

**PRE-BID MEETING**

**April 8, 2009**

**MOWING AND GENERAL GROUNDS MAINTENANCE OF  
THE ROCK HILL/YORK COUNTY AIRPORT**

**Time:**

We are pleased to invite your company to a mandatory pre-bid meeting on April 8, 2009 @ 10:00 a.m.

**LOCATION:**

The Rock Hill/York County Airport terminal building conference room, located on Airport Road, Rock Hill, SC 29732

**MEETING FORMAT:**

Attached is a complete bid package outlining the complete scope of work to be performed along with minimum requirements of your company. After review of the bid document we will tour the areas to be included as outlined in the RFP.

**SCOPE OF WORK:**

1. Mowing
2. Picking up trash
3. Pruning
4. Curbing, blowing and edging
5. Mulching Pine needles
6. Trimming/weedeating
7. Vegetation Control/Roundup

If you have any questions please contact Marty Burr, Performance Manager @ 803-329-5551.

Hope to see you on April 8, 2009 at 10:00 a.m.



## **BID REQUEST**

### **GROUNDS MAINTENANCE OF THE ROCK HILL/YORK COUNTY AIRPORT**

The City of Rock Hill is seeking competitive bids from qualified contractors interested in providing the City with the grounds maintenance for all areas surrounding and including the Rock Hill/York County Airport and Airport Terminal.

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 10:00 a.m. local time on Tuesday, May 5, 2009 at which time they will be publicly opened and read aloud.

The bid opening will begin promptly at the appointed time in the Operation Center Conference Room, located at 349 Columbia Avenue, Rock Hill, South Carolina. The bidder/vendor is responsible for the timely submission of his/her bid. **No bids will be accepted after the bid opening begins.**

#### **PLEASE INCLUDE THREE COPIES OF YOUR QUOTATION**

No bid may be withdrawn for a period of one hundred and twenty (120) calendar days after the bid opening.

All bids must be in a sealed envelope and marked: **SEALED BID MAINTENANCE OF RH/YC AIRPORT: OPEN May 5, 2009 AT 10:00 A.M.**

Bids may be mailed to: City of Rock Hill, Purchasing Division, Attn: Marty Burr, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to the Purchasing Division located at 349 Columbia Avenue in the Warehouse/Fleet Building, prior to the bid opening.

The use herein of brand names or manufacturers is not intended to restrict competition, but to indicate the quality required by the City. We encourage open competition.

All bidders must comply with all state and local laws, and ordinances regarding fees, licensing and bidding requirements.

Successful bidder must comply with the insurance provisions as detailed herein.

All prices quoted are to include all material, supplies, equipment, and labor to perform the task in a workmanlike manner. All prices are to include all applicable taxes, if any.

If an award is made, it will be made to the lowest responsible and responsive bidder meeting all specifications.

The City reserves the right to accept or reject any or all bids, waive technicalities, and make decisions as it deems in its own best interest.

### **WMBE STATEMENT**

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

### **Illegal Immigration Reform Act Compliance**

“The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.”

**Non Appropriation of Funds:** This Agreement shall be subject to the availability and appropriation of funds by Management, and City Council. If the Council does not appropriate the funding needed by the City to make payments under this agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

**City Business License:** The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact Elizabeth Hurrell at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

**Right of Non-Commitment or Rejection:** This solicitation does not commit the City of Rock Hill to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

Successful bidder must comply with the insurance provisions as detailed herein. For bids under \$5,000 an Insurance Certificate on the ACORD form is acceptable.

City of Rock Hill Bond and Insurance forms are included herein. Both must be submitted on these forms.

Payments to contractor will be in monthly increments totaling the annual price as bid.

**TERMINATION:** Subject to the provisions enclosed, any contract resulting from this proposal may be terminated by the City of Rock Hill, provided a thirty (30) day advance notice in writing by the City Manager is given to the contractor.

**CONTRACT TERM:** This contract will run from 07/01/2009 thru 06/30/2012 with two (2) one (1) year options.

**LOCATION:**

See outline of area

**SCHEDULED HOURS:**

Work may be performed from 7:00 AM thru 6:00 PM each day with notification; work must be approved by the Airport Supervisor.

**CITY RESPONSIBILITY:**

The City of Rock Hill will be responsible for:

1. Ice and snow removal
2. Pavement repair
3. Storm repairs
4. Acts of God

**CITY CONTACTS:**

Questions regarding insurance or bonding should be directed to Dorothy Archie at 803-329-7025, technical questions to Eric Ramsdell at 803-329-5560, and questions regarding terms and/or conditions to Marty Burr at 803-329-5551.

## INSTRUCTIONS TO BIDDERS

Bidders are to use the Bid Sheet provided herein for submission of bid.

Enclosed insurance & Bond forms are to be submitted only by the successful bidder.

The enclosed Indemnity Provision is to be signed and submitted to the City only by the successful bidder.

The contract will be for a 36-month period beginning on July 01, 2009 with two (2) one (1) year options. The City of Rock Hill reserves the right to renew the contract.

The bid is to be expressed in terms of an annual fee for providing all services detailed herein.

The City reserves the right to terminate this contract at any time by submitting written notice to the contractor at least thirty (30) calendar days in advance.

### Insurance & Bonds

Selected contractor must have a minimum of \$1,000,000 coverage in general and auto liability along with workers compensation as required by the state of South Carolina.

Performance and Payment Bonds will be required of the selected contractor in the amount of 50% of the awarded contract amount.

Insurance and Bond Requirements: The Bidder should forward the packet of insurance requirements, indemnification (hold-harmless) clause and bond requirements to his agent(s) or broker(s) as soon as possible. The time of completion for the project will not be extended due to delays by the Contractor in the execution and delivery of the required bonds, insurance certificates, affidavits or other documents.

## **ROCK HILL/YORK COUNTY**

### **AIRPORT GROUNDS MAINTENANCE STANDARDS**

#### **Mowing standards for areas of the airport, and surrounding property**

Standard #1 Turf is not to exceed five (5") inches in height.

Standard #2 Turf is not to exceed twelve (12") inches in height.

Standard #3 Turf is to be mowed once each winter.

#### **Hard Surface Area Care**

- A. All blacktop or concrete areas including but not limited to parking lots, runways, taxiways, and driveway surfaces need to be blown off not less than twice a year or as needed.
- B. Any vegetation growing along the edges or in the cracks must be sprayed with Roundup or equivalent as needed.

#### **Fence Care**

- A. All chain links fences must be kept free of vegetation at all times.
- B. Fence in the area of the terminal is to be sprayed with Roundup or equivalent not more than 1 inch on each side of the base of the fence.
- C. All other fence base should be sprayed with Roundup or equivalent not more than 6 inches on each side of the base.

#### **Equipment and Lighting Care**

- A. All equipment, boxes, lights, windsocks, etc. are to be kept free of any vegetation.
- B. All marker lights need to be sprayed with Roundup or equivalent in a 3 ft. circle area as needed, to be kept free of vegetation.

## Outline of Area to be Maintained

Starting from the east side of Museum Road, at the rear of the Armory At the WARNING sign, this walking trail needs to be mowed to a width of 6 ft. on each side, to a #1 Standard.

East side of Museum Road at Comporium Sub-Station headed north turning slight right onto Airport Road to Rock Hill Aviation #400 sign to fence, this area is to be maintained to a #2 Standard.

All area inside the fence of plane hangers is maintained by a private contractor is not part of this RFP.

Airport Road starting at the Rock Hill Aviation #400 sign to the north side of the terminal at the drainage ditch along with the new corporate and t-hanger taxilanes, and weather station are all to be maintained to a #1 Standard.

Parking area and Aviation School Building including shrubs are maintained by a private contractor.

Terminal: Is to be mowed to a residential standard. Pine needles are to be distributed once per year to all beds and trees in the fall/winter. Pruning of all trees and shrubs should be performed as needed, not less than three times a year. Fertilizer is to be applied not less than 3 times a year on the runway side of the terminal and once per year on the parking lot side. Weed killer is to be applied as needed

Inside fenced area, front side of terminal.  
The runway side of Sky-tech is to be a #1 Standard.  
Wash area black top to the ditch headed north is to be a #2 Standard.  
West of Ditch to the fence is a #3 Standard.

Airport Road north of terminal starting at the chain link fence to Homestead Road, this area is to be cut along the road approximately 12 ft. to a #2 Standard, nothing needs to be done with the brush in this area.

West side of Airport Road starting at utility pole #OPCO all of the area from the ditch to the tree line is to be a #3 Standard.  
The next field on the same side headed north to include all area to the tree line all the way to Homestead Road is to be a #3 Standard.

Turning right onto Homestead Road all area on the right from the road to the fence ending at phone box #28AA is a #2 Standard.

The field at the siding company on the east side of Homestead Road is to be mowed at a #2 Standard.

At the corner of Bryant Blvd. and Homestead Road to pole #199 this is a #1 Standard and the ditch area is a #2 Standard. This continues down Taxiway J inside the fence area is all a #2 Standard continuing on the left side and stopping at the hangers on the right.

Going down Taxiway J headed west all area from the blacktop out 25 feet is a #2 Standard, from the ditch running north and south to the runway approximately 170 feet wide is to be kept at a #2 Standard.

Corner of Bryant Blvd. and Taxiway J west side to the gate for Lexington Medical is a #1 Standard.

East side of Bryant Blvd. from the entrance of Superior Washer to utility pole #191 is to be kept to a #1 Standard.

Airway Drive south side from the corner of Bryant Blvd. to the first driveway on the left is a #1 Standard.

Bryant Blvd. and Airway Drive south to the corner of Horizon Industries is cut to a #1 Standard.

On the east side of Bryant Blvd. from utility pole #190 to pole #188 is a #1 Standard.

From phone box #1149 headed south on the east side of Bryant Blvd. to the transformer box on the first corner is a #1 Standard.

West side of Bryant Blvd. starting at A1 Fence sign to Hwy 161, all shrubs are to be trimmed once per year or as needed and wood mulch once per year (contractor to supply mulch) this area is to be cut to a #1 Standard.

East side of Bryant Blvd. RUS Uniforms driveway south to pole #177 is a #1 Standard.

East side of Bryant Blvd. from the Greenline driveway headed south including all area on this side of 161 to the transformer is cut to the #1 Standard.

On the west side corner of 161 and Bryant Blvd. this area is to be to the #1 Standard including 6 ft. on each side of the walking trail back to the Quick Stop gas station.

From the corner of Bryant Blvd and 161 headed west on 161 to pole #2446 this is to be cut to a #3 Standard.

The field located on the corner of 161 and Ebenezer Road, both sides of the train tracks to the tree line and from pole #2462 on Hwy 161 south to Ebenezer Animal Hospital is to be cut to the #3 Standard.

CSX railway has 25 ft. right-a-way from the center of the train track and maintains this area.

Taxiway J complex is to be cut to the #1 standard.



**This form must be completed.**

**BID SHEET**

We the undersigned do hereby affirm that we have read and do understand the enclosed bid requirements and specifications, and do submit this bid to perform the prescribed work for payment of the sum of:

Bid amount for one year of service:

Amount: \$ \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

FAX # \_\_\_\_\_