



REQUEST FOR PROPOSAL

"Landscaping & Grounds Maintenance Services

November 12, 2018

Prepared By:
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Brookland Baptist Church
1066 Sunset Boulevard
West Columbia SC 29169
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PURPOSE OF THE REQUEST FOR PROPOSAL

Brookland Baptist Church has a need for landscaping and grounds maintenance services at various properties for the period of two (2) years. The Vendor will provide all the materials, labor and equipment necessary to landscape and maintain grounds at all locations.

Vendor Licensing Requirements

- Business License
- Vendor must provide an endorsed Certificate of Liability Insurance listing Brookland Baptist Church as an additional insured. The minimum limits of liability cannot be less than \$1,000,000.

Brookland Baptist Church is seeking to identify and select an outside independent organization to perform the activity listed above. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by Brookland Baptist Church.

VENDOR REQUIREMENTS

EXECUTION

- A. Survey existing conditions and correlate with requirements indicated to determine extent of work required.
- B. The winning vendor shall be prepared to begin work on the project within 10 business days of contract award, and completed within 10 business days of award.

ALL PROSPECTIVE VENDORS

Are encouraged to visit the site and familiarize themselves with all conditions that might affect the work or cost thereof.

CLEAN UP

The vendor will clean-up area of any debris generated by the task and scope of work.

SAFETY

The vendor should follow all OSHA standards and codes applicable to work being contracted.

SCOPE OF WORK:

- The scope of work is for general landscape maintenance for ALL Brookland Baptist Church locations listed by Zone at the bottom of page 3 and top of page 4 of this RFP. The retention ponds at zones 2, 8 and 11 are included in this RFP and are to be maintained as required by each municipality (Lexington & Richland Counties). This work includes but is not limited to maintenance of grounds, covers, annuals, perennials, shrubs, trees, grass (mowing, trimming and edging), weeding and sealing of cracks in all of the paved lots/areas, overgrowth on and along the fence lines and irrigation systems shall be provided by the successful bidder. This maintenance shall include but not be limited to application of fertilizers, herbicides, and pesticides, watering, pruning, weeding, deadheading, replacement planting (as approved by the Church), loose trash removal, leaf removal, irrigation repair and maintenance, tree removal and spring and fall clean up. The Church shall determine the schedule for work to be performed by order of preference for each building within the zones.
- 1) Annual/Perennial/Shrub Beds – All bed areas, raised and those surrounding trees, shrubs, annuals, perennial, buildings, etc. shall be weeded in a labor intensive manner as often as necessary to discourage unsightly weed growth.
- 2) Paved Surfaces shall be weeded as often as necessary to discourage unsightly weed growth. This control shall be accomplished through the selective use of herbicides and mechanical means. Pavement clean up shall be performed by blowing cuttings and soil off pavement.

- 3) Stone/Pine straw/Mulch Areas – Grass and weeds shall be controlled with suitable herbicides in all gravel, mulch and ornamental stone areas. Should any unsightly weeds remain after being treated with herbicide, the dead weeds shall then be removed.
- 4) Pruning and Trimming – All trees shall be pruned to their intended growth form and dead, broken, and/or crossing over branches removed. Oak trees may only be pruned in the dormant season. Shrubs are to be kept pruned to their intended form. Hedges shall be trimmed frequently to keep pace with growth rate of the plantings. All winter damage is to be removed from the trees and shrubs in March of each year. Early to mid-summer flowering plants shall be pruned during their dormant season. Early flowering trees and shrubs shall be pruned immediately after flowering to encourage next year flower bud development. Annuals shall have dead flowers removed whenever necessary to enhance the appearance of the bed.
- 5) Pine straw/Mulch – Apply pine straw to all existing areas semi-annually - Spring and Fall. Install double shredded hardwood bark in all flower beds when any mulching is specified or required. This mulch shall be of a fibrous nature derived from six (6) month old well-rotted dark brown shredded native hardwood bark mulch. The product shall be free of sand, leaves, debris, gravel or any other material inconsistent with the purpose of the pine straw/mulch. Mulch must not be placed directly against the bark of plants in order to avoid decay. Existing mulched beds shall be maintained at a minimum mulch depth of two (2) inches, and a maximum mulch depth of three (3) inches. Areas to be mulched (pine straw) include but are not limited to the marble planters & trees along sidewalks of all buildings.
- 6) Replacement Plantings – Any plant material not exhibiting normal growth and vigor shall be reported to the Director of Operations or his designee. If it has been determined that the material is beyond reviving, a written report recommending replacement shall be given to the Director of Operations. This report shall include: (a) identify the location, size and type of plant, (b) identify the reason for decline (c) cost of replacement. **No replacement plantings are to be done without consent of the Director of Operations or his designee.**
- 7) Planting Stock & Plantings -All planting stock must meet the guidelines set by the American Standards for Nursery stock (www.anla.org/applications/Documents/Docs/ANKASStandard2004.pdf). Planting practices shall follow the International Society of Arboriculture planting practices that it recommends to urban Foresters. For the specific depth of the plant, removal of burlap and cutting of wires visit www.treesaregood.com/treecare/tree_planting.aspx.
- 8) Spring/Fall Cleanup- Spring/Fall clean-up shall consist of one site visit in March and one site visit in October. The site visits shall entail the removal and disposal of all debris that has accumulated in the bed and fence areas. This debris shall include but not be limited to: leaves, paper, trash, dead plant debris, etc. Overgrowth on fencing must be removed. All collected debris is to be removed from the site at no additional charge to the Church and disposed of by an environmentally sound practice.

Potential Weekly Tasks --All Locations:

- 1) Inspect flowers, shrubs and trees for needed water, fertilizer & pest control. Apply as needed.
- 2) Inspect planting beds for weeding, trash removal & mulching. Provide weeding, trash removal & mulching as needed.
- 3) Inspect trees for damage and needed pruning. Provide as needed.
- 4) Replace any flowers or plants as needed.
- 5) Inspect lawn areas for any bare spots. Reseed/sod as necessary.
- 6) Inspect sidewalks and parking lots for weed control.
- 7) Provide documentation indicating where/when the above work has been completed on a weekly basis. Report to be submitted to the Director and/or his designee.

LOCATIONS BY ZONE

The Church shall determine the order preference for the work schedule to be performed for each building within the zones.

Zone 1 - Main Sanctuary – 1066 Sunset Boulevard

Zone 2 - Banquet and Conference Center – 1046 Sunset Boulevard

Zone 3 - Health and Wellness Center – 1050 Sunset Boulevard

Zone 4 - Brookland Academy – 1054 Sunset Boulevard

Zone 5 - Sisterhood House – 821 Craft Street

Zone 6 - Administration Building - 1045 Sunset Boulevard

Zone 7 – Brookland Federal Credit Union - 949 Sunset Boulevard and surrounding undeveloped land areas

- Zone 8** - Old Site - 1032 Monticello Street
- Zone 9** - Brookland Lakeview Empowerment Center - 1218 Batchelor Street
- Zone 10** - Cemetery - (behind Mt. Pleasant Baptist Church) 411 Thompson Street
- Zone 11** - Brookland Baptist Church NE - 1201 Summit Parkway

The Church is requesting pricing for each of the areas listed by zone. In addition, the Church is requesting pricing for the weekly tasks and those done on an as needed basis.

- Spring/Fall Clean Up
- Pine straw/Mulch
- Seasonal plants
- Price for weekly task list*
- Parking Lots

PRICING FOR SERVICE outside the SCOPE OF WORK must be reviewed with the Director of Operations or his designee.

VENDOR REQUIREMENTS

EXECUTION

- C. Survey existing conditions and correlate with structural requirements indicated to determine extent of work required.
- D. The winning vendor shall be prepared to begin work on the project within 10 business days of contract award, and completed within 10 business days of award.

ALL PROSPECTIVE VENDORS

Are encouraged to visit the site and familiarize themselves with all conditions that might affect the work or cost thereof.

CLEAN UP

The vendor will clean-all areas weekly when work is completed.

SAFETY

The vendor should follow all OSHA standards and codes applicable to work being contracted.

SITE and CONTRACTUAL CONTACT

Any questions concerning site specifications or Statement of Work (SOW) requirements must be directed to:

Name	Tim McAllister
Address	1045 Sunset Blvd., West Columbia, SC 29169
Phone	803-744-7905
FAX	803-796-6804
Email	tmcallister@brookland.cc

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Tim McAllister
Address	1045 Sunset Blvd., West Columbia, SC 29169
Phone	803-744-7905
FAX	803-796-6804
Email	tmcallister@brookland.cc

PROPOSAL SCHEDULE

RFP Issued	November 12, 2018
Proposal Submittal Deadline	November 28, 2018
Selection Recommendation	December 7, 2018
Contract Award	December 17, 2018

DUE DATES AND MAILING REQUIREMENTS

(All proposals must be enclosed in a sealed envelope)

- **Proposal Due Date: November 28, 2018**
- **Mailing Address:** P.O. Box 2093, Columbia, SC 29202; Attention: Tim McAllister

Any proposal received at the designated mailing address after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills Brookland Baptist Church's stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

Brookland Baptist Church may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

SIGNATURE PAGE

Authorized Signature

Print Authorized Signature

Print Company Name

Print Company Address

City, State Zip

Telephone # Fax #

E-mail Address

Website

Federal Tax ID #

The above individual is authorized to sign on behalf of company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least 2 years.