



## **BID SPECIFICATIONS**

### **AIRPORT AREA SERVICES For LANDSCAPE MAINTENANCE AND LITTER CONTROL**

December 2016

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  
AIRPORT AREA  
IFB 2016-0033**

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 Airport 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 8:30AM on the 19<sup>th</sup> of December 2016 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, January 6, 2017. Bids will be opened at Town Hall 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 2016-0033 AIRPORT 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 2016-0033).

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. Where indicated, provide a listing of both the human resources and the equipment that will be assigned to perform the scope of work for this contract. 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 SERVICES**

### **Airport Area**

#### **1. 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 quality assurance and compliance with all requirements specified herein.

The Contractor shall provide 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 Contractor shall request and receive the Town's approval for any changes to the maintenance schedule submitted at the beginning of each month prior to making said changes.

#### **2. 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, parking lots 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 weekly at the Hilton Head Airport commercial and general aviation terminal areas. All litter shall be disposed of at the contractor's cost.

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

### **3. LANDSCAPE MAINTENANCE**

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

- A.** Hilton Head Airport Commercial and General Aviation terminal and parking areas
- B.** General Aviation Hangar area
- C.** Gateway Circle
- D.** Airport Drive

A badge is required for Crew Leader to enter hangar areas. This is obtained through Chief Yeager's office, located at the main terminal. This is required for crew leader at all times and crew must remain in his sight and hearing at all times while performing maintenance duties.

### **4. ROADWAY MAINTENANCE**

- A.** Turf areas shall be mowed and trimmed weekly during the growing season (March 1st through November 30th) and every three weeks during the remainder of the year (December 1st through February 28th).
- B.** Mowing shall occur from edge of pavement to ditch or tree line, whichever is applicable. 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 with 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.

**5. COMMERCIAL TERMINAL AND GENERAL AVIATION  
TERMINAL/HANGAR**

**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 in the remainder of the year. All sidewalks, decks, and parking lots shall be blown off weekly. Edging of sidewalks 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 shall be performed as needed to maintain a neat and uniform appearance.

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. On newly planted trees and shrubs, remove only dead or broken limbs for the first growing season. Removal of more than 30% of the leaf surface of any tree is prohibited.

**C.** Spraying for insect and disease control shall be performed at least three times each year to the appropriate plants. The first application shall be performed during the cool weather season using a 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.

**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 or pine strawing (as determined by the Town) of all plant beds shall be performed twice each year using clean fresh mulch or long leaf pine straw. 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>.

## **6. MISCELLANEOUS REQUIREMENTS**

The Contractor shall be responsible for performing all landscape maintenance activities in accordance with the following 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.
- B.** All workers shall wear safety vests at all times when performing the requirements of this contract. Vehicle caution lights shall be used when the vehicle is employed to perform any specification of this contract.
- 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.

## **7. PERFORMANCE REQUIREMENTS**

The Contractor shall be responsible for coordinating; scheduling and supervising all work activities and shall perform in accordance with the following requirements:

All work shall be inspected by the Contractor and the Town for compliance with these specifications.

All incomplete or improperly performed work shall be rectified immediately upon notification. The Town shall withhold payment for work that is deemed incomplete or improperly performed.

- A.** Adverse weather conditions may delay the schedule of work to be performed, but shall not eliminate the performance requirement for any work specified herein.

- B.** All noticed maintenance needs not covered in these specifications (such as drainage, potholes, etc.) shall be reported to the Facilities Management Division immediately.
- C.** At a minimum, the Contractor shall dedicate 80 man-hours per week during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and 40 man-hours during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>) to perform the specifications herein.
- D.** At a minimum, the Contractor shall have available at all times the following equipment to perform the specifications herein:
 

(1) 48" or greater mowers	(2) string trimmers
(2) back pack blowers	(2) edgers
(1) push blower	(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.)

**8. PLANT REPLACEMENT AND ADDITIONAL SERVICES**

The Contractor may be requested to install additional (or replace damaged) plant materials, or perform additional services. The Contractor is responsible to notify the Town of any dead plant material and remove upon the Town's approval.

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.

**9. 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
Comprehensive Vehicle Liability Insurance:	\$2,000,000

**AIRPORT AREA**  
**Landscape Maintenance and Litter Control**  
**IFB 2016-0033**

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 January 1, 2017 until December 31, 2020 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.

We shall dedicate \_\_\_\_\_ man-hours per week during the growing season (March 1<sup>st</sup> through November 30<sup>th</sup>) and \_\_\_\_\_ man-hours during the remainder of the year (December 1<sup>st</sup> through February 28<sup>th</sup>) to meet the required specifications. We shall use the following equipment to perform the required services of this contract:

(SEE REQUIRED MINIMUM LEVEL OF RESOURCES IN THE ATTACHED SCOPE OF WORK/SPECIFICATION)

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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

STATE OF SOUTH CAROLINA            )  
  )  
COUNTY OF BEAUFORT                )

**AGREEMENT**

**THIS AGREEMENT** is made this <<Date>> between <<Company Name>> ( hereinafter called "Contractor") and the Town of Hilton Head Island (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

**WHEREAS**, the Town has a requirement to <<list service or supply>>;

**WHEREAS**, the Town and the Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below.

**NOW, THEREFORE**, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. The Contractor shall <<list task or services to be provided>>.
2. The total cost of this contract shall not exceed <<List total cost>>.
3. The term of this Agreement shall be from the date of execution to satisfactory completion as determined by the Town.
4. The contractor is required to maintain appropriate levels of insurance for both workers compensation coverage and for auto liability. The Contractor is required to maintain Two Million dollars of general liability insurance. The contractor must provide the Town with a Certificate of Workers Compensation and general liability coverage that names the Town as an additional insured. The contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
5. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.

7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
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**