



Bridges Preparatory School

REQUEST FOR LANDSCAPE MANAGEMENT PROPOSAL

555 Robert Smalls Parkway

Post Date: July 7, 2020

Close Date: July 20, 2020 at 2:00 PM

clovell@bridgesprep.org / 555 Robert Smalls Parkway, Beaufort SC 29906

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Bridges Preparatory School

LANDSCAPE MANAGEMENT SERVICES

INSTRUCTIONS TO PROPOSERS

The Board of Directors of Bridges Preparatory School has directed to obtain bids to provide complete landscape management services for 555 Robert Smalls Parkway, Beaufort SC 29906.

1. Due Date: SEALED PROPOSALS must be received no later than July 20, 2:00 PM at 555 Robert Smalls Parkway, Beaufort SC 29906 ATTN: Caroline Lovell
2. Signature on Proposal: If the proposal is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. Anyone signing the proposal as agent shall file with the proposal evidence of his authority to do so.
3. Commencement of Services/Term: The services and work to be provided by the Contractor shall continue for a term of 12 months beginning August 1, 2020.
4. Familiarity of Laws: The Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility.
5. Qualifications of the Proposer: The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of Bridges Preparatory School.
6. No proposer shall submit more than one proposal. Proposers shall be disqualified and their proposals rejected if Bridges Preparatory School has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any existing contract, or for failure to demonstrate proper licensure and business organization.
7. Submission of Proposal: Submit 1 copy of the proposal forms and other requested attachments at the time and place indicated herein, which shall be addressed to the Caroline Lovell, COO, enclosed in a sealed envelope marked with the project title and name and address of the Proposer accompanied by the required documents.
8. Proposals are valid for up to 90 days after the date of submission.
Proposal: In making its proposals, each Proposer represents that it has read and understands the proposal documents and that the proposal is made in accordance

therewith, including verification of contents of proposal package against the Table of Contents.

9. Basis of Award/Right to Reject or Award: Bridges Preparatory School reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed appropriate.
10. Non-Mandatory Pre-Proposal Meeting: A pre-proposal meeting and onsite inspection will be held on July 14, 2020 at 9 AM at 555 Robert Smalls Parkway, Beaufort SC 29902. Please contact Caroline Lovell, COO at clovell@bridgesprep.org with any questions regarding bids by July 16, 2020 by 2:00 PM. Proposers are also encouraged to make on-site visits to the area for which services are required in order to gain an understanding of the scope of the area to be served. The Proposer must be familiar with the area and any natural features which will affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility.
11. Insurance: All Proposers shall include as part of their proposal a current Certificate of Insurance detailing the company's insurance coverage including the required minimum coverages listed below (A). In the event that Proposer is notified of award, it shall provide proof of Insurance Coverage in accordance with Items (A) & (B) below within fourteen (14) calendar days after notification or within such approved extended period as the Owner may grant. Failure to provide proper proof of insurance coverage shall constitute a default. The following minimum limits must be maintained during the duration of the Contract without exception and failure to do so shall constitute a default.

A . Minimum Limits

Commercial General Liability:	\$1,000,000.00 per occurrence
Automobile Liability:	\$1,000,000.00 per occurrence
Workers Compensation:	\$1,000,000.00
Employers Liability:	\$1,000,000.00

B. Please include the following on the certificate of insurance.

1. Reference Bridges Preparatory School on the certificate.
2. All coverage must be written with an insurance carrier that is lawfully authorized to do business in South Carolina and with a current A.M Best's Key Rating of A. Must maintain this insurance coverage during the duration of the contract.
3. State additional insured on certificate and mark box with a "Y" for certificate holder as additional insured. Additional insured: Bridges Preparatory School *must be individually listed as additional insured with respect to all coverage, except workers compensation and employer's liability.*
4. General liability must include contractual liability.
5. A 30 days' notice of cancellation is required.
6. All auto policies need to cover "any Auto" or "Hired, Non-Owned and scheduled."
7. An authorized agent must sign the certificate.

12. Indemnification: The successful Proposer shall fully indemnify and hold harmless Bridges Preparatory School and 555 Robert Smalls Parkway from and against all claims, damages, costs and losses arising, in whole or in part, from Contractor's negligence or breach of contract.
13. All proposals shall include the following information in addition to any other requirements of the proposal documents:
 - A. Identify your company name, address, city, state, zip code, telephone, and fax numbers.
 - B. Identify any parent corporation and/or subsidiaries and affiliations, if applicable.
 - C. Provide a brief overview of your company including the number of years in business, number of employees, nature of business and description of clients.
 - D. Include the names and resumes of the firm's principal officers.
 - E. Identify the name, title, address, phone, fax number, e-mail address of the primary contact person and supervisors, including resumes of staff members available for this project.
 - F. Provide a narrative description of the Proposer's approach to providing the services as described in the scope of services, provided herein. (Limit to 5 pages).
 - G. Three References, including the name, address, and phone number of a contact person, from projects of similar size and scope.
 - H. List any industry award/recognition that you have received, the awarding party, and the date received.
 - I. Current sample certificate of insurance.
 - J. A list of any and all lawsuits that the Proposer is or has been a party to in the past three (3) years.
 - K. A list of any and all licensure disciplinary actions the Proposer or its employees is or has been a party to in the past three (3) years.
 - L. Completed copies of all other forms included within the proposal documents.
 - M. Contractor shall provide copies of state and local licenses, permits, and any required approvals or registrations.
 - N. Contractor shall describe in full its plan for the transition from the existing force and how it intends to operate that transition in a smooth, workmanlike manner.
14. Any question regarding the Proposal Documents, including specifications or other requirements contained in the Request for Proposal, must be filed in writing within and received no less than 2 days before the due date. These questions should be directed at clarifying issues related to the RFP contents so that the Respondents may be able to provide informed responses within their proposals.
15. The proposals shall be ranked based on Bridges Preparatory School evaluation of the Proposer's ability to perform the services for the project as demonstrated by the documentation provided by the Proposer and reference checks of the Proposer's clients. Proposals shall be evaluated using the following point system:

<u>Evaluation Criteria</u>	<u>Points</u>
(1) Experience with Similar Projects/References	_____
(2) Understanding of the Scope of Work	_____
(3) Financial Capability	_____
(4) Price.	_____
Total	100

LANDSCAPE MANAGEMENT SERVICE PRICING SHEET

Bridges Preparatory School

To ensure consistency and for proper analysis, pricing submission should follow the format reflected. Prices should include all labor, material cost, sub-contracted expense, overhead, and tax.

A. Common Area

<u>Description of Services</u>	<u>Year 1</u>
I. Mowing	\$
- Includes mulching, edging, trimming, blowing and/or vacuuming.	
II. Detailing	\$
- Shrub pruning, tree pruning, palm pruning, weeding and general cleanup of the entire property including blowing debris on sidewalks and in parking lot.	
III. Fertilization/Chemical Treatments	\$
IV. Irrigation	\$
V. Pine Straw in required areas	\$
VI. Other	\$
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GRAND TOTAL	\$

Exhibit A – SCOPE OF SERVICES

I. LANDSCAPE MAINTENANCE PROGRAM

A. Turfgrass Specifications

1. Mowing
 - a. Schedule of mowing is once per week April 1 to October 31 and once every two weeks starting November 1 to March 31.
 - b. Mulching mowers will be utilized to cut the grass.
 - c. Mower blades will always be kept sharp to prevent blade tearing.
 - d. Turf growth regulators may be used to assist in maintaining a consistent and healthy appearance of the turf.
 - e. Turf will be cut to a desirable height with no more than 1/3 of the leaf blade removed during each mowing to enhance health and vigor.
2. Edging & Trimming
 - a. **Contractor** will neatly edge and trim around all plant beds, curbs, streets, trees, buildings, etc. to maintain shape and configuration.
 - b. Edging equipment will be equipped with manufacturer's guards to deflect hazardous debris.
 - c. All walks will be blown after edging and mowing to maintain a clean, well-groomed appearance.
 - d. All grass runners will be removed after edging to keep mulch areas free of weeds and encroaching grass.
 - e. "Hard edging" and clean up shall be performed in conjunction with turf mowing.
 - f. "Soft edging" and cleanup of bed areas shall be performed in conjunction with turf mowing.
 - g. Trimming shall be performed as needed.
3. Debris Removal
 - a. Prior to mowing, each area will be patrolled for trash and other debris to reduce the risk of object propulsion and scattering, excluding areas concentrated with trash (e.g., dumpster zones, dock areas, and construction sites).
 - b. Removal of all landscape debris generated on the property during landscape maintenance is the sole responsibility of **Contractor**, at no additional expense to the **Client**.
4. Fertilizer
 - a. Turf grass will be fertilized as appropriate in accordance with type using a premium turf fertilizer containing minor elements. Various ratios of Nitrogen, Phosphorus, and Potassium (NPK) will be utilized for different growing seasons and environmental conditions.
 - b. All sidewalks, roads, curbs, and patios will be swept clean of granular fertilizer after applications to minimize staining.
5. Insect, Disease, and Weed Control
 - a. Treatment of turf areas for damaging insect infestation or disease and weed control will be the responsibility of **Contractor**.
 - b. All products will be applied as directed by the manufacturers' instructions and in accordance with all state and federal regulations.

- c. **Contractor** must possess and maintain or use a company that possesses and maintains an active certified South Carolina Department of Pesticide Regulation. Only trained applicators will apply chemicals.
- d. Client will provide water source on the Client's property for use on property.

B. Plant Material

1. Shrubs
 - a. All pruning and thinning will be performed to retain the intended shape and function of plant material using proper horticultural techniques. Shrubs will be trimmed with a slight inward slope rising from the bottom of the plant to retain proper fullness of foliage at all levels.
 - b. Plant growth regulators may be used to provide consistent and healthy appearance for certain varieties of plant material and ground covers.
 - c. Clippings are to be removed by **Contractor** following pruning.
2. Tree Maintenance
 - a. Trees – manicuring of trees will be the responsibility of the contractor.
 - b. Palm Trees - Only brown or broken fronds will be removed at time of pruning.
 - c. **Contractor** will maintain staking and guying of new trees; re-staking of trees is provided by contractor.
3. Edging and Trimming
 - a. Groundcovers will be confined to plant bed areas.
4. Insect, Disease and Weed Control
 - a. Plants will be treated chemically as needed to effectively control insect infestation and disease as environmental and horticultural conditions permit. **Contractor** will follow proper IPM and offer suggestions regarding the best course of action.
 - b. Open ground in plant beds will be treated by manual or chemical means to control weed pressure as environmental, horticultural, and weather conditions permit.
 - c. **Contractor** will maintain a log listing all applications and will have MSDS sheets available for each product used on the **Client's** property.
 - d. The **Client** must provide access to a suitable water source on their property for use by **Contractor** in spray applications.
5. Fertilization
 - a. Shrubs and ground cover will be fertilized with a recommended analysis (e.g., 8-10-10) containing a balanced minor nutrient package with a minimum 50% slow-release Nitrogen. source product. Fertilization typically occurs in spring and fall, according to environmental conditions.
 - b. Ornamental and Shade Trees will be fertilized utilizing a balanced tree fertilizer at recommended rates according to size:
 - c. Palm Trees will be fertilized utilizing a balanced palm tree fertilizer at recommended rates according to size.

C. Irrigation

1. Irrigation inspections include inspection of sprinkler heads, timer mechanism, and each zone. In addition, the system will be inspected visually for hot spots and line breaks with each additional visit to the property.
2. Irrigation rotors and spray nozzles will be kept free of grass and other plant material to ensure proper performance.
3. Minor nozzle adjustments and cleaning and timer adjustments will be performed with no additional charge.

4. **Contractor** will promptly inform the client of any system malfunction or deficiencies.
5. **Contractor** will be responsible for any line breakages, irrigation heads (i.e. rotors, drip line, emitter, bubblers, etc.), valves, and irrigation controllers.
6. Irrigation controller operation is the sole responsibility of the **Contractor** along with setting any irrigation schedules.

D. Pine Straw

1. Pine straw will be replenished twice per year within a 12-month period. New pine straw will be placed by August 10th to look fresh for first day of school. Second application will be replaced by February 1.
2. All beds that are currently straw will be replaced with pine straw.
3. All areas to be strawed shall be raked, debris removed, edge established, and excessive straw buildup worked into existing soil or removed.

II. ADDITIONAL SERVICES

- A. **Contractor** will provide routine services, special services and/or landscape enhancements over and above the Contract Performance Specifications at an additional charge with written approval from an authorized management representative of the **Client**.

III. PERSONNEL

- A. Criminal background checks will be provided by the **Contractor** on employees entering property.
- B. **Contractor** will provide all labor, transportation and supervision necessary to perform the work described herein.
- C. Field personnel will be equipped with all necessary supplies, tools, parts and equipment and trained to perform work in a safe manner.
- D. Personnel will be licensed for all applicable maintenance functions, including any pesticide applications, as required by law. A current copy will be provided with execution of contract.
- E. **Contractor** recognizes that its personnel are perceived as representatives of the **Client** while on the **Client's** property and, as such, will conduct themselves in an efficient, well-mannered, well-groomed and workman-like manner at all times.
- F. Any damage caused by **Contractor** personnel shall be repaired promptly at no cost to the **Client**.
- G. **Contractor** may utilize qualified subcontractors at any time during this contract period (e.g. palm pruning, straw or mulch, specialized weed treatment and irrigation).
- H. All work performed by **Contractor** will be coordinated with the **Client** to minimize disruption and to maximize safety to people and vehicular traffic on the property.

IV. CONTRACTOR'S VEHICLES AND EQUIPMENT

- A. **Contractor** service vehicles must be well maintained and clean in appearance. Vehicles must be properly licensed and tagged, and operated only by licensed personnel.
- B. All **Contractor** vehicles must operate in a safe and courteous manner while on the **Client's** property. Pedestrians have the right-of-way, and service vehicles are expected to yield.
- C. All trailers, storage facilities, and maintenance equipment must be in good condition and present a clean and neat appearance.
- D. Tools and equipment must be properly suited for their purpose and used in a safe manner utilizing the appropriate safety gear when necessary.

V. ADDITIONAL PROVISIONS

- A. Property inspections will be conducted regularly by an authorized **Contractor** representative. **Contractor** will document and correct any landscape maintenance deficiencies identified within one week, or provide a status update for work requiring a longer period to accomplish.

- B. **Contractor** will provide the **Client** with a contact list for use in case of emergencies and will have personnel on call after regular business hours to respond accordingly.
- C. **Contractor** will be proactive in identifying any landscape site conditions that affect long-term plant health and vigor and will advise the **Client** accordingly. **Contractor** will only be responsible for replacement of plant material that dies as a direct and identifiable result of improper maintenance practices.

EXHIBIT B

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of Bridges Preparatory School's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically Bridges Preparatory School seeks to encourage and promote on an inclusionary basis contracting opportunity without regard to race, gender, national origin, or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity.

Signature

Date

Name: _____

Title: _____

Project: _____