



Date: March 13, 2024  
Subject: Request for Proposals  
Purpose: Property grass cutting, weed eating, and landscaping

Union County is requesting proposals for grass cutting services, weed eating, and other general landscaping for the identified locations contained within this bid.

A pre-bid conference will be held at the Union County Development Board Conference Room on March 25<sup>th</sup> at 10:00am. The pre-bid conference will include a virtual tour of the identified properties to ensure that all are aware of the requirements.

The Locations of the properties are:

- Trakas Industrial Park Entrance
- Commerce Park Entrance
- Mac Johnston Industrial Park Entrance
- Midway Green Industrial Park Entrance
- Station 1- Hwy 18 Recycle Center
- Station 2 – Landfill Recycle Center
- Station 4 – Santuc Recycle Center
- Station 7 Kelton Recycle Center
- Kelton Ballfield
- Station 8 – John Hart Recycle Center
- Station 9 – Sardis Recycle Center
- Station 10 – Cross Keys Recycle Center

It is the expectation of the property owner that the successful and awarded vendor for these locations shall cut the grass, trim weeds around objects and fencing, and / or use chemicals that inhibit weed growth around objects.

It is the expectataion of the property owner that these properties will be cut a minimum of every other week during the growing season, and at least once a month during the winter, unless communicated by the property owner of a special event or circumstance where additional lawn maintance is needed.

Each Vendor shall price the properties above on an individual price basis. Each property will be awarded separately to the most responsive bidder for each individual location.

Each Vendor shall provide a copy of a minimum of \$1,000,000.00 (One Million Dollars) in general liability insurance within their bid package. Each Vendor shall have and show proof of Workers Compensation

Phillip G. Russell, II  
Union County Supervisor  
210 West Main Street, Union, SC 29379  
864-429-1600 • [prussell@countyofunion.com](mailto:prussell@countyofunion.com)

coverage for its employees within their bid package. Failure to show both required general liability and workers compensation insurance will be considered a non-responsive bid.

The awarded vendor shall be able to begin lawn care services within 2 weeks of notification of award. The awarded vendor shall:

- Make pictures of the property with a date stamp on the photo prior to their services, and photos with date stamp after work completed.
- Each vendor shall, through electronic means or in paper form submit the photos and invoice on a monthly basis.
- The Property Owner (Union County) shall provide a check to the vendor for services provided on a monthly basis, and in accordance with its normal procurement process.
- Invoices and photos will be submitted, either through electronic means or by paper delivered to the Union County Development Board staff.

Below is a general guideline of expectations for each location:

**Trakas Industrial Park Entrance**, Located @ – 1907 Spartanburg Highway, - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. In addition, mulch will need to be changed out at minimum of once per year. Entrance is to be well maintained and will need to be sprayed, fertilized, and treated throughout the year. Off season (November – March) trash is collected and emptied at least once per month. Special Events are on an On-Call Basis. **Please provide a projected annual landscaping and mowing schedule with costs attached in submittal.**



*Trakas Industrial Park*

**Commerce Park Entrance**, Located @ 1 LSP Dr. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of

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rain. The trash is picked up and the area is blown off before leaving the site. In addition, mulch will need to be changed out at minimum of once per year. Entrance is to be well maintained and will need to be sprayed, fertilized, and treated throughout the year. Off season (November – March) trash is collected and emptied at least once per month. Special Events is an On-Call Basis. **Please provide a projected annual landscaping and mowing schedule with costs attached in submittal.**



*Commerce Park Entrance*

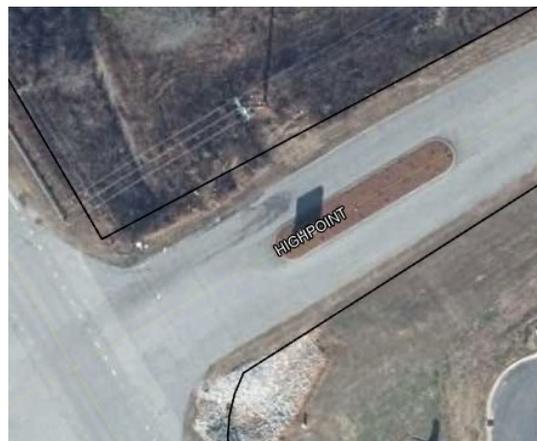
**Midway Green Industrial Park Entrance**, Located at Midway Dr. and SC Hwy 49 - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Entrance is to be well maintained and will need to be sprayed, fertilized, and treated throughout the year. Off season (November – March) trash is collected and emptied at least once per month. Special Events are on an On-Call Basis. **Please provide a projected annual landscaping and mowing schedule with costs attached in submittal.**

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*Midway Green Entrance*

**Mac Johnston Industrial Park Sign.**, Located @ 100 Highpoint Dr., - Well manicured flower bed surrounding the park sign. Mulch needs to be changed at minimum of once per year. Flower bed is to be maintained. Bushes and plants to be changed out as needed. **Please provide a projected annual landscaping and mowing schedule with costs attached in submittal.**



*Mac Johnson Entrance- Highpoint Drive*

**UCDB Office**, Located @ 207 South Herndon St. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and parking lot is to be blown off twice per month. Grounds are to be well maintained and will need to be sprayed, fertilized, and treated throughout the year. Plants and bushes are to be pruned as needed. Pine needles are to be replaced as needed. Special Events are on an On-Call

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Basis. Please provide a projected annual landscaping and mowing schedule with costs attached in submittal.



*UCDB OFFICE*

**Station 1 Hwy 18 Recycling Center.**, Located @ 1651 Jonesville Hwy - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month.



*Hwy.18 Recycle Center*

**Station 2 Landfill .**, Located @ 380 County Landfill Rd - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of

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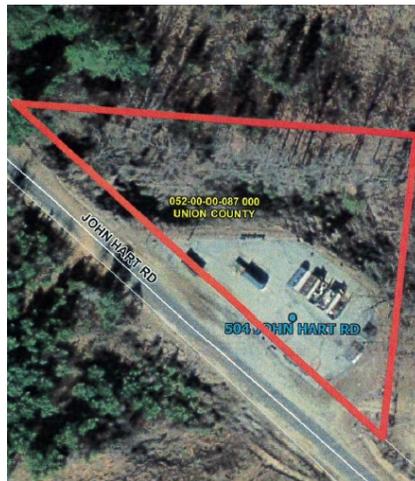


**Kelton Ballfield/Station 7 Kelton Recycling Center.**, Located @ 194 Mt. Joy Church Rd. - Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month. Special Events are on an On-Call Basis. The Dirt Infields will be maintained by Union County Parks and Recreation.



*Kelton Ballfield- Mt. Joy Church Rd*

**Station 8 John Hart Recycle Center**, Located @ 504 John Hart Rd – Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month.



*John Hart Recycle Center*

**Station 9 Sardis Recycle Center**, Located @ 570 Sardis Rd – Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a

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lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month.



*Sardis Road Recycle Center*

**Station 10 Cross Keys Recycle Center**, Located @ 4012 Cross Keys Highway – Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. Off season (November – March) trash is collected and emptied at least once per month.



*Cross Keys Recycle Center*

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**Union County Airport**, located @ 200 Airport Road – Peak growing season (April – October) the grass is mowed/string trimmed at least two times per month and/or possibly three times if we receive a lot of rain. The trash is picked up and the area is blown off before leaving the site. In addition, full area of the property will be required to be bush hogged a minimum of three times a year.



*Union County Airport*

The awarded vendor to one or all the properties identified shall be holden to the intent of this bid. Any lack of responsiveness, through lack of performance or communication shall be determined as a cancellation of services. The property owner and awarded vender reserves the right to terminate the agreement for any reason. Termination of the agreement shall be done by sending a written notice of termination of the agreement at least 30 days prior to the discontinuing of service.

The owner reserves the right to accept or reject any and all bids and or to remove areas based on operational and budgetary needs.

This bid will expire on March 31, 2025.

Bids shall be received by 5:00 pm on March 28, 2024, in the Union County Supervisor’s Office. The bids shall be provided in a sealed envelope. Bids will be publicly opened at the Union County Development Board on March 29<sup>th</sup> and at 10:00am.

No Bids will be accepted after the advertised time of opening.

**Please provide a projected annual landscaping and mowing schedule for the following:**

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Location	Cost per Cut
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