



**TAB 9**

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# **TOWN COUNCIL**

**Agenda Item**



# Request for Town Council Action

**TO:** Mayor and Council Members  
**FROM:** Brian Gottshalk, Public Works Manager  
**SUBJECT:** Recommendation for Landscape Maintenance Services Provider  
**DATE:** 3 December, 2024

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## BACKGROUND:

The Town uses a third-party contractor to provide landscape services for all town-owned trees, shrubs, and landscape beds along the Kiawah Island Parkway, Beachwalker Drive, and at the municipal center. The town currently uses Artigues Landscape Maintenance to perform these services, and they have been our landscape service provider since January 1<sup>st</sup>, 2022. They were awarded a 3-year contract, which will organically terminate at the end of this year. Since this contract is terminating, town staff released an RFP for Landscape Service and Maintenance firms to provide bids for this contract.

The staff has talked with Artigues about their proposal, and they will be dedicating a supervisor, Ron, to our contract. Ron initially managed the contract at the beginning for about a year and a half, and he did a great job in providing quality service and giving quick attention to items that the staff brought up. He will be our point of contact for the duration of the contract.

## ANALYSIS:

Town staff released an RFP to solicit bids for Landscape Maintenance Services. The RFP was posted publicly for two weeks, and town staff received seven bids. The results are as follows:

<b>Artigues Landscape and Maintenance:</b>	<b>\$189,996.00 Annually</b>
<b>LandOne Group, LLC:</b>	<b>\$190,928.75 Annually</b>
<b>Pleasant Places:</b>	<b>\$156,920.00 Annually</b>
<b>Russell Landscape Group:</b>	<b>\$225,901.06 Annually</b>
<b>Ruppert Landscape:</b>	<b>\$183,120.00 Annually</b>
<b>The Greenery, Inc:</b>	<b>\$188,040.00 Annually</b>
<b>Yellowstone Landscape:</b>	<b>\$256,030.00 Annually</b>

All bids received were carefully reviewed by a team of 5 members. The annual price provided by each firm reflects routine weekly maintenance of all town owned landscape as well as two mulch and pine straw applications each year. This price also includes regular reporting on the irrigation system and any warranties to plant material they wish to provide.

Each firm's proposal was evaluated on the following criteria: Bid Price (50 pts), Electric Equipment Plan (20 pts), and References (30 pts)

**ACTION REQUESTED:**

Town staff is requesting that if the Ways and Means Committee recommends approval, the proposal from Artigues Landscape & Maintenance be approved for a total of \$189,996.00 annually for landscape services described in their proposal.

**BUDGET & FINANCIAL DATA:**

If approved, this contract will be funded 70% through restricted funds and 30% through the General Fund.



November 14, 2024

Dear Selection Committee,

We are pleased to submit our proposal in response to the Town of Kiawah's RFP for landscape maintenance services. Over the past several years, we have had the privilege of partnering with the Town to maintain and enhance Kiawah's natural beauty and uphold the standards that make this community exceptional. During the recent pre-bid meeting, we were gratified to hear that Kiawah's staff is pleased with our performance, and we are committed to maintaining and even exceeding these expectations.

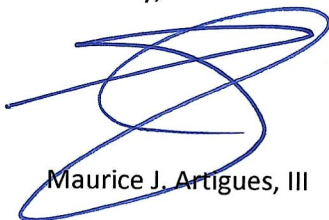
Our partnership with the Town has been one of dedication, reliability, and shared goals. A key example of this commitment is the Beachwalker Drive project, where we invested \$25,000 of our own funds in commissioning a landscape architectural design to support the Town's Grow Native initiative, ensuring successful and sustainable planting for this critical area. This was our effort to ensure the success of Beachwalker Drive's enhancement which was a main concern of Kiawah's new leadership.

Our repeated position as the low bidder on multiple, publicly bid enhancement projects further demonstrates our commitment to achieving Kiawah's landscaping goals in a cost-effective manner. Highlights of our work with the Town include:

- Providing the low bid for the extensive Kiawah Island Parkway capital project and assisting with value engineering to further reduce project costs for the Town.
- Being awarded the current maintenance contract as the low bidder.
- Awarded as the low bidder the capital improvement project at Town Hall.
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We value our ongoing relationship with the Town of Kiawah and look forward to the opportunity to continue delivering high-quality services that enhance the natural beauty of this unique community. Thank you for considering our proposal.

Sincerely,



Maurice J. Artigues, III

# Environmental Priorities



## Electric Equipment

Artigues Landscape & Maintenance is fully aligned with the Town's environmental initiatives and is committed to supporting sustainability efforts. We will begin using electric leaf blowers from day one, meeting the Town's mandate. Additionally, we are committed to transitioning all smaller maintenance equipment to electric power within the first six months and all mowers within the first year of the contract. Our focus remains on equipment that has a direct impact on landscape maintenance, ensuring a seamless shift to eco-friendly practices. We look forward to contributing to a cleaner, quieter environment and fully supporting the Town's environmental goals.

## Grow Native Initiative

Artigues Landscape & Maintenance fully supports the Town's Grow Native initiative and will prioritize native plants in all new plantings and replacements, selecting species from the Grow Native Plant Database. In alignment with the initiative, we will propose native alternatives whenever possible for replacements and new plantings, and we will adjust maintenance practices to create optimal conditions for native plant growth. Additionally, we are committed to using environmentally responsible chemicals to ensure the well-being of local ecosystems and further enhance the sustainability of the community landscape.

DATE: November 15, 2024

## ORGANIZATIONAL INFORMATION

NAME OF BIDDER: Artigues Landscape & Maintenance

BUSINESS ADDRESS: PMB 187, 295 Seven Farms Drive, Suite C

Charleston, SC 29492

### **BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED BIDDER REPRESENTS:**

1. The Bidder has carefully examined specifications for the Services;
2. The Bidder is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the Bidder will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. The Bidder understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements, or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as specified in the Request for Proposal;
6. The Bidder is legally able to enter into and perform a contract, if awarded;
7. The Bidder is current on all taxes and fees owed to the Town, as applicable;
8. The Bidder has provided proof of insurance as required by the Town.

**I. PERSONNEL:**

Provide a list of personnel that will be committed to this engagement and their job function.

Reece Artigues, Owner & President

Ron Artigues, Director of Operations and Project Manager - will be main point of contact and manage the schedule, maintenance team and any and all projects.

Drew Weathers, Director of Maintenance - will coordinate with Director of Operations to manage team and schedule and will be responsible for chemical applications.

Kent Artigues, Maintenance Client Services - will ensure quality control and communicate noticed issues to Drew and Ron.

Keith Joyce, Irrigation Specialist - will spearhead any irrigation projects, repairs or issues.

**II. EXPERIENCE:**

**At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.**

1. **COMPANY NAME:** Berkeley County School District  
 Contract Title Berkeley County School District Landscape Maintenance  
 Contract Period: From May 2022 To Current  
 Geographic Area Served Berkeley County  
 Scope of Work: Ongoing landscape maintenance for 30+ schools  
 Contracting Office: \_\_\_\_\_  
 Contact Name: Thomas Browder  
 Title: Grounds Supervisor  
 Address: 107 East Main Street  
 City Moncks Corner State: SC  
 Telephone: 843-870-2425  
 Email: browdert@bcstdschools.net

II. **EXPERIENCE (Continued):**2. **COMPANY NAME:** Freehold CommunitiesContract Title Multiple ContractsContract Period: From 2022 To CurrentGeographic Area Served Carnes CrossroadsScope of Work: Landscape installation projects and ongoing maintenance

Contracting Office: \_\_\_\_\_

Contact Name: Larry CaruthersTitle: PresidentAddress: 4400 Leeds Ave, Ste. 175City Charleston State: SCTelephone: 843-312-9811Email: ldc@freeholdcommunities.com3. **COMPANY NAME:** Town of Mt. PleasantContract Title Town of Mt. Pleasant Major Roadways and Town Properties Landscape MaintenanceContract Period: From October 2024 To CurrentGeographic Area Served Mount PleasantScope of Work: Landscape maintenance of Highway 17, Coleman Blvd, other major roads and town buildingsContracting Office: OperationsContact Name: Hillary RepikTitle: Operations OfficerAddress: 100 Ann Edwards LaneCity Mount Pleasant State: SCTelephone: (843) 849 - 2022Email: hrepik@tompsc.com

**BUSINESS LICENSE:**

The Bidder is not required to have a valid business licenses to submit a Proposal. However, the Bidder must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License?

Yes  No If yes, list the number SBL20-000676

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

The successful Bidder, at his own expense, shall keep in force and at all times and maintain during the term of any contract resulting from this RFP the insurance requirements as outlined below.

GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

AUTOMOBILE LIABILITY: \$1,000,000 combined single limit per accident for bodily injury and property damage.

WORKERS' COMPENSATION: Statutory limits are required by South Carolina state law and employer's liability limits of \$100,000 per accident.

The successful Bidder shall provide an acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful Bidder's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

**INDEMNIFICATION**

Except for expenses or liabilities arising from the negligence of the Town, the Bidder hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The Bidder expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the Bidder, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to Bidder's employees and any person directly or indirectly employed by the Bidder (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits a notice, the Bidder shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

**MINORITY/WOMEN-OWNED ENTERPRISE:**

Are you a Minority or Woman-Owned business? \_\_\_Yes  No

If so, are you certified? \_\_\_Yes \_\_\_No

If you are certified, you must furnish a copy of your certificate with your submittal.

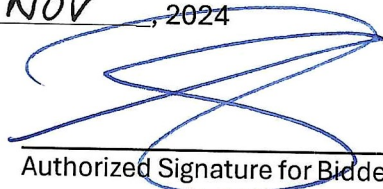
### NON-COLLUSION OATH

COUNTY OF: Berkeley

STATE OF: SC

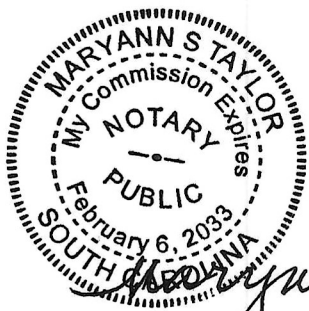
Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared Maurice and made oath that the Bidder herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS 13 DAY OF NOV, 2024

  
Authorized Signature for Bidder

Please print Bidder's name and address:

Maurice Artignes  
PMB 187, 295 Seven Farms Dr. Suite C  
Charleston, SC 29492



Maryann Taylor

PRINT NAME: Maryann S Taylor

NOTARY PUBLIC FOR THE STATE OF SC

My Commission Expires: 2.6.2023

# Equipment List



## Mowers

- 19 - Hustler Turf: Zero-Turn Riding Lawn Mowers 54"-60"
- 1 - Reel Mower

## Edgers

- 23 - FC 91

## Trimmers

- 35 - FS 91 weed trimmer
- 23 - HL 94/91 hedge trimmers

## Blowers

- 3 - BGA 300 Battery Operated Backpack Blowers
  - Will be in use for this contract specifically
- 44 - Stihl BR 600 + 800 Backpack Blowers
- 2 - Billy Goat Push Blowers

## Vehicles

- 12 - Ford F150's
- 8 - Ford 250's
- Supervisor trucks

## Other Misc. Equipment

- 12 - enclosed trailers
- 1 - open trailer
- 8 - chain saws
- 10 - push mowers

**Exhibit D – Price Schedule**

<b>Routine Landscape Maintenance (excluding mulch and pine straw)</b>	<b>Annual Cost</b>
Kiawah Island Parkway and Leisure Trail	\$62,008.20
Roundabout (Circle)	\$6,889.80
Municipal Center	\$41,338.80
Beachwalker Drive and Leisure Trail	\$27,559.20
Irrigation Maintenance/Monitoring/Quarterly Inspections for all areas	\$2,800
Annual aeration of all turf areas within the contract	\$1,500
Tree Management	\$2,000
Warranty for all plant material (includes plants and installation)	\$100
Soil testing	\$500
Subtotal	\$144,696

<b>Mulch and Pinestraw</b>	<b>Quantity per application</b>	<b>Annual Cost</b>
Kiawah Island Parkway and Bike Path (double shredded hardwood mulch 1x)	290 Cubic Yards	\$20,300
Roundabout (double shredded hardwood mulch 1x)	10 Cubic Yards	\$700
Municipal Center (Longleaf pine straw 2x per year)	2700 Bales	\$12,150
Beachwalker Drive and Bike Path (Longleaf pine straw 2x per year)	2700 Bales	\$12,150
Subtotal		\$45,300

<b>Total Cost</b>	\$189,996
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<b>Additional Pricing for Reference</b>	<b>Cost</b>
Double-shredded hardwood mulch per cubic yard (installed)	\$65-\$70 per yard price dependent on quantity
Longleaf pine needles per bale (installed)	\$7.25
Laborer hourly rate	\$37.50 same price for storms
Supervisor hourly rate	\$75 same price for storms
Subtotal	

NAME OF COMPANY: Artigues Landscape & Maintenance

By:   
Signature

Maurice J. Artigues, III  
Print Name

Title: Owner & President (i.e., Owner, Partner, Corporate Officer, etc.)

Address: PMB 187, 295 Seven Farms Drive, Suite C

City: Charleston State: SC Zip: 29492

Telephone Number: 843-514-8684 Business Fax Number: \_\_\_\_\_

Is your firm a \_\_\_\_\_ Corporation,  Sole Proprietorship, or \_\_\_\_\_ Partnership?

If incorporated, please list state of incorporation: \_\_\_\_\_

FEIN or SSN: Federal Tax ID: 81-2980978

# BUSINESS LICENSE CERTIFICATE

# TOWN OF KIAWAH ISLAND

4475 BETSY KERRISON PKWY  
KIAWAH ISLAND, SC 29455  
Phone: (843) 768-9166 FAX (843) 768-4764

**Artigues Landscape and Maintenance**  
PMB 187, 295 Seven Farms Drive Suite C  
Charleston, SC 29492

# 2024

**BUSINESS NAME:**

Artigues Landscape and Maintenance

**BUSINESS DESCRIPTION:**

Landscape Architectural /  
Design

**BUSINESS OWNER:**

Maurice Artigues

**Class**  
5

**BUSINESS LOCATION:**

PMB 187, 295 Seven Farms Drive Suite C  
Charleston, SC 29492

**NAICS CODE:**  
541320

**BUSINESS LICENSE NUMBER:** SBL20-000676

**Account Number:** 20-004377

**Business License Number:** SBL20-000676

**Effective Date:** 08/01/2024

**Expiration Date:** 04/30/2025

**RESIDENT BUSINESS MUST POST IN A CONSPICUOUS PLACE. NON RESIDENT BUSINESS MUST KEEP IN POSSESSION. NOTIFY THE BUSINESS LICENSE OFFICE OF ANY CHANGES IN LOCATION OR OWNERSHIP.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Taylor Agency PO Box 30609  Charleston SC 29417		<b>CONTACT NAME:</b> Summer Griffith <b>PHONE (A/C, No, Ext):</b> (843) 762-1805 <b>E-MAIL ADDRESS:</b> sgriffith@tayloragency.com <b>FAX (A/C, No):</b> (843) 795-3193	
<b>INSURED</b> ARTIGUES LANDSCAPE & MAINTENANCE LLC 295 SEVEN FARMS DR PMB 187 DANIEL ISLAND SC 29492-8001		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Selective of the Southeast NAIC # 39926 <b>INSURER B:</b> Builders Mutual Ins. Co. 10844 <b>INSURER C:</b> Evanston Insurance <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL2462122831

REVISION NUMBER:

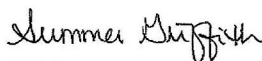
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

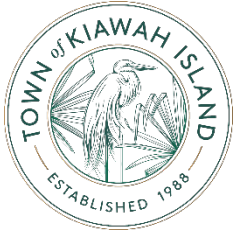
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		Y	S 2233205	06/30/2024	06/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000	
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CAP0037852 02	06/30/2024	06/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$ 0 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			S 2233205	06/30/2024	06/30/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	N/A	WCP1085650 02	06/28/2024	06/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Herbicide/ Pesticide			S 2233205	06/30/2024	06/30/2025	Per Occurrence \$300,000 Aggregate \$300,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Kiawah Island, the owner, the architect, and the architect's consultants are included as additional insured in regards to General Liability on a primary and non-contributory basis.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Kiawah Island 4475 Betsy Kerrison Parkway  Johns Island SC 29492	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# TOWN OF KIAWAH ISLAND

## REQUEST FOR PROPOSAL Comprehensive Landscape Maintenance and Related Services

### 1. OVERVIEW

The Town of Kiawah Island, South Carolina ("Town"), is requesting sealed Proposals from qualified firms to provide Comprehensive Landscape Maintenance and Related Services (the "Services" or "Project") for all town-owned properties and facilities, emphasizing environmental stewardship and sustainability.

**2. SCOPE OF SERVICES.** The Scope of Services and required Equipment are outlined in Exhibits A and B, respectively. Services consist of comprehensive and regular landscape maintenance and related tasks including, but not limited to:

- Mowing
- Weeding
- Edging
- Trimming
- Pruning
- Mulching
- Fertilizing
- Pesticide treatment
- Hurricane/storm preparation and recovery services (on-demand)

The Town reserves the right to accept and award any or all of the Services to multiple firms on a nonexclusive basis.

**3. ENVIRONMENTAL PRIORITIES.** In alignment with the Town's environmental priorities, contractors are expected to:

1. The Town mandates the use of electric leaf blowers. Bidders are encouraged to propose and list any additional electric-powered equipment they plan to use for the Services at the commencement of the contractor phased-in. Proposals demonstrating a broader use of electric-powered equipment will factor in the scoring criteria.
2. Support the Grow Native initiative, which aims to increase the use of native plants in landscaping projects across the island. This includes (a) prioritizing native plants in all new plantings and replacements, (b) using the Grow Native Plant Database for plant selection, (c) proposing native alternatives for replacements and new plantings, and (d) adapting maintenance practices to support native plants.

Bidders should demonstrate their ability to meet these requirements in their proposals.

## 4. SUBMISSION INSTRUCTIONS

### 4.1. Proposal Submission

- Submit four (4) printed copies and one electronic version of the completed proposal.
- **Deadline: 2:00 pm on Friday, November 15, 2024**
- Address: Town of Kiawah Island, 4475 Betsy Kerrison Pkwy, Kiawah Island, SC 29455
- Mark sealed envelopes: "Town of Kiawah Island Landscape Services"
- Email electronic version to Petra Reynolds, Town Clerk, at [preynolds@kiawahisland.org](mailto:preynolds@kiawahisland.org)

### 4.2. Inquiries

Direct all questions to Brian Gottshalk, Public Works Director:

- Email: [bgottshalk@kiawahisland.org](mailto:bgottshalk@kiawahisland.org)
- Phone: (843) 768-9166

### 4.3. Proposal Requirements

- Complete all pages of the 'Submittal Forms' (Exhibit C) and provide all requested information.
- Price schedule (Exhibit D)
- Incomplete proposals may be declared non-responsive and rejected.
- The Town reserves the right to reject any or all proposals, waive irregularities, and accept the proposal deemed in the best interest of the Town.
- The Town is not obligated to select the lowest bid.

### 4.4. Pre-Proposal Conference and Site Visit

- **Date: Friday, November 1, 2024**
- Time: 11:00 a.m.
- Attendance is encouraged but not mandatory.
- All attendees will receive answers to questions asked or submitted.
- Proposers must visit all service areas before submission to familiarize themselves with the landscapes and conditions that may affect the required services.

**5. GENERAL TERMS AND CONDITIONS.** The successful Bidder(s) will be required to enter into the Town's standard form of contract reflecting the Scope of Services herein and other relevant terms and conditions.

### 5.1. Contract Duration

The successful bidder contract will run for three (3) years (January 1, 2025 - December 31, 2027), with an option to extend for two (2) additional one-year periods if both parties mutually agree.

## **5.2. General Information**

- (a) During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from proposers or to allow correction of errors or omissions.
- (b) The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions in the Request for Proposals unless clearly and expressly noted in the proposal submitted and confirmed in any resulting contract between the Town of Kiawah Island and the firm selected.
- (c) There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

## **5.3. Submission and Withdrawal of Proposals**

- (a) Proposals are to be submitted in sealed envelopes, marked, and addressed as directed in this RFP. Failure to do so may result in premature or failure to open such proposals.
- (b) Sealed proposals shall be submitted by mail or in-person to Petra Reynolds, Town Clerk for the Town of Kiawah Island, at 4475 Betsy Kerrison Parkway, Kiawah Island, SC, 29455.
- (c) Bidders mailing proposals should allow sufficient mail delivery time to ensure the Town receives them in a timely manner. Any proposals received after the scheduled deadline on the closing date will be immediately disqualified.
- (d) If erasures or other changes appear on the document, the person signing the proposal must initial each erasure or change.
- (e) Proposals may be withdrawn by written request received from the Bidder prior to the submittal deadline. If not withdrawn by the Bidder, all bids and content therein will be valid for 30 days from the submittal deadline.

## **5.4. Preparation of Proposal**

- (a) All proposals should be complete and carefully worded and must convey all the information requested by the Town. If errors or exceptions are found in the Bidder's proposal, or if the proposal fails to conform to the requirements of the RFP, the Town will be the sole judge as to whether that variance is significant enough to reject the proposal.
- (b) The Bidder is solely responsible for all costs and expenses associated with the preparation of the proposal and any supplementary presentation (including any oral presentation) requested by the Town.
- (c) Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to bind the business entity submitting the proposal legally.
- (d) The Town prefers a single, qualified company or entity to be responsible for providing the services described herein.

## 5.5 Non-Collusion Oath

Every Proposal must be accompanied by a notarized affidavit of non-collusion, executed by the Bidder or, in the case of a corporation, by a duly authorized representative of the said corporation. The Non-Collusion Oath is provided herein. (See Submittal Forms).

## 5.6 Addendums and Changes

No oral interpretation will be made to any Respondent regarding the meaning of the Documents or any part thereof. All requests for interpretation must be submitted in writing to the Town of Kiawah Island, ATTN: Brian Gottshalk, 4475 Betsy Kerrison Parkway, Kiawah Island, South Carolina, 29455. Questions may be emailed to [bgottshalk@kiawahisland.org](mailto:bgottshalk@kiawahisland.org), but it is the sender's responsibility to confirm receipt by the Town. Only written inquiries received ten (10) or more working days prior to the RFP opening date will receive a response.

## 5.7 Ownership of Documents

All proposals and supporting materials (including all data, material, and documentation originated and prepared for the Town pursuant to this RFP including correspondence relating to this RFP) shall, upon delivery to the Town, become the property of the Town.

## 5.8 Selection Process

- (a) All proposals received shall be subject to an evaluation by a review committee of the Town, which will review and analyze all submittals to rate the firms and make a recommendation to the Ways and Means Committee, the Mayor, and the Town Council. The selection shall be made in order of preference based on the criteria included in this RFP.
- (b) Each submittal will be evaluated based on the following factors:

<b>Category</b>	<b>Maximum Points</b>
Price	50
Electric Equipment	20
References & Professional Experiences	30
<b>Total</b>	<b>100</b>

- (c) The Town may request oral presentations or discussions with any or all Bidders to clarify or amplify the material presented in any part of the proposal. However, Bidders are cautioned that this provision is not mandatory; therefore, all cost and technical proposal sections should be complete, concise, and reflect the most favorable terms available from the Bidder.
- (d) Any or all submittals may be rejected in whole or in part as may be specified in this RFP when it is in the best interest of the Town.
- (e) During the review process, the Town may request additional financial information from all Bidders.

## **5.9 Award**

The award shall be made to the responsible Bidder whose proposal is the most advantageous to the Town of Kiawah Island, considering the evaluation factors outlined in this RFP.

### **5.10 Notice of Award of Contract**

- (a) A written Notice of Award of Contract will notify the successful Bidder of acceptance of its proposal. The successful Bidder shall not undertake any work, and the Town will not be responsible for payment of any work whatsoever undertaken by the successful Bidder prior to issuance of the Notice to Proceed.
- (b) The successful Bidder shall be required to execute the Town's standard form of contract before work can proceed.

### **5.11 Notice to Proceed**

A "Notice to Proceed" will be issued only after the mayor and the successful Bidder have executed the contract and have submitted acceptable Insurance Certificate(s) and Endorsement(s), as well as other submittals specified herein as required to be delivered before the Notice to Proceed is issued.

The successful Bidder shall not deliver any equipment to the work site or commence work until it has received a written Notice to Proceed from the Town.

### **5.12 Bidder Representations**

By submitting a proposal, each Bidder represents that:

- (a) The Bidder has read and understood this RFP (including all specifications and attachments) and that his proposal is made in accordance therewith.
- (b) The Bidder has reviewed the RFP, become familiar with the local conditions under which the work is to be performed, and correlated personal observations with the proposal's requirements.
- (c) The proposal is based on the terms, materials, systems, and equipment this RFP requires, without variance.
- (d) The Bidder is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so professionally and timely using the successful Bidder's best skill and attention.

### **5.13 Equipment and Staffing**

- (a) Equipment, materials, and supplies are to be a part of the service provided (Exhibit B); all equipment, materials, and supplies incorporated in work covered by the RFP and provided by the successful Bidder are to be the most suitable grade for the purpose intended. When requested, the successful Bidder shall furnish the Town with the name of the manufacturer, the model number, and other identifying data and information respecting the equipment's performance, capacity, nature, and rating for approval.

- (b) By signing its proposal, the successful Bidder will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this RFP and warrants that it will use its best skill and attention to provide the above-described work in a professional, timely manner.

#### **5.14 Insurance Requirements**

At its own expense, the successful bidder shall keep in force and always maintain the insurance requirements outlined in this RFP during the term of any contract resulting from this RFP. (See Submittal Forms)

The successful bidder shall provide an acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful Bidder's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town must be advised immediately of any changes in required coverage(s).

#### **5.15 Rejection of Proposals**

The Town reserves the right, without prejudice, to reject, in whole or in part, any proposals received, waive all technicalities, or negotiate any term(s) or provision(s) of such proposals. Such rejection, waiver, or negotiation shall be accomplished in any manner necessary to serve the best interest of the Town. It also reserves the right to be the sole judge of the suitability of any and all proposals for use by the Town.

The Town reserves the right to reject or otherwise disregard, in whole or in part, any ambiguous proposals or proposals which are uncertain as to terms, delivery, quantity, or compliance with specifications.

**[Intentionally left Blank]**

## Exhibit A – Scope of Services

### SCOPE OF SERVICES

#### Covered Areas

1. Municipal Center grounds at 4475 Betsy Kerrison Pkwy
2. Kiawah Island Parkway and leisure trail
3. Beachwalker Drive and leisure trail ending at Beachwalker County Park
4. The Flagpole area and Roundabout at Freshfields Village
5. The Flagpole area and surrounding median located before the intersection of Kiawah Island Parkway and Beachwalker Drive
6. The landscape ‘triangle’ area within the intersection of Kiawah Island Park and Beachwalker Drive
7. Town’s rights of way area along on Beachwalker Drive and Kiawah Island Parkway
8. Sora Rail (Solid Waste and Recycling Center)

#### MAINTENANCE REQUIREMENTS

The routine landscape maintenance required varies by season and must include the following for all Covered Areas:

##### *Year-round – January through December*

1. **Edging** (Weekly)
  - Maintain clean and smooth edges for all roadways and path edges
2. **Mowing** (Weekly)
  - Mow lawn areas
3. **Weed and Invasive Vines Control** (Weekly as needed)
  - Submit product information for all herbicides used in plant beds
  - Organic weed products preferred
  - Hand-pull weeds in flowering perennial beds to protect pollinators
4. **Trash and Debris Removal** (3 times per week) – Preferred schedule: Monday, Thursday, and Saturday
  - Empty trash cans and pick up litter/debris in all areas. Remove all debris, disposing of it offsite (not in marsh or woods)
  - Blow roadways, parking lots, and leisure trails
  - Keep roadways and leisure trails free from dirt, mulch, pine straw, and other debris. Remove all debris, disposing of it offsite (not in marsh or woods)
  - Check catch basins as requested and after storms
5. **Pruning** (As needed)
  - Prune for plant health and vehicular and pedestrian safety
  - Maintain the natural shape of existing trees, shrubs, and grasses

*Growing Season – April through October*

**6. Fertilization** (As needed)

- Submit recommended fertilization schedule for all beds and lawn areas
- Provide product information for pollinator-friendly fertilizers
- Organic fertilizers preferred

**7. Chemical Applications to Turf** (As needed)

- Submit lawn care schedule and product information
- Ensure treatments are not detrimental to pollinators or surrounding landscapes
- Organic lawn care products preferred

*Dormant Season – November-March*

**8. Chemical Applications to Turf** (As needed)

- Submit lawn care schedule and product information
- Ensure treatments are not detrimental to pollinators or surrounding landscapes
- Organic lawn care products preferred

*Additional maintenance requirements*

**9. Irrigation System Management**

- a. Contractor is responsible for maintenance, repairs, and timing of irrigation systems
- b. Monthly inspections for broken heads, lines, valves, timers, and water coverage patterns
- c. Make repairs and adjustments with Town approval
- d. Promptly report malfunctioning valves, pumps, drip lines, spray heads, or timers to the Town
- e. Provide material pricing for approval before repairs
- f. Conduct initial system inspection within 45 days of contract start, reporting any existing damage or incorrect operation
- g. Keep records of routine inspections as well as issues and repairs that can be sent to an authorized representative of the Town

**10. Plant Warranty**

- a. Warranty of all plant material within landscape beds and sod for the contract duration
- b. Include both plant cost and labor for replacements
- c. Excludes damage from "Acts of God"

**11. Turf Aeration**

- a. Perform annually for all turf areas

**12. Tree Management**

- a. Remove accessible palm fronds, dead, broken, or unsightly tree limbs
- b. Remove invasive vines

- c. Conduct semi-annual inspections (Spring & Fall) of all trees in Covered Areas
- d. Present maintenance recommendations to the Town

### 13. Soil Testing

- a. Provide annual soil testing for each area (max 50 locations)
- b. Test locations must be representative, field-identified, and Town-approved
- c. Use results to guide fertilizer and chemical applications
- d. Provide certified horticulturalists recommendations for chemical applications

### 14. Post-Storm Clean Up

#### a. Major Events:

- Definition: Events that cause widespread damage, requiring a coordinated, large-scale response
- Examples: Hurricanes, tropical storms, severe flooding, or other disasters that affect a significant portion of the Town
- Response: The town will activate FEMA emergency response contracts

#### b. Minor Events:

- Definition: Localized or less severe weather events that cause limited damage
- Examples: Thunderstorms, minor flooding, high wind events, or small-scale incidents affecting Town property
- Response: Contractor to respond within 24 hours (or when safe)
  - Clear roadways and leisure trails of debris
  - Remove fallen trees, branches, palm fronds, and other debris from Town property to the Contractor's debris reduction or disposal site
  - Restore all affected areas to pre-existing conditions
  - Conduct irrigation inspection on all Town property

#### c. Determination of Event Scale:

- The Town's Public Works Director or designated official will make the final determination on whether an event is classified as "major" or "minor"
- This determination will be communicated to the contractor as soon as possible following the event

#### d. Contractor's Responsibilities:

- Be prepared to respond to both types of events
- Maintain open communication with Town officials before, during and after any weather event
- For major and minor events, document all work performed and additional costs incurred for potential reimbursement

### *Property Specific Requirements*

#### 1. Municipal Center

- 21-acre site, Town's main office

- Landscape: Grasses, roses, perennials, lawn areas, and trees surrounding the center and parking area
  - Maintenance: Follow the above maintenance requirement schedule
  - Additional:
    - Apply pine straw to all bed areas twice per year
    - Empty 3 trash cans according to the trash removal schedule. The 45-gallon trash receptacles are located at the main entrance, the egress to council chambers on the Southeast portion of the building, and by the contractor lobby on the North side of the building
2. **Flagpole and Roundabout (Circle)**
- Features: Native perennial/grass bed in center island, turf, trees, and four island beds along road accesses
  - Maintenance: Follow the above maintenance requirement schedule
  - Additional:
    - Annual application of 2" double-shredded hardwood mulch to all bed areas
    - Quarterly mulch applications in washout areas (upon Town authorization)
3. **Kiawah Island Parkway**
- Approximately 2.4-mile island causeway with leisure trail
  - Extends from Roundabout to Beachwalker Drive intersection, including raised landscaped medians
  - Features: Planting beds, trees and turf areas on both sides
  - Special areas:
    - Two annual planting beds requiring biannual change-out:
      1. In front of the Town sign near the roundabout
      2. In front of the Kiawah Island sign in the median before the intersection of Kiawah Island Parkway and Beachwalker Drive
  - Maintenance: Follow the above maintenance requirement schedule
  - Additional:
    - Annual application of 2" double-shredded hardwood mulch to all bed areas
    - Empty 3 trash cans according to the trash removal schedule located at the marsh access by the Kiawah River Bridge and two others on the leisure trail along the Kiawah Island Parkway
4. **Beachwalker Drive**
- Approximately one (1) mile long
  - Features: Several landscape beds on both sides of the roadway, trees, and shrubs
  - Maintenance: Follow the above maintenance requirement schedule
  - Additional:
    - Apply pine straw to all bed areas twice per year
    - Empty 1 trash can according to the trash removal schedule

5. **Sora Rail (trash and recycling center)**

- Clean-up Schedule:
  - Twice Weekly
    - Pick up litter and debris from the entire site
    - Sweep or blow clean concrete dumpster pad and recycled asphalt apron
    - Trim and maintain vegetation around the perimeter of the site

## **Exhibit B – Equipment Requirements**

### **Equipment Requirements**

Proposers should outline their plan for using electric-powered equipment to perform the required services. This should include:

- Electric-leaf blowers are mandatory
- A list of electric equipment to be used
- A timeline for transitioning to electric equipment, if not already implemented
- Any anticipated challenges and proposed solutions for using electric equipment



## Exhibit C – RFP Checklist and Submittal Forms

NOTE: These items are the criteria for evaluating your proposal. Please make sure that the following items are included with your submittal:

- Submittal Form (Required)
- Non-Collusion Oath (Required)
- Documentation of Insurance Coverage (Required)
- Copy of Business License (If applicable)
- Minority/Women-Owned Business Certification (Preferred but not required)
- Organization Information – (Required)
- Personnel List (i.e., names of persons to be used in this engagement) (Required)
- Equipment List - List equipment to perform the scope of work.
- References (Required)

You do not have to submit the Bidder's Checklist, which is included for your convenience. However, you must provide all required information.

Failure to submit the required items may deem your submittal to be non-responsive.

DATE: \_\_\_\_\_, 2024

**ORGANIZATIONAL INFORMATION**

NAME OF BIDDER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED BIDDER REPRESENTS:**

1. The Bidder has carefully examined specifications for the Services;
2. The Bidder is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the Bidder will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. The Bidder understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements, or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as specified in the Request for Proposal;
6. The Bidder is legally able to enter into and perform a contract, if awarded;
7. The Bidder is current on all taxes and fees owed to the Town, as applicable;
8. The Bidder has provided proof of insurance as required by the Town.



II. **EXPERIENCE (Continued):**

2. **COMPANY NAME:** \_\_\_\_\_  
Contract Title \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. **COMPANY NAME:** \_\_\_\_\_  
Contract Title \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. **COMPANY NAME:** \_\_\_\_\_  
Contract Title \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

5. **COMPANY NAME:** \_\_\_\_\_  
Contract Title \_\_\_\_\_  
Contract Period: From \_\_\_\_\_ To \_\_\_\_\_  
Geographic Area Served \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Contracting Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**BUSINESS LICENSE:**

The Bidder is not required to have a valid business licenses to submit a Proposal. However, the Bidder must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License?

\_\_\_ Yes \_\_\_ No If yes, list the number \_\_\_\_\_

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

The successful Bidder, at his own expense, shall keep in force and at all times and maintain during the term of any contract resulting from this RFP the insurance requirements as outlined below.

**GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

**AUTOMOBILE LIABILITY:** \$1,000,000 combined single limit per accident for bodily injury and property damage.

**WORKERS' COMPENSATION:** Statutory limits are required by South Carolina state law and employer's liability limits of \$100,000 per accident.

The successful Bidder shall provide an acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful Bidder's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

**INDEMNIFICATION**

Except for expenses or liabilities arising from the negligence of the Town, the Bidder hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The Bidder expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the Bidder, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to Bidder's employees and any person directly or indirectly employed by the Bidder (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits a notice, the Bidder shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

**MINORITY/WOMEN-OWNED ENTERPRISE:**

Are you a Minority or Woman-Owned business? \_\_\_ Yes \_\_\_ No

If so, are you certified? \_\_\_ Yes \_\_\_ No

If you are certified, you must furnish a copy of your certificate with your submittal.

### NON-COLLUSION OATH

COUNTY OF: \_\_\_\_\_

STATE OF: \_\_\_\_\_

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared \_\_\_\_\_ and made oath that the Bidder herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
Authorized Signature for Bidder

Please print Bidder's name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

NOTARY PUBLIC FOR THE STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### Exhibit D – Price Schedule

Routine Landscape Maintenance (excluding mulch and pine straw)	Annual Cost
Kiawah Island Parkway and Leisure Trail	
Roundabout (Circle)	
Municipal Center	
Beachwalker Drive and Leisure Trail	
Irrigation Maintenance/Monitoring/Quarterly Inspections for all areas	
Annual aeration of all turf areas within the contract	
Tree Management	
Warranty for all plant material (includes plants and installation)	
Soil testing	
Subtotal	

Mulch and Pinestraw	Quantity per application	Annual Cost
Kiawah Island Parkway and Bike Path (double shredded hardwood mulch 1x)	Cubic Yards	
Roundabout (double shredded hardwood mulch 1x)	Cubic Yards	
Municipal Center (Longleaf pine straw 2x per year)	Bales	
Beachwalker Drive and Bike Path (Longleaf pine straw 2x per year)	Bales	
Subtotal		

<b>Total Cost</b>	
-------------------	--

Additional Pricing for Reference	Cost
Double-shredded hardwood mulch per cubic yard (installed)	
Longleaf pine needles per bale (installed)	
Laborer hourly rate	
Supervisor hourly rate	
Subtotal	

NAME OF COMPANY: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Print Name

Title: \_\_\_\_\_ (i.e., Owner, Partner, Corporate Officer, etc.)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

Is your firm a \_\_\_\_\_ Corporation, \_\_\_\_\_ Sole Proprietorship, or \_\_\_\_\_ Partnership?

If incorporated, please list state of incorporation: \_\_\_\_\_

FEIN or SSN: \_\_\_\_\_