



BID SPECIFICATIONS

CHAPLIN PARK

ATHLETIC FIELD / LANDSCAPE MAINTENANCE AND LITTER CONTROL

June 2017

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

**TOWN OF HILTON HEAD ISLAND
INVITATION FOR BID
ATHLETIC FIELD / LANDSCAPE MAINTENANCE & LITTER CONTROL
CHAPLIN PARK
IFB 2017-17**

The Town of Hilton Head Island is soliciting sealed bids for a multi-year contract from qualified Contractors for the performance of athletic field landscape maintenance and litter control to specified areas of Chaplin Park 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 or from contacting Facilities Management at 843-342-4581.

A **mandatory** pre-bid meeting will be conducted at 9:00 AM on the 15th of June 2017 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 and shall be submitted to Town Hall no later than 9:00AM, June 29, 2017. **Bids will be opened at Town Hall, One 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 2017- 17 CHAPLIN PARK ATHLETIC FIELD/LANDSCAPE MAINTENANCE AND LITTER CONTROL"**. 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 2017-17).

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 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 service deemed not to have been performed to an acceptable standard. Any repeated failure to correct noted deficiencies may 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 athletic field and landscape maintenance/ 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 regular 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, cigarette butts and any other miscellaneous item as determined by the Town.

The Contractor shall be responsible for providing litter control seven days per week to all maintenance areas specified in this contract.

Litter in any area shall not be picked up from a vehicle in which the worker is riding. No vehicle shall be driven on pathways or athletic fields. Vehicles may not be parked on pathways at any time. All litter shall be picked up while walking on foot.

Litter shall be picked up seven days per week on all maintenance areas. All litter shall be appropriately disposed of at no additional cost to the Town.

MAINTENANCE AREAS

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

- A. Chaplin Park Soccer Field**
- B. Chaplin Park Baseball/Softball Field**
- C. Chaplin Tennis Courts**
- D. Chaplin Dog Park**
- E. Chaplin Playground**
- F. Chaplin Basketball Courts**
- G. Restroom, Parking and Pavilion Areas**
- H. Other areas may be added to this area as projects are completed. Maintenance fees will be negotiated at that time.**

ATHLETIC FIELD MAINTENANCE REQUIREMENTS

- A.** All turf areas shall be mowed and trimmed twice every week during the growing season from June 1st through September 31st and once every week during the remainder of the year (October 1st through May 31st). Mowing shall be done on Tuesday and Friday. Turf areas are to be mowed with a Reel Mower.
- B.** All turf areas shall be cleared of litter and debris prior to mowing and trimming. All cleared litter and debris shall be appropriately disposed of at no additional cost to the Town.
- C.** 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.
- D.** All turf areas adjacent to plant beds and along the edges shall be edged monthly to maintain the existing perimeters.
- E.** Mulching and pine strawing (as determined by the Town) of all established beds shall be performed twice each year; 3" minimum. The first application shall be performed between September 1st and October 1st and the second application shall be done between February 15th and March 15th.

- F.** Four (4) applications of high nitrogen/slow release fertilizers are to be done throughout the year and applied appropriately between the growing season (March, May, July and August). This is to be done with a tractor and hopper.
- G.** Two (2) pre-emergent applications shall be done per year (Fall and Spring) and post emergent applications shall be done as warranted.
- H.** Two (2) preventative/curative insecticide treatments shall be done (Fall and Spring).
- I.** One (1) core aerations shall be done in between June and July. Topdressing with Sand will done on an as-needed basis and included as part of this maintenance contract.
- J.** Soil testing shall be completed in March with results given to the Town.
- K.** One (1) Over-seeding of Bermuda shall be done between June 1st through June 15th with a minimum of 10 lbs per 1000 sf.
- L.** Insect Control shall be performed in April.

ATHLETIC FIELD IRRIGATION

- A.** The irrigation clock shall be checked twice per week
- B.** The irrigation system shall be surveyed once per month; however, conditions of the turf shall be noted upon each maintenance to determine if a possible irrigation issue exists
- C.** The contractor is responsible for notifying the Town of any necessary repairs to the irrigation system. A proposal shall be submitted for any necessary repairs and they will be completed on a time and material basis.

PLAYING FIELD MAINTENANCE

- A.** Dragging of the infield will occur two (2) times per week in playing season to reduce compaction.
- B.** Skinned surfaces shall be groomed weekly
- C.** Application of infield conditioners shall be done annually along with 1 inch of infield mix
- D.** Rebuilding of batter boxes and pitcher areas, realigning of bases shall be done twice per week during the season and Bi-Weekly in the off season.

TREE AND SHRUB AREA MAINTENANCE REQUIREMENTS

- A.** Pruning of all trees and shrubs around buildings and parking lots, including the removal of dead palmetto fronds, shall be performed as needed to maintain a neat and uniform appearance. Vegetation shall remain trimmed back and canopies limbed up from parking spaces to allow adequate clearance for vehicles. Any dead plants shall be removed and reported to Facilities Management immediately.

Appropriate major pruning of all trees and shrubs shall be performed between February 15th and March 15th and between November 15th and December 15th. 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. Removal of more than 30% of the leaf surface of any tree is prohibited.

- B.** 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. Any noticed infestations or indications of disease shall be treated as often as necessary to ensure complete elimination. The Contractor shall notify the Town when these will occur in its submitted monthly schedule.
- C.** Weed control in the plant beds and parking lot areas 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.
- D.** Pine straw application of established beds shall be performed twice each year; 3” minimum using fresh and clean long leaf pine straw. The first application shall be performed between September 1st and October 1st and the second application shall be done between February 15th and March 15th.

DOG PARK

- A.** The dog park shall be mulched with double ground mulch twice per year (Spring and Fall).
- B.** Sticks and limbs shall be picked up once per week on Friday.
- C.** Litter shall be picked up daily each morning by 8:00am.

- D. Pathway leading from the parking lot to the dog park shall be blowed and cleared of debris each morning by 8:00am.
- E. The contractor shall notify the Town of any maintenance requirements that may be noticed while on-site including but not limited to dog bag dispensers empty, gate/fence issues.

TENNIS COURTS AND BASKETBALL COURTS

- A. All courts shall be blowed off and clear of debris daily by 8:00am and ready for play
- B. Litter shall be picked up daily in and around Tennis and Basketball Court area by 8:00am

MISCELLANEOUS REQUIREMENTS

- A. 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.
- B. All work shall be performed during daylight hours.
- C. 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 cutting action. A Reel Mower must be used on Athletic Fields.
- D. All tools and equipment shall be appropriate for the task performed and shall be maintained in good working condition.
- E. Application of pesticides shall be done in accordance with all applicable laws and under the direct supervision of a South Carolina Licensed 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 deemed not to have been performed to an acceptable standard. Any repeated failure to correct noted deficiencies may 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, irrigation issues, dead animals, etc.) shall be reported to the Facilities Management Division immediately.
- F. The Contractor shall use proper fertilization, mowing and watering practices to promote the growth of weed resistant turf.

EQUIPMENT REQUIREMENTS

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

(2) 60" or greater mowers	(3) string trimmers
(2) back pack blowers	(2) edgers
(2) push blowers	(2) back pack sprayers
(1) Reel Mower	(1) hopper
(1) Tractor	

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

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

**ATHLETIC FIELD / LANDSCAPE MAINTENANCE & LITTER CONTROL
CHAPLIN PARK
IFB 2017-17**

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 July 1, 2017 until June 30, 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.

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**