Request for Proposals

For

Grinding Vegetative Debris on Ocracoke Island

Issued by:

Hyde County Solid Waste Department

Due Date:

May 31, 2013

Point of Contact:

Clint Berry

Office (252-)926-4468

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cberry@hydecountync.gov

Mailing Address:

PO Box 66

Swan Quarter, NC 27885

Section 1. Scope of Services

Hyde County Solid Waste Department is issuing this Request for Proposals (RFP) to obtain qualified individuals for the grinding of vegetative debris on Ocracoke Island. This service will be provided at the residence or place of business, one day per week by appointment. The chipping equipment that will be required should have the ability to grind debris up to 9 inches in diameter. The debris will be chipped at the residence or place of business, blown into a dump truck and then dumped at a designated location for public use.

Section 2. Insurance Requirements

During the period of the contract the contractor shall maintain in force proper insurance including liability for property damage, personal injury and vehicle liability, A Certification of Insurance should be sent to Utilities Director, PO Box 66, Swan Quarter, NC 27885 prior to commencement of any work. Minimum of $250,000 general AGG, PRDCMP/OP AGG Personal and Advertising Injury, each occurrence $50,000, and $5,000 Medical Expense.

Section 3. Submission Deadline

All proposals shall be clearly marked “RFP FOR GRINDING DEBRIS ON OCRACOKE” along with the name and address of the Proposer. If the proposal is sent through the mail or by other delivery system, the sealed envelope shall be enclosed in a separate mail envelope marked “PROPOSAL DOCUMENT ENCLOSED” on the face. Late submittals will not be accepted. The County reserves the right to reject any and all proposals received. All proposals are due by 3:00 pm May 31, 2013.

Mailing Address: PO Box 188 Swan Quarter, NC 27885

Physical Address: 30 Oyster Creek Rd. Swan Quarter, NC 27885

Section 4. Proposal

This proposal **MUST** be completed, signed and submitted with any proposal. The proposal may contain additional pages of material outlining details of the proposal.

Name of individual or Company:_____

Proposal for grinding vegetative debris on Ocracoke Island for a Lump Sum Amount of $_____ per year.

Sample Contract

Hyde County Government
Debris Grinding Ocracoke Contract

_____ hereinafter designated as **The Contractor** hereby enters into this agreement with the Hyde County Board of Commissioners, hereinafter designated **The Board** pursuant to the following terms and conditions.

The contractor agrees to the following scope of work:

a. Contractor will perform the grinding at the residence or place of business by appointment.
b. Contractor will perform the grinding service on the same day of the week unless the day falls on a holiday then another day of that same week will be designated.
c. Contractor shall furnish his own equipment and be responsible for maintenance of it.
d. Contractor shall grind debris up to 9 inches in diameter.
e. Contractor shall be responsible for any repairs due to the operation of his/her equipment.
f. Contractor will dump grinded material at a designated location for public use.
g. Contractor is to furnish all materials required in the performance of this contract.

Period of Performance

a. The performance period of this contract will be from July 1, 2013 continuing for twelve months. This contract shall be renewed on an annual basis on the anniversary date not to exceed three (3) years, subject to the availability of funds.

Invoicing and Payments

a. Payments will be made in monthly installments per year. Invoices should be submitted once per month, indicating dates and locations grinding occurred and monthly charge of contract price to the Solid Waste Supervisor, Hyde County, PO

Box 66, Swan Quarter, NC 27885. Approved invoices will be paid within thirty days of the invoice date.

Other Terms and Conditions

a. Hyde County will have the option of canceling the contract, in the event of unacceptable work performance.
b. During the period of the contract the contractor shall maintain in force proper insurance including liability for property damage, personal injury and vehicle liability, A Certification of Insurance should be sent to Utilities Director, PO Box 66, Swan Quarter, NC 27885 prior to commencement of any work. Minimum of $250,000 general AGG, PRDCMP/OP AGG Personal and Advertising Injury, each occurrence $50,000, and $5,000 Medical Expense.
c. The contractor shall maintain in force during the period of the contract, proper insurance for workman's compensation; if applicable. A copy of this insurance policy should be sent to the Utilities Director, Hyde County, PO Box 66, Swan Quarter NC 27885 prior to commencement of any work.
d. The contractor shall maintain in compliance with all NCDENR Division of Waste Management rules and regulations.
e. Prior approval is required by The Public Works Director with regard to any work not specified in the contract by the contractor.
f. The contractor agrees to hold the Hyde County Board of Commissioners harmless in relation to this contract for any conflicting concurrent contractual obligations and for any personal liability related to performance, for any unemployment claim(s), for any retirement or other benefits, or for any federal/state income tax due.
g. This contract contains the entire agreement between parties and may be amended only in writing and signed by both parties. If any portion of this contract is decreed illegal due to a conflict with state or federal law, the remainder of the contract will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers.

(Seal)

Attest or Witness **Owner:**

Name of Company: Hyde County

_____ **BY: _____**

(TITLE)

TITLE: _____

(Seal)

Attest or Witness **Contractor:**

_____ **BY: _____**

(TITLE)

TITLE: _____

CERTIFICATE OF FINANCE OFFICER

This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act.

_____

Finance Officer

_____

Date