

Invitation for Bid

Grass Cutting and Weed Trimming

for

City of Goose Creek

Responses are due No Later Than
Tuesday, March 8, 2024, at 11:00 AM

To: Sherry Bodden
Purchasing Coordinator
PO Drawer 1768
519 N. Goose Creek Blvd
Goose Creek, SC 29445

Properly submitting a response to this solicitation to the Purchasing Office at Goose Creek City Hall on or before the due date and time will be the sole responsibility of the proposer. The City of Goose Creek will in no way be responsible for delays caused by overland or electronic delivery systems. It is the sole responsibility of the proposer to confirm that a response has been received on or before the due date and time.

Contact: Sherry Bodden
sbodden@cityofgoosecreek.com
843-797-6220, ext. 1109

Invitation for Bid

The City's tentative Schedule for this Invitation for Bid is as follows:

IFB Issue Date	February 12, 2024
Bid Due Date	March 8, 2024 @ 11:00am
Bid Evaluations	March 13, 2024

PURPOSE:

- a. The purpose of this Invitation for Bid (IFB) is to acquire Grass Cutting & Weed Trimming for the City of Goose Creek.
- b. Insurance – Offeror agrees to maintain such insurance as will fully protect Offeror and the City of Goose Creek from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the City of Goose Creek for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired, or non-owned vehicles used by Offeror or its employees, while providing services to the City of Goose Creek.
- c. Successful offeror may be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and naming City of Goose Creek as an additional insured party.
- d. Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

INVITATION FOR BID:

The City of Goose Creek will accept IFB responses through Friday, March 8, 2024, At 11:00AM. The City of Goose Creek is not responsible for and will not accept, IFB which are received late due to mail delivery.

SUBMITTAL REQUIREMENTS:

The City of Goose Creek will not assume responsibility for any cost related to the preparation or submission of the offer. The IFB must be submitted to the Purchasing Coordinator of Goose Creek by the due date and time. IFB must be submitted in both electronic and hard

copy. The electronic copy can be sent to sbodden@cityofgoosecreek.com. One (1) hard copy of the IFB response must be received in a sealed envelope and addressed to:

By Mail:

City of Goose Creek
Sherry Bodden
Purchasing Coordinator
PO Drawer 1768
Goose Creek, SC 29445

In-Person:

City of Goose Creek
Sherry Bodden
Purchasing Coordinator
519 N. Goose Creek Blvd.
Goose Creek, SC 29445

In order for your offer to be considered, the following should be included and should be returned.

- a) One (1) original and one (1) electronic copy
- b) W9
- c) COI showing Workers Comp Insurance – If awarded will need to have City of Goose Creek listed as the Certificate Holder

BUSINESS LICENSE REQUIREMENT:

It is required that each contractor and sub-contractor awarded a contract agreement with the City of Goose Creek, either secure a business license or update their current business license for the contract amount for the work being done inside the city limits. The successful contractor is required to contact the Business License Office at 843-797-6220.

IFB REQUIREMENTS:

The Invitation for Bid must include the following information in this specific order:

- a) Legal name of the Business
- b) Business Address
- c) Copy of necessary licenses to perform the scope of work.
- d) Contact person within the Business to receive all IFB communications.
- e) Provide a Conflict-of-Interest Statement that the business, its sub-contractors have no conflicts of interest with the City of Goose Creek, any of the City's employees, and that no member of the proposed business has a family member employed, elected, or appointed to any public position with the City of Goose Creek who may have influence over this Bid or would benefit financially by the selection of this business.

PRE-BID SITE MEETING:

Bidders are required to visit the sites to acquaint themselves with the conditions of the work and the extent of required preparation. A mandatory pre-bid site tour is scheduled for Wednesday, February 28, 2024, at 9:00AM starting at the City of Goose Creek Recreation Center.

SCOPE OF SERVICES:

The Contractor shall use materials and products in the work which are of top quality. The Contractor shall assume full responsibility for protection, storage, safety, and damage to equipment and materials until substantial completion. The Contractor shall use skilled work persons who are thoroughly trained and experienced in the necessary crafts and trades. The Contractor shall correct any and all work rejected by the City of Goose Creek as unacceptable or nonconforming to contract documents within three (3) days of notice of rejection. The Contractor shall field verify all parks prior to scheduling equipment. The Contractor shall coordinate the work and schedule the timing so as not to conflict with any City of Goose Creek Recreation activities. The Contractor shall cooperate with reasonable scheduling requirements of the City of Goose Creek. The contractor shall provide a schedule to the Recreation Department Representative (Philip Sweat) of daily routine mowing locations. The Contractor shall provide all required safety equipment at no additional cost to the City of Goose Creek. The Contractor shall clean site of any debris which may hamper his ability to perform work as specified. The Contractor shall remove and legally dispose of all debris, unless otherwise indicated.

- A. Contractor shall maintain a mowing height of 1 ½" to 1 ¾" for all grasses throughout all specified parks.
- B. Contractor is to mow all grass areas throughout all parks. This is to include, but not limited to, open areas, playground areas, berm or landscape areas, ditches, ditch banks, edges of lakes etc., which can be mowed safely. All other areas will be trimmed with weed eaters.
- C. Contractor is not responsible for removal of any grass clippings throughout parks.
- D. Contractor shall sweep or blow all grass clippings from all sidewalks, pavilions, or concrete throughout parks.
- E. All trimming of grass areas is to include, but not limited to all, trees, landscape, park equipment, sidewalks, concrete, parking lots, curbs, fences etc.
- F. All trimming is to be performed by mechanical powered trimming equipment.
- G. Contractor is to exercise care in operation of all equipment as to not cause injury to contractor staff or any residents who may be in parks at time of mowing and trimming.
- H. Contractor is to operate all mechanical powered equipment as per instructed in owner's manuals for powered equipment operation.
- I. Contractor is to use caution when operating weed trimming equipment around all trees and landscape plants as to not damage outer layers of bark or skin.
- J. Upon written request, contractor **may** possibly utilize the use of herbicides in **limited** areas within parks. Request must indicate, herbicide to use, each park and specific areas within each park contractor requests approval. Owner shall have final decision in use of herbicides.

Work could be done at any of the following locations:

- Etling Park- 100 Ellen Dr. - basketball court, covered picnic area, playground
- John McCants Veterans Park - 355 Anita Dr - walking trails, dog park, playground, picnic area, restrooms in pavilion
- Fairfax Park- 100 Fairfax Blvd.- picnic area, playground
- Central Creek Park-147 Old Moncks Corner Rd. – playground, splash pad, gravel parking, basketball courts, pickleball courts, volleyball court, office space, and restrooms
- Creekside Park-134 Charles B. Gibson Ave. – playground area with benches
- Forest Lawn Park- 100 Giles Dr.- picnic tables, playground
- Lake Greenview Park - 1 Pandora Dr.- trails, covered picnic area, picnic tables, Playground
- Oak Creek Park - 100 Persimmon Circle- covered picnic area, playground
- Ryan Creek Park- 229 Janice St.- benches, playground
- St. James III Park- 1007 Willowood Ave. - covered picnic area, playground
- St. James Park- 107 Westminster Blvd.- covered picnic area, playground, tennis court
- Hounds Run Park – 101 Hounds Run Rd – 2 benches
- Crowfield Pool – 300 Hamlet Circle – Inground pool, and tennis courts
- South Berkeley Senior Center – 103 Thurgood Rd.
- Recreation Center – 519A N Goose Creek Blvd.

TERMS OF AWARD:

The contract period will start on April 1, 2024, and shall end on October 31, 2024. The contract may be canceled or any portion thereof at any time during the term of service and such cancellations shall be effective upon giving thirty (30) days written notice.

PRICING:

Please provide your total cost for seven (7) months to complete the above task. Payments will be made in equal monthly payments from May to November.

BILLING:

Payments will be made in equal monthly payments from May to October. All billing notices must be sent to the City of Goose Creek accounts payable department. All invoices shall identify the specific items/service being billed. The invoice may be sent to ap@cityofgoosecreek.com.