

Scope of Services

- The City of Goose Creek is seeking proposals from qualified contractors to perform landscape maintenance and rights of way mowing at various areas and facilities.
- The work includes trimming, edging, mowing, weed control, placement of mulch, planting of shrubs, grasses and other landscaping plants, tree pruning, insect control and other duties common to landscaping maintenance.
- The contractor shall protect the surroundings from damage due to his work methods, procedures and workmen to include building surfaces, finishes, irrigation systems, landscape lighting, equipment, signs and sign posts, fencing, landscaping and other components. The contractor shall repair any and all damage to property incurred by the contractor's activities
- The contractor shall replace trees, shrubs, plants, mulch and grass damaged by the contractor. The contractor shall repair / fill all ruts and abrasions caused by the contractor's equipment and establish turf on the areas of repair. If any damages are not repaired within thirty days, the City may make such repairs and deduct the cost from the contractor's invoice.
- The contractor shall furnish all supplies and equipment necessary to complete the work. All contractors' equipment shall be removed from the area at the end of the work day.
- Contractor shall also furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer. Contractor will be responsible for ensuring that their employee's wear all PPE required for safe operation of equipment.
- The contractor will also be responsible for turning in a record of the work performed after each visit for verification by City personnel. Electronic submittal will be allowed.
- Work activities at the Municipal Complex are to be scheduled such that the grounds are neat and orderly on the second Tuesday of each month in preparation for the monthly City Council meeting.

Rights of Way Mowing:

1. Mowing locations and frequency are detailed in "Property Locations And Scope Description" below.
2. Prior to any mowing activities, it is the responsibility of the contractor to pick up any trash, debris or loose materials. Any litter debris generated by the mowing activity is to be removed by the contractor. This collected material should be removed from the area by the contractor at the end of the work day.
3. All mowing is to be conducted using sharp, properly adjusted blades to ensure a clean, uniform cut. Trim out / weed-eating around trees, bedding areas, sign posts, guard rails, fence posts, etc. should be completed before cutting the grass.
4. If at any time the grass clippings are excessive as determined by the City, they shall be removed. Grass should be mowed to avoid clumping. Clumps of mown debris will not be acceptable and should be removed from the area by the contractor.
5. Grass in the rights of way should be cut to a height of 4-6 inches.
6. Grass shall be cut a minimum of five feet (5') alongside each side of hiker/biker trails.
7. Grass clippings on hard surfaces, i.e. trails, roads, curbs and parking lots, shall be swept/blown off before the contractor leaves the area.
8. Contractor will be responsible for any damage sustained to private or public property (i.e. automobiles, glass breaks, benches, etc.)

Landscape Maintenance:

1. Landscape maintenance shall be executed at the locations and frequency detailed in "Property Locations And Scope Description" below.
2. All areas adjacent to hiker/biker trails, curbs, driveways, and sidewalks, shall be edged with a blade edger; resulting in a clean, straight edge.
3. All clipping resulting from the edger will be removed from concrete and bedding areas to produce a clean appearance.
4. Grass in landscaped or lawn areas should be cut to an appropriate height to maintain a manicured appearance.
5. Grass shall be cut a minimum of five feet (5') alongside each side of hiker/biker trails.
6. Grass clippings on hard surfaces, i.e. trails, roads, curbs and parking lots, shall be swept/blown off before the contractor leaves the area.
7. Weeds growing in cracks of curbing and concrete shall be removed by the contracting company.
8. All landscaped bedding areas are to be maintained free of litter with 2"-4" of pine straw. New pine straw to be added in the Spring and Fall to maintain proper depth.
9. Pre-emergent bed herbicides will be applied by a trained professional with the appropriate herbicide license, and special care will be taken not to damage turf areas.
10. All bedding areas shall be maintained in a manner that they remain free of all weeds and other undesirable plant growth by physical removal and applications of herbicide as may be appropriate.
11. All plant growth around fences, building lines, trees, posts, and other areas where a mower cannot reach shall be trimmed. Special caution will be taken not to damage small trees and shrubs with the nylon line of the trimmer.
12. Pesticides will be applied by a trained professional with the appropriate pesticide license, and special care will be taken not to damage turf areas or plants/trees. Application to be in accordance with manufacturer's recommendations to keep areas free of fire ants and other pests.
13. Tree "rings" along roadways shall be kept free of ant mounds.
14. Maintain a clear zone of 6'-7' from ground level on large deciduous trees.
15. Remove all dead limbs as they occur
16. Monitor trees for insect and disease infestation; promptly address any sightings.
17. All trees are to be mulched with pine straw by March 1st. All trees are to be maintained with a 2"-4" layer of pine straw at all times. Pine needles are the responsibility of the contractor.
18. Trees/plantings that die or are damaged due to natural causes shall be properly removed, and disposed of by the contractor at the expense of the City, based on an inspection by both parties. The contractor at the expense of the City shall then plant a replacement tree(s).
19. Trees/plantings that die or are damaged due to neglect shall be properly removed, disposed of, and a new tree(s) planted at the expense of the Contractor, based on an inspection by the City and the Contractor.
20. Trees shall be properly staked to promote proper growth and overall form. Staked trees shall be firmly secured but allow movement. Do not allow girdling

PROPERTY LOCATIONS AND SCOPE DESCRIPTION

➤ **Rights of Way Areas for Mowing:**

- Goose Creek Boulevard (Hwy 52) from city limits on S. Goose Creek Blvd. to city limits on N. Goose Creek Blvd. from edge of asphalt to with 5' of rail bed ballast
- Montague Plantation Road from N. Goose Creek Blvd. (Hwy 52) to Evergreen Magnolia Avenue
- Liberty Hall Road from Hooks Lane to Henry Brown Boulevard
- Henry Brown Boulevard from Liberty Hall Road to Burnt Mills Road
- Plantation North Boulevard, including medians, from St. James Avenue (Hwy 176) to Indigo Way
- St. James Avenue (Hwy 176) from Old Mount Holly Road to city limits on Hwy 176
- N. Main Street (Hwy 17A) from Hwy 176 to city limits (Lawrence Road)
- Snake Road from NAD Road to Red Bank Road
- Westview Boulevard from St. James Avenue (Hwy 176) to approximately 1,000' beyond Wannamaker Trailhead (at the curve going away from the transmission line)
- All areas to be mowed 14 times per annual cycle

➤ **Hiker / Biker Trails & Sidewalks:**

- Edge and sweep 5' Hiker/Biker shoulder along Wisteria Road, Belknap Road, E. Pandora Drive, through Greenview Park, along Paslay Drive, Englewood Road, Morrison Drive, Pandora Drive, Cuthbert Drive and Robert Road
- Edge, mow and sweep trail along S. Goose Creek Boulevard from Goose Creek bridge to Camelot Dr.
- Edge, mow and sweep Wannamaker Trail along Westview Boulevard
- Edge, mow and sweep trail from Central Avenue / St. James Avenue to Westview Boulevard
- Edge, mow and sweep trail from St. James Avenue / Westview Boulevard to Pineview Drive
- Edge, mow and sweep trail from Westview Boulevard to Francis Street
- Edge, mow and sweep trail from Old Moncks Corner Road / St. James Avenue to Turnbury Road
- Edge, mow and sweep trail from St. James Avenue / Plantation North Boulevard to Two Hitch Road
- Edge, mow and sweep trail from Seewee Drive to Recreation Center
- Edge, mow and sweep all trails around the Municipal Lake and Municipal Complex
 - Trails to be maintained 8 times per annual cycle
- Mow and maintain sidewalks / landscaping along Red Bank Road from transmission line at Goose Creek Rural Fire Station to Highway 52 except for developed commercial areas from five feet behind sidewalk to back of curb.
- Mow and maintain sidewalks along Howe Hall Road from Red Bank Road to the end of school property
- Mow and maintain sidewalks along St. James Avenue from Goose Creek Blvd. (Hwy 52) to Davenport Street except for developed commercial areas from five feet behind sidewalk to back of curb
- Mow and maintain sidewalks along Goose Creek Blvd. (Hwy 52) from Goose Creek Bridge to St. James Avenue/Red Bank Road intersection except for developed commercial areas from five feet behind sidewalk to back of curb
 - Sidewalks to be maintained 8 times per annual cycle

- **City of Goose Creek Streetscapes / City Entrance / Greenspace:**
 - Streetscapes on Thomason Boulevard, Button Hall Avenue, Etiwan Drive and Central Avenue
 - Edge, mow and sweep the sidewalks and curb line along all streetscapes
 - Remove weeds, leaves and litter from landscaping beds
 - Apply pesticide as needed to control fire ants and other pests.
 - Mulch beds twice per year with pine straw to maintain a depth of 4"-6"
 - Trim shrubbery into a round shape annually
 - Prune trees annually to maintain a clear zone of 6'-7' from ground level
 - Streetscapes to be maintained 8 times per annual cycle
 - Center median on Hwy 52 at the Goose Creek bridge
 - Mulch beds twice per year with pine straw to maintain a depth of 4"-6"
 - Clean and remove litter from beds
 - Center Median to be maintained 8 times per annual cycle
 - City Entrance Signs on S. Goose Creek Boulevard
 - Trim and prune vegetation to maintain a neat, manicured look.
 - Clean and remove litter from beds
 - Mulch beds twice per year with pine straw to maintain a depth of 4"-6"
 - Entrance Signs to be maintained 8 times per annual cycle
 - 104 Squire Court
 - Mow 6 times per annual cycle
 - 140 Ryan Drive
 - Mow 6 times per annual cycle
- **City of Goose Creek Municipal Buildings Grounds:**
 - Municipal Complex to include areas around the lake
 - Edge sidewalks, trim around lake edge, mow grass, sweep and perform landscape maintenance around the facilities, trails and lake
 - Remove weeds, leaves and litter from landscaping beds
 - Apply pesticide as needed to control fire ants and other pests.
 - Mulch beds twice per year with pine straw to maintain a depth of 4"-6"
 - Prune trees annually to maintain a clear zone of 6'-7' from ground level
 - Mow and perform landscape maintenance 14 times per annual cycle
 - 1 MG water tank yard on Hwy 176 at Davenport
 - 1.5 MG water tank yard on Thurgood Road
 - Mow 6 times per growing season

I. SUBMITTAL REQUIREMENTS

1. Responses to the Request for Proposals should include the following:

- Those contractors interested in providing landscaping and maintenance services must submit three signed originals and the proposal must include the items outlined below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a Respondent's profile or brochure.

2. Proposal Development

- **Required content of proposal:** The detailed requirements set forth below are recommended. All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer. The purpose of the proposal is to demonstrate the technical capabilities, professional proposals, past experiences, and knowledge within this industry.

a. Transmittal Letter

A transmittal letter must be submitted with the proposal which shall include:

- i) Company name, address, telephone number and website.
- ii) Name, title, email address, and telephone number of the person to contact and who are authorized to represent the company and to whom correspondence should be directed.
- iii) A brief statement of your understanding of the services to be performed, evaluation of the work areas and make a positive commitment to provide services as specified.
- iv) Proposal summary, including why the contractor is pursuing the work and how it is uniquely qualified to perform the services.
- v) The letter must be signed by a corporate officer or person authorized to bind the contractor to the proposal and proposed cost.
- vi) A statement indicating that the proposal and proposed cost will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the City of Goose Creek.

b. Experience and Qualifications

Provide a short profile of your company including at a minimum:

- i) Length of time in business.
- ii) Length of time in providing proposed services.
- iii) Number of clients.
- iv) Number of clients in the public sector.
- v) Number of full-time employees available to provide.

c. Proposer's Work History and References

Names, contact persons, addresses, emails, and phone numbers of references for clients, whom similar services have been provided. Your proposal must specifically address the following:

- i) Describe in detail your contracting experience in providing landscaping services including information referencing the actual services performed, number of users, and length of tenure.

d. Work Schedule

Provide a work schedule on how, detailing required, services defined in this proposal will be performed.

e. Required Forms:

Proposals must include the required forms:

- i) List of Equipment
- ii) Certificates of Insurance showing present coverage
- iii) Proposed Work Schedule
- iv) RFP Signature page (must be signed in ink)

Proposal for Goose Creek Public Works
Mowing & Grounds Maintenance

COMPANY NAME: _____

The undersigned offers to supply all the equipment, material, labor and workmanship to fulfill the work of the City of Goose Creek Mowing and Grounds Maintenance specified at the prices set out below. The undersigned confirms that the information on the proposal form is complete and accurate.

1. Contract period shall be 36 months from the period commencing January 1, 2018 and ending December 31, 2021

Mowing of Rights of Way –
- per year \$ _____ Total cost for the contract period, \$ _____

Landscaping Maintenance – Hiker / Biker Trails & Sidewalks
- per year \$ _____ Total cost for the contract period, \$ _____

Landscaping Maintenance – Streetscapes / City Entrances / Greenspaces
- per year \$ _____ Total cost for the contract period, \$ _____

Landscaping Maintenance – Municipal Complex
- per year \$ _____ Total cost for the contract period, \$ _____

Total Contract Amount \$ _____

2. Required Information

- Proof of \$1,000,000 liability insurance (Attach copy)
- Proof of current workman’s compensation insurance (Attach copy)
- A Payment Bond equal to one-third the contract amount will be required prior to execution of the contract

3. Verification of Site Inspection

I certify that on _____ (date), I inspected all the work sites for which I have submitted this Proposal.

Address: _____ Zip: _____
Street: _____ Zip: _____
City: _____ State: _____
Telephone: _____ Fax: _____
Email: _____

*Signature: _____ Title: _____

Printed Name: _____ Date: _____