



**BID SPECIFICATIONS  
IFB 2014-0019**

**SOUTH ISLAND AREA SERVICES  
For  
MAINTENANCE AND LITTER CONTROL**

June 2014

Facilities Management Division  
12A Gateway Circle  
Hilton Head Island, SC 29926  
843-342-4581

**TOWN OF HILTON HEAD ISLAND  
INVITATION FOR BID  
LANDSCAPE MAINTENANCE AND LITTER CONTROL  
SOUTH ISLAND AREAS  
IFB 2014-0019**

The Town of Hilton Head Island is soliciting sealed bids for a multi-year contract from qualified Contractors for the performance of landscape maintenance and litter control in the South Island Area in accordance with an established scope of work/specifications. Bid information and forms can be obtained from the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) or from contacting Facilities Management at 843-342-4581.

A **mandatory** pre-bid meeting will be conducted at 9:00 AM on Tuesday, July 8, 2014 at **Facilities Management**, 12A Gateway Circle, Hilton Head Island, SC 29926. **The Town will only accept bids from those Contractors in attendance at this meeting.**

Sealed bids are due no later than 9:00AM, Friday July 18, 2014. Bids will be opened at **Town Hall**, 1 Town Center Court, Hilton Head Island, SC 29928 at 9:05 AM the same day. No late bids will be accepted for any reason. No faxed bids will be accepted.

The award of a contract for these services will be based on the following criteria:

- Cost - adequacy of the proposed work force/equipment required to perform these services. Must meet Town's referenced minimum requirements.
- Responsiveness - responsibility of the bidder based on referenced past performance on contracts of similar requirements and scope.

Label bid on the outside of the sealed envelope with the following: **"IFB 2014-0019 SOUTH ISLAND AREA SERVICES"**. Hand carry bid to the Receptionist at Town Hall, One Town Center Court, Hilton Head Island, SC, or deliver by traceable means, i.e. Fed Ex; to Town of Hilton Head Island, One Town Center Court, Hilton Head Island, SC 29928, Attention: Tom Fultz (IFB 2014-0019).

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Any bidder/offeror qualified for the **"LOCAL VENDOR PREFERENCE"** should fill out a certification statement, obtain proper certification and include it with bid/proposal in order to be considered for this preference. Certification forms are available on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) or can be obtained by contacting Tom Fultz at 341-4600. If certification has previously been confirmed, please include a copy of the certified form with the bid/proposal.

Bids must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

#### BID INSTRUCTIONS:

Bids shall be submitted on the provided bid forms which must be filled out completely. All required Certificates of Insurance must be included with your bid. All Contractors will provide a minimum of three references for contracts of similar requirements and scope. Please provide name and current phone number of a primary point of contact for each reference. Failure of your bid to comply with these requirements will render it non-responsive. Included in the bid information, is a sample contract format that will be used for the award of these services for reference only.

The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. The Contractor and the Town will meet prior to the end of each month to review contract performance prior to the submission of invoices for that month. Failure on the part of the Contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to correct noted deficiencies shall result in cancellation of this contract.

For more information concerning this solicitation, please contact Alice Derian at 843-342-4581.

## **SCOPE OF WORK/SPECIFICATIONS**

### **GENERAL REQUIREMENTS**

The Contractor shall provide timely and professional services in accordance with the requirements and provisions specified herein.

The Contractor shall work closely with the Town of Hilton Head Facilities Management Division to assure quality landscape maintenance and litter control.

The Contractor shall employ workers who are competent and properly trained to perform the required work. Employees of the Contractor shall not be considered employees of the Town of Hilton Head Island.

The Contractor shall be responsible for supervising the work to assure compliance with all requirements specified herein.

The Contractor shall provide, in writing, by the first of each month a schedule of all regularly scheduled maintenance activities, as well as additional services stated herein, such as spraying for insect/disease control, mulching, major pruning, application of seed and fertilizer and any other required tasks planned for that month. The Town will provide written approval of the scheduled activities via signing the schedule provided by the Contractor.

Prior to execution, the Contractor shall make written requests for any changes to the approved maintenance schedule. The Town will provide written approval of any such changes.

### **LITTER CONTROL**

Litter shall be defined as paper, cardboard, landscape debris, shopping carts, cigarette butts and any other miscellaneous item as determined by the Town.

The Contractor shall be responsible for removing all litter and debris prior to mowing and performing any other landscape services. Litter shall be removed from medians, both road shoulders up to the tree or fence line, bridges, pathways, road surfaces and open spaces. Shopping carts shall be returned to the appropriate stores.

Litter in any area shall not be picked up from the window of a vehicle in which the worker is riding. No vehicle shall be driven in medians or on pathways.

Litter shall be picked up daily (7 days per week) on Pope Avenue, Compass Rose Park and Coligny Beach Park. Litter shall be picked up Monday through Friday on Palmetto Bay Road, Dunnagan's Alley and Arrow Road to include circle. Litter shall be picked up Monday, Wednesday and Friday on North Forest Beach, South Forest Beach, Cordillo Parkway, Deallyon and Coligny Circle. Litter shall be picked up weekly on New Orleans Road, Target Road, Point

Comfort Road, Helmsman Way, Woodward Lane, Woodward Avenue and Haig Point Circle. Litter shall be picked up every other week on all other roadways. All litter shall be disposed of at the Contractor's cost.

Any large or hazardous litter spills shall be picked up immediately upon notification by the Town.

## **MAINTENANCE AREAS**

The Contractor shall be responsible for providing landscape maintenance to the following areas:

- A. Pope Avenue median, shoulder, sidewalks and pathway
- B. South Forest Beach Drive and pathway
- C. North Forest Beach Drive and pathway
- D. DeAllyon Avenue and pathway
- E. Cordillo Parkway and pathway
- F. New Orleans Road, median and pathway
- G. Office Park Road
- H. Palmetto Bay Road median, shoulders and pathway
- I. Paddleboat Lane
- J. Target Road and Pathway
- K. Arrow Road, pathways and sidewalks
- L. Arrow Road/Dunnagan's Alley Circle
- M. Dunnagan's Alley, sidewalks and pathway
- N. Point Comfort Road and pathway
- O. Helmsmen Way and pathway
- P. Compass Rose Park
- Q. Coligny Circle
- R. Coligny Beach Park

- S. Coligny Parking Lot including frontage along Pope Ave
- T. Wood Haven Drive
- U. Wood Haven Lane
- V. Haig Point Circle
- W. Rocks and Remy lot (Vacant lot adjacent to 278 and Arrow Road) and pathway
- X. Alder Lane Beach Access and pathway
- Y. Woodward Avenue metered parking and pathway
- Z. Cordillo Tennis Courts
- AA. Lagoon Road and pathway
- BB. Advocet Road and pathway
- CC. Other areas may be added to this area as projects are completed. Maintenance fees will be negotiated at that time.

## **PATHWAY MAINTENANCE**

- A.** Turf areas along the pathways, from the highway to the pathway and from the pathway to the ditch or tree line, whichever is farthest from edge of pavement, shall be mowed every other week during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>). Mowing during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>) shall be done every three weeks.
- B.** Turf areas along the pathways shall be edged monthly to eliminate overgrowth onto the pathways.
- C.** Tree limbs, branches and other vegetation shall be trimmed back at least four (4) feet from the edge of the pathway where applicable and twelve (12) feet from the ground so as not to pose a hazard to or obstruct the view of persons using the pathways.
- D.** Special attention shall be made to the pathway intersections to provide a clear sight distance and shall be trimmed back accordingly.

- E.** Sand and dirt build-up on pathways shall be shoveled off monthly or as needed to maintain safety and a neat appearance. Tree Debris on the pathway is considered hazardous and shall be removed immediately upon notification and properly disposed of by Contractor.
- F.** Where applicable; immediately following a rain event, pathway drains shall be inspected and cleared of debris to allow proper drainage.

## **ROADWAY MAINTENANCE**

- A.** Pope Avenue median and pathway, Palmetto Bay Road median, pathway and shoulders and Arrow Road shall be mowed and trimmed every week during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and every three weeks during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>).
- B.** All other roadway shoulder areas shall be mowed and trimmed every other week during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and every three weeks during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>).

Mowing shall occur from the edge of roadway or pathway to ditch or tree line, whichever is farthest from the edge of the pavement. All ditches shall be completely trimmed so that the entire ditch is clean.

- C.** All turf areas shall be cleared of all litter and debris prior to mowing and trimming. Cleared litter and debris shall be properly disposed of.
- D.** All turf areas adjacent to sign posts, plant beds, and other barriers shall be trimmed in a manner and frequency to maintain a neat appearance.
- E.** All turf areas adjacent to plant beds and along the edge of the road pavement (or curb) shall be edged monthly to maintain the existing plant bed perimeters and eliminate overgrowth onto yellow and white traffic lines.
- F.** A turf-grade fertilizer shall be applied to all Pope Avenue and Palmetto Bay Road turf areas, two times a year and within ten days of the following dates: June 30<sup>th</sup> and October 31<sup>st</sup>.

All fertilization shall be at a rate of 2/3 pounds of actual nitrogen per 1,000 square feet of turf with 50% slow release rating. The Fall (October 31<sup>st</sup>) fertilization shall also include a high potassium fertilizer with a 50% slow release rating.

- G.** All Pope Avenue and Palmetto Bay Road median turf areas shall be over-seeded with an annual type rye-grass at a rate of 200 pounds per acre between November 15<sup>th</sup> and November 30<sup>th</sup>. Over-seeding shall be performed in a manner that minimizes seeding of plant beds.

- H.** All Pope Avenue and Palmetto Bay road median turf areas shall be over-seeded with Argentine Bahia grass at a rate of 35 pounds per acre between March 1<sup>st</sup> and March 30<sup>th</sup>. Over-seeding shall be performed in a manner that minimizes seeding of plant beds.
- I.** All tree limbs, branches and other vegetation shall be trimmed back four (4) feet from edge of pavement and shall have a minimum of twelve (12) feet high clearance from the roadway so as not to pose a hazard to motorists.
- J.** Mulching and/or pine strawing (as determined by the Town) of all plant beds shall be performed twice each year; 3” minimum. The first application shall be performed between September 1<sup>st</sup> and October 1<sup>st</sup> and the second application shall be done between February 15<sup>th</sup> and March 15<sup>th</sup>.

#### **PARK AND OPEN SPACE MAINTENANCE**

- A.** All turf areas shall be mowed weekly during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and every three weeks during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>). All sidewalks, decks, pathways, and parking lots shall be blown off weekly. Edging of sidewalks, pathways and parking lots shall be done as needed to maintain a neat appearance.
- B.** Pruning of all trees and shrubs, including the removal of dead palmetto fronds in all maintenance areas, shall be performed as needed to maintain a neat and uniform appearance. Trees and shrubs shall be trimmed back at least two (2) feet on either side of boardwalks and at least ten (10) feet high. Trees and shrubs shall be trimmed back at least two (2) feet from parking spaces and meters.

Appropriate major pruning of all trees and shrubs shall be performed between February 15<sup>th</sup> and March 15<sup>th</sup>, and between November 15<sup>th</sup> and December 15<sup>th</sup>. Major pruning shall include the removal of all seasonal dead wood and the trimming and shaping of live wood as needed to maintain a neat appearance.

- C.** Spraying for insect and disease control shall be performed a minimum of three (3) times each year and additionally as needed to the appropriate plants. The first application shall be performed during the cool weather season using dormant oil. The second and third applications shall be done during the growing season. Applications shall include insecticides, fungicides and any other pesticides needed to achieve insect and disease control. The Contractor shall notify the Town when these will occur in its submitted monthly schedule.

- D.** Weed control in the plant beds shall be performed by manual, mechanical or chemical means. Weed control shall be performed as needed to maintain a neat and weed free appearance at all times.
- E.** Mulching and/or pine strawing (as determined by the Town) of all plant beds shall be performed twice each year; 3” minimum. The first application shall be performed between September 1<sup>st</sup> and October 1<sup>st</sup> and the second application shall be done between February 15<sup>th</sup> and March 15<sup>th</sup>.
- F.** Compass Rose Park shall be mowed weekly during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and every three weeks during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>). Weed control in the plant beds shall be performed by manual, mechanical or chemical means as needed to maintain a neat and weed free appearance at all times. Litter shall be picked up seven (7) days per week. Pine Straw application twice each year; 3” minimum, as well as all other specifications under Park and Open Space Maintenance. The Bermuda turf shall be aerated, over seeded and top dressed with sand each Spring.

Annual Plantings:

The Contractor shall provide and install three (3) annual plant rotations; One in the Spring, One in Mid Summer and One in the Fall; which shall consist of 30 flats of #1801 or equivalent of larger annuals per rotation. The Annual Plantings must be approved by the Town before planting.

- G.** The Contractor shall be responsible for notifying the Town of any dead plant material and, upon instruction by the Town, removing the material. The Contractor shall be responsible for replacing the plant material at no cost to the Town should it be determined that the material declined due to the Contractor’s negligence.
- H.** Coligny Beach Park shall be mowed weekly during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and every three weeks during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>). Weed control in the plant beds shall be performed by manual, mechanical or chemical means as needed to maintain a neat and weed free appearance at all times. Litter shall be picked up seven (7) days per week. Pine Straw application twice each year; 3” minimum, as well as all other specifications under Park and Open Space Maintenance.

## **MISCELLANEOUS REQUIREMENTS**

- A.** Appropriate work zone safety provisions shall be made at all times for the protection of highway traffic and workers. The Contractor shall provide signage as specified in

- the Manual on Uniform Control Devices (MUTCD) and as may be required by the South Carolina Department of Transportation's work zone safety standards manual.
- B.** All workers shall wear ANSI compliant safety vests at all times when performing the requirements of this contract. Vehicles employed to perform any specification of this contract shall be equipped with activated amber rotating, flashing or strobe lights. Vehicle hazard warning signals are not an acceptable alternative.
  - C.** All work shall be performed during daylight hours.
  - D.** All mowing equipment shall have safety lighting, turf type tires and deflective shielding on the mower decks. All mower blades shall be replaced or sharpened as needed to provide a clean cutting action.
  - E.** All tools and equipment shall be appropriate for the task performed and shall be maintained in good working condition.
  - F.** Application of pesticides shall be done in accordance with all applicable laws and under the direct supervision of a South Carolina Certified Pesticide Applicator.

## **PERFORMANCE REQUIREMENTS**

- A.** The Contractor shall be responsible for coordinating, scheduling and supervising all work activities.
- B.** All work is subject to inspection by the Town for compliance with these specifications. All incomplete or improperly performed work shall be rectified immediately.
- C.** The Town shall withhold payment for work that is deemed incomplete or improperly performed during the previous month. The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. The Contractor and the Town will meet prior to the end of each month to review contract performance prior to the submission of invoices for that month. Failure on the part of the Contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to correct noted deficiencies shall result in cancellation of this contract.
- D.** Adverse weather conditions may delay the schedule of work to be performed, but shall not eliminate the performance requirement for any work specified herein.

- E. All noticed maintenance needs not covered in these specifications (such as drainage, potholes, dead animals, etc.) shall be reported to the Facilities Management Division immediately.

**EQUIPMENT REQUIREMENTS**

- A. At a minimum, the Contractor shall have available at all times the following equipment to perform the specifications herein:

- (3) 60” or greater mowers
- (2) back pack blowers
- (1) push blower
- (3) string trimmers
- (2) edgers
- (2) back pack sprayers

The Contractor shall also have available all ancillary tools and equipment needed to perform the specifications herein (shovels, rakes, pruners, etc.)

**PLANT REPLACEMENT AND ADDITIONAL SERVICES**

When the scope of additional services warrants, a written proposal shall be submitted for review and written acceptance by the Town. Additional services shall only be performed on a “time and materials” basis when conditions so warrant.

**INSURANCE REQUIREMENTS**

The Contractor shall provide a certificate of insurance and maintain at all times the following minimum insurance coverage and amounts per incident:

Worker’s Compensation Insurance:	Statutory Amount
Aggregate General Liability Insurance:	\$2,000,000.00
Comprehensive Vehicle Liability Insurance:	\$2,000,000.00

**SOUTH ISLAND AREA  
Landscape Maintenance and Litter Control  
IFB 2014-0019**

We have reviewed the specifications/scope of work for this contract and can comply with all requirements therein. If selected by the Town of Hilton Head Island, we shall provide the required services from August 1, 2014 until July 31, 2017 for the sum of \$\_\_\_\_\_ annually. The contract may be renewed for an additional two year period if both parties agree to the terms and conditions set forth by the original contract.

The following companies may be contacted for references:  
(List company, contact name and telephone number)

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Reference 3: \_\_\_\_\_

This bid is in effect for 60 days following bid opening

COMPANY: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Business License # \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Attach Certificate of Insurance and Town of Hilton Head Island Business License to Bid Form**



8. This Agreement may not be modified unless such modification is in writing and signed by both parties.
9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:
  - 12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:
    - (a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new yearly hired employee within five (5) business days after employing employee; or
    - (b) employing only workers who, at the time of said employment:
      1. possess a valid South Carolina driver's license or identification card; or
      2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or
      3. possess a valid driver's license or identification card from another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 1 (a) or option 1(b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

(a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor;  
or

(b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

(a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and

(b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

**WITNESSES:**

**<<CONTRACTOR'S FULL NAME>>**

\_\_\_\_\_

**By:** \_\_\_\_\_

\_\_\_\_\_

**Its:** \_\_\_\_\_

**WITNESSES:**

**TOWN OF HILTON HEAD ISLAND**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Gregory D. DeLoach, Esq.,**

**Its: Assistant Town Manager**

\_\_\_\_\_