

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

**SCOPE OF SERVICES
LIQUID CALCIUM CHLORIDE ROAD TREATMENT
(Solicitation No 09-A044)**

“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 Liquid Calcium Chloride Road Treatment for dust control on various unpaved roads maintained by Carroll County Government. Vendors and sole proprietors are required to furnish all equipment, manpower and material to perform this service. This will entail the application of liquid calcium chloride on approximately seventeen (17) miles of roadway. Vendors should be available to start application early in the month of July 2009. Schedule of application will be coordinated between the successful bidder and the County. The minimum qualifications for 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 application of liquid calcium chloride as a road treatment for dust control. 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 **3:00 PM ET on Friday, June 26, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – LIQUID CALCIUM CHLORIDE ROAD TREATMENT (Solicitation No 09-A044, June 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 LIQUID CALCIUM CHLORIDE TREATMENT ROAD TREATMENT 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.
- 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 Friday June 12, 2009 at 1:00 PM in the Purchasing Office. The address is 423 College Street, Room 410, Carrollton, GA 30117. 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@carrollcountygga.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 qualifications, 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 application of liquid calcium chloride to designated unpaved roads in the County. The County will have no involvement with providing equipment, staff or supervision to complete these services.
- The vendor or sole proprietor will be responsible for all labor/manpower costs for these services.
- Liquid calcium chloride shall be transported, handled and applied in accordance with all applicable rules and regulations.
- Vendor will be responsible for obtaining all necessary licenses and permits, if needed or required by law.

- Liquid calcium chloride shall be at a 38% concentration delivered at a rate of approximately .30 gallons per square yard.
- Liquid Calcium Chloride shall be applied to the following roads:

<u>Road Name</u>	<u>Approximate Length</u>
Doe Drive	0.20 miles
Chalkley Drive	0.25 miles
Old Jones Road	1.51 miles
Ephesus Church Road	1.94 miles
Hamp Chappell Road	0.50 miles
Whooping Creek Road	1.00 miles
Star Point Road	2.26 miles
Legion Lake Circle	0.46 miles
Legion Lake Drive	0.25 miles
Piney Grove Road	0.94 miles
Herrell Road	0.50 miles
Old Four Notch Road	1.17 miles
Grice Road	0.93 miles
Williamson Road	1.23 miles
Little New York Trail	2.19 miles
Kite Road	0.68 miles
West Villa Road	0.42 miles
Old Four Notch at end of Horsley Mill Rd	0.20 miles
New Chapel Road	0.77 miles
Chalkley Road	0.20 miles
Consolation Church Road	1.00 miles

8. Terms

The Term of the Agreement will be for the duration of the project. Bidder should be prepared to start work early in July.

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-from 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 gallon price.

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

12. Payment

The successful bidder will forward an original invoice within ten (10) days of the completion of the project.

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 read or have been made thoroughly familiar with the specifications regarding the 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 a 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 LIQUID CALCIUM CHORIDE ROAD
TREATMENT 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 Liquid Calcium Chloride Road Treatment 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 June 3, 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 June 3, 2009.
5. The proposal shall be valid for 60 days from June 26, 2009.

Vendor or Proprietor: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____