

**TOWN OF RAVENEL**  
**Request for Proposals**  
for  
**Lawn Maintenance and Vegetation Removal**

Solicited and advertised: July 19 – 27, 2021

Copies of this document are available by contacting the Town / Planning & Zoning Administrator at  
Ravenel Town Hall ♦ 5962 Highway 165, Suite 100 ♦ Ravenel, SC 29470  
(843) 889-8732 ♦ [townadministrator@townofravenel.com](mailto:townadministrator@townofravenel.com)

**I. INTRODUCTION AND BACKGROUND**

This Request for Proposal (RFP) is issued to obtain adequate information from interested firms and individuals with the qualifications necessary to provide regular lawn maintenance and vegetation removal for property owned by, or within the public right-of-way within, the Town of Ravenel. The Town of Ravenel desires to select and negotiate an acceptable contract with such a firm or individual to perform the Scope of Services found in Item IV. It is the Town's intent that this RFP will serve as the basis for negotiations of a contract for three (3) years, with options to renew twice for one (1) year following the initial contract term.

The Town of Ravenel is located along Savannah Highway (US Hwy 17), South of Charleston, SC. Ravenel is a rural community of about 2,500 people.

The Town of Ravenel reserves the right, and has a duty to, hire the most qualified provider for the scope of services requested. This may result in the Town contracting with any individual or company that responds to this RFP that, in the determination of the Town Council, is qualified to complete the job, regardless of bid price. The Town of Ravenel may also disqualify bidders and/or cancel, rebid, or extend the RFP or bid review process pursuant to Ravenel and State of South Carolina procurement laws.

**II. SUBMITTAL**

Sealed submissions must be received no later than August 20, 2020 at 3:00 pm at Ravenel Town Hall. Two (2) hardcopies and one (1) .pdf electronic copy of the proposal should be mailed (hardcopies) and emailed (electronic copy) to:

Town of Ravenel  
ATTENTION: Lawn Maintenance and Vegetation Removal  
5962 Highway 165, Suite 100  
Ravenel, SC 29470  
[townadministrator@townofravenel.com](mailto:townadministrator@townofravenel.com)

Elements of the submittal must include:

- Organizational and company ownership information
- Address and phone of primary contact
- A list of references for similar work that the Town may contact
- A statement regarding the willingness to obtain or maintain commercial liability insurance in the amount of \$1,000,000 for all work and listing the Town of Ravenel as additional insured
- The proposed annual contract sum, payable in monthly installments, for the scope of services found in item IV.

An individual or company responding with a submittal and subsequently successfully negotiated contract with the Town of Ravenel will submit adequate insurance certificates, obtain a Ravenel business license, and be able to begin work in September of 2021.

### **III. PRE-SUBMITTAL CONFERENCE AND QUESTIONS**

A mandatory Pre-Submittal conference will be held on August 2, 2021 at 2:00 pm. This conference will be held in the Council Chamber at Town Hall; 5962 Highway 165 in Ravenel. The locations to be cut will be reviewed at the conference. All locations will be open and accessible after the meeting for review until 4:30 pm.

All questions prior to the submission deadline must be received by Monday August 16, 2021 at 3:00 pm:

Michael D. Hemmer  
 Town / Planning & Zoning Administrator  
 Town of Ravenel  
 5962 Highway 165, Suite 100  
 Ravenel, SC 29470  
[townadministrator@townofravenel.com](mailto:townadministrator@townofravenel.com)

Following the Pre-Submittal Conference and Question Submission Period, the Town may issue any addendums needed to this RFP to address comments, concerns, and questions that have arisen.

### **IV. SCOPE OF SERVICES**

The individual or company selected will provide all labor, materials, safety equipment, supplies, and equipment necessary for lawn maintenance and vegetation removal for the Regular Cutting Locations at the frequencies and with the notes indicated in each location description found below.

All other requests for cutting or removal at other locations, of an emergency nature, clean-up, unusual litter removal, replacement plantings, or other types of work requested by the Town will be agreed upon outside the scope of services between the contractor and the Town.

Grass and brush cutting require litter and debris removal prior to cutting and grass is to be cut to a 2" grass height.

Lawns will be edged and/or trimmed where it meets with pavement, buildings, and all site fixtures and fences. Liquid vegetation remover may be used in fence lines and on weeds in sidewalk cracks. All hard surfaces will be swept/blown free of grass and clippings after cutting. Lawn debris is not to be swept/blown onto roadways.

Vegetation removal includes bagging grass clippings that cannot be mulched adequately, small limbs, branches, and leaves downed from storms, and trimming required to maintain bushes and overhanging trees.

## **The Regular Cutting Locations are:**

### **#1 Ravenel Hall Grounds, Ballfield, & Playground – 5700 Conners Street**

- This location sees heavy usage, so it is critical that litter and debris be removed before cutting.
- This location is required to be cut at least weekly from March to October and every other week from November to February.
- Cutting is to occur later in the work week to prepare for weekend use.
- Only cut the outfield of the ball diamond, not the infield.
- Debris must be removed from porch and sidewalks of Ravenel Hall after cutting and as needed after storms.
- A brush pile can be established on-site.

### **#2 Ravenel Depot Grounds, Restrooms, & Playground – 5775 Highway 165**

- This location sees heavy usage, so it is critical that litter and debris be removed before cutting.
- This location is required to be cut at least weekly from March to October and every other week from November to February.
- Cutting is to occur later in the work week, but not on Fridays.

### **#3 Rantowles Grove Park – 4433 Savannah Highway**

- This location is required to be cut at least every other week from March to October; can be cut less frequently from November to February.
- A brush pile can be established on-site.

### **#4 Bennett Park – 4735 Savannah Highway**

- This location is required to be cut at least every other week from March to October; can be cut less frequently from November to February.
- Overhanging vegetation is to be removed from the entrance road. All overhanging limbs and branches that can be removed by standing on the ground using an 8' pruning tools are to be removed.

- A brush pile can be established on-site.
- Cutting includes area around entrance sign and gate.

#### #5 Sewer Pump Stations #1 - #4 – Various Locations

- Pump #1 – 4545 Savannah Highway
- Pump #2 – 5306 Savannah Highway
- Pump #3 – 0 Center Station (Behind Food Lion Plaza)
- Pump #4 – 5971 New Road
- These locations are required to be cut every other week from March to October; can be cut less frequently from November to February.
- Remove weeds inside stations if necessary.

#### #6 Highway 165 Passive Park

- This location is required to be cut once a month.
- Limited access to site and specific areas to be cut.
- A brush pile can be established on-site.

#### #7 Old EB Ellington School – 5600 Ellington School Road

- This location is required to be cut at least every other week from March to October; can be cut less frequently from November to February.

#### #8 Town Entrance Signs – Various Locations

- Savannah Highway Southbound near Hwy 162.
- Savannah Highway Northbound near New Road.
- Highway 165 Westbound near Rocky Top Lane.
- Highway 165 Eastbound near Shilelagh Oaks (currently missing)
- Salters Hill Road south of railroad tracks
- These locations are required to be cut weekly from March to October; can be cut less frequently from November to February.
- Must be trimmed and maintained well and care taken not to damage signs.

#### #9 Rail Line R-O-W along Drayton Street from Salters Hill Road to Highway 165

- This location is required to be cut every other week from March to October; can be cut less frequently from November to February.
- Remove vegetation and small trees so that regular cutting will maintain.
- Remove vines from mature trees.
- Cut from roadway as far into rail bed as possible and trim around equipment.
- Debris removal prior to cutting is critical.

#### #10 Rail Line R-O-W along Martin Street from Highway 165 to Divergence

- This location is required to be cut every other week from March to October; can be cut less frequently from November to February.
- Remove vegetation and small trees so that regular cutting will maintain.

- Remove vines from mature trees.
- Cut from roadway as far into rail bed as possible and trim around equipment.
- Debris removal prior to cutting is critical.

#### #11 Planted Berms (2) and Median Plantings (3) on Savannah Highway

- These five locations along Savannah Highway are required to be cut weekly from March to October; can be cut less frequently from November to February. See map for locations.
- Trim around trees and plantings.
- Extreme caution must be used when working along Savannah Highway.
- Periodically plantings and trees may need replacement due to motorists.

#### #12 Savannah Highway and Highway 165 Right-Of-Way

- There are locations and features along the highways that are to be cut regularly and maintained year-round if needed. This stretches the entire length of Savannah Highway on the shoulders northbound and southbound and along Highway 165 in town.

Debris removal is critical and it cannot enter the roadways. Some property owners maintain these areas and do not require cutting; but some do not. **DO NOT CUT LANDSCAPED AREAS OR AREAS THAT THE OWNER IS MAINTAINING.**

The areas along the highways include areas with or without sidewalks and/or drainage ditches. Some sidewalks are close to the highway and some are more removed (by Town Hall and the new EB Ellington Elementary School). Each type of area has different requirements as found below:

##### A) Where there is a sidewalk:

- Cut every other week from March to October; can be cut less frequently from November to February, but must always be maintained to ensure clear sidewalks.
- Trim and edge to pavement and cut grass and brush at least 2 feet beyond the sidewalk edge.
- Where the sidewalk is removed from the roadway, trim and edge to pavement and cut grass and brush on both sides of sidewalk at least 2 feet beyond sidewalk edge.
- **DO NOT CUT LANDSCAPED AREAS.**
- Remove vegetation, pine straw, and other debris from sidewalk after cutting and as needed after storm events.

##### B) Where there is not a sidewalk:

- Ensure that no growth or debris encroaches on roadway.

- Cut grass and brush at least 4 feet from roadway.
- DO NOT CUT LANDSCAPED AREAS.

C) Where there is a ditch (either with or without a sidewalk):

- Cut grass and brush from the roadway back to the top of the ditch on the far side from the highway. This may require work in water at the bottom of the ditch, but maintenance will keep the ditch draining properly.
- DO NOT CUT LANDSCAPED AREAS.
- Remove vegetation, pine straw, and other debris from any sidewalk and from the ditch.
- Report any drainage issues to Town Hall.

All activities are expected to be at the direction of the Mayor or Town Staff.

## **V. SPECIAL CONDITIONS**

### **A. SAFETY**

Safety is of great concern to Ravenel. The individual or company selected shall comply with all Occupational Safety Health Administration (OSHA) regulations and all ordinances, laws, regulations, and permitting.

The contract shall include suitable hold harmless provisions for protection of the Town from all claims due to neglect or otherwise associated with the individual or company's activities on behalf of the Town.