

Scope of Services

- The City of Goose Creek is seeking proposals from qualified contractors to perform ditch maintenance throughout the City.
- The work includes cutting, trimming, mowing, and other duties necessary to remove vegetation and woody debris from ditches.
- All ditches are to be cleaned / cut / maintained two times per year in equally spaced intervals.
- The contractor shall protect the surroundings from damage due to his work methods, procedures and workmen to include building surfaces, finishes, equipment, signs and sign posts, fencing, landscaping and other components. The contractor shall repair any and all damage to property incurred by the contractor's activities
- The contractor shall repair / fill all ruts and abrasions caused by the contractor's equipment and establish turf on the areas of repair. If any damages are not repaired within thirty days, the City may make such repairs and deduct the cost from the contractor's invoice.
- The contractor shall furnish all supplies and equipment necessary to complete the work. All contractors' equipment shall be removed from the area at the end of the work day.
- Contractor shall also furnish their employees with all the necessary PPE (Personal Protective Equipment) as specified by the Equipment Manufacturer. Contractor will be responsible for ensuring that their employee's wear all PPE required for safe operation of equipment.
- The contractor will also be responsible for turning in a record of the work performed and quantities removed after each visit for verification by City personnel. Electronic submittal will be allowed.

Ditch Maintenance Tasks:

1. Cleaning, clearing and cutting of all vegetation shall be executed at the locations detailed in Exhibit A no less than two times per year.
2. Cleaning, clearing and cutting operations to include the full width of the easement – top of bank, slopes, and bottom of ditch – to ensure unimpeded flow during rain events.
3. Vegetative growth should be cut to a height of 2"-4".
4. Where woody growth, saplings and bushes are present, clearing and cutting of all vegetation shall be to a height between 4"-6".
5. All vegetation and woody debris shall be removed and quantified (cubic yards & material) before disposal by the contractor. Contractor to submit quantities of debris removed as well as locations to the Department of Public Works within one week of the completion of work.

SUBMITTAL REQUIREMENTS

1. Responses to the Request for Proposals should include the following:

- Those contractors interested in providing ditch maintenance services must submit three signed originals and the proposal must include the items outlined below. 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 respondent's profile or brochure.

2. Proposal Development

- **Required content of proposal:** The detailed requirements set forth below are recommended. 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. The purpose of the proposal is to demonstrate the technical capabilities, past experiences, and knowledge within this industry.

a. Transmittal Letter

A transmittal letter must be submitted with the proposal which shall include:

- i) Company name, address, telephone number and website.
- ii) Name, title, email address, and telephone number of the person to contact and who are authorized to represent the company and to whom correspondence should be directed.
- iii) A brief statement of your understanding of the services to be performed, evaluation of the work areas and make a positive commitment to provide services as specified.
- iv) Proposal summary, including why the contractor is pursuing the work and how it is uniquely qualified to perform the services.
- v) The letter must be signed by a corporate officer or person authorized to bind the contractor to the proposal and proposed cost.
- vi) A statement indicating that the proposal and proposed cost will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the City of Goose Creek.

b. Experience and Qualifications

Provide a short profile of your company including at a minimum:

- i) Length of time in business.
- ii) Length of time in providing proposed services.
- iii) Number of clients.
- iv) Number of clients in the public sector.
- v) Number of full-time employees available to provide.

c. Proposer's Work History and References

Names, contact persons, addresses, emails, and phone numbers of references for clients, whom similar services have been provided. Your proposal must specifically address the following:

- i) Describe in detail your contracting experience in providing the services outlined in the proposal including information referencing the actual services performed, number of users, and length of tenure.

d. Work Schedule

Provide a work schedule on how, detailing required, services defined in this proposal will be performed.

e. Required Forms:

Proposals must include the required forms:

- i) Certificates of Insurance showing present coverage
- ii) Proposed Work Schedule
- iii) RFP Signature page (must be signed in ink)

Proposal for Goose Creek Public Works
Ditch Maintenance

COMPANY NAME: _____

The undersigned offers to supply all the equipment, material, labor and workmanship to fulfill the work of the City of Goose Creek Ditch Maintenance proposal specified at the prices set out below. The undersigned confirms that the information on the proposal form is complete and accurate.

1. Contract period shall be 36 months from the period commencing January 1, 2018 and ending December 31, 2021

Cleaning / Cutting / Removal of all woody and vegetative growth in the easement / ROW of ditches in the City of Goose Creek, to include the top of bank, side slopes and bottom of ditches as depicted in Exhibit A.

Total Contract Amount \$ _____

2. Required Information

- Proof of \$1,000,000 liability insurance (Attach copy)
- Proof of current workman's compensation insurance (Attach copy)
- A Payment Bond equal to one-third the contract amount will be required prior to execution of the contract

3. Verification of Site Inspection

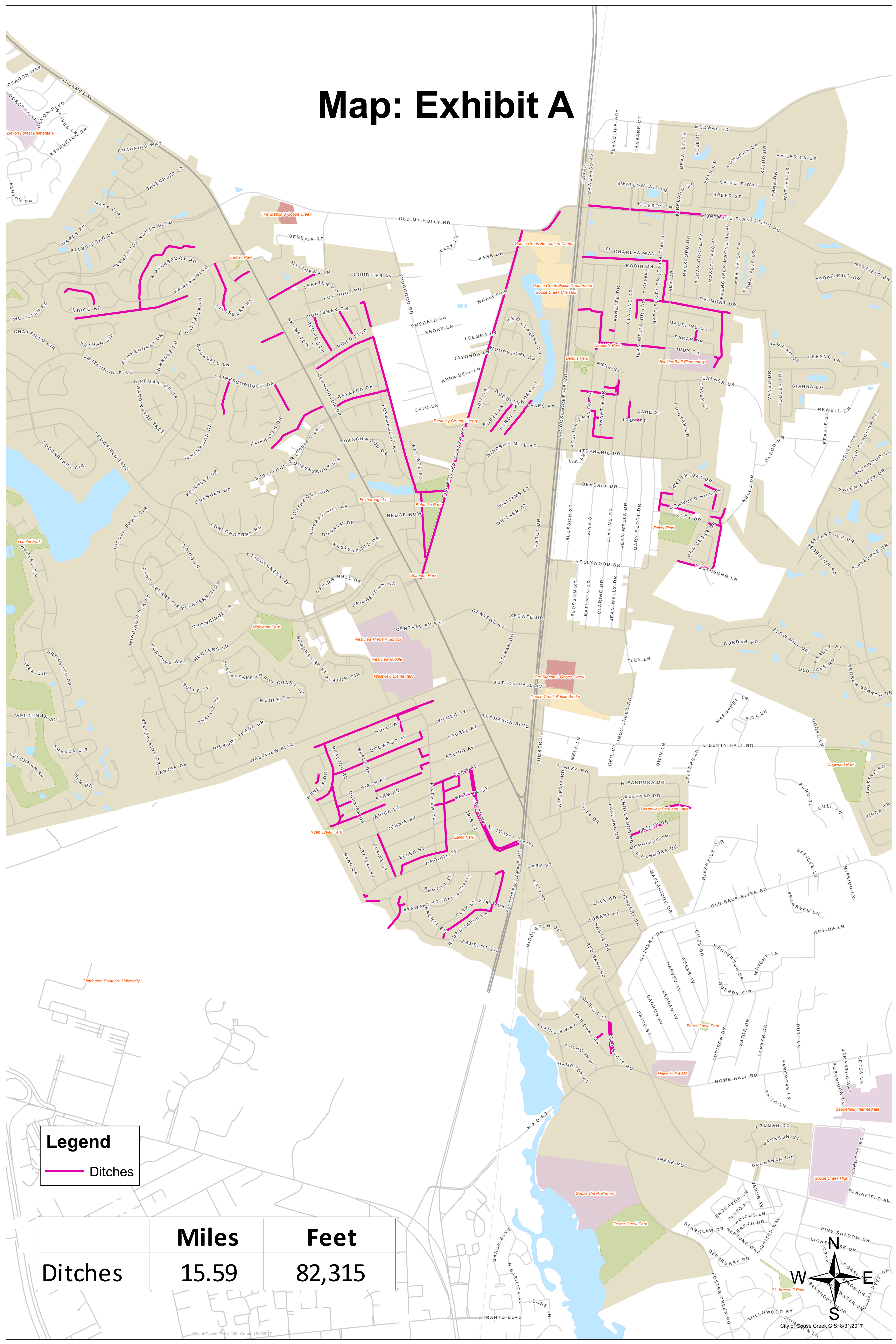
I certify that on _____ (date), I inspected all the work sites for which I have submitted this Proposal.

Address: _____ Zip: _____
Street: _____ Zip: _____
City: _____ State: _____
Telephone: _____ Fax: _____
Email: _____

*Signature: _____ Title: _____

Printed Name: _____ Date: _____

Map: Exhibit A



Legend
— Ditches

	Miles	Feet
Ditches	15.59	82,315

