

**Request for Proposal**

The Pierce County Board of Commissioners is now accepting sealed proposals for RIGHT OF WAY (ROW) MOWING on all County maintained rights of way. Pierce County has no intention of purposely eliminating any company from bidding; however, there are certain specifications that must be met or exceeded. Taxes should not be reflected as Pierce County is tax exempt.

Any and all questions, clarifications, or requests shall be provided in writing to Amy Hitt, Finance Department. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit statements. However, the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submitting Proposals. The County reserves the right to respond or not respond to any questions, clarifications, or requests.

The data herein is provided without warranty or representation as to accuracy. Each Proposer is directed and encouraged to make any all examinations independently; to verify any and all examinations independently, and not to rely solely on the information stated herein, which is to be used only as a general guide.

Sealed proposals will be accepted until 10:00 AM FRIDAY, April 22, 2016, and will be opened at that time. No proposals will be accepted after the appointed time of opening. No other distribution of proposals will be made by the Proposer. All Proposal copies must be signed in ink and in longhand by an official authorized to bind the Proposer. The Pierce County Board of Board of Commissioners reserves the right to reject any or all proposals, with or without cause. All bids will be presented to the Pierce County Board of Commissioners at the Regular monthly meeting on May 3, 2016 at 6:00 PM.

Should your firm be interested in submitting a proposal, fill out a proposal in the format requested herein, submit the signed and sealed proposal marked on the outer envelope as "RIGHT OF WAY MOWING", and mail or deliver to:

Amy Hitt, County Clerk  
Pierce County Board of Commissioners  
312 Nichols Street, Suite 5  
P.O. Box 679  
Blackshear, GA 31516  
(912) 449-2022

## **I. GENERAL INTENT**

It is the intent of the County to award a contract for 3 years for ROW mowing services of approximately 160 miles of paved County roadway. The County encourages cost saving, incentives, and innovative approaches in response to this request for Proposals. The Proposer shall meet all the requirements of federal, state, and local laws, regulations, standards, permitting requirements, orders, ordinances, and any all future amendments thereto.

The ditches and backslopes to the edge of right of way must be cut a minimum of three (3) times per year in the growing season. All hand trimming that may be required around sign posts and culvert outlets or headwalls will be performed at the same interval as the area they are located (EOP to ditch, or ditch to row). Innovative approaches to controlling the height of the roadside vegetation are encouraged. Full consideration will be given to all approaches and methods. It is expected that the date of commencement for the contract will be May 1, 2016, unless otherwise determined by the County. The County shall evaluate all statements in accordance with the judgment and discretion of the Pierce County Board of Commissioners. The County affirmatively ensures that minority and disadvantaged business enterprises will be accorded full opportunity to submit Proposals to the County, and will not be discriminated against on the basis of race, color, sex, or national origin in consideration for the award of a contract.

## **II. EVALUATION AND SELECTION PROCESS**

After the Proposals have been received, they will be evaluated and ranked by the Pierce County Board of Commissioners.

The Pierce County Board of Commissioners will interview the top-ranked firm, and, at their discretion, scope of work and compensation for services will be negotiated. If an agreement cannot be reached with the top-ranked firm, negotiations will be terminated and the process repeated with successively ranked firms.

## **III. PROPOSAL FORMAT AND CONTENT**

The Proposal is intended to assess the Proposer's method of performing the scope of services required by the County for ROW mowing services.

### **A. Priority, Timings, and Method**

1. The Statement should carefully address any item that the Proposer believes will convey to the County its qualifications, expertise, and abilities. At a minimum, the following areas must be addressed in the Proposal:

- a. Specifically described staff required and proposed for the operations, maintenance of the equipment, and whether they will be full-time or part-time. Further describe all equipment required and whether it will be owned or leased. The Proposer will provide all mowing equipment and related items.
- b. Describe, in detail the components of Proposer's transition plan for an effective, efficient, and smooth transition from the County to start-up by the Proposer.
- c. Describe Proposer overall program preventive and corrective maintenance, equipment repair and maintenance, and plan for prevention of and response to emergencies.
- d. Describe how Proposer will develop appropriate safety programs and how these will be implemented.
- e. Describe Proposer's system for handling any and all complaints, problems, and inquires by the County, by other governmental agencies, and by members of the public.
- f. Describe Proposer's quality assurance/quality control program.

B. Other Information Required

In addition to the above, Proposer shall submit the following information:

1. Proposer Identification:

- a. Company name; identify if individual, partnership, or corporation; if incorporated, the state of incorporation, and parent company, if any,
- b. Location of company headquarters and each branch.
- c. Whether the company headquarters and each branch.
- d. Organizational chart.
- e. Names and phone numbers of personnel who are authorized to negotiate a contract with the County.

2. History and Experience of Proposer:

- a. Information on the history of the company.
- b. Specific experience of the company and proposed staff in providing professional operation/maintenance services for ROW mowing.

3. Management and Technical Support and Personnel:
  - a. All proposed staff by name and title, identifying Project Manager.
  - b. Where all proposed staff are currently located.
  - c. Whether the proposed staffs are or will be employed full-time.
4. Insurance and Bond Requirements
  - a. Proposer must furnish liability and property damage insurance of not less than \$1,000,000 combined single limits for bodily and/or property damage, each incident.
  - b. The owner reserves the right to require the successful bidder to provide a performance bond for the amount of the value of the contract to ensure faithful performance.
  - c. The successful bidder will be required to furnish General Liability Insurance, Workman's Compensation, Property Damage Insurance, E Verify and a copy of the business' current business license prior to commencing work to fulfill the contract. A W-9 will need to be completed to receive payment.
5. Each Proposer must answer the following question completely. Failure to answer question will result in disqualification.
  - a. Has your firm ever been terminated, replaced, or failed to complete work awarded under any operations contract? If so, name the client and describe the circumstances fully.

**SUMMARY BID SHEET  
ROW MOWING, PIERCE COUNTY**

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

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

\_\_\_\_\_

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

BID PRICE: \_\_\_\_\_ per mile

\_\_\_\_\_ per year

Please make sure that the figure on this sheet matches the other proposal documents. If the bid price does not agree on both documents the bid will be rejected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title