall be litigated only in a nonjury hearing in the Circuit Court within the Third Judicial Circuit of Clarendon County, South Carolina. Upon approval of the Circuit Court, any such action shall be referred to the Master-in-Equity for Clarendon County. The prevailing party shall be entitled to recover attorney's fees and the costs of said litigation.

DRUG FREE WORKPLACE CERTIFICATION: By submitting an offer, Offeror certifies that, if awarded a contract, Offeror will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

DUTY TO INQUIRE: Offeror, by submitting an offer, represents that it has read and understands the solicitation and that its offer is made in compliance with the solicitation. Offerors are expected to examine the solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the solicitation. Failure to do so shall be at the Offeror's risk. The Offeror assumes responsibility for any patent ambiguity in the solicitation that Offeror does not bring to the County's attention.

EQUAL OPPORTUNITY: Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

EXPERIENCE AND REFERENCE CHECKS: The County reserves the right to consider historic information and fact, whether gained from the offeror's proposal, question and answer conferences, references, or any other source, in the evaluation process. Offeror acknowledges (1) that County will contact various persons who are familiar with Offeror's prior work and related matters, whether such persons are voluntarily disclosed to County in this proposal or not; (2) that truthful and complete information is necessary for the County to make an adequate evaluation; and (3) that Offeror will not take any action against the person who responds in good faith to an inquiry by the County for purposes of evaluating the proposals received by the County under this solicitation.

FALSE CLAIMS: According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

INDEMNIFICATION: Any term or condition is void to the extent it requires the County to indemnify anyone.

ILLEGAL IMMIGRATION: By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (A) that Title 8,

Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (B) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to

Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

IRAN DIVESTMENT ACT – CERTIFICATION: (A) The Iran Divestment Act List is a list published by the South Carolina State Fiscal Accountability Authority pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PSIran-divestment.phtm> (.) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (B) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (C) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

IRAN DIVESTMENT ACT – ONGOING OBLIGATIONS: (A) you must notify the procurement officer immediately if, at any time during the contract term, you are added to the Iran Divestment Act List. (B) Consistent with Section 11-57-330(B), you shall not contract with any person to perform a part of the Work, if, at the time you enter into the subcontract, that person is on the then-current version of the Iran Divestment Act List

LICENSES AND PERMITS: During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the agency, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

MAINTENANCE & RESTORATION: The Contractor shall be solely responsible for the continuity of service and shall maintain a safe and satisfactory operating condition, all overhead surface, or subsurface utilities affected by his operations. The Contractor shall exercise every precaution to avoid damage to existing shoulder pavements and grassed areas. The Contractor shall locate all existing utilities and take all necessary precautions to prevent damage and/or determine the extent of relocation required in the event of damage during project work. It shall be the Contractor's responsibility to keep the site neat and clean during the duration of the contract. Removal of all maintenance materials and unnecessary equipment shall be removed from the site following project work. All work shall be accomplished so that the public and adjacent property owners will be inconvenienced as little as possible. The contractor shall be responsible for the repair of damage to public and other private lands that results from any work from this contract.

NON-APPROPRIATIONS: Any contract entered into by Clarendon County or its departments, institutions, agencies, political subdivisions or other entities resulting from this solicitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year. Any final agreement accepted by the County MUST include the following language:

This contract is approved and funded contingent upon annual appropriations being established by Clarendon County Council to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing on July 1st and terminating on June 30th of the following year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract. In the event that an annual appropriation is not approved, Clarendon County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

PAYMENT TERMS: Monthly itemized invoice(s) shall be submitted to:

**CLARENDON COUNTY FINANCE
411 SUNSET DRIVE**

MANNING, SC 29102 or you may submit via e-mail to: ap@clarendoncountygov.org

PROJECT MANAGEMENT: A designated County Project Manager/Inspector will be assigned by Procurement. Successful offeror(s) will be responsible for coordinating all work through assigned Project Manager/Inspector, including (but not limited to) problems, anticipated delays and providing progress reports as required. All routine and final inspections will be required for monthly payment authorization.

PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT: The County of Clarendon requires all contractual activities to be in compliance with local, state, and federal mandates concerning "Protection of Human Health and Environment". Any contractor doing business with the County will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to "The Hazard Communication Standard" OSHA CFR 1910.1200 (scrr article 1,71-1910.1200). By submission of this proposal, the vendor agrees to take all necessary steps to insure compliance with these requirements.

PUBLICITY: Contractor shall not publish any comments or quotes by Clarendon County employees, or include the County in either news releases or a published list of customers, without the prior written approval of the Procurement Director.

RESTRICTIONS APPLICABLE TO OFFERORS: Violation of restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the SC state Ethics Act. (a) After issuance of the solicitation, you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents, or officials. All communications must be solely with the Procurement Director or designee. This restriction may be lifted by express written permission from the Procurement Director. (b) Unless otherwise approved in writing by the Procurement Director you agree not to give anything to any Using Governmental Units.

SECTION III: CONTRACTOR REQUIREMENTS

1. TRAFFIC CONTROL AND SAFETY: The Contractor shall schedule and arrange his work, equipment and materials to ensure the least inconvenience and the utmost in safety to the traveling public (whether vehicular or pedestrian traffic) and to residents of Clarendon County.

- 1.1. A responsible member of his organization with sufficient qualifications shall be designated to ensure prevention of accidents. This person shall be responsible for assuring that all necessary precautions are taken for the protection of the public and all workers and for assuring that the Maintenance of Traffic provisions of the SCDOT Standard Specifications subsection 107.11 are effectively administered. Successful offeror(s) may be required to coordinate with the County to ensure no conflict in working schedules. Any transportation of waste material from the site shall meet the requirements of the South Carolina Department of Transportation and SCDHEC.
- 1.2. Successful contractor shall mitigate the impact of operations on local traffic to the full extent practicable and use appropriate signage as mandated by Department of Transportation. All employees of the contractor shall be, at all times, the sole employees of the contractor under its sole direction and not an employee or agent of Clarendon County. Clarendon County reserves the right to approve all sub-contractors. The contractor shall supply competent and capable employees. The County reserves the right to require the contractor to remove an employee the County deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the County.
- 1.3. The successful contractor (and all sub-contractors) shall be appropriately licensed for the work proposed and will be responsible for obtaining any and all permits required. Contractor must have personnel certified in the use of herbicides and pesticides, a copy of certification or application for certification must be submitted with bid.
- 1.4. The successful contractor (and all sub-contractors) shall be experienced in horticultural/landscape maintenance and appropriately licensed for the work proposed. The successful contractor shall also be responsible for obtaining any and all permits required.
- 1.5. The Contractor shall provide evidence and work-related references concerning experience and ability to properly perform the contract as assigned.
- 1.6. The Contractor shall have adequate operational resources and plans to successfully fulfill all contract requirements of Clarendon County. A Soft Credit check may be utilized to determine if the contractor has the necessary resources to fulfill this requirement. The Contractor shall supply the County with the number of field personnel it has available to provide the work on this contract.
- 1.7. All equipment used by the contractor shall be of commercial grade and in good, safe working condition. Such equipment must be properly registered and insured in accordance with the Motor Vehicle Laws of South Carolina and in compliance with all federal, state and local safety regulations.
- 1.8. A list of proposed equipment to be used shall be submitted with the contractor's response. Clarendon County shall be notified of any changes to the list of equipment.

- 1.9. Clarendon County reserves the right to request all equipment maintenance records to determine equipment is satisfactory for the duration of the contract.
- 1.10. The contractor shall repair any damage to all staging and work areas, caused by the contractor's equipment. The contractor shall be responsible for filling to grade with like material all surface damage caused by contractor's equipment.
- 1.11. The contractor shall perform all work in compliance with applicable state and federal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply. The Contractor shall assume full responsibility and liability to ensure compliance with all applicable regulations pertaining to the health and safety of personnel during project work.
- 1.12. The Contractor shall incorporate a quality control plan to address quality of services for duration of the contract, such as identifying and correcting any deficiencies noted during a site inspection. If site is "deemed" less than satisfactory in appearance, the Contractor will make correction before the level of performance becomes unacceptable.

2. HORTICULTURE MAINTENANCE SUGGESTED SCHEDULE:

April	Edge landscaping beds and around trees
May – July	Prune shrubs as needed Apply pre- emergence weed control Weed beds monthly
August - December	Prune fall growth and edge landscaping beds and around trees Weed beds Apply pre and post-emergence weed control
January - February	Edge flower beds and around trees Manually remove weeds - general cleanup
March	Prune trees less than 15 feet tall Apply pre and post-emergence weed control to all landscaping beds Cut back remaining dead vegetation

3. PRUNING & WEED CONROL MANAGEMENT:

Pruning of Trees: The pruning of deciduous trees less than 15 feet in height shall be performed during the month of April. This service shall include the removal of cross branches and those not consistent with the standard form of the species. Also, thinning should be done to produce better light penetration and air circulation, as well as the removal of dead and diseased branches. Remove vines growing on tree trunks and branches. The removal of any hanging branches or debris should be done on an as needed basis during regular visits.

Pruning of Shrubs and Ground Cover: All shrubbery shall be hand pruned twice a year (approximately June and October). All flowering shrubbery shall be pruned after bloom. Pruning does not include special rejuvenation work on the repair of shrubbery that was improperly sheared in the past. Ground covers shall be:

Pruned on an as needed basis to keep them within their allotted boundaries. Prune as necessary during the growing season to keep branches from falling over onto the walkways. A general perennial cutback shall occur in early spring. All pruning shall be done in accordance with generally accepted landscape standards.

Weed Control, Pre & Post emergent: The Contractor shall adequately suppress populations of undesirable weeds or pests which may cause harm to vegetation. Fire Ants are known to be problematic in this area and will require specific treatment to ensure the health of all vegetation. Flower/plant/tree beds are to be weeded on a continuous basis throughout the growing season to maintain a neat appearance. During the height of the season (April - October) weeding is to be done at least every two weeks. Weeding may be performed through the use of approved pre-emergent and post-emergent herbicides as well as hand pulling. Herbicides come in two forms: pre-emergent and post-emergent.

- **Pre-emergent** herbicides are often carried on fertilizer granules or applied separately in liquid form. They create a barrier at the soil surface that doesn't allow weed seed to germinate. Since our climate in Clarendon County typically germinates in March, an application of pre-emergent herbicide is in order in April. It should be noted that pre-emergent herbicide is not a cure-all for weed control as weed seed can live up to 125 years below the ground before it's exposed to oxygen, light and water and then germinates.

Aeration, too, can expose weed seed and thus foster germination, so frequent site follow up to ensure appropriate application will be required. If weeds persist after one application of pre-emergent herbicide, a second application may be necessary, perhaps two months apart.

- **Post-emergent** herbicide is spray-applied after the weed seed has germinated, and will suppress the weed's growth through the weed blade. Subsequent applications may be necessary 15 and 30 days after the initial treatment, and depending on the percentage of area occupied by weeds; spot spraying may be required. Pesticides, with different targeting formulations are typically applied on an as-needed basis and should be determined by site appearance and constant visual monitoring of the site. Site monitoring shall include routine inspection of site flower/plant/shrub/trees. Any suspected plant disease or pests shall be reported to the County Procurement Director immediately.
- Care must be taken when trimming and pruning plants/trees to prevent damage. At no time shall the Contractor allow any piece, part, pile, pool, or other collection of material to be left in such allocation or orientation that if it poses a hazard to persons in the work area. The contractor shall maintain all necessary insurance for any damages to material or persons, including employees. The contractor shall actively exclude unauthorized persons from the work area.

4. **FERTILIZER:** As necessary, fertilizer, chemicals and landscape cover will be required. All chemicals must be applied as specified by the label on the container. You will need to pull and provide a soil sample in November. Site must be maintained and neat in appearance at all times. The Contractor is expected to utilize best management practices at all times to maintain the health and appearance of site. The Contractor will be expected to perform soil sampling on annual basis throughout the term of the contract. The Contractor will be responsible to apply amendments to the soil as recommended by the soil analysis report and apply fertilizer as needed.

5. **LANDSCAPE COVER:** Pine Straw is the preferred landscaping ground cover at all sites, other than Site #8. Mulch is required for Site # 8. Applicable ground cover shall be placed around flower/plant/shrub/tree beds. Landscape cover shall be fluffed continuously and replaced as needed to maintain a neat appearance at all times. Existing pine straw or mulch may be re-used up to one year at contractor's discretion; however, site shall reflect a well-groomed and neat appearance at all times and shall pass a monthly inspection. Site inspection shall be at the sole discretion of the inspector.

SECTION IV: SCOPE OF WORK:

Monthly inspections will be performed on each site, if the site does not pass inspection, you will receive written notification. Successful offeror(s) will ensure the site reflects a neatly groomed and well-kept appearance at all times. This is a YEAR-ROUND requirement!

Project work consists of horticulture maintenance, grass cutting, planning, management and total site maintenance at the following sites in Clarendon County.

- 1. ADMINISTRATION BUILDING**, 411 Sunset Drive, Manning
- 2. ALTHEA GIBSON GOVERNMENT CENTER**, 234 Commerce Drive, Manning *This site is currently under construction and will be the future site of DSS, Coroner & Probation & Parole
- 3. COURTHOUSE**, 3 West Keitt Street, Manning
- 4. SHERIFF'S OFFICE *SIDE ONLY**, 217 Commerce Street Manning, SC 29102
- 5. WELDON AUDITORIUM**, 7 Maple Street, Manning, **COMMUNITY COMPLEX**, 312 Pine St, Manning
- 6. I-95, EXIT 115/INDUSTRIAL PARK**
- 7. I-95, EXIT 132 MEGASITE 527**
- 8. I-95, EXIT 119/FOUNTAIN AREA**
- 9. HEALTH DEPARTMENT**, 110 East Boyce Street, Manning, SC
- 10. JUDICIAL CENTER**, 102 South Mill Street, Manning, SC
- 11. LIBRARY**, 215 North Brooks Street, Manning, SC/ **ARCHIVES**, 213 North Brooks Street, Manning, SC
- 12. WYBOO FIRE STATION**, 9699 HWY 260, Manning, SC
- 13. DETENTION CENTER**, 320 East Boyce St, Manning, SC

DELIVERABLES/TASK LIST FOR ALL SITES:

Project work will include a minimum (*but not limited to*) the following:

1. Mow grassy areas a minimum of once every 10-14 days during mowing season. The designated mowing season is April through October; thereafter, mow as frequent as required to ensure site reflects a neatly groomed and well-kept appearance at all times.
2. Pick up and properly dispose of any litter, leaves and debris a minimum of once every 10 days, or as frequent as required to ensure site reflects a neatly groomed and well-kept appearance at all times. This is a year-round requirement regardless of whether it is mowing season.
3. Any vegetation which cannot be accessed by large mowing equipment must be cut by small equipment.
4. Report diseased plants or other recognized problems to Procurement staff at **803-433-2452**.
5. Prune/trim bushes twice per year (Spring/Fall)
6. Edge sidewalks and blow/remove dirt/debris from sidewalks and parking lot to ensure neat in appearance at all times.
7. Keep all flower/plant/berm/tree beds free of weeds, grass and litter at all times.
8. Replace pine straw or mulch at least twice a year (in Spring and Fall). Add fresh pine straw a minimum of two times a year to maintain a well-groomed look throughout the year. The contractor may reuse existing pine straw if presentable, but the site must always have a neat appearance with at least 2" of fresh pine straw, as determined by inspection.
9. Apply chemicals as needed for weed control and in accordance with product label requirements.
10. Keep all flower/plant/berm/tree beds free of weeds and pests at all times. Where Fire Ants are known to be problematic, careful attention and treatment shall be continuous.

SITE SPECIFIC DELIVERABLES/TASK LIST:

In addition to DELIVERABLE TASKS ITEMS 1-10 on page 13,14, 15 and 16, (which apply to all sites), The following are **SITE** specific requirements.

1. **ADMINISTRATION BUILDING- 411 Sunset Drive Manning, SC**
 - See page **1** site map - photo for highlighted areas to be maintained.
 - City of Manning maintains sidewalk, otherwise all other areas shall be inclusive of this contract.
2. **ALTHEA GIBSON GOVERNMENT CENTER, 234 Commerce Drive, Manning DSS, Coroner & Probation & Parole**
 - See page **2** site map - photo for highlighted areas to be maintained.
 - Mowing grass, weed eating, litter removal and keeping neat in appearance.
 - Maintaining area around inside fence and around pond

3. COURTHOUSE- 3 West Keitt Street, Manning, SC

- See page **3** site map - photo for highlighted areas to be maintained.
- Project work for this site is mowing grass, litter removal and keeping neat in appearance.
- Exclude flower bed at the clock
- Any tree pruning will need to be coordinated with the Facilities Manager.

4. SHERIFF'S OFFICE SIDE- 217 Commerce Street, Manning, SC

- See page **4** site map - photo for highlighted areas to be maintained.
- Project work for this site is for the Sheriff's Office side **only**, of the Emergency Services Complex.

5. WELDON AUDITORIUM & COMMUNITY COMPLEX

Weldon Auditorium- 7 Maple Street, Manning SC

Community Complex- 312 Pine Street Manning, SC

- See page **5** site map - photo for highlighted areas to be maintained.
- **Due to close proximity, these two are bid as one site.**
- This site requires pulling weeds by hand; careful attention and site monitoring will ensure that this site remains litter free at all times year round.
- Public attended events are held here year-round, therefore site inspections will scrutinize accordingly.

6. EXIT 115/I-95/301-INDUSTRIAL PARK

- See page **6** site map - photo for highlighted areas to be maintained.
- Joe Rogers Road: To include Joe Rogers Blvd. from the beginning at Ram Bay Rd., across the second intersection of Ram Bay Rd., to the end at the cul-de-sac.
- Ram Bay Road: Extending from US 301 to the far edge of the LBT property and again from the far edge of Meritor property to the end at George Harvin Rd.
- Bill Buyck Blvd.: To include the grassed areas along Bill Buyck Blvd, beside and behind Select Laboratory building.
- Water Tank Road: To include the grassed area along Water Tank Road, beside the IntraBond Corporation building.
- Median around the sign has pine straw.

7. EXIT 132/I-95/ MEGASITE 527

- See page **7** site map - photo for highlighted areas to be maintained.
- Trees are planted down both sides of road, surrounded by round beds of pine straw, mow grass

8. EXIT 119 I-95/FOUNTAIN AREA

- See page **8** site map - photo highlighted areas to be maintained.

1.1 New mulch will be **purchased by County for this site only**; however, your BID should factor in an appropriate amount to cover labor for mulch application.

1.2 Continued mulch maintenance requires that it be fluffed and kept at a minimum of no less than 4 to 5 inches at all times. Mulch must reflect an orderly, well-groomed and neat appearance at all times and shall pass a monthly inspection.

1.3 Treat ponds on an "as needed basis for aquatic vegetation and algae with approved product in the SCDOT 8.4 Herbicide manual and in compliance with SCDOT and SC DHEC guidelines.

1.4 Apply approved chemicals as needed for weed control and in accordance with product label requirement.

1.5 Remove any and all undesirable brush in and around the pond area, i.e. willows, cattails and pines.

1.6 Maintain, repair and adjust all irrigated areas to include setting of times for running of irrigation and cut off irrigation in times of excessive moisture.

1.7 Prune/trim bushes and trees twice per year (spring and fall)

1.8 Disease plants shall be treated as necessary. Diseased and suspect of dead plants, or other recognized problems should be reported to Procurement staff at **803-433-2452**.

1.9 A schedule of all treatments shall be turned in to **Procurement staff**.

1.10 Must sign Co-Permittee Agreement & Contractor Certification for National Pollutant Discharge Elimination System permit (NPDES) permit

9. HEALTH DEPARTMENT & VOTER'S REGISTRATION- 110 East Boyce Street & 3 S. CHURCH ST , Manning, SC

- See page **9, & 10** site map - photo for highlighted areas to be maintained.
- Apply new pine straw to plant beds twice per year
- Edge sidewalks and blow/remove debris from sidewalks and parking lot

10. JUDICIAL CENTER- 102 South Mill Street, Manning, SC

- See page **11** site map - photo for highlighted areas to be maintained.
- Apply pine straw to plant beds twice per year
- Edge sidewalks and blow/remove debris from sidewalks and parking lot

11. LIBRARY & ARCHIVES – 215 & 213 North Brooks Street, Manning, SC

- See pages **12** site map - photo for highlighted areas to be maintained.
- **Due to close proximity, these two are bid as one site.**
- Apply new pine straw to plant beds twice per year
- Edge sidewalks and blow/remove debris from sidewalks and parking lot
- This site requires pulling weeds by hand; careful attention and site monitoring will ensure that this site remains litter free at all times year round.

12. WYBOO FIRE STATION-9699 HEY 260, Manning, SC

- See page **13** site map - photo for highlighted areas to be maintained
- Mow from black fence to boat ramp to include lake bank.
- Weed eat around bench and picnic area
- Pick up debris as needed
- Edge and blow driveway to ramp

13. DETENTION CENTER

- See page **14** site map - photo highlighted areas to be maintained.
- Mowing grass, weed eating, litter removal and keeping neat in appearance.
- Keep fence clear of vines at all times

REQUIRED VERIFICATION SOURCES

REFERENCES: Please provide references who can verify similar work.			
COMPANY:		CONTACT NAME:	PROJECT:
ADDRESS:	PHONE: ()	Was project completed within budget and minimum change orders? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-MAIL:			
COMPANY:		CONTACT NAME:	PROJECT:
ADDRESS:	PHONE: ()	Was project completed within budget and minimum change orders? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-MAIL:			
SUBCONTRACTORS LIST: All Subcontractors, in excess of 1/2 of 1% of total Offer must be listed. Clarendon County reserves the right to approve all subcontractors; any subcontractor not listed herein must be approved with written consent from Procurement Director. Please attach any additional numbered pages as required			
SUBCONTRACTOR:		ITEM OF WORK:	
LOCATION/ADDRESS:		E-MAIL	
LICENSE NO. CLASS:	EXPIRATION DATE: / /	PHONE: ()	
SUBCONTRACTORS LIST: All Subcontractors, in excess of 1/2 of 1% of total Offer must be listed. Clarendon County reserves the right to approve all subcontractors; any subcontractor not listed herein must be approved with written consent from the Procurement Director. Please attach any additional numbered pages as required			
SUBCONTRACTOR:		ITEM OF WORK:	
LOCATION/ADDRESS:		E-MAIL	
LICENSE NO. CLASS:	EXPIRATION DATE: / /	PHONE: ()	

Co-Permittee Agreement & Contractor Certification

Section 1: All contractors and subcontractors identified in the plan as co-permittees must sign a copy of the certification statement below:

"I certify by my signature below that services provided may impact the National Pollutant Discharge Elimination System, and that Clarendon is permitted as responsible for the operational control of the Storm Water Pollution Prevention Plan (SWPPP) and I accept the terms and conditions of the SWPPP as required by the general National Pollutant Discharge Elimination System permit (NPDES permit number _____) issued to the owner/operator of the construction activity for which I have been contracted to perform maintenance related professional services. Further, by my signature below, I understand that I am becoming a co permittee with the owner/operator and other contractors that have become co-permittees to the general NPDES permit issued to the owner/operator of the facility for which I have been contracted to perform professional maintenance services. As a co-permittee, I understand that I, and my company, as the case may be, am legally accountable to the SC Department of Health and Environmental Control (DHEC), under the authorities of the CWA and the SC Pollution Control Act, to ensure compliance with the terms and conditions of the SWPPP. I also understand that DHEC enforcement actions may be taken against any specific co-permittee or combination of co-permittees if the terms and conditions of the SWPPP are not met. Therefore, having understood the above information, I am signing this certification and am receiving co-permittee status to the aforementioned general NPDES permit."

Contractor Rep: _____

Signature: _____ Date: _____

Title: _____

Contractor: _____

Address: _____

City/State/Zip: _____

Phone: _____

Section 2: All contractors and subcontractors identified in the plan to perform construction related work that may affect the implementation of the SWPPP but who will not be co-permittees must sign the certification statement below:

"I certify by my signature below that I participated in a pre-construction conference onsite with the individual who is responsible for the operational control of the Storm Water Pollution Prevention Plan (SWPPP) and I accept the terms and conditions of the SWPPP as required by the general National Pollutant Discharge Elimination System permit (NPDES permit number _____) issued to the owner/operator of the construction activity for which I have been contracted to perform construction related professional services. I understand that that I, and my company, as the case may be, may be legally accountable to the SC Department of Health and Environmental Control (DHEC), under the authorities of the CWA and the SC Pollution Control Act, to ensure compliance with the terms and conditions of the SWPPP."

Contractor Rep: _____

Signature: _____ Date: _____

Title: _____

Contractor: _____

Address: _____

City/State/Zip: _____

Phone: _____