



REVISED



Division of Finance

**REQUEST FOR PROPOSAL
AND SPECIFICATIONS FOR
LAWN AND LANDSCAPING SERVICES
FOR A TWO (2) YEAR PERIOD
RFP 2014-01**

Purchasing Department

March 4, 2014



Division of Finance

**Purchasing Department
3310 Magnolia Street
Orange burg, SC 29115
Phone (803) 531-6921
Fax (803) 531-6921**

SCOPE OF WORK

Family Health Centers, Inc. is seeking proposals for a contractor or contractors to provide qualified, professional seasonal Lawn and Landscaping services for its various sites for a two year period.

I. INTRODUCTION

- A. Family Health Centers, Inc. (hereafter referred to as ORGANIZATION) is a Federally Qualified Health Center. Family Health Center's mission is to promote health and provide quality comprehensive health care to all with courtesy.
- B. The Purchasing Department of the ORGANIZATION is soliciting proposals from qualified professional ORGANIZATIONS, hereafter referred to as VENDOR(s), who specialize in providing **Lawn and Landscaping Services for the ORGANIZATION** of superior quality, at competitive pricing, as described in the Statement of Work section of the Request for Proposal (RFP). **Proposals must be submitted by April 2, 2014, 3:00 pm.**

This RFP outlines basic requirements as specified in the Scope of Work section of the RFP. Proposals submitted are to be in accordance with the outline and specifications contained herein and are to remain in effect a minimum of **60** days from the date of submission, and may be subject to further extensions as negotiated. A statement to this effect should be contained in the VENDOR'S cover letter.

The VENDOR selected shall have an excellent track record for handling service programs of our size and scope and shall provide the ORGANIZATION with a top priority commitment.

- C. **The ORGANIZATION reserves the right to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the RFP.** It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal, which the ORGANIZATION determines to be incomplete, conditional, obscure, or has irregularities of any kind, may be rejected. ORGANIZATION reserves the right to award to the firm, or firms, which in its sole judgment, will best serve its long-term interest.
- D. This RFP in no manner obligates the ORGANIZATION to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the ORGANIZATION without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.
- E. Expenses for developing and presenting proposals shall be the entire responsibility of the VENDOR and shall not be chargeable to the ORGANIZATION. All supporting documentation and manuals submitted with this proposal will become the property of the ORGANIZATION unless otherwise requested by the VENDOR, in writing, at the time of submission, and agreed to, in writing, by the ORGANIZATION.
- F. All questions concerning this Request for Proposal are to be directed to **Shasonda Amous, Purchasing Manager** Email: **shasonda.amous@myfhc.org**. The deadline for questions is **March 27 2014, 12:00 noon**. Under no circumstances may a VENDOR contact other individuals at the ORGANIZATION, or its consultants to discuss any aspect of this RFP, unless expressly authorized by the Purchasing Department to do so.

G. **INTENT:** The ORGANIZATION seeks proposals from qualified VENDORS for Lawn and Landscaping services. The purpose of these specifications is to describe the minimum requirements of Family Health Centers, Inc. for landscaping services.

H. **AUDIT:** Upon request, VENDOR shall provide the ORGANIZATION a line item report of quantities and expenditures at any time during the term of this contract for materials, commodities, or services rendered as requested by the Purchasing Department.

NON-FUNDING CLAUSE: The ORGANIZATION's budget is funded on a December 1st to November 30st fiscal year basis. Accordingly, the ORGANIZATION reserves the right to terminate this contract by giving the VENDOR thirty (30) days written notice, without liability to the ORGANIZATION, in the event that funding for this contract is continued or is no longer available.

TERMS AND CONDITIONS

1. The ORGANIZATION will accept **SEALED PROPOSALS** at the Purchasing Department thru **April 2, 2014, 3:00 pm**. Proposals must be received by the PURCHASING DEPARTMENT before the specified hour and date of the opening.
2. Each proposal must be sealed and should be placed in a properly identified envelope with RFP number, time and date of RFP opening.
3. Late proposals will be UNOPENED. Late proposals will not be considered under any circumstances.
4. Proposals CANNOT be altered or amended after opening time. Any alterations made before opening time must be initialed by VENDOR or his authorized agent. No proposal may be withdrawn after opening without approval, and based on a written acceptable reason.
5. **Should VENDOR find discrepancies in or omissions from the specifications or other documents or be in doubt as to their meaning, VENDOR should at once notify the Purchasing Department and obtain clarification prior to submitting a proposal.**
6. **QUOTE F.O.B. destination.** Price should include all costs including shipping, handling, and other related costs.
7. Proposals shall be valid for sixty (60) days from opening date.
8. ORGANIZATION is not exempt from taxes. **DO INCLUDE TAXES IN PROPOSAL.**
9. VENDOR MUST give full firm name and address. Person signing bid should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.
10. NO substitutions or cancellations permitted without written approval of Family Health Centers, Inc.
11. All VENDORS **must meet or exceed the minimum specifications** to be considered as a valid proposal. The ORGANIZATION reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal to the VENDOR who provides goods or services at the best value for the ORGANIZATION.
12. If a proposal contains proprietary information, the VENDORS must declare such information as proprietary if VENDOR does not want information to become public.

II. GENERAL REQUIREMENTS, TERMS AND GUIDELINES

- A. **INTENT:** The ORGANIZATION seeks proposals from qualified VENDORS for Lawn and Landscaping services. The purpose of these specifications is to describe the minimum requirements of ORGANIZATION for Lawn and Landscaping services.

- B. **AUDIT:** Upon request, VENDOR shall provide the ORGANIZATION a line item report of quantities and expenditures at any time during the term of this contract for materials, commodities, or services rendered as requested by the Purchasing Department.
- C. **VENDOR TERMS AND CONDITIONS:** The Proposal response must include a formal copy of any VENDOR'S terms and conditions applicable to this transaction. Evaluation and acceptance and/or modification of these terms and conditions by the ORGANIZATION is essential prior to the award of the contract.

D. Non-Discrimination

The parties agree that in the performance of any contract they shall not discriminate in any manner on the basis of race, creed, color, national origin, age, religion, sex, sexual orientation, marital status or handicap protected by law. Such action shall include, but is not limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation. By submitting a proposal, VENDORS certify that they will conform to the provisions of the Federal Civil Rights Action of 1964, as amended.

E. Debarment Status

By submitting a proposal, VENDORS certify that they are not currently debarred from submitting bids on contracts nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts. The Federal Debarred VENDOR List (Excluded Parties List System) and related links can be found at <http://www.epls.gov/>.

F. Indemnification and Hold Harmless

The VENDOR shall defend, indemnify and hold harmless the ORGANIZATION, its officers, employees and agents, against any and all liability of whatever nature which may arise directly or indirectly by reason of the VENDOR'S performance under this Agreement.

The Contractor/Supplier agrees to protect ORGANIZATION from claims involving infringement of patents or copyrights.

G. VENDOR Liability

The VENDOR will be liable for any associated costs of repairs for damage to buildings or other ORGANIZATION property caused by the negligence of the VENDOR'S employees.

H. Early Termination by the ORGANIZATION

The ORGANIZATION reserves the right to terminate this contract for any reason by notifying the Vendor/Supplier in writing thirty (30) days prior to the termination of this agreement. The ORGANIZATION shall have the right to terminate the contract with the VENDOR without penalty after the ORGANIZATION'S thirty (30) days written notice of termination to the VENDOR under the following circumstances:

1. Default of VENDOR

It shall be considered a default whenever the VENDOR shall:

- a. Disregard or violate material provisions of the contract documents or ORGANIZATION instructions, or fail to execute the work according to the agreed upon schedule of completion and/or time of completion specified, including extensions thereof, or fail to reach agreed upon performance results.
- b. Declare bankruptcy, become insolvent, or assign company assets for the benefit of creditors.

2. Convenience of the ORGANIZATION

When termination of the contract services is construed by the ORGANIZATION to be in its best interest for serving the community.

Note: Any contract cancellation notice shall not relieve the VENDOR of the obligation to deliver and/or perform prior to the effective date of cancellation.

I. Cancellation of Contract by VENDOR

VENDOR must provide a minimum of ninety (90) days written notice of cancellation of contract to the ORGANIZATION regardless of the reason for said termination.

J. Non-Assignment

The agreement shall be between the ORGANIZATION and the VENDOR and the VENDOR shall neither assign nor delegate the agreement, its rights or obligations, or any of its terms without the express written permission of the ORGANIZATION. This pertains to services performed only. Financial payments may be assigned at the VENDOR's discretion.

K. Price Schedules

VENDOR is to quote the products and services in accordance with specifications set forth in this Request for Proposal. VENDOR must add appropriate item numbers corresponding to each part, component, etc. therein. VENDOR must provide unit prices and line item extensions. VENDOR must provide all column totals and project grand totals.

L. Pricing Variances

No changes shall be made, nor invoices for extra changes, alterations, modifications, deviations, and extra orders be recognized or paid except upon a written change order from the ORGANIZATION. The ORGANIZATION will not authorize payment for changes, alterations, modifications, deviations, etc. that are a result of VENDOR error.

M. VENDOR Payment/Billing Terms

Payments of invoices will be made thirty (30) days after receipt and approval of invoice, by the ORGANIZATION, for each month completed.

The ORGANIZATION shall pay for the product/services within thirty (30) days of receipt and acceptance. Acceptance by the ORGANIZATION shall constitute all items bid being received and in good working order to Family Health Centers, Inc.'s satisfaction.

Purchase order number should be on original invoice and invoice sent to Family Health Centers, Inc. , 3310 Magnolia Street, Orangeburg, SC 29115.; Attn: Accounts Payable.

N. Entire Agreement

An agreement, when fully executed, shall supersede any and all prior and existing agreements, either oral or in writing, and will contain all the covenants and agreements between the parties with respect to the subject matter of this agreement. Any amendment or modification to this agreement must be in writing and signed by the parties hereto.

O. Modification of Service

The ORGANIZATION reserves the right to modify the services during the course of the contract, with concurrence of the VENDOR. Any changes in pricing and rates proposed by the VENDOR resulting from such changes are subject to acceptance by the ORGANIZATION.

ORGANIZATION reserves the right to revise or amend the specifications prior to date set for opening proposals. Such revisions or amendments, if any, will be announced by amendments or addendum to these specifications. Copies of such amendments or addendum so issued will be furnished to all prospective VENDORS. If VENDOR demonstrates just reason for a change, the ORGANIZATION must have at least five working days notice prior to bid opening date.

NO substitutions or cancellations permitted without written approval of ORGANIZATION.

In the event prices and rates cannot be negotiated to the satisfaction of both parties, the contract may be subject to competitive bidding based upon the new specifications.

P. Publicity

VENDORS must refrain from giving any reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from the ORGANIZATION.

Q. Independent Contractor

The VENDOR agrees that in all respects its relationship with the ORGANIZATION will be that of an independent contractor and that it will not act or represent that it is acting as an agent of the ORGANIZATION or incur any obligation on the part of the ORGANIZATION without written authority of the ORGANIZATION.

R. Confidentiality

Proposals could be subject to public review after the contracts have been awarded. VENDORS responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified as such in writing, **and the ORGANIZATION accepts, in writing, the information as proprietary.**

If a proposal contains proprietary information, the VENDORS must declare such information as proprietary if VENDOR does not want information to become public.

S. Insurance Requirements

VENDOR shall include certificate of insurance with the proposal or prior to award of the proposal. The companies affording coverage and the producer of the certificate of insurance shall be licensed with the state board of insurance to do business in the state of South Carolina.

- a) Workers' Compensation Insurance as required by laws and regulations applicable to and covering employees of contract engaged in the performance of the work under this agreement;
- b) Employer's Liability Insurance protecting contractor against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$1,000,000.
- c) Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily injury \$1,000,000 per person, \$1,000,000 per each occurrence/aggregate; Property damage \$1,000,000 per each occurrence.
- d) Excess Liability Insurance Comprehensive general liability, comprehensive automobile Liability and coverage's afforded by the policies above, with the minimum limits of \$1,000,000 excess of specified limits.
- e) Bonding Insurance: Vendor needs to provide proof of bonding insurance.

III. INFORMATION FOR VENDOR

A. Calendar of Events

<u>Activity</u>	<u>Responsibility</u>	<u>Date</u>	<u>Date</u>
Formal Release of RFP	Organization	3/24/2014	3/24/2014
Mandatory Pre-bid meeting	Organization/Vendor	3/26/2014	3/26/2014
Questions due to the Purchasing Department	Vendor	3/27/2014	3/27/2014
Answers provided on website at my www.myfhc.org	Vendor	3/28/2014	3/28/2014
Delivery of Proposals to Purchasing Dept.	Organization	4/2/2014	4/2/2014
Evaluation of Proposals (clarifications & negotiations)	Organization	4/4/2014	4/4/2014
Planning Committee (if needed)	Board	4/8/2014	
Finance committee (if needed)	Board	4/22/2014	
Full Board (if needed)	Board	4/29/2014	
Announcement of Selected VENDOR	Organization	4/30/2014	4/7/2014
Readiness for Service/Contract Commencement	Vendor	5/1/2014	4/15/2014

The ORGANIZATION will make every effort to adhere to the above schedule. It is subject however, to time extensions. This would be in the event that further clarification of responses or terms of contract are in the best interest of the ORGANIZATION and in the event the ORGANIZATION requires more time to assure that the selection of the VENDOR is in accordance with its policies, rules and regulations as well as actual timing needs.

B. Mandatory Pre-Proposal/Pre-Bid Meeting

You must attend a **mandatory Pre-Bid Meeting on March 26, 2014 at 10:00 a. m.** at the **Family Health Center, 3310 Magnolia Street, Conference Room, Orangeburg, SC 29115**, as a condition for submitting a proposal.

During this meeting, we will answer any questions you may have to clarify any ambiguities in this Request for Proposal.

Answers to questions that cannot be answered during this meeting will be emailed to all VENDORS as soon as they are obtained. Please bring your business cards with Fax numbers and E-Mail Addresses to the PRE-BID meeting.

C. Delivery of Proposals

An original (clearly marked as such) plus 2 copies (**3 total**) of concise proposals in booklet or notebook form with supporting documentation shall be delivered in a sealed envelope or container to the ORGANIZATION Purchasing Department.

In addition, an electronic version is required, which should be submitted to our secure mailbox at **shasonda.amous@myfhc.org** and be sure your subject line reads “**(company name) RFP Landscaping Services**”. The electronic submission should be limited to no more than one of each of the following file types: 1 Word Document and/or 1 Excel Workbook and/or 1 PDF document. Upon receipt, you will receive a message acknowledging receipt of your Proposal. If you do not receive a reply message within 24 hours, check the address you used and resubmit your Proposal. However, in the event a discrepancy exists between the electronic submission and the original copy of the VENDOR’s Response Proposal, the original copy will prevail.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective quotation are not desired. Elaborate art work, expensive paper and bindings and expensive visual or other presentation aids are neither necessary nor desired.

D. Proposal Evaluation: The following criteria will be used by FHC to evaluate the proposals and make a selection:

- **20% Qualifications of key personnel – Staff duly qualified, capable to fulfill and abide by specifications.**
- **30% Experience – Experience in Lawn and Landscaping services including years and history.**
- **10% References – Respondents shall provide a minimum of three (3) references for landscaping or of the type specified herein has been performed in the last twelve (12) month period.**
- **40% Fee scheduled/cost of service**

1. VENDOR proposals will be evaluated by an evaluation team consisting of members of the ORGANIZATION'S (appointed committee). A preliminary screening will be used to identify competitive VENDORS who have met the mandatory requirements. The Purchasing Department may subsequently request selected VENDORS to make a presentation at a set time and date, to clarify information provided in the proposals. Final consideration, evaluation, and recommendation may be made at this point.

However, the ORGANIZATION reserves the right to take additional time for reference review, site visits and/or proposal negotiations.

2. To qualify for evaluation, a VENDOR'S proposal must be responsive, must have been submitted on time and must materially satisfy all **mandatory requirements** identified throughout the RFP. To be considered responsive, a proposal must be reasonable and substantially conform in the judgment of the ORGANIZATION to all of the specified requirements in the RFP. Otherwise it will be considered that proposals are in strict compliance with all requirements, and any successful VENDOR will be held responsible therefore.
3. If there are portions of any proposal the ORGANIZATION finds unacceptable or otherwise in need of clarification or revision, the ORGANIZATION reserves the right to negotiate with any or all VENDORS. Should the outcome of evaluations result in a recommendation, any resultant contract shall be subject to the approval of the ORGANIZATION'S General Counsel and be approved and signed by the appropriate ORGANIZATION representative.
4. After notification of acceptance of proposal and the signing of a resultant agreement and/or Purchase Order, the successful VENDOR will be expected to establish and be in a position to provide **service on April 15, 2014 or May 1, 2014 (see page 10)**.

E. VENDOR Profile, Experience, and References

1. VENDOR Profile should include:

VENDOR is required to provide organizational data that demonstrates the size, scope and capability of the Company to handle the ORGANIZATION'S specific requirements specified in this RFP.

VENDOR is required to identify all organizational components and other Companies or ORGANIZATIONs with which it is affiliated. Include component and other company addresses. Explain any company relationships that could be construed to be a conflict of interest in doing business with the ORGANIZATION now or in the future. Indicate any significant past or pending lawsuits or malpractice claims against the VENDOR.

Financial Information will be treated as confidential and not added to the publicly permanent RFP file. When financial information is requested, VENDORS who would like their financial statements returned to them must include a self-addressed envelope marked "Confidential" with their financial statement. Requested Financials should be sent to:

ATTN: Shasonda Amous, Purchasing Manager
Family Health Centers, Inc.
RFP 2014-01: Lawn and Landscaping Services
Purchasing Department
3310 Magnolia Street
Orangeburg, SC 29115

2. Experience

The successful VENDOR shall be an ORGANIZATION that has an excellent record as an external provider of the services in the type and scope detailed in this RFP. Accordingly, **VENDORS are to state in their proposals their qualifications to meet the RFP specifications** in terms of past and current consulting experience with the same or similar requirements. VENDORS are to focus on experiences with ORGANIZATIONs having needs similar to that of the ORGANIZATION.

3. References

Upon ORGANIZATION request, **VENDOR must agree to provide** a minimum of **three (3) qualified references** to support their proposals. References are to be from businesses that are not part of the VENDOR'S ORGANIZATION and that closely parallel the needs stated in this RFP. References are to be from businesses that have successfully utilized the products and/or services which the VENDOR has offered in its proposal(s).

The references supplied should include the name and address of the business, the name(s), titles, and the telephone numbers of the persons to be contacted and a general scope of the product or services provided including the approximate annual aggregate dollar volume involved.

SCOPE OF WORK AND TECHNICAL REQUIREMENTS

REQUIREMENTS OF THE CONTRACTOR:

The Contractor will care for lawns, trees including palm trees, shrubs, ground cover, flower beds, inert areas, water features, native desert and hydro-seed areas, as well as maintenance as follows:

A. Lawn Care

1. All lawn areas will be mowed, trimmed, and edged at a height and frequency recommended for its type and the season with over seeding as necessary.
2. All lawn areas will be fertilized to promote healthy growth.
3. Minor weed infestations and minor disease problems will be controlled as needed.
4. All lawn areas shall be kept green all year round, this includes winter seeding.
5. Mowing, per location, has to be done approximately 20 times per year or as directed by the Director of Facilities.
6. Edging around all sidewalks and parking lots.
7. Maintaining all ditch grass areas.

B. Tree and Palm Care

1. Developmental pruning will be performed on trees less than 12 feet in height.
2. Clearance pruning to 7 feet will be performed on trees over 12 feet in height.
3. Palms will be pruned to remove dead fronds and seed stalks.
4. Water sprouts will be removed from all trees.
5. Stakes and other tree supports will be maintained as required.
6. Trees and palms will receive routine fertilization to promote healthy growth.
7. Trees and palms will be treated for minor insect, parasite, and disease problems.

C. Shrub Care

1. Shrubs will be selectively pruned in keeping with the natural growth pattern of the species up to 4 feet in height.
2. Shearing and hedging will be performed if space is limited or required by design. Unless otherwise noted, shearing and hedging the tops of shrubs is limited to 4 feet.
3. Shrubs will receive routine fertilization to promote healthy growth.
4. Shrubs will be treated for minor insect infestations and minor disease problems as needed.

D. Ground Cover and Flower Bed Treatment

1. All ground covers will be trimmed to promote full growth and to contain them within planter boundaries.
2. Weeds will be controlled as needed.
3. Seasonal flowers will be pinched back and will have dead blossoms removed to maintain healthy growth.
4. All ground covers and seasonal flowers will be fertilized to promote healthy growth.
5. Plants will be treated for minor insect infestations and minor disease problems as needed.

E. Inert Areas

1. Pre-emergent and post emergent herbicides will be applied as needed to control weed growth.
2. High profile gravel areas will be raked to provide a fresh appearance. Other gravel areas will be raked periodically to remove debris.
3. All planted and non-planted areas will be cleared of litter daily.
4. All clippings and trimmings generated by the contractor will be removed and recycled, or disposed of properly.
5. Sidewalks, curb lines, and parking lots will be cleared of landscaping debris and litter.
6. Rock areas will be cleared weekly of leaves and debris by use of an air blower.

F. Native Desert and Hydro-seed Areas

1. Hydro-seeded areas will be selectively weeded.
2. All trees and shrubs will be pruned to keep designated paths and roads clear.

G. Water Features

1. Water features will be cleaned and maintained weekly.

H. Straw Beds

1. Replace pine straw, straw around shrub and trees once a year.

The contractor will not be responsible for the replacement or repair of property, plants, or irrigation equipment damaged by acts of God, act of third parties, civil disturbances, or vandalism. Any such repairs will be made at an additional charge.

COST SUMMARY:

The contractor will provide all cost related to this RFB using the table found in **ATTACHMENT A**.

FACILITY LOCATIONS:

The contractor will provide and supervise a regular staff of qualified employees to perform Lawn and Landscaping services at several sites. (See **ATTACHMENT C**)

ADDITIONAL SERVICES:

The FHC reserves the right to add or delete services and facilities to the contract as may be required. The successful contractor shall be notified in writing of any additional facilities and services and provided the required specifications to provide a written estimate for the fee prior to said service being performed.

HOLIDAYS

FHC offices are closed on certain holidays and services are not required. A holiday schedule will be provided to the successful contractor. (See **Attachment B**)

A. SUMMARY OF GENERAL MANDATORY REQUIREMENTS (See **ATTACHMENT B**)

- A. Attendance at the **Pre-Bid Meeting is mandatory**.
- B. Original clearly marked as such plus two copies (**3 total**) of the proposals are required. In addition, an electronic version is required, which should be submitted to our secure mailbox at **shasonda.amous@myfhc.org**.
- C. Meet absolute deadline for delivery of proposals to the Purchasing Department, 3310 Magnolia Street, Orangeburg, SC 29115 by **April 2, 2014 at 3:00 pm**.
- E. Proposals remain in effect a minimum of **60 days**. A statement to this effect must be contained in the VENDOR'S cover letter.
- F. Any deviation from the RFP requirements must be stated in proposal. Otherwise, proposal is held to be in strict compliance with this RFP.
- G. VENDOR profile, statement of experience, qualifications, minimum of three (3) qualified local references, are required information for the purpose of consideration in this RFP process.
- H. VENDOR'S Quotation is to be completed by VENDOR, signed and submitted with Proposal.
- I. VENDOR agrees to all technical and general requirements and guidelines, additional general provisions, VENDOR service plan specifications, and all other specifications and terms specified in the RFP.
- J. Provide Certificates of Insurance or other evidence that insurance is in place, which meets or exceeds requirements outlined.
- K. Ability to commence full service **April 15, 2014 or May 1, 2014 (see page 10)**.

FAILURE TO MEET THE MANDATORY REQUIREMENTS MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

Attachment A

PRICING SHEET

FACILITY	LABOR COST	SUPPLY COST	TOTAL COST
Family Health Center			
Vance Community Medical Center			
St. Matthews Medical Center			
Norfield Medical Center			
St. George Medical Center			
Family Health Center Annex Building			
Total Project Cost Annually			

Attachment B

HOLIDAYS

FHC offices are closed on the below holidays and services are not required. A holiday schedule will be provided to the successful contractor.

HOLIDAY	LOCATION	STATUS
New Year's Day	All locations	Closed
Independence Day	All locations	Closed
Thanksgiving Day	All locations	Closed
Christmas Day	All locations	Closed

FHC main site is open on the below holidays and services are required. A holiday schedule will be provided to successful contractor.

HOLIDAY	LOCATION	STATUS
Martin Luther King, Jr. Birthday	Main site (Open)	8:00 AM – 3:00 PM
	All satellite sites	Closed
Good Friday	Main site (Open)	8:00 AM – 3:00 PM
	All satellite sites	Closed
Memorial Day	Main site (Open)	8:00 AM – 3:00 PM
	All satellite sites	Closed
Labor Day	Main site (Open)	8:00 AM – 3:00 PM
	All satellite sites	Closed
Day after Thanksgiving	Main site (Open)	8:00 AM – 3:00 PM
	All satellite sites	Closed
Christmas Eve	Main site (Open)	8:00 AM – 3:00 PM
	All satellite sites	Closed

Attachment C

FACILITIES LOCATIONS:

FACILITY	Estimated Grass Area	ADDRESS	Hours of Operation
Family Health Center	2.0 Acres	3310 Magnolia Street Orangeburg, SC 29115	8:00 AM – 8:00 PM Monday – Friday 8:00 AM – 3:00 PM Saturday
Vance Community Medical Center	.50 Acres	10278 Old #6 Highway Vance, SC 29163	8:00 AM – 5: PM Monday - Friday
St. Matthews Medical Center	2.0 Acres	558 Chestnut Street St. Matthews, SC 29135	8:00 AM – 5: PM Monday - Friday
Norfield Medical Center	.75 Acres	7061 Norway Road, Neeses, SC 29107	8:00 AM – 5: PM Monday - Friday
St. George Medical Center	.25 Acres	401 Ridge Street St. George, SC 29477	8:00 AM – 5: PM Monday - Friday