



Request for Proposals

LANDSCAPE MAINTENANCE SERVICES

Richland – Lexington Airport District West Columbia, SC

ISSUED DATE:	April 2, 2018
ISSUED BY:	Richland – Lexington Airport District 3250 Airport Blvd, Suite 10 West Columbia, SC 29170
POINT OF CONTACT:	Ms. Lindsay Parks, Properties Manager Email: l.parks@flycae.com
QUESTION DEADLINE:	April 16, 2018 ; no later than 2:00 p.m. EDT Richland – Lexington Airport District Attn: Lindsay Parks, Properties Manager 3250 Airport Blvd, Suite 10 West Columbia, SC 29170
PROPOSAL DEADLINE:	April 30, 2018; no later than 2:00 p.m. EDT Richland – Lexington Airport District Attn: Lindsay Parks, Properties Manager 3250 Airport Blvd, Suite 10 West Columbia, SC 29170

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I. PURPOSE OF REQUEST

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **LANDSCAPE MAINTENANCE SERVICES** at the Airport Commerce Center (“ACC”)

II. INSTRUCTIONS TO PROPOSERS

- A. Contractors shall submit five (3) hard copies of their proposal. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “LANDSCAPE MAINTENANCE SERVICES/ACC”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
Attention: Lindsay Parks, Properties Manager

- B. All proposals must be delivered by **2:00 p.m. EDT, April 30, 2018**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal does not constitute the District's acceptance of the Contractor as a responsive and responsible Proposer.
- D. It is the sole responsibility of the Contractor to insure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign all three copies. The name, address and telephone number of the person to contact must be clearly identified.
- E. Any questions about the RFP should be directed in writing to:

Lindsay Parks
Properties Manager
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
Email: l.parks@flycae.com

- F. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after April 2, 2018. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.
- G. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<https://columbiaairport.com/procurement-bids/>

It is the responsibility of the Proposer to view, obtain or download all addenda issued by the District for this RFP. The Proposer shall acknowledge all issued addenda on the Acknowledgement of Addendum Form. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.

- H. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.

- I. All costs incurred in the preparation and presentation of the proposal is the Contractor's sole responsibility; no costs will be reimbursed to any Proposer.
- J. All documentation submitted with the proposal will become the property of the District.
- K. Proposals are to be submitted as outlined below:
 - 1. Proposer Questionnaire
 - 2. References
 - 3. Proof of Insurance Coverage
 - 4. Certification
 - 5. Proposal Form
 - 6. Acknowledgement of Addendum
- L. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is cancelled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.
- M. Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of said claim in advance of any release.
- N. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- O. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

P. The District has set the following schedule:

<u>Action Item</u>	<u>Date</u>
Request for Proposal Issued	April 2, 2018
Deadline for Proposal Question Submission	April 16, 2018 by 2:00 pm EDT
Questions and Answers Posted to Airport Website	April 18, 2018
Deadline for Proposal Submission	April 30, 2018 by 2:00 pm EDT

III. TERMS AND CONDITIONS

- A. The District is seeking proposals from Contractors to provide Landscape Maintenance Services for a period effective June 1st, 2018 – May 31st, 2021
- B. The District reserves the right to reject any or all proposals, or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- C. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- D. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services set forth in the enclosed Scope of Work and Specifications.
- E. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- F. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.
- G. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the District.
- H. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without the prior written approval from the District.
- I. The Contractor is responsible for any damage caused by their employees and/or equipment to any District property (structures, plants, irrigation heads, tree stakes, etc.) and shall replace any damaged piece of property at no cost to the District.
- J. Insurance Requirements: The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	

Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner's Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- K. Workers' Compensation and Employer's Liability Insurance: The Contractor shall maintain workers' compensation and employer's liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation or other material change.

QUALIFICATIONS/CERTIFICATIONS

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must also have the applicable licenses and certifications to perform all landscape maintenance services in this RFP.

IV. SCOPE OF WORK

The scope of work designated in these specifications shall consist of furnishing all management, supervision, labor, technicians, proper licenses, materials, parts, tools, equipment, chemicals, supplies, transportation, travel time, lodging, per diem, fuel surcharges and insurance to efficiently and effectively provide the services designated under the Contract for Landscape Maintenance Services for the Airport Commerce Center .

SPECIFICATIONS

It is the intent of these specifications for the Contractor to provide Landscape Maintenance Services for the ACC. A map of the Landscape Maintenance Service areas can be found in the Attachments of this RFP.

The Contractor shall furnish all supplies and equipment necessary to complete the job, and submit a list of all equipment to be used at the ACC. A visual inspection of the contractor's equipment may be required. All Contractors equipment shall be removed from the ACC property when mowing has been completed. A mowing schedule shall be submitted to the Properties Manager .

The Contractor's employees shall be required to wear clean and neat uniforms provided by the Contractor, and approved by the Airport. 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.

A. Peak Season Landscape Maintenance

Peak season is defined as the period of April 1 through November 30 each year. The Contractor shall provide all labor, material, tools, equipment transportation and supervision necessary to perform the components of landscape maintenance services which may include, but are not limited to, the following: Edging, Trimming, Mowing, Mulching, Pesticide Application, Tree Pruning, and Weeding.

1. Edging
 - a. All areas bordering the turf shall be edged during each mowing using a string trimmer or steel blade edger.
 - b. All road side curb and gutter shall be edged during each mowing using a string trimmer or steel blade edger.
 - c. Debris from the edging shall be removed and properly disposed of by the Contractor. Debris from edging shall not be piled on top of root balls of trees or in plant beds.
2. Trimming
 - a. All areas around the structures or trees shall be trimmed to mowing height each time turf is mowed. A string trimmer and/or weed eater machine shall not be used around the stem or trunks of trees and shrubs.
 - b. Shrubs shall be trimmed once a month or as determined by the ACC Property Manager.
 - c. After trimming, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
 - d. Any damages caused by mowing to any property, structure, plants irrigation system, tree stakes or guying shall be repaired or replaced by the Contractor at no cost to the Airport.
3. Mowing
 - a. Mowing shall be completed once a week depending on the weather conditions or more frequently if the turf is under irrigation.
 - b. Unless otherwise indicated elsewhere in the contract documents, turf shall not exceed 3.5 inches in height at any time and shall not be mowed lower than 2.5 inches.
 - c. All trash and debris shall be removed from areas before mowing.
 - d. Mowing equipment shall be well maintained and cutting blades shall be sharpened after every other mowing.
 - e. Mowing should be done in such a way that clippings are not blown into shrubs and trees. Any plants damaged by mowers shall be replaced with a specimen of equal size at no cost to the ACC.
 - f. Clumps of grass or any visible clippings on lawn areas shall be removed.
 - g. After mowing, all clipping and debris shall be immediately cleaned off paved areas, vehicles structures, equipment, and light fixtures.
 - h. Any damage caused by mowing to any property, structure, plants, irrigation heads, tree stakes or guying shall be repaired or replaced by the Contractor at no cost to the Airport. Any damaged plants shall be replaced with specimens of same size. Girdling the base of the tree with lawn mowers is detrimental to the tree and shall be considered grounds for requesting the replacement of the tree.

4. Pine Straw Mulch/ Mulching
 - a. At the time of the first mowing season, all planting beds and tree rings shall be defined and edged at a right angle and depth of three inches. Edging debris shall be removed and properly disposed by the Contractor. Debris shall not be placed in the planting beds, trees rings or disposed in refuse receptacles. All tree rings shall be evenly concentric around the tree and all bed edges shall be maintained as a smooth and continuous line
 - b. All plant beds and tree rings shall be mulched at a depth of three inches. Mulch shall be applied between March 1 and April 15. The mulch must be kept at least two inches from the base of tree trunks and crowns of all shrubs.
 - c. Mulch shall be lightly raked between July 1 and July 31 and loosen to freshen it and break up any water impermeable layers. Light top dress applications of mulch shall be applied periodically in order to maintain two layers of mulch in all planting bed and tree rings.
5. Pesticide and or Pre-emergent Application
 - a. Shall be applied in accordance with the manufacture's recommendations. Spraying shall not be performed when vegetation is wet, when it appears that rain is imminent within six hours, or when the wind is blowing enough to scatter paper or trash.
6. Tree Pruning
 - a. All trees shall be pruned in the month of November
 - b. After pruning, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
 - c. Any damages caused by mowing to any property, structure, plants irrigation system, tree stakes or guying shall be repaired or replaced by the Contractor at no cost to the ACC.
7. Weeding
 - a. All plant beds, trees rings, and planting areas shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an approved herbicide.
8. Irrigation:
 - a. Irrigation system will be monitored for maximum performance.
9. Flowers:
 - a. Flowers are to be planted in Spring and Fall and maintained for year round color.

C. Off-Peak Season Landscape Maintenance

Off-Peak season is defined as the period of December 1 through March 31 each year. The Contractor shall provide all labor, material, tools, equipment transportation and supervision necessary to perform the components of landscape maintenance services which may include, but are not limited to, the following: Mulching, Tree Pruning, and Weeding.

1. Pine Straw/Mulch/Mulching
 - a. All plant beds and tree rings shall be mulched at a depth of three inches. Mulch shall be applied in the month of November after Tree Pruning and the last mowing. The mulch must be kept at least two inches from the base of tree trunks and crowns of all shrubs.
2. Tree Pruning
 - a. All trees shall be pruned in the month of March.

- b. After pruning, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
 - c. Any damages caused by mowing to any property, structure, plants irrigation system, tree stakes or guying shall be repaired or replaced by the Contractor at no cost to the Airport.
- 3. Weeding
 - a. All plant beds, trees rings, and planting areas shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an approved herbicide.
- 4. Flowers:
 - a. Flowers are to be planted in Spring and Fall and maintained for year round color.

<END OF SCOPE OF WORK AND SPECIFICATIONS>

V. ATTACHMENTS

- 1. Overall Layout

Overall Layout

Airport Commerce Center (ACC) – 101-103 Trade Zone Drive



VI. PROPOSERS QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. Does the Contractor possess a valid South Carolina Commercial Pesticide Applicators License, a valid South Carolina Business License and all other applicable local, state and Federal credentials?
() Yes () No
3. How many years has your organization been in business as a Landscaping contractor?

4. How many years of experience has your organization had with related work to this RFP?

5. List the equipment that you possess that will enable you to perform the contract. Use additional sheets if necessary.

6. How many employees does your organization have?

7. What are your organization's technical capabilities and approach to meeting the specification requirements? Use additional sheets if necessary.

8. List the name(s) and contact number(s) for the supervisor(s) that will oversee this account.

9. What are the capabilities and experience of the supervisor(s) that will oversee this account?

10. Does the Contractor have or can they obtain the insurance coverage for this project as described in the "Terms and Conditions" section of the RFP?
() Yes () No
11. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor?
() Yes () No
If "yes," give name, the insurance carrier, the form of insurance and the year of the refusal.

12. At the time of submitting this Questionnaire, is the Contractor ineligible to bid on or be awarded a public contract in the state of South Carolina?
() Yes () No

13. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?
() Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

14. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?
() Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

REFERENCES

References: Please provide at least five (5) current commercial / institutional customers references that have Landscaping Services of similar type, size, complexity and use.

1.

Business Name:_____

Contact Name:_____ Title: _____

Address: _____

Email: _____ Phone:_____

of acres:_____ Length of relationship: _____
2.

Business Name:_____

Contact Name:_____ Title: _____

Address: _____

Email: _____ Phone:_____

of acres:_____ Length of relationship: _____
3.

Business Name:_____

Contact Name:_____ Title: _____

Address: _____

Email: _____ Phone:_____

of acres:_____ Length of relationship: _____
4.

Business Name:_____

Contact Name:_____ Title: _____

Address: _____

Email: _____ Phone:_____

of acres:_____ Length of relationship: _____
5.

Business Name:_____

Contact Name:_____ Title: _____

Address: _____

Email: _____ Phone:_____

of acres:_____ Length of relationship: _____

ANNUAL PRICE ESCALATION

Requirements for Allowance of Annual Price Escalation: The prices proposed for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify CAE, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify CAE will result in CAE denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulated in the proposal. The notice may be sent by certified mail to Ms. Lindsay Parks, Properties Manager, and 3250 Airport Blvd, STE 10, West Columbia, SC 29170.

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____

PROOF OF INSURANCE COVERAGE

Proposer shall provide the District with satisfactory evidence of the Proposer’s Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Proposer shall submit this form with its proposal.

INSURER:

COMPANY NAME:_____

COMPANY ADDRESS:_____

CONTACT NAME AND PHONE:_____

Proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.

Date:_____

Corporate Proposer:

Business Name_____

Proposer Name:_____

Proposer Title:_____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name_____

Proposer Name:_____

Proposer Title:_____

Notary Public: _____

My Commission Expires:_____

Notary Public (Seal)

CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Proposer’s Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

VII. PROPOSAL FORM

AIRPORT COMMERCE CENTER (ACC)

LANDSCAPE MAINTENANCE SERVICES

Peak-Season (April 1 – November 30 each year)

Service	Frequency	Cost
Landscape Maintenance Services	Monthly	\$
Flowers	Per flat	\$
Pine Straw Mulch	Per bale	\$
Mulch	Per yard	\$
Irrigation Repairs	Per Head	\$

Off-Peak Season (December 1 – March 31 each year)

Landscape Maintenance Services	Monthly	\$
Flowers	Per flat	\$
Pine Straw Mulch	Per bale	\$
Mulch	Per yard	\$
Irrigation Repairs	Per Head	\$

ACKNOWLEDGMENT OF ADDENDUM

Proposers must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Proposer section and submit this form with their Proposal as acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / Landscape Maintenance Services**

1. ____; 2. ____; 3. ____; and 4. ____.

Dated the _____ day of _____, 20_____

Corporate Proposer:

Business Name_____

Proposer Name:_____

Proposer Title:_____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name _____

Proposer Name:_____

Proposer Title:_____

Notary Public: _____

My Commission Expires:_____

Notary Public (Seal)

