

NOTICE TO BIDDERS

BID NO. SC-1608

In accordance with Title 14-22-101 of the Arkansas Code, notice is hereby given that the Sebastian County Judge will receive sealed proposals at the Purchasing Department, 35 South 6th Street, Room 106, Fort Smith, Arkansas 72901, until 2:00 p.m. on the 15th day of April, 2016 at which time proposals will be publicly opened and read at the Purchasing Department. Proposals will be taken on Roadside Vegetation Management. Additional details and specifications may be obtained from the Sebastian County Purchasing Department (479-784-1502), or by visiting the County Web Site at www.sebastiancountyar.gov. Proposals must in all matters comply with the laws of the State of Arkansas. Small businesses, as well as minority or women's businesses, are encouraged to participate in this process. The County Judge reserves the right to reject any or all proposals, waive any formalities or to accept any proposal deemed most advantageous to the County.

Charity Gregory
Purchasing/Facilities Administrator
Sebastian County, Arkansas

FOR THE TIMES RECORD:

Legal notice. Publish on April 3rd and 10th, 2016

RETURN PROOF WITH STATEMENT NO LATER THAN April 31, 2016

TO:

David Hudson, County Judge
Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

SEBASTIAN COUNTY JUDGE

Purchasing Department

35 South 6th Street

Fort Smith, Arkansas 72901

(479) 784-1502 Fax (479) 784-1550

April 3, 2016

NOTICE TO: Qualified Bidders

SUBJECT: Request for Proposal, Bid Number SC – 1608

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details regarding the products and/or services required by the County, and instructions for participating in the bid process, are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit a proposal must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a proposal, please be sure that the requirements of the RFP are completed since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed, in writing, to the Purchasing Department via email at purchasing@co.sebastian.ar.us or fax at (479) 784-1550.

Charity Gregory
Purchasing/Facilities Administrator
Sebastian County

Attach: RFP

REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET

SECTION I

BID NUMBER: SC-1608

TITLE: **Roadside Vegetation Management**

OPENING: DATE: April 15, 2016
TIME: 2:00 p.m.
PLACE: Sebastian County Courthouse
35 South 6th Street, Room 106
Fort Smith, Arkansas

MAIL SEALED PROPOSALS TO: Sebastian County Purchasing Dept.
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

ON OUTSIDE OF PROPOSAL SHOW: (1) Return address
(2) Bid opening date
(3) Bid number & title

BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:

NAME OF BIDDER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX Number: _____ Email: _____

INSTRUCTIONS:

1. Unit prices and extensions are required on proposal form.
2. Return **three** copies of Section I (Cover Sheet) and Section II Proposal), and any other documents required by the specifications.
3. Proposals must be signed to be accepted.
4. Any trade discounts should be deducted and net prices shown.
5. Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposals.
6. Bidding procedures will be in compliance with Arkansas Laws.
7. **QUOTE:** F.O.B. destination.
8. **TERMS:** Net 30 days.

PROPOSAL FORM

BID NO. SC-1608

SECTION II

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the Sebastian County Judge shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

ROADSIDE VEGETATION MANAGEMENT

Description:	Price per centerline mile:
Cost to treat entire right of way per centerline mile (turf)	\$ _____
Written Amount : \$ _____	
Cost to treat encroaching brush per centerline mile	\$ _____
Written Amount : \$ _____	

Amounts shall be in both written form and figures. In case of a discrepancy between the written amount and the figures, the written amount will govern.

Contractor's License No. _____

Exceptions to specifications: NO _____ YES _____ (Attach itemized list)

From: _____ Signature: _____

Date: _____ Title: _____

GENERAL CONDITIONS

BID NO. SC-1608

SECTION III

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **No bid may be withdrawn, modified, corrected or otherwise changed after the time set for opening the bids.**
2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.
3. Prices quoted will be considered net prices unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 60 days unless otherwise stated in the specifications.
4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.
5. Bid bonds are not required, unless specifically required by law or specified in the bid invitation.
6. **Bids must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder who is submitting the bid or proposal.
7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. An exemption certificate will be furnished where required.
8. State and Local Sales Taxes shall be stated as a separate item and shall not be included in the bid price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the bid price. The County is Sales Tax Exempt on motor vehicle purchases.
9. **Bids will be evaluated based upon compliance with the specifications, bid price, applicability and suitability of the product/services being offered, product and vendor reliability, warranty, delivery time, and such other factors deemed appropriate to assure the County receives a quality product most advantageous to the County.**
10. Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.
11. All questions or requests for clarification shall be submitted in writing via email at purchasing@co.sebastian.ar.us or fax at (479) 784-1550.
12. The County reserves the right to accept part or all of any specific bid or bids, and to accept any bid or bids with or without trade-in whichever is most advantageous to the County.
13. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.
14. Attention of bidders is particularly called to the conditions of employment to be observed. Bidders are advised that Arkansas State Department of Labor Prevailing Wage Rates **may** apply to this project should the base bid for all labor and materials reach the \$75,000 amount specified by State Law.

SPECIFICATIONS

BID No. SC-1608

SECTION IV

Roadside Vegetation Management Specifications

- 1.0 Scope of Work
- 2.0 Areas to be Treated
- 3.0 Timing of Herbicide Application
- 4.0 Herbicide Application
- 5.0 Regulations
- 6.0 Safety

1.0 SCOPE OF WORK

- 1.1 The application of selective herbicides on roadsides to control and/or inhibit seed head formation of native grasses and control weeds will be overseen by a licensed applicator with no less than 5 years' experience in the vegetation management field.
- 1.2 The right-of-way shall be sprayed to control unwanted vegetation and suppress growth of desirable vegetation.

2.0 AREAS TO BE TREATED

- 2.1 All roads selected will be treated the full width of the right of way.

3.0 TIMING OF HERBICIDE APPLICATIONS

- 3.1 Three (3) applications will be performed as deemed necessary. Contractor is to be responsible for the exact timing in order to keep grass at an acceptable level. The first treatment was completed in March, the second treatment will be in May, and a third treatment in August. This proposal is for the second and third treatment only.

4.0 HERBICIDE SELECTION

(For all herbicide applications, a sufficient surfactant and drift control agent must be applied per acre.)

- 4.1 Round 1 – Opensight at 3.3 oz/A plus Oust at 0.5 oz/A plus Accord at 6 oz/A
- 4.2 Round 2 – Outrider at 1.33 oz/A plus Garlon 3 at 16 oz/A plus Accord at 6 oz/A
- 4.3 Round 3 – Oust Extra at 1.0 oz/A plus Garlon 3 at 16 oz/A plus Accord at 6 oz/A

**Contractor must use the prescribed mix.*

5.0 REGULATIONS

- 5.1 Contractor must maintain at least \$1,000,000 liability insurance, along with workers compensation and present certificate of insurance, with bid. A performance bond will be required for the total amount of the contract awarded.
- 5.2 Contractor must have demonstrated competency with other known Arkansas counties within the past 12 months.
- 5.3 Contractor must provide a minimum of 10 references from the state of Arkansas. References from outside the state will not qualify. In addition, references will be checked before awarding the bid.
- 5.4 Contractor must comply with OSHA, EPA, and Arkansas Department of Agriculture regulations along with the Department of Public Safety and motor vehicle standards and regulations.
- 5.5 Contractor must have had a commercial pesticides license for at least one (1) year and must submit a copy of this license with the RFP.
- 5.6 Herbicide manager must have at least ten (10) years of experience applying herbicides and be currently licensed in the category of Right of Way Pest Management. Copies of current licenses and a resume must be submitted with the RFP.
- 5.7 Herbicide manager must provide herbicide label and Material Safety Data Sheets (MSDS).

- 5.8 Herbicide applicator must maintain a daily log sheet of acres sprayed, herbicide rate, roads sprayed, and water usage. All information must be submitted to the County with the invoice at completion. A blank daily log must be submitted with RFP.
- 5.9 Herbicide applicator must have at least one year experience in roadside spraying, a current herbicide applicators license for the State of Arkansas and submit companies of license and the number of years' experience with the RFP.

6.0 SAFETY

- 6.1 Contractor shall keep at least two (2) strobe/amber lights and/or flashing arrow boards in operation while vehicle is spraying.
- 6.2 Contractor shall have a chemical spill plan and the spray truck shall have a spill clean-up kit on board.
- 6.3 If wind is greater than seven (7) mph and/or rain is imminent, spraying must cease until weather conditions are more favorable.
- 6.4 Contractor is fully responsible for chemical storage, handling, and container disposal.
- 6.5 Contractor is fully responsible and liable for any damage as a result of off-site drift.