



CITY OF EMPORIA
DEPARTMENT OF INSPECTIONS
P.O. Box 511 / 201 South Main Street
EMPORIA, VIRGINIA 23847
Phone: 434/634-6315; Fax: 434/634-0003

Request For Proposal

Issue Date: March 9, 2015

Issued By: Department of Inspections
City of Emporia
201 South Main Street
Emporia, VA. 23847

Commodity: Contractor to furnish labor and equipment to remove grass, weeds, foreign growth, trash & debris from properties in the City, which are in violation of Emporia Code Section 42-2 (Cleanliness of Premises Required). The term of the contract(s) shall be for the period of April 13, 2015 through March 31, 2016.

Location of Work: Emporia, Virginia

The issuer will accept sealed bids until 3:00 PM, Friday, April 3, 2015.

If you hand deliver your proposal, then please use the address above. If you mail your proposal, then please use the following address:

City Manager's Office
City of Emporia
P.O. Box 511
Emporia, VA. 23847

If you mail your proposal, then it must arrive in the City Manager's Office by 3:00 PM, Friday, April 3, 2015.

The issuer is not responsible for any delays in the delivery of mailed proposals. Proposals shall be submitted **on this form** in a sealed envelope labeled "***Weed Removal Contract***"

CONTRACTOR (Name and address)

DATE: _____

BY: _____
(Signature in Ink.)

TELEPHONE #: _____

Proposal Accepted: _____
Brian Thrower, City Manager Date

Notice to Proceed: _____
Effective Date

The purpose of this Request for Proposals (RFP) is to solicit services from qualified contractors to furnish labor and equipment to remove grass, weeds, foreign growth, trash & debris from properties in the City, which are in violation of Emporia Code Section 42-2 (Cleanliness of Premises Required). The term of the contract(s) shall be for the period of April 13, 2015 through March 31, 2016.

City's Right to Issue Other RFP's and Project Orders

The City reserves the right, at its sole discretion, to issue RFP's for similar work, for other disciplines or types of work, and for other projects as need may occur.

Scope of Service

A. Requirements:

1. Household trash and debris shall be removed and bagged prior to mowing operation. Bagged materials shall be placed at the curb or street side. Disposal of said bagged materials will be the responsibility of the City. Disposal of trash and debris that cannot be bagged shall be the responsibility of the contractor and shall be removed to the County landfill. The contractor will submit copies of landfill receipts for reimbursement.

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2. Mow grass and weeds to a neat appearance. Properties shall be mowed to the curb, sidewalk, property line or street abutment and around structures (e.g. utility poles, guy wires, signs and other similar obstacles) in a manner that leaves no straggling weeds. This may require the use of small equipment such as string trimmers or push mowers.

-OR-

3. Removal of small growth (e.g. trees, shrubs, vines and other similar volunteer growth that has been allowed to grow wild) to a neat appearance. This "clearing" shall extend to the curb, sidewalk, property line or street abutment and around structures (e.g. utility poles, guy wires, signs and other similar obstacles) in such a complete manner that leaves property finish graded with no straggling weeds. This may require the use of small hand equipment such as chainsaws, shovels, picks, cutting devices and string trimmers. Contractors shall submit copies of landfill receipts for reimbursement.

B. General Terms & Conditions:

1. The term of the contract shall be for the period of April 13, 2015 through March 31, 2016.
2. Contractor shall be required to respond to request for service within 48 hours pending weather conditions.
3. Charges for service must be approved by the City Code Enforcement Department before work may commence.
4. Payment for Services rendered will be made net 15 days upon submission of invoice.
5. Additional charges for work that may fall outside the requirements of contract must be approved by the City Code Enforcement Office prior to being carried out.
6. In case of failure to deliver services in accordance with the contract terms and conditions, the City of Emporia, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional costs. The City reserves the right to cancel and terminate the contract upon 30 days written notice to the Contractor.
7. Any property damage resulting from work performed under this contract shall be repaired to the City's satisfaction at the Contractor's expense.
8. The Contractor shall be entirely responsible for any loss or damage to his/her own materials, supplies and equipment, and to the personal property of his/her own employees while they are maintained on the work site.
9. The Contractor must have Workmen's Compensation Insurance and Commonwealth Liability Insurance in the minimum sum of \$100,000. Attach proof of same to this RFP form.
10. This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the City of Emporia.

C. Cost Proposal:

1. In compliance with this Request for Proposal, the contractor agrees to provide the services in accordance with the scope of work and terms and conditions at a fixed price for the entire contract as follows:

Mowing & Debris Removal

Cost per 1,000 square feet of lot (average lot size is approx. 6,000 sqft.) \$ _____ per 1,000 sqft. (plus ‘tipping fees if applicable.)

-OR-

2. In compliance with this Request for Proposal, the undersigned Contractor agrees to provide the services in accordance with the scope of work and terms and conditions at a fixed price for the entire contract as follows:

Clearing

Cost per hour \$ _____ per hour plus ‘tipping’ fees.

Note: Contractor is responsible for debris disposal to County Landfill.

City’s Right to Reject Proposals

The City of Emporia has the sole right to reject any or all of the proposals received in response to this RFP.

Questions Pertaining to this RFP

Please direct all questions and inquiries to Mike Allen, Code Enforcement Officer, City of Emporia. Mr. Allen’s office is opened Monday through Friday, 8:00 AM to 5:00 PM. His telephone number is (434)-634-6315.

Deadline for Submitting Proposals

All respondents to this RFP must submit their proposals in a sealed envelope to the City Manager’s Office by 3:00 PM, Friday, April 3, 2015. The City will not consider any proposal that arrives in the City Manager’s Office after 3:00 PM, Friday, April 3, 2015. The respondent (Proposer) is solely responsible for ensuring that his or her proposal arrives in the City Manager’s Office by the time/date set forth in this RFP.