

# ***Request for Proposals***

for

**Un-Priced Technical Proposals**

**Selective Weed Control – Herbicide Treatment Services**

**A REVERSE AUCTION EVENT**

for

**Warren County  
Vicksburg, MS**

**PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT**

**RFP # 2017-1106**

**Requested by the  
Warren County Board of Supervisors  
On behalf of the Warren County Road Department  
913 Jackson Street  
Vicksburg, MS 39183**

<b>Published/Release Date:</b>	<b>January 23, 2018</b>
<b>Time for Site Visits:</b>	<b>January 23-February 8, 2018</b>
<b>Question Submission Deadline:</b>	<b>February 9, 2018 @ 3:00 pm CST</b>
<b>RFP Response Deadline (to submit Un-Priced Proposals):</b>	<b>February 16, 2018 @ 3:00 pm CST</b>
<b>Reverse Auction Window (to submit Pricing):</b>	<b>February 28, 2018 @ 1:00pm-4:00pm</b>
<b>Estimated Award Date:</b>	<b>March 5, 2018</b>
<b>Estimated Contract Execution Date:</b>	<b>March 19, 2018</b>
<b>Estimated Start Work Date:</b>	<b>April 1, 2018</b>

**TLV-January 19, 2018**

## Request for Un-priced Technical Proposals

### Selective Weed Control – Herbicide Treatment Services A REVERSE AUCTION EVENT Warren County, MS

#### *PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT*

The Warren County Board of Supervisors is seeking un-priced technical proposals from qualified contractors to provide **SELECTIVE WEED CONTROL - HERBICIDE TREATMENT SERVICES** for roads, bridges, ditches/slopes and specific target areas within Warren County. Deadline for receipt of un-priced technical proposals is 3:00 p.m. CST on Friday, February 16, 2018. The Bid File Number is **2017-1106**. It is the contractor's responsibility to ensure timely and complete proposals are received with all required documentation included. Late and/or incomplete proposals will not be considered. Modifications will not be considered after the closing date and time. Un-priced technical proposals may be submitted to the Warren County Purchasing Department, via electronic or paper delivery means. Paper delivery shall be to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS 39183.

The specification package and instructions for submission of un-priced technical proposals may be obtained by visiting the website **Bid Now Solutions** at <https://bidnowsolutions.com/warrencounty/> or by contacting the Warren County Purchasing Department via phone at 601-638-7428 or email to Tonga Vinson, Purchasing Agent, [tonga@co.warren.ms.us](mailto:tonga@co.warren.ms.us). A County Road Map is included as part of the specifications. The cost for this portion of the specifications is \$25.00, which includes the packaging and mailing costs. The fee will be waived if the map is picked up at our office.

Pursuant to Ms Code 31-7-13 and House Bill 1109 which changed the way governing authorities may accept bids, this services project will be procured through a **Reverse Auction**. In a reverse auction, contractors compete with downward pricing to obtain business from the buyer.

This Reverse Auction shall be managed through a multi-step procurement process, which consists of two phases. In Phase One, **un-priced technical proposals** are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, **only** those contractors whose technical proposals are determined acceptable shall be invited to provide priced bids for consideration. Priced bids will be accepted by electronic submissions into the Reverse Auction site or by traditional paper bids. Warren County encourages contractor participation in this multi-step process, including the online Reverse Auction. Any paper bids submitted shall be entered into the Reverse Auction by Warren County staff so that all contractors may see and consider all bids. Complete instructions are provided in the specifications package.

The following criteria shall be used to evaluate un-priced technical proposals:

1. Compliance with Request for Proposals/Bids submission requirements;
2. Response to Technical Specifications of Equipment or Services required;
3. Demonstrated ability and resources of the contractor to provide Equipment or Services required;
4. Experience supplying similar goods or services;
5. References and past performance;
6. Warranty, maintenance and support services if applicable;

To be considered for this project, contractors shall be licensed by the Bureau of Plant Industry of the Mississippi Department of Agriculture and Commerce, specifically in the ROW (Right of Way) and AQW (Aquatic Weed Control), hold a current Certificate of Responsibility in the category of Herbicide Application from the Mississippi State Board of Contractors, and complete an on-site inspection of the areas designated for herbicide treatment.

Warren County reserves the right to conduct oral or written discussions of the un-priced technical proposals. Contractors may designate those portions of the un-priced technical proposals which contain proprietary data they wish to remain confidential. The item or service procured shall be furnished in accordance with the contractor's technical proposal and shall meet the requirements of the request for proposals/bids.

If a contractor is invited to provide priced bids in relation to this request for un-priced technical proposals, they shall first provide a bid surety in the form of a Bid Bond, Cashier's or Certified check payable to Warren County in the amount of \$500.00. This surety will be required prior to accessing the online reverse auction bidding portal and/or submission of paper bids.

Performance and Payment Bonds will be required prior to the start of work for the duration of the contract. Contract term shall be the 2018 calendar year. Warren County reserves the right to extend this contract for up to four additional years as allowed by law, upon mutual agreement of both parties on an annual basis. Price adjustments will be considered if a renewal is agreed upon.

The Warren County Board of Supervisors reserves the right to determine responsible proposing companies, responsive and most advantageous proposal(s), invite bids from multiple contractors, reject any and all proposals or bids and waive minor informalities in the proposal and bid process. Warren County reserves the right to award a contract to the contractor(s) believed most advantageous to the County, with price and prior experience considered.

This notice is published pursuant to an order of the said Board of Supervisors dated the 6<sup>th</sup> day of November 2017.

Warren County Board of Supervisors  
By: Tonga L. Vinson, Purchasing Agent

PUBLISH: January 23, 2018  
January 30, 2018

**(PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT)**

**Selective Weed Control – Herbicide Application Services**  
**Courtesy Checklist and Instructions for Proposal Submission by Sealed Envelope**

The following information applies to all proposals. The documents listed below must be included in your proposal, whether submitted by envelope or by electronic method. After you have obtained the Specification Package, you can submit proposals by:

• **PROPOSAL SUBMISSION BY SEALED ENVELOPE:**

Prior to the deadline for receipt of un-priced technical proposals, deliver your sealed envelope, marked as shown, to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS. Our staff will accept your envelope and time and date stamp it and give you a copy of the envelope as your receipt. Envelope must be clearly marked with the **Bidder's name and address on the outside** and the following in the lower left corner. You may cut out and paste/tape this box to your envelope in the lower left corner:

Un-Priced Technical Proposal for Selective Weed Control RFP #2017-1106

Proposals Due - February 16, 2018 at 3:00 p.m.

Enclosed Proposal signed by: \_\_\_\_\_

Printed Name

Title

Certificate of Responsibility Number: \_\_\_\_\_

**Put the following documents inside the envelope!!!**

- A. Letter of Transmittal;
- B. Evidence/Copy of Licensing;
- C. Evidence/Copy of COR;
- D. Personnel List, photo id's and license information;
- E. Detailed list of application equipment;
- F. Affidavit of Inspection with appropriate signatures;
- G. Completed IRS Form W9;
- H. Evidence of required insurance coverage;
- I. References and other information to demonstrate your ability and resources to provide services;
- J. Statement of any past work for Warren County;
- K. Proof of ability to obtain required Performance and Payment Bonds;
- L. Any other information vendor would like for Warren County to consider;
- M. Completed and signed Submission Cover Letter for Un-Priced Technical Proposals (see page 18);

## **Selective Weed Control – Herbicide Application Services**

### **Courtesy Checklist and Instructions for Proposal Submission by Electronic Means**

The following information applies to all proposals. The documents listed below must be included in your proposal, whether submitted by envelope or by electronic method. After you have obtained the Specification Package, you can submit proposals by:

- **PROPOSAL SUBMISSION BY ELECTRONIC MEANS (Via Website):**

Prior to the deadline for receipt of proposals, contractors should gather all the documents shown below and scan/compile them into one PDF document. You will use a Browse feature to find it on your computer for upload. The electronic system will **generate a receipt after the upload is complete.**

- A. Letter of Transmittal;
- B. Evidence/Copy of Licensing
- C. Evidence/Copy of COR;
- D. Personnel List, photo id's and license information;
- E. Detailed list of application equipment;
- F. Affidavit of Inspection with appropriate signatures;
- G. Completed IRS Form W9;
- H. Evidence of required insurance coverage;
- I. References and other information to demonstrate your ability and resources to provide services;
- J. Statement of any past work for Warren County;
- K. Proof of ability to obtain required Performance and Payment Bonds;
- L. Any other information vendor would like for Warren County to consider;
- M. Completed and signed Submission Cover Letter for Un-Priced Technical Proposals (see page 18);

- **VISIT THE WEBSITE [www.bidnewsolutions.com](http://www.bidnewsolutions.com) AND PERFORM THE FOLLOWING STEPS:**

1. Under the tab REVERSE AUCTIONS AND ELECTRONIC BIDS, select **WARREN COUNTY**;
2. Open the drop-down window under 2018 SELECTIVE WEED CONTROL;
3. Select **SUBMIT UNPRICED TECHNICAL PROPOSAL**;
4. Check mark each form to confirm inclusion in the upload and the "I certify..." statement;
5. Use the **BROWSE** button to search your computer for the PDF you previously created;
6. Complete the date and signature fields, then select **SUBMIT PROPOSAL**;

**Please contact Tonga Vinson, Warren County Purchasing Agent via [tonga@co.warren.ms.us](mailto:tonga@co.warren.ms.us) with any questions!**