



COLLETON COUNTY
SOUTH CAROLINA

**Purchasing Department
113 Mable T. Willis Blvd.
Walterboro, SC 29488
843.782.0504**

BID: FM-54
LANDSCAPE MAINTENANCE SERVICE

Due: Wednesday, March 24, 2021 at 11:00am

EMAIL YOUR RESPONSE TO:

Kaye B. Syfrett, Procurement Manager at ksyfrett@colletoncounty.org

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A. OVERVIEW

Colleton County, South Carolina (the "**County**") requests bids from qualified, licensed contractors for landscape maintenance services for Facilities, Fire Rescue, and Parks and Recreation Departments. The Contractor shall furnish all labor, supervision, equipment and materials necessary for the proper execution and completion of maintenance services as specified, for the County. Each County department will be bid individually. Contractors are not required to bid on each department.

To be considered responsive, responders must use the Bid Form included in the specifications. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected.

This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or its entirety offers received as a result of this request is deemed to be in the best interest of the County to do so.

Questions regarding this solicitation must be submitted via email to **Kaye B. Syfrett, Procurement Manager** at ksyfrett@colletoncounty.org no later than **11:00am on Wednesday, March 10, 2021**. Answers to all questions will be posted on the County website as an addendum to this bid.

B. SCOPE OF SERVICES

The Contractor shall furnish all labor, supervision, equipment, and materials necessary for the proper execution and completion of landscape maintenance services to the County in a timely matter. The Contractor shall maintain the vegetation and grass and promote a neat appearance free of debris at each site. The properly trained staff shall wear appropriate clothing while performing these services. Colleton County reserves the right to add or remove sites during the contract period.

It is the responsibility of the contractor to visit all the potential worksites before submission of a bid document.

"Equal Employment Opportunity"

C. INSTRUCTIONS TO CONTRACTOR

1. The submittal must include **one (1)** BID response along with a completed **W-9 form**. The individual signing the response must be an Agent legally authorized to bind the company. To be considered responsive, responders must use the Bid Form included in the specifications.
2. **All bids are due by 11:00am on Wednesday, March 24, 2021. Responses must be submitted via email to Kaye B. Syfrett, Procurement Manager at ksyfrett@colletoncounty.org.**
3. It is the contractor's sole responsibility to insure solicitation responses, amendments thereto, or withdrawal requests are submitted by the scheduled due date and time.

4. The contractor must mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. Colleton County reserves the right to determine whether this information should be exempt from disclosure and legal action may not be brought against the County or its agents for its determination in this regard.
5. RESPONSE FORM: All responses shall be printed in ink or typewritten. If required, additional pages may be attached. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected.
7. This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of BID submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or its entirety offers received as a result of this request is deemed to be in the best interest of the County to do so.

A written "No Response" qualifies as a response; however, it is the responsibility of the Contractor to notify the Procurement Office if you receive solicitations that do not apply.

D. SELECTION CRITERIA

Colleton County intends to award a contract for each department to the lowest responsive, responsible bidder based on the total bid submitted on the Bid Form with final approval by County Council. Colleton County reserves the right to reject any or all bids and to award a contract most advantageous, and in the best interest of the County and its partners.

Upon a Notice of Award being issued, Colleton County intends to enter into a three (3) year contract for an initial term beginning June 1, 2021, with the option for three (3) one-year extensions.

E. SPECIFIC TERMS AND CONDITIONS

1. COMPETITION: This solicitation is intended to promote full and open competition. If any language, specifications, terms, and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing no later than five (5) business days before the scheduled due date and time.
2. RESPONDENTS QUALIFICATION: The County reserves the right to request satisfactory evidence of their ability to furnish services per the terms and conditions listed herein. The County further reserves the right to make the final determination as to the Firm's ability to provide said services.
3. RESPONSE WITHDRAWAL: Any responses may be withdrawn before the established closing date and time, but not thereafter with proper approval from the Procurement Manager.

4. REJECTION: Colleton County reserves the right to reject any or all bids, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. WAIVER: The County reserves the right to waive any Instructions to Contractor, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
6. RESPONSE PERIOD: All responses shall be good for a minimum period of 90 calendar days.
7. DEVIATIONS FROM SPECIFICATIONS: Any deviation from specifications indicated herein must be pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and the successful contractor will be held responsible, therefore. Deviations must be explained in detail on a separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be a cause for rejection.
8. AMENDMENTS: All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of Colleton County.
9. DEBARMENT: By submitting a bid, the contractor is certifying that they are not currently debarred from responding to any request for bids by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency or subdivision of the State of South Carolina or the United States Federal Government.
10. DEFAULT: In case of default by the Contractor, the County reserves the right to purchase any or all items in default in the open market, charging the Contractor with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Contractor will be considered in future BID's, until the assessed charge has been satisfied.
11. HOLD HARMLESS: All respondents to this BID shall indemnify and hold harmless Colleton County Government and any of their officers and employees from all suits and claims alleged to be a result of this request for bids. The issuance of this request of bids constitutes only an invitation to present a bid. Colleton County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for bids. Colleton County also reserves the right to seek clarifications, to negotiate with any firm submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.
12. CANCELLATION: In the event, this request of bids is withdrawn or the project canceled for any reason, Colleton County shall have no liability to any respondent for any costs or expenses incurred in connection with this request for proposals or otherwise.
13. COLLETON COUNTY PURCHASING ORDINANCE: The Request of Bids is subject to the provisions of the Colleton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this BID in their entirety except as amended or superseded within. This ordinance can be found at <https://www.municode.com/library/sc/colletoncounty/codes/codeofordinances> Title 3 - Revenue and Finance.
14. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request of bids shall just cause for rejection. However, Colleton County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

15. CONTRACT AWARD:

- a. This solicitation and submitted documents, when properly accepted by Colleton County shall constitute an agreement equally binding between the successful Contractor and the County. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.
- b. The successful contractor shall be required to execute a formal agreement with the County's Procurement Office within ten (10) business days after issuance of the Notice of Award. The contractor's price shall be fixed for the duration of this contract.

16. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the Procurement Manager by calling (843) 782-0504. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the Purchasing Department, 113 Mable T. Willis Blvd, Walterboro, SC 29488.

F. GENERAL CONTRACTUAL REQUIREMENTS

- 1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Contractor, or if at any time the County shall believe and shall so certify in writing that work has been abandoned or delayed by the Contractor, the County may annul the contract or any part thereof if the Contractor fails to resolve the matter within thirty (30) days of written notice.
- 2. CONTRACTOR'S COOPERATION: The Contractor shall maintain regular communications with the Project Manager and shall actively cooperate in all matters of this contract.
- 3. RESPONSIBILITY: The Contractor shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations in any manner affecting the contract.
- 4. NON-APPROPRIATION/SUBSTITUTION PERMITTED: If the Colleton County Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to County. Following any such non-appropriation, the master lease agreement shall contain no limitation on the County's ability to replace the equipment financed with any other equipment.
- 5. INDEMNIFICATION: Except for expenses or liabilities arising from the negligence of the County, the Contractor hereby expressly agrees to indemnify and hold the County harmless against any or all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

The Contractor expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, contractor, or corporation directly or indirectly employed by the Contractor, and any

damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any or all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement, and reasonable attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Contractor's employees and any person, directly or indirectly employed by the Firm (including without limitation any employee of any subcontractor), the County's employees, the employees of any other independent contractor, or occurring to any member of the public. When the County submits notice, the Firm shall promptly defend any aforementioned action.

The prescribed limits of insurance set forth herein shall not limit the extent of the Contractor's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the County will not provide indemnity to the successful FIRM. Failure to comply with this section may result in your request for proposal to be deemed non-responsive.

6. **FORCE MAJEURE:** The Contractor shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor and without excess costs for failure to perform unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
7. **ARBITRATION:** Under no circumstances and with no exception will Colleton County act as arbitrator between the Contractor and any sub-contractor.
8. **PUBLICITY RELEASES:** The Contractor agrees not to refer to the award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the County. The Contractor shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. Concerning news releases, only the name of the County, type, and duration of any resulting agreement may be used and then only with prior approval of the County. The Contractor also agrees not to publish, or cite in any form, any comments or quotes from the County's staff unless it is a direct quote from the Procurement Manager.
9. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any or all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Colleton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
10. **ASSIGNMENT:** The Contractor shall not assign in whole or in part any agreement resulting from this Request for Bids without the prior written consent of the County. The Contractor shall not

assign any money due or to become due to him under the said agreement without the prior written consent of the County.

11. **AFFIRMATIVE ACTION:** The successful Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination because of race, color, religion, sex, national origin, or physical handicap.

12. **FAILURE TO DELIVER GOODS PER TERMS & CONDITIONS:** In case of failure to deliver goods per the contract terms and conditions, Colleton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Colleton County may have.

13. **TERMINATION OF CONTRACT:**

1. Subject to the provisions below, the contract may be terminated by the Purchasing Department providing a thirty (30) days advance notice in writing is given to the Contractor.

a. **Termination for Convenience:** If this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

b. **Termination for Cause:** Termination by the County for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this request for bids shall apply.

c. The County shall be obligated to reimburse the Contractor only for those services rendered before the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

2. **Non-Appropriations Clause:** Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming, through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the Contractor, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

14. **BONDS:** Bonds are not required for this BID.

15. **OWNERSHIP OF MATERIAL:** Ownership of all data, material, and documentation originated and prepared for the County according to this contract shall belong exclusively to the County.

16. **INSURANCE:** Colleton County will require the following to remain in force at all times through the life of the contract:

Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in-force insurance must be provided in the response to the RFP

Other insurances:

Workers' Compensation - \$100,000 – each accident
Statutory Coverage and Employer's - \$100,000 for each employee
Liability - \$500,000 – policy limit
Comprehensive General Liability - \$1,000,000 – bodily injury each occurrence
\$1,000,000 – bodily injury aggregate
\$1,000,000 – property damage each occurrence
\$1,000,000 – property damage aggregate
Products – Completed Operations - \$1,000,000 – aggregate
Business Auto Liability – Same as Comprehensive General Liability
Excess or Umbrella Liability - \$1,000,000

Colleton County will be named as an "additional insured" party

LANDSCAPE MAINTENANCE REQUIREMENTS

1. Certification

- A minimum of five (5) years of verifiable experience.
- Three (3) references shall be provided that the contractor can successfully maintain significant commercial landscaping weekly served continuously within the past two (2) years.
- List of all equipment.
- Provide proof of all applicable valid current City of Walterboro Business License(s).
- Provide proof of insurance certificates providing evidence of bonding, statutory workman's compensation coverage, and general public liability coverage.

2. Tasks

- **Mowing** height shall be no less than 1½ inches and no higher than 3 ½ inches, as measured to the mower blade from a flat paved surface. Clippings can be left on turf as long as no readily visible clumps remain on the grass surface after mowing. Otherwise, clippings must be collected and disposed of by the Contractor.
- **Edging, Trimming and cleaning** (blowing) - All the edges (along sidewalks, fence lines, driveways, and plant beds and around trees, etc.) shall be edged once every two weeks from March 1 through October 31 and at least once a month the rest of the year. Sidewalks and improved surface parking areas to be blown off after each service. Care shall be taken to avoid any potential damage caused by flying debris to vehicles, buildings, or other amenities. Turf around sprinkler heads shall be trimmed so that grass does not interfere with or intercept the irrigation stream - once every month from March 1 through October 31 and at least once a month the rest of the year. Trimming or pruning of plants, bushes, trees, etc. shall be conducted a minimum of once a year.
- **Litter control** shall be performed at each service. All collected litter shall be discarded off-site at the Contractor's expense.
- **Fertilization** - Annual soil test will be performed to determine fertilization and lime requirements to adjust annual phosphorus (P) and potassium (K) levels on all areas excluding ball fields. Soil test reports are to be supplied to the Facilities Director. Contractors shall possess all licenses required for this work.
- **Aeration and Seeding** - The contractor will aerate in the fall during September as needed and make recommendations to reseed if necessary.

- **Pest Management** - Contactor will apply a pre-emergence herbicide in the late winter or early spring to control annual weed problems on all areas excluding the Ball fields.
- **Irrigation system inspection** - Contractor shall operate and inspect the irrigation system located at every facility once every three (3) months and report immediately to Client any damage, malfunctions, or other problems.
- **Mulch and/or Pine Straw** - Contractor shall remove and dispose of any previous year's material and replace with new/fresh material as requested.

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COLLETON COUNTY
SOUTH CAROLINA

BID: FM-54

LANDSCAPE MAINTENANCE SERVICE
CONTRACTOR'S CERTIFICATION

Contractor: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Years in business: _____

Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Signature: _____

Contractor's License No: _____

Reference 1

Name of Business: _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Contract Dates: _____

Contact: _____ **Title:** _____ **Telephone:** _____

Email Address: _____

Reference 2

Name of Business: _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Contract Dates: _____

Contact: _____ **Title:** _____ **Telephone:** _____

Email Address: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

Reference 3

Name of Business: _____

Address: _____ City: _____ State: ____ Zip: _____

Contract Dates: _____

Contact: _____ Title: _____ Telephone: _____

Email Address: _____

Equipment List

Description

<u>Equipment List</u>	<u>Description</u>
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BID: FM-54

**LANDSCAPE MAINTENANCE SERVICE
ADDENDA ACKNOWLEDGMENT**

The contractor has examined and carefully studied the Request for Bid and the following Addenda, receipt of all of which is hereby acknowledged:

<i>Amendment No.</i>	<i>Issue Date</i>

The Contractor must acknowledge any issued addenda. Bids that fail to acknowledge the contractor’s receipt of any addendum will result in the rejection of the offer if the addendum contained information that substantively changes the Owner’s requirements or pricing.

INDEMNIFICATION

The contractor will indemnify and hold harmless the Owner, Colleton County and their agents and employees from and against all claims, damages, losses, and expenses, including attorney’s fees, arising out of or resulting from the performance of the Work provided that any such claims, damages, loss, or expense are attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused by any negligent or willful act or omission of the Firm, and anyone directly or indirectly employed by him/her or anyone for whose acts any of them may be liable.

In any or all claims against the Owner, Colleton County or any of their agents and/or employees by an employee of the Contractor, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Contractor under the Worker’s Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

The obligation of the Firm under this paragraph shall not extend to the liability of Colleton County or its agents and/or employees arising out of the reports, surveys, Change Orders, designs, or Technical Specifications.

Contractor: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



BID: FM-54

**LANDSCAPE MAINTENANCE SERVICE
CERTIFICATE OF FAMILIARITY**

The undersigned, having fully familiarized him/her with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, contractor, or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions outlined in this solicitation and certify that I have signature authority to bind the company listed herein.

MINORITY BUSINESS: Are you a minority business?

▶ **Yes** _____ (_____ *Women-owner*/ _____ *Disadvantaged*) if yes, please submit a copy of your certificate with your response.

▶ **No** _____

DEBARMENT

The Contractor is certifying that they are not currently debarred from responding to any request for bids by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency or subdivision of the State of South Carolina or the United States Federal Government.

A Registered Contractor with SAM's Yes No

Cage Code. _____

DUN's No. _____

Contractor: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID



BID: FM-54

LANDSCAPE MAINTENANCE SERVICE
DRUG-FREE WORKPLACE CERTIFICATION

This certification is required by the Drug-free Workplace Act, Section 44-107-10 South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award, that they will maintain a drug-free workplace as defined below. The certification set out below is a material representation of fact upon which reliance will be placed when determining the award of a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contract, or suspension or debarment from the right to submit bids or proposals for Colleton County projects.

For purposes of this Certification, “Drug-free Workplace” is defined as set forth in Section 44-107019 (1), South Carolina Code of Laws (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor’s/Vendor’s duties under the contract. Contractor’s/Vendor’s employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-free Workplace Act.

By signing this document, the Contractor/Vendor hereby certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor’s/Vendor’s workplace and specifying the actions that will be taken against employees for violation of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Contractor’s/Vendor’s policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) above;
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the statement: and
 - (b) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after the conviction;

- (5) Notifying the using agency within ten (10) days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted:
 - (a) Taking appropriate personnel action against the employee, up to and including termination; and
 - (b) Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

Contractor: _____

Authorized Representative Name and Title: _____

Signature of Authorized Representative: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID

COLLETON COUNTY FACILITY LOCATIONS BID FORM #1

BUILDING	ADDRESS	MONTHLY BID
<u>Colleton County Courthouse</u> - Mow every 7 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, blow parking areas and sidewalks	101 Hampton Street	\$
<u>Colleton Memorial Library</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	600 Hampton Street	\$
<u>Colleton County Washington St. Complex</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	Klein & Washington Street	\$
<u>Tuskegee Airmen Monument</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	Aviation Avenue	\$
<u>Bernard Warshaw Complex</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	609 Black Street	\$
<u>Colleton Civic Center</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	112 Miller Street	\$
<u>Colleton County Commercial Kitchen & Museum</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	506 E. Washington Street	\$
<u>Greenpond Senior Center</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	29 Playground Lane	\$
<u>Fleet Management Depot</u> - Mow every 14 days during the growing season. Remove trash, Blow parking area.	113 Mable T Willis Blvd.	\$
<u>Fleet Maintenance Parking</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	113 Mable T Willis Blvd.	\$
<u>Economic Development</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	403 E Washington Street	\$
<u>Law Enforcement Complex</u> - Biweekly landscape maintenance. At each scheduled maintenance interval perform the following as needed: Mow sodded lawn area, weed eat and edge, Maintain growth under and around fencing, remove debris and leaves from the landscaped area, apply herbicide in shrub beds as needed, maintain underbrush along Hwy 17-A property line, blow off the front parking lot, inspect sprinkle system for functionality.	394 Mable T Willis Blvd.	\$
<u>Probation & Parole</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	100 Mable T Willis Blvd.	\$
<u>Animal Control</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks.	33 Poor Farm Road	\$
<u>Public Defender</u> - Mow every 14 days during the growing season. Remove trash, Blow parking areas and sidewalks.	319 N. Lucas Street	\$
<u>Commerce Park and Spec Building</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, buildings, trees, shrubs, and flower beds. Remove trash, Blow parking areas and sidewalks	McLeod Road	\$
<u>SC 303 Greenpond</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, trees, shrubs, and flower beds. Remove trash.	Greenpond Hwy 17 and Hwy 303 Intersection	\$
<u>SC 64 Jacksonboro</u> - Mow every 14 days during the growing season. Trim and maintain fence lines, trees, shrubs, and flower beds. Remove trash.	Jacksonboro Hwy 64 and Hwy 17 Intersection	\$
<u>Greenpond Trail and Ace Basin Shelter Site</u> - <u>Trail</u> - Mow and clean up once a month during the growing season. Mow and clean up as needed during the dormant season. Remove debris and /or leaves, apply herbicide and blow parking areas as needed on each visit. <u>Shelter Site</u> - Mow and clean up every 14 days during the growing season. Perform once a month during the dormant season. Remove debris and /or leaves, apply herbicide and blow parking areas as needed on each visit.	Trail - Folly Creek Lane to Clover Hill Road Greenpond	\$

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COLLETON COUNTY FACILITY LOCATIONS BID FORM #2

Other services as needed:

BUILDING	ADDRESS	BID
<u>Edisto Library</u> - twice annually. Prune and Cleanup	89 Station Ct Edisto	\$
<u>Fleet Management Depot</u> - Weed Control twice annually	113 Mable T Willis Blvd.	\$
<u>Fleet Maintenance Parking</u> - Mulch	113 Mable T. Willis Blvd.	\$
<u>Courthouse</u> - Mulch	101 Hampton Street	\$
<u>Colleton Memorial Library</u> - Mulch	600 Hampton Street	\$
<u>Warshaw Complex</u> - Mulch	609 Black Street	\$
<u>Harrelson Building</u> - Mulch	109 Benson Street	\$
<u>Colleton County Museum</u> - Mulch	506 E. Washington Street	\$
<u>Law Enforcement Complex</u> - Mulch	394 Mable T. Willis Blvd.	\$

Company Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Signature: _____

Contractor's License No: _____

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FIRE STATION LOCATIONS BID FORM #1

BUILDING	ADDRESS	MONTHLY BID
<u>Station 2</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	150 Clinic Dr., Jacksonboro	\$
<u>Station 4</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	2425 Azalea Patch Rd., Ruffin	\$
<u>Station 5</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	13871 Augusta Hwy, Canady's	\$
<u>Station 7</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	27250 Lowcountry Hwy., Smoaks	\$
<u>Station 8</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	3551 Black Creek Rd, Hendersonville	\$
<u>Station 10</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	1985 Aduah Church Rd, Islandton	\$
<u>Station 12</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	8348 Charleston Hwy, Neyles	\$
<u>Station 15</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	547 Ashton Road, Islandton	\$
<u>Station 17</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	6800 Sunrise Rd, Springtown	\$
<u>Station 22</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	3547 Possum Corner Rd, Ritter	\$
<u>Station 23</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	8454 Ashton Rd, Ashton	\$
<u>Station 24</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	111 Foxfield Rd	\$
<u>Station 25</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	1558 White Hall Rd	\$
<u>Station 28</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	9012 Bennett's Point, Green Pond	\$
<u>Station 29</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	8737 Cane Branch Rd., Sniders	\$
<u>Station 30</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	217 Crumley Rd, Bonnie Dune	\$
<u>Station 32</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	15238 Round O Rd	\$
<u>Station 33</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	153 Risher Mountain Rd.	\$
<u>Station 34</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	3142 Peirce Rd	\$
<u>Station 35</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	5278 Round O Rd	\$
<u>Station 36</u> - Mow every 14 days during growing season. Mow every 21 days in dormancy. Remove trash. Blow parking area.	19576 Augusta Hwy, Round O	\$

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FIRE STATION LOCATIONS BID FORM #2

Company Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Signature: _____

Contractor's License No: _____

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PARKS & RECREATION LOCATIONS BID FORM

LOCATION	ADDRESS	MONTHLY BID
<u>Recreation Complex</u> - Mow every 3 days during the growing season, mow every 7 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, remove the trash, blow parking areas and sidewalks	280 Recreation Lane	\$
<u>Ace Basin Complex & Corridors (12 fields)</u> - Mow every 3 days during the growing season, mow every 7 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, remove the trash, blow parking areas and sidewalks	280 Recreation Lane	\$
<u>Eastside Park</u> - Mow every 14 days during the growing season, Mow every 21 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, remove the trash, blow parking areas and sidewalks	Franklin Street	\$
<u>Green Park</u> - Mow every 14 days during the growing season, Mow every 21 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, Remove trash, blow parking areas and sidewalks	709 King Street	\$
<u>Hendersonville Park</u> - Mow every 14 days during the growing season, Mow every 21 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, Remove trash, blow parking areas and sidewalks	700 Blackcreek Road	\$
<u>Neyles Park</u> - Mow every 14 days during the growing season, Mow every 21 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, Remove trash, blow parking areas and sidewalks	445 Featherbed Road	\$
<u>Ruffin Center</u> - Mow every 14 days during the growing season, Mow every 21 days in dormancy, trim and maintain fence lines, buildings, trees, shrubs, and flower beds, Remove trash, blow parking areas and sidewalks	7745 Ruffin Road	\$
<u>Soccer Field</u> - Mow every 14 days during the growing season, mow every 21 days in dormancy, remove the trash	1465 Sidney's Road	\$
<u>Colleton County Middle School Fields</u> - Mow every 14 days during the growing season, mow every 21 days in dormancy, trim and maintain fence lines, remove the trash	1379 Tuskegee Airmen Drive	\$
<u>Ace Basin Complex</u> - Pine straw	280 Recreation Lane	\$
<u>Park Entrance Signs</u> - Mow every 14 days during the growing season, mow every 21 days in dormancy, remove the trash	280 Recreation Lane	\$

Company Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

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Cell Phone Number: _____

E-mail Address: _____

Signature: _____

Contractor's License No: _____

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