



Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

REQUEST FOR PROPOSALS/BIDS PACKET (Page 1)
GRANT COUNTY FAIRGROUNDS LAWN SERVICE
May 17, 2013

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with an individual or company for the mowing, weed-eating, and edging of lawns and grasses at the Grant County Fairgrounds located at 3953 Airway Drive NE in Moses Lake, Washington.

Each proposal/bid (hereafter "proposal") shall specify each and every item as set forth in this Proposals/Bid Packet. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the Proposals/Bid Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all proposals and to waive any informality.

If your company is interested and qualified, please submit one original and two (2) copies of your proposal in a sealed envelope clearly marked with the project title "GRANT COUNTY FAIRGROUNDS LAWN SERVICE RFB" by 4:00 p.m. on Friday, May 31, 2013 to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Late proposals and/or proposals submitted *via* e-mail or facsimile will not be accepted.

Proposals will be opened at 4:05 p.m. on Friday, May 31, 2013 at the Grant County Commissioners' Office.

Should you have any questions about the proposal process, please contact me. I may be reached directly at ext. 637. Thank you in advance for your courtesies.

Sincerely,

BOARD OF COUNTY COMMISSIONERS



June Strickler

Administrative Services Coordinator

cc: Board of County Commissioners
Jerry Gingrich, Fair and Facility Manager

Richard Stevens
District 1

Carolann Swartz
District 2

Cindy Carter
District 3

REQUEST FOR PROPOSALS PACKET (Page 2)
GRANT COUNTY FAIRGROUNDS LAWN SERVICE

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of one original and two (2) copies, must be received by mail, recognized carrier, or hand delivered no later than 4:00 p.m. on Friday, May 31, 2013. Late proposals and/or proposals submitted *via* e-mail or facsimile will not be considered.

2. All correspondence must be directed to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

3. Costs of preparation of the proposal will be borne by the proposer.

4. Proposals will be reviewed and evaluated by the Grant County Fair and Facility Manager and two other individuals (hereafter "Review Team").

5. The Review Team will evaluate proposals in two areas: (1) the proposer's experience and resources to timely and efficiently complete the below Scope of Work; and (2) the bid/dollar amount per week for lawn mowing, weed-eating, and edging as set forth in the Scope of Work.

6. Each proposer's experience and resources to timely and efficiently complete the Scope of Work will be determined by the Review Team to be either "Clearly Qualified" or "Less Qualified".

7. Only those proposals with a "Clearly Qualified" designation by the Review Team will be eligible for evaluation of the bid/dollar amount per week portion of the proposal for lawn mowing, weed-eating, and edging as set forth in the Scope of Work.

8. In the event of a low dollar proposal tie between proposers with a "Clearly Qualified" designation, a random method – such as a coin toss – to determine the low proposal will be utilized.

9. The successful proposer will be recommended by the Grant County Fair and Facility Manager to the Board of County Commissioners for award of a contract to be signed by the proposer and the Board of County Commissioners.

10. This request does not constitute an offer of employment or to contract for services.

11. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

9. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.

REQUEST FOR PROPOSALS PACKET (Page 3)
GRANT COUNTY FAIRGROUNDS LAWN SERVICE

10. All proposals shall remain firm for thirty (30) days following the closing date for receipt of proposals.
11. The County reserves the right to award the contract to the individual/company that presents the proposal which, in the judgment of the Review Team, best accomplishes the desired results.
12. Selection will be made on the basis of the proposals as submitted. The Review Team may deem it necessary to interview responders. The County retains the right to interview responders as part of the selection process.
13. Members of the Review Team are not to be contacted by the proposers regarding this contract opportunity; however, they may contact the County's Administrative Services Coordinator at the location listed in Item #2 hereinabove, or at (509) 754-2011 ext. 637.

PROPOSAL FORMAT AND CONTENTS

1. Proposals must be typed/computer generated and clearly legible; any proposal that contains illegible information and/or dollar amounts subject to interpretation will render the entire proposal to be designated "Non-responsive" as it will not allow the County to confidently compare proposal prices.
2. As stated above, the bid/dollar amount in the proposal must be the per week cost to the County for lawn mowing, weed-eating, and edging services as set forth in the Scope of Work.
3. Proposals must show numerical dollar amounts with decimal and commas (as appropriate). Any proposal that indicates "No Bid" or similar wording or is left blank will render the entire proposal to be designated "Non-responsive" as it will not allow the County to confidently compare proposal prices.

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant Information
 - a. Individual/company name.
 - b. Mailing address, phone number, fax number, and contact person's e-mail address.
 - c. Federal Tax ID number.
3. Individual/Company Qualifications
 - a. Type of company, size, and any applicable professional registration and affiliations.

REQUEST FOR PROPOSALS PACKET (Page 4)
GRANT COUNTY FAIRGROUNDS LAWN SERVICE

- b. Names and qualifications of individual/persons to administer this project.
 - c. Outline of recent or current contracts successfully completed or being carried out that are comparable to this Request For Proposals/Bids. The individual/company is required to demonstrate specific service provisions and expertise relating to the requirements of the Scope of Work on page 5.
 - d. Qualifications of the individual's/company's staff and/or subcontractors, if applicable.
 - e. Client references from recent related contracts, including name, address and phone number of individual(s) to contact for referral.
4. Understanding of and Approach to the Contract
- a. The proposer must be a licensed/registered contractor within the State of Washington at the time of bid opening and not banned from bidding by the Department of Labor and Industries.
 - b. Time is of the essence in contracting and service. Proposers must be willing and able to:
 - b.1 Meet with the Fair and Facility Manager, if requested, within two (2) working days of any request for meeting/clarification;
 - b.2 Sign a contract with Grant County for services within three (3) working days of receipt of the contract for review/signature; and
 - b.3 Mobilize and begin services within three (3) working days of Board of County Commissioner signature of the approved contract.
 - c. Identify any information and/or participation the proposer will require from County staff, if not addressed within the Scope of Work.
 - d. Any damages caused by contractor/company employee(s) must be reported to the Fair and Facility Manager, or his staff, and: (1) be repaired by the contractor/company to the same standard or condition of the item prior to the damage; or (2) pay for repairs of the damaged item to the same standard or condition of the item prior to damage.
6. Fees and Insurance
- a. Within five (5) business days after final signatures are obtained on the contract, the individual/company shall provide the County with a certificate of liability insurance naming Grant County and its employees and officers as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

REQUEST FOR PROPOSALS PACKET (Page 5)
GRANT COUNTY FAIRGROUNDS LAWN SERVICE

b. Indemnification

The individual/company shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/company, or its agents, employees, or other independent contractors directly responsible to individual/company including, but not limited to the following:

- b.1 Violation of statute, ordinance, or regulation;
- b.2 Willful, intentional or other wrongful acts, or failures to act;
- b.3 Negligence or recklessness;
- b.4 Furnishing of defective or dangerous products;
- b.5 Premises liability;
- b.6 Strict Liability;
- b.7 Violation of civil rights; and/or
- b.8 Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the company is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the contract are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the contract and the remaining language shall be given full force and effect.

REQUEST FOR PROPOSALS PACKET (Page 6)
GRANT COUNTY FAIRGROUNDS LAWN SERVICE

SCOPE OF WORK

The successful proposer will enter into a contract with Grant County with a period of performance from the date of Board of County Commissioner signature through September 30, 2013; the successful proposer will be responsible to administer and/or ensure the following work/requirements are met:

1. Services are to commence within three (3) working days of Board of County Commissioner signature of the approved contract.
2. Provide personnel and equipment for the purpose of mowing, weed-eating, and edging of lawn area around the food Midway, Brian Miller stage area, Commercial Buildings area, center field, and south field of the Grant County Fairgrounds located at 3953 Airway Drive NE in Moses Lake, Washington.
3. Mowing will include mulching the grass to cut down on grass waste and assist in water preservation.
4. Services include the clean-up (*i.e.*, sweeping, blowing off, etc.) of all paved walkways after lawn mowing, weed-eating, and edging is completed.
5. Lawn mowing, weed-eating, and edging is to occur on Tuesday of each week between 8:00 a.m. and 5:00 p.m., completed in one (1) day.
3. Coordinate with the Fair and Facility Manager, or his designee, with work project matters as needed and/or scheduled by the Manager.