

**TOWN OF KIAWAH ISLAND
REQUEST FOR PROPOSAL
LANDSCAPE MAINTENANCE AND LITTER REMOVAL SERVICES**

The Town of Kiawah Island, a political subdivision of the State of South Carolina (hereinafter "Town of Kiawah Island" or the "Town") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of South Carolina, for the purpose of providing Landscape Maintenance and Litter Removal Services. The scope of work, includes landscape maintenance and litter removal services for the Town Owned Properties to include the: Municipal Center (including adjacent butterfly garden and native vegetation garden), round-a-bout at Freshfields Village, Kiawah Island Parkway and Bike Path, 4455 Betsy Kerrison Drive, flagpole entrance area and Beachwalker Drive. The scope of services is further outlined in Section E of this document. The Request for Proposal Documents which are available on line at www.kiawahisland.org or at Town Hall located at 21 Beachwalker Drive, Kiawah Island.

TIME AND DATE DUE: Proposals will be received until 3:00 p.m., Friday, December 18, 2015 at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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FOR INFORMATION CONTACT:

Rusty Lameo, Code Enforcement
PHONE: (843) 768-9166 FAX: (843) 768-4764
Town of Kiawah Island 21 Beachwalker Drive
Kiawah Island, SC 29455
rlameo@kiawahisland.org

REQUEST FOR PROPOSAL

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

OPENING LOCATION

These proposals will be publicly opened at Town of Kiawah Island; 21 Beachwalker Drive, South Carolina 29455, in the presence of Town officials at the time and date stated on the cover sheet. All Proposers or their representatives are invited to attend.

Proposals become "Public Records" ten (10) days after the proposal opening or if an award decision is made earlier than this time as provided by South Carolina Statute. **No announcement of pricing or review of the proposal documents shall be conducted at the public opening of the proposals.**

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Notices of bidding or proposal opportunities and addenda are posted on the Town's website at www.kiawahisland.org. The bid or proposal documents are available in a portable document format (.PDF) files which you may view and print using Adobe Acrobat software.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE TOWN OF KIAWAH ISLAND (see contact information on page one) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Town of Kiawah Island for receipt on or before the stated time and date.

If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Town. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

A.04 CLARIFICATION & ADDENDA

Each Proposer shall examine all Requests for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Town of Kiawah Island. The Town shall not be responsible for oral interpretations given by any Town employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be

given.

If any addenda are issued to this Request for Proposals, the Town will publish the addenda on the Town's website at www.kiawahisland.org, however, it shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Town of Kiawah Island (see contact information on page 1) to determine if addenda were issued and to make such addenda a part of their proposal.

A.05 SEALED & MARKED

Six (7) signed copies of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal-Landscape Maintenance and Litter Removal Services**" and addressed to:

Town of Kiawah Island
Attn: Rusty Lameo
21 Beachwalker Drive
Kiawah Island, SC 29455

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address, telephone number, and email address of the Proposer (company, firm, and partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the Town are to be borne by the Proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the Proposer generally requires a period of not less than ten (10) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Upon receipt, all inquires and responses to inquires related to this Request For Proposal become "Public Records" and shall be subject to public disclosure consistent with South Carolina Statutes.

No announcement of pricing or review of the proposal documents shall be conducted at the public opening of the proposals.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the Town shall not accept any request by any proposer to correct errors or omissions in the proposal. No changes shall be allowed until a selection is made and contract negotiations actually begin.

A.11 RESERVED RIGHTS

The Town reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response

received by the first submission date may or may not be rejected by the Town, depending on available competition and timely needs of the Town. The Town reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the Town. The Town shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the Town reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the Town deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of South Carolina. All applicable laws and regulations of the State of South Carolina and ordinances and regulations of Town of Kiawah Island will apply to any resulting agreement.

Any involvement with any Town of Kiawah Island procurement shall be in accordance with Town of Kiawah Island Purchasing Code. Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.

A.13 CODE OF ETHICS

With respect to this proposal, if any Proposer violates or is a party to a violation of the Code of Ethics of Town of Kiawah Island per Town of Kiawah Island Purchasing Code, and/or the State of South, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Town of Kiawah Island.

The Town anticipates that all statements made and materials submitted in a proposal will be truthful. If a proposer is determined to be untruthful in its proposal or any related presentation, such proposer may be disqualified from further consideration regarding this Request for Proposal

A.14 COLLUSION

By offering a submission to this Request for Proposal the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PROPOSAL FORMS

Proposals must be submitted in the format specified in Section B of this Request For Proposals. The contents of each proposal shall be separated and arranged with tabs in the same order as listed in the Subsections within Section B identifying the response to each specific item to facilitating expedient review of all responses.

A.16 DRUG FREE WORK PLACE

Drug Free Workplace Program: Town of Kiawah Island has adopted a policy regarding maintaining a Drug Free Work Place policy. Proposers are asked to review the attached copy of the policy and provide either a certification of compliance with the program outlined in this policy or describe your firm's policy or program as it relates to maintaining a drug free workplace. This response will be considered with the other criteria described herein. (EXHIBIT A).

A.17 LOBBYING

After the issuance of any Request for Proposals or Invitations for Bids, prospective bidders, Proposers or any agent, representative or person acting at the request of such bidder or Proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposals or Invitation for Bids with any officer, agent or employee of Town of Kiawah Island other than the Town Administrator or as directed in the Request for Proposals or Invitation for Bids. This prohibition begins with the issuance of any Request for Proposals or Invitation for Bids, and ends upon execution of the final contract or when the invitation or request has been canceled.

A.18 EQUAL EMPLOYMENT OPPORTUNITY

Town of Kiawah Island, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.19 AMERICANS WITH DISABILITIES ACT

The Town of Kiawah Island, South Carolina, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Town's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity.

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be separated and arranged with tabs in the same order as listed in Sections B.02 and B.03 below, identifying the response to each specific item.

B.01 MINIMUM QUALIFICATIONS

Minimum Qualifications to be considered: Documentation that your firm has performed residential and/or commercial Landscape Maintenance Services **in the last five (5) years**. References shall be employees in management positions of the referencing entities. Include the name of the entity, a description of the contract project, the dates of services and the names and telephone numbers of the contract persons.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Drug Free Work Place Certification (Exhibit A)

B.03 INFORMATION TO BE SUBMITTED

- a. Description of the proposer's **background and size**. Include a statement of qualifications that includes your firm's professional credentials and experience in providing the service enumerated in this Request for Proposal and the legal status of your organization.
- b. Describe any **changes in the mode of conducting business** your firm has made in the past three (3) years, including any mergers, acquisitions, consolidations, downsizing or bankruptcy proceeding or filings. Also, include a disclosure explaining any charges, violations, fines or convictions associated with your firm over the past 3 years.
- c. Identify each **principal of the firm and other "key personnel"** who will be

professionally associated with the Town. Describe their respective areas of expertise. Include personalized resumes which identify the qualifications, training and experience of each key personnel. Submit a list of subcontractors and subconsultants that may be used.

Name

Professional credentials

Title

Telephone number

Office address

Email address

Brief description of the individual's role and duties

Individual resume

- d. Submit a **manning level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary, seasonal and part time employees. List the ratios of full-time employees to part-time, temporary and seasonal employees.
- e. Response should provide detailed information on the approach you propose to accomplish the tasks stated in Section E, Scope of Service.
- f. Provide a **project or work plan** detailing how your firm would perform and meet the requirements of the Scope of Services and any additional services that may be offered as part of your proposal submission.
- g. Provide a list of at least **five (5) references (similar clients)** with knowledge of your firm's contract performance. References shall be employees in senior level management positions. Include the name of the entity, a description of the contract project, the dates of service and the name(s) and telephone number(s) of the contact persons.
- h. Provide a list of the **contracts your firm has obtained** within the past two (2) years, indicating the type of services provided and the locations. Provide a list of the contracts your firm has lost in the past two (2) years and state the reason for the loss and the location.
- i. Provide a listing of equipment owned by your firm and dedicated to landscape maintenance (Do not list rented or leased equipment, or owned by your subcontractors unless a lease or contractual agreement is provided as proof of availability).
- j. Provide your **proposed cost** for the required services in accordance with the Fee Schedule provided as Attachment B.
- k. Submit any other additional information which would assist the Town in the evaluation of your proposal.

NOTE: The Town reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Proposer to perform the Scope of Services stated in this Request for Proposal.

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Each submittal will be evaluated based on the following categories.

Evaluation	Maximum Raw Points
1. Professional Experience	30
2. Reasonableness of Price	30
3. References from Previous Clients	20
4. Technical Capabilities	20
Maximum Total Raw Points	100

C.02 SELECTION FOR NEGOTIATION:

The proposers whose ability and proposal are determined to be the most competitive, taking into consideration the evaluation factors set forth in this Request For Proposal, shall be recommended to the Town Council for authorization to negotiate an agreement for the stated Scope Of Services.

C.03 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Town Council to authorize execution of the agreement.

SECTION D: NEGOTIATION OF THE AGREEMENT

GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement.
- b. Upon submission, all proposals become the property of the Town which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the Town upon termination or completion of the engagement.

AGREEMENT

The selected Proposers shall be required to negotiate a formal agreement, in a form acceptable to Town of Kiawah Island.

The Town of Kiawah Island Council will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Town Council shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the Administrator to execute the agreement.

SECTION E: SCOPE OF SERVICES

GENERAL OVERVIEW

Town of Kiawah Island is a residential community with a resort (current population of over 1600 full time residents) located on the southeastern coast of South Carolina. The Town is located approximately 30 miles southwest of Charleston.

The Town owned properties that require landscape maintenance include The Flagpole area and surrounding median, Municipal Center grounds (including adjacent butterfly garden and native vegetation garden), 4455 Betsy Kerrison Drive, Kiawah Island Parkway and Bike Path, Round-About at Freshfields Village, and Beachwalker Drive.

SCOPE OF SERVICES

The routine landscape and maintenance requested include edging, mowing, weed control, fertilization, soil testing, mulch/straw application, pruning, deadheading, irrigation monitoring and maintenance, chemical applications, bi-annual flower bed change-out, and trash/debris removal. All Routine Maintenance will be performed weekly (March-October) and bi-weekly (November-February).

All non-routine maintenance to be performed must be discussed with the Town prior to the start of work. Please provide a detailed listing of prices for all non-routine maintenance including but not limited to repair of landscaped areas; aeration,

Flagpoles/Front Gate: The flower bed maintenance, at the flag poles is a critical focal point on the Island and requires flowerbed design, biannual flower bed change-outs, bi-annual pine straw replacement, weed control, chemical application, mowing, blowing, and edging.

Kiawah Island Parkway: Approximately 2 ½ mile island causeway that includes a Bike Path along its entire length. Both sides of roadway have planting beds and turf areas that require mulch, bed monitoring, weed control, chemical application, mowing, blowing, edging, pruning and irrigation monitoring and maintenance.

Municipal Center: The Municipal Center has a large central flowerbed with hedges, and adjacent garden, parking areas that require flowerbed design, bi-annual flowerbed change-outs, weed control, chemical application, mowing, blowing, edging, pruning, and irrigation monitoring and maintenance. During the Fall Season the walkways, front entrance and rear deck need to be blown off an additional time per week. All bed areas require pine straw application.

Beachwalker Drive: Beachwalker Drive is approximately one (1) mile long with several flowerbeds on both sides of the roadway that require pine straw application and removal annually, flower bed monitoring, weed control, chemical application, mowing, blowing, edging, pruning and irrigation monitoring and maintenance.

4455 Besty Kerrison Parkway: This 6-acre site is the future home of the Town's Municipal Center. As such, it will be the major focal point of those coming to the island. Until construction the site will require bi-weekly mowing, trimming, weeding along the property frontage. The rest of the property will be bush hogged on a monthly schedule including policing for trash and litter.

Round-a-about (Circle): Presently the major focal point when entering Kiawah Island. This site contains an extensive flower bed in the center island as well as additional beds along road accesses. All areas will require monitoring, bi-annual flower change outs, weed control, chemical application, mowing, blowing pruning, irrigation monitoring and maintenance.

Additional: Located within the areas listed above there are 4 trash cans that will be emptied (2 on Parkway, 1 on Beachwalker and 1 at Municipal Center) on a weekly schedule. All areas within the contract will be policed for trash and litter on a weekly schedule