
CITY OF CONWAY

Phone (843) 397-2539

CITY OF CONWAY

P.O. DRAWER 1075

CONWAY, SOUTH CAROLINA 29528

Fax (843) 397-2883

Request for Proposals for purchase of various plants for restoration of parks
for the City of Conway.

DUE DATE/TIME: Monday August 5, 2019 2:00 PM

POINT OF RECEIPT:

**City of Conway
c/o Ken Senn
PO Drawer 1075
Conway, South Carolina 29528**

**Physical Address:
Grants & Procurement
City of Conway - City Shop
2940 Jerry Barnhill Blvd.
Conway, South Carolina 29527**

Requests for information regarding this Request for Proposals should be directed in writing by either letter or e-mail to the Ken Senn (ksenn@cityofconway.com).

CITY OF CONWAY

The City of Conway is accepting sealed bids for various plants to restore various parks in the City
The Contractor will be responsible in following all applicable City ordinances, federal, state, and county

laws and regulation. The contractor and surety shall indemnify, defend, and save harmless the city, all of its officers, representatives, agents and employees against any claim or liability arising from or based on the violation of any such laws, regulations, ordinances, order or decree whether by itself or its employees.

The City of Conway Building Department will be available as needed during this project.

The project is the purchase of plants for the City of Conway.. Proposals will be received in the Procurement Office which is located at 2940 Jerry Barnhill Blvd., until **Monday, August 5, 2019 @ 2:00PM**, at which time only the names of the Offerors and bids amounts will be announced. Any proposal received later than the specified time /date will **not** be accepted /considered. Before the final selection is made, all evaluation factors will be taken into consideration before awarding a contract for services. City reserves the right to accept or reject any or all bids. Bids will be awarded separately per category.

All proposals shall be sealed and marked as follows: **Purchase of various plants** and mailed /delivered to:

Mailing Address:

City of Conway
c/o Ken Senn
PO Drawer 1075
Conway, SC 29528-1075

Physical Address:

City of Conway
c/o Ken Senn
2940 Jerry Barnhill Blvd.
Conway SC 29527

REQUEST FOR PROPOSAL

I-1 PURPOSE The Request for Bid for purchase of various plant for the restoration of parks in the City of Conway.

I-2 Procurement This RFP is issued for the City of Conway, South Carolina. The Procurement Department is the sole point of contact for this RFP.

I-3 TYPE OF CONTRACT A contract shall be awarded to the most qualified firm at compensation deemed reasonable to the City of Conway, utilizing standard contract form. Should it be impossible to negotiate a satisfactory contract, negotiations shall be formally terminated. It is the City's intention that the most qualified bidder, based on both bid amount and bidders qualifications, be selected for this project.

I-4 FIRM RESPONSIBILITIES The selected firm shall be required to assume responsibility for all services offered under this proposal. Furthermore, the City shall consider the selected firm to be the sole point of contact for contractual matters, including payment of any and all charges resulting from the contract.

I-5 EVALUATION FACTORS The following criteria shall be used in format described on pages 8 & 9 (Evaluation Factors). The arrangement of the criteria is not meant to imply order of importance in the selection process.

- a. Specialized experience or technical expertise of the firm, qualifications of its professional personnel and all parties proposed for the project, and proposed approach in connection with the type of services to be provided and complexity of the project;
- b. Past record of related experience on similar projects/contracts with the City and other clients, including quality of work, timeliness, cost control, and financial stability;
- c. Capacity of firm to perform the work within time limitation, taking into consideration the recent current and projected workload of the firm. Bidder proposal shall include an estimated time frame for completion of the project.
- d. Familiarity of the firm with the type of problems applicable to the project.
- e. Cost

I-6 INCURRING COSTS The City shall not be liable for any cost incurred by firms prior to issuance of a contract.

I-7 ECONOMY OF PREPARATION Proposals should be prepared in a timely and economical manner, providing a straight forward, concise description of the firms' ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

I-8 RESPONSE DATE To be considered, proposals must arrive at the Procurement Department on or before the date and time specified in the cover letter. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Telefacsimile submissions are not permissible.

I-9 ACCEPTANCE OF PROPOSAL CONTENT The contents of the proposal of the successful proposer may become part of the contractual obligations, if a contract ensues. Failure of a successful proposer to accept these obligations may result in cancellation of the award. All bids are to remain in effect for ninety (90) days from the date of bid opening.

I-10 GRIEVANCE Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Procurement Department.. The protest shall be submitted in writing within fourteen -(14) days after such aggrieved person knows or should have known of the facts giving rise thereto provided that grievance has been made in accordance with

bid proposal requirement. The Procurement

Department will consult with the City Administrator to try and resolve the issue. If the protest is not resolved by mutual agreement, a decision will be issued in writing within 10 days after the last meeting to reach an agreement. If all attempts have failed to resolve the disagreement, the protester has the right to bring the issue to City Council.

I-11 TIE BIDS The Bids will be resolved in accordance with the City of Conway’s purchasing regulations. If the city receives two or more bids that are identical in nature and amount, the contract shall be awarded to the local bidder (if applicable). If two or more of the tie bids are submitted by local bidders, the contract shall be awarded to one of the local bidders by drawing of lots in the public. If local bidders are not involved in the tie bids, the contract shall be awarded to one on the non-local tie bidders by drawing of lots in public.

I-12 LOCAL VENDOR PREFERENCE The City of Conway uses local vendor preference component in its purchasing process in order to promote business with local vendors. The entire local vendor preference ordinance can be viewed on the city’s website at www.cityofconway.com or you may obtain a copy of the ordinance upon request from Ken Senn, City of Conway, PO Drawer 1075, Conway, SC

INSTRUCTIONS TO PROPOSERS

Sealed proposals shall be enclosed and secured in an envelope/package and properly marked and displayed on outside of envelope/package bearing the name, license number (if applicable) and address of proposer, proposal number and project identification. No other information shall be included or written on the outside of the proposal envelope/package. The City of Conway shall not be responsible for unidentified proposals. Proposals should be addressed to:

**Ken Senn
City of Conway
PO Drawer 1075
Conway, South Carolina 29528**

Physical Address:
Ken Senn
City of Conway
2940 Jerry Barnhill Blvd.
Conway, South Carolina 29527

Hand delivered proposals should be delivered to the above physical address.

Proposals shall be submitted no later than Monday, August 5, 2019 @ 2:00PM at the address stated above. **Only the names of the offerors and bid amounts will be announced.** Proposals received later than the 2:00 PM deadline will be considered "**LATE PROPOSALS.**"

Examination of the Bid Document - Prior to submitting a proposal, each proposed shall carefully examine the RFP documents, study and thoroughly familiarize himself/herself with the specifications/requirements thereof and notify Owner of all conflicts, errors, or discrepancies.

The proposer shall sign his proposal correctly. All offers shall be entered in ink or typewritten. Proposals may be rejected if any omissions, alteration of form, additions not called for, or any irregularities of any kind are shown. The proposer's name and solicitation number shall be included when specifications or descriptive papers are submitted with their proposal.

By submission of a proposal, the proposer guarantees that all goods and services meet the requirements of the solicitation during the contract period.

Questions - Submit written questions to the Ken Senn at: Fax # (843)397-2882, e-mail ksenn@cityofconway.com. Proper reference to this Request for Proposals is required. Deadline for questions is seven - (7) calendar days prior to the proposal receipt date.

All changes to RFP documents shall be in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Deviations - Any deviations from the RFP requirements indicated herein must be submitted in writing and clearly noted and explained in detail on a separate form and attached to the submitted proposal, otherwise it will be considered that items offered are in strict compliance with these requirements and successful proposer shall be held responsible therefore.

City of Conway reserves the right to reject any or all proposals and further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposal or proposals where it deems it advisable in protection of the best interest of the City. The City shall be the sole judge as to whether proposals submitted meet all requirements contained in this solicitation.

This solicitation does not commit the City of Conway to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods or services listed herein.

Freedom of Information Statement

Procurement information shall be public record to the extent required by Chapter 3 of Title 30 (The Freedom of Information Act), South Carolina Code of Laws, 1976, with the exception that commercial or financial information obtained in response to a "Request for Proposals" which is privileged and confidential if so designated by the proposer shall not be disclosed. Such information must be clearly marked as "**CONFIDENTIAL**" by the offeror for each section of information so affected. Privileged and confidential information in specific detail nor customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information would include:

- 1) Customer lists:
- 2) Design recommendations and identification of prospective problem areas under a RFP;
- 3) Design concepts, including methods and procedures:
- 4) Biographical data on key employees of the bidder/proposal

Acceptance or Rejection of Bid

The City of Conway reserves the right to accept or reject any/or all bids when such rejection is in the best interest of the City of Conway to reject Proposal of Bidder who has not met the prerequisites on the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of bidder who is, in the opinion of the City of Conway, not in a position to perform the contract. The City of Conway also reserves the right to waive any information and technicalities in bidding. The City of Conway reserves the right to waive irregularities and to reject any and all bids.

EVALUATION FACTORS

INFORMATION REQUIRED FOR CONSIDERATION

(Exact format of this must be followed in response)

1. **References:** Provide the name, address, and telephone number of at least three-(3) appropriate references familiar with the quality of work done by the firm on similar projects.
2. **Quality of Plants**
3. **Delivery time**
4. **Cost**

THE PROPOSAL SHALL INCLUDE THE FOLLOWING:

- **3 REFERENCES**
- **COST ESTIMATION**
- **ESTIMATED DELIVERY**

Required Forms

Signed bid proposal form
Copy of Required License
References



INDEMNIFICATION

(This form is Part of the Response)

The Offeror/Contractor will indemnify and hold harmless the **OWNER**, the **City of Conway** and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the **WORK** provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the Offeror/Contractor, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the **OWNER**, the **City of Conway** or any of their agents or employees by an employee of the Offeror/Contractor, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Offeror/Contractor under the workman's compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the Offeror/Contractor under this paragraph shall not extend to the liability of the City of Conway or its agents or employees arising out of the reports, survey, **CHANGE ORDERS**, designs, or **SPECIFICATIONS**.

OFFEROR/CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TELEPHONE: _____ FAX: _____

Required Form

Description	Comments	Quantity	Price Each	Total Price
Magnolia, Little Gem 30 gallon	Magnolia grandiflora 'Little Gem'	5		
Japanese Maple 12' - minimum	Tamukeyama	2		
Bottlebrush 15 gallon	Red Cluster	5		
Nellie R Stevens 8-10'	Ilex x Nellie R.Stevens' full to ground	8		
Cryptomeria 15 gallon	Cryptomeria japonica 'Elegans aurea'	1		
Magnolia, Sweet Bay 15 gallon	Magnolia virginiana 'Moon Glow'	2		
Japanese Maple 12' - minimum	Bloodgood	5		
Agapanthus 3 gallon	Queen Mum	40		
Canna Lily - 3 gallon	Bronze Scarlet	40		
Canna Lily - 3 gallon	Mr. President	40		
Buddleia (Butterfly Bush) 3 gallon	Buddleja davidii 'Ellen's Blue'	50		
Confederate Jasmine 3 gallon	Trachelospermum jasminoides Star Jasmine	10		
Mandevilla 3 gallon	Mandevilla sanderi Tropical breeze 'Raspberry Kiss'	10		
Hydrangea, Limelight 7 gallon STD	7' Tree Form	12		
Hydrangea, Limelight 3 gallon	Hydrangea paniculata	15		
Needle Palm B&B 7' - minimum	Rhapidophyllum hystrix	10		
Tea Olive, Fragrant 7 gallon	Osmanthus fragrans	13		
Hawthorn--:Majestic Beauty 7 gallon	Raphiolepis 'Majestic Beauty'	10		
Pineapple Guava 7 gallon	Acca sellowiana (feijoa sellowiana)	10		
Hydrangea, Glowing Embers 3 gallon	Hydrangea macrophylla alpe ngluhen	20		
Autumn Fern 1 gallon	Dryopteris erythrosora Japanese shield fern	100		
Cast Iron 1 gallon	Aspidistra elatior	50		
Hydrangea, Wedding Gown 3 gallon	Hydrangea macrophylla 'wedding Gown'	20		
Hydrangea, Oak Leaf 3 gallon	Hydrangea quercifolia 'Gatsby Gal'	20		
Kimberly Queen Fern 3 gallon	Nephrolepis obliterated	4		
Aucuba 3 gallon	Picturata	40		
Hosta 3 gallon	Sum and Substance	12		
Alocasia, Borneo Giant 3 gallon	Alocasia macrorrhiza 'Borneo Giant'	20		
Alocasia, California 3 gallon	Alocasia gagaena 'California'	15		
Farfugium 3 gallon	Farfugium japonicum 'Giganteum' Giant Leopard Plant	13		
Azalea, Red Ruffle 3 gallon	Rutherfordiana hybrid	30		
Nandina, Obsession 3 gallon	Obsession nandina domestica 'Seika'	25		
Distylium 3 gallon	Coppertone	15		
Ligustrum--:Sunshine 3 gallon	Ligustrum sinense 'sunshine'	20		
Flax Lily 1 gallon	Variegated Flax Lily-Dianella tasmanica	15		
Salvia 1 gallon	Black and Blue	20		

Milkweed (Asclepias) 1 gallon	Asclepias syriaca	20		
Mexican Petunia (Ruefla) 1 gallon	Purple Showers	100		
Leucanthemum (Shasta Daisy) 1 gallon	Leucanthemum 'Becky'	75		
Golden Oakland Holly	Ilex hybrid 'Magden'	20		
Monarda (Bee Balm) 1 gallon	Monarda 'Gardenview Scarlet'	15		
Lavender 1 gallon	Providence	20		
Rosemary 1 gallon	Tuscan Blue	20		
Mexican Sage 1 gallon	Santa Barbara	20		
Salvia 1 gallon	Salvia officinalis	14		
Lantana 1 gallon	New Gold	120		
Blackeye Susan	Rudbeckia fulgida Goldsturm	100		
Echinacea 1 gallon	Pow Wow Berry	100		
Fatsia 3 gallon	Japonica	45		
Harry Lauder Walking Stick 15 gallon	Corylus avellana 'Contorta'	2		
Loropetalum, Jazz Hands Variegat	Chinese fringe-tree Variegated	30		
Rose--Sun Rosa 3 gallon	Sunrosa Red Rose	30		
Drift Rose Coral	Rosa 'Meidrifora'	30		
Abelia, Rose Creek 3 gallon	Abelia x grandiflora	20		
Tea Olive, Variegated 3 gallon	Goshiki	20		
Gardenia--Frostproof 3 gallon	Gardenia jasminoides	30		
Muhly Grass Pink 3 gallon	Muhlenbergia	20		
Adagio Grass 3 gallon	Miscanthus sinensis	20		
Zebra Grass 3 gallon	Miscanthus Sinensis	20		
Vitex B&B 6-7'	Shoal Creek	20		
Carolina Sapphire 15 gallon	Arizona Cypress	5		
Guara 1 gallon	Whiskers Deep Rose	60		
Cephalataxus 3 gallon	Prostrata	40		
Crape Myrtle 30 gallon	Lagerstroemia 'Arapoho'single stem 10' Min.	17		
Hydrangea, Nikko Blue 3 gallon	Hydrangea macrophylla	20		
Black Gum 2'	Nyssa Sylvatica 2" caliper Min.	3		
Fringe Tree 8'	Chionanthus	3		
Carolina Silver Bells 8-10'	Helesia Carolina	5		
Styrax Americanus 8-10'	American snowbell	5		
Magnolia, Sweet Bay 8-10'	Magnolia virginiana	3		
Ironwood/American Hornbeam	Carpinus carolinia Min. 12'	3		

Total Price _____
Tax _____
Freight _____
Total _____

Warranty _____
Delivery Time _____
Firm Name _____
Firm Address _____
City/State/Zip _____
Email Address _____
License Number _____
Authorize Signature _____
Print Name _____

***** Make sure all forms are included.**