CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
REQUEST FOR PROPOSAL

RFP NO. 2017-101

CITY OF BEAUFORT

STREET SWEEPING SERVICES

DUE: FRIDAY SEPTEMBER 9, 2016 by 2:00 PM

CITY OF BEAUFORT, SC
REQUEST FOR PROPOSAL
RFP NO. 2017-101

SEALED PROPOSALS will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Friday, September 9, 2016.** All qualified contractors are invited to submit proposals to the City of Beaufort for the following:

City of Beaufort
STREET SWEEPING SERVICES

SUBMIT: One (1) unbound original and two (2) bound copies of all requested documentation must be received on or before **2:00 P.M. ET September 9, 2016.**

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: Michael Ahern

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

EMAIL ADDRESS: mahern@cityofbeaufort.org

PHONE NUMBER: 843-525-7071

FAX NUMBER: 843-986-5606

MARK OUTSIDE ENVELOPE: "RFP NO. 2017-101 STREET SWEEPING SERVICES"

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSALS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLECT ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFP shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Your proposal package is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Proposal is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFP by email, mail, or fax to contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially change any portion of this RFP shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFP. Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for PROPOSAL may be accessed on the City of Beaufort website under Quick Links – "Bid Opportunities" at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 4:00 P.M., AUGUST 31, 2016. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 4:00 PM ON SEPTEMBER 2, 2016.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor intends to verify any new employees' status, and require any sub-consultants performing services under the service contract to verify their new employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFP.

Required Forms

Contractors submitting proposals are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement proposals, may be accessed on the City's website under Quick Links – Bid Opportunities – www.cityofbeaufort.org. All proposers are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

REQUEST FOR PROPOSAL
CITY OF BEAUFORT
STREET SWEEPING SERVICES (RFP NO. 2017-101)

I. INTRODUCTION

The City of Beaufort (City), South Carolina, is requesting bids from qualified licensed contractors for street sweeping services within the City for a thirty-six (36) month period commencing on October 1, 2016, with an option to renew for an additional two (2) twelve (12) month periods upon mutual acceptance each year thereafter under the same terms and conditions.

II. SCOPE OF WORK

The work to be performed under this contract consists of furnishing all labor, equipment, materials, and supervision to perform all work necessary for the performance of street cleaning services in a geographical area defined as four groups: Main Group, Spanish Point, The Point Area and Higginsville Area. Each of these separate groups are defined with maps in Attachment A. All streets with curb and gutter, valley gutter, or roll-over curbs will be swept weekly. Streets without these appurtenances will be swept a minimum of twice a month. Additional sweeping may be directed by the Public Works Director as needed, this may include but not limited to special events and/or parades.

In addition to sweeping all curbs within any street, Contractor shall sweep all median islands, traffic calming islands, intersections, and the corners from any cross street intersecting the subject street. Contractor shall make multiple passes when necessary to ensure all debris is properly cleaned from street in accordance with the City standards and best management practices. The Scope of Services includes those services required to clear damage and debris cause by wind and storms up to and including a Category 3 Hurricane. Additional sweeping will be required for smaller storm events at the discretion and direction of the Public Works Director.

The City of Beaufort reserves the right to add or delete any street or alter the frequency of its sweeping with sufficient notice to the contractor. In reserving this right, the City requires the bidder to provide a per lane/curb mile cost as a unit price, which the City may utilize to add or delete streets. The City also reserve the right to add or delete any publicly-owned right-of-way and its frequency of sweeping to or from any group listed, with sufficient notice to the contractor to adjust efforts of cost.

Equipment: The Contractor shall use regenerative air-based sweepers that collect material into self-contained hoppers for eventual ejection and disposal. All sweepers shall have a dust suppression system in operation while conducting the work. Swept streets shall be clear of dust, dirt, gravel, sand, glass and all other debris from curb to curb in a manner consistent with City standards and best management practices.

Water Availability: The City may furnish water at no cost to the contractor at the City of Beaufort's Public Works Department facility on Burton Hill Road at the discretion and approval of the Public Works Director for emergencies and/or special events only.

Transfer and Disposal of Sweep Waste: Contractor shall bear all costs associated with the transfer and disposal of Sweep Waste. The contractor shall be responsible to arrange and pay for waste removal services.

Coordination with Garbage Collection Schedule: The Contractor shall coordinate its sweeping schedule with the garbage, green waste and recycling collection schedule of Waste Pro Inc., the City's residential Solid Waste Collector, such that sweeping services do not occur on the same day as trash services or otherwise interfere with trash and recycling collection services.

Quality of Street Sweeping Services: The City reserves the right to require that streets be re- swept by Contractor without charge if inspection by the City reveals that Sweep Waste remains on the street in a manner inconsistent with City standards and best Management practices. The City shall provide such inspection within 24 hours of completed sweeping. The Contractor shall, if requested by City Representative, re-sweep the section in question within 24 hours of receipt of verbal or written notification.

Reporting: The Contractor shall submit to the City a monthly report containing a list of the streets swept each day of the sweeping schedule and an accurate accounting of the total amount of Sweep Waste removed per day.

Customer Service: The Contractor shall provide a local telephone number to accept customer calls during regular business hours. The Contractor shall provide a monthly call summary report to the City listing the nature of the call and the Contractor response.

III. ADDITIONAL DOCUMENTS

Additional documents are available online under "Appendix A." These documents include the Map of City Areas (Attachment A), Sample Weekly Report (Attachment B) and Price Summary Form (Attachment C). These additional documents may be accessed on the City of Beaufort website under Quick Links – "Bid Opportunities" at www.cityofbeaufort.org.

IV. SUBMISSION REQUIREMENTS

I. **Required content of proposal**: The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

II. **Proposal format**: The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order.

a. **Transmittal Letter**: A transmittal letter must be submitted with a Proposer's proposal which shall include:
   i. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
   ii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
   iii. Prepare an executive summary stating the respondent's understanding of the project, design approach and opinion why the respondent's firm should be chosen. Include any general information the proposer wishes the City to consider about the proposal.
   iv. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.

b. **Proposer's Work History and References**:

   i. Provide client references (name, address, e-mail and phone number) for a minimum of three projects of a similar size and nature. References from South Carolina and the southeast United States are preferred.
   ii. Identify any additional or unique resources, options, capabilities or assets which the Proposer would bring to this project.

c. **Required Forms:**

   i. Proposals must include the required forms.
      1. Certificates of Insurance showing present coverage as described in the "Insurance" section of the General Terms and Conditions.
      2. Ethics in Public Contracting Certification
      3. Non-Collusion Affidavit
      4. Small / Woman-Owned / Minority Business Enterprise Form
      5. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
      6. RFP Signature page (must be signed in ink)
      7. Price Summary Form (Attachment C)

d. **Other Information to Provide:**

   i. List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.

   ii. Proposer shall be responsible for providing a letter from the surety company that would issue Performance and Payment bonds for the Contractor included on your team,

providing information on the Contractor's bonding capacity. No bid bond is required, only a performance bond.

V. PROPOSAL EVALUATION

The City will evaluate proposals based on the factors outlined within this RFP, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

Lowest responsible bidder. Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the City shall consider:

(a) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
(b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
(c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
(d) The quality of performance of previous contracts or services;
(e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
(f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
(g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
(h) The ability of the bidder to provide future maintenance and service for the use of the subject: of the contract;
(i) The number and scope of conditions attached to the bid.

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFP. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

CITY OF BEAUFORT
SOUTH CAROLINA
RFP SIGNATURE PAGE
RFP NO. 2017-101

PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposal and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box:_____ Zip:_____
Street:_____ Zip:_____
City:_____ State:_____
Telephone:_____ Fax:_____
Email:_____

*Signature:_____ Title:_____

<u>Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.</u>

Printed Name:_____ Date:_____