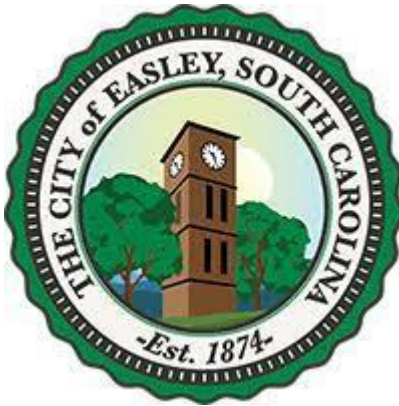


**CITY OF EASLEY STATE OF SOUTH CAROLINA**  
**REQUEST FOR PROPOSAL**  
**07-11-2025**



**Landscaping and Debris Removal Services (Vacant Lots,  
Occupied Lots, Downed Trees, Junk)**

**205 North First St., Easley, SC 2940**

The City of Easley ("the city") is requesting proposals to identify vendors, to ensure that it is receiving the optimum level of services at a competitive price.

**Responses shall be returned on or before August 15<sup>th</sup>, 2025, at 2:00 PM EDT**



## CITY OF EASLEY STATE OF SOUTH CAROLINA REQUEST FOR PROPOSAL

Issue Date: July 11, 2025

Title: Landscaping and Debris Removal Services (Vacant Lots, Occupied Lots, Downed Trees, Junk)

Contact Person: Tor Ellstrom, Building Official

Email: [tellstrom@cityofeasley.com](mailto:tellstrom@cityofeasley.com)

Phone: (864) 307-1010

**SUBMITTAL:**

Two (2) identical proposals must be submitted, sealed, by **no later than 2 PM EDT on August 15, 2025**, to Tor Ellstrom and Anthony Brown in the Building Department, at which time and place all proposals will be reviewed by the City of Easley and the contractor will be notified of an interview and then a contract will be awarded. Late submissions will not be accepted and will be returned unopened to the contractor. It is the contractor's responsibility to ensure timely delivery of their proposal. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to the proposal and will not be exempted from deadline requirements. Telephone, E-mail or fax proposals will **not** be accepted. No proposal will be accepted from a contractor who is not currently licensed or who does not provide the required documentation. The City of Easley reserves the right to either accept or reject any proposal

**MARK ENVELOPE:**     **Landscaping and Junk and Debris Removal Services**

**ADDRESSED TO:**     City of Easley

Attn: Tor Ellstrom and Anthony Brown

**MAILING ADDRESS:**   205 North First St., Easley, SC 29640

## I. Project Overview

The City of Easley seeks competitive proposals from qualified contractors to perform the following municipal property maintenance services on an as-needed, hourly-rate basis:

1. Vacant lot mowing and trimming
2. Occupied lot mowing and trimming
3. Downed tree removal
4. General junk/debris removal

## II. Contract Term

The initial contract period shall be one (1) year, with up to two (2) one-year renewal options, subject to mutual agreement and approval. The City of Easley will pick multiple contractors on an A & B basis to ensure timely completion of work.

## III. Scope of Work & Services

Service	Requirements
Vacant lot mowing	Mow grass and clear clippings; maintain clean edges, coordinated through Code Enforcement
Occupied lot mowing	Same as above, coordinated through Code Enforcement
Downed tree removal	Remove trees/branches; haul and dispose debris
Junk removal	Dispose of non-hazardous waste like furniture, white goods, household goods, and vegetation debris

## IV. Contractor Requirements

- Valid City of Easley business license
- Insurance:
  - General Liability – \$1M per occurrence / \$2M aggregate
  - Auto Liability
  - Worker's Comp
- Equipment (provided by the contractor): Mowers, chainsaws, trimmers, trucks, protective equipment, etc.
- 24-hour standard response; 4-hour emergency response
- Date and time stamped photos are required before and after the work is completed.

## V. Pricing Structure

Contractors must submit hourly rates for labor and equipment. Include labor, fuel, and disposal fees.

Service Category	Rate (Hourly)
Vacant lot mowing	\$ _____/hr
Occupied lot mowing	\$ _____/hr
Tree removal	\$ _____/hr
Junk removal	\$ _____/hr

## VI. Proposal Format

Submit proposals including:

1. Cover letter with contact info
2. Completed pricing form
3. Qualifications and experience
4. Proof of insurance and licenses
5. References (preferably municipal; residential and commercial contracts)
6. Work-order process details

## VII. Evaluation Criteria

- Proposal completeness
- Competitive pricing
- Relevant experience
- Compliance with insurance/licensing
- Responsiveness
- Reference quality

## VIII. Submission Details

Deadline: **August 15, 2025 – 2:00 PM EDT**

Submit sealed proposals to:

**City of Easley, Attn: Tor Ellstrom and Anthony Brown; Building Dept.  
205 North First St., Easley, SC 29640**

Note: Late submissions will not be accepted and will be returned unopened to the contractor. It is the contractor's responsibility to ensure timely delivery of their proposal. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to the proposal and will not be exempted from deadline requirements. Telephone, E-mail or fax proposals will not be accepted.

## **IX. Questions & Addenda**

Submit questions by July 30, 2025, to [tellstrom@cityofeasley.com](mailto:tellstrom@cityofeasley.com) and [abrown@cityofeasley.com](mailto:abrown@cityofeasley.com)

Answers and the corresponding questions will be posted by August 6, 2025, on the Building Department webpage on the City of Easley website.

## **X. General Contract Terms**

Standard City of Easley contract terms apply, including payment terms, termination clauses, indemnification, non-discrimination, and compliance with state law. No proposal will be accepted from a contractor who is not currently licensed or who does not provide the required documentation. The City of Easley reserves the right to either accept or reject any proposal.

## **Attachments**

- Attachment A – Proposal Pricing Worksheet
- Attachment B – Insurance and License Certificate Template
- Exhibit 1 – Sample Service Order Form



## Attachment A – Proposal Pricing Worksheet

Contractor Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Service Type	Equipment Description	Hourly Rate
Vacant Lot Mowing		
Occupied Lot Mowing		
Tree Removal		
Junk Removal		



## Attachment B – Insurance and License Certificate

Contractor Name: \_\_\_\_\_

Business License #: \_\_\_\_\_

Issued By: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Insurance Information

General Liability Policy #: \_\_\_\_\_

Coverage Amount: \$ \_\_\_\_\_

Carrier: \_\_\_\_\_

Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

Auto Liability Policy #: \_\_\_\_\_

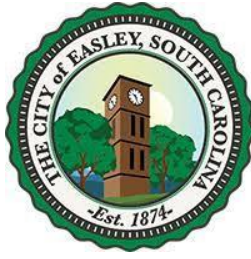
Coverage Amount: \$ \_\_\_\_\_

Carrier: \_\_\_\_\_

Worker's Compensation Policy #: \_\_\_\_\_

Carrier: \_\_\_\_\_

Attach copies of current certificates of insurance and your business license with this form.



## Exhibit 1 – Sample Service Order Form (issued by City per job)

City of Easley – Building Department

Service Order #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Due Date: \_\_\_\_\_

Contractor Assigned: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Service Type (Check One):

- ☐ Vacant Lot Mowing
- ☐ Occupied Lot Mowing
- ☐ Downed Tree Removal
- ☐ Junk Removal

Service Location: \_\_\_\_\_

Description of Work (Include photos or notes as applicable):

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City Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



