



Date: July 28, 2023
Subject: Request for Proposals
Purpose: Property grass cutting, weed eating, and landscaping

Union County is requesting proposals for grass cutting services, weed eating, and other general landscaping for the identified locations contained within this bid.

A pre-bid conference will be held at the Timken Sports Complex on **August 9, 2023 at 10:00 am**, the pre-bid conference will include a tour of the identified properties to ensure that all are aware of the requirements.

The Locations of the properties are:

1. Buffalo community center
2. Buffalo Mill Property including the old mill site, Mill Pond, Mill Office, and vacant lot
3. Cross Keys Recreational Center, playground, and ball fields
4. Union County EMS Headquarters property
5. Union County EMS Jonesville facility property
6. Lockhart Canal Walking Trail
7. Lockhart Boat Ramp
8. Lockhart Recycling Center
9. Lockhart Playground and Scout building
10. Lockhart River Walking Trail
11. Lockhart Sports Complex
12. West Springs Ball Field and recreational area

It is the expectation of the property owner that the successful and awarded vendor for these locations shall cut the grass, trim weeds around objects and fencing, and / or use chemicals that inhibit weed growth around objects and stop grass from entering into any ball park infields.

It is the expectataion of the property owner that these properties will be cut a minimum of every other week during the growing season, and at least once a month during the winter, unless communicated by the property owner of a special event or circumstance where additional lawn maintance is needed.

Each Vendor shall price the properties above on a "Lot" basis. Each Lot will be awarded separately to the most responsive bidder for each individual lot.

Each Vendor shall provide a copy of a minimum of \$1,000,000.00 (One Million Dollars) in general liability insurance within their bid package. Each Vendor shall have and show proof of Workers Compensation coverage for its employees within their bid package. Failure to show both required general liability and workers compensation insurance will be considered a non-responsive bid.

The awarded vendor shall be able to begin lawn care services within 2 weeks of notification of award.

The awarded vendor shall:

- Make pictures of the property with a date stamp on the photo prior to their services, and photos with date stamp after work completed.
- Each vendor shall, through electronic means or in paper form submit the photos and invoice on a monthly basis.
- The Property Owner (Union County) shall provide a check to the vendor for services provided on a monthly basis, and in accordance with its normal procurement process.
- Invoices and photos will be submitted, either through electronic means or by paper delivered to the Timken Sports Complex staff.

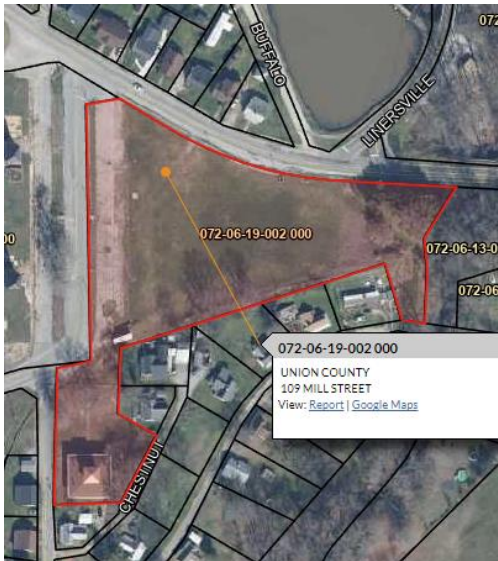
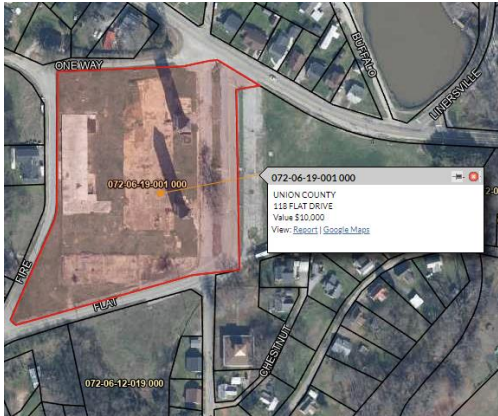
Below is a general guideline of expectations for each location. Visual documents are included for planning and estimating for each site.

Property #1 - Buffalo Community Ctr., Located @ – 1505 Main St. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.

(3 Lots)



Property #2(a) - Buffalo Vacant Lot & Old Mill Office, Located @ 109 Mill St. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #2(b) - Buffalo Mill Pond, - Located @ - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The walking trail should be sprayed with glyphosate as needed to control unwanted weeds and grass. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



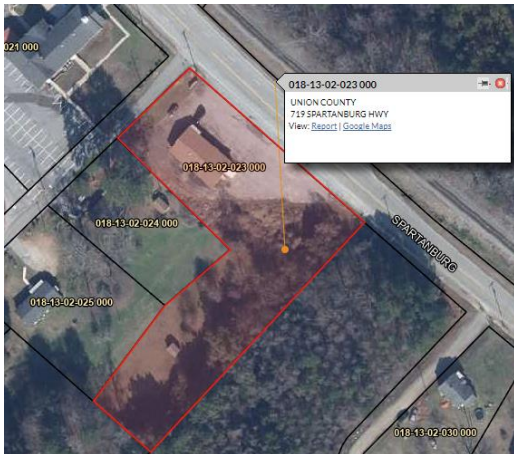
Property #3 - Cross Keys Community Ballfield, Community Ctr., Located @ 129 JRM Rec. Rd. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis. The dirt infields will be maintained by Union County Parks and Recreation.



Property #4 - Union EMS Building, Located @ 1262 South Duncan By-Pass - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #5 - Jonesville EMS Building Medic 5, Located @ – 719 Spartanburg Hwy. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #6 - Lockhart Canal Walking Trail, Located @ – Walking trail location is the right side of the road starting at Canal Rd. wooden bridge to the entrance of the new boat ramp. Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the trail is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #7 - Lockhart Boat Ramp, Located @ – 345 Lockhart Drive. Peak growing season (April – October) Cut grass areas around the roadway and parking areas. Mow and or string trim weeds at least two times per month, and possibly more based on rain and or special events. Picked up, and blow off the parking lot before leaving. (November – March, trash is picked up and emptied once a month, cutting as needed, or on special events. Note: This ramp is under construction, and should be open to the public in the next 30 days.



Property #8 - Lockhart Recycle Ctr., Located @ 893 Old Union Hwy - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #9 - Lockhart Old Scout Hut & Playground, Located @ Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #10 - Lockhart River Walking Trail, Located @ River St. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the trail is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis.



Property #11 - Lockhart Dixie Youth Complex, Located @ 204 Ballfield Rd. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis. The dirt infields will be maintained by Union County Parks and Recreation.



Property #12 - West Springs Community Ballfield, Community Ctr. and Shelter, Located @ 11632 West Springs Ballfield Rd. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis. The dirt infields will be maintained by Union County Parks and Recreation.



The awarded vendor to one or all of the properties identified, shall be holden to the intent of this bid. Any lack of responsiveness, through lack of performance or communication shall be determined as a cancellation of services. The property owner and awarded vender reserves the right to terminate the agreement for any reason. Termination of the agreement shall be done by sending a written notice of termination of the agreement at least 30 days prior to the discontinuing service.

The owner reserves the right to accept or reject any and all bids and or to remove areas based on operational and budgetary needs.

This bid will expire on June 30, 2024.

Bids shall be received by **August 17, 2023 @ 10:00 a.m.** in the Union County Supervisor's Office. The bids shall be provided in a sealed envelope. Bids will be publicly opened at Timken Park, in the canteen building on **August 17, 2023 at 2:00 p.m.**

No Bids will be accepted after the advertised time for receipt of bids.

PARCEL PRICING FOR SELECTED SITES (to be included in submitted proposal):

Location	Cost per Cut
Lot A #1 - Buffalo Community Center #2 - Buffalo Mill, including old mill site, Pond, Office, and vacant lot	
Lot B #3 - Cross Keys Recreational Center, playground, and ball fields	
Lot C #4 - Union EMS Headquarters Property #5 - Union EMS Jonesville Facility	
Lot D #6 - Lockhart Canal Walking Trail #7 - Lockhart Boat Ramp #8 - Lockhart Recycling Center #9 - Lockhart Playground and Scout Building #10 - Lockhart River Walking Trail	
Lot E #11 - Lockhart Sports Complex (Dixie Youth)	
Lot F #12 - West Springs Ball Field and Recreational Area	

Interested vendors shall price the job by the lot. Example, price for Lot A
 Will include the Buffalo properties #1 and #2