

City of Walterboro, South Carolina

242 Hampton Street, Walterboro, SC 29488 | 843.782.1022 | www.walterborosc.org

REQUEST FOR PROPOSAL (RFP)

Landscape Maintenance Services

Issued: September 22, 2025

Proposals Due: October 21, 2025, 2:00 PM EDT

Contact: Jonathan Burroughs, Parks Director
300 Hampton Street, Walterboro, SC 29488

1. Overview

The City of Walterboro, South Carolina ("City") invites proposals from qualified, licensed contractors to provide routine landscape maintenance services for designated areas managed by the City's Parks Department. This Request for Proposal (RFP) outlines the requirements and expectations for maintaining a professional, manicured appearance across specified locations.

The City reserves the right to:

- Accept, reject, or cancel any or all proposals, in part or in whole, if in the City's best interest.
- Not award a contract or incur costs related to proposal preparation.

2. Scope of Services

Contractors shall provide all labor, supervision, equipment, and materials necessary to perform landscape maintenance services in a timely and professional manner, ensuring a neat, manicured appearance free of debris. Key requirements include:

- Properly trained personnel in appropriate attire.
- Mandatory site visits to all worksites prior to bid submission.

3. Instructions to Contractors

1. **Submittals:** Submit one (1) bid response with a completed W-9 form, signed by an authorized representative, using the provided Bid Form.
2. **Deadline:** Bids are due by **2:00 PM EDT on October 21, 2025**, and must be securely sealed and delivered to:

City of Walterboro
Attn: Jonathan Burroughs, Parks
Director I-95 Loop Landscape Services
300 Hampton Street
Walterboro, SC 29488

3. **Responsibility:** Contractors are responsible for ensuring timely submission of responses, amendments, or withdrawals.

4. Terms and Conditions

1. **Qualifications:** The City may request evidence of a contractor's ability to meet specifications.

2. **Withdrawal:** Bids may be withdrawn with written notice before the deadline.
3. **Rejection:** The City may reject bids or cancel the solicitation if in its best interest.
4. **Waiver:** The City may waive conditions if deemed appropriate.
5. **Response Period:** Bids remain valid for ninety (90) calendar days.
6. **Deviations:** Unidentified deviations may lead to rejection.
7. **Amendments:** Issued in writing by the City Parks Director.
8. **Debarment:** Contractors certify they are not debarred by South Carolina or U.S. Federal Government agencies.
9. **Indemnification:** Contractors shall indemnify the City from claims arising from this solicitation.
10. **Cancellation:** The City is not liable for costs if the solicitation is canceled.
11. **Procurement Ordinance:** Subject to City of Walterboro Procurement Ordinance (Code 2003, § 6.406; Ord. No. 2010-03, 3-23-2010; Ord. No. 2011-03, 3-8-2011).
12. **Mandatory Forms:** Failure to submit required forms may result in rejection.
13. **Business License:** Contractors must hold a valid City of Walterboro Business License.

5. Contract Award

1. The accepted proposal and this RFP form a binding agreement, with no oral modifications.
2. The successful contractor shall execute a formal agreement within ten (10) business days of the Notice of Award.
3. Contract pricing is fixed for the term: January 1, 2026 – December 31, 2026.

6. Landscape Maintenance Requirements

6.1 Certification & Documentation

- Minimum five (5) years of verifiable commercial landscaping experience.
- Three (3) references from contracts serviced continuously within the past two (2) years.
- Submit:
 - List of all equipment.
 - Proof of valid City of Walterboro Business License.

- Proof of insurance (bonding, workers' compensation, liability).

6.2 Tasks

6.2.1 Garbage Collection

- Remove, bag, and dispose of all garbage and trash offsite before mowing.

6.2.2 Mowing

- Frequency: Every two (2) weeks, **March 1 – October 31**.
- Height: 1½ – 3½ inches, measured to mower blade.
- Minimize grass or debris in roadways; clippings may remain if there are no visible clumps.

6.2.3 Edging, Trimming & Blowing

- Edge sidewalks, fence lines, curbs, beds, and trees every two (2) weeks, **March 1 – October 31**.
- Trim turf around sprinkler heads to avoid interference.
- Maintain bushes, shrubs, and weeds for safe sight lines and manicured appearance.

6.2.4 Winter Maintenance

- Frequency: Every two (2) weeks, **November 1 – February 28**.
- Tasks: Mowing as needed, trash pickup, edging, trimming, arboriculture, blowing.
- Priority: Landscaped beds, medians, and interstate interchanges at Exits 53 & 57.

6.2.5 Weed & Herbicide Management

- Post-emergence herbicide: Every two (2) weeks or as needed.
- Pre-emergence herbicide: Once in spring and once in fall; additional applications if prior treatments fail.
- Substitutions require City Parks Director approval.

6.2.6 Mulching

- Provide separate line item for labor/application of mulch annually (mid-winter).
- City supplies mulch; applied to a depth of three (3) inches in designated beds and medians.
- City may negotiate pricing or decline mulching services.

6.2.7 Arboriculture

- Remove invasive species (e.g., Pine, Maple, Tallow) from beds and medians.
- Maintain planted species (e.g., Redbud, Crepe Myrtle, Magnolia) for uniform growth and sight lines.

6.2.8 Vegetative Debris Removal

- Remove and dispose of all vegetative debris offsite.
- Clear dirt and debris along curbs and within stormwater cutouts.

6.2.9 Irrigation

- Perform minor adjustments/repairs (e.g., sprinkler heads, cut lines, drip line leaks).
- Major repairs or scheduling changes require City Parks Director approval.

7. Indemnification and Termination

1. Contractors shall indemnify the City and its agents from all claims, damages, or losses arising from the work, unlimited by workers' compensation or other laws.
2. **Termination:** The City may terminate the contract with thirty (30) days' written notice, except for cause, default, or negligence.
3. **Non-Appropriations:** The City may terminate without penalty if funds are not appropriated, with thirty (30) days' notice.

8. Bid Submission Forms

8.1 Contractor Information

Contractor:
Authorized Representative (Name & Title):
Signature:

8.2 Bid Form: I-95 Exit 53 Interchange Landscaping

Location	Job Description	Bid
1A – (2) beds, 1.33 acres (Inner triangle I-95 N exit ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
1B – (22) beds, 1.1 acres (1 mile out on I-95 N to terminus of exit ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
1C – (2) beds, 1.73 acres (Inner triangle I-95 S exit ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
1D – (18) beds, 0.54 acres (1 mile out on I-95 S to terminus of exit ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
1F – (4) triangular beds, <0.5 acres (4 corners of Sniders Hwy/SC Hwy 63 bridge over I-95)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
Other Tasks	Herbicide management, trash pickup, blowing, vegetative debris removal, arboriculture	
Total Acreage: 5.5 acres		Total Price: \$

8.3 Bid Form: I-95 Exit 57 Interchange Landscaping

Location	Job Description	Bid
2A – (4) beds, 1 acre (Between entrance/exit ramps I-95 N)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2B – (4) beds, 0.62 acres (Inner loop I-95 N exit ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2C – (1) bed, 0.19 acres (Inner triangle, I-95 N exit ramp split to Bells Hwy)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2D – (18) beds, 1.1 acres (1 mile out on I-95 N to former CSX railway bridge)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2E – (3) beds, 1.2 acres (Between entrance/exit ramps I-95 S)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2F – (3) beds, 0.65 acres (Inner loop I-95 S entrance ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2G – (1) bed, 0.09 acres (Inner triangle, I-95 S approaches to Bells Hwy)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2H – (19) beds, 1.25 acres (1 mile out to terminus of I-95 S exit ramp)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
2I – (3) beds, 0.55 acres (Median beds, Bells Hwy under I-95 to Walmart)	Maintain all bushes, shrubs, trees, grass, and weeds within paved boundaries	
Other Tasks	Herbicide management, trash pickup, blowing, vegetative debris removal, arboriculture	
Total Acreage: 6.68 acres		Total Price:
		\$

8.4 Bid Form: Jefferies Blvd./Sniders Hwy Medians Landscaping

Location	Job Description	Bid
3A – (13) landscaped medians, 1.4 acres (Exit 53 to Ireland Creek Dr.)	Maintain all bushes, shrubs, trees, weeds, and grass; maintain weeds in concrete medians	
3B – (2) triangular beds, 0.5 acres (Sniders Hwy/Hendersonville Hwy at Welcome Sign)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
3C – (2) beds, <0.1 acres (Either side of Beech Rd. at Sniders Hwy)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
3D – (9) solid concrete medians, <0.2 acres (N Jefferies Blvd to Sniders Hwy bridge)	Eliminate weeds/vegetation in cracks to the edge of concrete	
3E – (1) bed, 0.02 acres (Parker's Gas Station corner, N Jefferies Blvd/Bells Hwy)	Maintain all bushes, shrubs, trees, weeds, and grass within all edges of landscaped beds	
Other Tasks	Herbicide management, trash pickup, blowing, vegetative debris removal, arboriculture	
Total Acreage: 2.22 acres		Total Price: \$

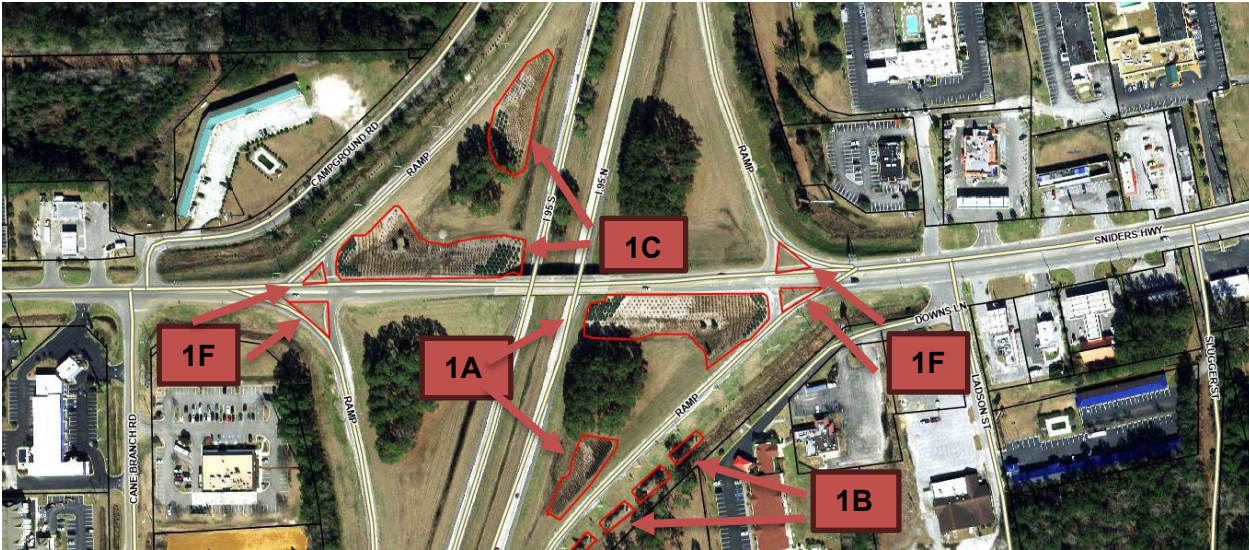
8.5 Mulch Application – Unit Pricing

Item Description			
Labor for mulch application – landscaped beds/ medians Or	Per sq. yd	\$	
Labor for mulch application – landscaped beds/ medians Or	Per cu. yd.	\$	
Labor for mulch application – landscaped beds/ medians	Per bed	\$	

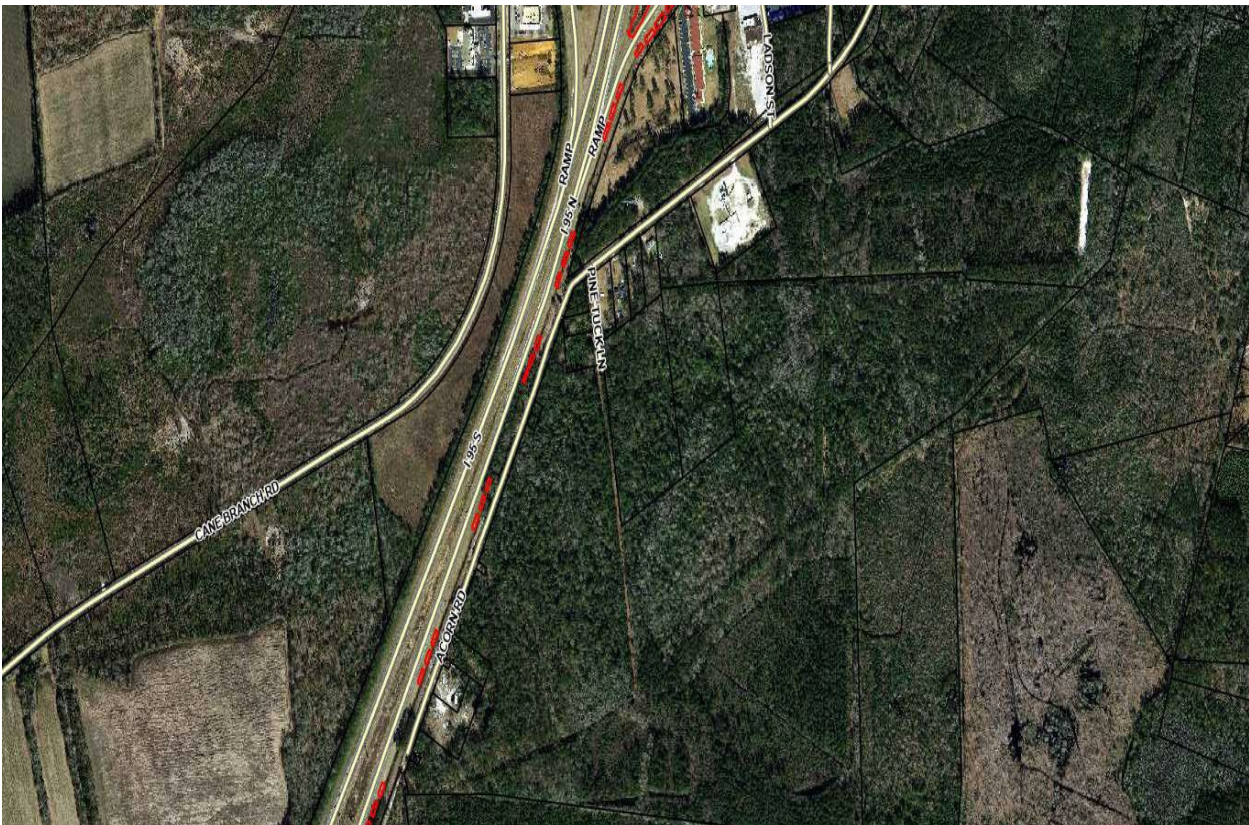
Notes:

1. Pricing includes all labor, equipment, and preparation for mulch application to a 3-inch depth.
2. Specify additional costs or conditions in the “Notes” column.
3. The City may negotiate pricing or decline mulching services.

Location 1 Aerial Overview



Locations: 1A, 1B, 1C, 1F



Location: 1B

Location 1 Aerial Overview Continued



Location: 1D

This aerial map illustrates the proposed development sites (2A through 2I) at the intersection of Highway 195 and Highway 200. The map shows the layout of the roads, including Forster Dr, Paulkenberry Dr, Mainway, and Highway 195 N. Red arrows indicate the locations of the proposed sites, which are marked with red numbers 2A through 2I. The map also shows existing infrastructure, such as the ramp and the intersection of Highway 195 N and Highway 200.

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Locations: 2H

Location 3 Aerial Overview

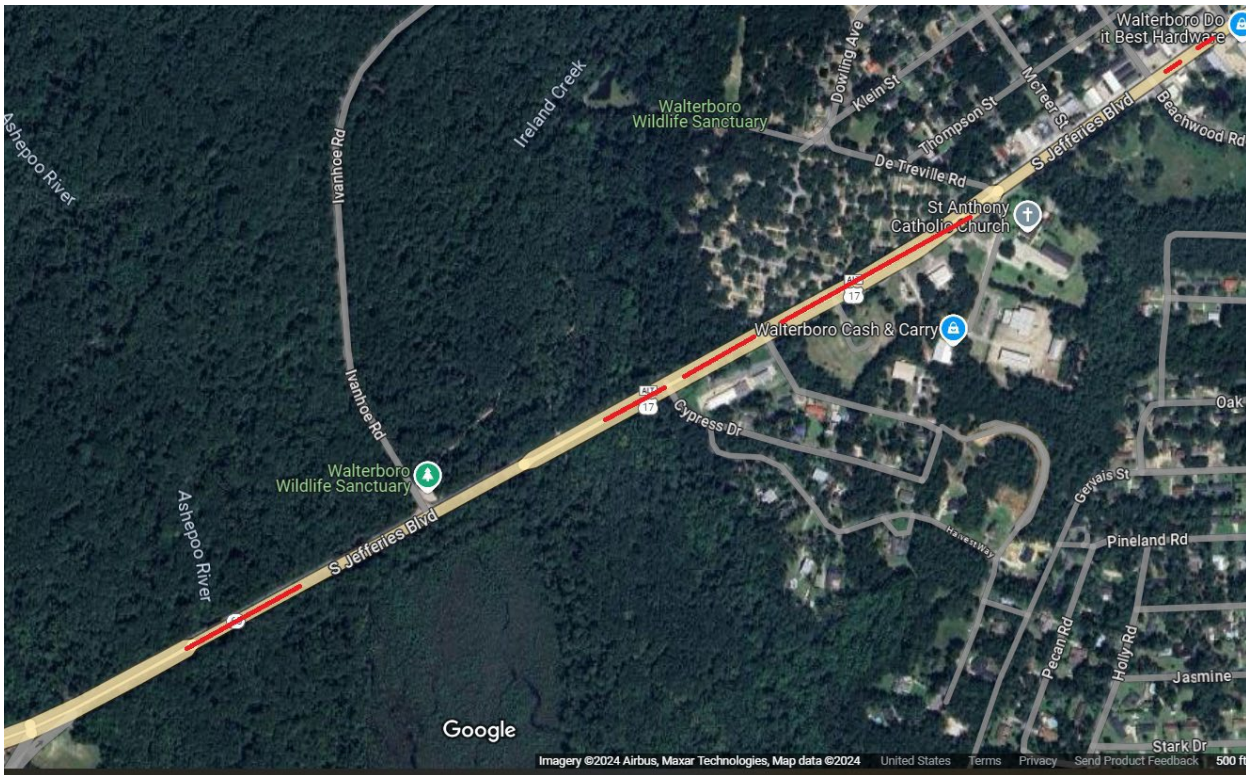


Locations: 3D (solid concrete medians 1 – 4)



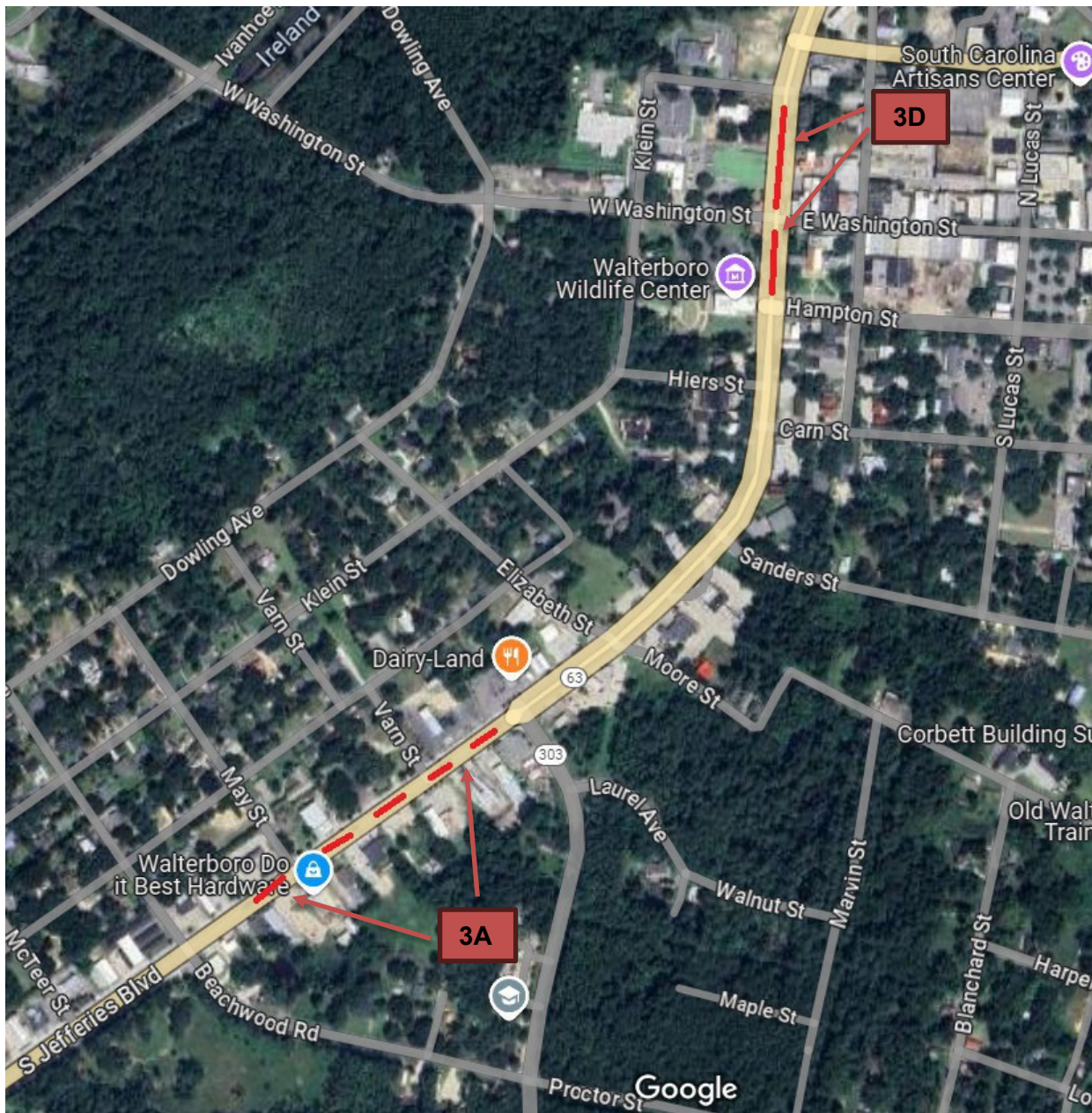
Locations: 3A (landscaped medians 1 – 3), 3B, 3C

Location 3 Aerial Overview Continued



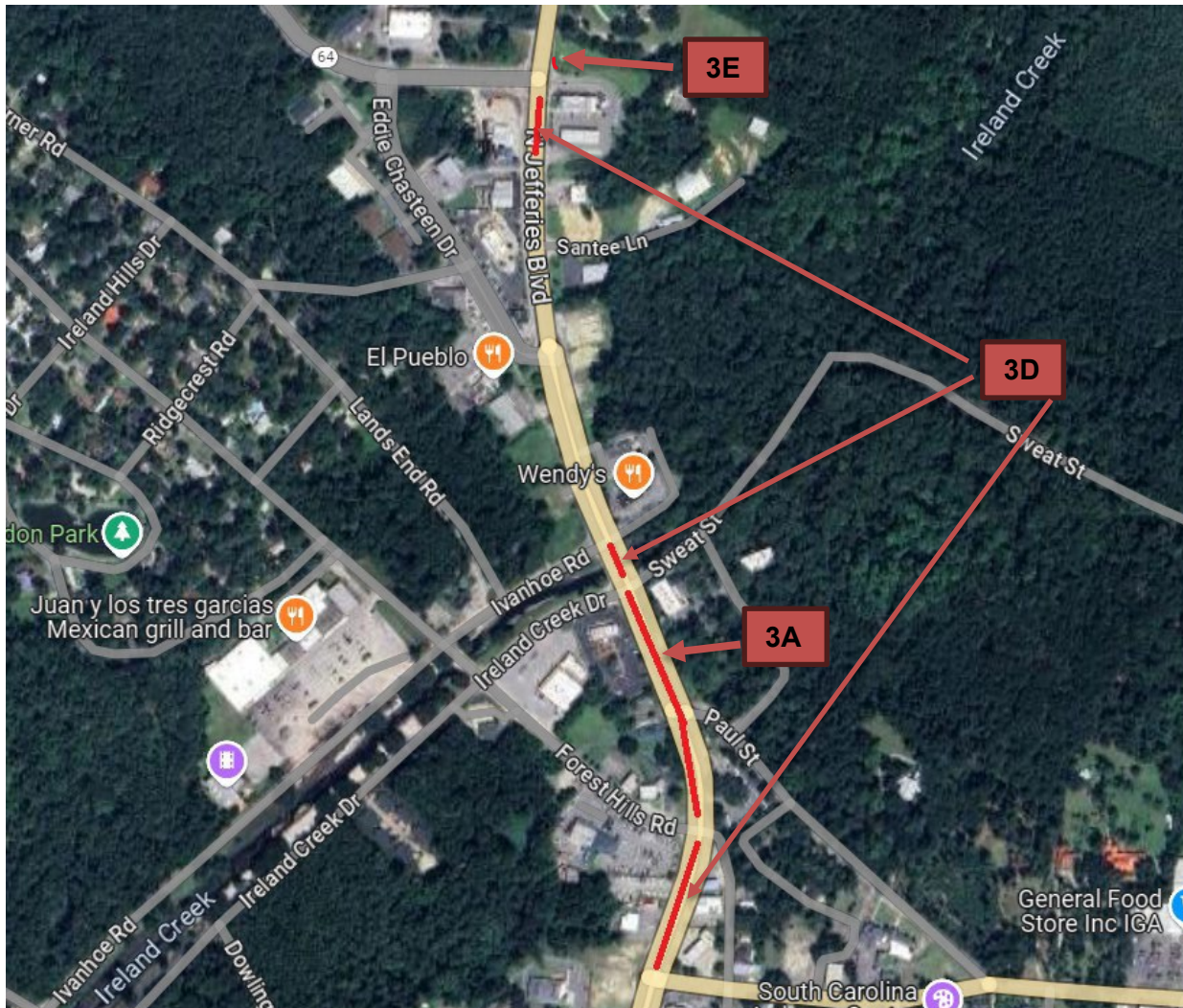
Location: 3A (landscaped medians 4 – 9)

Location 3 Aerial Overview Continued



Locations: 3A (landscaped medians 8 – 12), 3D (solid concrete medians 5 – 6)

Location 3 Aerial Overview Continued



Locations: 3A (landscaped median 13), 3D (concrete medians 7 – 9), 3E