

July 2009

County of Brunswick Request for Proposals

The County of Brunswick requests proposals to provide grinding and screening services for yard wastes and land clearing debris collected and stockpiled at the site of the Brunswick County Construction and Demolition Landfill in Supply, North Carolina.

I. General Information

Yard wastes (limbs, leaves, and grass clippings), land clearing debris (branches, stumps, and logs) and untreated wood (lumber and pallets) are collected at a designated area for periodic grinding into mulch. The mulch is made available to the public.

II. Scope of Work

The contractor shall provide all equipment, materials, and labor necessary to grind and screen all yard wastes and land clearing debris (including untreated wood waste) received at the Brunswick County Construction and Demolition Landfill site, and shall be responsible for all costs associated with performing the service. The contractor shall grind the material to approximately three (3) inch minus size. Grinding shall be performed as needed or, at a minimum, once per calendar quarter. Ground material shall be arranged into windrows or piles of the following dimensions: 24-foot base, not to exceed 10 feet in height with a minimum 25-foot lane space between windrows or piles. Screening shall also be performed as needed or when requested by the Brunswick County Solid Waste Department.

III. Contract Requirements

A. Equipment Requirements

1. All equipment and vehicles must be properly registered and insured in accordance with the Motor Vehicle Laws of the State of North Carolina.
2. Equipment shall conform to all federal, state, and local safety regulations.
3. The contractor shall maintain all equipment.
4. Alternate equipment, meeting the above requirements, must be available to ensure the timely fulfillment of the contract.

B. Insurance Requirements

1. For the purposes of the contract, the contractor must carry the following types of insurance in at least the limits specified below.
 - a. Workers' Compensation: Coverage to apply to all employees of the contractor for statutory limits in compliance with applicable state and federal laws. The policy must include employers' liability with a limit of \$1,000,000 each accident, \$1,000,000 bodily injury by disease each employee and \$1,000,000 bodily injury by disease policy limit.
 - b. Comprehensive General Liability: Coverage shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury, liability and property damage liability. This shall include premises and /or operations, broad form property damage, XCU coverage and a contractual liability endorsement.
 - c. Business Auto Policy: Coverage shall have a minimum of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.
2. The contractor will provide the County with a copy of insurance documents.

IV. Price and Type of Bid

The price submitted by the contractor shall be on a per ton basis. The average quarterly volume received for 2008 was 1,292 tons, however tonnage is not guaranteed by the County. The proposer should contact the County if more detailed landfill weight records are necessary. The unit price shall include all equipment, labor, personnel, transportation, lodging, insurance, administrative, and any other associated costs incurred by the contractor to fulfill the obligation of the contract. All proposals shall be valid for a period of 90 days following the proposal submission deadline.

V. Proposal Content

The package shall include an original and two copies with the following information:

1. A completed Proposal Form attached in Appendix A shall accompany the proposal package. Information on the form includes the name, address, and telephone number of the company as well as the proposed unit price for service.
2. Scope of service provided and a detailed description of the equipment to be used.

3. List of key personnel to be assigned to the services and experience records of each. A detailed company history shall also be included.
4. Reference list of completed or current contracts, including the name and telephone number of a contact person for each reference listed.

VI. Time of Performance

The contract period shall be for one year from the date the contract is signed. The contractor shall begin service within 30 days after this date.

VII. Right to Reject

The County reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the County.

VIII. Option to Extend

The County has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2) one-year extensions.

IX. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the County.

X. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals, and supporting documents received by the County regarding the Request for Proposals will become property of the County.

XI. Proposal Deadline

June 30, 2009

XII. Inquiries

All inquiries concerning this Request for Proposals may be directed to Stephanie Lewis, Brunswick County Operation Services Director at (910) 253-2521.