

REQUEST FOR PROPOSALS
For: Operation of No-Till Seed Machine

Submission deadline: Friday, September 10, 2021, by 12:00 p.m.(noon), received in this office.

Mandatory Bidders Meeting: Friday, August 27, 2021 at 9:00am.

Deadline for final submission of questions: Friday, September 3, 2021, by 5:00 p.m.

Questions: Questions can be submitted prior to the Bidders Meeting; however, no answers will be provided and/or circulated prior to that date.

(The purpose of this is to ensure that all prospective bidders are treated equally.)

No interpretation of the meaning of the Bid Documents (drawings, specifications, et. al.) will be made to any bidder. Questions may be submitted, in written form, to:

Mr. Jonathan Wallin
Henderson County Soil & Water Conservation District
61 Triple Springs Road
Hendersonville, NC 28792

or emailed to jonathan.wallin@nc.nacdn.net.

Questions will be answered by the appropriate individuals and answered within 2 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

Introduction

The Henderson County Soil & Water Conservation District invites proposals for the operation and maintenance of a Truax FLXII-812RD grass drill. The FLEXII Series Grass Drill is designed to plant grasses and legumes on a variety of site conditions and can be accomplished through no-till and interseeding in most conditions. A common shared drill provides benefits to local residents by eliminating high initial cost investments, while increasing erosion control and building soil structure and health.



BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S). THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

Bidders Meeting

There will be an opportunity for prospective Bidders to meet with staff for a Question-and-Answer session on the date and at the time specified above. The meeting will take place at

Henderson County Soil & Water Conservation District
61 Triple Springs Road
Hendersonville, NC 28792

Participation at the Bidders Meeting is mandatory. The purpose of this meeting is to give bidders the opportunity to ask questions about the possible agreement.

You will be asked to provide us with a valid email address for those prospective bidders at this meeting. All subsequent contact (including copies of any questions and answers) will be sent to the provided email address only.

Background

Henderson County Soil & Water Conservation District (SWCD) has received a Truax FLXII-812RD grass drill (“the equipment”). SWCD seeks a qualified individual or entity to store, maintain, and properly operate the machine for Henderson County farmers on a “first-come, first-served” basis on agriculture fields in Henderson County. Bidder should make all attempts to fulfill work requests within 30 days of request. SWCD may also reserve the right to identify additional conservation sites that the drill may be used on. If schedule permits, machine may be scheduled for use on agriculture fields in Transylvania County, NC.

Bidder will be required to:

- Properly store and provide for all necessary or recommended maintenance and repairs for the equipment.
- Have available a minimum of 50 hp tractor to operate equipment properly.
- Have available a procedure for use of the equipment on Henderson County farms where:
 - Henderson County farms can contact the bidder to schedule, on a first-come, first-served basis, the use of the equipment on such farms. All attempts should be made to fulfill work requests within 30 days of request.



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<http://hendersoncountync.gov/soilwater>



- The bidder arranges for the transportation for the equipment to and from such farms on the date and at the time scheduled.
- The bidder is required to perform the operation of the equipment on such farm or instruct employees in the proper operation of the equipment.
- The bidder collects the rent specified in the bidder's proposal from such farms.
- The bidder is responsible for the removal of the equipment from such farms on the date and at the time scheduled so as to be available for the next scheduled use of the equipment.
- The bidder is responsible for any damage to the equipment.

A successful bidder must:

- Specify their qualifications for the operation of the equipment and for carrying out the intent of this RFP.
- Specify the logs it will keep demonstrating proper maintenance of the equipment. The log shall include a description of the maintenance performed and cost incurred.
- Specify the records it will keep for rental receipts and scheduling use of the equipment. Rental logs shall contain the acre meter before planting commences and after planting is completed for each scheduled rental.
- Specify the rent to be charged, and the period for which it is to be charged.
- Specify the charge for a farm "holding over" the equipment past the rental period.
- Specify the discount to be allowed in rent to farms which have reserved the equipment for a particular date on which another farm is "holding over" the equipment.
- Comply with all North Carolina laws.

The contract shall be a one-year contract with a renewal option of up to ten one-year terms. This option shall be at the discretion of Henderson County and shall be submitted in writing with any changes in terms accurately reflected at the expiration of each one-year term. At reasonable periods during the term of the project, SWCD retains the right to inspect (or to have its designee inspect) the equipment, the records, and the logs referred to above to ensure compliance with the terms of contract by the successful bidder.

Bidder shall submit all logs of equipment usage, revenue received, and expenses incurred on a quarterly basis to Soil and Water Conservation District personnel.

Submission Procedure

Proposals conforming to the requirements set out above must be received by SWCD, in writing, no later than the deadline given above.



Physical proposals must be submitted in sealed opaque containers and marked, SWCD RFP.

The name and address of the bidder must also appear on the envelope.

OTHER PROVISIONS

SWCD reserves the right to waive irregularities and to reject any or all bids. SWCD also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

SWCD may consider any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Winning bidder reserves the right to decline requests for use on sites that are deemed unsafe for equipment use due to slope, rock outcropping, or could potentially damage equipment beyond reasonable repair.

PROJECT DOCUMENTS:

The Manual for the equipment can be found at:

<http://truaxcomp.com/manuals/FLEXII-Manual-2013.pdf>

Opening, Evaluation and Contracting

Proposals may be opened by SWCD at any time after the submission deadline. All proposals satisfying the requirements of this Request will be evaluated to establish which of the offerors best fulfills the needs of SWCD and this project. SWCD anticipates entering into a contract with this/these offeror(s) to execute the proposed work. This Request, however, does not commit SWCD to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. SWCD reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of SWCD to do so.

Proposal Contents

Proposals, together with letters of transmittal, should include the bidder's description of the work that would be performed and the following information:



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- The people who would execute the work, with descriptions of the experiences and skills of each and his/her role with the bidder and in the team.
- Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance.
- The name of the person in your firm who would be the official contact person for any contractual relationship.
- Proof of insurance for the storage of the equipment.

Any subcontractors must be identified in the bid. SWCD must know if work is being done outside of the firm. Please remember that after contract signing SWCD reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by SWCD will NOT absolve the bidder from getting the work done for the contracted price.

Guarantee and Service Contract

The successful bidder will be required to guarantee that all maintenance and repair work done on the equipment shall remain free of defects for one (1) full year after its performance.

Insurance

- Insurance coverage for the replacement cost of the equipment must be maintained at all times.
- Certificate of liability insurance with Henderson County named as additionally insured is required.

