

Invitation for Bid

Quarterly Planting and Routine Maintenance City Limits & Entrance Signs City of Goose Creek



Responses are due No Later Than
Tuesday, November 14, 2023, at 11:00 AM EST

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	October 6, 2023
Bid Due Date	November 14, 2023 @ 11:00am
Bid Evaluations	November 17, 2023

PURPOSE:

- a. Quarterly acquisition and planting of perennial plants and vibrant each sign location listed in this Invitation for Bid (IFB).
- b. Monthly maintenance including but not limited to trimming and pruning vegetation, removal of litter, ensuring the establishment of plants, fertilizers & soil amendments, etc.
- c. Mulch / Pine Straw beds twice per year to maintain appropriate depths.
- d. Provide a list of plants recommended and layout plan for each sign location.

INVITATION FOR BID:

The City of Goose Creek will accept IFB responses through Tuesday, November 14 2023, at 11:00AM EST. The City of Goose Creek is not responsible for and will not accept, IFB which are received late.

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.

Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

SUBMITTAL REQUIREMENTS:

Responses shall be submitted in electronic copy no later than **11 a.m. EST on Tuesday, November 14, 2023**. Responses must be prepared in conformance with the guidelines described in this IFB. Responses received after the deadline will **not** be considered. Please verify that your submittal was received. Electronic proposals shall be submitted electronically in PDF format to sbodden@cityofgoosecreek.com. E-mail subject line must be as follows:

"Quarterly Planting and Routine Maintenance around City Limits & Entrance Signs"

For your offer to be considered, the following should be included and should be returned.

- a) W9
- b) 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.

SCOPE OF SERVICES:

The Contractor shall use materials and products in the work which are of top quality.

Work WILL be done at the following locations:

- City Limit Sign – Hwy 176 SE – Carnes – Coordinates 33.07716 N, 80.10486 W



- City Limit Sign – Hwy 17A Carnes – Coordinates 33.05388 N, 80.10119 W



- City Limit Sign – Hwy 52W - Coordinates 32.98589 N, 80.04101 W



- City Limit Sign – Henry Brown Blvd. – Coordinates 32.99082N, 80.00241W



- City Limit Sign – Hwy 52E – Coordinates 32.98592 N, 80.04139 W



- Monument Sign – Crowfield Corporate Center – Coordinates 33.01611 N, 80.08022 W



- Entrance Sign – City Hall 519 N. Goose Creek Blvd. – Coordinates 33.02807N, 80.03540W



- Entrance Sign – Recreation Center 519A N. Goose Creek Blvd. -Coordinates 33.02956N, 80.03506W



- Entrance Sign – Crowfield Golf 300 Hamlet Circle-Coordinates 33.00350N, 80.07973W



- Fire Department Head Quarters – 201 Button Hall Ave. – Coordinates 33.00396N, 80.03681W



- Fire Department Station 2 - -Coordinates 33.01649N, 80.08639W



- Fire Department Station 3- 535 Old Mt Holly Road – Coordinates 33.03338N, 80.05521W



- Entrance Sign - Central Creek Park – 147 Old Moncks Corner Rd. -Coordinates 33.01487N, 80.04470W



TERMS OF AWARD:

The contract period will start on January 2024 and shall end on December 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 break your bid down by each sign listed above.

BILLING:

Payments will be made in quarterly payments. 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.