



December 2, 2011

PRE-BID MEETING

December 14, 2011

**SOD and IRRIGATION INSTALLATION AND
IRRIGATION REPAIR ON CHERRY ROAD**

Time:

We are pleased to invite your company to a mandatory pre-bid meeting on December 14, 2011 @ 11:00 A.M. This site visit meeting may take several hours.

LOCATION:

Operations Center Purchasing Office Conference Room, 757 South Anderson Road, Rock Hill, South Carolina 29730. As soon as the RFP's are reviewed we will walk the area.

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 do a site visit continuing until complete.

SCOPE OF WORK:

1. Installation of Tifway 419 Sod
2. Removing existing drip irrigation.
3. Installation of new sub-surface irrigation system.
4. Installation of new pipe as necessary.
5. Testing irrigation system and setting irrigation heads.

If you have any questions please contact Marty Burr at mburr@cityofrockhill.com or 803-329-5551.

Hope to see you on December 14, 2011 @ 11:00 A.M.

BID REQUEST

SOD and IRRIGATION INSTALLATION AND IRRIGATION REPAIR ON CHERRY ROAD

The City of Rock Hill is seeking competitive bids from qualified contractors interested in providing the City with Sod and Irrigation installation and Irrigation repairs on Cherry Road

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 11:00 A.M. local time on Dec 21, 2011, at which time they will be publicly opened and read aloud.

The bid opening will begin promptly at 11:00 AM est. at the Purchasing Division. 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No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.

All bids must be in a sealed envelope and marked: **SEALED BID: Cherry Road Sod and Irrigation: OPEN December 21, 2011 @ 11:00 A.M.**

Bids may be mailed to the City of Rock Hill, Purchasing Division, Attention: Marty Burr, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to the Purchasing Division located at 757 South Anderson Road, Suite 103, 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.

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 City Business license Office 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 ACCORD form is acceptable.

Insurance: Company agrees that Company shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

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 be for the duration of project and any warranty period.

RULES: Contractor's employees must be in uniform at all times with the company name displayed. A tee shirt uniform is acceptable in warm weather. Employees are to conduct themselves in a professional manner and their appearance should be neat and professional at all times.

Contractor must have a minimum of five (5) full time employees along with the equipment needed to perform the work as outlined, city will make the determination of adequate equipment.

Contractors must conform to all DOT rules and regulations.

Sec. 17-65. It shall be unlawful for any person, by blowing or other means, to cause leaves and yard waste to be in the public streets or stormwater conveyance systems within the city limits. The fine for the above violation could be up to \$1,092.50

SCHEDULED HOURS:

Roadway work hours of operation must conform to DOT rules and regulations.

CITY RESPONSIBILITY:

The City of Rock Hill will be responsible for assisting Contractor with location of water sources.

CITY CONTACTS:

Questions regarding insurance or bonding should be directed to Dorothy Archie at darchie@cityofrockhill.com or 803-329-7025, technical questions to Bill Berry at 803-326-3792, and questions regarding terms and/or conditions to Marty Burr @ mburr@cityofrockhill or 803-329-5551.

INSTRUCTIONS TO BIDDERS

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

Insurance forms are to be submitted only if you are the successful bidder.

Indemnity Provision is to be signed and submitted to the City if you are the successful bidder.

The contract will be for project duration including warranty period.

The bid is to be expressed in terms of a project total 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.

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.

Indemnification: Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

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."

Local Purchasing: It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible. Contractor and or business must make every reasonable attempt to hire local Rock Hill/York County residents. Selected contractor(s) must make every reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid to a local business with a valid City of Rock Hill Business License. Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/town in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses. Special consideration may be given to companies that have products produced and/or manufactured in the United States.

Irrigation Specifications

All work is to be preformed in a professional manner, following recommended industry standards and practices.

Project: Designated beds along North and South sides of Cherry Road from Maplewood Lane to I-77, remove existing drip irrigation and install new subsurface irrigation for turf.

Subsurface Irrigation: NETAFIM subsurface irrigations system or pre-approved equivalent installed with minimum 18 inch spacing and minimum 15 foot laterals.

Sprinkler Heads: All sprinklers will be manufactured by Hunter Industries, or prior approved equal. The sprinklers will be pop-up type with spring retraction and will be easily serviced from the top. Spacing of heads will not exceed manufacturer's maximum recommendation. Sprinkler heads will be installed so that top is at final grade.

Swing Joints: Swing Joints and risers or flex pipe will be used on all sprinkler heads.

Detectable Underground Warning Tape: Tape will be durable laminate, 5 mil thick with aluminum backing and 6" wide to make underground locating easy. Tape will be place on all mainline and lateral pipe.

Sleeves: Pipe and wire sleeves will be used any time water lines or control wires are installed under hardscaped areas such as asphalt, concrete, etc. Sleeves will be PVC Pipe and a minimum of two sizes larger than the water pipe or wire bundle. Separate sleeves will be installed for mainline pipes, lateral pipes and wire.

Control Wires: Control wires will be installed in a neat and orderly fashion in the mainline trench. The wires will be bundled together, taped every 10' and placed under the water lines.

Valves: Valves will be manufactured by Hunter Industries or Rain Bird.

Valve Boxes: Valve boxes will be 12" standard round boxes with lids. There will be no more than one valve per box. Valve boxes will be installed so that top of box will be at final grade. Valve boxes will be supported by bricks to provide load displacement by preventing contact between the box and any components in the box.

Excavation: Water lines shall be covered at a minimum of 24". Backfill material shall be free of rocks, large stones or any other unsuitable material that could damage the pipe or create unusual settling problems. Backfilling will be done in 6" layers and tamped after each layer is put in to prevent excessive settling.

Pipe: Any new pipe installed will be Schedule 40 pipe. Class 200, SDR21 PCV, Type 1120 or approved equal may be used from valve to sprinkler heads. Pipe primer will be purple primer. Cement will be of a type approved by pipe manufacturer.

Control Equipment: If additional controllers are required, they will be manufactured by Hunter Industries and installed so that the system can be upgraded to the Hunter ACC system in the future. All controllers shall be equipped with rain sensors.

Testing: Contractor will test system upon completion and sufficient time has been allowed for solvent joints to cure. The entire system will be tested for proper operation. This includes synchronization of controllers and adjustment to heads. Final testing will be accomplished with a City of Rock Hill Park Supervisor. The City of Rock Hill implements a continuing water conservation effort and requires all irrigation systems to reflect the same approach in irrigation design, use and maintenance. Irrigation schedules, clocks and timing devices shall reflect the current stage of the City of Rock Hill water use restriction. Odd & even address numbers may dictate the allowable watering days based upon drought levels. Over-spray, watering hard surfaces and runoff is strictly prohibited.

Sod Specifications

All work is to be preformed in a professional manner, following recommended industry standards and practices.

Project: Designated beds along North and South sides of Cherry Road from Maplewood Lane to I-77. Remove existing plant materials and install turf.

Turf: Sod shall be Tifway 419.

Installation: Turf areas shall be prepared to a depth of four (4) inches with a planting mix of 80% native soil and 20% approved soil amendments. All rocks, sticks or other debris larger than two (2) inches in diameter shall be removed prior to planting. Top of sod to be 1/2" below sidewalk grade, sod will be rolled to ensure removal of air pockets and good soil contact, sod on any slope will be stapled. Soil amendments shall be approved by the Park Supervisor. The City of Rock Hill reserves the right to reject any sod, or landscape materials used. It may also reject any horticultural or maintenance procedure specified or not, in these standards.

Tree Rings: Sod is to stop at a line five (5) feet from center of tree in a perpendicular line on both sides of the tree.

Customer Service

Please remember, although you are a contracted City service, you each represent the City of Rock Hill during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what the City of Rock Hill expects from any contracted service.

Overview:

- A. Be friendly, courteous, and helpful
- B. Company uniforms must be worn at all times
- C. Staff members must look and act professional at all times.

CONTRACTORS EMPLOYEES:

Contractor and employees of the contractor must have documented background checks and the City of Rock Hill Human Resources Department reserves the right to conduct our own internal background checks. If the City exercises that option it would be at our cost unless the findings uncover reasons that these individuals should not be working on a city property.

Contractor shall investigate and certify that, during the term of the Agreement, all employees and persons under Contractor's control have not been convicted of a sexual crime or are on the sexual offender registry.

COMPANY _____

I, the owner or individual having the authority to sign on behalf of the company understand the statements above and affirm I, we have performed all of the background information listed above on all of our employees or sub-contractors that have the possibility of working on this project and also agree that company will perform this process not less than annually for the duration of the contract, if so awarded.

Authorized Signature

PRINT NAME AND TITLE: _____

SIGNATURE _____ DATE _____

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:

The entire project Amount: \$ _____

Company Name _____

Address _____

NAME _____ TITLE: _____

SIGNATURE: _____

DATE _____ TELEPHONE # _____

Email _____ FAX# _____



Enhancing Local Businesses and Employment Opportunities in the Rock Hill/York
County Area

Please list all employees' names, cities and states of residence that will be working on this project. (Attach separate sheet if necessary).

Name	City/Town	State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all businesses to be used for purchasing materials and supplies.

Product	Company	Address, City, State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

S.C. CODE OF LAWS

The state of S.C. Code of Laws Section 12-9-310 (A) requires that any entity within the state having a contract with a nonresident taxpayer conducting business or performing services of a temporary nature within this State, with such contract amounts exceeding the payment of ten thousand dollars (\$10,000.00) during any one (1) calendar year, must withhold two (2) percent of each payment to these nonresidents.

This does not apply to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of the State to determine its SC tax liability, if any. Such registration is not an admission of tax liability nor must it be construed to require the filing of an income tax return.

If the entity having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, then the entity is not responsible for withholding.

Business tax application is included herein. The successful bidder, if a nonresident, must fill in front side and section "C" on reverse side. Nonresident successful bidder must also submit form I-312 (enclosed). Failure to complete these two forms by nonresident will require the City to withhold 2% of all requested payments.

INDEMNITY PROVISION

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the Contractor, his subcontractors, agents, and employees, including losses, expenses, damages sustained by City, and agrees to indemnify and hold harmless the City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated _____
between the City of Rock Hill and _____ for
(contractor)

(service or products)

NAME _____

PRINT NAME _____

TITLE _____

COMPANY _____



No Idling Policy

1. All City vehicles and or equipment must be turned off when not being used for emergency purposes that require the vehicle/equipment to run or maintain power for attached equipment, or when the vehicle/equipment must remain running to operate hydraulic lifts, generators, etc.
2. Running vehicles or equipment should not be left unattended.
3. Vehicles/equipment should not be started longer than necessary to clear ice from windows.
4. The City will facilitate an ozone email warning system, in conjunction with the state of South Carolina, by providing the email addresses of the appropriate persons in each department to receive such warnings as they are made. These persons will then act as an agent to post ozone warnings each day to alert City employees of the particular need to not run vehicles unnecessarily; a standard warning symbol should be posted in prominent locations throughout City facilities.