	Marion County School District	**Solicitation Number**	IFB 2027-001 Landscape Mnt.
		Date Issued	11/20/2026
		Dir. of Facilities	Dr. Shawn Hagerty
		Phone	(843) 423-1811
		E-mail Address	shagerty@marion.k12.sc.us

DESCRIPTION: "Provide Landscape Maintenance and Landscape Services – Multiple Award Contract"

The Term "Offer" Means Your "Bid" or "Proposal"

SCHEDULE OF EVENTS	**DATE AND TIME**
SUBMIT OFFER /(BID OPENING) BY:	December 11, 2026 at 11:00am EST
NUMBER OF COPIES TO BE SUBMITTED:	One (1) Original and one (1) Copy
PRE-BID CONFERENCE: M A N D A T O R Y **LOCATION**:	**December 2, 2026; 10:00 AM, EST** **MCSD Office, 719 N. Main Street, Marion, SC 29571**
QUESTIONS MUST BE RECEIVED BY:	December 9, 2026 at 2:00pm EST
POST RESPONSE TO BID QUESTIONS BY:	December 10, 2026 at 2:00pm EST
SITE VISIT:	Bidders welcome to visit sites; check in with offices on arrival.

SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS:

Marion County School District
Procurement Services
719 North Main Street
Marion, South Carolina 29571

Offers must be submitted in a sealed package. Solicitation Number and Opening Date must appear on package exterior.

AWARD & AMENDMENTS	This solicitation, any amendments and award, will be posted at the following web address www.marion.k12.sc.us

You must submit a signed copy of this form with your offer. 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 forty-five (45) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S Type of Entity (check one)
AUTHORIZED SIGNATURE	☐Sole proprietorship SSN ____-___-_____
(Person signing must be authorized to submit a binding offer to enter contract on behalf of the named above)	☐Corporation Federal ID# _____
TITLE (Business title of Person signing above)	☐ SC Minority Vendor Minority Vendor# _____
PRINTED NAME (Printed name of person signing above)	(See provision entitled "Signing Your Offer")

Instructions regarding Bidders Name: Any award issued to, and contract will be formed with, the entity identified as the Bidder above. A bid may be submitted by only one legal entity. The entity named as the Bidder must be single and distinct legal entity. Do no use the name of a branch office or 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 Offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)

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(Return Page Two with your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code / Number / Extension / Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
☐ Payment Address same as Home Office Address ☐ Payment Address same as Notice Address (check only one)	☐ Order Address same as Home Office Address ☐ Order Address same as Notice Address (check only one)

ACKNOWLEDGEMENT OF AMENDMENTS

ACKNOWLEDGMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offeror acknowledges receipt of amendment(s) by number and its date of issue. See "Amendments to Solicitation" Provision								

DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____Calendar Days (%)

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I. SCOPE OF SOLICITATION

A. It is the intent of Marion County School District, hereinafter referred to as the "Owner" or "District" to establish a multiple award contract, with qualified contractors to provide the District with various Landscape Maintenance & Landscape Services on an as-needed basis. School sites requiring lawn care services (mowing, edging, trimming, bi-annual pruning) will be separated by lots and will be awarded independently based on award criteria. The technical representative of this contract will be the Chief of Operations or his authorized designee.

B. This IFB will be awarded with an initial one-year "base period" with the option to extend the contract for two (2) additional one-year periods for a total aggregate performance period of three (3) years. Exact dates will be in accordance with the Notice of Intent to Award Statement as issued.

C. This solicitation is to be awarded and the contract administered by the following method:

Unit Prices: This solicitation shall utilize Unit Prices. The agreed upon contractual Unit Prices multiplied by the quantity of Landscape Maintenance & Landscape Services to be performed will be the basis of award for Landscape Maintenance & Landscape Services. The Unit Prices are to be inclusive of all costs to the Contractor including overhead, mobilization, installation labor and profit. The Contractor may not add any other markup to the contractual Unit Prices.

D. The Owner does not guarantee a minimum amount of work, **and** does not guarantee the size or quantity of any Landscape Maintenance & Landscape Services awarded pursuant to this solicitation.

E. This solicitation does not commit the Owner to award a Contract nor to pay for any cost incurred by the bidder in the preparation of a bid.

ACQUIRE SERVICES: The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions.

MAXIMUM CONTRACT PERIOD – ESTIMATED: 01/01/2027 – 01/01/2030. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

OPTION TO EXTEND: Marion County School District reserves the right, based upon vendor performance and mutual agreement of both parties, to extend the contract for a period not to exceed three (3) consecutive service years, in one (1) year increments, under the same terms and conditions.

II. INSTRUCTIONS TO OFFERORS

A. GENERAL INSTRUCTIONS

DEFAULT: In case or default by the Contractor, the Marion County School District reserves the right to purchase any or all items in default in the open market, charging the Contractor with any additional costs. The defaulting Contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.

All amendments to and interpretation of this IFB shall be in writing. The procurement officer shall not be legally bound by any amendment or interpretation that is not in writing. Any contract entered into by the Marion County School District or its agencies resulting from this quotation shall be subject to cancellation at the end of any fiscal or appropriated year unless otherwise provided by law.

Payment will be made in accordance with the Marion County School District Fiscal Management Policy Section DK. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The School District reserves the right to withhold payment or make such deductions as may be necessary to protect the School District from loss or damage because of defective work, claims, damages, or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of forty five days beyond the Invitation to Bid deadline. Unit prices will govern over extended prices unless otherwise stated.

The Marion County School District shall consider payment discounts in the award of this contract when such discounts are for thirty days or more after final inspection and acceptance of contract requirements. Payment discounts for less than thirty days are encouraged but shall not be a factor in award determination. Please state your discount terms using the above referenced information as the School District's position on the matter.

All materials and products offered must be guaranteed to meet and comply with the requirements all the specifications, terms and conditions indicated or referred to.

The award will be made in accordance with Marion County School District Procurement Code Policy DJ-R.

DUTY TO INQUIRE: Bidder, by submitting a Bid, represents that it has read and understands the solicitation and that its Bid is made in compliance with the solicitation. Bidders are expected to examine the solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Bidder's risk. Bidder assumes responsibility for any patent ambiguity in the solicitation that Bidder does not bring to the District's attention.

PROTESTS: Any prospective bidder, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten (10) days of the date notification of award is posted in accordance with the District's Procurement Code. A protest shall be in writing, submitted to the Procurement Officer, 719 North Main Street, Marion, SC 29571 and

shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

PUBLIC OPENING: Bids will be publicly opened at the date and time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. Prices will not be divulged at this time.

QUESTIONS FROM OFFERORS: (a) Prospective bidders desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Chief of Operations no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective bidders. (b) Marion County School District seeks to permit maximum practicable competition. Bidders are urged to advise the Procurement Officer - as soon as possible- regarding any aspect of this procurement, including any aspect of the solicitation that unnecessarily or inappropriately limits full and open competition.

RESPONSIVENESS /IMPROPER OFFERS: (a) Bid as Specified. Bids for supplies or services other than those specified will not be considered unless authorized by the Solicitation. (b) Multiple Bids. Bidders may submit more than one bid, provided that each Offer has significant differences other than price. Each separate bid must satisfy all Solicitation requirements. While multiple bids may be submitted as one document, bidder is responsible for clearly differentiating between each separate bid. If this solicitation is a Request for Proposals, each separate bid must include a separate cost proposal. (c) Responsiveness. Any bid which fails to conform to the material requirements of the solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the solicitation may be rejected. If a fixed price is required, a bid will be rejected if the total possible cost to Marion County School District cannot be determined. Bidders will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Chief of Operations. (d) Unbalanced Bidding. Marion County School District may reject a bidder as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to Marion County School District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO BIDDERS: By submitting a BID, you agree not to discuss this procurement activity in any way with any Marion County School District employees, agents or officials. All communications must be solely with the Chief of Operations. This restriction expires once a contract has been formed and may be lifted by express written permission from the Chief of Operations.

SIGNING YOUR OFFER: Every bid must be signed by an individual with actual authority to bind the bid. (a) If the Bidder is an individual, the bid must be signed by that individual. If the Bidder is an individual doing business as a firm, the bid must be submitted in the name of the firm, signed by the individual, and state that the individual is doing business as a firm. (b) If the Bidder is a partnership, the bid must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Bidder is a corporation, the bid must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) A bid may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Bidder is a joint venture, the bid must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If a bid is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the bid must state that is has been signed by an Agent. Upon request, bidder must provide proof of the agent's authorization to bind the principal.

DISCUSSION WITH RESPONSIVE BIDDERS: Discussions may be conducted with responsive bidders who submit proposals for the purpose of clarification to assure full understanding of the requirements of the Invitation for Bid. All bidders, whose proposals, in Marion County School District's sole judgment, needing clarification shall be accorded such an opportunity.

SUBMITTING CONFIDENTIAL INFORMATION: For every document the bidder submits in response to or with regard to this solicitation or request, bidder must separately mark with the word "CONFIDENTIAL" on every page, or portion thereof, that bidder contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document bidder submits in response to or with regard to this solicitation or request, Bidder must separately mark with the words "TRADE SECRET' every page, or portion thereof, that Bidder contends contains a trade secret as that term is defined

by Section 39-8-20 of the Trade Secrets Act. For every document Bidder submits in response to or with regard to this solicitation or request, Bidder must separately mark with the word PROTECTED" every page, or portion thereof, that Bidder contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page.

By submitting a response to this solicitation or request, bidder (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET' or CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Bidder's marking of documents, as required by these bidding instructions, as being either "CONFIDENTIAL" or "TRADE SECRET" or "PROTECTED". By submitting a response, Bidder agrees to defend, indemnify and hold harmless Marion County School District, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that bidder marked as "CONFIDENTIAL" or "TRADE SECRET" or "PROTECTED". (All references to S.C. Code of Laws.)

SUBMITTING YOUR OFFER OR MODIFICATION: (a) Bids and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by approved electronic means) - (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) Each bidder must submit the number of copies indicated on the Cover Page. (c) Bidders using commercial carrier services shall ensure that the bid is addressed and marked on the outermost envelope or wrapper for clear identification when delivered to the office specified in the Solicitation. (d) Facsimile Offers, modifications, or withdrawals will not be considered unless authorized by the Solicitation. (e) Bids submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

BID ACCEPTANCE PERIOD: To withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Chief of Operations in writing.

BID IN ENGLISH & DOLLARS: Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the solicitation.

REJECTION/CANCELLATION: The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or part.

WITHDRAWL OR CORRECTION OF BIDS: Bids may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile bids, bids may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

ETHICS ACT: By submitting a bid, you certify that you are following South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee-Section 8-13-790, (b) Recovery of Kickbacks-Section 8-13-790m (c) Offering, soliciting, or receiving money for advice or assistance of public official- Section 8-13-720, (d) Use or disclosure of confidential information -Section 8-13-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids. Section 8-13-1150.

DRUG FREE WORK PLACE CERTIFICATION: By submitting a bid, Contractor certifies that, if awarded a contract, Contractor 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.

OFFICE CLOSING: If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day

on which normal District's processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an amendment will be issued to reschedule the conference.

IRAN DIVESTMENT ACT: By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Section 11-57-310.

SORT: By submission of this bid, the bidder is signing on behalf of himself and any workers employed, that they are in compliance with all of the State SORT laws, South Carolina Code of Laws 23-3-535. Marion County School District reserves the right to reject any and all quotations and to cancel the solicitation; waive any and all technicalities; the School District reserves the right to reject any quotation in which the delivery tine indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected. The successful contractor assumes sole responsibility and shall hold harmless the Marion County School District, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees and agents under this agreement. Marion County School District agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of Marion County School District, its members, directors, officers, employees and agents under this agreement. Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user. Upon award of a contract under this quotation, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina that require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may be exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses or fees levied by the State.

TERMINATION: Subject to the provisions below, the contractor may be terminated for any reason by the School District providing a thirty-day advance notice in writing is given to the contractor.
Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the School District may negotiate reasonable termination costs, if applicable.

TERMINATION FOR CAUSE: Termination by the School District for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty day advance notice requirement is waived and the default provision in this bid shall apply.

B. SPECIAL INSTRUCTIONS:

LICENSES, PERMITS, INSURANCE: All costs for required licenses, permits and insurance shall be borne by the Bidder. Each Bidder shall maintain current certificates of insurance with the school district's business office for Workers Compensation, Comprehensive General Liability and Comprehensive Automobile. Minimum amount shall be $1,000,000.00 in liability and property damage. No employees with felony convictions or on the South Carolina sex offender's registry are to perform work on school district properties. A background check will be performed. As with all employees of contractors on school property, a background check will be performed. If a question arises for any employee of the successful bidder, that employee may be required to undergo a fingerprint check and driver's license check at the expense of the bidder.
The Marion County School District requires all contractual activities to be performed in a manner that is consistent with all applicable federal, state and local laws, regulations, rules, rulings and ordinances. These include, but are not limited to: the Occupational safety and Health Act, The Environmental Protection Act, The South Carolina Hazardous Waste Management Act.

PROHIBITION OF GRATUITIES: Amended section 8-13-420 of the 1976 Code of Laws of South Carolina states "whoever gives or offers to any public official or public employee and compensation including a promise of future employment to influence his action, vote, opinion or judgment as a public official or public employee or such public official or public employee solicits or accepts such compensation to influence his action, vote, opinion or judgment shall be subject to the punishments as provided by 16-9-210 and 16-9-220."

IMPORTANT– Please Note:
Vendors, we MUST have your Federal ID # (company) or Social Security # (individual) before processing any invoices for payment. Failure to provide this information will result in delay of payments until this information is received. **Bidder will**

provide a minimum of 3 references from those for whom they have done comparable work within the last 3 years. Please include this information with your bid.

QUESTIONS RELATING TO THIS INVITATION FOR BID:

Questions for the purpose of clarifying any part of this IFB must be in writing and can be delivered, faxed, or e-mailed to: Dr. Shawn Hagerty, Marion County School District, Chief Operations Officer, 719 North Main Street, Marion, SC 29571. FAX number (843) 423-2107; E-mail: shagerty@marion.k12.sc.us. The solicitation number and name must be clearly noted on all correspondence. For correspondence via e-mail, put **IFB 2027-001 Landscape Mnt.** in the 'Subject" field.

PRE-BID MEETING MANDATORY: MCSD Central Services Office, 719 North Main Street, Marion, SC 29571

Questions for the purpose of clarifying any part of this IFB will be responded to and will be posted at the following web address: https://www.marion.k12.sc.us Click Departments, Click Operations, Click Procurement Services.

BID SUBMITTAL:

The District shall receive all bids no later than the date and time specified on the cover page. Marion County School District **will not receive** e-mail submissions. **Faxed** bids are **not** acceptable.

REQUIRED:

Clearly mark the outside of the sealed envelope, box, or package containing the bid and the FEDEX or UPS package with the solicitation number and solicitation description found on the cover page. Hand delivery/Mail/ Courier service to:

Dr. Shawn Hagerty
Marion County School District
Chief Operations Officer
719 North Main Street
Marion, SC 29571

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The District is not responsible for any delays caused by the Bidder's chosen means of proposal delivery. Bidder failure to meet the proposal due date and time shall result in rejection of the bid.

III. SCOPE OF SERVICES:

A. LANDSCAPE MAINTENANCE SERVICES (LOTS A - C)

1. Lawn/Natural Turf Athletic Field Maintenance: Contractor will be required to mow all turf as required at each school identified in this contract (this will include Marion County School District property, as well as other areas, such as street right-of-ways that must be maintained). All turf should be mowed to a height of 2 inches or as instructed by the Operations Department. String trimming will be required around all HVAC units, portables, buildings, trees, fences, and other structures as required. Edging will be required with every mowing cycle. All clippings must be blown from all concrete and paved areas to provide a clean and neat appearance. Herbicide treatment is required in all bedding, straw and mulched areas to prevent/kill weeds. In addition, all clay surfaces on baseball and softball fields (excluding high school fields) and all hardscape areas (asphalt and concrete) should be kept weed free.

2. Allowable Schedule Times: All lawn care services (mowing, trimming, edging, and herbicide treatment) should be performed Monday through Friday throughout the terms of the contract. The contractor will be required to submit a monthly service schedule for all landscape maintenance activities, broken down by the date, day, and school/ building location. If contractor prefers to offer services on non-school days (weekends), locked courtyards will not be accessible and will require contractor to return during the week to complete the areas. Weekend maintenance may be required at certain school sites and on special occasions (such as school opening preparation in August). Contractor should include any costs associated with weekend maintenance (if any) in cost proposals.

3. Expected Landscaping Maintenance Season: Contractor should expect to begin landscape maintenance services upon the award of the contract and continue with scheduled landscape maintenance services through the terms of the contract. It will be expected that all sites will receive a maintenance service within (4) calendar days of the school opening date (weekend maintenance will be required at this time in order to complete all sites within a 4-day period). No landscape maintenance activities will be allowed on any of the school campus locations or District administration buildings during the first day of school (return of students). Special events (such as school board meetings, district training days, etc.) will require landscape maintenance services to be performed no more than two days prior to the event. A schedule of the special events will be provided to the contractor in order for landscape

maintenance services to be performed according to the corresponding dates of each event. MCSD does **not** guarantee the number of total service dates that will be required during the entire cutting season on this contract.

4. Frequency of Landscape Maintenance:

   A. Administration and School Campus Landscape Maintenance: Required every (10) calendar days during April – June and every (7) calendar days during July – October, and (2) service visits per month from November-March (minor variations may be required by the Operations Department. The District estimates approximately (30) turf mowing visits per year; however, this may vary depending on weather conditions, growth rate, or District (budget restrictions). Upon award of contract, contractor and MSCD is required to agree a schedule for all anticipated landscape service dates with the Operations Department. Landscape service days should be consistent from week to week (July – October).

   B. District Stadium Landscape Maintenance: The contractor is responsible for landscape maintenance services to all interior and exterior turf, ornamental beds, tree rings, mulch area, and hardscape located at each stadium. Contractor will be responsible performing landscape maintenance services at each stadium location no sooner than 2 days prior to a scheduled activity (football games, graduation ceremonies, etc.). A schedule of all the activities taking place at each stadium location will be provided to the contractor.

   C. High School Athletic Field Maintenance: The contractor is responsible for landscape maintenance services to all interior and exterior turf, ornamental beds, tree rings, mulch area, and hardscape located at each athletic field with the exception of the playing surface of the field (baseball, softball, practice fields, etc.).

5. Requirements for Curb and Bed Maintenance: Contractor will be required to edge all concrete curbs, sidewalks, and defined plant bedding areas at each maintenance visit where mowing is performed. Concrete surfaces should be edged using blade type edgers to a depth of at least 1.5 inches. Plant beds (not defined by concrete) may be edged with blade or string trimmer to maintain a neat and professional appearance. All areas on both sides of City/County sidewalks must be maintained.

6. Weed Control: Contractor will be required to apply herbicide treatment to all areas where pine straw, bark, or other mulch is present and where weeds are present in all hardscape areas (sidewalks, curbs, parking lots (gravel and paved), driveways (gravel and paved) and fenced HVAC/transformer areas. The type of herbicide and frequency of treatment may vary depending on the type of weeds being controlled. It is expected that the contractor will implement a program that will keep all beds and hardscape areas free of weeds at all times. Herbicide selection and SDS information must be presented to the Director of Facilities and approved prior to the application of any treatment. A South Carolina herbicide application license is required. Contractor must comply with manufacturer's label instructions. Weeds located in the engineered playground mulch and rubberized playground surfacing will be controlled manually (hand pulled, string trimmed, etc.). Chemical weed control is not permitted in the playground mulch areas.

7. District Technical Representative: After award of contract, the designated technical point of contact will be the Director of Facilities or his designee. All technical questions should be directed to the Operations Department.

8. Contract Administrator: Any questions pertaining to this solicitation and contractual matters shall be directed to: Dr. Shawn Hagerty, Chief Operations Officer, 719 North Main Street, (843) 423-1811, shagerty@marion.k12.sc.us.

9. Irrigation System Information: Some MCSD district sites utilize irrigation systems to maintain an attractive appearance. The contractor is responsible for familiarization with these systems to prevent inadvertent damage. A walk-thru will be conducted upon award of this contract. Any damage should be reported immediately to the Operations Department. Any damage is solely the responsibility of the contractor. Contractor must be capable of facilitating repairs within 48 hours at the discretion of the Operations Department. All repairs must be communicated and pre-approved by the Operations Department.

10. Courtyard Information: Some school sites have enclosed/locked courtyards with various types of plants and flowers. Care should be taken in these areas not to disturb/damage established habitats, plantings, etc. Entrance points are sometimes limited and must be coordinated with school personnel to gain access for lawn care.

11. Clean-up Requirements: Contractor will be required to remove all trimmings, mowing debris and/or edging debris immediately upon completion of maintenance services and properly dispose of all debris at no additional cost. Mulching and blowing of excess material is preferred; however, bagging may be required for heavy accumulations. The District will make every effort to remove debris from school lawns; however, if debris is

discovered during mowing, the contractor should remove prior to mowing and/or contact the appropriate District representative. Debris should not be mowed!

12. Incomplete Maintenance Service Response: The contractor is responsible for correcting any missed or incomplete landscape maintenance service requests with 48 hours of the notification. The notification will come in the form of a work order generated through the MCSD work order software and will be delivered to the contractor as well as the Operations Department. Failure to respond to a missed/ incomplete service notification within the required 48 hour time allotment will result in a 50% reduction of billable services for each occurrence specific to the location associated with the notice.

13. **Pruning Services:** The contractor **should include in their bids for any of LOTS A, B, or C all materials and labor to provide pruning services** within each LOT with existing ornamental groundcover, shrubbery, and trees (up to 20 feet in height) **two times per school year.** Clean-up and disposal of debris generated from pruning services will be the responsibility of the contractor. All debris should be disposed of off-site of the District property. Pruning methods and techniques will be determined by the type and variety of plant material and should be performed in a manner to present an aesthetically pleasing product while promoting healthy growth patterns. Correct pruning techniques recognized by industry standards will be the required pruning methods utilized throughout MCSD owned properties. Landscape plant material located near security cameras and sensors will be pruned and maintained to prevent any obstructions or create any security risks.

14. Pine Straw Application: The district will continue to purchase pine straw for application at select, primary visible and occupied sites throughout the district**. Include in your Landscape Maintenance Service quote for LOTS A thru C, the application of pine straw bales at a minimum twice per year** in pre-established planting landscape.

15. Fire Ant Control/Insecticide Application: REMOVED from Solicitation

B. ADDITIONAL REQUIREMENTS:

1. Damage: Contractor is responsible for all damage caused by personnel and/or equipment, including turf, trees, shrubs, structural, broken glass, etc. All damage must be reported to the Director of Facilities immediately. MCSD will withhold payment until damage restoration has been resolved.

2. Identification: All contractor personnel must wear company uniforms displaying company name and must carry valid photo identification. All trucks and other equipment on District property must clearly indicate the company name. The District maintain the right to approve the acceptability of uniforms worn on District property.

3. Equipment/Safety: All equipment used on MCSD property must comply with all local, state, and federal safety requirements. The equipment must be properly maintained per manufacturers' requirements (all safety features/guards must be fully operable). Contractor must exercise reasonable caution when performing maintenance to protect people and property (including posting signs or other safeguards when necessary).

4. Verification of References/Experience: Contractor is required to submit (with Bid Solicitation) three (3) references within the past (3) years relating to work accomplished of similar size and scope. Point of contact name and phone number must be provided for references.

5. Verification of Personnel/Equipment: The contractor is required to submit (with Bid Solicitation) proof that he/she has and is in possession of sufficient equipment and personnel capable to provide services described herein.

6. Licenses/Certification: Proof of valid SC Business License is required. Copies of additional certifications should also be submitted. (Including SC Pesticide Licenses).

7. Sub-Contractor: Use of sub-contractors is prohibited without prior written consent of MCSD.

DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER: After award, all deliveries shall be made and all services provided to the location specified in the purchase order or as directed by the Director of Facilities /designee.

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL: Offeror shall submit a signed Cover Page and Page Two. Offeror should submit all other information and documents requested in this part and in parts II - B. Special Instructions; III. Scope of Services; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section IX. Attachments to Solicitations.

SUBMITTING REDACTED OFFERS: You are required to mark the original copy of your offer to identify any information that is exempt from public disclosure. You must do so in accordance with the clause entitled "Submitting Confidential Information." In addition, you must also submit one complete copy of your offer from which you have removed any information that you marked as exempt, i.e., a redacted copy. The information redacted should mirror in every detail the information marked as exempt from public disclosure. The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be included with your bid submission.

1. Offeror is to provide One (1) Original and _1_ Copy.
2. All bids should be complete and carefully worded and should convey all of the information requested by the District. If significant errors are found in the Offeror's bid, or if the bid fails to conform to the essential requirements of the IFB the District and the District alone, will be the judge as to whether the variance is significant enough to reject the bid. Bids should be prepared simply and economically, providing a straightforward, concise description of Offer's capabilities to satisfy the requirements of the IFB. Emphasis should be on completeness and clarity of content. Bids which include either modifications to any of the contractual requirements of the IFB or an Offeror's standard terms and conditions may be deemed non-responsive and therefore not considered for award.
3. Offeror's bid must contain all required information to be considered for award.
4. Cost (Bidding Schedule/Price Proposal) is to be provided.
5. **All information required in Section VI - AWARD CRITERIA**

V. CONTRATOR QUALIFICATIONS

1. Must be a company engaged in the business of providing Lawn Care and Landscaping, maintenance for **a minimum of three years within the last five years**. Recent start-up businesses do not meet the requirements of this solicitation. A start-up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with (or worked for) a company that has that history or expertise. A "New" business that is owned by an individual with more than five years of experience, and the company is properly capitalized is not considered a Start-Up Business
2. Must provide a primary point of contact to the appropriate District Technical Representative. Provide a constantly monitored 24-hours/day, seven days per week telephone number to contact for service.
3. Respond verbally to the designated District Technical Representative within two hours of a service call being placed and have personnel on-site within four hours of service call being placed unless other arrangements are agreed to by the designated District Technical Representative.
4. Have staff, equipment, etc. or subcontractors to respond to multiple requests for services at the same time, as requested by the designated District Technical Representative.
5. Be in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees such as state franchise fees. The District reserves the right to request a copy of the Bidder's audited or un-audited financial statement. The District will be the sole judge in determining the sufficiency of the Bidder's financial resources and ability to perform the contract or provide the service. Factors to be reviewed *may* include:
    - Balance sheets
    - Net working capital
    - Current asset ratio
    - Liquidity ratio
    - Auditor(s) notes and any notes to the financial statements.

VI. AWARD CRITERIA: Award will be made to the highest ranked, responsive and responsible offerors whose offer is determined to be the most advantageous to the District.

Award will be made by multiple lot(s) to one or more vendors.

Any award resulting from this IFB shall be awarded to the responsive and responsible offeror(s) whose bid is determined to be the most advantageous to the District, taking into consideration price, when required, and the evaluation factors set forth herein; however, the right is reserved to reject any and all bids received and in all cases, the District will be the sole judge as to whether the Offeror's bid has or has not satisfactorily met the requirements of this IFB.

Bids will be evaluated by a District Review Panel on the basis of the following evaluation criteria listed in descending order of importance. Cost must be a factor in determination of award and cannot be weighted at less than sixty percent (60%). In order for your offer to be considered the following items must be included in your submittal:

1. **Overall cost, (provided by your Bid Schedule) - 60%**

2. **Ability to perform services (equipment inventory, training, etc.) – 20%**
   - In your submittal provide this office with the number of employees, and the amount of equipment (listing) owned by your organization, detailing the size and type of equipment to be utilized. Also include a listing of all applicable licenses, permits, awards, certifications or any other training relevant to this contract.

3. **Past experience of similar size and scope – 20%**
   - In your submittal provide this office with a list and narrative of the related work that your company has provide to other organization that are similar to the District. This narrative shall include the name, address and contact information of the referred organization.

PRICE ADJUSTMENTS

Prices quoted are to be firm for the initial period of one (1) year after execution of the contract. Requests for price adjustment, after the initial period are subject to the following:

1. Approval will be at the sole discretion of the District.

2. Request must be submitted in writing to the Procurement Officer accompanied by supporting justification.

3. Request must be submitted sixty (60) days prior to the end of the contract term/expiration date.

4. Requests will not be approved that exceed the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately preceding the date of the request. The request shall be based upon the US Department of Labor Bureau of Labor Statistics CPI-U for all urban consumers issued for the Southeast region.

5. The District will approve only one price adjustment for each renewal period.

TERMS AND CONDITIONS

INSURANCE REQUIREMENTS: The successful contractor must furnish within ten (10) days after written acceptance of bid a copy of his Worker's Compensation and/or General Liability insurance certificate to the District. Worker's Compensation coverage shall meet the requirements of South Carolina law. It is agreed that the coverage, as stated, shall not be cancelled or altered until ten (10) days after written notice of any change has been sent by registered mail to the Purchasing Department of Marion County School District.

A. General Liability – Contractor shall provide General Liability insurance with coverage for premises and operations, products and completed operations, explosion, collapse and underground hazards, broad form property damage, contractual, personal and advertising injury liabilities. Insurance shall be provided on a standard Insurance Services Office Commercial 9ISO General Liability 1998 Form CG0001 or equivalent and shall include the following endorsement or equivalent: The policy form and endorsement must be included on the certificate of insurance. The below required minimum insurance limits shall not be construed as a limitation of the District's rights under any insurance with higher limits and no insurance shall be endorsed to included such a limitation. General Liability insurance required minimum limits:

General Aggregate $2,000,000.00

Products and Complete Operations Aggregate $2,000,000.00

Personal Injury Aggregate $1,000,000.00

Each Occurrence of Contracts under

$1,000,000.00 $1,000,000.00

Each Occurrence of contracts $1,000,000.00 and above $2,000,000.00

Personal Advertising/Advertising Injury $1,000,000.00

Medical Payments (one person) $ 5,000.00

B. Worker's Compensation: The Contractor shall provide Worker's Compensation insurance with coverage on a statutory basis according to South Carolina Law and will apply to all personnel on the job site. Worker's Compensation insurance required minimums:

1. Coverage A (Workers' Compensation) Statutory Limits
2. Coverage B (Employer's Liability)

Bodily injury by accident $500,000 each accident Bodily

Injury by disease $500,000 each employee Bodily

Injury by disease $500,000 policy limit

C. Vehicle Liability Insurance: The Contractor shall provide Vehicle Liability Insurance with coverage for all owned, hired/rented and non-owned vehicles. Vehicle Liability insurance required minimum limit:

1. Combined Single Limit $1,000,000 each accident or
2. Split Limits $1,000,000 bodily injury

$1,000,000 property damage

D. Certificates of Insurance acceptable to the District shall be filed with the District Purchasing department prior to commencement of work.

WARRANTY: The contractor warrants to Marion County School District that all services performed as a result of this bid and specifications will be performed in a professional manner consistent with industry practices. Warranty for one (1) year after completion.

FEES, LICENSES, PERMITS AND RESPONSIBILITIES: The contractor, at his own expense, is responsible for obtaining any necessary licenses, fees, or permits and for complying with all applicable Federal, State, and local laws and regulations in connection with the performance of this service. Contractor shall be responsible for all damages to persons or property that occurs as a result of his or employees' fault or negligence.

DEBARMENT/SUSPENSION: By submission of a response to this solicitation, bidders are certifying that they are not debarred or suspended from doing business with any other School District.

CHANGES: Any changes, additions, or deletions must first be authorized by the Marion County School District Procurement Department.

INSPECTION RIGHTS: Marion County School District reserves the right to inspect and approve the services/equipment offered under the specifications of this solicitation.

1. All goods delivered to and services performed for the District shall be subject to in-process and final inspection by the District. If the inspection identifies goods or services that are deficient in any respect, the District Technical Representative/designee may reject all or any part of the goods or services provided to the District. Contractor must ensure that any nonconforming condition is properly tagged, identified or restricted from use so as not to cause any damage or injury to personnel or property.
2. Contractor shall promptly correct any work that fails to conform to the specifications or requirements of the job. The Contractor shall at their own expense correct the non-conforming work including any additional testing and inspection that may be necessary to validate acceptance of the goods or services. Upon completion Contractor shall notify the District Technical Representative to allow a final inspection and if necessary require the contractor to demonstrate that all equipment and systems operate as designed.
3. If the Contractor fails to carry out the work in accordance with the contract documents, and fails within a seven day period after receipt of notice from the District to commence and continue correction of such default or neglect with diligence and promptness, the District may, without prejudice to other remedies they may have, proceed to correct such deficiencies. In such case an appropriate change order shall be issued deducting from payments to the contractor the reasonable cost of correcting such deficiencies including any District expenses.

REFERENCES

Bidder shall submit a minimum of three (3) references **(Not from any District employee)** to substantiate the qualifications and experience requirements for similar services completed for a minimum of five years within the past seven years. References shall illustrate company's ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number, and dates services were performed. The response will be disqualified if the District is unable to verify qualification and experience requirements from the Bidder's references. The response may also be disqualified if the District receives negative responses. MCSD will be the sole judge of references.

PURCHASE ORDER AUTHORIZATION PROCEDURE AND REQUIREMENTS

1. Each PO shall include a Statement of Work that clearly specifies the task(s) to be performed under the PO and the firm, fixed price for the performance of the work.
2. POs shall be within the scope of the IFB Base Contract i.e., Original Solicitation, Scope of Work Document, issued within the contract period of performance, and be within the maximum value of the contract. POs may not be artificially divided to preclude any required reviews and/or approvals.
3. Each PO assigned shall specify the scope of work.
4. Description of the services and deliverables the Contractor is to provide.
5. Description of the timeframe for work to be started/finished.

SMALL / WOMEN MINORITY OWNED BUSINESS ENTERPRISES (S/W/MBE) SUBCONTRACTING AND EVIDENCE OF COMPLIANCE

With the objective of effectuating an equitable distribution of contracts by the District among qualified firms including Minority Business Enterprises certified by the South Carolina Office of Small and Minority Business Assistance and firms that have not had previous District work. Where it is practicable for any portion of the contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such business to S/W/MBE businesses (See Section I. B). If S/W/MBE subcontractors are used, the Contractor agrees to report the use of

S/W/MBE subcontractors by providing the Chief of Operations at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority- owned), and type of product/service provided.

SAFETY DATA SHEETS (SDS)

Contractor shall provide to the District Technical Representative, a Material Safety Data Sheet (SDS) whenever a product is used in performing services for the District that may contain any chemicals that are potentially hazardous or injurious to a person's health.

MOST FAVORED PUBLIC ENTITY

Contractor agrees that the prices charged the District under this contract do not exceed existing selling prices offered to its other customers for the same or substantially the same goods or services for comparable quantities.

CONTRACTOR SAFETY

1. Contractor is responsible for maintaining a safe work environment at all times.
2. Contractor shall provide all required safety equipment and instruct personnel to observe all safety policies, rules and regulations, including, but not limited to:
    a. Wearing hard hats (when applicable), gloves, safety shoes, safety glasses, etc.
    b. Using appropriate type of equipment and tools for the task assigned. Equipment and tools shall be well maintained, calibrated, and in proper working order before use in the performance of the work.
    c. Reporting immediately the existence of any unsafe condition(s) that will compromise the performance of the service to the District Technical Representative.
3. Contractor is responsible for the safety of all utility structures encountered in the work and any damage caused by Contractor operators shall be repaired at Contractor expense.

USE OF SUBCONTRACTORS

1. Any of Contractor's subcontractors providing service shall meet the same service requirements and provide the same quality of service required of the Contractor.
2. No subcontract shall relieve the Contractor of their responsibility for the services.
3. The Contractor shall be the primary contact for the District and subcontractor(s).
4. The Contractor shall manage all quality and performance, project management, and schedules for their subcontractors. The Contractor shall be held solely responsible and accountable for the completion of all work for which the Contractor has been authorized to perform.
5. The District retains the right to verify subcontractor's background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.
6. The District reserves the right to request the removal of Contractor's subcontractor staff deemed unsatisfactory.

DISTRICT FACILITY LOCATION(S)

A listing of the facilities (schools, buildings, etc.) is provided on IX – Attachments To Solicitation – District Facilities Profile. The District reserves the right to add or delete facilities serviced under any contract/purchase order.

WARRANTY REQUIREMENTS

Contractor warrants that any goods/services furnished shall be of the highest quality, shall comply with the specifications and shall be free from defects in workmanship and material for at least one year. Any defective goods shall be immediately replaced at no cost to the District. The District will not be responsible for any re-stocking charges that may be assessed to the Contractor.

FACILITY RESTRICTIONS

1. PARKING: Contractor shall make arrangements with the District Technical Representative prior to off-loading tools and equipment at the job site so as not to interfere or endanger any school or District operations. Contractor shall park their vehicles only as assigned by the District Technical Representative.
2. RESTROOMS: District restrooms shall not be used for washing of tools and equipment.

3. SECURITY: Contractor shall provide an updated list of all their personnel or subcontractors at each job site and comply with all security measures required by the District.
4. ACCESS: Contractor shall make prior arrangements with the District Technical Representative for access to the building(s) for performance of the service.

PAYMENT AND INVOICING INSTRUCTIONS

Payment will be based on the following:

1. Prices for authorized work and materials will be accordance with the Pricing Schedule (Lot A through J) submitted with the Contractor's bid.
2. Payment will be on actual measured quantities established as unit prices by the Contractor in their bid. Unit prices shall cover all costs including, but not limited to labor, materials, overhead, profit, insurance, and rental equipment, power tools and equipment, office expenses and all other costs not set forth in the bid schedule. Contractor shall submit an invoice on a monthly basis for each request by the District.
3. Payment of invoices will be made Net 30, unless otherwise noted, after satisfactory performance of the work and receipt of a properly completed invoice. The District reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provisions of the contract or any modification thereto. Invoices are to be received within 30 days from date services are rendered. Contractor will be paid on the basis of invoices submitted. Invoices shall be submitted to Accounts Payable at the address shown on the Purchase Order. All invoices shall include the following information in a line item format or by supporting documentation:
    - Contract
    - Date and time of service
    - Labor hours expended, hourly rate and total labor charge
    - Itemized list of Contractor supplied parts and materials including: part number, list price current manufacturer's published suggested retail price list, less the applicable discount.
    - Location of service

Marion County School District reserves the right:

- to award bids based on individual items, group items, or the entire list of items;
- to reject any or all bids, or any part thereof;
- to waive any informality in bids;
- to accept the bid that is most advantageous to the District.

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

Lot A	**LANDSCAPE MAINTENANCE**	
Site Location		
A. Central Services Office	(Per Occurrence)	
B. Central Services Office Annex	(Per Occurrence)	
C. Marion High	(Per Occurrence)	
D. Johnakin Middle	(Per Occurrence)	
E. Marion Intermediate	(Per Occurrence)	
F. Easterling Primary	(Per Occurrence)	
G. Northside Office Building	(Per Occurrence)	
H. Lot behind RISE Mentoring Prgm, Edgar St	(Per Occurrence)	
I. Academy for Careers / Adult Education	(Per Occurrence)	
J. Sub Total Lot A	(A+B+C+D+E+F+G+H+I)	$ -
K. Annual Grand Total Lot A	(J X 26 cuts)	$ -

Lot B	**LANDSCAPE MAINTENANCE**	
Site Location		
A. Mullins High	(Per Occurrence)	
B. Palmetto Middle	(Per Occurrence)	
C. McCormick Elementary	(Per Occurrence)	
D. North Mullins Primary	(Per Occurrence)	
E. Academy of Early Learning	(Per Occurrence)	
F. Success Academy at PEC	(Per Occurrence)	
G. Creek Bridge STEM Academy	(Per Occurrence)	
H. Sub Total Lot B	(A+B+C+D+E+F+G)	$ -
I. Annual Grand Total Lot B	(H X 26 cuts)	$ -

Lot C	**LANDSCAPE MAINTENANCE**	
Site Location	**Sports Complexes Only**	
A. Fox Field Stadium Sports Complex (*Includes Maintenance on Willcox)* (*Includes the DEN Apartments)*	(Per Occurrence)	
B. Marion High Sports Complex	(Per Occurrence)	
C. Marion High Softball Complex @EPS	(Per Occurrence)	
D. Mullins High Sports Complex	(Per Occurrence)	
E. Creek Bridge STEM Sports Complex	(Per Occurrence)	
F. Sub Total Lot C	(A+B+C+D+E)	$ -
G. Annual Grand Total Lot C	(F X 26 cuts)	$ -

DISTRICT FACILITIES PROFILES

School/Facility Name - Address	Description of Property
1. Central Services 719 N. Main Street Marion, SC	Approximately 1.78 acres. Borders on North Main, Elizabeth Street and C.D. Joyner Auditorium.
2. Central Services Annex 515 E. Liberty Street Marion, SC	Approximately 5.72 acres including vacant lot (next to CSOA) off Gregg St. Borders on Edgar Street to the rear of campus.
3. Marion High School / Field House 1205 S. Main Street Marion, SC	Approximately 46.80 acres. Borders on South Hwy 501, Silver Trace Court, Green Street and GSWSA Sewage Plant. Includes band and athletic practice fields.
4. Fox Field Bobby Gerald Parkway Marion, SC	Approximately 5.26 acres. Borders on Elizabeth Street, Willcox Ave., B.G. Parkway and City of Marion Tennis Restroom Pavilion.
5. MCSD Maintenance Department 701 Willcox Avenue Marion, SC	Approximately 0.15 acres. Borders on corner of Elizabeth Street and Willcox Avenue.
6. Johnakin Middle School 601 Gurley Street Marion SC	Approximately 12.21 acres. Borders on Strawberry Street, Gurley Street, Grice's Recreation Center and Marion Housing Authority. Interior Courtyard.
7. Marion Intermediate School 2320 N. Highway 41-A Marion, SC	Approximately 25.33 acres. Borders on Palmetto Point Road and Hwy 41-A.
8. Easterling Primary School 600 E. Northside Ave. Marion, SC	Approximately 12.25 acres. Borders on Hampton Street, Waycross Street, Recreation Plaza and includes softball field, 2 empty lots across from campus on N-side and 616 Northside Office Building. Interior Courtyard.
9. Academy for Careers & Technology 2697 E. Highway 76 Mullins, SC 10. Marion County Adult Education 2699 E. Highway 76 Mullins, SC	Approximately 15.91 acres on this shared campus. Borders on Hwy 76, Airport Court, Commerce Drive and County Multipurpose Building on Airport Court.
11. 611-613-615 Tom Gasque Ave. The DEN Apartments Marion, SC	Approximately 0.15 acres. Borders on Bobby Gerald Parkway and Tom Gasque Avenue.
12. Lot behind RISE Mentoring Program Edgar Street Marion, SC	Approximately 0.17 acres. Borders on County property line of RISE building, Cox Mechanical Contractors and 719 Edgar Street.
13. Mullins High School 747 Millers Road Mullins, SC	Approximately 63.39 acres. Borders on Millers Road, excludes City of Mullins Fire Station, includes athletic fields, ROTC gun range, Maintenance shed and transportation office

14. Palmetto Middle School 305 O'Neal Street Mullins, SC	Approximately 9.86 acres. Borders on O'Neal Street and Bayou Village Loop. Includes a separate 5.0 acre tract woodlands behind PMS
15. McCormick Elementary School 1123 Sandy Bluff Road Mullins, SC	Approximately 18.55 acres. Borders on homeowners sub-division up to their fence and/or tree-line divide (adjacent to playground fence-northward)
16. North Mullins Primary School 105 Charles Street Mullins, SC	Approximately 8.31 acres. Borders on N. Main, Poston, Park and Charles Streets.
17. Academy of Early Learning 111 Academy Street Mullins, SC	Approximately 4.44 acres. Borders on Main Northside, Park and Academy Streets.
18. Success Academy @ PEC 200 Broad Street Mullins, SC	Approximately 13.40 acres. Borders on Marion Street, Fremont Street, up to fence line at Church.
19. Creek Bridge STEM Academy 6641 S. Hwy 41 Marion, SC	Approximately 37.64 acres and includes athletic fields.

New Vendor Request Form
MARION COUNTY SCHOOL DISTRICT

719 North Main Street
Marion, South Carolina 29571

For CSO Use:

VENDOR No.
Date Entered:

REQUESTOR

NAME: _____ LOCATION: _____

REASON FOR REQUEST: _____

_____

_____

VENDOR INFORMATION **Date:** _____

NAME: _____

ADDRESS 1: _____

ADDRESS 2: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

WEB ADDRESS: _____

TAX ID Number: _____

- ☐ COMPLETED IRS **FORM W-9** (*attach*)
- ☐ IF RENDERING A SERVICE (*attach a copy of Licensing/Certification Credentials*)
- ☐ PROOF OF LIABILITY INSURANCE COVERAGE (*if applicable, attach copy of current policy*)

PAYMENT REMITTANCE INFORMATION

REMIT TO: _____

REMIT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

For CSO Use: MCSD- INTERNAL USE

APPROVAL

Director of Finance Signature: _____ Date: _____

Updated: 1/25/2021

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

NO BID RESPONSE FORM

Solicitation Number: **IFB 2027-001 Landscape Maintenance**

Company Name: _____

To assist us in obtaining good competition on our requests for bid, we ask that each firm which receives a request but does not wish to make a bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidder's list.

We hereby submit a "No Bid" because:

☐ 1. We do not wish to bid under the terms and condition of the invitation for bid documents.

☐ A. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company

☐ B. We do not sell the item(s) on which bids are requested.

☐ 2. Other: (Please explain) _____

_____

_____

☐ 3. Delete us from the Bidder's list.

Firm _____

_____

_____

_____

Signature of Authorized Representative

COMMONLY ASKED QUESTIONS & RESPONSES

Question: Can each lot, as listed in the bidding schedule, be bided on individually?

Answer: Yes. The "LOTS" (A-C) are structured in a geographical manner to allow the bidder the opportunity to choose which grouping of schools they would like to pursue in the bid process. If you choose to bid in a particular "LOT", it is required that the requested bid pricing be assigned to each school, location, or item listed in the "LOT".

Question: Is the edging, along the roadside and outside the fence, included at any location?

Answer: Yes. Some locations require edging along roadside curbs and sidewalks outside of the perimeter fencing of the school or building.

Question: How often is pruning required? How much time is given to conduct the pruning?

Answer: The specifications for pruning are listed in the bid document on page 10, Pruning Services. Pruning should include all locations listed in LOTS A – C). Calculate your quote based on two prunings per year as directed by District representative and include as part of quote for Landscape Maintenance in each LOT.

Question: Is it our responsibility to replace the flowers if they die?

Answer: Seasonal color (annuals) planted in existing beds or containers will be an additional service and will be performed at the request of MCSD. Plant warranty is typically not associated with seasonal color (annual) installations.

Question: How many acres of grass will need to be mowed at each site?

Answer: A list of each location is provided in the bid document and gives an approximate acreage total.

Question: Does the playing surface of the athletic fields need to be mowed/serviced?

Answer: The specifications for athletic field maintenance is listed on page 9 of the bid document.

Question: Are we responsible for roadway sweeping?

Answers: District owned drive ways and parking lots are expected to be maintained per the specifications of the bid document. It is up to the discretion of the bidder on how they intend to maintain these specific areas (blowing, sweeping, etc.)

Questions: Is the district responsible for all trash and debris removal from lawns?

Answers: No. Refer to page 10, (Number 11) Clean-Up Requirements for the specifications required by the District.

Questions: Do you have a map with boundaries for the District Stadiums?

Answers: Yes, see enclosures in this document.

Question: I may not be interested in bidding on every location. Can I bid on one location only in a LOT and not others within the same LOT?

Answer: A bidder may choose to bid on one LOT but not another; however, the LOT bided on requires an assigned price (bid) per school, location or item within the LOT being bided on. Awards will be made by LOTS to a contractor; the LOTS will not be sub-divided.

Question: CBSA's Sports Complex is split from the main campus per the diagram in the bid packet. Are we to bid on all sports fields separately?

Answer: Yes, the intent is to award a contract for all sports fields independent of the award for campus locations in LOTS A and B. It is conceivable that a contractor win the sports fields and yet not win the LOT that includes the CBSA campus. See NEW athletic field boundary maps.

Question: What schools/ properties have irrigation systems?

Answer: Irrigation is laid at the Central Services Office mainly in the planting beds and hasn't been operated since the building renovation in 2005 and probably won't be at this location. The football playing fields at Marion High, i.e. Fox Field, Mullins High and Creek Bridge football and practice field (black fenced area) have irrigation sprinklers.

Question: Are contractors responsible for the ordering, delivering and distribution of pine straw this year or is School district going to continue to order and have delivered at sites for distribution? If contractors are responsible for ordering, do we order amount we think will be needed?

Answer: Pine Straw Application: The **district** will continue purchase pine straw for application at select, primary visible and occupied sites throughout the district**. Include in your Landscape Maintenance Service quote for LOTS A thru C, the application of pine straw bales at a minimum twice per year** in pre-established planting landscape.

Question: Are contractors responsible for cutting actual play field for football fields/ softball fields/ baseball fields? Or are contractors just responsible for lawn maintenance around actual play field?

Answer: The bided amount to service LOT C should include the actual playing fields as well as the surrounding lawn surfaces as outlined in the updated aerial images for the sports fields. For clarity, consider the fenced-in athletic areas as the responsibilities falling under LOT C as depicted in new updated aerial diagrams attached. On page 9, Item 4.C. for clarity: the grassy areas of these playing fields (baseball, softball) are also to be maintained by the winning bidder.

Question: For pruning, are we bidding for the 2 prunings per contract year with maintenance in between like in years past? Or are we to bid for more than 2 prunings?

Pruning should include all locations listed in LOTS A – C. Calculate your quote based on two prunings per year as directed by District representative and include as part of quote for Landscape Maintenance in each LOT.

Question: Are bids going to be awarded by Lots or by individual properties?

Answer: The intent is to award contracts by LOTS.

All bids are due by December 11, 2026 at 11:00AM. The awarded IFB 2027-001 Landscape Maintenance contracts will be for the start of January 1, 2027.

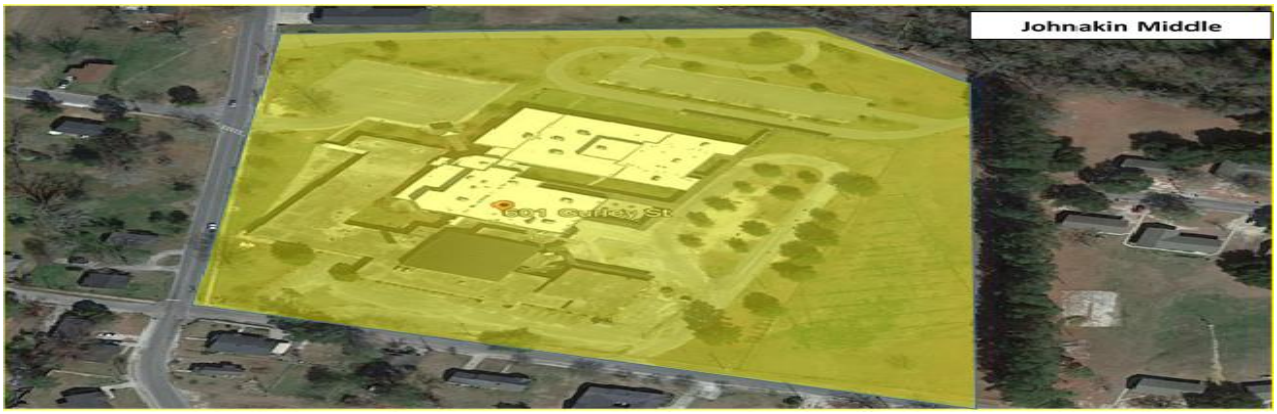
LOT A Landscape Maintenance





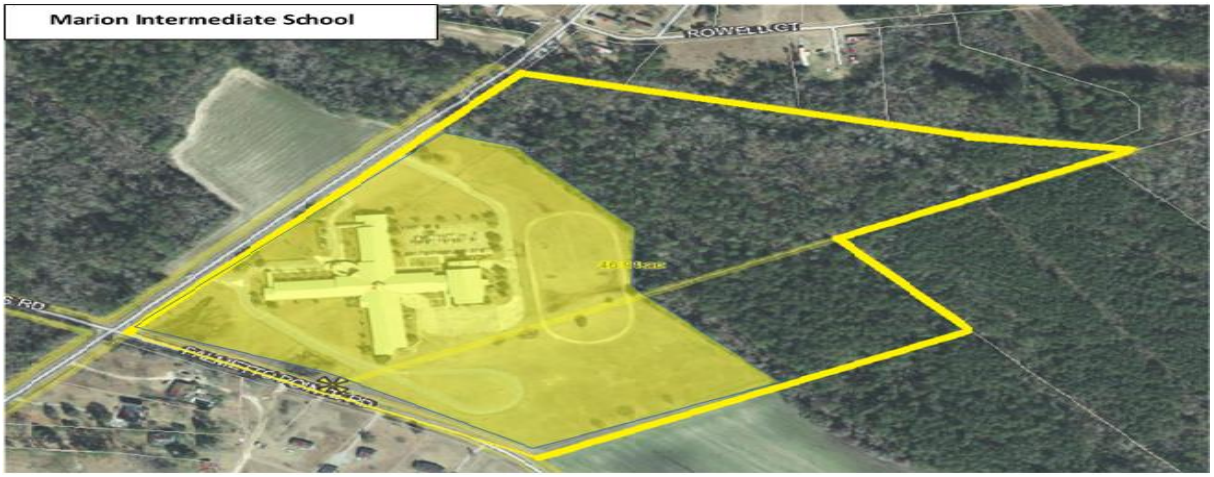


EXCLUDES ATHLETIC FIELDS AS OUTLINED IN LOT C





EXCLUDES ATHLETIC FIELDS AS OUTLINED IN LOT C





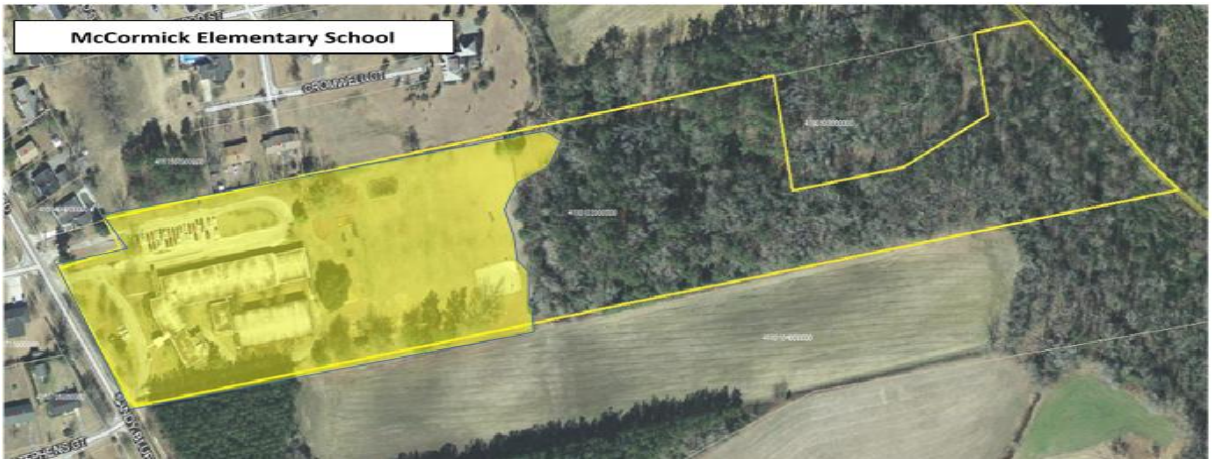

Academy for Careers/Technology
Marion County Adult Education
COMMERCE DR
AIRPORT CT

LOT B Landscape Maintenance



EXCLUDES ATHLETIC FIELDS AS OUTLINED IN LOT C













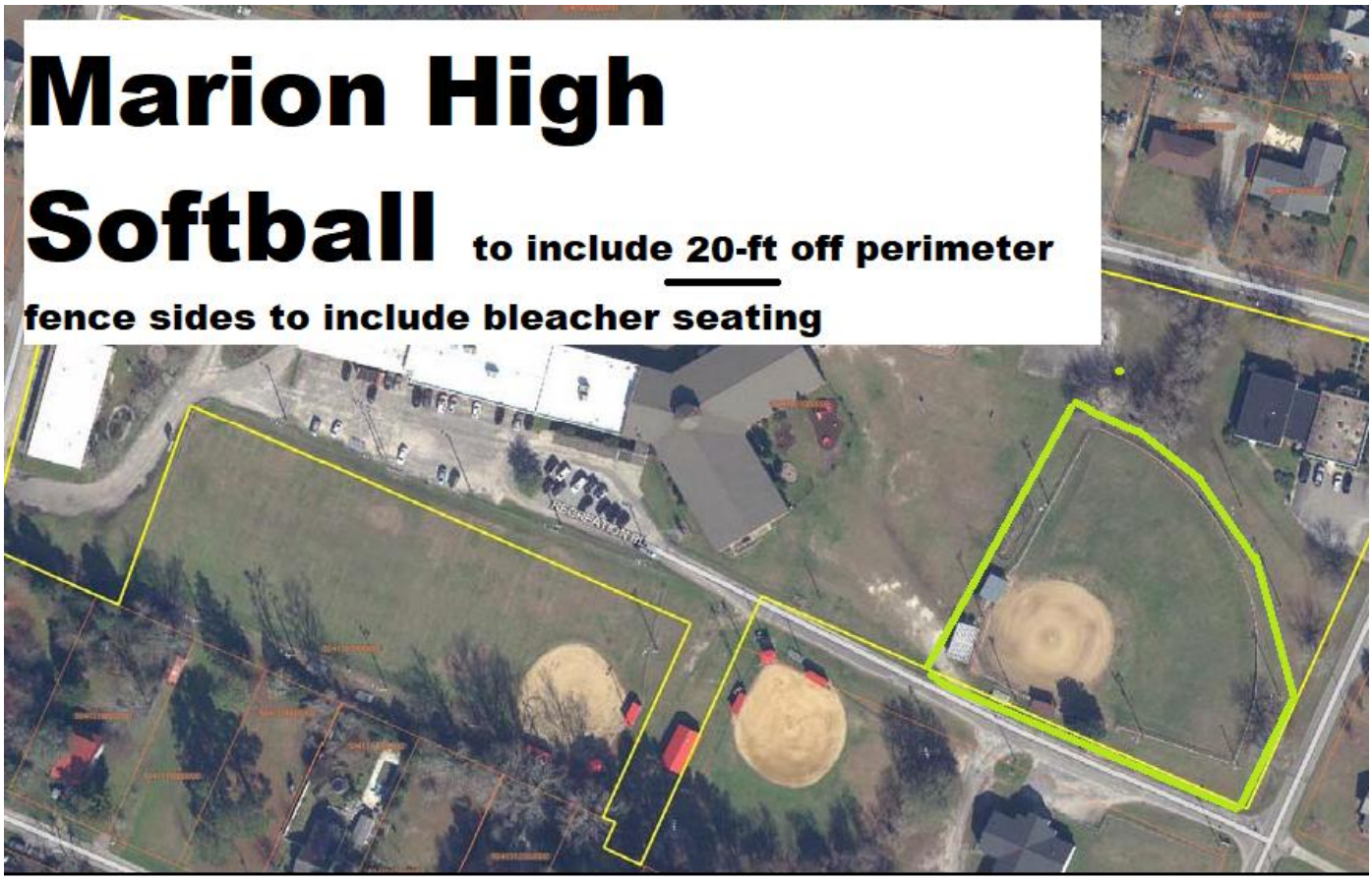
EXCLUDES ATHLETIC FIELDS AS OUTLINED IN LOT C

LOT C Landscape Maintenance, SPORTS COMPLEXES as outlined

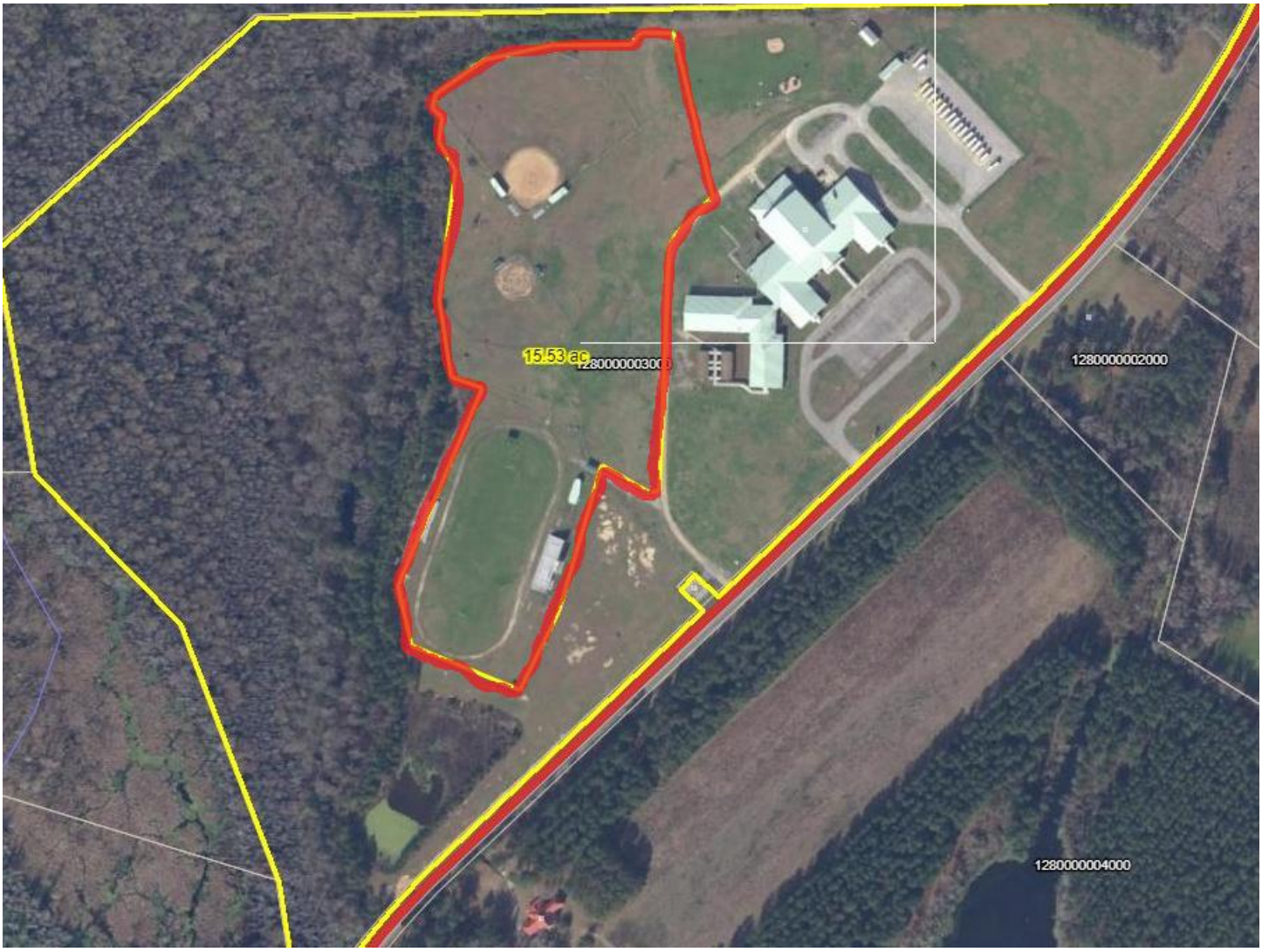







Marion High
Softball to include 20-ft off perimeter
fence sides to include bleacher seating


Mullins High Complex
THREE BRIDGES RD
MILLERS RD
W H SMITH CT
MARION ST



CBSA - ALL AREAS ENCLOSED IN RED HIGHLIGHT

FOR SPORTS COMPLEXES MAINTENANCE

LOT C to include the Maintenance Shop at Fox Field and the DEN apartment complex



X. CHECK LIST REVIEW

OFFEROR'S CHECKLIST

AVOID COMMON MISTAKE

(Review this checklist prior to submitting your offer)

- ✓ COMPLETED & SIGNED ALL REQUIRED DOCUMENTS.
- ✓ DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- ✓ UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES!
- ✓ MAKE SURE YOUR OFFER DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICT'S MANDATORY REQUIREMENTS!
- ✓ MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE INSTRUCTIONS: ''SUBMITTING CONFIDENTIAL INFORMATION.'' DO NOT MARK YOUR ENTIRE RESPONSE AS CONFIDENTIAL, TRADE SECRET OR PROTECTED! DO NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!
- ✓ PROPERLY ACKNOWLEDGED ALL AMENDMENTS?
- ✓ MAKE SURE THAT YOUR OFFER INCLUDES THE SOLICITATION COVER PAGE. MAKE SURE THE COVER PAGE IS SIGNED BY A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS.
- ✓ MAKE SURE YOUR OFFER INCLUDES THE NUMBER OF COPIES REQUESTED.
- ✓ CHECK TO ENSURE YOUR OFFER INCLUDES EVERYTHING REQUESTED!
- ✓ IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A QUESTION & ANSWER PERIOD OR A PRE-SOLICITATION CONFERENCE, RAISE YOUR QUESTIONS AS PART OF THAT PROCESS.

This checklist is included only as a reminder to help offerors avoid common mistakes. Responsiveness will be evaluated against the solicitation, not against this checklist. You do not need to return this checklist with your offer.

SUBMIT WITH OFFER:

- One original and one copy of…
  - Cover page + Page two
  - Bid schedule **(Award Criteria – 60%)**
  - Equipment, personnel list and applicable licenses, permits, etc. **(Award Criteria – 20%)**
  - Three references **(Award Criteria – 20%)**
  - New Vendor Request Form **(Page 21)**
  - W-9 Request for Taxpayer Identification Number/Certification **(Page 22)**

The following 3 pages are provided for your convenience

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

Lot A		LANDSCAPE MAINTENANCE
Site Location		
A. Central Services Office	(Per Occurrence)	
B. Central Services Office Annex	(Per Occurrence)	
C. Marion High	(Per Occurrence)	
D. Johnakin Middle	(Per Occurrence)	
E. Marion Intermediate	(Per Occurrence)	
F. Easterling Primary	(Per Occurrence)	
G. Northside Office Building	(Per Occurrence)	
H. Lot behind RISE Mentoring Prgm, Edgar St	(Per Occurrence)	
I. Academy for Careers / Adult Education	(Per Occurrence)	
J. Sub Total Lot A	(A+B+C+D+E+F+G+H+I)	$ -
K. Annual Grand Total Lot A	(J X 26 cuts)	$ -

Lot B		LANDSCAPE MAINTENANCE
Site Location		
A. Mullins High	(Per Occurrence)	
B. Palmetto Middle	(Per Occurrence)	
C. McCormick Elementary	(Per Occurrence)	
D. North Mullins Primary	(Per Occurrence)	
E. Academy of Early Learning	(Per Occurrence)	
F. Success Academy at PEC	(Per Occurrence)	
G. Creek Bridge STEM Academy	(Per Occurrence)	
H. Sub Total Lot B	(A+B+C+D+E+F+G)	$ -
I. Annual Grand Total Lot B	(H X 26 cuts)	$ -

Lot C	LANDSCAPE MAINTENANCE	
Site Location	**Sports Complexes Only**	
A. Fox Field Stadium Sports Complex (*Includes Maintenance on Willcox)* (*Includes the DEN Apartments)*	(Per Occurrence)	
B. Marion High Sports Complex	(Per Occurrence)	
C. Marion High Softball Complex @EPS	(Per Occurrence)	
D. Mullins High Sports Complex	(Per Occurrence)	
E. Creek Bridge STEM Sports Complex	(Per Occurrence)	
F. Success Academy at PEC	(Per Occurrence)	
I. Sub Total Lot C	(A+B+C+D+E+F)	$ -
J. Annual Grand Total Lot C	(I X 26 cuts)	$ -