



REQUEST FOR BIDS

**MACON SOIL AND WATER CONSERVATION DISTRICT
MACON COUNTY, NORTH CAROLINA**

ISSUE DATE: May 16, 2024

RFB#: 2024-01

TITLE: MVI School Invasive Plants Eradication and Riparian Restoration

FOR: Invasive species control and native plant revegetation

USER DEPARTMENT: Macon Soil & Water Conservation District

ISSUING DEPARTMENT: Macon County Finance Department
Attn: Lindsay Leopard
5 West Main Street
Franklin, NC 28734

Bids will be received until June 4, 2024 at 4:00pm

* Note: As of July 1, 1997, informal bids received under N.C.G.S. 143-131 are "CONFIDENTIAL" and are not subject to public inspection until the contract or purchase order is awarded.

Proposal submission requirements and additional information may be obtained from the County's website, www.maconnc.org, or from Lindsay Leopard, Purchasing Agent, at the following address:

**5 West Main Street
Franklin, NC 28734
(828) 524-1640
lleopard@maconnc.org**

Bids shall be delivered to the **Issuing Department**, shown above, and shall bear the name and number of this Request for Bids. It is the sole responsibility of the bidder to ensure that the proposal reaches the **Issuing Department** by the designated date and time indicated above.

This Bid Package includes the following sections:

I.	Introduction	Page 2
II.	General Instructions to Bidders	Page 2-4
III.	Bid specifications	Page 4-6
IV.	Non-Collusion Affidavit	Page 7
V.	Official Bid Quote and Acknowledgment	Page 8-9

SECTION I. INTRODUCTION

A. PURPOSE

The Macon Soil and Water Conservation District (Macon County, NC), hereafter “the District”, seeks to establish a contract with an experienced contractor to eradicate invasive species including but not necessarily limited to, multiflora rose, Chinese privet and Japanese honeysuckle on properties identified as Macon County PIN 6594637029 and PIN 6594626542 , using funds provided to the District through the Attorney General’s Environmental Enhancement Grant Program (EEG) and the NC Division of Soil and Water Conservation

The primary responsibility of the contractor will be to eradicate existing invasive species and replant with native plant materials as specified by the District. The proposed work will be conducted under the supervision of the District. The purpose of the proposed work is to remove invasive species and establish native riparian vegetation. The contractor will be tasked with implementing the proposed grant work scope and meeting the requirements developed by the District.

The services described in this Request for Proposal (RFP) may be expanded, modified, or altered by the County in order to accomplish the goals defined in the grant terms and conditions. Any contract issued by the County as a result of this RFP will be a contract of convenience administered for the sole benefit of Macon County.

SECTION II. General Instructions to Bidders

1. This bid package will serve as official notice that Macon Soil and Water Conservation District, (hereinafter “the District”) is soliciting **informal bids** for the items(s) and/or services(s) stated on the cover page and outlined in the specifications and this bid package.
2. Bids will be received until June 4, 2024 at 4:00pm, no exceptions. Bids should be delivered to the Macon County Finance Department and clearly and plainly marked as to which bid package it applies. Bids or unsolicited amendments arriving after the due date and time will not be considered. Any changes or alternative proposals will not be accepted after the submission deadline. The District will not accept bids submitted electronically or by fax.
3. All addenda to this bid package will be issued in writing. No oral changes by anyone shall affect this bid package.
4. All bids must be presented on the official bid quote page and acknowledgment form of this bid package. The official bid price quote-response must be signed by a duly authorized person acknowledging full understanding of the bid information and all addendums. The exact legal name of the corporation or other entity must be provided.
5. Price quotes must be net, include all discounts and include all freight/delivery charges to the District. In cases of difference between unit price and total price, unit price shall prevail unless otherwise noted.

6. Items and services bid are for delivery and completion as soon as possible unless otherwise stated. Delivery and completion dates could therefore be important in making the award.
7. State and local sales taxes are not to be included in the quote, but they are to be added later to all invoices shown as a separate item for payment. Federal (sales-excise) taxes, where applicable, are to be included in quotes as they are a part of the purchase price.
8. Informal bids received under G.S. §143-131 are “CONFIDENTIAL” and are not subject to public inspection until the contract or purchase order is awarded.
9. A bid deposit is not required.
10. Performance and payment bonds are not required.
11. **A Non-Collusion Affidavit must be signed and notarized in order to properly complete this bid proposal and have it accepted by the District.**
12. **The District reserves the right to reject any and all bids and to waive any informality in bids unless otherwise specified by the bidder. The District reserves the right to select the bid which, in its opinion, is in the best interest of the District.**
13. Contracts will be awarded to the lowest responsible bidder based on quality, performance, the date or dates for delivery and performance, the general reputation and performance capabilities of the bidders, and such other factors deemed by the District to be pertinent or peculiar to the project.
14. Bids will be examined promptly after opening and award will be made by the District at the earliest possible date. The prices quoted must be held firm, and no bid may be withdrawn until 60 days after bid submission deadline.
15. All services are subject to the availability of funds for this project.
16. The General Statutes of the State of North Carolina, insofar as they apply to purchasing and competitive proposals, are made a part hereof.
17. In addition to the above requirements, the successful bidder is responsible for compliance with all applicable local, state and federal laws, including state and local permits, licenses and fees.
18. The District will not be responsible for any costs incurred by any bidder in preparing and submitting a bid in response to this RFB. Prior submittals may not be substituted as a response to this RFB.
19. If any part of the work is to be sub-contracted, the bidder’s proposal must include a description of the work to be sub-contracted and the proposed subcontracting

organization. The successful bidder will be held fully responsible for meeting all the terms and conditions of any contract awarded by the District pursuant to this RFB.

20. **After the RFB issue date, all inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be in writing directed to Doug Johnson, 191 Thomas Heights Road, Franklin, NC 28734. Email questions will be accepted at djohnson@maconnc.org. Questions and responses affecting the scope of the Project will be provided to all bidders/offerors by issuance of an Addendum. Any Addenda will be made available on the County's website, www.maconnc.org All written questions shall be received by Doug Johnson no later than May 31, 2024. NO EXCEPTIONS.**

21. Bidders shall submit three (3) references from firms or individuals familiar with Bidder's work along with current contact information for each reference. Bidders shall not submit the names of officers, officials, agents or employees of the County of Macon or the District as references.

22. Bidders shall list any public/governmental projects of this general type completed within the past five (5) years, along with current contact information and a description of the project completed.

23. **The District has scheduled a mandatory pre-bid conference for Thursday, May 23, 2024 at the office of the Macon Soil and Water Conservation District, 191 Thomas Heights Road, Franklin, NC 28734 at 9:30 A.M. All interested bidders are required to attend. After meeting at the District's office, the meeting will reconvene at the Project Site. Bids will not be accepted from bidders who do not attend the pre-bid conference. Please contact Doug Johnson at 828-349-2045 no later than Wednesday, May 22, 2024 at 12:00pm to indicate your interest. NO OTHER SITE VISITS WILL BE ALLOWED.**

SECTION III. Specifications

A. General

1. Macon Soil and Water Conservation District is MVI School Invasive Plant Removal and Riparian Restoration Project, Macon County, North Carolina, which involves invasive species eradication and revegetation of approximately 0.8 acre of riparian area using native trees and shrubs. The purpose of this bid package is, therefore, to obtain competitive bids in accordance with the North Carolina purchasing laws and Macon County purchasing policies and the specifications contained herein in the bid package.

2. This project is considered to be in the category of informal bids construction and/or repair. No bid deposit or performance bond is, therefore, required.

3. Contractor is hereby required to be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at

the time of submitting its bid or proposal and entering any resulting contract and at all times during the performance of any resulting contract. Contractors' subcontractors under any such resulting contract are likewise required to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering any resulting contract and at all times during the performance of any resulting contract. Contractor shall take the necessary steps to include this provision in all contracts with its subcontractors who will perform any portion of the work covered by any resulting contract.

4. Pursuant to N.C.G.S. 143-6A-5(a), contractor must be able to truthfully certify and shall certify at the time that its bid or proposal is submitted as well as at the time of contracting that in accordance with the Iran Divestment Act the contractor is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

5. Before submitting a bid for this project, the Non-Collusion Affidavit (Page 7) shall be completed and notarized. In addition, the bid quote and acknowledgment (Pages 8-9) shall be completed. Incomplete responses shall not be considered by the District.

B. Technical

1. This is a turnkey project whereby the awarded contractor will be responsible for furnishing all labor, tools, materials and training for installing all the necessary required parts and components for this particular project, including any sub-contractors required to complete the project.

2. The awarded contractor shall not pull off the job for any reason once the project has begun.

3. At the discretion of the County, the awarded contractor must either be a certified North Carolina licensed contractor, or possess the appropriate license and/or certification to complete the work.

4. The awarded contractor shall remove from all project sites any/all post-construction debris at no additional cost to the District or County. The awarded contractor shall not use Macon County's dumpsters or container sites for its debris removal.

5. The awarded contractor shall take all necessary measures to protect areas not included in bidding. After project completion, the areas not included in bidding must be in pre-construction condition.

6. The awarded contractor shall perform the work as detailed in the pre-bid conference and this bid package.

7. The Macon Soil and Water Conservation District, through funding from the Attorney General's Environmental Enhancement Grant Program (EEG) and the NC

Division of Soil and Water Conservation, seeks to eradicate invasive plants and revegetate on property identified by Macon County PINs 6594637029 and 6594626542.

SECTION IV. Non-Collusion Affidavit

State of North Carolina
County of Macon

1. The signer of this document is the _____(Title) of _____(Company), who is the respondent that has submitted the attached bid response.

2. The undersigned person is fully informed concerning the preparation and contents of the attached response and of all pertinent circumstances related to it, and is authorized to sign this affidavit. This affidavit is given under penalty of perjury as provided by law.

3. Such bid response is genuine and is not collusive or sham in anyway whatsoever.

4. Neither the person responding nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the signer of this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit collusive or submit a sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other responder, firm or person to fix the price or prices in the attached response or of any other responder, or to fix any overhead, profit , or cost to secure through collusion, conspiracy, connivance or unlawful agreement and advantage against the Board of the Macon Soil and Water Conservation District, the Soil and Water Conservation District or any person interested in the proposed contract.

5. The price or prices quoted in the attached response are fair and proper and are not derived by any collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest.

_____ (Seal)
Signature of Officer

Subscribed and sworn to before me, this
_____ day of _____, 20 _____.

Notary Public _____

My commission expires: _____

SECTION V. Official Bid Quote and Acknowledgment

For: MVI School Invasive Plants Eradication and Riparian Restoration, Macon County, North Carolina (RFB # 2024-01).

Bid Furnished

By: _____

Address: _____

Telephone #: _____

Cell Phone #: _____

Fax #: _____

We who furnish this bid have carefully examined the Bid General Instructions (Section I), completed the Non-Collusion Affidavit (Section III), reviewed the Bid Specifications (Section II), the sample Contract (Section V) **and all Addenda which we list below**, and therefore furnish the bid proposal as shown below.

Addenda (if none, state "N/A"): #1 _____, #2 _____, #3 _____.

Bid Proposal:

Item #1 – Bid Price for the MVI School Invasive Plant Removal and Riparian Restoration Project Macon County, North Carolina, (RFB # 2024-01). Removal of woody debris from Little Tennessee River on property designated as Macon County PIN 6592006644 according to the bid specifications contained in this bid package:

Total Bid \$ _____

Item #2 – Time in Calendar Days

Days to start/deliver/install, after Notification of Award: _____

Days to Complete Project, after Notification of Start: _____

Item #3 – References:

<u>Name of Contact</u>	<u>Company</u>	<u>Phone Number</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Item #4 – Copy of Contractor’s License Attached – [] Yes, [] No

Item #5 – Contactor’s State License Number: _____

Item #6 – Copy of Certificate of Insurance attached – [] Yes, [] No

Item #7- List and describe any public projects completed within the past five (5) years:

Name of Contact Government Agency Phone #

Description of Project: _____

Name of Contact Government Agency Phone #

Description of Project: _____

Name of Contact Government Agency Phone #

Description of Project: _____

Date of Bid Proposal:

By: _____

Authorized Signature