

**REQUEST FOR PROPOSAL  
CARROLL COUNTY BOARD OF COMMISSIONERS**

**SCOPE OF SERVICES  
HAY CUTTING AND BALING SERVICES  
(Solicitation No 09-A042)**

“County” in all instances refers to Carroll County Government

**1. Intent**

The Carroll County Board of Commissioners is soliciting proposals from qualified vendors and sole proprietors for an Annual Contract for Hay Cutting and Baling services at designated properties owned by the Carroll County Government. Vendors and sole proprietors are required to furnish all equipment and manpower to perform this service. Bales are to be left on the fields for County use. The minimum qualifications for hay cutting and baling services and the scope of work are described on the following pages.

**2. Qualifications**

The County desires to retain a vendor or sole proprietor with prior experience in cutting and baling hay. This successful bidder shall be required to submit such evidence of qualifications as deemed necessary. The County shall consider any evidence available to its financial, technical and other qualifications and abilities of the bidder. Bidders shall be required to show that they have had experience in work of the same nature and supply the County with a list of references, who may be contacted, concerning the results of similar work performed by the bidder. The County shall have the right for final decisions in regard to bidder qualifications.

**3. Submittal Requirements/Format**

Proposals should be simple and economical, providing straight-forward, concise description of the bidder’s ability to meet the requirements of this RFP. All services to be performed shall be carried out by competent, qualified and experienced personnel. Qualified submittals shall include the following:

Three (3) copies of the sealed proposal/qualifications must be delivered to:

Carroll County Board of Commissioners  
Purchasing Department, Room 410  
423 College Street  
Carrollton, GA 30117  
Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **1:00 PM ET on Tuesday, May 26, 2009**. Each response should be marked on the outside of the envelope with

**“Sealed Proposal – HAY BALING SERVICES (Solicitation No 09-A042, May 26, 2009”.**

Format: The proposal shall be on 8 ½ x 11 inch paper and organized in sections following the order specified under contents.

Contents: Proposal shall contain the following information:

- A letter of transmittal signed by an individual authorized to bind the proposing entity.
- A Table of Contents listing the material by section and by page number.
- A listing of Georgia Clients (preferably County and City governments) where the bidder has completed HAY CUTTING AND BALING services similar in size and scope to this RFP. Bidders shall provide the names, address and phone numbers of the client.
- Provide a conceptual plan of services that you believe are appropriate for the County. Indicate how the resources of your firm (e.g. number and type of personnel) will be allocated for this service. Indicate the number of times, per year, these properties will need to be cut and baled.
- Complete Summary Sheet, Exhibit A.
- Complete the acknowledgement of compliance for insurance requirements and attach a copy of a valid insurance certificate for the firm’s general liability, automobile insurance, and proof of adequate worker’s compensation coverage for employees. Exhibit “B”.
- Degree of work, if any, that is to be subcontracted.
- Complete the Certificate of Qualifications. Exhibit “C”.
- Provide the pricing proposal.

**4. Pre-Bid Conference**

There will be a Pre-Bid Conference on Tuesday, May 19 at 1:00 PM at the Public Works Department. The address for this facility is 502 Old Newnan Road, Carrollton, GA 30117. The County will transport attendees to the various properties requiring this service. All potential bidders are encouraged to attend.

**5. County Point of Contact**

Policy and procedural questions should be directed to: Russ Benedict at (770) 830-5868 or email: rbenedict@carrollcountyga.com

## **6. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals**

- Does the bidder demonstrate an understanding of the County's needs?
- Does the bidder possess the ability, capacity, skill, and financial resources to provide the requested services?
- Can the bidder take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?
- Has the bidder performed satisfactorily on other jobs of similar size and scope; has it otherwise demonstrated its capacity to perform the service the County seeks to establish through this RFP?
- Does the bidder have all necessary licenses and permits to perform stated work?
- Is the proposed fee appropriate for the services provided?

## **7. Scope of Services**

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made a part of the Agreement.

Services shall include, but not be limited to, the following:

- The vendor or sole proprietor shall be responsible for providing all equipment for cutting and baling hay from designated properties. The County will have no involvement with providing equipment or staff to complete these services.
- The vendor or sole proprietor will be responsible for all labor/manpower costs for these services. Bales are to be left in the field for the County's use.
- All bales will be large square bales weighing approximately 60 – 70 pounds. Bales will be bound with two (2) strings made from standard hemp.
- The vendor or sole proprietor will submit a proposed schedule for annual cutting and baling for the properties involved.

- Vendor will be responsible for obtaining all necessary licenses and permits, if needed or required by law.

## **8. Terms**

The Term of the Agreement will be for one (1) year. The County shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than two (2) additional one-year terms.

## **9. Insurance Requirement**

Successful bidders shall procure and maintain insurance for the duration of the contract 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 vendor or proprietor, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the vendor or proprietor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, the vendor or proprietor agrees to amend, supplement or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-form property damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.
- (b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.
- (c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100, 000.00 per accident.

A "Certificate of Liability Insurance" showing Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

## **10. Safety Measures**

The vendor or proprietor shall take all necessary precautions for the safety of employees on the site and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

### **11. Pricing**

The vendor or proprietor will submit a pricing structure based on a per bale price.

The vendor or proprietor will be required to enter into a formal agreement with Carroll County.

### **12. Payment**

The successful bidder will forward an original invoice within ten (10) days of the completion of each cutting and baling.

Invoices will be sent to:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30117

Attn: Russ Benedict

### **13. Knowledge of Conditions**

At the time of the opening of the proposals, each proposer will be presumed to have inspected the properties and to have read or have been made thoroughly familiar with the specifications regarding hay cutting and baling services. Further, the vendor or sole proprietor, has had the opportunity to ask questions regarding any aspect of services that is related to this proposal. No consideration will be granted for any alleged misunderstanding of the services to be furnished, it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

### **14. Right of Rejection**

The Carroll County Board of Commissioners reserves the right to reject any and all proposals, waive formalities, negotiate with the most responsible bidder, and select the proposal determined in their judgment to be most advantageous to Carroll County Government, taking into consideration the evaluation factors set forth in the Request for Proposal.

The County reserves the right to accept the proposal of an bidder other than that of the lowest bidder.

R. Benedict  
Purchasing Manager

CARROLL COUNTY BOARD OF COMMISSIONERS

SUMMARY SHEET

Vendor or Proprietor Name: \_\_\_\_\_

Ownership: \_\_\_\_\_

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

\_\_\_\_\_

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

Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Management Contact (person responsible for direct contact with Carroll County and services required for this Request for Proposal):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Project Manager (Person responsible for day-to-day servicing of the account):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Types of services provided by : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE  
REQUIREMENTS FOR HAY CUTTING AND BALING SERVICES  
REQUEST FOR PROPOSALS**

Vendor or proprietor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Proposals for Hay Cutting and Baling Services, and accepts all conditions and requirements as contained therein.

Vendor or Proprietor: \_\_\_\_\_  
Name (Please Print)

By: \_\_\_\_\_  
Authorized Signature

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

**This executed form must be submitted with proposal.**

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CERTIFICATION OF QUALIFICATIONS**

- 1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Services to the County in accordance with the Request for Proposal (RFP), dated May 12, 2009, and to be bound by the terms and conditions of the RFP.
- 2. This vendor or proprietor has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
- 3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
- 4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated May 12, 2009.
- 5. The proposal shall be valid for 60 days from May 26, 2009.

Vendor or Proprietor: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

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