

**TOWN OF KIAWAH ISLAND
INVITATION TO BID**

KIAWAH ISLAND TALLOW TREE CONTROL AND TREATMENT

The Town of Kiawah Island requests a Proposal for services to control Tallow Trees (*Triadica sebifera*) on Kiawah Island.

The successful bidder, herein referred to as the **CONTRACTOR**, shall provide services for the project for the Town of Kiawah Island, herein referred to as the **TOWN**. Services are outlined in this document under **SECTION A**, entitled **SCOPE OF SERVICES**. **SECTION B**, entitled **BID FORM**, provides the line item cost for the services outlined in this document along with other required information. The **BID FORM** must be returned to the **TOWN** by Noon, July 26, 2013.

It is assumed that costs for meetings between the **TOWN** and **CONTRACTOR** are included in the line item costs listed on the bid form. It is further assumed that the **TOWN** will not be responsible for items typically characterized as “reimbursables” and that the contract, based on the **CONTRACTOR**'s bid submittal, will represent all of the financial obligations of the **TOWN**.

Proposals must include the enclosed Bid Form and a letter of interest, and should be sent to:

H. Kenneth Gunnells
Town of Kiawah Island
21 Beachwalker Drive
Kiawah Island, SC 29455

Proposals must be received no later than Noon, Friday, July 26, 2013. Any proposals received after the specified date and time will be returned to the **CONTRACTOR**. The envelope containing the bid documents must be clearly marked “Tallow Tree Control”. **Contractors will be required to attend a pre-bid meeting on Tuesday, July 9, 2013 at 10AM at Town Hall (21 Beachwalker Drive).**

Award of the contract for this project will be based on cost, **CONTRACTOR**'s experience, and other related factors. The **TOWN** reserves the right to reject any or all bids.

END OF SECTION

SECTION A
SCOPE OF SERVICES
 KIAWAH ISLAND TALLOW TREE CONTROL AND TREATMENT

PROJECT AREA

The project area totals 130.4 acres within 17 treatment areas on Kiawah Island (Figure 1). Detailed maps of each treatment area are provided in Figures 2-11. The detailed maps also identify all known high-density concentrations of tallow trees. These areas are outlined in yellow and total 33.9 acres out of the 130.4 acre total treatment area. The table below provides additional details on these high-density tallow tree areas.

ID	Associated Treatment Area	Acres
1	3	4.2
2	4	1.6
3	8	0.1
4	9	7.4
5	10	0.4
6	11	0.4
7	12	1.9
8	13	0.5
9	14	0.3
10	15	2.4
11	16	2.0
12	16	10.3
13	16	2.5
Total Acres		
		33.9

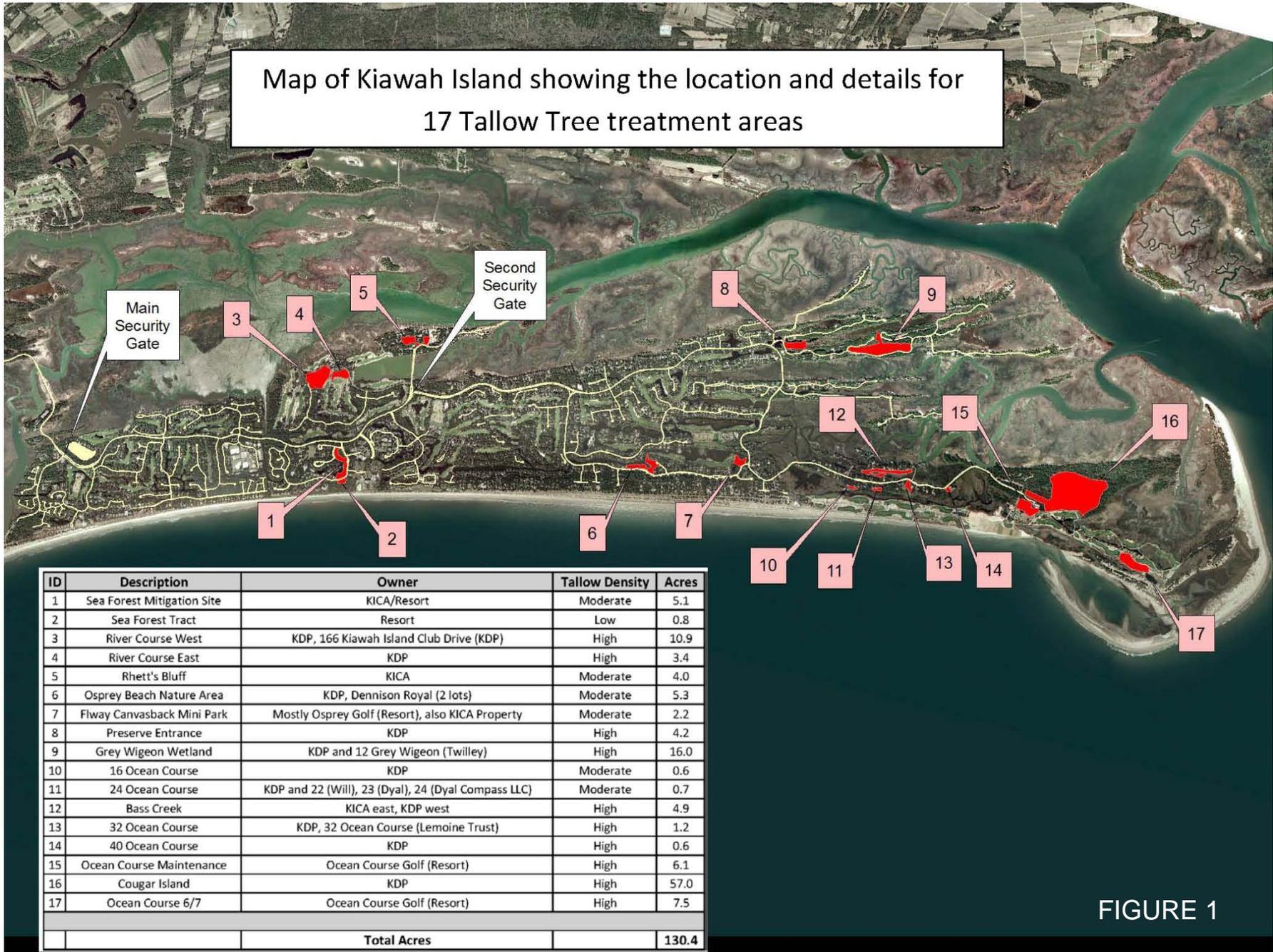


FIGURE 1



FIGURE 2

1. **Sea Forest Mitigation Site** (5.1 acres; KICA/KIGR) – This area is located adjacent to Sea Forest Drive and Park Lake Drive and is characterized as a seasonally flooded freshwater wetland. The interior of the wetland is dominated by sawgrass and cattails as well as shrubbier plants like marsh elder. The drier edges of this wetland are dominated by wax myrtles and palms. This area has a moderate tallow tree infestation. Most of the trees are mature and scattered but there are a few densely populated patches of tallow trees.
2. **Sea Forest Tract** (0.8 acres; KIGR) – This area is located to the west of the Sanctuary Hotel. This area is characterized as a small wet depression within the forest that is seasonally flooded. Currently tallow tree density is low however it has potential to become a larger problem as a few tallow trees have begun to invade the surrounding upland area.



FIGURE 4

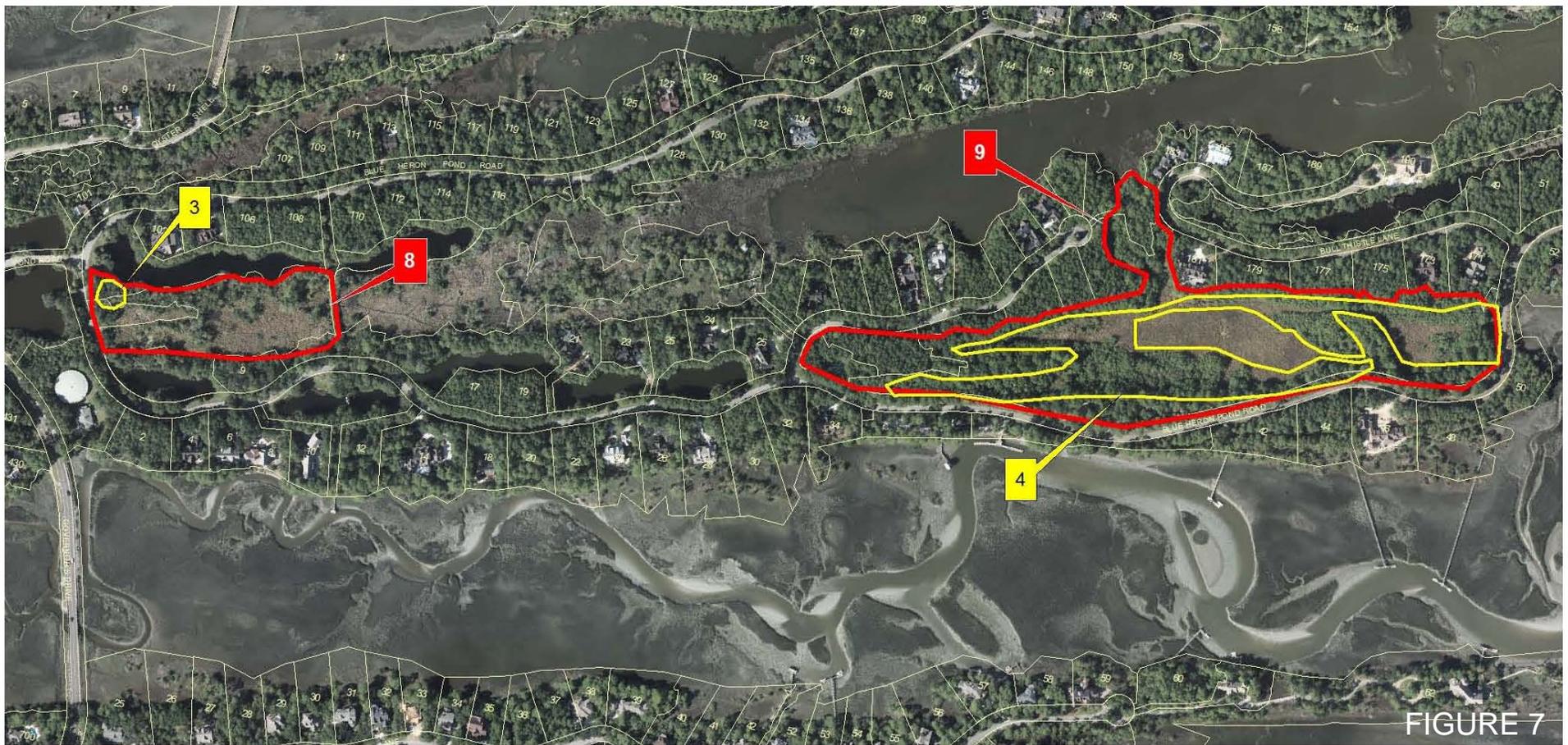
5. **Rhett's Bluff** (4.0 acres; KICA) – This area is located along River Marsh Lane, New Settlement Road, and Rhett's Bluff Road. The interior can be characterized as a freshwater wetland that is seasonally flooded. It is dominated by fine grasses in the wettest areas and more common maritime forest plants around the edges and in the upland areas. Currently, this area has a moderate tallow tree infestation. Recent eradication efforts have been done in this area reducing the number of tallow trees significantly. There are still several scattered mature trees that need to be treated as well as a newly discovered patch of tallows in the eastern portion of the area.



6. **Osprey Beach Nature Area** (5.3 acres; KDP, Dennison Royal (2 lots) – This area is located along Flyway Drive and Osprey Point Lane. This area can be characterized as a forested freshwater depression that is seasonally flooded. Tallow tree density is moderate. There are multiple patches within this area that are very densely populated with tallows and others where the tallows are scattered. A majority of the tallows within this area are mature trees.



7. **Flyway Canvasback Mini Park** (2.2 acres; KIGR, KICA) – This area is located along Flyway Drive and adjacent to the Canvasback Fishing Dock and parking area. This area is a forested freshwater depression that is seasonally flooded. Tallow tree density is moderate. Scattered mature trees are present throughout as well as a few small densely populated patches.



8. **Preserve Entrance** [4.2 total acres (0.1 acres dense); KDP] - This area is located at the entrance to the Preserve along Blue Heron Pond Road. This area is mainly freshwater/brackish marsh with tree and shrubs growing along the upper edges. Tallow tree density is high, however most of the infestation occurs in the western 1/3. There is a large cattail marsh that is ringed with mature tallows and they have started to encroach into the upland edges and into the cattails. There are only a few mature tree scattered throughout the eastern 2/3 of this area.
9. **Grey Widgeon Wetland** [16.0 total acres(7.4 acres dense); KDP and 12 Grey Widgeon] - This area is located along Blue Heron Pond Road, Grey Widgeon Lane, and Bull Thistle Road. The area can be characterized as a seasonally flooded freshwater marsh/depression. The western portion of the area that runs along Blue Heron Pond Road is largely dominated by densely populated mature tallow trees. A large cattail marsh lies in the center of the area and is essentially lined with mature tallow trees. There are several small ditches and drainages that run throughout the area and each of them is severely infested with tallow trees.

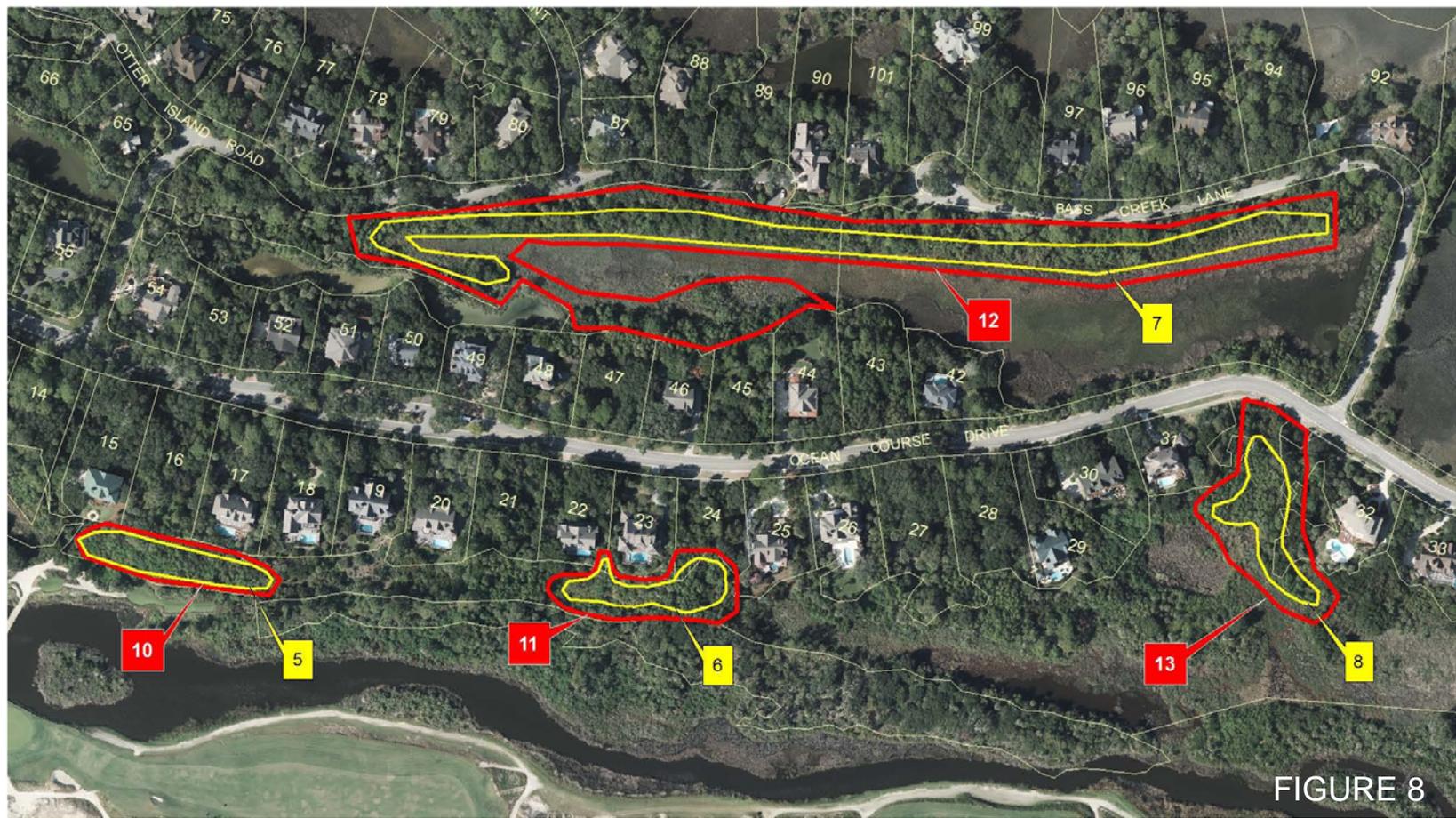


FIGURE 8

10. **16 Ocean Course** [0.6 total acres (0.4 acres dense); KDP] – This area is located along Ocean Course Drive behind lots # 15, 16, 17, and 18. This area is a forested freshwater depression that is seasonally flooded. Tallow tree density is moderate. There are mature trees scattered through this area with a couple densely populated patches.
11. **24 Ocean Course** [0.7 total acres (0.4 acres dense); KDP, Dyal Compass LLC, Dyal] – This area is located along Ocean Course Drive behind lots # 22, 23, and 24. There are mature trees scattered through this area with densely populated patches behind lot #24 and # 22.
12. **Bass Creek** [4.9 total acres (1.9 acres dense); KICA east; KDP west] – This area is located mainly along Bass Creek Road and Otter Island Road with a smaller section running along Ocean Course Drive behind lots # 44-51. This area borders a brackish marsh dominated by black needle rush and saltgrass. Tallow tree density is high. Densely populated tallow trees are growing along the edge of the marsh in a narrow band.
13. **32 Ocean Course** [1.2 total acres (0.5 acres dense); KDP, Lemoine Trust] – This area is located just south of the Ocean Course Drive and Bass Creek Road intersection between lot # 31 and 32. This area is a forested freshwater depression that is seasonally flooded. Tallow tree density is high. Mature tallow trees are dominant within the depression and are also growing along the edge of the brackish marsh.



FIGURE 9

14. **40 Ocean Course** [0.6 total acres (0.3 acres dense); KDP] – This area is located along Ocean Course Drive between lots # 40 and 41. This area is a seasonally flooded freshwater/brackish wetland. Near the road lies a unique freshwater marsh that is dominated in part by sawgrass. Tallow tree density is high. Tallow trees dominate all wet areas and have begun to invade the freshwater marsh.



FIGURE 10

17. **Ocean Course Hole #6 & 7** (7.5 acres; KIGR) – This area runs along holes # 6 and 7. This area is a seasonally flooded wet meadow with two cattail ponds (one at the southwest corner and one at the northeast corner). Tallow tree density in this area is high. The cattail ponds are lined with small tallow trees as well as the shrubby edges to the meadow. The wet meadow is seasonally bush-hogged which keeps the tallow from becoming mature, however the frequent disturbance also promotes seedling growth. If this area was left to succession, tallow trees would dominate it.

PROJECT SPECIFICATIONS

A. TALLOW TREE CONTROL AND TREATMENT

General requirements

All tallow trees located within each treatment area must be treated with herbicide between August 15 – October 31, 2013.

Treatment specifications

All treatment areas are either in wetlands or directly associated with wetlands, therefore all herbicides need to be approved for use in aquatic environments. Inert dye provided by the Contractor shall be added into all herbicide mixtures for ease of inspection. Contractor must use one of the following methods and herbicide to treat each condition.

1. Mature trees

- a. Frill and Girdle: Trees must be completely girdled at breast height using a machete, ax, or chainsaw to expose the cambium layer. The exposed cambium must be treated with a solution containing 50% or more Clearcast™ herbicide in water.
- b. Cut Stump: Trees must be cut at ground level and treated with a solution containing 50% or more Clearcast™ in water immediately after cutting.

2. Seedlings and saplings.

- a. Foliar: Trees must be treated using a backpack sprayer (or other low volume spray method) with a 2% solution of Clearcast™ in water with a non-ionic surfactant (such as methylated seed oil). Spray coverage of leaves must be complete and uniform but not to the point of run-off.
- b. Cut Stump: Trees must be cut at ground level and treated with a solution containing 50% or more Clearcast™ in water immediately after cutting.

No chemical herbicide applications will exceed the labeled rates on the herbicide containers. All requirements, including state and/or local requirements, listed on the herbicide label are to be followed. Failure to comply with label instructions is a violation of federal and/or state laws. The Contractor is liable for any penalty, fines, or damages resulting from misuse of herbicides.

Unless otherwise specified, the Contractor will supply and apply all chemical herbicides, adjuvants, and other materials to ensure an effective kill of the target vegetation. The Contractor is expected to prevent any overspray, drift, and/or non-target damage to surrounding vegetation, structures, and/or facilities.

Timing

Treatments must be conducted during the fall prior to leaf fall (August 15 – October 31, 2013).

Quality Control System

1. Initial Treatment

The Contractor must treat at least 95% of Tallow Trees within the treatment areas. Acceptable coverage will be determined within 5 days of application using spot inspections by the Town Staff. If coverage rates are not met, the Contractor will be required to retreat the areas at the Contractor's expense.

2. Treatment Efficacy

Treatments must result in 95% or greater mortality of Tallow Trees within the treatment areas. Mortality rates will be determined using spot inspections during Spring 2014. If the mortality rate is not met, the Contractor will be required to retreat the areas at the Contractor's expense.

The Contractor shall notify Town Staff at least 48 hours in advance of his work schedule, including the area where the Contractor will be working. The Contractor shall notify Town Staff after each treatment area is completed so a timely inspection of the treatment area can be made.

The Contractor shall systematically and thoroughly complete each treatment area before moving to another.

The Contractor shall maintain written records including dates, times, and locations of all project-related activities.

All materials, equipment, and trash must be removed by the Contractor from the treatment areas after each day's work.

All treatments will be accomplished according to South Carolina State pesticide regulations.

Quality Control Personnel

The Contractor shall be knowledgeable in plant identification in order to only target Chinese Tallow Tree. Only the selective methods detailed in this document may be used.

The Contractor must have at least one experienced Crew Leader on-site while the work is being performed who is a licensed commercial pesticide applicator for forestry treatments.

The on-site Crew Leader must speak English fluently.

The licensed Crew Leader is responsible to ensure the following:

- Chemical pesticides must be kept in original containers until mixing.
- All mixtures should have temporary labels that list the trade name and rates of chemicals and any adjuvants within the spray container.
- The licensed supervisor must readily have available during application copies of all chemical pesticides labels and Material Safety Data Sheets (MSDS) that are being applied.
- During mixing and application all recommended Personal Protective Equipment (PPE) will be properly worn to minimize applicator exposure to chemicals. All measuring cups should be rinsed and the effluent poured into the tank/bottle mixture.
- Chemicals and any rinse material from chemical containers will be applied to specific areas; run-off of any chemical substance is not acceptable.
- Herbicides will not be applied during adverse or non-optimal weather conditions for the application method. Any weather condition, including heat, wind, or precipitation, that minimizes the effectiveness of the herbicide or increases the exposure and/or potential for drift to non-target vegetation, personnel, or objects will not be tolerated.
- Emphasis must be placed on ensuring the application will minimize exposure to people, facilities, and the surrounding environment. Avoid any non-target exposure.

The entire crew who is performing the work must be able to identify and differentiate Chinese Tallow Tree from desirable plants that occur within the treatment areas.

B. DELIVERABLES

Contractor must achieve a 95% coverage and kill of tallow trees within the treatment areas using herbicides. Treatment efficacy will be determined by Town Staff during Spring 2014. If fewer than 95% of the trees are killed, Contractor will be required to retreat missed areas.

C. ADDITIONAL ALTERNATIVES

Conduct follow-up treatments within the treatment areas in future years (2014-2017) to control tallow trees. This will involve treatment of mature trees not killed in 2013, saplings, and re-sprouts.

END OF SECTION

SECTION B
BID FORM
TALLOW TREE CONTROL AND TREATMENT

By submitting a proposal, _____ represents that:
(NAME OF CONTRACTOR)

- A. The Contractor has read and understands this RFP and that his proposal is made in accordance therewith.
- B. The Contractor has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with the requirements of the Scope of Services.
- C. The proposal is based on the terms, materials, systems and equipment required by this RFP, without exception.
- D. The Contractor is qualified to provide the services required under this RFP and, if awarded the contract, will do so in a professional, timely manner using successful bidder's best skill and attention.

EXPERIENCE:

At least three (3) references are required, however, you may provide as many as desired in excess of the three (3) required provided that your submittal does not exceed ten pages. The references should be for projects similar to this project.

1. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served: _____
Scope of Work: _____

Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____ Email: _____

2. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served: _____
Scope of Work: _____

Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____ Email: _____

3. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served: _____
Scope of Work: _____

Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____ Email: _____

TOWN OF KIAWAH ISLAND TAXES:

Please note that the Town of Kiawah Island is required to verify that all taxes have been paid to the County. If you owe delinquent taxes, your submittal may be disqualified from consideration. If you wish to inquire as to your tax status you may contact the Charleston County Delinquent Tax Office at (843) 958-4570.

SOUTH CAROLINA PHOTOGRAMMETRIC SURVEYING LICENSE:

The Contractor must provide proof of a license to practice photogrammetric surveying in South Carolina (according to state law).

BUSINESS LICENSE:

The Contractor is not required to have a valid business license to submit a Proposal. However, Contractors must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License? Yes No
If yes, list the number _____. Contact (843) 768-9166 with any questions.

Does your business have a valid **Charleston County** Business License? Yes No
If yes, list the number _____. Contact (843) 958-4880 with any questions.

MINORITY/WOMEN-OWNED ENTERPRISE:

Are you a Minority or Woman-Owned business? Yes No
If so, are you certified? Yes No

If you are certified, you must furnish a copy of your certificate with your submittal.

NAME OF COMPANY: _____

By: _____
Signature Print Name

Date: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Telephone Number: _____ Business Fax Number: _____

Is your firm a _____ Corporation, _____ Sole Proprietorship, or _____ Partnership?

If incorporated, please list state of incorporation: _____

END OF SECTION