



RFP-G2025-02	
PROJECT NAME:	Cemetery Mowing & Grounds Maintenance
DESCRIPTION:	The City of Seneca is seeking proposals from qualified landscaping and lawn care companies for the professional services associated with maintaining the grounds at two (2) City-owned, historic cemeteries.
DATE ISSUED:	03/07/2025
CONTACT:	Ryan Thomas: Assistant City Administrator 864.888.0881 rthomas@seneca.sc.us

PRE-BID MEETING:	A pre-bid meeting is scheduled for Monday, March 24, 2025 at 9:30 AM. Attendance at this meeting is not required, but is recommended, to see the cemeteries firsthand. The pre-bid meeting will take place at Mountain View Cemetery, located near the intersection of E. North 4 th St. and N. Fairplay St.
BID SUBMISSION DEADLINE: (Public Bid Opening)	Friday, April 4, 2025 at 10:00 AM EST Hand Delivery: 221 E. North 1 st St, Seneca, SC 29678 Mail: PO Box 4773, Seneca, SC 29679 Reference: Cemetery Mowing & Grounds Maintenance Attention: Office of the City Administrator, ATTN: Ryan Thomas *Bids must be submitted in a sealed package with project name and opening date printed on the exterior. Late bids will not be accepted.

NAME OF AGENCY (Full legal name of business submitting the bid)	
AWARD & AMENDMENTS:	Award and Amendment information will be available at the physical address listed above, at www.seneca.sc.us or by contacting Ryan Thomas at 864.888.0881 or rthomas@seneca.sc.us .

ACKNOWLEDGMENT OF AMENDMENTS	Amendment Number	Amendment Issue date	Amendment Number	Amendment Issue date
Agency acknowledges receipt of amendments by indicating amendment number and issue date.				

Drug Free Workplace Certification: By submitting a Bid/Proposal, the Agency certifies that, if awarded a contract, the Agency will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.



You must submit a signed copy of pages 1-2 with your Bid/Proposal. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Bid open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your bid can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Seneca reserves the right to reject any and all bids, and to waive any informalities or irregularities.

NAME OF AGENCY (Full legal name of business submitting the bid)	AGENCY'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
PRINTED NAME (Printed name of person signing below)	
TITLE (Business title of person signing above)	

Instructions regarding Agency's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Agency above. A bid may be submitted by only one legal entity. The entity named as the Agency must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If Agency is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.	STATE LICENSE NO.
HOME OFFICE ADDRESS (Address of principal place of business):	PAYMENT ADDRESS (Address to which payments will be sent.)
EMAIL:	PHONE:

By signing below, the Agency certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid/proposal documents. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.

AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding bid/proposal to enter contract on behalf of Agency named above.)	DATE:
TOTAL BID:	\$

******Include pages 1 & 2 with your bid******



SCOPE OF WORK

PROJECT DESCRIPTION: The City of Seneca is seeking proposals from qualified landscaping and lawn care companies for the professional services associated with maintaining the grounds at two (2) City-owned, historic cemeteries. The requested services include, but may not be limited to, mowing, edging, trimming, blowing, and weed control. The cemeteries included under this scope of work are Mountain View Cemetery and Oak Grove Cemetery. All locations within each cemetery shall be included in this project, including access roads, burial spaces (with coping/walls or not), unoccupied space and common areas. The City intends to award an initial single season contract, with an option to renew twice for one additional year each time.

PERFORMANCE PERIOD: The Contractor will be expected to perform all necessary and required grounds maintenance on a bi-weekly basis, from May 1 through September 30, 2025. (at least 11 visits per-cemetery). The season for any subsequent years, if awarded, will run from April 1 through September 30.

LOCATIONS:

- Mountain View Cemetery
 - Project Boundaries
 - North - row of trees/vegetation and Gignilliat Family plot
 - East – N. Fairplay Street
 - South – top of bank
 - West - row of trees/vegetation
- Oak Grove Cemetery
 - Project Boundaries
 - North – row of trees/vegetation
 - East – Hunter Street
 - South – sidewalk running along E. South 6th Street
 - West – Stribling Street

SCOPE OF SERVICES:

- **General**
 - All work must be performed professionally and skillfully.
 - All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 40 feet).
 - If a funeral service is in progress, the Contractor will be expected to have the courtesy and flexibility to move on to a different cemetery or arrange to return to that cemetery another day.
 - No mechanized equipment (power mowers, trimmers, edgers, etc.) may be used within 300 feet of a funeral in progress.
 - No part of the scope of work herein described may be subcontracted.
- **Mowing:** All grassed areas within the project boundaries shall be mowed on a bi-weekly basis throughout the Performance Period.



- Paper, trash, branches, flowers not associated with a grave and other debris must be collected before each mowing.
- Mowing height is 2 inches.
- **Trimming:** All hardscape areas within the Project Boundaries (including border walls, roads, driveways, fences, etc.) and softscape areas (tree rings, plant beds, etc.) shall be trimmed with steel blade edgers or string trimmers during each visit.
 - Grass adjacent to fixed objects, such as tombs, gravestones, monuments, etc. shall be trimmed to the same height as the general turf.
- **Shrub/Tree Trimming and Pruning:** Contractor is expected to trim/prune shrubs and trees, as needed, once per season. This should be done at both locations within the first two visits of the season.
- **Blowing:** Grass clippings and trimming debris shall be blown from roads, driveways, plots and gravestones during each visit.
 - Ensure roads are clean and leaves and debris are blown off inside the cemeteries and tombstones.
 - Mt. View Cemetery contains approximately 2,600 LF of roadway
 - Oak Grove Cemetery contains approximately 625 LF of roadway
- **Weed Control:** Weeds shall be removed as necessary, with special attention placed on any beds/plantings at the entryways of each cemetery. Chemical treatment may be used to assist with weed control with approval from the Director of Grounds and Landscapes.

ADDITIONAL SERVICES

Tasks other than those listed in the Scope of Work such as debris cleanup from named tropical storms, fertilization, mulching and pruning will not be included in this contract. Those tasks may be added at the time of the event at an additional cost and shall be priced at that time.

PROPOSAL REQUIREMENTS

1. All proposals must include a completed Bid Form (pages 1 & 2 of this RFP)
2. Pricing should be inclusive of all labor, equipment and materials necessary to complete the required scope of work described above. **PRICING MUST BE PROVIDED ON THE PRICING FORM INCLUDED IN APPENDIX A. Proposals submitted with incomplete pricing forms will no be considered for award.**
3. Responding firms shall include price and description of any services to be included in contract beyond the scope of services listed above.
4. Proposed price increase for possible second and third terms of contract (see Contract Renewal section below for details).
5. General Liability and Workers Compensation certificates of insurance must be submitted with the proposal.
6. References (including contact information) of three previous customers (current of former) who have used the Contractor's services.



PROPOSAL EVALUATION

Proposals will be evaluated on:

1. Conformance to minimum requirements listed in this RFP;
2. Cost of the services;
3. References from previous customers

LICENSES, PERMITS & INSURANCE

The Contractor shall possess or obtain a valid City of Seneca business license. The Contractor shall possess the required pesticide/herbicide licenses if chemicals are used for weed control, pest control or other measures. The Contractor shall provide certificates of general liability and workers compensation insurance, as specified below.

PAYMENT

The Contractor shall submit monthly invoices for services rendered. Invoices shall be paid by the City within 30 days of receipt of invoice.

CONTRACT RENEWAL

The initial term of the contract shall be 5 months, beginning May 1, 2025 through September 30, 2025. Unless cancelled by either party, contract may renew for two additional terms, beginning April 1 and ending September 30 each of the next two years (2026 and 2027). The contract may be cancelled by either party upon written notice of at least 30 days.

- Term Dates
 - Initial Term
 - May 1, 2025 – September 30, 2025
 - 5 months (11 visits per cemetery)
 - Second Term
 - May 1, 2026 – September 30, 2026
 - 6 months (13 visits per cemetery)
 - Third Term
 - May 1, 2027 – September 30, 2027
 - 6 months (13 visits per cemetery)

SPECIAL CONDITIONS OF CONTRACT

1. The City reserves the right to reject any or all proposals and waive any technicalities or informalities. The City is under no obligation to accept any proposal submitted.
2. Specific monies have been allocated to complete this scope of work. Should the bid/proposal exceed the funds allocated; the City reserves the right to award that portion of the Contract within the available funding limit.
3. No proposal may be withdrawn within thirty (30) days of the opening date.
4. **CHANGE ORDERS:** Changes to the Work must be approved by the City in writing prior to additional work being started.
5. **COLLUSIVE BIDDING:** More than one bid or one contract from an individual, a firm or partnership, corporation, or an association under the same name or different names will not be considered. Reasonable grounds for believing that the Agency is interested in more than



one bid for the same work will cause the rejection of all bids in which such Agency is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among any of the Agencies; participants in such collusion will not be considered in future bids.

6. **GENERAL LIABILITY INSURANCE:** This insurance to be in the comprehensive form, shall protect the Agency, and shall be written to include the City of Seneca, SC against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Agency, its agents, employees or subcontractors.

An original certificate of insurance, indicating that the awarded Agency has coverage in accordance with the requirements of this section, shall be furnished by the Agency to the City within five (5) working days of such request and must be received and accepted by the City prior to contract execution and/or before any work begins.

The Agency shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident
	\$1,000,000.00 - Aggregate

The liability coverage under this policy shall contain no exclusion relative to blasting, explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00 Each Person
	\$1,000,000.00 Each Accident
Property Damage:	\$1,000,000.00 Each Accident
	\$1,000,000.00 Aggregate

The Agency shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident

7. **WORKMAN'S COMPENSATION INSURANCE:** The Agency and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or City approved subcontractors while engaged under this Contract. A Certificate shall be provided to the City as proof of coverage.
8. **CHANGES IN CONTRACT PRICE** - The contract price may be changed only by a written Change Order which shall be executed by the Contractor and, if approved, the City setting forth the change in the scope of work and setting the price for that change.
9. **PERMITS, FEES & LICENSES**
- The Contractor and any Subcontractor shall promptly pay all federal, state, and local taxes which may be assessed against them in connection with the work or their operations under the Contract and/or the other contract documents, including, but not



limited to, taxes attributable to the purchase of materials and equipment, to the performance of services, and the employment of persons in the prosecution of the work.

- **The selected Contractor will be required to obtain a City of Seneca Business License.**

QUESTIONS & INQUIRIES

Questions and inquiries regarding this solicitation shall be submitted to the City no later than:

2:00 pm on Tuesday, March 25, 2025

Ryan Thomas, Assistant City Administrator

(864) 888-0881

rthomas@seneca.sc.us

The City of Seneca's [Bid & Proposal Opportunities webpage](#) shall be the official site for information as related to this Request for Proposal (RFP). Answers to questions and any other changes or clarifications will be communicated via an addendum. It is the Agency's responsibility to check the City's website for updates. The Agency must acknowledge acceptance of all amendments on the Bid Form (pages 1 & 2 of this document) submitted with its proposal.

SUBMITTAL

One hard copy and of the proposal is due in the Office of the City Administrator no later than **Friday, April 4, 2025 at 10:00 AM EST**. Proposals must be submitted in a sealed envelope and marked "Shaver Recreation Complex – Playground Design and Installation".

Late Submittals

Under no circumstances shall proposals be accepted after the specified deadline. The City will not be responsible for late deliveries or delayed mail. It is the Agency's sole responsibility to ensure that submittals are complete and delivered prior to the stated deadline. Oral offers or offers by facsimile or email are not acceptable.

Public Opening of Proposals

A public opening will be held 5 minutes following the submittal deadline at the following location:

Seneca City Hall, Council Chambers

221 E. North 1st Street

Seneca, South Carolina 29678

No packages will be accepted at the Public Opening. Packages must be submitted prior to the deadline to be considered. The names of the firms submitting proposals will be read aloud and recorded.

This Request for Proposals does not commit the City of Seneca to executing an agreement, to paying any costs incurred in the preparation of a proposal, or to contracting for services.

APPENDIX A – PRICING FORM

<u>Cemetery</u>	Mountain View	Oak Grove	
<u>Location</u>	On N. Fairplay St., near the intersection of E. North 4th St. Just south of the American Legion building at 575 N. Fairplay St.	Off of E. South 6th St., between S. Stribling St and Hunter St.	
<u>Approximate Size</u>	8.2 acres	4.6 acres	
<u>Cost Per Visit - Initial Term</u> (bi-weekly cost)	\$	\$	
<u>Total Season Cost Initial Term</u> May 1, 2025 - October (11 visits)	\$	\$	→ \$
<u>Total Season Cost Second Term</u> April 1 - September 30, 2026 (13 visits)	\$	\$	→ \$
<u>Total Season Cost Third Term</u> April 1 - September 30, 2027 (13 visits)	\$	\$	→ \$

Total Proposed Cost Per Season:	
	\$
	\$
	\$

Contractor Business Name:	
Owner/Representative Name:	
Owner/Representative Signature:	
Date:	