

**Contract Documents and Specifications**

**For**

**NEW LANDSCAPING AT USC UPSTATE PUBLIC SAFETY BUILDING**

**For**

**University of South Carolina Upstate Campus**

**Project # CP00362344**

**October 31, 2012**

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Project Name: NEW LANDSCAPING AT USC UPSTATE PUBLIC SAFETY BUILDING

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# SE-311

## Invitation for Minor Construction Quotes

### SCBO NOTES 2, 4 and 5 APPLY TO THIS INVITATION FOR QUOTES

PROJECT NAME: NEW LANDSCAPING AT USC UPSTATE PUBLIC SAFETY BUILDING

PROJECT NUMBER: CP00362344 PROJECT LOCATION: USC Upstate Campus, Spartanburg, SC

BID SECURITY REQUIRED? Yes  No

PERFORMANCE BOND REQUIRED? Yes  No

PAYMENT BOND REQUIRED? Yes  No  CONSTRUCTION COST RANGE: < \$ 50,000

DESCRIPTION OF PROJECT:  
Landscaping and irrigation work at Public Safety Building.  
Small and minority business participation is encouraged.  
Contractors are responsible for obtaining bid documents and all updates from the USC purchasing website  
http://purchasing.sc.edu See Facilities/Construction Solicitations and Awards

A/E NAME: USC Upstate Facilities Management Department A/E CONTACT: Fred Scott

ADDRESS: 155 American Way PHONE: 864-503-5500 Fax: 864-503-5542

CITY: Spartanburg STATE: sc ZIP: 29303 E-MAIL: FSCOTT@uscupstate.edu

PLANS ON FILE AT: AGC: \_\_\_\_\_

DODGE: \_\_\_\_\_

OTHER: \_\_\_\_\_

PLANS MAY BE OBTAINED FROM: http://purchasing.sc.edu See Facilities/Construction Solicitations and Awards

PLAN DEPOSIT AMOUNT: \$ 0 IS DEPOSIT REFUNDABLE? Yes  No

PRE-QUOTE CONFERENCE?  Yes  No MANDATORY ATTENDANCE?  Yes  No

DATE: 11/12/12 TIME: 10:00am PLACE: FMC Conf Rm, 155 American Way, Spartanburg, SC

AGENCY: University of South Carolina

NAME AND TITLE OF AGENCY COORDINATOR: Kay Keisler

ADDRESS: 743 Greene St PHONE: 803-777-5812 Fax: 803-777-8739

CITY: Columbia STATE: SC ZIP: 29208 E-MAIL: kkeisler@fmc.sc.edu

IFQ CLOSING DATE: 11/20/12 TIME: 2:00pm LOCATION: 155 American Way, Spartanburg, SC

IFQ DELIVERY ADDRESSES:

HAND-DELIVERY:

155 American Way  
Spartanburg, SC 29303  
Attn: Fred Scott

MAIL SERVICE:

155 American Way  
Spartanburg, SC 29303  
Attn: Fred Scott

IS PROJECT WITHIN AGENCY CONSTRUCTION CERTIFICATION? (Agency MUST check one)  YES  NO

APPROVED BY: \_\_\_\_\_

(State Engineer)

(Date)

SE-331  
Quote Form

2011 Edition

*Quotes shall be submitted only on SE-331*

QUOTE SUBMITTED BY: \_\_\_\_\_  
(Offeror's Name)

QUOTE SUBMITTED TO: University of South Carolina Upstate Campus  
(Agency Name)

FOR PROJECT: CP00362344 LANDSCAPING AT USC UPSTATE PUBLIC SAFETY BG  
(Number) (Name)

**OFFER**

1. In response to the Form SE-311, *Request for Minor Construction Quotes*, and in compliance with the *Instructions to Bidders* for the above-named Project, the undersigned **OFFEROR** proposes and agrees, if this Quote is accepted, to enter into a Contract with the **AGENCY** in the form included in the Solicitation Documents, and to perform all Work as specified or indicated in the Solicitation Documents, for the prices and within the time frames indicated in the Solicitation and in accordance with the other terms and conditions stated.

2. Pursuant to Section 11-32-3030(1) of the SC Code of Laws, as amended, **OFFEROR** has submitted Bid Security as follows in the amount and form required by the Solicitation Documents:

Bid Bond with Power of Attorney     Electronic Bid Bond     Cashier's Check  
(OFFEROR check one, if Bid Security is required)

3. **OFFEROR** acknowledges the receipt of the following Addenda to the Solicitation documents and has incorporated the effects of said Addenda into its Quote:

ADDENDUM No: \_\_\_\_\_

4. **OFFEROR** agrees that this Quote, including all bid alternates, if any, may not be revoked or withdrawn after the opening of bids, and shall remain open for acceptance for a period of 60 Days following the Quote Date, or for such longer period of time that **OFFEROR** may agree to in writing upon request of the **AGENCY**.

5. **OFFEROR** agrees that from the compensation to be paid, the **AGENCY** shall retain as Liquidated Damages the amount of for each calendar day the actual construction time required to achieve Substantial Completion exceeds the specified or adjusted Contract Time for Substantial Completion, as provided in the Contract Documents.

6. **OFFEROR** herewith submits its offer to provide all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees, and to pay all royalties, fee, permits, licenses and applicable taxes necessary to complete the following items of construction work:

6.1 BASE BID \_\_\_\_\_  
(enter BASE BID in figures only)

6.2 ALTERNATE NO. 1 \_\_\_\_\_ to be ADDED/DEDUCTED from BASE BID.  
(circle one)

6.3 ALTERNATE NO. 2 \_\_\_\_\_ to be ADDED/DEDUCTED from BASE BID.  
(circle one)

FEIN/SSN: \_\_\_\_\_

SC Contractor's License Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

This Quote is hereby submitted on behalf of the Offeror named above.

BY: \_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Print or Type Name of Offeror's Representative)

ITS: \_\_\_\_\_

USC SUPPLEMENTAL GENERAL CONDITIONS  
FOR CONSTRUCTION PROJECTS

1. Contractor's employees shall take all reasonable means not to interrupt the flow of student traffic in building corridors, lobbies and stairs. All necessary and reasonable safety precautions shall be taken to prevent injury to building occupants while transporting materials and equipment through the building to the work area. Providing safe, accessible, plywood pedestrian ways around construction may be required if a suitable alternative route is not available.
2. Fraternalization between Contractor's employees and USC students, faculty or staff is strictly prohibited-zero tolerance!
3. USC will not tolerate rude, abusive or degrading behavior on the job site. Heckling and cat-calling directed toward students, faculty or staff or any other person on USC property is strictly prohibited. Any contractor whose employees violate this requirement will be assessed a fine of up to \$500 per violation.
4. Contractor's employees must adhere to the University's policy of maintaining a drug-free and smoke-free/tobacco free workplace.
5. Contractor must sign a Contractor Key Receipt/Return form before any keys are issued. Keys must be returned immediately upon the completion of the work. The Contractor will bear the cost of any re-keying necessary due to the loss of or failure to return keys.
6. A welding permit must be issued by the University Fire Marshall before any welding can begin inside a building. Project Manager will coordinate.
7. Contractor must notify the University immediately upon the discovery of suspect material such as those potentially containing asbestos or other such hazardous materials. These materials **must not** be disturbed until approved by the USC Project Manager.
8. At the beginning of the project, the USC Project Manager will establish the Contractor's lay-down area. This area will also be used for the Contractor's work vehicles. No personal vehicles will be allowed in this area, or in any areas surrounding the construction site that are not regular or authorized parking lots. Personal vehicles must be parked in the perimeter parking lots. Parking permits can be obtained at the USC Parking Office located in the Pendleton Street parking garage. The lay down area will be clearly identified to the contractor by the PM, with a sketch or drawing provided to Parking. In turn, the contractor will mark off this area with a sign containing the project name, PM name, Contractor name and contact number, and end date. Where this area is subject to foot traffic, protective barriers will be provided as specified by the PM. The area will be maintained in a neat and orderly fashion. Vehicles parked in the lay down area (or designated parking areas) will be clearly marked or display a CPC furnished placard for identification.

9. Contractor will be responsible for providing its own temporary toilet facilities, unless prior arrangements are made with the USC Project Manager.
10. Use of USC communications facilities (telephones, computers, etc.) by the Contractor is prohibited, unless prior arrangements are made with the USC Project Manager.
11. For all projects over \$100,000, including IDC's, an SE-395, Contractor Performance Evaluation, will be completed by the USC Project Manager and reviewed with the GC at the beginning of the project and a copy given to the GC. At the end of the project the form will be completed and a Construction Performance rating will be established.
12. Contractor is responsible for removal of all debris from the site, and is required to provide the necessary dumpsters which will be emptied at least 1 times per week. Construction waste must not be placed in University dumpsters. THE CONSTRUCTION SITE MUST BE THOROUGHLY CLEANED WITH ALL TRASH PICKED UP AND PROPERLY DISPOSED OF ON A DAILY BASIS AND THE SITE MUST BE LEFT IN A SAFE AND SANITARY CONDITION EACH DAY. THE UNIVERSITY WILL INSPECT JOB SITES REGULARLY AND WILL FINE ANY CONTRACTOR FOUND TO BE IN VIOLATION OF THIS REQUIREMENT AN AMOUNT OF UP TO \$1,000 PER VIOLATION.
13. **Contractor must provide all O&M manuals, as-built drawings, and training of USC personnel on new equipment, controls, etc. prior to Substantial Completion. Final payment will not be made until this is completed.**
14. The contractor will comply with all regulations set forth by OSHA and SCDHEC. Contractor must also adhere to USC's internal policies and procedures (available by request). As requested, the contractor will submit all Safety Programs and Certificates of Insurance to the University for review.
15. Tree protection fencing is required to protect existing trees and other landscape features to be preserved within a construction area. The limits of this fence will be evaluated for each situation with the consultant, USC Arborist and USC Project Manager. The tree protection fence shall be 5' high chain link fence unless otherwise approved by USC Project Manager. No entry or materials storage will be allowed inside the tree protection zone. A 4" layer of mulch shall be placed over the tree protection area to maintain moisture in the root zone.
16. Where it is necessary to cross walks, tree root zones (i.e., under canopy) or lawns the following measures shall be taken: For single loads up to 9,000 lbs., a 3/4" minimum plywood base shall be placed over areas impacted. For single loads over 9,000 lbs., two layers of 3/4" plywood is required.
17. For projects requiring heavy loads to cross walks tree root zones or lawns. A construction entry road consisting of 10' X 16' oak logging mates on 12" coarse, chipped, hardwood base. Mulch and logging mats shall be supplemented throughout the project to keep

matting structurally functional.

18. Any damage to existing landscaping (including lawn areas) will be remediated before final payment is made.
19. Orange safety fence to be provided by the contractor. (USC Arborist, Kevin Curtis may be contacted at 777-0033 or 315-0319)

### **Campus Vehicle Expectations**

1. All motorized vehicles on the University campus are expected to travel and park on roadways and/or in parking stalls.
2. All motorized vehicle traffic on USC walkways must first receive the Landscape Manager=s authorization. Violators may be subject to fines and penalties.
3. All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.
4. Contractors, vendors, and delivery personnel are required to obtain prior parking authorization before parking in a designated space. Violators may be subject to fines and/or penalties. See Item 10 below.
5. Drivers of equipment or motor vehicles that damage university hardscape or landscape will be held personally responsible for damages and restoration expense.
6. Vehicle drivers who park on landscape or drives must be able to produce written evidence of need or emergency requiring parking on same.
7. All vehicles parked on landscape, hardscape, or in the process of service delivery, must display adequate safety devices, i.e. flashing lights, cones, signage, etc.
8. All drivers of equipment and vehicles will be respectful of University landscape, equipment, structures, fixtures and signage.
9. All incidents of property damage will be reported to Parking Services or the Work Management Center.
10. Parking on campus is restricted to spaces designated by Parking Services at the beginning of the project. Once the project manager and contractor agree on how many spaces are needed, the project manager will obtain a placard for each vehicle. This placard must be hung from the mirror of the vehicle, otherwise a ticket will be issued and these tickets cannot be “fixed”. Parking spaces are restricted to work vehicles only; no personal vehicles.

Project Name: NEW LANDSCAPING AT USC UPSTATE PUBLIC SAFETY BUILDING

Project Number: CP00362344

University of South Carolina Upstate Campus

**CONTRACTOR'S ONE YEAR GUARANTEE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

WE \_\_\_\_\_  
as General Contractor on the above-named project, do hereby guarantee that all work executed under the requirements of the Contract Documents shall be free from defects due to faulty materials and /or workmanship for a period of one (1) year from date of acceptance of the work by the Owner and/or Architect/Engineer; and hereby agree to remedy defects due to faulty materials and/or workmanship, and pay for any damage resulting wherefrom, at no cost to the Owner, provided; however, that the following are excluded from this guarantee;

Defects or failures resulting from abuse by Owner.

Damage caused by fire, tornado, hail, hurricane, acts of God, wars, riots, or civil commotion.

\_\_\_\_\_  
[Name of Contracting Firm]

\*By \_\_\_\_\_

Title \_\_\_\_\_

\*Must be executed by an office of the Contracting Firm.

SWORN TO before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ (seal)

\_\_\_\_\_ State

My commission expires \_\_\_\_\_



CP00362344

## NEW LANDSCAPING AT USC UPSTATE PUBLIC SAFETY BUILDING

### Irrigation and Landscape Installation

#### Part 1 General

##### 1.01 Scope of Work

- A. Objective is to install irrigation and landscape at the Public Safety Building area.
- B. All measures shall be taken to adhere to design requirements and to provide quality construction per USC Upstate specifications.
- C. Installation shall include planting areas conducive for optimum health of installed plant materials.
- D. Protection and preservation of existing plant materials and irrigation systems.
- E. Protect/restore turf.
- F. Contractor shall be a certified and insured Horticulturist. Must be able to provide prior professional landscape installation documentation.
- G. Contractor shall have a minimum five years of experience in commercial/institutional landscape installations.

#### Part 2 Products

##### 2.01 Irrigation Components

- A. See irrigation plans for component details.

##### 2.02 Irrigation Installation

- A. Install RainBird irrigation components per manufacturer specifications and USC Upstate design. Deviation may be accepted per approval of Landscape Services.
- B. Installation shall include water meter and backflow with a full operational irrigation system per design.
- C. Power for irrigation controller provided by USC Upstate.
- D. Tamp/compact all disturbed soil.
- E. Installed zones should be fully automatic and operational.
- F. Contractor shall be responsible for unnecessary damage.

##### 2.03 Landscape Components

- A. Install plant materials per schedule supplied with design.  
Any deviations due to unavailability will need to be approved by USC Upstate.
- B. Install plant materials using good horticultural practices per attached planting details.

#### Part 3 Execution

##### 3.01 Examination

- A. Contractor shall field verify existing conditions prior to bid.
- B. Examine site to determine equipment access and minimize pedestrian contact.
- C. Survey site to determine irrigation requirements in this scope of work.
- D. Determine plant material layout per landscape plan and utility locations.

##### 3.02 Preparation

- A. All materials will be purchased by contractor and be on-site adjacent to area.

- B. Plant installation and fertilization shall be completed by professional landscape guidelines.
- C. Contractor shall contact PUPS for public utility locate and Metropolitan Water (864-503-0822).
- D. Contractor shall contact Bruce Suddeth for USC Upstate locate.
- E. Protect adjacent site and return to original condition.

3.03 Project Close-out

- A. Provide USC Upstate with documentation that project was completed by specifications.
- B. Submit as-built in ACAD format with 3 copies of all close-out documents.

Planting Notes:

1. Materials list is prepared for estimating purposes.
2. Contractor to verify that all plant materials are available as specified when proposal is submitted.
3. Contractor shall identify all shrub bed lines, tree locations, and shrub groupings for approval by USC Upstate Building & Landscape Services Director before beginning planting operations.
4. All plant beds to receive 3" maximum double hammered hardwood mulch except as noted.
5. All plant material shall conform to standard set forth by "American Standards for Nursery Stock" published by the American Nursery and Landscape Association.
6. All plant material shall be protected during transport and delivery to job site with shade cloth or other acceptable means of windburn prevention.
7. Any substitutions in size and/or plant material must be approved by the USC Upstate Building & Landscape Director.
8. All trees must be straight trunk, full headed, and meet all requirements as specified.
9. Prior to construction, the contractor is responsible for locating all underground utilities and shall avoid damage to all utilities during construction. Should the contractor cause damage to any utilities, necessary repairs shall be made as quickly as practicable, at contractor's expense.
10. All elements of landscaping shall be installed so as to meet all applicable ordinances and codes requirements.
11. Balled and burlap material shall have the top one half (1/2) of the burlap and straps removed as well as the baskets cut away from root ball as feasibly possible.
12. Turf grass shall be planted after all plants are installed and mulched, seed and or sod bed preparations by means of pulverization to loosen soil. Smooth and fine grade area removing any rocks, roots, trash, and clods over entire area impacted by landscape installation.
13. The contractor is responsible for the addition of topsoil in all planting areas. Topsoil shall be natural, friable, loamy soil characteristic of productive soil in vicinity. It shall be reasonably free of stones larger than 1 inch, clay lumps, roots, toxic substances, debris, and other foreign matter harmful to plant growth. Provide imported topsoil material as required to complete the work. Obtain soil amendment and fertilization recommendations from testing agency for the plant materials specified for the project.

End of Section

# TREE PLANTING DETAIL

DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED, HOWEVER, DO NOT REMOVE THE TERMINAL BUDDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.

ADAPTED FROM THE INTERNATIONAL SOCIETY OF ARBORICULTURE

STAKE TREES ONLY UPON THE APPROVAL OF THE LANDSCAPE ARCHITECT.

WEAP TREE TRUNKS ONLY UPON THE APPROVAL OF THE LANDSCAPE ARCHITECT.

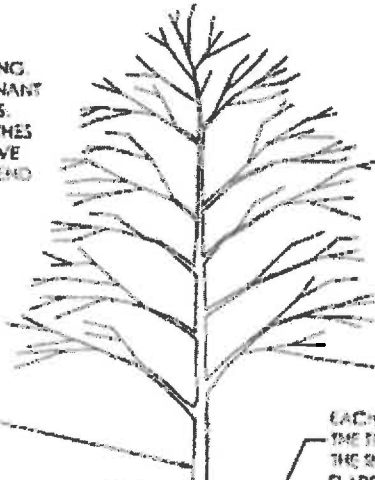
MARK THE NORTH SIDE OF THE TREE IN THE NURSERY, AND ROTATE TREE TO FACE NORTH AT THE SITE WHEN EVER POSSIBLE.

SET TOP OF ROOT BALL FLUSH TO GRADE OR 25-50 MM (1-2 IN.) HIGHER IN SLOWLY DRAINING SOILS.

200 MM (8 IN.)

50 MM (2 IN.) MULCH. DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK. MAINTAIN THE MULCH WEEDFREE FOR A MINIMUM OF THREE YEARS AFTER PLANTING.

NOTE: FOR DIMENSIONS OF PLANTING AREAS, TYPES OF SOIL AMENDMENTS, OR SOIL REPLACEMENT, SEE "SOIL IMPROVEMENT DETAILS."



EACH TREE MUST BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE AT THE TOP OF THE ROOT BALL. TREES WHERE THE TRUNK FLARE IS NOT VISIBLE SHALL BE REJECTED. DO NOT COVER THE TOP OF THE ROOT BALL WITH SOIL.

MULCH RING  
1500 MM (6 FT.) DIAM. MIN.  
2400 MM (9 FT.) DIAM. PREFERRED

100 MM (4 IN.) HIGH EARTH SAUCER BEYOND EDGE OF ROOT BALL.

REMOVE ALL TWINE, ROPE AND WIRE, AND SUE LAP FROM TOP HALF OF ROOT BALL.

IF PLANT IS SHIPPED WITH A WIRE BASKET AROUND THE ROOT BALL, CUT THE WIRE BASKET IN FOUR PLACES AND FOLD DOWN 200 MM (8 IN.) INTO PLANTING HOLE.

PLACE ROOT BALL ON UNEXCAVATED OR TAMPED SOIL.

TAMP SOIL AROUND ROOT BALL BASE FIRMLY WITH FOOT PRESSURE SO THAT ROOT BALL DOES NOT SHIFT.

# SHRUB PLANTING DETAIL

