



YEARLY LAWN MAINTENANCE REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST.

Virtus Academy, the School, is requesting proposals for yearly lawn maintenance services.

II. TIME SCHEDULE.

The School will follow this time schedule:

Issue RFP	October 2, 2020	1:00 p.m.
Bidders Attend a Site Visit (if requested)	October 9, 2020 deadline	1:00 p.m.
Q&A and Clarifications Email only to hwilliams@virtusacademysc.org Reference: RFP Yearly Lawn Maintenance	October 9, 2020 deadline	1:00 p.m.
Addendum(s) published	October 12, 2020 deadline	1:00 p.m.
Bid Submissions Due	October 15, 2020 deadline	4:00 p.m.
Open Sealed Bids	October 16, 2020	1:00 p.m.

III. INSTRUCTIONS TO SUBMITTERS.

A. Two copies of proposal should be sent to:

Virtus Academy of SC
Attn: Heather Williams
2407 Pisgah Road
Florence, SC 29501

or one copy via email to hwilliams@virtusacademysc.org

RFP - YEARLY LAWN MAINTENANCE 100220



www.virtusacademysc.org



@VirtusAcademySC



Virtus Academy of SC



@VirtusAcademySC

2407 Pisgah Road, Florence, SC 29501

843-799-4032

- B. Proposals that are mailed must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFP – Yearly Lawn Maintenance".
- C. All proposals must be received no later than 4:00 p.m., on Thursday, October 15th, 2020.

1. TERMS AND CONDITIONS.

- A. The School reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The School reserves the right to request clarification of information submitted, and to request additional information from any submitter.
- C. The School reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within ten (10) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the School, the services described in the attached specifications, or until one or more of the proposals have been approved by the School administration, whichever occurs first.
- E. The School shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

2. PROPOSAL REQUIREMENTS

- A. A minimum of (2) references with contact information from organizations that have used bidder's services within the last 12-18 months.

In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:

- a. Lowest Price
- b. Adherence to specifications
- c. Delivery of good/service(s)

3. INSURANCE REQUIREMENTS

Within ten (10) days of Notice of Award, and at all times that this contract is in force, the contractor shall obtain, maintain and furnish the School, Certificates of Insurance from licensed companies doing business in the state of South Carolina.

Copies of these Certificates of Insurance shall be furnished to the School prior to execution of the contract. Such policies shall be non-cancellable except on thirty (30) days written notice to the School.

4. Project Details

Mowing (1 cut per week)-- Contractor shall mow the grass every (7-10) seven to ten days, or as weather permits, to maintain a well-manicured and healthy appearance.

Edging - All sidewalks and curbs, to include driveways and ground level patios, shall be edged every 2 weeks. All sidewalks, curbs, driveways and ground level patios shall be blown clean of all grass cuttings, dirt, and debris at each visit.

Trimming (weed eating) - Grass around all street signs, lamp posts, fences, and any other obstructions shall be trimmed to maintain a well-manicured appearance.

Bed Maintenance - The Contractor shall provide herbicide weed treatment of all plant beds continuously throughout the contract period.

Pruning - Pruning of ornamental shrubs, plants, and small trees shall be conducted (2) twice per year during the spring and fall. Dead or unwanted growth will be trimmed as needed, to maintain a well-manicured appearance.

Brown Mulch replenishment once per year, to include labor and delivery

Bush hog retention pond at School's request (fee per cut)

5. REFERENCE REQUEST

The following references are from current and past government, educational and/or commercial accounts of similar size and scope. Your list should consist of a minimum of three (3) references. Your references should not be current or former Virtus Academy of SC employees.

REFERENCE # 1:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 2:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 3:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____
