



SPARTANBURG COMMUNITY COLLEGE

Invitation For Bid Amendment - #1

Solicitation Number	SCC - 399
Date Issued	09/13/2017
Procurement Officer	Tami Steed
Phone	(864) 592-4671
E-Mail Address	steedt@sccsc.edu

DESCRIPTION: **PROVIDE GROUNDS MAINTENANCE SERVICES FOR SCC'S CHEROKEE COUNTY CAMPUS, DOWNTOWN CAMPUS, BMW CENTER, UNION CAMPUS & CENTRAL CAMPUS BUSINESS 85 ENTRANCE ONLY**
 USING GOVERNMENTAL UNIT: **SPARTANBURG COMMUNITY COLLEGE**

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): **9/21/2017 3:00 p.m.** See "Deadline For Submission of Offer" provision

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Document**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Spartanburg Community College
 Attn: Tami Steed
 REFERENCE BID #SCC-399
 P.O. Box 4386
 Spartanburg, SC 29305

PHYSICAL ADDRESS:

Spartanburg Community College
 Purchasing Office Ledbetter Bldg Room 238
 REFERENCE BID #SCC-399
 107 Community College Drive
 Spartanburg, SC 29303

See "Submitting Your Offer" provision

CONFERENCE TYPE: DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION:
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 9/26/2017 . The award, this solicitation, and any amendments will be posted at the following web address: http://www.sccsc.edu/Vendors
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>	OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ <small>(See "Signing Your Offer" provision.)</small>
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>	
TITLE <small>(Business title of person signing above)</small>	
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION <small>(If offeror is a corporation, identify the state of Incorporation.)</small>	
TAXPAYER IDENTIFICATION NO. <small>(See "Taxpayer Identification Number" provision)</small>	

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension Facsimile _____ E- mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address (check only one)	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences.

*****PREFERENCES DO NOT APPLY TO THIS SOLICITATION*****

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

*****PREFERENCES DO NOT APPLY TO THIS SOLICITATION*****

Amendment #1
Invitation for Bid # SCC-399

AMENDMENTS TO SOLICITATION (JANUARY 2006) (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://www.sccsc.edu/Vendors> . (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

ACKNOWLEDGE RECEIPT OF THIS AMENDMENT

I will add a map to our website titled Cherokee Fescue Areas. This is to define the areas that are to be considered fescue turf areas.

Listed below are the responses to the questions received by the designated date:

Q. 1. Item "g" on Page 14. "Use of Holganix brand organic fertilizers..." Trugreen uses Lawnrich organic fertilizers. Is this an acceptable substitute? The products are largely identical, just produced by different companies.

A. 1. Other organic fertilizers may be acceptable. This is covered in the below addendum.

Q. 2. Item "t" on Page 14. "...control of Bermuda and other species within the fescue areas..." Are you referring to a glyphosate (Round-up) application in the fall once the Bermuda has gone dormant? Treating Bermuda in Fescue otherwise jeopardizes the Fescue.

A. 2. No, glyphosphate is not to be used in Fescue areas. Bermuda can be controlled during the growing season in Fescue areas by various products.

Q. 3. Page 16, September/October. Aerate, overseed, and fertilize lawn areas with seed and fertilizer...Given that much of the turf at these facilities is Bermuda, this leads to the question of if you are asking for ALL of the turf to be aerated this fall? Bermuda is typically aerated in the spring/early summer months, as punching holes in the root system this late in the year doesn't allow for sufficient recovery of the turf going into the winter months. It would be unusual to aerate Bermuda this time of year.

A. 3. Aeration and overseeding is only required for fescue areas.

See Below Changes to the Scope of Work/Specifications. Changes will be in red.

III. SCOPE OF WORK/SPECIFICATIONS

STATEMENT OF WORK (JUNE 2007)

**SPARTANBURG COMMUNITY COLLEGE
CENTRAL CAMPUS (FRONTAGE ROAD/EXIT RAMP)
CHEROKEE COUNTY CAMPUS**

**BMW CENTER
DOWNTOWN CAMPUS
UNION CAMPUS
GROUNDS MAINTENANCE SPECIFICATIONS**

Be sure to download the PDF documents showing the boundaries and lay-out of the service area

Provide such services as required to maintain Central Campus (Business 85 & New Cut Road intersection) Cherokee County Campus, BMW Center, Union Campus and Downtown Campus property including grassed areas, flower beds, trees, ornamental shrubs, sidewalks, roadways, recreational areas and other related areas.

Central Campus work areas include roadway shoulders, medians, and embankments that are within SCDOT right-of-way. Encroachment permit has been obtained by SCC, all work by the contractor must meet SCDOT requirements as well as SCC. Maps of the general boundary of the work at each site are considered a part of this contract.

QUALIFICATIONS & SUPERVISION OF CONTRACTOR'S EMPLOYEES

All personnel assigned by the Contractor for the performance of the work of this contract shall be capable employees, qualified to do this type work with a minimum of 3 years' experience, with some level of education/certification preferred in Horticulture related study. All supervisors assigned by the Contractor for the performance of the work of this contract shall have a minimum of an Associate's Degree in Horticulture related study and at least 3 years' experience in yards and grounds supervision sufficient in a scope and depth to meet the approval of an authorized agent of the College. Diploma or certification shall be furnished by the contractor prior to award. The Contractor must have a current SC Pesticide License (Category 3 and Category 6). A bi-weekly onsite inspection by the contractor supervisor along with a report of completed work copied to Campus Grounds Management, prior to next scheduled visit is also required by the college.

MATERIALS, EQUIPMENT, CHEMICALS, AND SUPPLIES

The Contractor shall furnish and apply all fertilizer, insecticides and chemicals needed for lawn and shrub care. The chemicals are to include fertilizers which promote growth and prevent disease and all chemical needed for weed control in and around shrub beds and sidewalks. All chemicals proposed to be used in the operation of this contract must be approved by the SCC Grounds Supervisor prior to each application. (This includes weed killers, growth retardants, pre-emergent, herbicides, and pesticides.)

~~Furnishing~~, Hauling and distribution of the mulch and pine needles will be the responsibility of the Contractor as part of this contract.

The Contractor shall furnish all **required** materials, equipment, and manpower to adequately perform the work of this contract. The Contractor shall submit a list containing the names of the manufacturer of all equipment, materials, and chemicals intended for use in the performance of this contract with Spartanburg Community College. The College reserves the right of approval.

The College assumes no responsibility for damage or theft of the Contractor's materials, equipment, chemicals, or supplies. The College assumes no responsibility for damage to or theft of the Contractor employees' personal belongings brought into the campus.

SPECIAL PROJECTS

The Contractor shall provide manpower for projects outside the scope of this contract at specific predetermined rates.

CONTRACTOR'S STORAGE SPACE

The College has no storage areas available for storage of equipment or tools. Gasoline or other flammables brought on site by the Contractor for daily use may not be temporarily stored or equipment refilled within 50 feet of any structure owned by the College.

CONTRACTOR'S PERSONNEL

The Contractor shall submit the names, addresses, and phone numbers of all utilized personnel engaged in the work of this contract. The Contractor shall also require all of his personnel engaged in the work of this contract to fill out a questionnaire for security check by an authorized agent of Spartanburg Community College. The Contractor will instruct his employees not to enter the structures or the “secured” portions of the facilities unless specifically approved by the Director of Campus Operations.

OPTION TO NEGOTIATE SCOPE OF CONTRACT

It is agreed by both parties the contract may be negotiated downward in scope and price in the event of reduced funding from State and local funding authorities.

BOUNDARIES

The lawns to be maintained are those presently being maintained on all respective campus sites. This will include all areas within the boundaries as outlined on each respective campus site map (provided).

GROUNDS MANAGEMENT SERVICE VISITS

- a. All grassed and bedded areas must be mowed and trimmed at least once per week during growing season (March 15th through October 31st except inclement weather periods). Mowing to be conducted more often if needed during growing season. Mowing shall be done in straight lines as much as possible. Mowing must be done in a manner that does not leave tire marks or damage turf around trees. Grass clippings will not be allowed to accumulate at any time. Clippings will be bagged or “windrows” and raked. One area of the lawn should be completed (including: edging, trimming and blowing sidewalks before moving to another area). A neat, well groomed appearance must be maintained during the rest of the year.
- b. All lawn grasses shall be cut and maintained at the appropriate height as directed by the SCC Grounds Supervisor. Generally, Fescue & Fescue blends shall be maintained no lower than 3.5 inches and no higher than 4.5 inches, Bermuda grass will be maintained between 2”-3”. (Exception: extended inclement weather periods). The College will determine the acceptability standards for campus appearance.
- c. EDGING: Edge with an approved edger all sidewalks, drives, buildings, curbs, and around all objects or structures on a weekly basis. Dirt and clippings will be swept or blown from sidewalk immediately after completion of edging. Approved edgers are equipment designed specifically for the task and must be approved by the SCC Grounds Supervisor, string trimmers shall not be used for edging.
- d. PRUNING: All pruning will be completed as part of this contract and must be coordinated with the SCC Grounds Supervisor. Pruning shall be in a manner appropriate to the natural character and growth of each plant. All plants will be pruned at least annually; preferably by selective methods up to 5 times per year. All suckers or exceptional growth and all damaged or broken branches shall be removed. A well-manicured appearance must be maintained. Branches and clippings will be removed on the same day of pruning. Mature trees and shrubs will not be allowed to grow larger than the size they are presently pruned or a predetermined height. Trees or shrubs located near buildings will not be allowed to grow above the roof line and will be pruned back to the bottom of the facial panels yearly. Any bucket truck rental for heavy pruning will be done as part of this contract with no additional cost to the College. All limbs and trees that fall from natural causes will be removed by the Contractor. Trees and limbs that are damaged and must be removed because of storms or other acts-of-God will be the responsibility of the College. (These will most likely be removed by the Contractor using the extra labor provisions in the contract).
- e. BEDS: Weeding and replenishing all mulch beds (including beds at signs) shall be part of this contract. Beds shall be raked and maintained to a fresh and maintained appearance. This work shall be done “as needed” a minimum of biweekly.
- f. Requirements for grounds preparation for special events will be coordinated with Contractor to permit normal work schedule to be adapted to meet needs. Where extra service is required, the Contractor shall provide such service at an agreed upon rate.
- g. Services required as a result of unusual weather phenomenon will be mutually agreed upon by the Contractor and the College. Consideration of all factors will help determine the rate of reimbursement for such occurrences. The Contractor will be compensated for major clean-up after storms using extra labor provisions. Reimbursement shall be requested the month in which the services were rendered.
- h. For bid purposes the growing season is considered to be from mid-March through October. Upkeep needs outside of this period will be coordinated with the College.

- i. Contractor will be responsible for raking or vacuuming of grounds as required maintaining a neat appearance. Raking or vacuuming of grass will be necessary if it accumulates or “wind-rows” when cutting. Raking and vacuuming of leaves from grassed areas, shrub beds and parking areas will be required on a weekly basis during the fall season. All leaves and limbs will be hauled to the “composting area” at the rear of the campus. All trash will be put into the compactor located on the campus.
- j. Boundary fences and ditches will be maintained clear of vines, weeds, grass and underbrush, and trash.
- k. Grounds will be available for services during daylight hours, seven days a week.
- l. All graveled areas will be sprayed for weed and grass control. All other areas will be cut and trimmed.
- m. All bank areas shall be maintained weekly same as other lawns.
- n. Turf grass areas shall be sprayed as necessary for weed control.
- o. The Contractor’s responsibility for existing irrigation systems in-place will be to monitor the turfs, beds and trees and advise the College if irrigation needs to be increased or decreased. Report any needed repairs to irrigation systems to the College. Any repairs to the irrigation systems will be performed by the College except in the event of negligence. Any damage by the contractor to the irrigation system will be repaired by the contractor at no additional charge to the College.
- p. Contractor will install Double Hammered Pine Bark Mulch combined annually, or Pine Needles to all properties under the scope of this agreement. Mulch and/or Pine Needles will be provided by the college, labor for installation will be provided by contractor as part of this agreement. Quantities below are provided as approximate estimates to allow for pricing of labor. Exact quantity may vary.

Cherokee Campus:	200 yd3
Central Campus (Business 85):	180 yd3
BMW Center:	20 yd3
Downtown Campus:	700 bales (Pine Needles)
Union Campus:	40 yd3

- q. Use of Holganix brand organic fertilizers along with synthetic materials in order to reduce synthetic chemical use on campus by at least 50%. **Other equivalent organic fertilizers may be acceptable. Product data must be submitted to SCC for approval.**
- r. Recommended use of more environmental friendly fuel sources for the operation of equipment on the College grounds. (i.e. propane for fuel of mowers and hand held power equipment.)
- s. Treatment of active fire ant mounds with an approved Fire Ant treatment such as Top Choice for prevention, and Amdro for control.
- t. Contractor shall provide chemical herbicide and application to control weeds and invansive species in all areas (grasses, beds, etc). Herbicide application will be in accordance with the manufacturers recommendations and the schedule agreed upon with the SCC Grounds Supervisor. Treatment will include but is not limited to broadleaf weed and crabgrass control in all areas and control of bermuda and other species within the fescue areas, as well as use of pre-emergents.
- u. The Contractor will be responsible for providing fertilizer and application as appropriate for all plantings and turf areas in accordance with the schedule below and additional information regarding trees and shrubs. No later than 30 days after award the contractor will submit for approval a fertilizer plan to include results of Contractors soil tests and manufacturers data sheet submittals for the products to be used.

The Contractor will visit the campus on a weekly basis throughout the year to inspect yards and grounds. Dead limbs, etc., will be removed and other touchup measures will be taken as needed to maintain a neat appearance. All shrub beds and mulched areas will be raked monthly to maintain a fresh appearance.

NOTE: “As needed” is to be determined by the SCC Grounds Supervisor.

Typical Grounds and Landscaping Annual Schedule

JANUARY:

- Scheduled work
- Leaf and debris removed weekly
- Heavy pruning: ornamental grasses, shrubs, trees
- Normal maintenance
- Mulch (All bed lines to be trenched prior to mulch installation.)

FEBRUARY:

- Scheduled work
- Leaf and debris removed weekly
- Apply pre-emergent herbicide to shrub beds and mulch beds (4th week)
- Normal maintenance

MARCH:

- Fertilize fescue grasses (only Cherokee Campus)
- Fertilize plant beds
- Fertilize trees
- Begin mowing as needed
- Check irrigation systems (System check will be completed with College Grounds Supervisor, and will make any repairs as needed prior to startup). Begin irrigation if needed.
- Normal Maintenance

APRIL:

- Plant seasonal flowers (Cherokee and Downtown Campus sign and bed areas)
- Check beds for disease and insect control
- Fertilize turf if not completed in March (only Cherokee Campus)
- Mowing and normal maintenance
- Monitor irrigation needs
- Broadcast treatment in high traffic areas of campuses for Fire Ants

MAY:

- Apply pre-emergent herbicide to shrub beds
- Light pruning (shrubs only)
- Monitor irrigation needs
- Mowing and normal maintenance
- Fertilize any/all Bermuda and Zoysia Turf areas (Cherokee and Downtown Campuses only)
- Spot treatment as necessary for Fire Ants

JUNE:

- Fertilize turf areas
- Monitor irrigation needs
- Mowing and normal maintenance
- Spot treatment as necessary for Fire Ants

JULY:

- Monitor irrigation needs and report any needed adjustments to Grounds Supervisor for the College
- Mowing and normal maintenance
- Spot treatment as necessary for Fire Ants

AUGUST:

- Light pruning on Crepe Myrtles (tree form only)
- Fertilize turf areas
- Monitor irrigation
- Mowing and normal maintenance

- Collect Soil Samples
- Spot treatment as necessary for Fire Ants

SEPTEMBER:

- Monitor irrigation (decrease schedule as needed)
- Begin: Aerate, overseed, and fertilize **Fescue lawns** areas with seed and fertilizer approved by SCC Grounds Supervisor
- Mowing and normal maintenance (decrease schedule as needed)
- Spot treatment as necessary for Fire Ants

OCTOBER:

- Plant seasonal flowers (Cherokee and Downtown Campuses only)
- Complete: Aerate, overseed, and fertilize **Fescue lawns** areas with seed and fertilizer approved by SCC Grounds Supervisor
- Monitor irrigation needs
- Leaf control and collection/disposal
- Mowing and normal maintenance
- Spot treatment as necessary for Fire Ants
- Apply lime according to soil sample

NOVEMBER:

- Leaf control and collection/disposal
- Monitor irrigation
- Mowing and normal maintenance

DECEMBER:

- Leaf control to be completed prior to mulching
- Turn off and winterize irrigation system
- Fertilize turf areas
- Heavy pruning to be completed prior to mulching
- Normal maintenance

Procedure for Fertilizing Trees and Shrubs

- a. Turf fertilization requirements shall be determined annually by soil sample results and discussed and planned by on site manager representative of the contractor and by the Grounds Supervisor of the College.
- b. Shrub fertilization requirements shall be determined annually by soil sample results and discussed and planned by on site manager representative of the contractor and by the Grounds Supervisor of the College.
- c. Tree plantings at Downtown Campus (only) will need to be fertilized per the soil sample results and discussed and planned by on site manager representative of the contractor and by the Grounds Supervisor of the College.