

Request For Proposal

Project Overview

Santee Electric Cooperative, Inc. is currently seeking bids from local Lawn Care Services to provide lawn care services at our _____ town facilities located at: _____, _____, SC _____ *Service Address, City, SC Zip*

We invite your company to submit a bid proposal for our facility identified above.

Project Goals

To secure a lawn care service provider to provide comprehensive and quality lawn care services that create, maintain, and enhance our outdoor space in a way that contributes our organization's image, functionality, and mission.

Scope of Work

The scope of work includes mowing, edging, trimming, removal of grass clippings and debris, pruning, weed control, fertilizing, aeration, pest and disease control, and seasonal cleanup and/or maintenance. Please see the statement of work attached. We encourage a walk-through of our property prior to submitting your proposal.

Evaluation Metrics and Criteria

We will review submitted proposals and select contractor(s) based on:

- Price
- Relevant experience and qualifications
- References and demonstrated quality of work
- Staffing and resources
- Range of services offered
- Compliance with insurance and licensing requirements

Santee Electric Cooperative and the selection committee reserves the right to accept or reject any and all proposals based on all factors, including compliance with requirements, price, qualifications, experience, past performance, or other relevant evaluation factors. The selection committee will utilize a best value selection process.

Qualifications

The service provider must satisfy the following requirements:

- Must provide a working supervisor.
- Must have satisfactorily furnished services of familiar size and scope for a period of at least the last 12 months.

Submission Requirements

Interested lawn care service providers should submit a proposal that includes the following:

- Company profile, including experience in providing commercial lawn care services.
- Examples of quality of work. You may include as an attachment or link to an online portfolio.
- Proposed fees and expenses, clearly stated for services being rendered (Page 4).
- List of supplies, products, equipment, and tools that will be used for providing service, including the approximate number of personnel.
- References (Page 3)
- W-9
- Certificate of Insurance showing proof of Liability and Worker's Compensation coverage
- Any other relevant information, including any additional services offered, not requested in the statement of work.

All submissions must be received by Thursday, February 29, 2024 by 2:00 PM at Santee Electric Cooperative, Inc. Headquarters located at 424 Sumter Hwy, Kingstree, SC 29556.

All proposals must be sealed and clearly marked: "Lawn Care Services". You may deliver your sealed proposal to:

Santee Electric Cooperative, Inc.
Attn: James Dingle
424 Sumter Hwy
Kingstree, SC 29556

Or mail to:

Santee Electric Cooperative, Inc.
Attn: James Dingle
P.O. Box 548
Kingstree, SC 29556

Proposals received after the due date will not be considered.

The successful vendor will be notified within 7 business days upon completion of the necessary evaluation and approval process, not to exceed 30 business days after the proposal due date.

For questions concerning this request for proposal, please contact James Dingle at 843-355-6187 ext. 1241 or at jdingle@santee.org.

Vendor Name: _____

Contact Information: _____

References:

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

References:

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Sample Monthly Service Cost Estimate:

| | | | | |
|--|--|--|-----------------------|--------------|
| Office Location: | | | | |
| | | | | |
| Description of Work to Be Done | | | Monthly Amount | Total |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| Labor Costs | | | | |
| <i>Please note overtime rate</i> | | | | |
| Materials & Equipment | | | | |
| Other Charges (please incl a description of services if applicable) | | | | |
| Taxes & Fees | | | | |
| | | | | |
| Total Monthly Amount | | | | |
| | | | | |
| Total Annual Amount | | | | |

You may submit an additional or separate attachment of detailed costs of monthly services

Statement of Work

Lawn Care Schedule

| Turf and Lawn Care | | |
|---------------------------|------------------|--|
| Task | Frequency | Performance Expectation |
| Mowing Growing Season | Weekly | Lawn shall be mowed to a 2" - 3" cut during growing season. The lawn shall maintain a consistent and uniform appearance during this season. |
| Mowing Winter Months | As Required | Lawn shall be mowed as required during the dormant/winter months. Lawn shall maintain a uniform and consistent appearance through this season. |
| Grass Clippings | Weekly | Excess grass clippings shall be spread evenly across lawn. Lawn shall have a neat appearance, free of excess clipping piles. |
| Mowing Pattern | Weekly | Mowing patterns shall be alternated each week to prevent ruts and compaction |

| Edging | | |
|-----------------|------------------|---|
| Task | Frequency | Performance Expectation |
| Sidewalks | Weekly | All lawn edges along sidewalks and curbs shall be edged before each mowing during the growing season and as required for appearance for the remainder of the year. |
| Edger Blade | Weekly | Edging shall be performed with a blade type mechanical edger. The cut edge should appear clean and straight. |
| Trimmer line | Weekly | A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to ensure that the bark of trees and shrubs are not damaged or stripped by the line trimmer. |
| Sprinkler Heads | Weekly | Lawn sprinkler heads shall be edged to allow proper distribution of water. |

| Fertilization & Reseeding | | |
|--------------------------------------|------------------|--|
| Task | Frequency | Performance Expectation |
| Fertilizer | March | A complete fertilizer, recommended 16-6-8, shall be applied to all grass areas, trees, and shrubs to ensure growth and health of landscape. |
| Fertilizer | July | Nitrogen only fertilizer shall be applied to grass, at a rate of 6 pounds per 1000 square feet, to ensure consistent and uniform growth and color. |

| Shrubs And Vines | | |
|-------------------------|------------------|--|
| Task | Frequency | Performance Expectation |
| General Care | Weekly | All shrubs and vines shall be checked weekly for any breakage, damage, disease, fungus, insect infestation, or special water or fertilization needs. The Facilities Department shall be notified immediately of any concerns and recommended remedies. |
| Pruning | Quarterly | Shrubs and vines shall be pruned to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth. Some species shall be trimmed appropriately to influence flowering and fruiting, or to improve vigor. |
| Trimming Shrubs | Quarterly | Shrubs and vines must be trimmed as needed to permit unobstructed passage to residents or vehicles. Trimming near vehicle entry or exits shall be carried out to prevent sight restrictions. |
| Shaping Shrubs | Quarterly | Shrubs shall be pruned to conform with the design concept of the landscape. Individual shrubs shall not be clipped into balled or boxed forms, except where specifically instructed. |
| Pruning Vines | Quarterly | Vines shall be pruned to control growth and direction. Vines shall be maintained so that they do not grow over windows, doors, or other structural features, unless directed by a representative of the Facilities Department. Vines shall also be maintained so that they do not grow over the crowns of shrubs or trees. |

| Trees | | |
|--------------|------------------|---|
| Task | Frequency | Performance Expectation |
| General Care | Weekly | All trees shall be checked weekly for any breakage, damage, disease, fungus, insect infestation or special water or fertilization needs. The Facilities Department shall be notified immediately of any concerns and recommended remedies. |
| Staked Trees | Weekly | All tree stakes, ties and guys shall be inspected monthly and adjusted as needed to prevent girdling and promote healthy straight growth. The Facilities Department shall be notified immediately for replacement of broken stakes or guys. Stakes should only be removed once the trunk has reached at least 4" in diameter. |
| Pruning | Quarterly | All trees shall be allowed to grow to their natural genetic form and size, unless otherwise approved by the Facilities Department |
| Pruning | Quarterly | Pruning must be carried out to permit unobstructed passage to pedestrians and motor vehicles and to prevent sight restrictions. This means that branches should be maintained at 7 ½ ft. above sidewalks and 12 ft. above vehicular areas. |

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| Thinning | Quarterly | Thinning of certain species and individual specimens may be required to prevent wind damage. Suckers, waterspouts, rubbing and heavily laden branches shall be removed to provide less wind resistance. |
| Trimming | Annually | Trees shall be trimmed annually, when the flower stalks have developed, but before flowering has occurred, typically the months of April or May. |
| Fertilizing | Annually | Most trees shall be fertilized annually, in the spring, with a complete fertilizer. Fertilization of mature trees shall be required only if the trees show a definite need for fertilization. |

| Weed Control | | |
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| Task | Frequency | Performance Expectation |
| General Care | Weekly | All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as appropriate. |
| General Care | Weekly | All areas with natural ground shall be inspected for weeds on a weekly basis. Weeding shall remove any undesirable or misplaced plant. |
| General Care | Weekly | Bermuda grass or any other noxious weed shall not be allowed to establish. |
| Applying Herbicides | Bi-Annually | Apply herbicides, twice a year, when needed. The type of weed shall be identified, and the control selected accordingly, using the most effective control for the species, the location, and the season. |
| Weed Removal | Weekly | Remove weeds manually or spray with a herbicide. Paved areas such as driveways, walks, curbs, and gutters shall be free of weeds. |
| Pre-Emergent Control | Bi-Annually | Treat all natural ground areas with pre-emergent herbicide up to two (2) times annually, when necessary. Natural ground areas shall be treated in spring between February and March and in fall between October and November. The pre-emergent must receive 0.5 inches of rain or be watered within 10 days of application. |
| Facilities Labeling (MSDS) | Annually | Facilities shall be provided with the labeling (MSDS) for each herbicide proposed before the product is applied |

| Pest Controls | | |
|----------------------------|------------------|--|
| Task | Frequency | Performance Expectation |
| Applying Pesticides | As Needed | Lawn shall be treated as needed to control pests. All chemical controls must be applied under the supervision of a licensed and qualified pest control applicator following the procedures set forth in the labeling of the product, as required by law. |
| Facilities Labeling (MSDS) | When required | Facilities shall be provided with the labeling (MSDS) for each pesticide used before a product is applied. |

| Mulching | | |
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| Task | Frequency | Performance Expectation |
| Applying Mulch | Bi-Annually | Apply mulch to all shrub and flower bed areas twice a year. Beds should have a full and neat appearance. |
| Mulch Maintenance | Quarterly | Refresh, mix, and turn thinned and washed-out areas in all shrub and flower bed areas quarterly. Beds should maintain a full and neat appearance year-round. Areas should minimize the appearance of faded and decomposed mulch. |

| Debris removal | | |
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| Task | Frequency | Performance Expectation |
| Trash removal | Weekly | Remove litter and trash including leaves, rubbish, paper, bottles, cans, rocks, gravel, and other debris. Lawn shall be free of all debris and have a neat and clean appearance. |
| Hardscape Cleaning | Weekly | Blow sidewalks, medians, and patio areas with a blower. Areas shall be free of all trash, debris, and grass clippings. |

| Retention Pond | | |
|---|------------------|---|
| Task | Frequency | Performance Expectation |
| Cleaning/Clearing (Georgetown Office Only) | Quarterly | Remove all brush and vegetation. Retention pond shall be free of all brush and vegetation and have a neat and clean appearance. |

Growing Season is defined as March 1st through November 30th.