



216 SOUTH CATAWBA STREET PO BOX 1149 LANCASTER, SC 29721-1149 TEL 803-286-8414 FAX 803-286-6109

May 27, 2020

RE: Bid No. 621-05-27-06-22-20- Maintenance of Municipal Grounds, Municipal Cemeteries, Highway #9 Median and Right of Ways, and Designated Bypass Areas

To Whom It May Concern:

Enclosed are City of Lancaster bid specifications for furnishing all supervision, labor, material, equipment, and transportation to provide services for maintenance of the following:

1. Maintenance of Municipal Grounds and City Parks
2. Maintenance of Municipal Cemetery Grounds
3. Maintenance of Highway #9 Bypass Median, Right of Ways and On & Off Ramps

Contractors must have a City of Lancaster Business License and evidence of general liability and Workers' Compensation insurance at the following levels:

- ◆ Commercial General Liability for bodily injury, personal injury and property damage - \$1,000,000 combined single limit
- ◆ Automobile Liability - \$1,000,000 combined single limit per accident for bodily injury and property damage
- ◆ Workers' Compensation and Employee Liability - Workers' Compensation limits as required by the laws of the State of South Carolina; Employer's Liability - \$100,000 per accident

The enclosed bid packages should be used in your bidding process. Please thoroughly examine and familiarize yourself with the specifications for each of the projects and provide a detailed listing of the equipment to be used to accomplish the provided services. You are encouraged to visit and examine each location before submitting your bid. If you have questions concerning the specifications, or you wish to make an appointment to discuss the projects and view the locations, please contact Chuck Broughton, Solid Waste Supervisor, at (803) 320-0984 or cbroughton@lancastercitysc.com. Any and all deviations from the City's stated bid specifications should be noted.

Bids will be accepted until **3:00 p.m., Monday, June 22, 2020**, at which time all bids will be reviewed. Bids may be mailed to the City of Lancaster, PO Box 1149, Lancaster SC 29721-1149 (**Attn: Tracy Rabon**) or hand delivered to the **office of Tracy Rabon**, City Hall, 216 South Catawba Street, Lancaster, SC 29720. **Please mark on the outside of the envelope "Bid No. 621-05-27-06-22-20- Maintenance of Municipal Grounds, Municipal Cemeteries, Highway #9 Median and Right of Ways, and On & Off Ramps."**

The City of Lancaster reserves the right to reject any and/or all bids and to award the contract(s) to another other than to low bidder, should it be deemed in the City's best interest.

Sincerely,

A handwritten signature in black ink that reads "Tracy Rabon".

Tracy Rabon, CMC
City Clerk

Enclosures



City of Lancaster
 216 South Catawba Street
 PO Box 1149
 Lancaster SC 29721-1149

SEALED BID

DATE: _____

Bidder: _____

BID NUMBER: 621-05-27-06-22-20
 Show this number on envelope

_____ Please print or type

Sealed bids for the maintenance of Municipal Grounds, Municipal Cemeteries, and Bypass Areas subject to the conditions on the following pages, and all provisions, etc., set forth herein and attached, will be received at this office until **Monday, June 22, 2020 at 3:00 p.m.**, then publicly opened. The prices bid must include all costs of transportation to the required destination.

MAINTENANCE OF MUNICIPAL GROUNDS See attached Bid Specifications and Scope of Services	1 st Year 07/01/20 – 06/30/21	2 nd Year 07/01/21 – 06/30/22	3 rd Year 07/01/22 – 06/30/23
Bids should be submitted for all supervision, labor, material, equipment, and transportation to maintain municipal grounds at the following locations for the time period shown on the right:			
1. City Hall 216 South Catawba Street	_____	_____	_____
2. Springs House 201 West Gay Street	_____	_____	_____
3. Events Building 120 West Arch Street	_____	_____	_____
4. Municipal Justice Center 405 East Arch Street	_____	_____	_____
5. Fire Station 1 401 East Arch Street	_____	_____	_____
6. Fire Station 2 & elevated water tower 453 Hubbard Drive	_____	_____	_____
7. Wastewater Treatment Facility 1150 Lockwood Lane	_____	_____	_____
8. City Hall Vacant Lot Corner of West Arch and South French Streets	_____	_____	_____
9. City Hall Parking Lots			
a. Between Springs House and City Hall South Catawba Street	_____	_____	_____
b. Behind City Hall West Arch Street	_____	_____	_____
10. Catawba Street Parking Lot Across from City Hall	_____	_____	_____
11. Main Street (South to North) From Fairgrounds to Woodland Drive	_____	_____	_____
*Note: This includes traffic islands at Fairgrounds and Elm Street			
12. White Street (South to North) From Chesterfield Avenue to Barr Street	_____	_____	_____
13. Catawba Street (South to North) From Elm Street to Barr Street	_____	_____	_____
14. City of Lancaster landscaped "Welcome Sign" area (7 signs)	_____	_____	_____
15. Solid Waste Facility 1309 Lynwood Drive	_____	_____	_____
16. Vehicle Maintenance 1320 Lynwood Drive	_____	_____	_____
17. Sixty-seven (67) planters along Main Street and various side streets – these will be changed out in the spring and fall, and maintained through the year.	_____	_____	_____
18. Grass curb extension in the alley behind Punky's on Main Restaurant on Main St.	_____	_____	_____
GRAND TOTAL	_____	_____	_____

MAINTENANCE OF CITY PARKS See attached Bid Specifications and Scope of Services	1st Year 07/01/20 – 06/30/21	2nd Year 07/01/21 – 06/30/22	3rd Year 07/01/22 – 06/30/23
Bids should be submitted for all supervision, labor, material, equipment, and transportation to maintain municipal grounds at the following locations for the time period shown on the right:			
1. Municipal Justice Center Park Chesterfield Avenue	_____	_____	_____
2. Red Rose Park Between South Main Street and South Catawba Street	_____	_____	_____
3. Sculpture Park Corner of South Main and West Arch Streets	_____	_____	_____
4. Preston Blackmon Park 500 Connor Street	_____	_____	_____
5. Hughes Street Park 100 South Hughes Street	_____	_____	_____
6. Pardue Street Park 101-A Pardue Street	_____	_____	_____
7. Gay Street Courts 309 East Gay Street	_____	_____	_____
8. Shady Lane Park 1030 Shady Lane	_____	_____	_____
9. Constitution Park 300 Woodland Drive	_____	_____	_____
10. Independence Park 200 Woodland Drive	_____	_____	_____
11. John D. Wylie Park 542 Plantation Road	_____	_____	_____
12. Westmoreland Drive Park 1300 Churchhill Drive	_____	_____	_____
13. Buckelew Park 405 Chester Street	_____	_____	_____
TOTAL	_____	_____	_____

MAINTENANCE OF MUNICIPAL CEMETERIES See attached Bid Specifications and Scope of Services	1st Year 07/01/20 – 06/30/21	2nd Year 07/01/21 – 06/30/22	3rd Year 07/01/22 – 06/30/23
Bids should be submitted for all supervision, labor, material, equipment, and transportation to maintain the grounds of the following municipal cemeteries for the time period 07/01/20–06/30/23. (Mowing schedule for the time period July 1-October 31 and March 1-June 30.)			
1. Westside Cemetery (20.00 acres) 314 West Barr Street	_____	_____	_____
2. Witherspoon Cemetery (2.16 acres) St. Paul and North Hughes Streets (to include cemetery embankment)	_____	_____	_____
TOTAL	_____	_____	_____

MAINTENANCE OF DESIGNATED BYPASS AREAS See attached Bid Specifications and Scope of Services	1st Year 07/01/20 – 06/30/21	2nd Year 07/01/21 – 06/30/22	3rd Year 07/01/22 – 06/30/23
Bids should be submitted for all supervision, labor, material, equipment, and transportation to maintain the grounds of the following areas on Highway 9 Bypass in a high quality, attractive appearance to include seasonal planting and/or shrubbery, grass seed, fertilizer and mulch. (Mowing schedule for the time period July 1 - October 31 and March 1 - June 30.)			
1. Medians, Right of Ways and on&off ramps from the Arch Street bridge to the bridge past Adornus Cabinetry	_____	_____	_____
TOTAL	_____	_____	_____

NOTICE TO BIDDERS: Bids must be submitted on this form. Bids made otherwise will be subject to rejection. Brochures and any other such pertinent information regarding the product should be attached to this form. All taxes on any item the City may be required to pay must be shown separately, not included in the price bid. **ACCEPTANCE OF BIDS THROUGH FAX TRANSMITTAL IS NOT PERMISSIBLE. BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER AND BID DESCRIPTION CLEARLY WRITTEN ON THE OUTSIDE.** Bids may be mailed to the attention of Tracy Rabon, City Clerk, City of Lancaster, PO Box 1149, Lancaster SC 29721-1149, or hand delivered to the office of Tracy Rabon, City Hall, 216 South Catawba Street, Lancaster, SC 29720.

INSTRUCTIONS TO BIDDERS

1. Unless otherwise required, submit only one copy of each bid.
2. Bids, amendments thereto, or withdrawal requests received after the time advertised for bid opening will be void regardless of when they were mailed.
3. Quote prices on units specified with packing included.
4. Attached complete specifications for any permitted substitutions offered, or when amplification is desirable or necessary.
5. If specifications or descriptive papers are submitted with bids, enter bidder's name thereon.
6. If the article bid upon has a trade name or brand, show same in the bid.
7. When required, furnish samples, free of expense, prior to the opening of bids. Label each sample with bidder's name and the item number should you wish samples returned, at your expense, when not destroyed in test, make requests for return within 10 days following opening of bids.
8. Show delivery time required after order is received (SEE BID BELOW).
9. Address and mark bids as indicated in the notice.

CONDITIONS

1. The City's purchasing agent reserves the right to reject any and all bids and to waive all technicalities.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. Time in connection with discount offered, will be computed from date of delivery of commodities to carrier, when inspection and acceptance is at point origin, or date of delivery at destination; or if laboratory inspection is made part of the bid, from date of laboratory report.
4. In case of default of the bidder, the City reserves the right to purchase any or all items in default in open market, charging the bidder with an excessive cost. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING BIDDER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.
5. All materials and products offered must be guaranteed to meet the requirements of the specifications indicated, given, or referred to.
6. Prices bid must be based upon payment in thirty days. Discounts for payment in less than thirty days will not be considered in making award.
7. The right is reserved in case tie bids are received to make award as considered most advantageous.
8. The right is reserved to reject any bid in which the delivery time indicated is considered sufficient to delay the operation for which the commodity is intended.
9. Unless otherwise indicated by the City's purchasing agent, prices must be firm.
10. The successful bidder shall indemnify and save harmless the City of Lancaster, and all City officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright.

BID

DATE: _____

BIDDER'S FEDERAL SOCIAL SECURITY
IDENTIFICATION (E.I.) NUMBER

In compliance with the invitation, and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted within _____ days from date of opening, to furnish any or all items quoted on at prices as set forth after the item and unless otherwise specified within _____ days after receipt of order, delivered, all transportation costs included and prepaid.

Discounts will be allowed as follows: 30 calendar days _____ percent

- PLEASE PRINT OR TYPE -

Company _____

Street Address _____

Post Office Box or Drawer _____

City, ST ZIP+4 _____

Telephone / Cell Phone _____

By: _____
(Bidder's Signature)

Title: _____
(Bidder's Printed or Typed Title)

(Bidder's Printed or Typed Name)

**BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE
BID NUMBER AND BID DESCRIPTION CLEARLY WRITTEN ON THE OUTSIDE.**

EXCEPTIONS TO SPECIFICATIONS

DATE: _____

BID NUMBER: 621-05-27-06-22-20

ANY DEVIATIONS TO THE SPECIFICATIONS SHOULD BE NOTED BELOW

- PLEASE PRINT OR TYPE -

SCOPE OF SERVICES

MAINTENANCE OF MUNICIPAL GROUNDS AND CITY PARKS

It is the understanding of the parties that maintenance of municipal grounds shall include the following:

1. Mowing:
 - a. Mowing shall occur at least once a week at each location during the following schedule
 - i. July through October 2020
 - ii. March through October 2021
 - iii. March through October 2022
 - iv. March through June 2023
 - b. Depending on the rate of grass growth, some locations may require twice a week mowing.
 - c. Limbs and debris shall be removed before cutting begins.
 - d. Lawn areas shall be cut with a rotary-type mower when both soil and grass are dry. Areas that can not be cut with a rotary-type mower shall be cut with a string-type trimmer. Trimming shall be done immediately following the cutting.
 - e. The hedges and shrubs are to be trimmed and/or pruned as need to maintain a high-quality appearance.
 - f. The parking lots and walkways are to be cleaned after grass cutting
2. Pesticide Application:
 - a. Any areas that can not be cut with mowing equipment shall be treated with herbicide or pesticide
 - b. Fire ants shall be treated with appropriate pesticide
 - c. All applications of herbicides and pesticides shall adhere to the recommendations of the manufacturer and shall comply with applicable state, federal and local government regulations. The winning bidder shall be responsible for applications of herbicides and pesticides as needed to keep a high-quality appearance.
 - d. The winning bidder shall inspect for insects and diseases at each visit and report any findings to the City representative
3. Edging:
 - a. Edging of sidewalks and walkways shall be performed bi-weekly, or more often if needed to keep a neat and well-defined appearance.
 - b. Edging of vertical curbs are to be kept neat and well-defined
4. Mulch and Flowers:
 - a. Mulch shall be applied to planted trees – fresh clean pine straw to be added as needed to keep a fresh clean appearance.
 - b. The flowerbeds and shrubbery beds are to be kept free of weeds and grass and shall be mulched twice per year. Roses throughout the City shall be maintained and treated to provide maximum health and blooming. Red roses are to be planted in all viable locations.
 - c. Seasonal planting of flowers and plantings of shrubs at various locations shall be performed as needed to maintain a high-quality appearance

Work shall be evaluated monthly by the City representative and any deficiencies or changes to the scope of services will be discussed.

SCOPE OF SERVICES MAINTENANCE OF MUNICIPAL CEMETERIES

It is the understanding of the parties that maintenance of municipal cemetery grounds shall include the following:

1. Mowing:
 - a. Mowing shall occur at least once a week at each location during the following schedule
 - i. July through October 2020
 - ii. March through October 2021
 - iii. March through October 2022
 - iv. March through June 2023
 - b. Schedule shall provide for mowing to be completed during the week prior to Easter Sunday, Mother's Day and Father's Day
 - c. Mowing height shall be a minimum of three (3) inches to three and one-half (3 ½) inches
 - d. Mowing shall occur every fourteen (14) days or when grass reaches a height of five inches (5").
 - e. Mowing shall cease prior to and during all funerals.
 - f. Limbs and debris shall be removed before cutting begins.
 - g. Lawn areas shall be cut with a rotary-type mower when both soil and grass are dry. Areas that cannot be cut with a rotary-type mower shall be cut with a string-type trimmer. Trimming shall be done immediately following the cutting.
 - h. The hedges and shrubs are to be trimmed and/or pruned as need to maintain a high-quality appearance.
 - i. The parking lots and walkways are to be cleaned after grass cutting
2. Pesticide Application:
 - a. Any areas that cannot be cut with mowing equipment shall be treated with herbicide or pesticide
 - b. Fire ants shall be treated with appropriate pesticide
 - c. All applications of herbicides and pesticides shall adhere to the recommendations of the manufacturer and shall comply with applicable state, federal and local government regulations. The winning bidder shall be responsible for applications of herbicides and pesticides as needed to keep a high-quality appearance.
 - d. The winning bidder shall inspect for insects and diseases at each visit and report any findings to the City representative
3. Edging:
 - a. Edging of sidewalks and walkways shall be performed bi-weekly, or more often if needed to keep a neat and well-defined appearance.
4. Mulch and Flowers:
 - a. Mulch shall be applied to planted trees – fresh clean pine straw to be added as needed to keep a fresh clean appearance.
 - b. The flowerbeds and shrubbery beds are to be kept free of weeds and grass and shall be mulched twice per year. Roses throughout the City shall be maintained and treated to provide maximum health and blooming. Red roses are to be planted in all viable locations.

Lawn areas shall be inspected to conform to mowing height and hedges shall be inspected to conform to trimming requirements each Friday by the designated City representative and any deficiencies or changes to the scope of services will be discussed.

**SCOPE OF SERVICES
MAINTENANCE OF RIGHT OF WAYS, MEDIAN AND ON&OFF RAMPS
AROUND BYPASS**

It is the understanding of the parties that maintenance of these areas shall include the following:

1. Mowing:
 - a. Mowing shall occur at least every two weeks at each location during the following schedule
 - i. July through October 2020
 - ii. March through October 2021
 - iii. March through October 2022
 - iv. March through June 2023
 - b. Depending on the rate of grass growth, some locations may require additional mowing.
 - c. Limbs and debris shall be removed before cutting begins.
 - d. Lawn areas shall be cut with a rotary-type mower when both soil and grass are dry. Areas that cannot be cut with a rotary-type mower shall be cut with a string-type trimmer. Trimming shall be done immediately following the cutting.
 - e. The hedges and shrubs are to be trimmed and/or pruned as need to maintain a high-quality appearance.
 - f. The parking lots and walkways are to be cleaned after grass cutting
2. Pesticide Application:
 - a. Any areas that cannot be cut with mowing equipment shall be treated with herbicide or pesticide
 - b. Fire ants shall be treated with appropriate pesticide
 - c. All applications of herbicides and pesticides shall adhere to the recommendations of the manufacturer and shall comply with applicable state, federal and local government regulations. The winning bidder shall be responsible for applications of herbicides and pesticides as needed to keep a high-quality appearance.
 - d. The winning bidder shall inspect for insects and diseases at each visit and report any findings to the City representative
3. Tree Care:
 - a. Trees at various locations shall be trimmed and/or pruned as needed to maintain a high-quality appearance.
4. Mulch and Flowers:
 - a. Mulch shall be applied to planted trees – fresh clean pine straw to be added as needed to keep a fresh clean appearance.
 - b. The flowerbeds and shrubbery beds are to be kept free of weeds and grass and shall be mulched twice per year.
 - c. Seasonal planting of flowers and plantings of shrubs at various locations shall be performed as needed to maintain a high-quality appearance

Work shall be evaluated monthly by the City representative and any deficiencies or changes to the scope of services will be discussed.

If awarded the contract, please remember, although you are a contracted City service, your company represents the City of Lancaster while working on City grounds. As a contractor with the City you are expected to be friendly, courteous and helpful. Your employees must look and act professional at all times.