

## Request For Quote

Date: 9/12/2025

Quote: 091225CM01

The South Carolina Department of Behavioral Health and Developmental Disabilities is interested in obtaining a price quote on the services/items listed below. If you would like to provide a quote, please return this form with your quote information to [Christopher.marlowe@ddsn.sc.gov](mailto:Christopher.marlowe@ddsn.sc.gov) **NO LATER THAN 12:00PM on October 1<sup>st</sup>, 2025**. If you have any questions, please call 803-898-9750.

## Price Schedule

The South Carolina Department of Behavioral Health and Developmental Disabilities is interested in obtaining the following items/services at SCOIDD Whitten Center with the minimum specifications below.

Line Item	Description	QTY	Unit	Price
1	Cut and remove 35 trees	35	ea	\$
2	Grind stumps and remove debris of 35 trees	35	ea	\$
3	Backfill ground stumps with topsoil	35	ea	\$

**\*\*Please read statement of work for more details on this project\*\***

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

## STATEMENT OF WORK

### 1. Background

The South Carolina Department of Behavioral Health and Developmental Disabilities, Office of Intellectual and Developmental Disabilities provide services for individuals with intellectual disabilities, autism, head and spinal cord injury and conditions related to each of these four disabilities. Our mission is to assist people with disabilities and their families through choice in meeting needs, pursue possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Tree removal and stump grinding services at our Whitten Center are necessary as it impacts the safety of consumers and staff. Trees in need of removal could drop limbs and property, block roadways, harbor pests creating a safety hazard and liability for any injuries while impacting the aesthetics of the campus.

### 2. Objectives

The goal of this contract is to remove designated trees in a safe manner that preserves property and landscaping. Contractor must cut and remove approximately thirty-five (35) trees, grind stumps of removed trees, and remove all wood, brush, and mulch from stump grinding to an off-site location. Contractor is responsible for cleaning all work areas.

Estimated Project Commencement Date:

October 6<sup>th</sup>, 2025

Estimated Project Completion Date:

November 6<sup>th</sup>, 2025

### 3. Scope

The Contractor will cut and remove approximately thirty-five (35) trees from the Whitten Center campus. Contractor will perform stump grinding on stumps from felled trees and mulch will be removed from the site. After tree removal and stump grinding, Contractor will backfill area with topsoil.

### 4. Location of Work

- Work will be performed at the SCOIDD Whitten Center campus located at 28373 Highway 76 East, Clinton, SC 29325.

### 5. Site Visit By Appointment

**Do not show up to the site visit without notifying SCOIDD. If no one requests to attend the site visits, the site visits for the scheduled day will be cancelled. You must contact SCOIDD at least one (1) business day before the schedule site visit notifying them of your intent to attend.**

**POC for Scheduling Visits: Randy Flack**

**O: 803-938-3548**

**M: 864-607-0124**

**Scheduled date for a site visit at Whitten Center: Thursday, September 25<sup>th</sup> – 9:00 am ET**

**Please reach out to the POC immediately if you are unable to attend dates above. Site visits are expected to be about an hour. Site visits are not mandatory but should be attended, if available.**

## 6. Requirements

### Contractor's Requirements:

- Site Visit: All interested contractors should perform a site visit at the centers to ensure they understand the full scope of the work and site conditions. The site visit will afford the contractor sufficient time to make certain that he can determine the exact extent of work required for each tree.
- Contractor shall work with region point of contact to coordinate work schedules and address any questions regarding standards in this statement of work.
- The contractor shall remove all trees designated for removal. Removal shall constitute complete removal, to include grinding the stump and replacing the disturbed area with topsoil.
- Vendor Registration: You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit [www.procurement.sc.gov](http://www.procurement.sc.gov) and select Doing Business with Us. Then select New Vendor Registration. (To determine if your business is already registered, go to "Vendor Search"). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered and know your User ID and Password, you can update your information by selecting Update Vendor Registration. If you need to update information but do not have your User ID/Password, you must complete a new vendor registration and On Step 9 – Messages to Administration indicate “Update vendor number” with your existing 10-digit vendor number. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at South Carolina Business One Stop, <http://scbos.sc.gov>)

### SCOIDD Requirements:

- Upon bid submittal deadline, SCOIDD will determine the awarded Contractor based upon the lowest quote of a responsible and responsive bidder. No bids will be accepted after the bid submittal deadline.
- Awarded Contractor will be provided a purchase order as a notice to proceed with establishing the work schedule.
- Provide Contractor with point of contact in which to solidify work schedule, identify any conflicts in the work schedule, identify trees that are to be removed, and to address any questions regarding standards notated in this statement of work.
- Point of contact to direct Contractor on the work site as needed and to ensure that the Contractor requirements are met to the standards noted in this statement of work.
- Payment: Payment for this project will be issued after the project is completed to the standards noted in this statement of work and an invoice is provided to SCOIDD. Payment will be issued by the payment method in your vendor profile in the South Carolina business system SCEIS.

### 6.1. Tasks

#### Contractor Tasks:

- Work Hours: All work shall be performed during the normal working hours (8:00 a.m. to 4:30 p.m.), Monday through Friday
- The Contractor shall coordinate with the regions point of contact for the purpose of establishing a work schedule.
- Utility lines compliance: Where stump grinding/tree removal conflicts with existing utility/service lines (above ground/below ground), the corresponding utility company shall be notified by the contractor.
- Damage to Government property: Contractors shall be responsible for replacement of any facility structure, to include: grass, turf, curb, road pavement, valve boxes, control markers, sprinkler heads, which is

chipped, marred, damaged and/or ruined at the fault of the Contractor. The Contractor shall bear all costs associated with replacement and reinstallation.

- Contractors shall be responsible for cleaning any facility structure that are soiled or stained as a result of contractor's performance. The Contractor shall wash-down with water all soiled or stained structures and grounds at the end of each workday. No chemicals are to be used at anytime on Government property. The Contractor shall bear all costs associated with washing and cleaning. Any such washing/cleaning shall be brought to the immediate attention of the region's point of contact prior to washing/cleaning.
- At the end of each day the Contractor shall remove all debris (including all tree branches and limbs) from the work site resulting from the tree work on a daily basis. The Contractor shall ensure at all times that rubbish and trash generated by the Contractor is kept clear of vehicular and pedestrian traffic throughout the site.
- Adequate warning devices, barricades, guards, flagmen or other necessary precautions shall be provided by the Contractor for the protection, safety, and warnings all pedestrians and vehicular traffic within the area.
- The Contractor shall not operate trucks, tractors, and other heavy equipment on any grass or turf area except when authorized in writing by the region's point of contact.
- Work environment: All work under this service contract will be performed outdoors and personnel performing these services will be exposed to wind, sun, cold, dampness, frost, fog and rain. The contractor shall take all necessary precautions to protect his/her employees from the elements to the maximum practicable extent. Inclement weather will be considered an excusable delay in meeting specifications. For contractors on a government project, an excusable delay provision outlines circumstances beyond the contractor's control that excuse a failure to perform on time. Excusable delays must be submitted in writing to Procurement Manager for approval providing details on how the event caused the delay, reasonable steps taken to mitigate the impact and a revised delivery schedule at no additional cost to the Government.
- Contractor personnel must exercise and exhibit absolute decorum, composure and stability at all times.
- The contractor is responsible for supplying all equipment, personnel, tools, supplies and materials to perform these services. Including portable restroom facilities if these facilities are not available on facility grounds.
- The contractor shall provide his/her own REFUSE FACILITIES. The contractor is required to dispose of all debris and other waste materials generated by his/her work at a licensed off-site landfill.
- Restoration and clean-up: Remove excess and waste material daily. In areas where planting and turf work have been completed, clear the area of all debris, spoil piles and containers. Where existing or new turf areas have been damaged or scarred during planting and construction operations, restore disturbed area(s) to their original condition. Keep at least one (1) paved pedestrian access route and vehicular access route to each building clean at all times. Clear all other paved areas when work in adjacent areas is completed.

## **6.2. Desired Skills and Knowledge**

During this project, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this statement of work.