



Barrow County School System

Boldly Committed to Student Success

REQUEST FOR PROPOSALS

ISSUE DATE: October 02, 2019

**RFP: TREE & BRUSH REMOVAL
MNT19003**

ISSUING AGENCY: BARROW COUNTY SCHOOL SYSTEM* 179 WEST ATHENS ST * WINDER, GA 30680

Using Agency and/or Location Where Work Will Be Performed: **Multiple Schools**

PERIOD OF CONTRACT: For the duration of the project. The expectation will be for all work to be accomplished between **November 07, 2018** and **June 30, 2019**

Emailed Proposals will be received until **Wednesday October 17, 2018, 2:00 PM** via email to greg.webb@barrow.k12.ga.us to furnish the Goods/Services described herein.

******* LATE PROPOSALS WILL NOT BE ACCEPTED *******

INQUIRIES: Contractors shall have until **Friday October 12, 2018** to make any inquiries. All inquiries for information should be directed in writing to: **Mr. Greg Webb** via email at greg.webb@barrow.k12.ga.us

Mandatory Pre-Proposal Site Visit – N/A

PROPOSALS MAY:

A. EMAILED to **Greg Webb** at greg.webb@barrow.k12.ga.us

In compliance with the Request for Proposal and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name and Address of Firm:

Date: _____

By: _____

Phone Number: _____

Title: _____

Agent Authorized to Enter into Contracts

The Barrow County School System is an Equal Opportunity Owner/Employer and will not discriminate against any party submitting a proposal because of race, creed, color, religion, sex, national origin, or ADA disability status.

A. PROPOSAL PRICE

PROJECT: Annual Services for **Tree & Brush Removal MNT19003** (FY19)

OWNER: Barrow County School System

OPTION A - LUMP SUM PROPOSAL

“Not Used” this Proposal

OPTION B - COMBINATION LUMP SUM AND UNIT PRICE PROPOSAL

“Not Used” this Proposal

OPTION C - UNIT PRICE PROPOSAL

In compliance with the Proposal Documents, titled **Tree and Brush Removal MNT19003**, and all Addenda issued to date all of which are part of this Proposal, the undersigned hereby proposes to furnish all items including materials, supervision, labor, and equipment in strict accordance with, said Contract Documents, for the sum of:

Annual Services for Tree and Brush Removal *Estimated* Quantities (FY19)

Item No.	Description	Unit	Quantity	Unit Price	Total
1	Standard Work Order Mobilization	LS	4		
2	Fast-Track Work Order Mobilization	LS	2		
3	Brush Clearing	SQ FT	10,000		
4	Tree Removal (4" to 11.9")	EA	20		
5	Tree Removal (12" to 17.9")	EA	15		
6	Tree Removal (18" to 23.9")	EA	10		
7	Tree Removal (24" to 29.9")	EA	5		
8	Tree Removal (30" to 35.9")	EA	5		
9	Large Tree Removal (36" and larger)	PER INCH OF TREE DIA.	10		

TOTAL PROPOSAL PRICE

_____ (words) \$ _____

Proposer acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Proposals, and final payment for all Unit Price Proposal items will be based on actual quantities provided, determined as provided in the Contract Documents. The prices quoted shall include without exception all materials, supervision, labor, equipment, appliances, clean-up, incidental items, applicable sales, use and other taxes, insurance, building permit or fees, and the Contractor's labor, overhead, profit, mobilization and other mark-ups, and in full accordance with the Contract Documents. Include allowance for waste where appropriate. The unit prices shall be maintained throughout the Contract Time. Unit prices shall be used in determining additions or deductions from the total Contract Price in the event of changes due to unforeseen conditions in the Work.

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I. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal is to solicit proposals from qualified Contractors for labor, and equipment, for **Tree and Brush Removal** for specified Barrow County School System facilities.

II. NATURE OF PROPOSAL

Each interested Contractor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the Contractor's best offer as a supplier of **Tree and Brush Removal** for Barrow County School System.

Each proposal shall be complete, and it shall be outlined and identified by sections of this Request to facilitate evaluation and to prevent evaluators from unnecessary search/arranging materials for evaluation purposes. In the preparation of each proposal attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination purposes.

III. PROGRAM REQUIREMENTS

Tree removal shall include the removal and disposal of the entire tree, all limbs attached or unattached. All debris shall be raked free of the property and removed from the campus. All trees will be cut as close to the ground as possible. All stumps will be ground with all debris removed and affected area graded smooth.

The County and the contractor will meet on site to discuss and determine the location, size and number of trees to be removed. The contractor will prepare an estimate based off the number of trees and the contracted unit cost. Whereby, BCSS will prepare a Purchase Order for the specific identified work before any on-site work commences. Size is based on the diameter at breast height (DBH) measured at 4 ½ feet above the ground surface.

All trees and associated wood debris not mulched on site may be staged safely on the ground outside of the ditch and shall be removed from the work site within 5 business days and properly disposed of by the Contractor. Unless properly and safely barricaded, the Contractor shall not leave any tree materials which may interfere with school activities, student learning or vehicular travel. Upon completion of tree removal or other tree care work, the area shall be cleaned to a condition at least equal to that which existed when work was started. All costs associated with removal and disposal shall be included in the per-tree price Proposal. The Contractor shall be responsible to obtain all County permits required, if any, which fees shall be waived by the County. (The County shall be responsible for obtaining all permits required by the U.S. Army Corps. of Engineers.) The Contractor shall exercise extreme care when removing trees and branches. The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, sidewalks, streets, or other real or personal property. Any damage to property or structures or injuries to personnel will be the responsibility of the Contractor. Equipment shall be properly maintained and monitored at all times while in operation. All personnel shall be trained in proper safety skills and utilize appropriate personal protective equipment (PPE) at all times while performing the work. The Contractor shall comply with all safety requirements to meet OSHA, Federal, State and local industry standards. The Contractor shall ensure safe working conditions and shall erect identifiable barriers or signs to prevent unauthorized entry to work sites while work is being performed. All safety requirements will be included in the per-tree price Proposal.

Primary representation must live in the immediate North Georgia area and be available within two (2) hours in emergency situations.

The name of a secondary representative must be available and also reside in the North Georgia area. The secondary rep must be familiar with current programs and equipment.

Supplier must maintain a minimum of \$1,000,000 general liability insurance and furnish proof thereof. Supplier must also furnish proof of worker's comp and auto insurance to meet minimum requirements of the State of Georgia. A Federal Tax ID number for supplier shall be furnished.

Supplier must have a program in place to meet all federal requirements and details of the Homeland Security and facets of the Immigration and Naturalization Act, citizenship assurance as outlined in Federal Form I-9, OMB NO. 1615-0047.

IV. SCOPE OF PROGRAM

DESCRIPTION OF PROPOSAL ITEMS: (Proposal pricing to be entered on corresponding line item(s))

1. **Standard Work Order Mobilization:** Mobilization within ten (10) business days after receipt of written Purchase Order, including all equipment, materials and personnel, required to successfully complete the work as described. Lump sum per standard work order.
2. **Fast-track Work Order Mobilization:** Mobilization within three (3) business days after receipt of written work order, including all equipment, materials and personnel required to successfully complete the work as described. Lump sum per fast-track work order.
3. **Brush Clearing:** trees up to but not including 4-inch in diameter: All labor, equipment and materials necessary to clear and remove weeds, brush, bushes and small trees, complete and in place. Brush piles moved to area on site, as designated by the County. Disposal of trees by grinding, chipping and hauling chips/mulch off site. Stumps to be ground, all debris removed from site and affected area graded smooth. Unit price per 100 square feet.

Small Tree removal (Items 4-8) and disposal 4-inch diameter up to, but not including 36-inch diameter): Cut and clear each tree cut to within one (1) foot of ground surface, stumps to remain. Disposal of trees by grinding, chipping and hauling chips/mulch off site. Stumps to be ground, all debris removed from site and affected area graded smooth. Unit price for each tree.

4. 4-inch diameter up to but not including 12-inch diameter
5. 12-inch diameter up to but not including 18-inch diameter
6. 18-inch diameter up to but not including 24-inch diameter
7. 24-inch diameter up to but not including 30-inch diameter
8. 30-inch diameter up to but not including 36-inch diameter
9. **Large tree removal and disposal** (36-inch diameter and greater): Cut and clear each tree cut to within two (2) feet of ground surface, stumps to remain. Disposal of trees by grinding, chipping and hauling chips/mulch off site. Stumps to be ground, all debris removed from site and affected area graded

smooth. Unit price for tree diameter.

V. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

- A. Copies of Proposal - Each proposal shall be submitted with all information included and all forms filled out completely. Submit proposals via email with proposer's name, RFP Reference, and project name clearly indicated. Failure to comply may result in rejection of proposal.
- B. Acceptance/Rejection of Proposal
 - 1. The contract will be awarded to the qualified proposer whose offer, conforming to the conditions and requirements of this request for proposal will be **most advantageous** to Barrow County School System. The committee's evaluation of submitted criteria and other factors will be taken into consideration.
 - 2. Barrow County School System reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
 - 3. This Request for Proposal does not commit Barrow County School System to contract for any requirements for this solicitation.
 - 4. A written award or contract furnished to the successful proposer, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.
 - 5. This is a closed opening, prices will not be divulged at opening.
- C. Firm Offer - Each Contractor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one (1) year after the opening of the proposals.
- D. Unit and Total Cost – Each proposal shall include unit costs and a total cost per Estimated Quantities Matrix.
- E. Noncompliance of the Contract - Upon noncompliance of the contract by the Contractor for completeness and thoroughness in the duties as judged by the Barrow County School System, the Barrow County School System shall so inform the Contractor in writing thereof. The Barrow County School System shall notify the Contractor of noncompliance and will reserve the right to have the duties completed by other means. Noncompliance shall be cause for the Barrow County School System cancellation of this agreement. The Contractor shall be given ten (10) day notice of cancellation at no cost to Barrow County School System.

VI. EVALUATION OF PROPOSALS

- A. Committee- Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Barrow County School System. In the process of evaluation the total Contractor's proposal will be considered. Proposals will be evaluated off the following criteria:

Suitability	25%
Price	75%

Suitability includes a firm's ability to service Barrow County Schools based on proximity to Barrow County, company experience, company size, and previous experience with Barrow County Schools or Barrow County School's personnel.

- B. During the process of evaluation the Team may need additional information. This need will be communicated through Barrow County School System. Each Contractor shall be responsible to respond in written form or by appearance before the committee as requested.

VII. CONTRACT

- A. Award – It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a one-year period and a fixed price, beginning on the date of the contract, with provisions for four (4) one-year extensions. Extensions will be made based upon the recommendations of the authorized representative(s) of the Barrow County School System and the contractor. In case of extensions, the cost per month which was submitted in the Contractor's proposal may be increased or decreased. During extension this cost figure may be changed in accordance with any change in the United States Consumer Price Index over the preceding twelve

months effective 90 days prior to the termination of the contract period. Final approval for any contract or extension shall be made by the Barrow County School System.

- B. Assignment – No contract or its provisions may be assigned, sublet, or transferred without written consent of the Barrow County School System.
- C. Termination/Cancellation - Barrow County School System reserves the right to cancel the contract upon ten (10) days written notice for reasons of non-performance within the terms and conditions of this request for proposal or conditions beyond control, such as inadequate funding at no cost to Barrow County School System.
- D. Payments - Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Payment shall be made thirty (30) days after approval of the submitted invoice.
- E. Insurance - The Contractor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the Barrow County School System before the commencement of any work:

- **Standard Insurance Limits for Goods and Ancillary Services**

- Workers Compensation (WC): Statutory Limits – required in all contracts
 - Bodily injury by Accident – each employee \$100,000
 - Bodily injury by Disease – each employee \$100,000
 - Bodily injury by Disease – policy limit \$500,000
 - Commercial General Liability (CGL):
 - Each Occurrence Limit \$1,000,000
 - Personal & Advertising Injury Limit \$1,000,000
 - General Aggregate Limit \$2,000,000
 - Products/Completed Ops. Aggregate Limit \$2,000,000
 - Automobile Liability
 - Combined Single Limit \$1,000,000
 - Umbrella Liability \$2,000,000
1. Additional Insured: The vendor shall endorse “Barrow County Board of Education, its officers, employees and agents” as an additional insured under the commercial general, automobile, and umbrella policies.
 2. Barrow County School System must have a thirty (30) day notice of cancellation or change in insurance coverage and give its approval.
 3. Umbrella Policy is only required if CGL or Auto limits do not meet minimum requirements.

- F. Addenda - Any "Addenda" or Instruction to Proposers issued by Barrow County School System prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract; they shall become a part thereof.

VIII. RESPONSIBILITIES OF CONTRACTOR

- A. Safety - Contractor shall be familiar and in complete compliance with, OSHA, AHERA, EPA requirements and any local or state codes/regulations that may apply and shall immediately report any loss or time of major injuries.
- B. Workmanship - The Contractor's employees shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be performed according to the specifications covering the class or type of work.
- C. Working Hours – Normal school hours are from M –F, 7:00 AM. to 3:30 PM. For safety reasons, much of Tree Removal work will need to be after hours, school holidays and weekends. There shall be no additional charge for during these time periods.
- D. Work Conferences - The Contractor's Contract Manager will meet upon request with the Director of Maintenance or his designee.

IX. QUALIFICATIONS

1. Qualifications - Each Contractor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the Tree and Brush Removal.
2. Contractor must be licensed to do business in Barrow County, Georgia.
3. Contractor must have been in the Tree and Brush Removal business for a minimum of five (5) years.
4. Contractor must register and participate in the federal work authorization program to verify information for all new employees.
5. Proposers may be required to furnish evidence in writing that they maintain permanent places of business, have adequate equipment, finances, and personnel to furnish the service offered satisfactorily and expeditiously.
6. Please include the following information
 - a. Current Financial Information
 - b. List of Current and similar projects
 - c. Explanation of methods to be used in fulfilling this contract
 - d. Statement of current workload and/or capacity

E-VERIFY AFFIDAVIT

Georgia Security and Immigration compliance Act: e-Verify and SAVE Program Overview [OCGA § 13-10-91]

Pursuant to the "Georgia Security and Immigration Compliance Act," Barrow County School Barrow County School System is required to have all of its Contractors register and participate in the federal work authorization program to verify information of all new employees. Contractors or subcontractors cannot enter a contract with the School Barrow County School System for the physical performance of services unless the Contractors or subcontractors register and participate in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91. Each Contractor is urged to complete the attached Affidavit.

Affirmative language will be included in contracts for the performance of services regarding the above requirement. The School Barrow County School System will require an affidavit from a Contractor showing its compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. The contract shall include language referencing this obligation and providing that failure to supply an affidavit evidencing such compliance (or to continue to meet the statutory obligation during the life of the contract) shall constitute a material breach of the contract.

To register for the E-Verify Program, visit www.uscis.gov. Your Proposal will not be accepted without this e-verify number.

AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Barrow County School System, Winder, Georgia, has registered and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 CIRCA), in accordance with the deadlines established in the referenced statute.

The undersigned further agrees that, should it employ or contract with any sub-contractor(s) in connection with the physical performance of services pursuant to this contract with Barrow County School System, Contractor will secure from such sub-contractor(s) similar verification of compliance with OCGA 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Barrow County School System at the time sub-contractor(s) is retained to perform such services.

****The applicable federal work authorization program as of the effective date of the statute is the E-Verify program of the Systematic Alien Verification for Entitlements (SAVE) Program office of U.S. Citizenship and Immigration Service (USCIS). To register for the E-Verify Program visit www.uscis.gov***

Your Proposal will not be accepted without this e-verify number.

**BY: Authorized Officer or Agent
(Contractor Name)**

Date

Contractor's Printed Name

Contractor's E-Verify #

**SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE**

DATE OF _____, 20 _____

Notary Public

My Commission Expires: