

**CITY OF CAMDEN REQUEST FOR BIDS (RFB)
City Arena Irrigation and Landscape Project**

SCOPE: The CITY OF CAMDEN seeks to contract with a qualified landscape maintenance / installation company to provide services for site preparation, installation of an irrigation system and landscape plants, trees and turfgrass for City Arena located at 517 Bull Street.

CONTRACT FOR:

Site Preparation and Irrigation and Landscape Installation

CITY INFORMATION:

City of Camden Dept. of Public Works
1000 Lyttleton Street, Camden, SC 29020
P.O. Box 7002, Camden SC 29021
Office phone # 803-425-6045

TECHNICAL QUESTIONS:

Liz Gilland, Urban Forester
City of Camden Dept. of Public Works
Office: 803-425-6045 / Mobile: 803-572-1982
lgilland@camdensc.org

CONTRACT TERM:

PROJECT MUST BE AT LEAST 50% COMPLETED BY JUNE 30, 2016

VENDORS:

Posted on City Website
David Joseph Landscaping – David Joseph
First Class Landscaping – Terry Bozeman
Sassafras Landscapes - Howard Wallace (quote already recv'd)

**INVOICING &
PAYMENT:**

Payment to successful bidder will be provided based on full completion and correctness of work performed. Full payment will be contingent upon final inspection of work and approval by the City of Camden Urban Forester.

**PROJECT
OBJECTIVE:**

To install a comprehensive irrigation system and extensive landscaping at City Arena.

Site Preparation

Any ruts, holes and /or soil depressions on the grounds shall be filled and graded to even out the soil surface. The contractor is responsible for examining the site and determining the needs to rectify this.

On the north (Bull Street) side of the facility where the sidewalk 'Ts' into the building, it may be necessary to remove some soil as the final grade after planting, including mulch, has to be the same grade as it is currently.

Irrigation Installation

A list of materials and parts are included in the irrigation design plan and on the bid sheet template (attached). All materials used in the installation of the irrigation shall abide by generally accepted industry standards, be new and in good working order. The contractor shall use the brand listed on the plans and follow the plans exactly. There will be no unauthorized changes to the design or parts used. The irrigation system shall be tested and in full working order at least 24 hours before plant materials are installed. Any defective parts shall be replaced and re-tested within 36 hours. Some minor changes to spray head placement may be made to accommodate slight alterations in the site conditions with prior approval by the Urban Forester. A water meter and an irrigation backflow regulator have been installed by the City.

- The contractor shall be responsible to have all utilities located before work begins.
- A flow test shall be performed in advance of installation to insure that at least 40 gallons of water per minute is flowing.
- No trenches or pits may be left unattended or open overnight.
- All trenches must be compacted to avoid settling and contractor shall be responsible for correcting any settling issues.
- All valve box pit must be installed on a bed of drainage stone.
- The main irrigation line is 1 ½" schedule 200PVC pipe and all lateral lines are 1 ½" PVC pipe and 1" sch 200 PVC for rotator zones. The lateral lines for the drip zones are 1" sch 200 PVC.

Plant Material Specifications

A list of trees and shrubs are included on the attached landscape design plan and listed on the bid template sheet attached. The City Urban Forester will inspect each tree and plant at the time of delivery. If deficiencies are found, the plant material will be rejected and the contractor will be required to replace with appropriate stock.

All trees and shrubs shall correspond to the American Nursery Association's ANSI standards for nursery stock. Root-bound plant material shall not be allowed and will be subject for rejection. Plants shall be free of disease, insects, eggs, larvae, injury and defects such as abrasions or disfigurement. Trees shall be free of cold injury and sun scald, without evidence of wounds, cracks, seams, cankers or signs of mishandling.

Plant substitutions may be allowed only if specified materials are no longer available and if prior approval of the Urban Forester has been sought.

Tree, Shrub & Turfgrass Transportation Specifications

All plant material shall be properly and thoroughly covered during transportation and shall arrive in good condition at a holding destination. Any visible desiccation in the leaves or buds will be grounds for rejection.

Tree, Shrub & Turfgrass Installation Specifications

These installation specifications will be strictly enforced. Substandard planting will not be approved for payment. The City Urban Forester will inspect each planting for approval within one (1) day of notification. If deficiencies are found, details will be provided to the contractor and an opportunity will be provided to correct the deficiency.

Plantings shall be installed to current industry standards (ANSI A300 Part 6) and the published Best Management Practices of the International Society of Arboriculture. See attached for an illustrative example.

These specifications are guided by the American National Standard for Tree Care Operations, ANSI A300 Part 6: *Tree, Shrub and Other Woody Plant Maintenance—Standard Practices (Transplanting)* and Part 3 (*Supplemental Support Systems*). To view these standards, please contact the City Urban Forester.

Where possible shrub and beds shall be amended by tilling in EARTH Food soil conditioner or other approved material.

The “planting area” for trees includes the root ball, hole, backfill, and outside rim of the berm to a minimum diameter of two times the root ball.

The tree planting hole shall be dug no deeper than the depth of the trunk flare, defined as the distance from the topmost primary woody roots to the bottom of the rooted area with the root ball.

It is preferred that the planting holes be dug by hand, but the City will allow augers to be used if necessary. The planting area shall be prepared with backhoe or shovel. The planting hole side walls shall be scored or roughened. Under no circumstances should the trees and plants be planted any deeper than the depth of the trunk flare.

All root ball supporting materials, such as strapping, rope, burlap and wire basket shall be removed from at least the top third of the root ball and removed from the planting hole prior to backfilling. All containerized plants/trees shall be removed from their plastic containers. Plant support materials shall be removed from the site on the day of installation

Trees, shrubs and turfgrass shall be watered sufficiently at the time of planting to settle the soil and thoroughly wet the roots and planting area so there will be no air pockets in the soil.

Water rings or berms shall be constructed if necessary. Such berms shall be constructed just outside the perimeter of the root ball, to a height of 3 to 4 inches, compacted, and covered with mulch.

All trunk wraps, labels, supporting stakes, ties, twine, strapping, tape, tree tags, etc. shall be removed from the trees/shrubs and planting site on the day of installation.

A minimum layer of 3 inches of shredded hardwood mulch shall be placed over the entire planting area. Mulch shall not be placed directly against the tree trunks.

Staking and guying shall be used only when necessary to stabilize the trees and prevent wind-throw. The support collar shall be made of a broad, soft strapping material. Wire in hose is not acceptable. Staking shall allow for movement of the trunk.

General Performance Standards

Prior to commencing work, the Contractor shall furnish: a City of Camden business license, a certificate of insurance for Worker’s Compensation, Commercial General Liability (bodily injury/property damage), Comprehensive Automobile Liability and Umbrella Liability. **Worker’s Compensation coverage should have minimum statutory limits with \$1mill / \$1mill / \$1mill Employers Liability coverage.**

General liability coverage should have minimum limits of \$1 million dollars per occurrence with a \$2 million dollar aggregate. Coverage needs to include Products/Completed Operations in order to cover Bodily Injury and Property Damage on work performed. Insurance shall be kept in force, as issued, during the duration of the work to be performed.

Contractor shall comply with all applicable federal, state and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay and any other regulations regarding employer-employee relationships. Insurance policy must be written by a company licensed to do business in the State of South Carolina.

Contractor here-by acknowledges being aware of and in total compliance with "The South Carolina Illegal Immigration Reform Act, 2008; Act No. 280; specifically section 3 of this Act; which added Chapter 14 to Title 8 of the South Carolina Code of Laws, titled "Unauthorized Aliens and Public Employment".

Contractor also understands and acknowledges that a public employer may not enter into a services contract with a contractor for the physical performance of services within this State unless the contractor agrees: to register and participate in the federal work authorization program to verify the employment authorization of all new employees; and require agreement from its subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification of the employment authorization of all new employees; or employ only workers who:

- (a) possess a valid South Carolina driver's license or identification card issued by the South Carolina Department of Motor Vehicles;
- (b) are eligible to obtain a South Carolina driver's license or identification card in that they meet the requirements set forth in Sections 56-1-40 through 56-1-90; or
- (c) possess a valid driver's license or identification card from another state where the license requirements are at least as strict as those in South Carolina, as determined by the Executive Director of the South Carolina Department of Motor Vehicles, or his designee. The Executive Director of the South Carolina Department of Motor Vehicles, or his designee, shall publish on its website a list of states where the license requirements are at least as strict as those in South Carolina.

Contractor shall comply with the requirements of this chapter and agree to provide to the public employer any documentation required to establish either:

- (a) the applicability of this chapter to the contractor, subcontractor, and sub-subcontractor; or
- (b) the compliance with this chapter by the contractor and any subcontractor or sub-subcontractor.

A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both.

Contractor shall comply with all applicable requirements for conducting any work in SCDOT rights-of-way.

Contractors shall provide, at Contractor's expense, all tools of the trade, equipment and labor necessary to perform the work to CITY OF CAMDEN PUBLIC WORKS DEPT. specifications.

Full payment shall be provided based on full completion and correctness of work performed as specified above. Payment will be contingent upon final inspection of work and approval by the City of Camden Urban Forester.

Regular Work Hours

When the bid is awarded, a mutually agreeable start date will be determined between the CITY OF CAMDEN DEPT. OF PUBLIC WORKS and the Contractor. The Contractor shall have until (TBD) to perform and complete the work.

If the work cannot be completed within the established timeframe, the Contractor needs to decline the work when the bid is awarded. If a project with a timeframe is accepted, the Contractor must complete the work as scheduled. All work shall be performed during regular business hours (no earlier than 7:30 A.M. no later than 5 P.M.).

Special Work Time

Some work may need to be conducted outside regular hours and/or on weekends. Work performed before or after regular business hours must have prior approval of the CITY OF CAMDEN DEPT. OF PUBLIC WORKS.

Waste Removal

All waste and/or nonhazardous debris produced under this contract shall be removed from the job site by the Contractor the same day it is produced, unless specific alternative arrangements are made with the CITY OF CAMDEN PUBLIC WORKS DEPT. The Contractor shall collect and remove all waste branches, twigs, burlap, strapping, wire, burlap, plastic containers, tree wrap material, etc. that has been produced as a result of irrigation and plant installation activity. The Contractor shall not incinerate debris, and/or dump waste by/in the street or road.

Site Restoration

Inspections of work areas may be done by the CITY OF CAMDEN URBAN FORESTER after work completion. The URBAN FORESTER may inspect the work area within 36 hours of work completion. Damage to turf, curb, sidewalk, and/or above/below ground utilities or soil depressions caused by the operation of vehicles will be repaired by the Contractor before full payment is made.

Utilities and infrastructure

The contractor will be responsible for contacting the Palmetto Utility Protection Service (PUPS) at 1-800-922-0983 to request that all of the utilities within all of the designated planting areas be marked at least 24 hours prior to irrigation and tree/plant installation.

Any damage, accidental or otherwise, to public or private utilities (such as but not limited to any electric, phone, cable TV, fiber optic, water, or irrigation lines) that are located in or out of the public right-of-way above or below ground, will be repaired to the same working condition or better. The cost of said repair will be charged to and be the responsibility of the contractor.

Subcontracting

Subcontracting may be allowed for the installation of the brick retaining walls in the parking lot islands and the landscape bed in front of the building. Any other work under the scope of this project shall not be, in whole or in part, be subcontracted, assigned, or otherwise transferred to any other Contractor.

Bid Submittals

Bids must be mailed to: Liz Gilland, Urban Forester, City of Camden Public Works Dept, PO Box 7002, Camden, SC 29021 OR hand delivered to: Liz Gilland, Urban Forester, City of Camden Dept. of Public Works, 1000 Lyttleton Street, Camden, SC no later than **FRIDAY > FEBRUARY 19th at 3:00 P.M.**

No faxed or Emailed bids will be accepted. The CITY OF CAMDEN DEPT. OF PUBLIC WORKS is not responsible for undelivered bids. The contract award shall be made based on qualifications and the lowest cumulative bid total of the most responsive and responsible bidder.

Bid Submittals continued...

PLEASE NOTE that the CITY may divide the project into phases based on available funding in the current fiscal year. Phase I may include irrigation, most plants and trees, mulch and rye seed. Phase II may be completed after July 1st and may include steel edging and brick installation.

Bids will be opened and tabulated on **FRIDAY > FEBRUARY 19th at 3:05 P.M.** The CITY OF CAMDEN DEPT. OF PUBLIC WORKS will award the bid after review of submitted information and references checked. It is anticipated that work shall commence sometime after **Monday, February 29, 2016**. Bid tabulations will be provided for bidder(s) who request said information.

To achieve a uniform review process and allow for adequate comparability, the bid responses must be organized in the following manner:

A) A cover page which includes:

- * The Contractor's contact information (name, cell phone #, office phone # and physical address),
- * And an itemized summary of prices for the following categories: installation of plant material, installation of irrigation system, installation of metal edging, installation of brick parking lot islands and front-of-building planter, installation of hardwood mulch, and installation of rye grass seed;

B) A completed bid template sheets for installation of plant material, installation of irrigation system, installation of metal edging, installation of brick parking lot islands and front-of-building planter, installation of hardwood mulch, and installation of rye grass seed. See attached.

C) Certificates of Insurance for Worker's Compensation, Commercial General Liability (bodily injury/property damage), Comprehensive Automobile Liability and Umbrella Liability;

ENCLOSURES –

Bid sheet template / Irrigation Design Plan & Materials List / Landscape Design Plan & Plant List / Installation schematics