**PROCUMENT ANNOUNCEMENT**

**LANDSCAPING SERVICES**

**FOR**

**UPPER SAVANNAH COUNCIL OF GOVERNMENTS**

**833 MAIN STREET, NEWBERRY SC**

**DUE JANUARY 29, 2018**

**Overview**

Bids are requested to tend to the landscaping at the Newberry SC Works Center. The amount of outside area is approximately 9,000 square feet including paved parking areas

**Selection Process**

This is a competitive procurement based on price. All bidders whose complete response package is received by December 16 will be considered. The contract will be awarded to the lowest price which meets all requirements. Upper Savannah Council of Governments reserves the right not to award a contract if there are no responsive bids or all bids are substantially higher than the pre-award estimate. Applicants are not required to pre-register to be eligible to enter a bid. However, subsequent clarifications to this announcement including answers to questions will be communicated to all potential bidders who send their contact information to [work@uppersavannah.com](mailto:work@uppersavannah.com). The subject line “bidder information” should be used.

Bids should be sent to work@uppersavannah.com with the subject line “Newberry SC Works Landscaping Bid.” Bids may also be mailed to Newberry SC Works Landscaping Bid, Upper Savannah Council of Governments, 430 Helix Road, Greenwood SC, 29646. Upper Savannah will not open letters or emails identified as bids until after December 16, 2017.

**Scope of Work**

Monthly or Twice Monthly Maintenance As Specified by Chart

1. Trash including bottles, cans, etc. will be removed from all ground areas, plant beds, sidewalks, parking lots each time maintenance is performed.
2. The lawn shall be maintained at a uniform height (2 to 2/1/2 inches) in all grassed areas.
3. Clippings, leaves, limbs, etc. will be removed from ground areas, plant beds, sidewalks and parking lots.
4. All sidewalks, curbs, parking lots and plant beds are to be kept free of grass and weeds.
5. Areas not accessible by mowers will be trimmed as appropriate.
6. Fire ant mounds will be treated

The frequency may change if the need for service changes. If the service is used more or less frequently the charges will reflect the need.

Twice Yearly Services

1. Flower beds will be mulched using pine straw or pine bark. Porous landscaping cloth maybe used to reduce the volume of mulch needed. The ground covering should be of sufficient depth to prevent weeds.
2. All shrubs and trees are to be pruned as needed in accordance with standard horticulture practices All dead plants are to be removed from the premises. The bushes near the signs will be trimmed so that the sign can be seen.

The frequency may change if the need for service changes. If the service is used more or less frequently the charges will reflect the need.

As Requested Service

Upper Savannah needs an option to have the front parking area (including the handicapped parking area) scrapped and sidewalks leading to the front door cleared in case of significant snow accumulation. The staff parking area on the left-hand side will not be scraped. Salt should be used to prevent runoff from refreezing. For the purpose of submitting a bid, it should be assumed the service is used once a year.

**Length of Contract**

The contract will be for three years starting January 1, 2018 (or when executed) and ending December, 31, 2021. The contract can be broken for the reasons agreed to below:

1. The facility closes or moves.
2. Upper Savannah Council of Governments is no longer funded by the Workforce Innovation and Opportunity Grant.
3. The Landscaper requests to end the contract.
4. It is determined that the work is not carried out in accordance to the contract.
5. It is determined that the landscaping is not carried out in a professional manner. In the event, that Upper Savannah finds the quality to be subpar; a written notice will be given. Upper Savannah has the right to terminate the contract after two written notices during the contract period.
6. Upper Savannah decides to end the contract for convenience and gives three months’ notice.

**Payments**

Payments will be made upon receipt of work performed. The receipt should include the date(s) of the service , what was done and the agreed upon price. No payments will be made if work was not performed. Payments may be prorated if a portion of the work was done. For example if the grass was to be mowed twice a month, but was mowed once, the payment will be half. Invoices should be submitted within five days after the end of the month. Upper Savannah will pay on the 15th of the month. In the event the invoice is received after the fifth, it will not be paid until the last day of the month. **The invoice for June should be received no later than the last day of July. If the June invoice is submitted later than the end of July, it will not be paid.**

**Qualifications of Bidders/Documents Needed for Winning Bidder**

All bidders must certify they are able to work in the state of South Carolina, are not on the federal debarment list, have appropriate workers compensation coverage and have liability insurance of at least $500,000. At least one individual on the crew must have a South Carolina commercial pesticide license. Bidders have to follow all applicable federal, state and local laws and regulations.

The assurances are included as part of this bid package and must be completed to be considered. Copies of: workers compensation certification, liability insurance certification, pesticide license and a W-9 form must be submitted with the first invoice for payment.

**Questions** Because this is a competitive bid procurement, questions must be submitted in writing. Answers will be forwarded to all registered potential bidders.,

Attachments

1. Map of property
2. Response package