

**AGENDA**  
**TOWN OF EDISTO BEACH**  
**December 9, 2021**  
**6:00 P.M.**

- I. Call to Order**
- II. Pledge of Allegiance and Invocation**
- III. Approval of Minutes**
  - A. Regular Council Worksession Meeting Minutes, November 8, 2021
  - B. Regular Council Meeting Minutes, November 10, 2021
  - C. Special Council Meeting Minutes-November 30, 2021
- IV. Public Comment Period**
- V. Old Business**
  - A. Ordinance No. 2021-13 Temporary Moratorium to be reviewed every 30 days until resolved.
- VI. New Business**
  - A. Resolution 2021-R35 Committing the Town of Edisto Beach to Providing a Local Match for a South Carolina Recreational Trails Program (RTP) Grant and Following its Procurement Policy When Securing Services and Products with Grant Funds-\$70,775.00
  - B. Resolution 2021-R37 Committing the Town of Edisto Beach to Providing a Local Match for a South Carolina Building Resilient Infrastructure and Communities (BRIC) Grant and Following its Procurement Policy When Securing Services and Products with Grant Funds-\$25,000
  - C. Resolution 2021-R38 Committing the Town of Edisto Beach to Providing a Local Match for a South Carolina Hazard Mitigation Assistance Grant and Following its Procurement Policy When Securing Services and Products with Grant Funds-\$25,000
  - D. Emergency Purchase Order Westbank Construction-\$8,500
  - E. Edisto Beach Loggerhead Turtle Project Donation-\$250
  - F. The Image and Design of Edisto Committee Bylaws
  - G. Award of Bid #2021-15 Beach Access Grounds Maintenance
  - H. 2021 Deer Study
- VII. Committee Vacancies**
  - A. Planning Commission-2 vacancies
  - B. Water and Sewer Committee – 1 vacancy
  - C. TIDE Committee – 1 vacancy
  - D. Beachfront Management Committee – 1 vacancy
  - E. Construction Board of Appeals – 1 vacancy
- VIII. Council Time**
- IX. Department Report**
- XII. Adjournment**

MINUTES  
NOVEMBER 8, 2021  
TOWN COUNCIL WORK SESSION  
10:00 A.M.

Town of Edisto Beach  
Town Hall  
2414 Murray Street  
Edisto Beach, SC 29438

Present: Crawford Moore, Mayor Pro Tempore, Jerome Kizer, Robert Renner, and Patti Smyer, Council Members. *Quorum of Council Present.*

**Call to Order**

Mayor Pro Tem Moore called the meeting to order.

**Oath of Office**

- a. **W. Crawford Moore, Jr., Mayor** - Municipal Judge Susan Williams administered the Oath of Office to the new elected Mayor of the Town of Edisto Beach, Mr. W. Crawford Moore Jr.
- b. **Robert Renner, Councilmember** - Municipal Judge Susan Williams administered the Oath of Office to the reelected Councilmember of the Town of Edisto Beach, Mr. Robert Renner.

**Presentations and Proclamations**

Mayor Moore informed that audience that this was Councilwoman Smyer's last meeting bring a part of Town Council and he presented her with an award from the Town of Edisto Beach for her eight years of service and dedication.

Councilwoman Smyer addressed the audience and thanked everyone for their support over the years and stated that although she would no longer be on Town Council, she planned to be a part of the Town's Committees and Boards.

**Adjournment**

Councilman Kizer moved to adjourn the meeting, seconded by Councilman Renner and was unanimously approved.

APPROVED BY TOWN COUNCIL

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Angela K. Davis, Municipal Clerk  
December 8, 2021

MINUTES  
NOVEMBER 10, 2021  
REGULAR TOWN COUNCIL MEETING  
6:00 P.M.

Town of Edisto Beach  
Town Hall  
2414 Murray Street  
Edisto Beach, SC 29438

Present: Mayor Crawford Moore, Jerome Kizer, and Robert Renner, Council Members. *Quorum of Council Present.*

**Pledge of Allegiance and Invocation**

Councilman Renner led those present in the Pledge of Allegiance and an Invocation.

**Approval of Minutes**

- A. **Regular Council Meeting Minutes, October 14, 2021**- Councilman Kizer moved to approve the minutes from the October 14, 2021, regular Town Council meeting, seconded by Councilman Renner and unanimously approved.

**Public Comment** – There were no comments from the audience. Mayor Moore informed the audience that Mr. Jay Watts was elected for one of the Town Council seats during the November general election and that he would be sworn in on November 30, 2021, at 3:00 PM. Mayor Moore also mentioned that Councilwoman Patti Smyer’s last meeting on Town Council was held at the Work Session on November 8, 2021. Mayor Moore informed the audience that the Town recognized Ms. Smyer for all her hard work and dedication in serving the Town of Edisto Beach. Mayor Moore stated that Ms. Smyer was a phenomenal Council member and that she would be missed.

**Presentations and Proclamations**

**A. Starfish Award**

1. **Mr. Patrick Clemens, Police Officer** – Mayor Moore presented Officer Clemens with a Starfish Award for his quick response and actions in successfully suppressing a fire at a residence while the homeowners were asleep inside.
2. **Ms. Patricia Kostell, TIDE Committee** – Mayor Moore presented Ms. Kostell with a Starfish Award for serving two terms on the TIDE Committee for the Town of Edisto Beach.
3. **Ms. Sally Altman, Zoning Board of Appeals** – Mayor Moore informed the audience that Ms. Altman is being recognized with a Starfish Award for serving one term on the Zoning Board of Appeals for the Town of Edisto Beach. Ms. Altman was not present during the meeting and will receive her award by mail.
4. **Ms. Susan Pratt, Zoning Board of Appeals** – Mayor Moore presented Ms. Pratt with a Starfish Award for serving one term on the Zoning Board of Appeals for the Town of Edisto Beach.
5. **Mr. Everett Smith, Planning Commission** – Mayor Moore presented Mr. Smith with a Starfish Award for serving two terms on the Planning Commission for the Town of Edisto Beach.

6. **Mr. Paul Oakley, State Accommodations Tax Advisory Board** – Mayor Moore presented Mr. Oakley with a Starfish Award for serving two terms on the State Accommodations Tax Advisory Board for the Town of Edisto Beach.

#### Old Business

- A. **Ordinance No. 2021-13 Temporary Moratorium to be reviewed every 30 days until resolved.**  
– Mayor Moore updated the audience on the SC Rural Infrastructure Authority Grant that the Town applied for in September 2021 and discussed completion of design and bidding dates. There was no action taken.
- B. **Second Reading of Ordinance No. 2021-26 Providing for Abatement of Public Nuisances; Procedures for Enforcement and Hearings; and Penalty for Violation** – Councilman Renner moved to approve the second reading of Ordinance No. 2021-26 Providing for Abatement of Public Nuisances; Procedures for Enforcement and Hearings; and Penalty for Violation. Councilman Kizer seconded the motion which was unanimously approved.
- C. **Second Reading of Ordinance No. 2021-31 to Amend Section 2-211 of the Town’s Code of Ordinances** – Councilman Kizer moved to approve the second reading of Ordinance No. 2021-31 to amend section 2-211 of the Town’s Code of Ordinances. Councilman Renner seconded the motion which was unanimously approved.
- D. **Town Hall Complex-Capital Project Sales Tax** – Mayor Moore updated the audience on the current preliminary design and cost of the Town Hall Complex. There was no action taken.

#### New Business

- A. **2022 Meetings and Holidays Schedule-** Councilman Renner moved to approve the 2022 meetings and Holidays Schedule. Councilman Kizer seconded the motion which was unanimously approved.
- B. **2022 Council Goal Setting Retreat** – Councilman Kizer moved to approve the 2022 Council goal setting retreat with a facilitator, scheduled for January 25, 2022, beginning at 10:00 AM. Councilman Renner seconded the motion which was unanimously approved.
- C. **Recurring Special Event, 3rd Annual ALOE Puppy Plunge** – Councilman Renner moved to approve the 3rd Annual ALOE Puppy Plunge to be held on February 26, 2022, from 11:00 AM to 1:00 PM in the parking lot of McConkey’s Jungle Shack. Councilman Kizer seconded the motion which was unanimously approved.
- D. **Amendment #1 for Architectural Services-\$6,908-** Councilman Kizer moved to approve Amendment #1 for Architectural Services by Rosenblum Coe Architects not to exceed \$6,908. Councilman Renner seconded the motion which was unanimously approved.
- E. **Comprehensive Plan 2020** – Councilman Renner moved to approve the Comprehensive Plan of 2020 and to enter into an agreement with Lowcountry Council of Government at a cost of \$18,000 to be transferred from general fund contingency (10-4900.999) to professional fees (10-4100.3260). Councilman Kizer seconded the motion which was unanimously approved.
- F. **Award of RFP 2021-11 Town Apartment Exterior Stair Rebuild** – Councilman Kizer moved to award RFP 2021-11 Town apartment exterior stair rebuild to Delta Constructors for \$8,500 and to transfer funds from General Fund Contingency (10-4900.9999) to CIP Misc. (10-4110.6500). Councilman Renner seconded the motion which was unanimously approved.
- G. **Rental Agreement Edisto Island Yacht Club-Christmas Party-** Councilman Renner moved to approve the rental agreement with the Edisto Island Yacht Club to hold the Town of Edisto Beach annual Christmas Party on December 1, 2021, from 4:00 PM to 6:30 PM Councilman Kizer seconded the motion which was unanimously approved.

- H. **Janitorial Services-DMs Cleaning Agreement-** Councilman Kizer moved to approve the Janitorial Services-DMs Cleaning agreement. Councilman Renner seconded the motion which was unanimously approved.
- I. **Resolution No. 2021-R32 Committing the Town of Edisto Beach to Providing a Local Match for a South Carolina Parks and Recreation Development (PARC) Grant and Following its Procurement Policy When Securing Services and Products with Grant Funds.** – Councilman Renner moved to approve Resolution No. 2021-R32 committing the Town of Edisto Beach to providing a local match for a South Carolina Parks and Recreation Development (PARC) Grant in the amount of \$9,658 and following its procurement policy when securing services and products with grant funds. Councilman Kizer seconded the motion which was unanimously approved.
- J. **Resolution No. 2021-R33 Capital Project Sales Tax Resolution Town Hall and Emergency Operations Center Design and Construction.** – Councilman Kizer moved to approve Resolution No. 2021-R33 Capital Project Sales Tax Resolution Town Hall and Emergency Operations Center design and construction. Councilman Renner seconded the motion which was unanimously approved.
- K. **Special Council Meeting-** Councilman Renner moved to approve the special Council meeting on November 30, 2021, at 3:00 PM to swear in new Council member, Jay Watts. Councilman Kizer seconded the motion which was unanimously approved.
- L. **Town Welcome Sign Quote Award-** Councilman Kizer moved to award the Town Welcome Sign bid to Fastsigns Charleston for a price of \$10,952.00 to be funded from local accommodations funds. Councilman Renner seconded the motion which was unanimously approved.
- M. **Consideration of Resolution No. 2021-34 to Authorize a Special Election to Fill the Unexpired Term of Town Council Seat.** – Councilman Renner moved to approve Resolution No. 2021-34 to authorize a special election on February 1, 2022, to fill the unexpired term of Town Council seat. Councilman Kizer seconded the motion which was unanimously approved.

#### Committee Vacancies

- A. **Planning Commission-2 vacancies-**The Town will continue to advertise for the two vacancies on the Planning Commission as no applications were received.
- B. **Water and Sewer Committee – 1 vacancy** – Councilman Kizer moved to approve advertising for one vacancy on the Water and Sewer Committee. Councilman Renner seconded the motion which was unanimously approved.
- C. **State Accommodations Tax Board-2 vacancies** – Councilman Renner moved to approve the application of Mr. Rick Moore for the At-Large position on the State Accommodations Tax Board and the application of Mr. Matthew Kizer for the Hospitality/Lodging position on the State Accommodations Tax Board. Councilman Kizer seconded the motion which was unanimously approved.
- D. **The Image and Design of Edisto (TIDE) Committee-1 vacancy** – Councilman Kizer moved to approve advertising for the one vacancy on the Image and Design of Edisto (TIDE) Committee. Councilman Renner seconded the motion which was unanimously approved.
- E. **Beachfront Management Committee – 1 vacancy** – Councilman Renner moved to approve advertising for the one vacancy on the Beachfront Management Committee. Councilman Kizer seconded the motion which was unanimously approved.
- F. **Construction Board of Appeals – 1 vacancy** – The Town will continue to advertise for the one vacancy on the Construction Board of Appeals.

## **State Accommodations Tax Advisory Board**

- A. Town of Edisto Beach Police Department – Beach Patrol 2021-2022 - \$27,720.00** – Councilman Kizer moved to approve the State Accommodations Tax request made by the Edisto Beach Police department in the amended amount of \$20,598. Councilman Renner seconded the motion which was unanimously approved.

## **Council Time**

Councilman Renner thanked the audience and the Town citizens for participating in the November general election. Mayor Moore also thanked the audience and Town citizens for their support during the election.

## **Departmental Reports**

### **Administration**

Town Administrator Iris Hill congratulated Mayor Moore and Councilman Renner on their election. Ms. Hill thanked former Councilwoman Patti Smyer for her service and dedication to the Town of Edisto Beach. Administrator Hill addressed the beach erosion caused from King Tides. Ms. Hill informed the audience and Council that SCDHEC has issued an emergency order to scrape sand areas where the erosion is twenty feet from structures. Administrator Hill informed the audience and Council that the Town of Edisto Beach received a grant in the amount of \$500,000 from the South Carolina Rural Water Infrastructure Authority to fund the upgrade to life stations A and B which are necessary to lift the moratorium. Ms. Hill discussed grants that the Town is currently applying for to help study the interior lagoons.

	Received	Spent
General Fund	40.75 %	30.32 %
Water Fund	23.59 %	27.60 %
Wastewater Fund	25.28 %	25.64 %

### **Freedom of Information Act Requests**

During the month of October 2021, the Town of Edisto Beach received seventeen Freedom of Information Act requests. Fourteen requests were for the Building Department. Two requests were for the Administration Department, and one request was for the Police and Fire Department.

### **Building**

	October 2020	October 2021	YTD
Business/Rental License Fees	\$18,994.80	\$8,968.57	\$68,500.64
New Construction Permits	0	5	341
Other Permits	18	46	536
Permit Fees	\$1,949.80	\$16,463.50	\$48,805
Inspections	54	115	347

### **Fire**

	October 2020	October 2021	YTD
Calls			
Medical	18	46	123
Fire-Related	2	4	13
EMS/Misc.	33	19	87
Beach Wheelchairs	7	14	78
Water Rescue	1	0	10

Welfare Checks	6	0	14
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**Police**

	October 2020	October 2021	YTD
Miles Patrolled	9,147	7,530	31,513
Incidents & Calls for Service	101	218	1,016
Property Checks	964	713	1,908
Town Parking Tickets	27	70	415

**Utilities**

MG (Million gallons)	October 2020	October 2021	YTD
Pumped MG Water	17.93	17.03	84.13
Treated MG Wastewater	3.63	2.98	14.28
Water Line Repairs	6	6	15
Work Order Repairs	33	21	120

**Public Works**

During the month of October 2021, the Public Works Department completed 6 street sign work orders and 20 trash can work orders. Public Works completed edging and right of way clearing on Palmetto Blvd. The Public Works Department also removed additional beach access trash cans.

**Special Projects**

	September 2020	September 2021
Edisto Civic Center	\$5,118.05	\$6,063.00
Bay Creek Park	\$4,684.00	\$12,736.00

In the month of October 2021, the Edisto Civic Center had seven events. The Edisto Civic Center Facebook page has a total of 1,209 likes and 1,276 followers.

In the month of October 2021, Bay Creek Park had one event and five Wednesday Markets. The Bay Creek Park Facebook page has a total of 3,881 likes and 4,064 followers.

The Keep Edisto Beautiful Facebook page has a total of 970 likes, and 1,039 followers.

Town Administration Hill stated that Ms. Kelly Moore did a great job coordinating the Edisto Beach Cookin' on the Creek BBQ Festival, despite king tides and inclement weather.

**Executive Session**

Councilman Renner moved to enter into executive session. Councilman Kizer seconded the motion which was unanimously approved.

- A. Discussion incidental to contractual negotiations and receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege related to the road terminus at Louise Street S.C. Code §30-4-70 (a) (2)

Councilman Kizer moved to exit executive session. Councilman Renner seconded the motion which was unanimously approved.

Mayor Crawford Moore moved to authorize for the appraisal and to publish a public notice of sale and surplus road terminus at Louise Street. Councilman Renner seconded the motion which was unanimously approved.

**Adjournment**

Councilman Kizer moved to adjourn, seconded by Councilman Renner, and unanimously approved.

**APPROVED BY TOWN COUNCIL**

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Angela K. Davis, Municipal Clerk  
December 8, 2021



MINUTES  
NOVEMBER 30, 2021  
SPECIAL TOWN COUNCIL MEETING  
3:00 P.M.

Town of Edisto Beach  
Town Hall  
2414 Murray Street  
Edisto Beach, SC 29438

Present: Crawford Moore, Mayor, Jerome Kizer and Robert Renner, Council Members. *Quorum of Council Present.*

**Call to Order**

Mayor Moore called the meeting to order.

**Oath of Office**

- a. **James R. Watts II, Councilmember** - Municipal Judge Susan Williams administered the Oath of Office to newly elected Councilmember of the Town of Edisto Beach, Mr. James R. Watts II.

**Adjournment**

Councilman Renner moved to adjourn the meeting, seconded by Councilman Kizer and was unanimously approved.

APPROVED BY TOWN COUNCIL

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Angela K. Davis, Municipal Clerk  
December 8, 2021

**TOWN OF EDISTO BEACH  
SOUTH CAROLINA  
RESOLUTION NO. 2021-R35**

**RESOLUTION COMMITTING THE TOWN OF EDISTO BEACH TO PROVIDING A LOCAL MATCH AND ALL UPFRONT EXPENSES FOR A SOUTH RECREATIONAL TRAILS PROGRAM (RTP) GRANT AND FOLLOWING ITS PROCUREMENT POLICY WHEN SECURING SERVICES AND PRODUCTS WITH GRANT FUNDS**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF EDISTO BEACH,**

here assembled on this 9<sup>th</sup> day of December 2021, that the Edisto Beach Town Council hereby commits to provide a local cash/in-kind match of \$70,775.00, which exceeds the minimum 20.0-percent local match required by the State of South Carolina, to support the Town of Edisto Beach application for a \$100,000.00 Recreational Trails Program Grant for a total project cost of \$170,775.00. This is a reimbursable grant in which the Town will pay for the entire project cost upfront and then be reimbursed the \$100,000.00. These grant and local matching funds will be used to design and construct a Trailhead Bathroom at Jungle Road Park and Trailhead Map Kiosk at Jungle Road Parking Lot. These improvements will establish an official Edisto Beach Trailhead to service the town-wide trail system and interconnected South Carolina Edisto Beach State Park Trail System.

**BE IT FURTHER RESOLVED** that the Council will follow its procurement policy adopted in accordance with SC Code of Laws Section 11-35-50 when securing all services and products purchased with funds awarded from a South Carolina Recreational Trails Program grant.

RESOLVED this 9<sup>th</sup> day of December 2021.

\_\_\_\_\_  
W. Crawford Moore, Jr.  
Mayor, Town of Edisto Beach

ATTEST:

\_\_\_\_\_  
Angela K Davis,  
Clerk to Council

## FINANCIAL INFORMATION / DETAILED BUDGET

Estimated Expenditures and Percentage of Total Project Cost	Total Funds	RTP Funds Requested	Match Funds	Source of Match Funds	Cost Justification
Personnel:					
Parking Lot Improvements	\$2,500.00		\$2,500.00	In-Kind Labor	Based on employee hourly rate and expected number of work hours
Supplies/Materials:					
Equipment					
Contractual: Bathroom Construction	\$132,500.00	\$100,000.00	\$32,500.00	Town of Edisto Beach	Based on comparable square footage pricing on projects with similar/same scope developed from the Town's Business Licensing Department and Building Official.
Site Prep	\$7,250.00		\$7,250.00	Town of Edisto Beach	
Architectural/Engineering	\$3,500.00		\$3,500.00	Town of Edisto Beach	
Acquisition:					
Other Contingency 10%	\$15,525.00		\$15,525.00	Town of Edisto Beach	
Trailhead Kiosk	\$6,000.00		\$6,000.00	Town of Edisto Beach	Based on Vendor Quote
Trailhead Kiosk Map	\$1,000.00		\$1,000.00	Town of Edisto Beach	Based on Vendor Quote
Camera System	\$2,500.00		\$2,500.00	Town of Edisto Beach	Based on Vendor Quote
Total:	\$170,775.00	\$100,000.00	\$70,775.00		
Total Project Costs	\$170,775.00	100% of Total Project Costs			
Match Funds	\$70,775.00	(At Least) 20% of Total Project Costs			
RTP Funds Requested	\$100,000.00	(Up to) 80% of Total Project Costs			

**TOWN OF EDISTO BEACH  
SOUTH CAROLINA  
RESOLUTION NO. 2021-R37**

**RESOLUTION COMMITTING THE TOWN OF EDISTO BEACH TO PROVIDING A LOCAL, NON-FEDERAL MATCH AND ALL UPFRONT EXPENSES FOR A SOUTH CAROLINA BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) GRANT AND FOLLOWING ITS PROCUREMENT POLICY WHEN SECURING SERVICES AND PRODUCTS WITH GRANT FUNDS**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF EDISTO BEACH,**

here assembled on this 9<sup>th</sup> day of December 2021, that the Edisto Beach Town Council hereby commits to provide a local cash/in-kind match of \$25,000.00, required by the State of South Carolina, to support the Town of Edisto Beach application for a \$100,000.00 Building Resilient Infrastructure and Communities (BRIC) grant for a total project cost of \$100,000.00. This is a reimbursable grant in which the Town will pay for the entire project cost upfront and then be reimbursed the \$75,000.00. These grant and local matching funds will be used to perform an interior lagoon drainage study.

**BE IT FURTHER RESOLVED** that the Council will follow its procurement policy adopted in accordance with SC Code of Laws Section 11-35-50 when securing all services and products purchased with funds awarded from a Building Resilient Infrastructure and Communities (BRIC) grant.

RESOLVED this 9<sup>th</sup> day of December 2021.

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W. Crawford Moore, Jr.  
Mayor, Town of Edisto Beach

ATTEST:

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Angela K Davis,  
Clerk to Council

VIC

TOWN OF EDISTO BEACH  
SOUTH CAROLINA  
RESOLUTION NO. 2021-R38

RESOLUTION COMMITTING THE TOWN OF EDISTO BEACH TO PROVIDING A LOCAL, NON-FEDERAL MATCH AND ALL UPFRONT EXPENSES FOR A SOUTH CAROLINA HAZARD MITIGATION ASSISTANCE GRANT AND FOLLOWING ITS PROCUREMENT POLICY WHEN SECURING SERVICES AND PRODUCTS WITH GRANT FUNDS

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF EDISTO BEACH,

here assembled on this 9<sup>th</sup> day of December 2021, that the Edisto Beach Town Council hereby commits to provide a local cash/in-kind match of \$25,000.00, required by the State of South Carolina, to support the Town of Edisto Beach application for a \$100,000.00 South Carolina Hazard Mitigation Assistance grant for a total project cost of \$100,000.00. This is a reimbursable grant in which the Town will pay for the entire project cost upfront and then be reimbursed the \$75,000.00. These grant and local matching funds will be used to perform an interior lagoon drainage study.

BE IT FURTHER RESOLVED that the Council will follow its procurement policy adopted in accordance with SC Code of Laws Section 11-35-50 when securing all services and products purchased with funds awarded from a Hazard Mitigation Assistance grant.

RESOLVED this 9<sup>th</sup> day of December 2021.

\_\_\_\_\_  
W. Crawford Moore, Jr.  
Mayor, Town of Edisto Beach

ATTEST:

\_\_\_\_\_  
Angela K Davis,  
Clerk to Council

### EMERGENCY PURCHASE FORM

DATE OF EMERGENCY: November 16, 2021

LOCATION: 100-300 Blocks Beachfront

NATURE OF EMERGENCY IN DETAIL

Scrape sand from low side of beach and push up in front of houses. 3-4 per block that are within 20 feet of scarped areas.

VENDOR CONTRACTED: Westbank Construction

ESTIMATE COST (IF KNOWN): \$7,500-\$8,500 based on \$225. Hourly rate

SIGNATURE Iris Hill

APPROVAL Iris Hill 11/17/2021

West Bank Construction

P. O. Box 478

Edisto Island S.C.

29438

westbankconstruction@gmail.com

Date	Estimate #
11/16/2021	128

Attention:
Town Of Edisto (ATTN)

		Site Location
		Edisto Beach
Description	Total	
Scrape sand from low side of beach and push up in front of houses (100 blk. through 300 blk.) 3 to 4 houses per block that's within 20 feet of scarped areas (\$7,500.00 to \$8,500.00) pending amount of sand that is replenished at low tide area Estimate based on dozer \$225.00 hourly rate		
		<b>Total</b>

Phone #	Fax #
843 509 7565	843 869 3774

**TIDE (The Image and Design of Edisto) Committee  
By-Laws**

**Adopted:  
Amended: December 8, 2021**

**Article 1  
Establishment and Purpose**

- A. There shall be an Advisory Committee known as the TIDE Committee, The Advisory Committee shall be composed of seven (7) members including the Town Council Representative. Members of the committee shall be appointed by the Town Council representative assigned to this Committee. All members must be residents of the Town and all shall serve without compensation other than the Town Administrator.
- B. The purpose of this committee shall be to make recommendations to Town Council at its regular monthly meeting. Recommendations may be made on the development, implementation and organization of beautification projects for the town, to instill pride in the citizens and businesses of the community, to improve the appearance of the grounds and roadways, to make the Town of Edisto Beach a more enjoyable place to live and visit, and in such other areas as directed by Town Council. Recommendations shall also be made as to the various town parks, and other public areas under the control of the Town, as requested. All recommendations shall be made in compliance with policies and procedures of the Town of Edisto Beach, as well as the Bylaws of the Committee. Committee members shall each represent the citizens of Edisto Beach, its civic groups and its business community.
- C. This committee's projects will be funded from funds made available to the Committee on a case by case basis with Council's approval.

**Article 2  
Term and Vacancies**

- A. The Town Council Representative shall be the member of Town Council assigned responsibility for the Committee, and shall be a voting member of the Committee as long as assigned by Council. The term limits outlined herein do not apply to the Town Council Representative.
- B. An "appointed member of the Committee" shall be a Member other than the Town Council Representative.
- C. Appointed members of the Committee must be residents of Edisto Beach.
- D. The term of office of the appointed members of the committee shall be three (3) year staggered terms, or until a successors is appointed and qualified.
- E. An appointed member may serve two consecutive full terms, if reappointed after the first full term. An appointed member is ineligible to serve more than two consecutive full three year terms without being off of the committee for one year. If no replacement for an appointed member that has served two consecutive full terms may be found, an appointed member may serve three consecutive full terms, but shall then be barred from membership for at least one full year.
- F. Vacancies occurring in the Committee shall be filled by the Town Council Representative for the unexpired term,
- G. The Town Administrator, the Building Inspector, the Water and Sewerage Supervisor, and the chairpersons of any Committee Sub-Committees shall serve as Ex-Officio members, and shall not have voting status.

**Article 3  
Officers**

- A. At the November meeting or immediately after new appointments are made, the committee shall elect the following officers. These officers shall serve for one (1) full year, and until successors are elected and qualified.
  - 1. A Chairman



2. A Vice-chairman
- B. The Vice-Chairperson shall succeed to the position of Chairperson after one year and the election of a new Vice-Chairperson,
- C. The Chairperson shall preside at all meetings of the committee, and shall have the right to vote on all matters of business transacted by the committee.
- D. The Chairperson may appoint such sub-committees as are deemed necessary by the committee.
- E. The Clerk of the Town is to assist the Chairperson with the agenda, minutes and correspondence.


**Article 4**  
**Duties of the Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson whenever for any reason those duties cannot be performed by the duly elected Chairperson.

**Article 5**  
**Administrative Duties**

Normal administrative duties shall be the function of the office of the Clerk of the Town of Edisto Beach.

**Article 6**  
**Meetings of the Committee**

- A.  The regular monthly meeting of the committee shall be held on the Wednesday of the week prior to the week of the Town Council meeting of each month at 3:00 pm. Meetings may be cancelled or rescheduled by the Chairperson of the Committee with the concurrence of a majority of the Committee members.
- B. Representatives from other organizations with similar interests, and individual citizens, may be invited as guests of the committee.
- C. Special meetings may be held whenever ordered by the Chairperson, or when requested by a majority of members of the committee, but the call of such meetings must state the object of the meeting, and no other business shall be transacted unless all members present consent hereto.
- D. All committee members shall be given timely notice of all regular meetings, as well as specially called meetings.

**Article 7**  
**Attendance**

- A. Each member of the committee shall be expected to attend at least 75% of the monthly meetings over a period of a year.
- B. If, because of work requirements, educational commitments, illness, or any other hardship, a committee member is unable to attend a regular monthly meeting, it is required that the member notifies the committee and requests an excused absence.
- C. If any member of the committee fails to meet the requirements as stated in Article 7, it shall be deemed that the member has voluntarily resigned, and a new member may be appointed in the manner described in Article 1.

**Article 8**  
**Order of Business**

1. Call to Order
2. Approval of Minutes
3. Committee Reports
4. Old Business
5. New Business
6. Adjournment
- 7.

**Article 9  
Quorum**

A majority of the members of the committee shall constitute a quorum for the transaction of official business.

**Article 10  
Sub-Committees**

Sub-Committees may be established as seen fit by the Committee. The Chair of any Sub-Committee of the TIDE Committee shall be invited to all meetings of the TIDE Committee but shall not have a vote unless already an appointed as a member of the parent Committee. A list of all Sub-Committees, and the members of same, shall be maintained by the Vice-Chairperson of the Committee and the Town Administrator.

**Article 11  
Amendments**

These By-laws may be amended by the Committee by majority vote at any regular monthly or specially called meeting. Amendments to these By-Laws will become final only after approval by the Town Council. Anything in these By-Laws inconsistent with, or in conflict with, the laws of the State of South Carolina, or the policies of the Town Council of the Town of Edisto Beach, is hereby rescinded and annulled.

**ADOPTED by the Mayor and Edisto Beach Town Council duly assembled this day of December 8, 2021.**

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**Mayor W. Crawford Moore Jr.  
Town of Edisto Beach**

**ATTEST:**

---

**Angela K. Davis, Clerk of Council**

VIG

# Town of Edisto Beach

RFP #2021-15 Beach Access Grounds Maintenance

November 30, 2021 2:00 PM

BID TABULATIONS		
BIDDER	BID AMOUNT	COMMENTS
Lowcountry Landscapers, Inc.	4,465/mo. 53,575/yr	\$3.75/hr (2-3 ppl)
Lyons Contract Service	1,345/mo 16,150/yr	18.00/person

Witnessed by: *Mark C. [Signature]*

11/30/21  
Date

Witnessed by: *Jesus [Signature]*

11/30/21  
Date

Town of Edisto Beach, 2414 Murray Street, Edisto Beach, SC 29438

**BID SHEET**

**BID NO. 2021-15**

**BID TITLE: Beach Access Grounds Maintenance**

Monthly Price: \$4465  
Annual Price: \$53,575  
Hourly Rate: \$83.75

CONTRACTOR: DEWEY F. GRIGGS, PRES  
LOWCOUNTRY LANDSCAPERS, INC.  
Authorized Representative

ADDRESS P.O. Box 1924  
HARTSVILLE, SC 29551

TELEPHONE —

CELL PHONE 843-909-8888

FAX 843-917-0497

EMAIL LCLANDSCAPERS1@GMAIL.COM

By signing this I, DEWEY F. GRIGGS certify I have performed a site visit, verified site conditions and dimensions, and am responsible for the complete work pertaining to site conditions. It is my responsibility to verify any quantities provided by the Town.

Dewey F. Griggs 11-29-2021  
Signed Date

DEWEY F. GRIGGS  
Print

BID SHEET

BID NO. 2021-15

BID TITLE: Beach Access Grounds Maintenance

Monthly Price: \$1345.83  
Annual Price: \$16,150.00  
Hourly Rate: \$18.00 PP

CONTRACTOR: LYONS CONTRACT SERVICE  
Authorized Representative

ADDRESS PO Box 421  
EDISTO BEACH, SC 29438

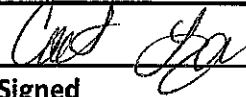
TELEPHONE 229 854 1025

CELL PHONE 229 854 1025

FAX \_\_\_\_\_

EMAIL LYONS CONTRACT SERVICE@YAHOO.COM

By signing this I, CARLTON LYONS certify I have performed a site visit, verified site conditions and dimensions, and am responsible for the complete work pertaining to site conditions. It is my responsibility to verify any quantities provided by the Town.

  
Signed

29 Nov 21  
Date

CARLTON LYONS  
Print

TOWN OF EDISTO BEACH  
 RFP 2021-15 Beach Access Grounds Maintenance  
 November 15<sup>th</sup>, 2021 2:00 p.m.

Name	Firm	email	Phone
DREW/BRIGGS	downcountrylandscapers	kelandscapers1@gmail.com	843-909-8888
Bryan Calhoun	Yellowstone	calhoun@yellowstonelandscape.com	843. 241. 2588
Mate Ball	"	mball@yellowstonelandscape.com	864. 551. 0979
Todd Knight	"	tknight@yellowstonelandscape.com	843. 412. 9993
Iris Hill	Town of Edisto	ihill@townofedistobeach.com	843 869 2505
CAROLAN LEAS	LEAS CONTRACTOR	LEAS CONTRACTOR@LEASCONTRACTOR.COM	809 854 1075
Jerome Kizer	Town of Edisto Beach	jkizer@townofedistobeach.com	
Mark Aalkhus	"	maalkhus@townofedistobeach.com	843 696 4214

# BID REGISTRATION

**You MUST register using this form in order to receive notice of any addenda to these documents. Please fax or email the completed form to the Assistant Town Administrator as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.**

Bid Number and Title: 2021-15 Beach Access Grounds Maintenance

Description: The Town of Edisto Beach will be accepting bids until 2:00 pm on November 30<sup>th</sup>, 2021 for grounds maintenance and other related services for 38 beach access points in the Town of Edisto Beach. Bids received after 2:00 pm on November 30<sup>th</sup>, 2021 will not be accepted.

Receiving Period: Prior to November 30<sup>th</sup>, 2021 at 2:00 pm. (Please note that UPS and Fed EX do not guarantee next day delivery before 2:00 pm in this zip code)

Bid Opening: November 30<sup>th</sup>, 2021, 2:00 pm.

Mandatory Site Visit: November 15<sup>th</sup>, 2021, 2:00pm. Meet at Town Hall located at 2414 Murray Street, Edisto Beach, SC 29438.

This form is for bid registration only. Please scroll down for additional information.

**BIDDER REGISTRATION  
FAX OR EMAIL THIS FORM BACK IMMEDIATELY  
FAX: (843) 869-3855  
maakhus@townofedistobeach.com**

Carefully complete this form and fax or email it to the Assistant Town Administrator. You must submit one form for each bid that you are registering for.

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

Contact Person: \_\_\_\_\_

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

City: State: Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.

**SEALED BID • DO NOT OPEN**

SEALED BID NO.: 2021-15

BID TITLE: Beach Access Grounds Maintenance

DUE DATE/TIME: November 30<sup>th</sup>, 2021 2:00 pm.

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

DELIVER TO:     Town of Edisto Beach  
                   Assistant Town Administrator  
                   2414 Murray Street  
                   Edisto Beach, South Carolina 29438





**Town of Edisto Beach  
Beach Access Grounds Maintenance  
Bid #2021-15**

The Town is seeking bids for annual grounds maintenance services for all 38 beach access points in the Town of Edisto Beach as outlined in the below scope of work. It is the responsibility of the Contractor to confirm the boundaries of the town-owned beach access points to be serviced. Property boundaries are attached as Exhibit A. Sealed bids will be received by the Town Administrator, **prior to 2:00 pm. on November 30<sup>th</sup>, 2021.** Bids will be opened at 2:00 pm, November 30<sup>th</sup>, 2021. There will a mandatory site visit on November 15<sup>th</sup>, 2021 to review all beach access points.

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

Bids may be mailed, express mailed or hand delivered to:

**Mark Aakhus  
Town of Edisto Beach  
Assistant Town Administrator  
2414 Murray Street  
Edisto Beach, South Carolina 29438  
(843) 869-2505**

## BIDDER INSTRUCTIONS AND GENERAL INFORMATION

**BIDDER INSTRUCTIONS:** To ensure acceptance of this bid, follow these instructions.

**BID DOCUMENTS MUST BE DELIVERED TO THE TOWN ADMINISTRATOR PRIOR TO 2:00 pm ON THE DATE SPECIFIED. THERE WILL BE NO EXCEPTIONS.**

1. **EXECUTION OF BID:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in black ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **BID OPENING:** It is the responsibility of the bidder to assure that their bid is delivered at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. Bids, which for any reason are not so delivered, will not be considered. **BID SUBMITTAL FORMS USING FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.**  
**NOTE: Bidders can access bid results on the Town's website. Bid files may be examined during normal working hours by appointment.**
3. **TAXES:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of this bid.
4. **MISTAKES:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
5. **INVOICING AND PAYMENT:** The successful bidder shall submit a properly certified invoice to the Town at the prices bid. **An original invoice shall be submitted to the Finance Department at 2414 Murray Street, Edisto Beach, South Carolina, 29438.** The vendor shall include the bid number on all invoices. Invoices will be processed for payment when approved by the user department.
6. **CONFLICT OF INTEREST:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the Town or any of their agencies. Furthermore, all bidders must disclose the name of any Town employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches.
7. **WARRANTY:** Unless otherwise specified, the bidder agrees that the services furnished under this bid shall be covered by the most favorable commercial warranty the bidder gives to any customer for comparable services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Town by any other provision of this bid.
8. **ADDENDUM:** Any changes in the bid shall be made in the form of a written addendum by the User Department. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet must be signed by the bidder and emailed, faxed or included in bid package.

9. **LIABILITY:** The vendor shall hold and save the Town, its officers, agents and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
10. **PATENTS AND ROYALTIES:** The bidder, without exception, shall indemnify and save harmless the Town and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process, or article manufactured and used in the performance of this bid. If the bidder uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.
11. **SEALED BIDS:** All bid submittals must be completed and submitted in a sealed parcel. **(DO NOT INCLUDE MORE THAN ONE BID SUBMITTAL PER ENVELOPE. BID SUBMITTAL SHALL INCLUDE ONE (1) ORIGINAL)** the **Original** bid submittal(s) shall be submitted on the forms provided by the Town of Edisto Beach. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.

### **GENERAL INFORMATION**

1. **DEFINITIONS:** The term "Town" means the Town of Edisto Beach, South Carolina, and its authorized designees, agents or employees.
2. **AWARD(S):** The award of this bid shall be based on the lowest, responsive bid meeting specifications and other criteria as specifically called out in this document. As the best interest of the town may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the bid form; to reject all bids or waive any minor irregularities or technicalities in bids received. The Town will not accept the bid of vendors or contractors who are delinquent in the payment of taxes, licenses, or any other money due by them to the Town. This solicitation does not commit the Town to award a vendor or to pay for any costs incurred in the preparation of the bid; or to procure or contract for any articles of goods or services. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:

The ability, capacity, equipment and skill of the bidder to fulfill the contract. Whether or not the bidder can fulfill the contract within the time specified, without delay or interference. The character, integrity, reputation, judgment, experience and efficiency of the bidder. The previous and existing compliance by the bidder with laws and ordinances relating to the contract. The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services. The quality, availability and adaptability of the suppliers or contractual services to the particular use required. The ability of the bidder to provide future maintenance and service, as required or needed. The number and scope of conditions attached to the bid. Whether the bidder has failed to fully perform prior contracts to the Town's satisfaction, or is past due, delinquent, or owes the Town any money of any type.

3. **NON-CONFORMANCE TO BID CONDITIONS:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.

4. **ASSIGNMENT:** Any contract issued pursuant to this bid and the monies which may become due herein is not assignable except with the prior written approval of the Town Administrator.
5. **DISPUTES:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department director shall be final and binding on both parties.
6. **PLACING OF ORDERS:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Department.
7. **PRECEDENCE:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.
8. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Town Administrator shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
9. **TERMINATION/SUSPENSION:** The Town Administrator reserves the right to terminate or suspend the award of this bid, in whole or in part, when it is in the best interest of the Town to do so. The Town Administrator will notify the vendor, in writing, of any such action with notice of the effective date of termination or suspension. This notice shall also specify the state of the work at the time of termination or suspension. If the User Department determines that the performance of the vendor does not comply with the bid requirements, the division may:
  - a. Immediately suspend the work; and
  - b. Notify the vendor of the non-performance with a requirement that the deficiency be corrected within ten (10) days of notification.
10. **SPECIFICATIONS:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
11. **UNAUTHORIZED ALIEN(S):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The Town shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the Town.

Employers may avail themselves of a program by the U.S. Immigration and Customs Enforcement called E-Verify. E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA). E-Verify is currently free to employers. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

If your company wishes to avail themselves of this program, you can register online for E-Verify at <https://www.vis-dhs.com/EmployerRegistration>, which provides instructions for completing the registration process. At the end of the registration process, you will be required to sign a Memorandum of Understanding (MOU) that provides the terms of agreement between you as the employer, the SSA, and DHS. An employee who has signatory authority for

the employer can sign the MOU. Employers can use their discretion in identifying the best method by which to sign up their locations for E-Verify. To find out more about E-Verify, please visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) or contact USCIS at **1-888-464-4218**.

12. **ANNUAL APPROPRIATIONS:** The vendor acknowledges that the Town, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the Town's performance and obligation to pay under this agreement is contingent upon annual appropriation.
13. The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

## **SPECIAL INFORMATION**

1. **CONTAMINATION:** The Contractor shall clean up and dispose of any leaked fluids according to all applicable laws, ordinances, rules and regulations within 24-hours of occurrence. All repairs, removal, clean-up and/or disposal shall be at no cost to the Town.
2. **INSURANCE:** The Contractor is responsible for procuring and maintaining for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. A Certificate of Insurance evidencing referenced coverages is to be submitted to the Town of Edisto Beach prior to being awarded any business. See attached Certificate of Insurance request for minimum insurance requirements.
3. **BUSINESS LICENSE:** The Contractor is responsible for procuring and maintaining for the duration of the contract a business license.
4. **SAFETY:** The Contractor is responsible for providing for the safety of all working in the area during work.
4. **INVOICE PAYMENTS**  
By signing and submitting an invoice the Contractor certifies that all work and/or materials have been completed in accordance with the Bid Documents.

## **Bid Specifications**

### **Scope of Work:**

**Biweekly (once every two weeks) from May 1<sup>st</sup> through September 30<sup>th</sup> and Monthly (once per month) from October 1<sup>st</sup> through February 28<sup>th</sup>:**

- Mow all grass within parking lot, bike parking, golf cart parking and walking/natural areas as indicated. This does not include vegetation on the sand dunes unless otherwise specified.
- Weed eat all grass within parking lot, bike parking, golf cart parking and walking/natural areas, as indicated, including in between and around all fencing and posts.
- Typically, the work area needing mowing and weed eating will start at the street (either Palmetto Boulevard, Point Street or Yacht Club Road) and will go to the beach walking path, boardwalk or walkover which is typically where the sand dune or protected area begins and is indicated by a rules sign. These areas will be more specifically identified at each location during the site visit. Specific instructions for golf cart parking only beach accesses will be provided during the site visit.
- Remove all trash, rubbish and debris within parcel boundaries including the sand dune and protected areas and the bottom of wooden trash can corals. This includes large trash items such as beach chairs, canopies, beach toys, etc.
- Blow and/or sweep all sand and debris from paved parking areas and sidewalks. Collect and remove sand/debris. Do not blow sand/debris into roadway or adjacent properties.
- Ensure sidewalks in front of each applicable beach access are edged, trimmed and free of sand and debris.
- Blow, sweep and remove all sand and other debris from beach mats, walkovers and boardwalks.
- Edge, trim and cut all vegetation back from natural walking paths, boardwalks, beach mats and walkovers to ensure a clear walking path from parking area to the beach.
- Remove all dead, dying, diseased, interfering and weak tree and bush branches and other vegetation.

### **Semi Annually (twice per year):**

- Prune all trees and bushes within parcel boundaries to ensure vehicle, golf cart and pedestrian clearance. All trees and bushes should look uniform and not overgrown. Trees and bushes should be pruned to a shape typical of the species of tree or bush being trimmed.

**As needed:** Contractor shall provide an as needed price for additional related grounds maintenance services outside the scope of this RFP on an hourly basis.

**Beach Access Parcel Boundaries:** Contractor shall be responsible for confirming and ensuring that each beach access is serviced within the perimeter of each property line. Property lines are available to view on the Colleton County GIS mapping tool and are attached to this document as Exhibit A.

**Work hours:** During the summer months (Memorial Day to Labor Day), work shall be performed early in the morning to avoid vehicular and pedestrian traffic. If contractor is unable to properly perform work due to vehicle obstructions, it is the contractor's responsibility to return within the next day to complete the work.

**Personnel and Equipment:**

Contractor shall provide all material, equipment and personnel necessary for the performance of this contract.

**Removal and Disposal:**

Any debris, grass clippings, tree and bush clippings shall be removed by the contractor and taken to the Town's convenience center for removal or taken off site out of the town limits by contractor.

**Work Crew Supervision:**

The contractor shall always have a qualified supervisor on site while working under this contract. Each supervisor shall be authorized by the contractor to accept and act upon all directives issued by the Town.

**Term:**

The Initial Term of this contract shall be for one (1) year with two (2) additional, automatically renewing, one (1) year extensions.

**Pricing:**

Monthly Beach Access Grounds Maintenance: \_\_\_\_\_

Annual Beach Access Grounds Maintenance: \_\_\_\_\_

As Needed Grounds Maintenance Hourly Rate: \_\_\_\_\_

**THE TOWN RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**



**TOWN OF EDISTO BEACH**

**CERTIFICATE OF**

**INSURANCE REQUEST**

In accordance with your agreement with the Town of Edisto Beach, a Certificate of Insurance evidencing the below referenced coverages is to be submitted to the Town of Edisto Beach prior to any services being performed.

- The Certificate of Insurance must evidence the following coverages, and/or terms and conditions (these are minimum requirements) as marked below:
- Provide a Cancellation Clause giving 30 days prior written notice in the event of cancellation, non-renewal or material change in policy.
- Name the Town of Edisto Beach as Additional Insured.
- An Insurance Company Rating Classification of A+, A or A- (Excellent) with financial assets of at least \$100 million.
- General Liability – Commercial General Liability Limit for bodily injury, personal injury and property damage \$500,000 per occurrence;
- Automobile Liability - \$500,000 combined single limit per accident for bodily injury and property damage.
- Workers' Compensation and Employers' Liability – Workers' Compensation in the State of South Carolina and Employers' Liability minimum of \$300,000 per accident. (No exceptions)
- Certificate Holder should read:

***Town of Edisto Beach, 2414 Murray Street, Edisto Beach, SC 29438***

Please email Certificate of Insurance to the attention of:

Finance Department  
[psaunders@townofedistobeach.com](mailto:psaunders@townofedistobeach.com)  
or fax to 843-869-3855

And follow with original via mail to same at:  
Town of Edisto Beach, 2414 Murray Street, Edisto Beach, SC 29438

**BID SHEET**

**BID NO. 2021-15**

**BID TITLE: Beach Access Grounds Maintenance**

Monthly Price: \_\_\_\_\_

Annual Price: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Authorized Representative

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**By signing this I, \_\_\_\_\_ certify I have performed a site visit, verified site conditions and dimensions, and am responsible for the complete work pertaining to site conditions. It is my responsibility to verify any quantities provided by the Town.**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print**

**Addendum Sheet**  
**BID NO. 2021-15**  
**BID TITLE: Beach Access Grounds Maintenance**

CONTRACTOR: \_\_\_\_\_  
Authorized Representative

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

The Bidder acknowledges receipt of the following addendum by signing and dating below.

Addendum No.	Date	Signature

V1H



FOLK LAND MANAGEMENT, INC.  
WOODLAND & WILDLIFE CONSULTANTS

3515 White Hall Road  
Green Pond, S.C. 29446  
Office: (843) 844-2290

info@folklandmanagement.com http://folklandmanagement.com

November 22, 2021

Chief Steve Miano  
Town of Edisto Beach  
2414 Murray St.  
Edisto Island, SC 29438

Electronic: smiano@townofedistobeach.com

**RE: Town of Edisto Beach Deer Spotlight Survey, 2021**

Dear Chief Miano,

Folk Land Management, Inc. conducted a deer spotlight survey in the Town of Edisto Beach on the nights of November 8 and 9, 2021. The estimated acreage we surveyed was 301.7 acres utilizing the observed visibility formula for acreage calculation. This represents approximately 21% of the Town of Edisto Beach acreage (including marsh habitat). The results of the survey are presented on page 3 of this report.

We observed a total of 191 deer during the survey period (over double of last year), with 106 deer spotted on November 8 and 85 deer on November 9. The highest observed deer density during the survey was calculated at 2.8 acres/deer on the night of November 8, considerably higher than last year. Deer were well distributed across the survey this year with segments 1-4 contributing the largest numbers of observations with segment 5 tallying fewer observations (see attached map and Table 2).

The 3 years of survey data we have available suggests that the deer herd on Edisto Beach is steadily increasing and has reached a density level where landscape and native plant damage is likely occurring. The incidences of deer vehicle altercations is likely to increase at this density level. If the Town becomes concerned about the impacts of this high level of deer density then a cull should be considered to reduce these issues.

I also recommend that the Town continue to monitor the deer herd on a routine basis through annual (or biannual) spotlight surveys. Continuing the development of a long-term population data set will enable the Town to make informed decisions about deer management.

Please feel free to contact me if you have any questions or I can be of further assistance.

Thank you for the opportunity to work with you.

Regards,

A handwritten signature in cursive script, appearing to read "Dean Harrigal".

Dean Harrigal  
Certified Wildlife Biologist

cc: Charles Ruth, SCDNR  
David Henderson

**Table 1. SURVEY DATA****Number of Deer Observed by Sex and Age**

DATE	BUCKS	DOES	FAWNS	UNIDENTIFIED	TOTAL OBSERVED	ACRES/DEER
11/13/19	4	30	4	8	46	6.6
11/14/19	5	31	5	4	45	6.7
9/28/20	8	33	16	7	64	4.7
9/30/20	10	16	0	1	27	11.1
11/8/21	25	45	23	13	106	2.8
11/9/21	20	45	11	9	85	3.5

**Table 2. Number of Deer Observed by Route Segment**

DATE	Segment I	Segment II	Segment III	Segment IV	Segment V	Total Observed
11/13/19	8	3	19	10	6	46
11/14/19	0	7	26	9	3	45
9/28/20	3	0	28	18	15	64
9/30/20	4	3	11	8	1	27
11/8/21	23	6	32	32	13	106
11/9/21	31	33	5	5	11	85

**Table 3. Population Parameters**

YEAR	AVERAGE DOES/BUCK	AVERAGE FAWNS/DOE	HERD INCREMENT	AVERAGE % UNIDENTIFIED
2019	6.7	0.14	0.12	13
2020	2.7	0.32	0.23	9
2021	2.0	0.38	0.25	12

