

 <p>COLUMBIA HOUSING DEVELOPMENT CORPORATION</p>	<p>Request for Proposals</p>	<p>RFP/Solicitation # Date Issued Point of Contact Phone E-mail Address</p>	<p>RFP-2021-001 October 18, 2021 Chanda E. Richardson 803-545-4261 Chanda.richardson@columbiasc.gov</p>
--	-------------------------------------	--	---

Description: Landscape & Lawn Maintenance Services for Columbia Housing Development Corporation.

Dear Landscaping Contractor:

Proposals for Columbia Housing Development Corporation's (CHDC) Landscape and Lawn Maintenance Services will be received from qualified Contractors that are properly licensed under the laws of the State of South Carolina and also have a current City business license. These offers will be evaluated by CHDC. All questions must be submitted via email to: Chanda Richardson at Chanda.Richardson@columbiasc.gov (see below for schedule of events).

SCHEDULE OF EVENTS	DATE AND TIME
DEADLINE TO REQUEST BID PACKET BY:	Wednesday, November 03, 2021 @ 12p EST
PRE-BID QUESTIONS MUST BE E-MAILED BY: e-mail to Chanda.richardson@columbiasc.gov	Wednesday, October 27, 2021 @ 12:00PM EST
RESPONSES WILL BE E-MAILED BY:	Friday, October 29, 2021 @ 12:00PM EST
SUBMIT PROPOSAL BY:	Friday Nov. 5 th , 2021 @ 12:00p EST
SITE VISIT	Contact Office for Rental Properties Please see the attached list of lots
<p align="center">Submit a hardcopy of your "sealed" Proposal to address below: CHDC Attn: Ms. Chanda Richardson 3904 Monticello Rd., STE 113 Columbia, SC 29203 Proposals will not be accepted via e-mail nor fax.</p>	

CHDC is seeking landscaper services, every two weeks for the rental properties and vacant lots on the attached property listing.

Contractors interested in submitting a proposal are asked to e-mail Chanda Richardson at chanda.richardson@columbiasc.gov to request the Bid Packet which includes the Scope of Services, a "sample" Schedule of Lawn Services format, along with the Fee Schedule and Pricing List for each apartment community.

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

SCOPE OF SERVICES OVERVIEW

The scope of work should include the following for the entire term of the contract:

LAWN AREAS

Mowing:

- Lawns shall be mowed every two weeks during the growing season and as required during the winter months.
- The height of cutting shall be maintained consistently to prevent scalping or burn.
- The mowing height shall be appropriate to the turf species.
- Excessive grass clippings shall be collected and removed from property. Adjacent sidewalks and streets shall be clean of clippings and other organic debris.
- Mowing patterns shall be alternated each week to avoid creating ruts and compaction.
- Provide labor for seeding fertilizing, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Material for these services to be paid for by CHDC)
- Detention Ponds and drainage ditches at the above noted properties shall be maintained to ensure no overgrowth.

Edging:

- All lawn edges along sidewalks and curbs shall be edged before each mowing.
- Edging shall be performed with a blade type mechanical edger. The cut edge should appear as a clean straight line.
- Lawn sprinkler heads shall only be edged to allow proper distribution of water.

Shrubs, Vines and Ground Covers

Pruning:

- Shrubs and vines shall be pruned to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth. Some species shall be trimmed appropriately to influence flowering and fruiting, or to improve vigor.
- Trim shrubs and vines as needed to permit unobstructed passage to residents or vehicles. Trimming near vehicular entry or exits shall be carried out to prevent sight restrictions. (This means that branches should be maintained to 7 ½ ft. above sidewalks and 12 ft. above vehicular areas.)
- Shrubs shall be pruned to conform to the design concept of the landscape.
- Individual shrubs shall not be clipped into balled or boxed forms, except where specifically instructed.
- Vines shall be pruned to control growth and direction, and shall not be allowed to grow over windows, doors or other structural features, unless directed by a representative of the Manager/Owner. Vines shall not be allowed to grow over the crowns of shrubs or trees.
- Shrubs and groundcover must be trimmed no more than 1 in. from sidewalks and curbs.

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

Trimming:

- Established ground covers bordering sidewalks or curbs shall be edged as often as necessary to prevent encroachment.
- Ground covers shall not be allowed to touch or cover the crowns of shrubs and trees.
- Some ground covers may require cutting back to remove woody growth and promote vigor. This shall be performed at the direction of the Manager/Owner.

Weed Control:

- All areas shall be kept free of weeds. Hand, chemical and/or mechanical means may be used as appropriate. **If weeding is not performed completely, maintenance will be considered unsatisfactory.**
- Before applying herbicides, the type of weed shall be identified and the control selected accordingly, using the most effective control for the species, the location and the season.
- Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters, etc. Weeds may be removed manually or sprayed with a herbicide. Dead weeds shall be removed from the paved areas.
- The manager/owner shall be provided with the labeling (MSDS) for each herbicide proposed before it is applied.
- Post emergent shall be sprayed at the manufacturer's recommended rates.
- Weeds shall be controlled in the turf areas. Mowing is not an acceptable method for weed control.

Debris Removal:

- Litter and trash including leaves, rubbish, paper, bottles, can, rocks, gravel, and other debris shall be removed from all areas before and during Lawn and landscape services.
- All refuse resulting from the maintenance operation of properties shall be removed from site.
- Hardscape (i.e. sidewalks, patios, porches, decks, parking lots, street fronts, driveways) shall be swept or blown free of debris during Lawn and landscape services.
- Paved sidewalks, medians and patio areas shall be swept or blown off with a power blower on a during Lawn and landscape services.
- Removal of fallen limbs and branches.

Fertilization:

- Most trees shall be fertilized annually, in the spring, with a complete fertilizer. Fertilization of mature trees shall be required only if the trees show a definite need for fertilization.
- Most shrubs and vines should be fertilized annually. Plants that have reached maturity may not require annual fertilization.
- All actively growing plants, not yet at maturity, shall be fertilized yearly during the months of February through March. Apply an appropriate slow-release, long lasting complete fertilizer, controlled release fertilizer with pre-emergent, or plant tablets at the manufacturer's recommended application rate.

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

- Trees and plants shall be observed for signs of nutrient deficiencies and treated to correct deficiencies throughout the year. Nutrient deficiency shall be brought to the attention of the Manager/Owner and properly identified prior to treatment.
- Fertilization shall coincide with the growing season of each specific ground cover.
- One application of a complete fertilizer in the spring, per manufacturer's recommended rate, adequate for established ground covers.
- Lawn shall require fertilization 3 times a year (1) Fertilizer & pre-emergent (February through March) to coincide with shrub tree and ground cover fertilization (2) Fertilizer & Weed control (April-May) (3) Fall Fertilization with pre-emergent (October)

Irrigation (Where Applicable)

- The irrigation shall be operated at an appropriate seasonal schedule, using the least amount of water necessary to maintain the growth, health, and vigor of all landscape plant materials.
- Irrigation controllers shall be re-programmed at a minimum of once monthly in order to match plant material water needs to the irrigation applied.
- The contractor is required to employ the necessary qualified irrigation technician(s) to maintain and repair all irrigation systems on the property. The contractor shall maintain a reasonable inventory of commonly required repair parts on the service vehicle in order to facilitate prompt irrigation system repairs.
- Irrigation repairs shall be made with the same brand, make, and model of component where the use of a different part will adversely affect the system efficiency (i.e. sprinkler heads and emitters).
- Repairs to the sprinkler equipment damaged by mowers or equipment operated by the contractor shall be the responsibility of the contractor, at no cost to the owner. If repair work is not accomplished in a timely manner, Manager/Owner shall have work completed and deduct loss from monthly payment.
- Perform sprinkler check/inspection after each mowing.
- Report and flag all water leaks and/or system malfunctions to the Manager/Owner.

Replanting:

- Plant material which dies through the fault or neglect of the contractor or due to preventable circumstances, shall be replaced with a specimen of the same species and of equal or similar size as the plant lost, at no cost to the owner. This must be coordinated with the Manager/Owner.

General:

- Provide labor for seeding fertilizing, removing old pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Material for these services to be paid for by the Manager/Owner.
- Provide labor for replacing flowers (on an as need basis) in the individual apartment flower boxes for an additional charge.

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

- Please be cautious when working around the structures, vehicles, equipment and HVAC units.

Schedule of work

- The offerror is to provide with his proposal a preliminary calendar starting in March ending in October which delineates all of the required activities of this solicitation. A calendar of upcoming services shall be included with each invoice. (see example of calendar below):

**March Schedule of Lawn services
2022**

Landscape & Lawn Maintenance Services for Columbia
Housing Development Corporation's Properties



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 1-Spring cleanup 2-Fertilizing; Fertilizer & pre-emergent	3	4	5	
6	7	8	9	10	11	12
13	14 1-Mowing 2-Prune and trim	15	16	17	18	19
20	21	22	23	24	25	26
27	28 1-Mowing	29	30	31		

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

QUALIFICATIONS

Offeror shall submit a **minimum of three (3) references to substantiate their qualifications and experience.** Requirements for qualifications shall be of a similar service and current within the last five years. References shall illustrate offeror's ability to provide the services outlined in this solicitation. References shall include name of the client, point of contact, telephone number, and dates services were performed. The offeror will be disqualified if CHDC is unable to verify qualifications and experience. The offeror shall also be disqualified if CHDC receives negative responses from references. CHDC shall be the sole judge of references. Qualifications should also include company history; landscaping experience; list of projects; insurance and licensing information.

The selected Offer must assemble a team to include its own support personnel of landscaping professionals.; and available start date. The contract will be renewable each year for three (3) years upon the approval and satisfaction of the Board and Executive Director.

EVALUATION

The (CHDC) Board of Directors will select the highest ranked offer whose qualifications are determined to be the most advantageous to the owner ("most highly qualified"). The selection will be based on the information submitted to this office. However, (CHDC) is not obligated to enter into any contract on the basis of any submittal in response to this solicitation. (CHDC) reserves the right to request additional information from any offeror submitting under this solicitation and may conduct oral interviews, if staff and/or the Board of Directors deems it necessary, to further evaluate a company's qualifications. (CHDC) reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes irregularities.

INFORMATION FOR CONTRACTORS TO SUBMIT - PROPOSAL: In addition to information requested elsewhere in this solicitation, Contractors **must** submit the following information with their proposal for purposes of evaluation:

- Cover Letter/ Executive Summary

Include a brief summary of the company and documentation showing the firm's experience, with an emphasis on projects of similar size and scope (e.g. identification and analysis of design, installation, certification, savings, warranties, etc.). Indicate clearly the firm's role in the project. Also include the core aspects of services and a list of compatible projects.

A. 25 % Technical Competence and Qualifications of Company and Key Personnel

Provide a summary of each person or company's qualifications referencing relevant experience and capabilities and;

Include qualifications for team members who will work on the various projects, also;

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

Provide a flow chart with clear assignment of responsibility for various project tasks to specific individuals.

B. 25 % Contract price

Submit completed Pricing form

**C. 20% Past Performance / Experience and References / Financial soundness and stability
References**

Provide at least five (5) client references with contact information. These references should be within the past 5 years. Include contact information, time from project initiation to completion, and key staff who worked on the project.

Litigation

Provide any past or pending litigation with your company as it pertains to this solicitation or any other litigation that would affect the execution and performance of the contract.

Proof and extent of bonding capabilities

Provide the bonding capacity and bonding rate(s) of your company.

Experience

Provide a list of all similar projects in the last 5 years.

Financial statement and/or bonding capacity

**D. 15% Project Team Contribution and Coordination / Demonstrated Ability to Meet
Time and Budget Requirements**

Project team

Identify the team charged with managing the Lawn Care project.

Project performance

Delineate individuals responsible for ensuring project performance.

E. 15% Submission of City business license and certificate of liability insurance



**COLUMBIA HOUSING
DEVELOPMENT CORPORATION**

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

SCORING CRITERIA

The award will be made to the highest ranked offer whose qualifications are determined to be the most advantageous to the owner (“most highly qualified”). Qualifications will be evaluated using the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluations are complete, all responsive Contractors will be ranked from most advantageous to least advantageous.

A. 25 %	Maximum of 25 pts	Technical Competence and Qualifications of Company and Key Personnel (Ability of Personnel),
B. 25%	Maximum of 25 pts	Contract price
C. 20 %	Maximum of 20 pts	Past Performance / Experience and References / Financial soundness and stability
D. 15%	Maximum of 15 pts	Project Team contribution and Coordination / Demonstrating Ability to Meet Time and Budget Requirements.
E. 15 %	Maximum of 15 pts	Submission of city business license and certificate of liability insurance
	Maximum of 100 pts	



**COLUMBIA HOUSING
DEVELOPMENT CORPORATION**

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 1818 Bristol Drive, Columbia, SC 29204

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines.	\$	8	\$
3.	Eliminating weeds and unsightly growth by post emergent chemicals, placing weed Controller, and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent.	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 2312 Ithica Street, Columbia, SC 29204

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines	\$	8	\$
3.	Eliminating weeds and unsightly growth by post emergent chemicals, placing weed Controller, and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent.	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 2512 Louisa Street, Columbia, SC 29204

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines	\$	8	\$
3.	Eliminating weeds and unsightly growth by post emergent chemicals, placing weed Controller, and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent.	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 3082 Lindenwood Drive, Columbia, SC 29204

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune: bushes, small trees and vines.	\$	8	\$
3.	Eliminating weeds and unsightly growth by post emergent chemicals, placing weed Controller, and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent.	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 1641 Upland Drive, Columbia, SC 29204

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines.	\$	8	\$
3.	Eliminating weeds and unsightly growth by post emergent chemicals, placing weed Controller, and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent.	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 42 Providence Manor Court, Columbia, SC 29203

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines.	\$	8	\$
3.	Eliminating weeds and unsightly growth by placing weed Controller and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

Lawn Maintenance Care of 36 VACANT LOTS

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines.	\$	8	\$
3.	Eliminating weeds and unsightly growth by placing weed Controller and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

YEARLY TOTAL FOR ALL PROPERTIES \$ _____

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

FEE SCHEDULE / PRICING SHEET

TNDC Lawn Maintenance Care of 5 VACANT LOTS

Name of Contractor: _____

Calculate each category by (Price Per Service) X (No. of Services per Yr.) = Cost per Yr. and then add the cost per Yr. column to provide a total amount for the year.

Item No.	Description of service	Price Per Service	No. of Services per Yr.	Cost per Yr.
1.	Mowing and vacuuming; to include edging, weed eating and blowing all walkways; sidewalks; porches; decks; street fronts; driveways and parking lots of the apartment complex. Weed eating shall occur around all flower and shrub beds, fences, trees, posts, walls, and dumpster areas. (Discard all yard waste off site.)	\$	16	\$
2.	Prune and trim: bushes, small trees, and vines.	\$	8	\$
3.	Eliminating weeds and unsightly growth by placing weed Controller and hand weeding.	\$	4	\$
4.	Fertilizing: (1) Fertilizer & pre-emergent (2) Fertilizer & Weed control (3) Fall Fertilization with pre-emergent	\$	3	\$
5.	Maintaining of Detention Ponds ensuring no overgrowth.	\$	8	\$
6.	Spring Cleanup: Mow and leaf removal. (First "mow" of the season)	\$	1	\$
7.	Fall Cleanup: Mow and leaf removal. (Last "mow" of the season)	\$	1	\$
Yearly Total				\$
Total per Month (Yearly Total/12)				\$
	Labor cost (4 men working one 8hr. day.)	No. of Men/hr	Per/hr. Rate	Cost per Day
1.	Provide labor cost for such this as, seeding, replacing pine straw and mulch, replacing flowerbeds and shrub beds twice a year. (Materials for these services to be paid for by CHDC)	32	\$	\$

YEARLY TOTAL FOR ALL PROPERTIES \$ _____

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

Offeror's Information and Signature

AWARD	All Contractors will be e-mailed the name of the awarded contractor.
You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date	
NAME OF OFFEROR (Full legal name of business submitting the offer)	
AUTHORIZED SIGNATURE	
(Person signing must be authorized to submit binding offers to enter contract on behalf of offeror named above)	
TITLE (Business Title of person signing above)	
PRINTED NAME (Printed name of person signing above)	
Instructions regarding Offeror's Name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.	
STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)	
TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business i.e. Physical address)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)		
	Area Code	Number	Extension
	Facsimile		
E-mail Address			

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

**(Submit with Offer)
Terms and Conditions**

BRAND NAME REFERENCES Any catalog brand name or manufacturer's reference used in the bid invitation is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other description and should include the manufacturer's illustration and complete description of the product(s) offered. The Owner reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the Owner may require the bidder to supply additional descriptive material. The bidder guarantees that the product offered will meet or exceed specifications identified in the bid invitation. If the bidder takes no exception to specifications or reference data in this bid, he will be required to furnish the product according to the name brands, numbers, etc., as specified in the invitation.

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

COMPLIANCE WITH LAWS: During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACTOR'S LIABILITY INSURANCE - GENERAL

(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits **no less than \$1,000,000** per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits **no less than \$1,000,000 per accident for bodily injury and property damage.**

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of **no less than \$1,000,000** per accident for bodily injury or disease.

(c) Every officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used. (d) For any claims related to this contract, the contractor's insurance coverage shall be primary insurance as respects the Owner, and the officers, officials, employees and volunteers of any of them. Any insurance or self-insurance maintained by the Owner, the officers, officials, employees and volunteers of any of them, shall be excess of the contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the contractor shall furnish original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the owner before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the contractor's obligation to provide them. The owner reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the contractor shall notify the owner immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

(g) Contractor hereby grants to the Owner a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Owner by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the owner has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the owner. The owner may require the contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The owner reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

CONTRACTOR PERSONNEL: The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

CONTRACTOR'S OBLIGATION – GENERAL: The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

DEFAULT: (a)(1) The Owner may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-

(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;

(ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or

(iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The Owner's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the Owner terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the Owner for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such **causes** include **(1) Acts of God (force majeure)** or of the public enemy, (2) acts of the Owner in either its sovereign or

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the Owner may require the Contractor to transfer title and deliver to the Owner, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the Owner has an interest.

(f) The Owner shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The Owner may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the Owner against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the Owner, be the same as if the termination had been issued for the convenience of the Owner. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the Owner, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause.

(h) The rights and remedies of the Owner in this clause are in addition to any other rights and remedies provided by law or under this contract.

INDEMNIFICATION-THIRD PARTY CLAIMS – GENERAL: Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnatee, and whether or not such claims are made by a third party or an Indemnatee; however, if an Indemnatee's negligent act or omission is subsequently determined to be the sole

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means the owner, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees.

LICENSES AND PERMITS (JAN 2006): During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and/or inspections required by the District, state, county, city or other government entity to accomplish the work specified in this solicitation and the contract.

PRICE ADJUSTMENTS (JAN 2006): (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

- (a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (b) by unit prices specified in the Contract or subsequently agreed upon;
 - (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;
 - (d) in such other manner as the parties may mutually agree; or,
 - (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.
- (2) Submission of Price or Cost Data. Upon request of the owner, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable.

RELATIONSHIP OF THE PARTIES: Neither party is an employee, agent, partner, or a joint venture of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

(End of Solicitation)

Attachment 1-Vacant Lots

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

Tax Map Number	Property Location	Comments
R09216-03-09	1015 COLUMBIA COLLEGE DR Map Link	VACANT LOT
R11406-10-07	1110 PINE ST Map Link	VACANT LOT
R11408-06-11	1815 WAVERLY ST Map Link	VACANT LOT
R11409-05-01	2401 STARK ST Map Link	VACANT LOT
R11409-06-23	2407 GREENE ST Map Link	VACANT LOT
R11410-16-10	2507 GREENE ST Map Link	VACANT LOT
R11410-19-39	916 HEIDT ST Map Link	VACANT LOT
R11410-20-05	2330 PENDLETON ST Map Link	VACANT LOT
R11410-20-06	2338 PENDLETON ST Map Link	VACANT LOT
R11410-20-07	2346 PENDLETON ST Map Link	VACANT LOT
R11410-21-06	2320 SENATE ST Map Link	VACANT LOT
R11410-21-33	2333 PENDLETON ST Map Link	VACANT LOT
R11410-21-34	2331 PENDLETON ST Map Link	VACANT LOT
R11411-01-16	1410 HEIDT ST Map Link	VACANT LOT
R11411-06-02	NX1525 MANNING AVE Map Link	VACANT LOT
R11411-09-05	1223 MANNING AVE Map Link	VACANT LOT
R11411-10-08	2513 GERVAIS ST Map Link	VACANT LOT
R11411-10-10	2505 GERVAIS ST Map Link	VACANT LOT
R11507-04-65	3109 PIEDMONT AVE Map Link	VACANT LOT
R11508-04-01	3530 WHITE ST Map Link	VACANT LOT
R11508-07-48	S/S CARVER ST Map Link	VACANT LOT
R11508-08-10	3540 BEAUMONT AVE Map Link	VACANT LOT
R11508-09-22	3521 BEAUMONT AVE Map Link	VACANT LOT

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

R11508-09-23	3515 BEAUMONT AVE	Map Link	VACANT LOT
R11508-12-07	3406 CARVER ST	Map Link	VACANT LOT
R11508-19-01	3126 CARVER ST	Map Link	VACANT LOT
R11510-01-30	2502 GORDON ST	Map Link	VACANT LOT
R11510-07-03	2712 DIAL ST	Map Link	VACANT LOT
R11510-07-12	2709 SCHOOL HOUSE RD	Map Link	VACANT LOT
R11511-05-02	1725 OGDEN ST	Map Link	VACANT LOT
R11511-16-06	1821 MCFADDEN ST	Map Link	VACANT LOT
R11511-16-07	1817 MCFADDEN ST	Map Link	VACANT LOT
R11511-16-27	1811 MCFADDEN ST	Map Link	VACANT LOT
R11514-12-17	3007 SCHOOL HOUSE RD	Map Link	VACANT LOT
R11514-12-18	3005 SCHOOL HOUSE RD	Map Link	VACANT LOT
R11706-05-02	5604 WESTON AVE	Map Link	VACANT LOT

Attachment 2-Rental Properties

R14001-03-32	1818 BRISTOL DR	Map Link	RENTAL
R14101-09-21	3082 LINDENWOOD DR	Map Link	RENTAL
R14106-05-03	1641 UPLAND DR	Map Link	RENTAL
R17311-03-36	42 PROVIDENCE MANOR CT	Map Link	RENTAL
R11505-02-11	2312 ITHICA ST	Map Link	RENTAL
R11510-01-19	2512 LOUISA ST	Map Link	RENTAL

**Request for Proposal for Columbia Housing Development Corporation's
Landscape and Lawn Maintenance Services**

Two Notch Development Corporation (TNDC) Lots

<u>Tax Map Number</u>	<u>Property Location</u>	Property Address	<u>Owner Of Record</u>	
<u>View</u>	R11514-12-22	2314 PINEHURST RD	<u>Map Link</u>	VACANT LOT
<u>View</u>	R11605-06-06	N/S W BELTLINE BLVD	<u>Map Link</u>	VACANT LOT
<u>View</u>	R11509-01-09	2114 HARPER ST	<u>Map Link</u>	VACANT LOT
<u>View</u>	R11509-01-01	2120 HARPER ST	<u>Map Link</u>	VACANT LOT
<u>View</u>	R11509-01-11	2122 HARPER ST	<u>Map Link</u>	VACANT LOT