



January 25, 2010

**MANDATORY PRE-BID MEETING**                      **February 08, 2010**

**Compost Center Grinding Project**

**Time:**

We are pleased to invite your company to a mandatory pre-bid meeting on February 08<sup>th</sup>, 2010 @ 10:00 A.M.

**LOCATION:**

The City Compost Center located @ 650 Friedheim Road, Rock Hill, SC 29730.

**MEETING FORMAT:**

Attached is a complete bid package outlining the complete scope of work to be performed along with minimum requirements of your company. After review of the bid document we will visit the site and explain the work that is to be performed.

If you have any questions please contact Marty Burr, Performance Manager @ (803) 329-5551 or, e-mail: mburr@cityrockhill.com

# **CITY OF ROCK HILL, SOUTH CAROLINA**

## **REQUEST FOR PROPOSAL**

### **COMPOST GRINDING PROJECT**

**February 10, 2010 @ 10:00 AM**

The City of Rock Hill, South Carolina is seeking competitive bids from qualified firms to provide the City with grinding of a determined pile of yard waste.

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

#### **BACKGROUND**

The City's Public Works Department is responsible for managing and operating our Compost Center along with their activities.

#### **BID REQUEST**

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 10:00 A.M. local time on February 10, 2010, at which time they will be publicly opened and read aloud. All companies submitting bids are welcome to attend, but attendance is not mandatory. Details of the award can be obtained by visiting our web-site at: [www.cityofrockhill.com](http://www.cityofrockhill.com) or calling the Purchasing Office at (803) 329-7072, after February 10, 2010.

The bid opening will begin promptly at the appointed time in the Conference Room, located at the City Operations Center, 349 Columbia Avenue, Rock Hill, South Carolina. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.

Bids may be mailed to City of Rock Hill, Attn: Marty Burr, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to Marty Burr, Purchasing Office, 349 Columbia Avenue, prior to the appointed time of the bid opening.

All bids must be in a sealed envelope and marked **“SEALED BID; Public Works Compost Center Grinding Project, Open February 10, 2010 @ 10:00 AM”**.

All bids must be approved by the Rock Hill Public Works staff, along with City Management.

Should the bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

Questions regarding Insurance requirements should be directed to Dot Archie, Risk Manager @ (803) 329-7025. Inquires, re: terms and conditions, etc. should be directed to Marty Burr @ (803) 329-5551.

### **City Contact**

If you have any questions regarding this RFP or scope of service, contact David Young, Sanitation Supervisor @ (803) 329-7098.

## **Qualified Contractor**

A qualified contractor is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within this RFP. Grinding companies must have a minimum of (3) three years experience in the commercial compost grinding field.

## **Contract Term**

The initial contract shall be for a period of two (2) months beginning with the date of contract. All work is to be completed within this time. All work must be scheduled with Staff.

## **WMBE STATEMENT**

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**City Business License:** The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact Elizabeth Hurrell at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Successful bidder must comply with the insurance provisions as detailed herein. For bids under \$5,000 an Insurance Certificate on the ACORD form is acceptable.

**Indemnification:** Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

**Illegal Immigration Reform Act Compliance:** "The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled "Unauthorized Aliens and Public Employment" and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors."

## **BID SHEET**

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the sum of:

1. Grind/Mulch entire pile of debris as outlined in the pre-bid meeting.  
\$ \_\_\_\_\_
  
2. Grind/Mulch entire pile of debris as above but contractor keeps and hauls off all ground material.  
\$ \_\_\_\_\_

Please include **three** copies of this sheet in your bid.

Company Name: \_\_\_\_\_

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

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

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

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

E-mail: \_\_\_\_\_



## **S.C. CODE OF LAWS**

The state of S.C. Code of Laws Section 12-9-310 (A) requires that any entity within the state having a contract with a nonresident taxpayer conducting business or performing services of a temporary nature within this State, with such contract amounts exceeding the payment of ten thousand dollars (\$10,000.00) during any one (1) calendar year, must withhold two (2) percent of each payment to these nonresidents.

This does not apply to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of the State to determine its SC tax liability, if any. Such registration is not an admission of tax liability nor must it be construed to require the filing of an income tax return.

If the entity having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, then the entity is not responsible for withholding.

Business tax application is included herein. The successful bidder, if a nonresident, must fill in front side and section "C" on reverse side. Nonresident successful bidder must also submit form I-312 (enclosed). Failure to complete these two forms by nonresident will require the City to withhold 2% of all requested payments.



## **No Idling Policy**

1. All City vehicles and or equipment must be turned off when not being used for emergency purposes that require the vehicle/equipment to run or maintain power for attached equipment, or when the vehicle/equipment must remain running to operate hydraulic lifts, generators, etc.
2. Running vehicles or equipment should not be left unattended.
3. Vehicles/equipment should not be started longer than necessary to clear ice from windows.
4. The City will facilitate an ozone email warning system, in conjunction with the state of South Carolina, by providing the email addresses of the appropriate persons in each department to receive such warnings as they are made. These persons will then act as an agent to post ozone warnings each day to alert City employees of the particular need to not run vehicles unnecessarily; a standard warning symbol should be posted in prominent locations throughout City facilities.