



Request for Proposals for Landscape Maintenance Services

Contract # 1 consists of Zone 1 & Zone 3 (Columbia Airport Expressway & Rental Car Facility)

Contract # 2 consists of Zone 5 & Zone 6 (Airport Loop Road & Surface Parking & East Aviation Way)

**Richland-Lexington Airport District
West Columbia, SC**

ISSUED DATE: Thursday, May 5, 2022

ISSUED BY: Richland -Lexington Airport District
3400 Air Commerce Drive
West Columbia, SC 29170

POINT OF CONTACT: Thomas Tapp Facilities Manager
E-mail: t.tapp@flycae.com

MANDATORY PRE-BID MEETING: Wednesday, May 11, 2022
Located at the Maintenance Shop
3400 Air Commerce Dr., West Columbia, SC 29170

QUESTION DEADLINE: Wednesday, May 18, 2022; no later than 2:00 p.m. ET
Submit by e-mail to: t.tapp@flycae.com

PROPOSAL DEADLINE: Wednesday, May 25, 2022; no later than 2:00 p.m. ET
Richland – District Airport District
Attn. Thomas Tapp Airport Facilities Manager
3400 Air Commerce Drive, West Columbia, SC 29170

TABLE OF CONTENTS

I. PURPOSE OF REQUEST.....	3
II. INSTRUCTIONS TO PROPOSERS.....	3
III. TERMS AND CONDITIONS.....	5
IV. SELECTION PROCESS AND CRITERIA	6
V. SCOPE OF WORK	7
VI. ATTACHMENTS.....	11
VII. PROPOSER QUESTIONNAIRE	19
VIII. PROPOSAL FORMS	21

I. PURPOSE OF REQUEST

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **LANDSCAPE MAINTENANCE SERVICES** at the Columbia Metropolitan Airport.

II. INSTRUCTIONS TO PROPOSERS

- A. Contractors shall submit three (3) hard copies of their proposal, **including pricing**. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “LANDSCAPE MAINTENANCE SERVICES”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport
3400 Air Commerce Drive
West Columbia, SC 29170
Attention: Thomas Tapp, Facilities Manager

All proposals must be delivered by **2:00 p.m. EDT Wednesday, May 25, 2022**

- B. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal do not constitute the District's acceptance of the Contractor as a responsive and responsible Proposer.
- D. It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all three copies. The name, address and telephone number of the person to contact must be clearly identified.
- E. Any questions about the RFP should be directed in writing to:

Thomas Tapp
Email: t.tapp@flycae.com

- F. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.
- G. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after Friday, May 5, 2022. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.
- H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<http://www.flycae.com/procurement-bids/>

It is the responsibility of the Proposer to view, obtain or download all addenda issued by the District for this RFP. The Proposer shall acknowledge all issued addenda on the Acknowledgement of Addendum Form.

- I. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- J. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.
- K. All costs incurred in the preparation and presentation of the proposal are the Contractor's sole responsibility; no costs will be reimbursed to any Proposer.
- L. All documentation submitted with the proposal will become the property of the District.
- M. Proposals are to be submitted as outlined below:
 - 1. Proposer Questionnaire
 - 2. References
 - 3. Annual Price Escalation
 - 4. Proof of Insurance Coverage
 - 5. Certification
 - 6. Proposal Form
 - 7. Acknowledgment of Addendum
- N. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm, or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.
- O. Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by an FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of the said claim in advance of any release.
- P. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- Q. Any ambiguity in any proposal as a result of omission, error, lack of clarity, or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

R. The District has set the following schedule:

<u>Action Item</u>	<u>Date</u>
Request for Proposal Issued	Thursday, May 5, 2022
Mandatory Pre-Bid Meeting	Wednesday, May 11, 2022
Deadline for Proposal Question Submission	Wednesday, May 18, 2022
Questions & Answers Posted to Airport Website	Wednesday, May 20, 2022
Deadline for Proposal Submission	Wednesday, May 25, 2022
Contractor Selection	

III. TERMS AND CONDITIONS

- A. The District is seeking proposals from Contractors to provide Landscape Maintenance Services for a period effective date of Award – May 31, 2025.
- B. The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- C. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, and qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- D. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services set forth in the enclosed Scope of Work and Specifications.
- E. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- F. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.
- G. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- H. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without prior written approval from the District.

The Contractor is responsible for any damage caused by their employees and/or equipment to any District property (structures, plants, irrigation heads, tree stakes, etc.) and shall replace any damaged piece of property at no cost to the District. When using a zero-turn mower around trees all erosion and rutting that is caused by the Contractor mowers shall be repaired at the Contractor's expense.

- I. **Insurance Requirements**: The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	
Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner's Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- J. **Workers' Compensation and Employer's Liability Insurance**: The Contractor shall maintain workers' compensation and employer's liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days of written notice of non-renewal, cancellation, or other material change.

IV. SELECTION PROCESS AND CRITERIA

The District will evaluate all proposals during which time they may ask questions of a clarifying nature from the Contractor(s) and/or contact any references provided. All Proposers will be notified of the results of the selection process. The selection process used for determining the most successful proposal is best described as a "Competitive Proposal" process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- A. Proposer Questionnaire
- B. Responsiveness of the proposal to the scope of services outlined in the District's request and adherence to the proposal format.
- C. Proposed fee schedule.
- D. Mandatory Pre-Bid meeting site visit.

QUALIFICATIONS / CERTIFICATIONS LANDSCAPE SERVICES

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure the continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must also have the applicable licenses and certifications to perform all landscape maintenance services in this RFP.

V. SCOPE OF WORK FOR LAND SERVICES

The District seeks two (2) qualified lowest bidding Contractors to complete the services listed in the scope for Contract services proposal of 1 - (Zone 1 & 3) and proposal 2- (Zone 5 & 6). The scope of work designated in these specifications shall consist of furnishing all management, supervision, labor, technicians, proper licenses, materials, parts, tools, equipment, chemicals, supplies, transportation, travel time, lodging, per diem, fuel surcharges, and insurance to efficiently and effectively provide the services designated under the Contract for Landscape Maintenance Services for the Columbia Metropolitan Airport ("Airport").

SPECIFICATIONS

It is the intent of these specifications for the Contractor to provide Landscape Maintenance Services for the Airport.

The Contractor shall furnish all supplies and equipment necessary to complete the job and submit a list of all equipment to be used at the Airport. A visual inspection of the Contractor's equipment may be required. All Contractor equipment shall be removed from Airport property when mowing has been completed. A mowing schedule shall be submitted to the Airport. The Contractor shall furnish sufficient personnel and equipment to complete the mowing within 3 days once started, thus providing a neat uniform appearance of all Airport grounds.

The Contractor's employees shall be required to wear clean and neat uniforms provided by the Contractor and approved by the Airport. The contractor shall also furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer. The Contractor will be responsible for ensuring that their employees wear all PPE required for the safe operation of equipment.

Special effort shall be made to complete mowing by 3:00 pm on Thursday allowing time for a weekly inspection by the Airport Grounds Maintenance Supervisor. Any discrepancies noted shall be addressed and corrected by 3:00 pm the following day. The Contractor will also be responsible for turning in a grass-cutting form to the Airport Grounds Maintenance Supervisor for approval after each mowing and/or after each visit to the Airport. Failure to submit this form will result in nonpayment for that visit.

A. Peak Season Landscape Maintenance

Peak season is defined as the period of April 1 through November 30 each year. The Contractor shall provide all labor, material, tools, equipment transportation, and supervision necessary to perform the components of landscape maintenance services which may include, but are not limited to, the following: Aeration, Edging, Trimming, Mowing, Mulching, Pesticide Application, Tree Pruning, and Weeding.

1. Aeration
 - a. The Airport Blvd turf areas (located in Zone 1 & 6) designated by the Airport Grounds Maintenance Supervisor shall be core aerated one time per year between April 15 and June 15.
 - b. The Columbia Airport Expressway center aisle (located in Zone 1) shall be de-thatched one time per year between February 1 and March 31.
2. Edging Zone 1-6
 - a. All areas bordering the turf shall be edged during each mowing using a string trimmer or steel blade edger.
 - b. All roadside curb and gutter shall be edged during each mowing using a string trimmer or steel blade edger.
 - c. At least one time a year Zone 1-6, all mulched areas bordering the turf shall be edged with a spade or edging machine designed for that purpose.
 - d. Debris from the edging shall be removed and properly disposed of by the Contractor. Debris from edging shall not be piled on top of root balls of trees or in plant beds.
3. Trimming
 - a. All areas around the structures or trees shall be trimmed to mowing height each time turf is mowed. A string trimmer and/or weed eater machine shall not be used around the stem or trunks of trees and shrubs. Zones (1-6)
 - b. Shrubs shall be trimmed once a month or as determined by the Airport Grounds Maintenance Supervisor. (Zones 1-6)
 - c. After trimming, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
 - d. Any damages caused by mowing to any property, structure, plant irrigation system, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the Airport.

4. Mowing

- a. Zone 1, 5, and 6 mowing shall be completed once a week depending on the weather conditions or more frequently if the turf is under irrigation.
- b. Zone 3 mowing shall be completed twice a month depending on the weather conditions or more frequently if the turf is under irrigation.
- c. Unless otherwise indicated elsewhere in the contract documents, turf shall not exceed 3.5 inches in height at any time and shall not be mowed lower than 2.5 inches.
- d. All trash and debris shall be removed from areas before mowing.
- e. Mowing equipment shall be well maintained and cutting blades shall be sharpened after every other mowing.
- f. Mowing should be done in such a way that clippings are not blown into shrubs and trees. Any plants damaged by mowers shall be replaced with a specimen of equal size at no cost to the Airport.
- g. Clumps of grass or any visible clippings on lawn areas shall be removed.
- h. After mowing, all clipping and debris shall be immediately cleaned off paved areas, vehicle structures, equipment, and light fixtures.
- i. Any damage caused by mowing to any property, structure, plants, irrigation heads, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the Airport. Any damaged plants shall be replaced with specimens of the same size. Girdling the base of the tree with lawnmowers is detrimental to the tree and shall be considered grounds for requesting the replacement of the tree. All slopes shall be mowed with a weed eater to prevent erosion of soil and damage to turf grasses, trees, and shrubs. All erosion and ruts caused by mowers shall be repaired by the Contractor at the Contractor's expense.
- j. Zone 1 mowing around the water ponds, shall be cut up to the water edge of the entire perimeter of the pond.

5. Mulching

- a. At the time of the first mowing season, all planting beds and tree rings shall be defined and edged at a right angle and depth of three inches. Edging debris shall be removed and properly disposed of by the Contractor. Debris shall not be placed in the planting beds, tree rings, or disposed of in refuse receptacles. All tree rings shall be evenly concentric around the tree and all bed edges shall be maintained as a smooth and continuous line. The Contractor is responsible for mulching in Zones 1 & 3.
- b. All plant beds and tree rings shall be mulched at a depth of three inches. Mulch shall be applied between March 1 and April 15. The mulch must be kept at least two inches from the base of tree trunks and crowns of all shrubs.
- c. Mulch shall be lightly raked between July 1 and July 31 and loosened to freshen it and break up any water-impermeable layers. Light top dress applications of mulch shall be applied periodically in order to maintain two layers of mulch in all planting beds and tree rings.

6. Pesticide and or Pre-emergent Application
 - a. Shall be applied in accordance with the manufacturer's recommendations. Spraying shall not be performed when vegetation is wet, when it appears that rain is imminent within six hours, or when the wind is blowing enough to scatter paper or trash. Zone 1 & 3.
7. Tree Pruning
 - a. All trees shall be pruned in the month of November
 - b. After pruning, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
 - c. Any damages caused by mowing to any property, structure, plant irrigation system, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the Airport.
8. Weeding
 - a. All plant beds, tree rings, and planting areas shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an approved herbicide.

B. Off-Peak Season Landscape Maintenance

Off-Peak season is defined as the period of December 1 through March 31 each year. The Contractor shall provide all labor, material, tools, equipment transportation, and supervision necessary to perform the components of landscape maintenance services which may include, but are not limited to, the following: Mulching, Tree Pruning, and Weeding.

1. Mulching
 - a. All plant beds and tree rings shall be mulched at a depth of three inches. Mulch shall be applied in the month of November after Tree Pruning and the last mowing. The mulch must be kept at least two inches from the base of tree trunks and crowns of all shrubs.
2. Tree Pruning
 - a. All trees shall be pruned in the month of March.
 - b. After pruning, all clippings and debris shall be immediately cleaned off paved areas, vehicles, structures, equipment, and light fixtures.
 - c. Any damages caused by mowing to any property, structure, plant irrigation system, tree stakes, or guying shall be repaired or replaced by the Contractor at no cost to the Airport.
3. Weeding
 - a. All plant beds, tree rings, and planting areas shall be kept weed-free at all times. Weeds shall be manually removed or controlled with an approved herbicide.

<END OF SCOPE OF WORK AND SPECIFICATIONS>

VI. ATTACHMENTS

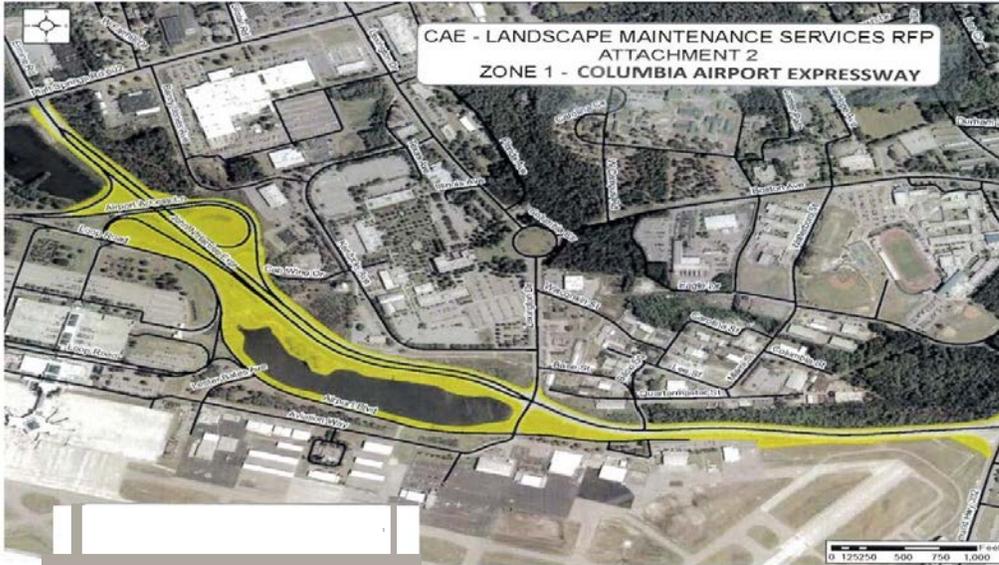
1. Overall Layout
2. Zone 1 – Columbia Airport Expressway
3. Zone 3 - Rental Car Facility (Ermine Road)
4. Zone 5 – Airport Loop Road and Surface Parking
5. Zone 6 – East Aviation Way

Contract # 1 consists of Zone 1 & Zone 3 (Columbia Airport Expressway & Rental Car Facility)

Contract # 2 consists of Zone 5 & Zone 6 (Airport Loop Road & Surface Parking & East Aviation Way)

CONTRACT # 1

Contract #1 consists of Zone 1 & Zone 3 (Please see picture below)



ZONE 1: Columbia Airport Expressway
Requirements may include, but are not limited to the following: Edging, Trimming, Mowing, Pesticide Application and Weeding.



ZONE 3: Rental Car Facility
Requirements may include, but are not limited to the following: Edging, Trimming, Mowing, Pesticide Application & Weeding.

CONTRACT # 2

Contract # 2 consists of Zone 5 & Zone 6 (Please see pictures below)



ZONE 5: Airport Loop Road

Requirements may include, but are not limited to the following: Edging, Trimming, Mowing, Pesticide Application and Weeding.



ZONE 6: East Aviation Way

Requirements may include, but are not limited to the following: Edging, Trimming, Mowing, Pesticide

VII. PROPOSERS QUESTIONNAIRE

1. Furnish the Company name, principal address, and phone number:

2. Does the Contractor possess a valid South Carolina Commercial Pesticide Applicators License, a valid South Carolina Business License, and all other applicable local, state, and Federal credentials?

() Yes () No

3. How many years has your organization been in business as a Landscaping Contractor?

4. How many years of experience has your organization had with related work to this RFP?

5. List the equipment that you possess that will enable you to perform the contract. Use additional sheets if necessary.

6. How many employees does your organization have?

7. What are your organization's technical capabilities and approaches to meeting the specification requirements? Use additional sheets if necessary.

8. List the name(s) and contact number(s) of the supervisor(s) that will oversee this account.

9. What are the capabilities and experience of the supervisor(s) that will oversee this account?

10. Does the Contractor have, or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?

() Yes () No

11. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor? () Yes () No

If “yes,” give the name, the insurance carrier, the form of insurance, and the year of the refusal.

12. At the time of submitting this Questionnaire, is the Contractor **ineligible** to bid on or be awarded a public contract in the state of South Carolina? () Yes () No

13. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years? () Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

14. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years? () Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

REFERENCES

References: Please provide at least three (3) current commercial/institutional customer references that have Landscaping Services of a similar type, size, complexity, and use.

1. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
of Acres: _____ Length of Relationship: _____

2. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
of Acres: _____ Length of Relationship: _____

3. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
of Acres: _____ Length of Relationship: _____

ANNUAL PRICE ESCALATION

Requirements for Allowance of Annual Price Escalation: The prices proposed for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify CAE, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify CAE will result in CAE denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulated in the proposal. The notice may be sent by certified mail to Mr. Gregg Hornsby, Director of Finance, and 3250 Airport Boulevard, Suite 10, West Columbia, SC 29170.

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____

PROOF OF INSURANCE COVERAGE

Proposer shall provide the District with satisfactory evidence of the Proposer's Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. The proposer shall submit this form with its proposal.

INSURER: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

The proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate Proposer: _____

Business Name: _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer Business Name: _____

Proposer Name: _____ **Title:** _____

Notary Public: _____ **My Commission Expires:** _____

Notary Public (Seal)

CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Proposer's Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the information is correct.

(Signature)

(Printed name)

(Title)

(Date)

VIII. PROPOSAL FORM

COLUMBIA METROPOLITAN AIRPORT (CAE) LANDSCAPE MAINTENANCE SERVICES

The Proposer shall provide pricing for each Zone and Exhibit that you would like to bid on.

CONTRACT # 1 Proposal Form

Contract #1 consists of Zone 1 & Zone 3 (Columbia Airport Expressway & Rental Car Facility)

Peak-Season (April 1 – November 30 each year = 32 months total for contract term)

Zone	Work Items	Approx. Acreage	Item Price (per month)	Frequency	Total (Item Price X Frequency)
1	Columbia Airport Expressway	2.08		32	
3	Rental Car Facility	4.5		32	
				TOTAL	\$

Off-Peak Season (December 1 – March 31 each year = 12 months total for contract term)

Zone	Work Items	Approx. Acreage	Item Price (per month)	Frequency	Total (Item Price X Frequency)
1	Columbia Airport Expressway	2.08		32	
3	Rental Car Facility	4.5		32	
				TOTAL	\$

Please include your price breakdown in the chart below:

	<u>Monthly Maintenance Fee</u>	<u>Annual Maintenance Fee</u>
YEAR 1	\$	\$
YEAR 2	\$	\$
YEAR 3	\$	\$

COLUMBIA METROPOLITAN AIRPORT (CAE) LANDSCAPE MAINTENANCE SERVICES

CONTRACT # 2 Proposal Form

Contract # 2 consists of Zone 5 & Zone 6 (Airport Loop Road & Surface Parking & East Aviation Way)

Peak-Season (April 1 – November 30 each year = 32 months total for contract term)

Zone	Work Items	Approx. Acreage	Item Price (per month)	Frequency	Total (Item Price X Frequency)
5	Airport Loop Road and Surface Parking	15.42		32	
6	East Aviation Way	39.00		32	
				TOTAL	\$

Off-Peak Season (December 1 – March 31 each year = 12 months total for contract term)

Zone	Work Items	Approx. Acreage	Item Price (per month)	Frequency	Total (Item Price X Frequency)
5	Airport Loop Road and Surface Parking	15.42		32	
6	East Aviation Way	39.00		32	
				TOTAL	\$

Please include your price breakdown in the chart below:

	Monthly Maintenance Fee	Annual Maintenance Fee
YEAR 1	\$	\$
YEAR 2	\$	\$
YEAR 3	\$	\$

ACKNOWLEDGMENT OF ADDENDUM

Proposers must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Proposer section and submit this form with their Proposal as an acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / Landscape Maintenance Services**

1. _____; 2. _____; 3. _____; and 4. _____.

Dated the _____ day of _____, 20 _____

Corporate Proposer:

Business Name _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer Business Name _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)