

City Of Orangeburg
REQUEST FOR PROPOSAL (RFP)
Parks and Recreation



LANDSCAPE SERVICES
(Selected Locations)

City Of Orangeburg
1099 Russell Street
Orangeburg, South Carolina 29115
Phone: 803-533-6020

Prepared By: Shawn Taylor, Parks Director
Date: October 1, 2025

Due Date: October 17, 2025, by 3:00 PM EST

SECTION 1: INTRODUCTION

The City of Orangeburg is seeking sealed proposals from qualified commercial landscape firms for the professional management and maintenance of designated City-managed properties located throughout Orangeburg County.

The objective of this RFP is to ensure that the City's outdoor spaces remain well-maintained, safe, and visually appealing through comprehensive landscaping services.

SECTION 2: LOCATIONS INCLUDED

The following properties (but not limited to) are included in this RFP:

Group 1

- 301 North – Across from Trump Motel (US 301 North)
- Hwy 178 East – Across from SCDOT
- Hwy 178 West – Across from Lowe's
- US 21 South – Transition from 2 to 4 lanes
- US 21 North – Adjacent to FBC Family Life Center
- Hwy 601 North – Across from OC Tech
- Hwy 33 North – Across from Bojangles
- Edisto Gardens – Albergotti Baseball Field flower bed
- Orangeburg Airport – Tarmac area

Group 2

- New City Gym (410 Broughton Street)
- Parks & Recreation Administration Office / Orangeburg Department of Public Safety Headquarters
- Soccer Fields at Hillcrest

Group 3

- Fire Stations (3): 835 Chestnut Street; 4098 Kennedy Road; 201 Prosperity Drive
- Magnolia Street (Chestnut Street to US 178)
- JC Calhoun Boulevard (Superior Honda to bridge at Edisto River)
- Boulevard Street (around SCDOT fence up to Russell Street, from curb to railroad track)

SECTION 3: SCOPE OF WORK

Services shall include, but are not limited to:

- Grass cutting, edging, and raking
- Weeding of flower beds and landscaped areas
- Pruning and trimming of shrubs and small trees (bi-weekly basis; larger tree work by quote only)
- Trash and yard debris removal
- Blowing off all concrete surfaces and patios after each service
- Leaf removal during fall season
- Application of mulch, pine straw, or weed barriers as needed (with prior approval)

Service Frequency:

- 26 bi-weekly visits annually (2 per month in Dec.–Feb., and up to 3 per month Apr.–Oct.)

Standards:

- All areas must be kept neat and attractive at all times
 - Debris shall not be blown into flower beds, wooded areas, or public roadways
 - All additional work outside the scope requires prior written approval
 - Smoking is prohibited on City property
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SECTION 4: CONTRACTOR REQUIREMENTS

The selected contractor shall:

- Provide all labor, equipment, materials, and supplies necessary to perform the work.
 - Comply with all applicable federal, state, and local laws and regulations.
 - Operate as an independent contractor (not an employee of the City).
 - Obtain written authorization for all changes in work.
 - Submit quotes for chainsaw/tree removal services separately.
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SECTION 5: INSURANCE REQUIREMENTS

The contractor must maintain insurance coverage throughout the contract period, at their own expense, with the City listed as **Additional Insured**:

- **Workers' Compensation:** Minimum \$500,000 (including subcontractors)
- **Commercial General Liability:**
 - \$1,000,000 per occurrence (bodily injury/personal injury)
 - \$500,000 property damage per occurrence / aggregate
- **Automobile Liability:** \$1,000,000 combined single limit (owned, hired, non-owned)
- **Excess/Umbrella Liability:** \$1,000,000 per occurrence / aggregate

Certificates of Insurance must state: *“The insurance covered by this certificate will not be cancelled or materially altered except after thirty (30) days written notice to the City of Orangeburg.”*

SECTION 6: COMPLIANCE

- **E-Verify:** Contractor must complete a Contractor’s Affidavit and comply with the South Carolina Illegal Immigration Reform Act.
 - **City Vendor Requirements:** All vendors must comply with requirements published at: <https://www.orangeburg.sc.us/vendor-information>.
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SECTION 7: OWNER’S RIGHTS

The City reserves the right to:

- Reject any or all proposals
 - Accept a partial proposal
 - Waive informalities or irregularities
 - Negotiate with any respondent
 - Withdraw this RFP at any time
 - Terminate the contract with 60 days’ written notice
 - Terminate immediately for cause if contractor violates contract provisions
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SECTION 8: PROPOSAL SUBMISSION

Required Proposal Contents:

1. Company profile and relevant experience
2. Proposed approach and methodology
3. Detailed cost breakdown (labor, materials, expenses)
4. At least three (3) client references

Submission Deadline:

- **Friday, October 17, 2025, by 3:00 PM EST**

Submission Methods:

- **Email:** shawn.taylor@orangeburg.sc.us
- **Mail:**
City of Orangeburg
Attn: Shawn Taylor, Parks & Recreation Director
P.O. Box 1321
Orangeburg, SC 29116

Questions must be submitted by **October 10, 2025**.

SECTION 9: SELECTION SCHEDULE

Milestone	Date
RFP Issued	October 1, 2025
Non-Mandatory Site Visit	October 7, 2025 – 10:00 AM at 367 Green Street
Proposals Due	October 17, 2025 – 3:00 PM EST
City Staff Decision	November 14, 2025 (or sooner)

SECTION 10: NO OBLIGATION

Submission of a proposal does not obligate the City of Orangeburg to award a contract. The City assumes no responsibility for any costs incurred in preparing or submitting a proposal.

SECTION 11: EVALUATION CRITERIA

Proposals will be evaluated by City staff based on the following weighted criteria. The City reserves the right to request clarification, conduct interviews, or negotiate final terms with the highest-ranked proposer(s).

Evaluation Factor	Weight (%)	Description
Cost Proposal	30%	Overall cost competitiveness and clarity of pricing structure, including labor, materials, and additional expenses.
Experience & Qualifications	25%	Demonstrated experience in providing similar landscape services for municipalities, government agencies, or large-scale clients.
Methodology & Work Plan	25%	Quality and feasibility of proposed approach, including maintenance schedules, staffing, and equipment availability.
References	10%	Strength of references provided from comparable contracts/projects.
Compliance & Responsiveness	10%	Completeness of proposal, adherence to RFP requirements, and compliance with state/local regulations.
Total:	100%	

The contract will be awarded to the responsive and responsible firm whose proposal receives the highest overall score and is deemed to be in the best interest of the City of Orangeburg.

SECTION 12: CONTRACT TERM

The initial contract period shall be **one (1) year** beginning on or about _____, **2025**, and ending _____, **2026**.

The City reserves the right to renew the contract for up to **two (2) additional one-year terms** upon mutual agreement between the City and the Contractor, subject to satisfactory performance, availability of funds, and compliance with all terms and conditions.

Either party may decline renewal by providing written notice at least **sixty (60) days** prior to the end of the current contract term.

SECTION 13: PERFORMANCE REVIEW & PENALTIES

Performance Monitoring

- The City of Orangeburg Parks and Recreation Department will conduct periodic inspections of all contracted sites to ensure compliance with the scope of work.
- Contractors are expected to maintain all areas in a neat, attractive, and professional manner at all times.
- The City reserves the right to document deficiencies with written notices and photographs.

Corrective Action

- Upon receipt of a deficiency notice, the Contractor shall correct the issue within **three (3) business days**, unless otherwise agreed to in writing.
- If deficiencies are not corrected within the specified timeframe, the City reserves the right to:
 1. Withhold payment until corrections are made;
 2. Deduct a reasonable amount from the invoice for incomplete or substandard work; or
 3. Obtain services from another provider at the Contractor's expense.

Penalties

- Repeated deficiencies (defined as three or more within a 60-day period) may result in:
 - Monetary deductions of up to **10% of the monthly invoice**;
 - Placement on probationary status; or
 - Contract termination in accordance with the terms of this RFP.

Annual Review

- Contractor performance will be formally reviewed **annually**, prior to renewal consideration.
 - Performance factors will include quality of work, responsiveness, compliance with safety standards, and overall professionalism.
 - Unsatisfactory performance may result in non-renewal of the contract, regardless of term options.
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APPENDIX A: COST PROPOSAL FORM

All proposers must complete this form and include it with their submission. Costs should include **all labor, materials, equipment, transportation, insurance, supervision, and other expenses** necessary to perform the work as described in the Scope of Services.

Company Name: _____

Contact Person: _____

Phone/Email: _____

A. BASE SERVICES (Bi-Weekly Visits)

Location Group	Monthly Cost	Annual Cost (26 Visits)
Group 1	\$_____	\$_____
Group 2	\$_____	\$_____
Group 3	\$_____	\$_____
TOTAL BASE COST	\$_____	\$_____

B. OPTIONAL SERVICES (As Needed / By Quote)

Please provide hourly or unit pricing for the following optional services:

Service	Unit	Cost
Shrub & Tree Trimming (beyond bi-weekly scope)	Per Hour	\$_____
Chainsaw/Tree Removal Work	Per Hour	\$_____
Mulch Installation	Per Cubic Yard	\$_____
Pine Straw Installation	Per Bale	\$_____
Weed Control Barrier Installation	Per Square Foot	\$_____

C. ADDITIONAL INFORMATION

- Do your prices include disposal of yard debris, clippings, and trash?
 - ☐ Yes ☐ No (If no, explain): _____
- Will fuel surcharges or other fees apply?
 - ☐ Yes ☐ No (If yes, provide details): _____
- Do you offer discounted pricing for multi-year renewals?
 - ☐ Yes ☐ No (If yes, explain): _____

Authorized Signature: _____

Title: _____ **Date:** _____