

HUNTER'S CREEK PLANTATION PROPERTY OWNERS' ASSOCIATION

REQUEST FOR PROPOSALS

LANDSCAPE MAINTENANCE AND GROUNDSKEEPING SERVICES

Proposal Deadline: Wednesday, December 9, 2026, at 5:30 p.m.

Submission Location: Town & Country Property Management
Greenwood, South Carolina

1. INVITATION TO SUBMIT PROPOSALS

The Hunter's Creek Plantation Property Owners Association (HCPOA) invites qualified landscape maintenance contractors to submit sealed proposals for comprehensive landscape maintenance and groundskeeping services throughout Hunter's Creek Plantation.

The Association seeks a qualified contractor to maintain its community entrances, neighborhood entrances, designated roadway frontage, landscaped common areas, and other properties identified in this Request for Proposals (RFP).

The selected contractor shall provide consistent, professional maintenance throughout the year in accordance with the specifications and service frequencies established herein.

The Association anticipates entering into a three-year service agreement, subject to mutually acceptable terms and satisfactory performance.

2. LOCATIONS AND AREAS TO BE MAINTAINED

The following locations shall be included in the base proposal.

A. Primary Community Entrances — Level I

1. Highway 72 Entrance
2. Woodlawn Road Entrance
3. Old Abbeville Highway Entrance

The three primary entrances serve as the principal gateways to Hunter's Creek Plantation. Maintenance shall preserve their established ornamental landscaping, seasonal flower displays, turf, landscaped islands, trees, shrubs, and entrance monuments.

B. Neighborhood Enclave Entrances — Level II

1. Kings Grant, including upper and lower entrance areas.
2. Queens Court
3. St. Andrews
4. Fox Chase
5. The Gables
6. The Villages, including east and west entrances and associated berms.

All enclave locations shall receive routine landscape maintenance and upkeep of existing planting beds, turf, trees, shrubs, and other designated landscape features.

Level I and Level II designations describe the differing size, prominence, and ornamental characteristics of the locations. They do not establish separate or additional visit requirements. All locations shall receive the services specified in this RFP as applicable to their existing landscape features.

C. Roadways and Common Areas

The contractor shall also maintain:

- Designated grassed roadway frontage throughout the community, generally extending 13–15 feet from the curb where applicable and authorized, excluding areas maintained by occupied residential properties.
- Roadside grass surrounding vacant lots, including trimming around lot signs, utility boxes, and other fixed objects within the designated maintenance area.
- Two fairway areas adjoining the Woodlawn Road entrance.
- The community lot at 319 Gentry Run, between Lots 21 and 22.
- Landscaped islands, berms, and common areas associated with the designated entrances and enclaves.

The contractor shall inspect these locations before bidding. Maintenance within public rights-of-way shall be limited to areas where such work is authorized.

3. ROUTINE MAINTENANCE SCHEDULE

The contractor shall provide forty (40) scheduled landscape maintenance visits during each twelve-month contract period.

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Months	Required Frequency	Total
March through October	Four visits per month	32
November through February	Two visits per month	8
Annual Total		40

During each scheduled visit, the contractor shall perform the routine maintenance appropriate to seasonal conditions, including:

1. Mowing designated turf and grass areas requiring mowing.
2. Edging along curbs, sidewalks, entrance features, and maintained landscape boundaries.
3. String trimming around signs, utility boxes, trees, and other fixed objects.
4. Removing litter, fallen limbs, leaves, and other ordinary debris from maintained areas.
5. Maintaining planting beds and removing visible weeds.
6. Blowing or sweeping grass clippings and landscape debris from paved surfaces.
7. Identifying landscape conditions requiring corrective attention.

During winter months, visits shall focus on services appropriate to the season, including litter removal, landscape bed upkeep, pruning as needed, and general grounds maintenance.

The contractor shall provide an annual service schedule and maintain records of completed visits.

4. SEASONAL AND PERIODIC LANDSCAPE SERVICES

The following services shall be included in the base proposal.

A. Tree and Shrub Pruning

All ornamental trees and shrubs at designated entrances and enclave locations shall receive pruning at least twice annually.

Additional routine trimming shall be performed as needed to maintain natural plant shape, healthy growth, clear sight lines, and the visibility of entrance monuments and signs.

All resulting trimmings shall be removed from the community.

B. Pine Straw Installation

Labor for pine straw installation shall be provided twice annually in existing designated pine straw beds at community entrances and enclave locations.

Pine straw shall be distributed evenly, and all bindings and packaging shall be removed.

C. Mulch Installation

Labor for mulch installation shall be provided twice annually in existing mulched planting beds.

Mulch shall be installed uniformly without excessive accumulation against tree trunks, shrubs, or other plants.

D. Seasonal Flower Planting

The contractor shall provide labor for two seasonal flower installations annually, one in spring and one in fall.

The required planting areas are those identified in the 2026 maintenance proposal:

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Location	Established Planting Areas
Highway 72	Entrance island
Woodlawn Road	Entrance beds and islands
Old Abbeville Highway	Existing entrance beds
The Gables	Entrance planter
Kings Grant	Upper and lower entrance beds
St. Andrews	Entrance beds
Queens Court	Entrance beds

The existing proposal identifies approximately 505 square feet of seasonal flower planting areas in total. This is an estimated quantity for bidding purposes; contractors shall inspect the planting areas before submitting a proposal.

Flowers shall be healthy, seasonally appropriate, and selected to provide attractive color over the growing period.

Seasonal flower installation at other locations is not required unless expressly identified through a written modification to the scope.

E. Fall Overseeding

The contractor shall provide labor for annual overseeding with perennial ryegrass at the three primary community entrances, ordinarily during early to mid-October.

The designated areas are those identified in the 2026 maintenance proposal, with a stated estimated total of approximately 32,600 square feet.

Contractors shall inspect the designated areas and account for the required work in their proposals.

5. WEED CONTROL

The contractor shall provide weed control for designated landscape beds, maintained turf boundaries, curbs, and roadway edges.

Required services include:

1. Routine weed control in planting beds at all three primary entrances and six enclave locations.
2. Supplemental treatment of weeds in maintained common areas and along roadway curbs.
3. Treatment of weeds growing between asphalt and concrete curbs and in pavement joints, where appropriate.
4. Use of suitable pre-emergent or post-emergent products when necessary.
5. Manual removal where chemical treatment is inappropriate.

Weed-control services shall be performed as needed throughout the growing season and at other times when conditions are warranted.

Chemical applications shall comply with all applicable laws, product labeling, and licensing requirements.

The contractor may use a qualified subcontractor for specialized applications, subject to disclosure and Association approval. The primary contractor shall remain responsible for completion of the work.

6. ROADWAY MOWING AND GROUNDSKEEPING

The contractor shall mow designated roadside grass areas along community roadways where the Association has assumed maintenance responsibility.

For bidding purposes, the maintained roadside width shall be 13–15 feet from the curb, where physically applicable and authorized.

Services shall include mowing, trimming, edging, litter removal, and maintenance around lot signs, utility boxes, and other objects located within designated areas.

Areas maintained by occupied residential properties are excluded from routine roadway mowing unless separately authorized.

The contractor shall prevent grass from extending over roadway curbs and shall remove grass clippings and other debris from road surfaces following mowing.

The two Woodlawn entrance fairways shall be maintained as part of the base scope.

The community lot at 319 Gentry Run shall be mowed as needed during the growing season.

7. STORM CLEANUP AND DEBRIS REMOVAL

The contractor shall provide ordinary storm cleanup and debris removal as part of the base maintenance services.

This includes:

- Removing fallen limbs, leaves, litter, and ordinary storm debris from maintained areas.
- Clearing accessible debris and sediment from designated roadside gutter low points and storm-drain inlets, where authorized.
- Blowing or sweeping debris from maintained roadways and paved surfaces.
- Providing reasonable additional visits following ordinary storms when needed to restore maintained areas to an acceptable condition.

Routine storm cleanup and ordinary supplemental visits shall be included in the annual base price.

Removal of large fallen trees, hazardous tree work, extensive storm damage, or work requiring specialized equipment shall be treated as additional services requiring prior written authorization.

Contractors should provide hourly labor and equipment rates for such additional work.

All collected landscape waste and debris shall be lawfully disposed of outside Hunter's Creek Plantation.

8. YEAR-ROUND MAINTENANCE REQUIREMENTS

In addition to the services described above, the contractor shall:

1. Treat fire ant mounds at designated entrances as needed.
2. Prevent grass and weeds from encroaching over maintained curbs.
3. Maintain clear visibility around entrance monuments and signs.
4. Periodically trim or raise tree canopies at primary entrances when appropriate.
5. Remove litter and ordinary debris from designated roadside areas before mowing.
6. Keep maintained landscape beds free from excessive weeds, fallen limbs, and accumulated debris.
7. Notify the Association or property manager of significant landscape problems, unsafe conditions, or work requiring additional authorization.

9. LANDSCAPE MATERIALS AND REIMBURSABLE COSTS

The contractor's annual base price shall include all labor, equipment, transportation, supervision, and routine operating expenses necessary to complete the specified services.

The Association shall separately reimburse the actual approved cost of the following landscape materials:

- Seasonal flowers

- Pine straw
- Mulch
- Perennial ryegrass seed

Reimbursement shall be based on actual purchase cost supported by receipts.

Materials shall be purchased only with appropriate authorization, and no markup or handling charge shall apply unless expressly disclosed and approved in the final agreement.

Labor for installing these materials shall be included in the contractor's annual base price.

Routine weed-control products and application costs shall be included in the base proposal.

10. CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES

The contractor shall furnish qualified personnel, adequate supervision, and all equipment necessary to perform the work.

The contractor shall:

1. Maintain applicable licenses and permits.
2. Maintain commercial general liability, workers' compensation, and automobile liability insurance appropriate to the work.
3. Provide certificates of insurance before beginning services.
4. Use appropriate safety procedures and traffic warning devices when working near roadways.
5. Protect private and Association property from damage.
6. Repair damage caused by contractor personnel or equipment at the contractor's expense.
7. Identify a primary contact person responsible for scheduling, communication, and service concerns.
8. Obtain prior written authorization before subcontracting material portions of the work.
9. Comply with applicable laws and regulations.
10. Correct documented deficiencies within a reasonable period following notice.

The Association and its designated property management representative may inspect work at reasonable times.

11. SITE INSPECTION AND SERVICE COORDINATION

Prospective contractors are strongly encouraged to inspect all areas included in the scope before submitting proposals.

A coordinated community ride-through may be arranged through Town & Country Property Management.

The contractor shall participate in a landscape inspection or drive-through with an Association representative every two months during the growing season, or upon request.

Questions concerning the scope or maintenance boundaries shall be submitted to the property manager before the proposal deadline.

Any material clarification shall be provided in writing to participating bidders.

12. PROPOSAL REQUIREMENTS

Each contractor shall submit a complete proposal containing:

A. Company Information

Company name, address, telephone number, primary contact, and years in operation.

B. Experience and Qualifications

A description of relevant experience maintaining residential communities, commercial landscapes, or comparable properties.

C. References

At least three references for comparable landscape maintenance services.

D. Staffing and Equipment

A description of personnel, equipment, supervision, and resources available to perform the contract.

E. Service Confirmation

Written confirmation that the contractor can perform the full scope of work, including the 40-visit annual schedule and all specified seasonal services.

F. Insurance and Licensing

Evidence of required insurance and applicable licenses.

G. Subcontractors

Identification of proposed subcontractors and their assigned services.

H. Pricing

The proposal shall state:

- Total annual base contract price.
- Equivalent monthly payment amount.
- Proposed annual price adjustments, if any.
- Hourly labor and equipment rates for authorized additional work.

Contractors shall also provide a breakdown of their annual base price using the following categories:

Service Category	Annual Cost
Routine maintenance — three primary entrances	\$_____
Routine maintenance — six enclave locations	\$_____
Roadway mowing and trimming	\$_____
Woodlawn fairway maintenance	\$_____
Landscape bed weed control	\$_____

Additional roadway and curb weed control	\$_____
Seasonal flower installation labor	\$_____
Pine straw and mulch installation labor	\$_____
Fall overseeding labor	\$_____
Ornamental tree and shrub pruning	\$_____
Ordinary storm cleanup and additional routine visits	\$_____
Community lot maintenance	\$_____
Other ordinary operating expenses, if separately identified	\$_____
TOTAL ANNUAL BASE PRICE	\$_____

All required services must be included in the total annual base price. Itemized amounts shall be reconciled to that total.

Any proposed exclusions or departures from the stated scope shall be clearly identified in a separate section.

13. CONTRACT TERM AND ADMINISTRATION

The Association anticipates a three-year contract beginning on a mutually agreed date.

The final agreement shall establish the annual price, monthly billing arrangement, required services, insurance provisions, contractor responsibilities, and procedures for approving additional work.

Invoices shall be submitted monthly. The Association may request records of completed service visits and other documentation reasonably necessary to verify performance.

Changes to the agreed scope or additional charges shall require prior written authorization.

The final contract shall include appropriate provisions for addressing unsatisfactory performance, termination for cause, and termination upon written notice.

14. EVALUATION AND AWARD

The Association will evaluate proposals based on overall value, considering:

- Responsiveness to the required scope of work.
- Annual contract price.
- Relevant experience and qualifications.
- Demonstrated performance and reliability.
- Available personnel and equipment.
- References.
- Communication and ability to meet the required schedule.

Award shall not necessarily be made to the lowest-priced bidder.

The Association may seek clarifications, verify references, interview contractors, or negotiate final contract terms before making an award.

15. SUBMISSION OF SEALED PROPOSALS

Proposals shall be submitted in sealed envelopes marked:

HUNTER'S CREEK PLANTATION POA — LANDSCAPE MAINTENANCE PROPOSAL

Proposals must be hand delivered to:

Town & Country Property Management
132 W Cambridge Avenue, Greenwood, SC 29646 Attention: Jacqueline Weekes

Deadline: Wednesday, December 9, 2026, at 5:30 p.m.

Proposals received after the deadline may be rejected.

Sealed proposals will be opened and read aloud following the deadline. The Board of Directors will review the submissions and take appropriate action concerning the contract award.

16. RESERVATION OF RIGHTS

The Hunter's Creek Plantation Property Owners Association reserves the right to reject any or all proposals, request additional information, waive minor informalities, negotiate final contract terms, or cancel the solicitation when doing so is in the Association's best interests.

Issuance of this RFP does not obligate the Association to award a contract or reimburse any proposal preparation costs.

All services shall be governed by a final written agreement approved by the Association.