



May 28, 2019

## County of Newberry

Purchasing Department  
Request for Proposal # 2019-10

**Proposals are due June 20, 2019 no later than 3:00 PM, Local Time**

**PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING**

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	<div data-bbox="1045 302 1263 520" data-label="Image"></div> <p data-bbox="792 541 1302 688">Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p data-bbox="792 730 1292 907">Hand Carry to: Newberry County Courthouse Annex Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p data-bbox="133 554 730 730"><b>REQUEST FOR PROPOSAL</b> <b>PROPOSAL NUMBER:</b> <b>2019-10</b> <b>Mid-Carolina Commerce Park Landscape</b> <b>Maintenance Service</b></p>	
<p data-bbox="100 987 659 1054">Proposals will be accepted until 3:00 PM, Thursday, June 20, 2019</p>	<p data-bbox="886 987 1344 1020">TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(If different from above)

TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_ FAX NO. (\_\_\_\_) \_\_\_\_\_

FEDERAL ID NO. \_\_\_\_\_

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME

**Background:**

The County of Newberry is accepting proposals to obtain a contractor to perform landscape maintenance services at the Mid-Carolina Commerce Park, SC Hwy 773 & I-26 in the Prosperity area of Newberry County. The section to be maintained is the complete area from Hwy 773 to the end of the curbing toward the Commerce Park.

All payments under the contract resulting from this Request for Proposal (RFP) shall be made only for services requested and approved by the County of Newberry. No work effort will begin without written authorization (Notice to Proceed) from the County. There shall be no retainer paid in order to keep the Contract in effect.

Newberry County reserves the right to make the final determination as to the responder's ability to provide the services requested herein.

**OWNER'S RIGHTS:** Newberry County reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to make multiple awards, waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. Newberry County will be the sole judge as to whether proposals meet all requirements. This solicitation does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of proposals, or to procure or contract for goods or services.

**DEADLINE TO SUBMIT:** One (1) original and two (2) copies must be received by **3:00 p.m. Thursday, June 20, 2019.**

**Hand Delivered:**

Newberry County  
Courthouse Annex  
Conference Room  
1309 College Street  
Newberry, SC 29108

**Mailed:**

Newberry County  
Attn: Crystal Waldrop, CPPB  
Post Office Box 156  
Newberry SC 29108

**QUESTIONS MUST BE RECEIVED IN WRITING BY:** June 14, 2019 by 5:00 p.m. to Crystal Waldrop via email at [cwaldrop@newberrycounty.net](mailto:cwaldrop@newberrycounty.net). All questions shall be addressed in an addendum and placed on the County website at [www.newberrycounty.net/departments/purchasing](http://www.newberrycounty.net/departments/purchasing). It is the sole responsibility of the responder to obtain the addenda from the County website.

**A non-mandatory site visit is scheduled for June 12<sup>th</sup> at 9:30 a.m.**

The contract for this solicitation shall be for three years, with the option to renew for two consecutive one-year terms.



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Crystal Waldrop, CPPB  
Purchasing Director  
Newberry County

## GENERAL INSTRUCTIONS

1. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
2. Proposing firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
3. **Submit an original, so identified and two (2) complete copies of the proposal submittal including a completed W-9 form for your agency in a sealed package with the proposal number as well as the time and date for opening prominently marked on the outside.**
4. Proposals must be submitted to, or at the time, date and exact location specified to be considered. No late proposals or electronic proposals shall be submitted.
5. Addendum to Proposal: If it becomes necessary to revise any part of this request for proposals, an addendum will be provided in writing and posted on the County website.
6. All information requested of the proposer must be entered in the appropriate space on the original forms as contained in this RFP package. Failure to do so may be grounds for disqualification.
7. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal. Correction and/or modifications received after the closing time specified will not be accepted.

## PROPOSAL FORMAT

Proposers must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

### 1. QUALIFICATIONS OF THE FIRM

a) Provide a description and history of the firm along with providing information related to previous governmental experience.

b) Provide at least three references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services contained within this solicitation.

### 2. QUALIFICATIONS OF STAFF

Responses shall include the qualifications of the staff who will be performing the scope of service, including licensing, along with the ability to perform the scope of services

### 3. TECHNICAL APPROACH

Proposers shall provide a listing of the equipment to be used to perform the scope of work.

#### 4. COST PROPOSAL

The payment for this contract shall be billed on a monthly base rate. Each proposer shall include a cost to perform the scope of work, detailing all additional costs that may not be included in the base monthly rate.

#### SELECTION CRITERIA

The following criteria will be utilized in the order shown by level of importance (greatest importance listed first, etc.) to select the consultant awarded this contract:

- Qualifications of staff employed to execute the contract, including the equipment that will be used to perform the scope of work, licensing and all insurance requirements
- Past experience, including listing of references
- Cost Proposal

#### SCOPE OF SERVICES

All of the following shall be included in the monthly base fee:

- Mow grass every week from April to October; every two weeks from November to March
- Over-seed lawn area with Rye grass seed in September
- Replace mulch once per year, mulch will be supplied by Newberry County; however, it will need to be coordinated with the Public Works Department in advance
- Spray pre-emergent in all beds in September and March. Fertilizer shall be applied in April
- Treat fire ant mounds as needed
- Spray herbicide to prevent weeds in beds and between the asphalt drive and concrete curb (licensing shall be provided in responses)
- Edge grass from concrete curb and blow off cut clippings
- Trim and shape all shrubs and bushes as needed
- Litter control on same schedule as the mow schedule

## INSURANCE REQUIREMENTS

Prior to commencing work hereunder, Offeror, at its expense, shall furnish insurance certificate showing the certificate holder as Newberry County, Post Office Box 156, 1309 College Street, Newberry, SC 29108, Attention: County Purchasing Department and with a special notation naming Newberry County as an additional insured on the liability coverage. If not otherwise specified, the minimum coverage shall be as follows:

- Worker's Compensation Insurance - Offeror shall have and maintain, during the life of this contract, Worker's Compensation Insurance for its employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws. Newberry County requires worker's compensation coverage regardless of the number of employees the Offeror employs.
- Comprehensive General Liability Insurance - Offeror shall have and maintain, during the life of the contract, Comprehensive Liability Insurance. Said Comprehensive General Liability Policy shall contain Contractual Liability Products/Completed Operations Liability subject to the following limits: BODILY INJURY of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURRENCE; PEORPERTY DAMAGE of at least \$500,000 PER OCCURRENCE; or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBDINED SINGLE LIMIT.
- Comprehensive Automobile Liability Insurance - The Offeror shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$500,000 PER PERSON, \$1,000,000 PER OCCURENCE; PROPERTY DAMAGE of at least \$500,00 PER OCCURRENCE, or BODILY INJURY/PROPERTY DAMAGE of at least \$1,000,000 COMBINED SINGLE LIMIT.
- Umbrella Liability Insurance required as \$1,000,000.
- The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- The Offeror shall not cause any insurance to be cancelled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be cancelled or reduced, restricted or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- The information described above sets forth minimum amounts and coverages and is not to be construed in any way as a limitation on the Offeror's liability.

**COST PROPOSAL FORM (to be returned with responses)**  
RFP # 2019-10

The monthly rate will include everything listed in the scope of work of this solicitation. Anything that is *not* included in the scope of work shall be listed and prices will be firm for the duration of the contract.

Items may be considered for payment in addition to the monthly services but shall be agreed upon by both parties in advance of the work being performed. They may include, but not limited to additional litter control, irrigation repairs, as needed and other unforeseen repairs or plantings.

Base Rate for Monthly Services:

\_\_\_\_\_

Acknowledgement of all Addenda (if applicable):

\_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_