

REQUEST FOR PROPOSALS
MULCHING/CHIPPING OPERATIONS



CITY OF ROCK HILL
ROCK HILL, SOUTH CAROLINA
MARCH 19, 2010 @ 11:00 a.m.

Purpose:

The City of Rock Hill (City) is seeking proposals from Chipping/Mulching contractor firm (firms) to provide the City of Rock Hill with options for the Chipping/Mulching of its yard waste. Yard waste defined as; Trees, leaves, branches, grass and other yard debris. We are looking for ideas that would reduce our staffing associated with the day to day operations of Grinding & Mulching. The City currently collects these items Monday – Thursday from our residents. Our estimated annual volume is 25,000 yards. Of that, we use an average of 700 yards of mulch in our city parks and other properties.

Overview: The City of Rock Hill provides our citizens with the removal of yard waste on a weekly basis. Our current yard hours of operation are Monday – Thursday from 7:00 a.m. – 4:00 p.m. year round and staffed by two employees. We are open to review any options and proposals you may have. If you have more than one option, include that as an additional proposal.

Purpose: We currently staff, maintain and operate our Chipping/Mulching Center located at 650 Friedheim Road in Rock Hill and are looking at options to become more efficient. Only firms with Chipping /Mulching experience and equipment need respond. All proposals are due on or before March 19th, 2010 @ 11:00 a.m. local time. Late proposals will not be accepted.

All proposals need to be hand delivered to the Purchasing Office located @ 349 Columbia Ave Rock Hill, SC 29730 or mailed PO BOX 11706 Rock Hill, SC 29731 Attn: Marty Burr on or before 3/19/2010 @ 11:00 a.m.

Minimum Qualifications:

The selected consultant/firm must have demonstrated successful experience with grinding procedures, along with federal, state and local laws and authorities. The contractor should have a minimum of three years prior experience and preferably should have experience working with Cities.

Cover Letter

The response should contain a cover letter and introduction, including: the company name and address, email address and the name and telephone number of the person or persons authorized to represent the respondent regarding all matters related to the response. The cover letter should also contain the following statement:

“I have read the *Purchasing Office Request for Proposals (RFP) Chipping/Mulching Request* and fully understand its intent. I certify that I have adequate personnel, equipment, and facilities to provide the Purchasing Office with the requested proposal.

In addition, the cover letter must certify that:

1. The response is genuine, and is not a fraud or collusive.
2. The response is not made in the interest of or on the behalf of any person not named therein.
3. The bidder has not in any manner sought by collusion to secure an advantage over any other respondent.
4. The bidder acknowledges and accepts all terms and conditions included in the RFP.
5. The bidder and key professional do not have or anticipate a potential conflict of interest with the Purchasing Office or the City of Rock Hill.

A person authorized to bind the firm to all commitments made in its response shall sign this letter.

Terms and Conditions for Submission of Proposals

All submittals shall become the property of the City Manager's Office and the City of Rock Hill

Proposal Inquiries:

All inquiries concerning the RFP shall be e-mailed to:

Marty Burr
Purchasing Division
P.O. Box 11706
Rock Hill, SC 29731

mburr@cityofrockhill.com