



**Shelby County
Tennessee**

Mark H. Luttrell, Jr. Mayor

Request for Qualifications

Shelby County Government

Purchasing Department

160 N. Main, Suite 550
Memphis, TN 38103

Issued: June 21, 2012

Due: July 13, 2012 no later than 3:00 P.M. (Central Standard Time)

RFQ #12-006-64

County Wide Grounds Maintenance Services

Conservation Board

Shelby County Government is soliciting Request for Qualification proposals for County Wide Grounds Maintenance Services to include grass cutting, debris removal, and demolition of private property in regards to vacant lots.

RFQ # 12-006-64
REQUEST FOR QUALIFICATIONS
COUNTY WIDE GROUNDS MAINTENANCE (VACANT LOT CUTTING)
FOR SHELBY COUNTY, TENNESSEE

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more firms to provide grounds maintenance services for:

PROJECT DESCRIPTION:

Grass cutting, debris removal, and demolition of private property. These services will be required on an as needed basis. There is no guaranteed minimum for this project. Individuals submitting proposals may submit a proposal for one, two or all required activities.

Interested businesses/individuals should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Completed Proposal Respond Sheet (see Page 5 of this RFQ).
- State in proposal what activities you are requesting to be included (grass cutting, debris removal, demolition of private property or all).
- List of key personnel and experience.
- List and describe major landscape, lawn mowing and cutting equipment.
- List number of available work crews for requested services.
- Adhere to all Title VI requirements and provide a written statement of compliance.
- Attest that you adhere to the requirements of the “Living Wage Ordinance #328”, Section VI, Item i. (*A written statement of compliance must be provided with your response.*)
- Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, know as the “Tennessee Lawful Employment Act (effective date of 1/1/2012). Proof and documentation of employment eligibility must be included with the proposal.
- Include a copy of your Insurance Certificate meeting RFQ requirements.
- Include a copy of your Business License.

Note: Inclusion of a fee is not required. A cost proposal will be negotiated with the selected businesses

Respondents requesting additional information or clarification are to contact Robert S. (Bob) Brenner in writing at bob.brenner@shelbycountyttn.gov or at the address listed above. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be July 6, 2012 by 12:00 p.m. (CST).*** These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Note: *All written questions submitted by the deadline indicated above will be answered and posted on the County’s website at www.shelbycountyttn.gov within 48 hours of the above cut-off date.*

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents:

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this Request for Qualifications may disqualify your company from further consideration.

LIVING WAGE ORDINANCE

Living Wage - In accordance with Ordinance Number 328, commonly referred to as the Living Wage Ordinance, all persons/entities engaged in service contracts with the County, including but not limited to both prime and subcontractors, shall pay a Living Wage to employees for all work performed on said service contract, as defined in the Living Wage Ordinance. Proof of such compensation must be evidenced as required in the Living Wage Ordinance. Any Locally Owned Small Business (LOSB), as defined by the LOSB Ordinance of Shelby County, Tennessee, with ten (10) employees or less shall be exempt.

Non-discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Submitting Proposal

Firms may request consideration by submitting a proposal to Robert S. (Bob) Brenner, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103. All qualifications must be received by on or before **3:00 PM (Central Time) Friday, July 13, 2012**. Proposals must be sealed and marked with the Proposer's name and **"CONFIDENTIAL, COUNTY WIDE GROUNDS MAINTENANCE, RFQ #12-006-64"** with due date and time indicated. **Emails or fax copies will not be accepted.**

Insurance Requirements

The Contractor will provide evidence of the following insurance coverage:

Minimum Limits:

Contractor shall maintain coverage with limits of no less than:

1) Commercial General Liability Insurance: \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:

- a) Premises/Operations
- b) Products/Completed Operations
- c) Contractual
- d) Independent Contractors
- e) Broad Form Property Damage
- f) Personal Injury and Advertising Liability

2) Workers Compensation and Employers' Liability Insurance - Workers Compensation coverage including coverage for sole proprietors, partners, and officers, regardless of requirement by Tennessee State Statute. Policy is to be specifically endorsed to include these individuals for coverage. Employers Liability \$500,000 per accident. Contractor/provider waives its right of subrogation against Shelby County for any and all workers' compensation claims.

3) Business Automobile Liability Insurance – minimum of \$500,000 each accident for property damage and bodily injury. Coverage is to be provided on all Owned/Leased Autos, Non-Owned Autos and Hired Autos.

The Contractor shall immediately notify Shelby County Government, Contracts Administration, 160 N. Main Street, Suite 550, Memphis, TN 38103 of cancellation or changes in any of the insurance coverage required.

All insurance policies maintained by the Contractor shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

Evaluation Process

Submittals will be reviewed to identify the most qualified proposers. Selected Proposers may be interviewed to determine the most qualified firm or firms. Shelby County Government reserves the right to make vendor selection by individual activity or by a group of activities whichever is in the best interest of the County.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified LOSB firms, Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

**Proposal Response Sheet
Shelby County Government
RFQ #12-006-64**

Name of firm: _____

Mailing Address:

Phone: _____

Fax: _____

Authorized Representative: _____

(Signature)

Print: _____

Signature: (Person authorized to negotiate with the County on behalf of the organization/firm.)

Email address: _____

Vendor # _____ **(Required)** EOC #: _____ **(Required)**

_____ Check here if you qualify as a MBE____, HBE____ or WBE____ (Minority, Hispanics or Woman owned Business Enterprise) If so, please indicate the classification below:

African American Hispanic American Asian American Native American Other _____

_____ Check here if you are a qualified LOSB (Locally owned Small Business) vendor. Certification for this status is received through the EOC Administration. *This is not a self-certifying classification.*