



Request for Proposals
San Juan County Landscape Maintenance

San Juan County Government
117 South Main Street
PO Box 9
Monticello, Utah 84535

Date of Issue:
April 28, 2023

I. INTRODUCTION

The San Juan County Facilities Maintenance Department is seeking proposals for landscape maintenance to make more efficient use of county maintenance personnel and resources.

II. SCOPE OF WORK

San Juan County is seeking an individual, team, or company that will satisfy all of the following:

Contractor shall perform and carry out the duties listed below, in a satisfactory, professional manner to enhance the premises of the San Juan County 6 properties. The contractor shall provide the management, supervision, manpower, equipment, transportation, materials, supplies and any other items needed to perform the Weekly lawn mowing and trimming at the following county facilities:

- County Administration Building (117 South Main in Monticello)
- Public Safety Building (297 South Main in Monticello)
- Monticello Annex Building (264 South 100 East)
- Monticello Library (80 North Main in Monticello)
- Blanding Library (25 West 300 South in Blanding)
- Blanding Annex (62 East 200 South in Blanding)

Spring and Fall clean-up shall consist of one (1) site visit in April and one (1) site visit in November. Spring clean-up to be completed by May 30th. Fall clean-up scheduled to be completed by October 24th. The site visits shall include a general clean up, the removal and disposal of all accumulated debris. This debris shall include, but not be limited to: leaves, pine cones, pine needles, paper, trash, dead plant debris, cleanup of gutters, and etc. all collected debris is to be removed from the site at no additional charge to San Juan County.

The Contractor shall aerate all turf areas twice per year in May and in October or November.

Weekly Mowing, Trimming and Clean-Up - The Contractor shall mow turf areas once every seven (7) days, weather permitting. All lawns and grassy areas shall be mowed to a minimum height of three (3) inches during the hotter months to conserve water and reduce evaporation and drying effect of the lawns. Mowing 3 inches or less during initial mowing in May and final mowing in October to present a neat and attractive appearance, grass clippings do not need to be bagged except on the first and last mowing of the season.

Pick up and remove trash and debris from the County sites include fence lines and lawns prior to mowing. Remove all grass clippings from sidewalks, driveways, building entries, doorways and parking areas at County sites. All grass and debris must be picked up and disposed of properly. All areas where turf meets barricades, fences, trees, sewer openings, landscaping or other protrusions/fixtures must be neatly trimmed at each visit. Special care must be taken while trimming around trees and Shrubs. "Weed-eater" type trimmers must not be used adjacent to trees and shrubbery. Hard edging of all sidewalks, driveways and curbs once per season and as needed. Weekly soft trimming all edges adjacent to shrub beds, trees, and buildings, tree trunks to be protected from damage. Estimated twenty-four (24) weekly cuts during the season of the Contract. Season shall be approximately May through October. Only mowing equipment that will not damage the grounds or the irrigation systems may be used on the Properties.

Damage to irrigation systems shall be reported to the Director. Negligent Damage to irrigation systems will need to be covered by the contractor.

III. COSTS/FEES

The maximum fee for the services sought through this RFP will be the selected Vendor’s¹ proposal price. Vendors shall submit a fee proposal similar to the Form Fee Proposal below. Vendors shall also submit a rate schedule (similar to the Form Rate Schedule below) for all individuals that the Vendor anticipates will provide services in connection with this RFP.

<u>Form Fee Proposal</u>	
	<u>Total Cost</u>
Cost for landscaping service or what you are asking for?	
Bidding and Award	
Grand Totals:	

Failure by a Vendor to comply with any requirement of this Section may result in rejection of the Vendor’s proposal.

The price proposal for this Project shall be submitted on the “Attachment A” provided in this RFP. This price shall include all fees and costs as a maximum fee for the provisions indicated in the Project Scope of Work as described above.

Please submit an hourly rate schedule using the form above which will be utilized for changes in the scope of services approved by San Juan County.

IV. PROPOSAL SUBMISSION REQUIREMENTS

All proposals submitted for evaluation should include, but are not limited to, the following:

- A. San Juan County RFP Form: The County’s Request for Proposal form completed and included as page 1 in the bid packet. (Attachment A)
- B. Introduction: This section consisting of a cover letter, an executive summary (two pages maximum) and an organizational chart showing the team involved including individual members, all organizations, relationships and a breakdown of responsibilities including a biography and resume of key members who will be involved in the project. Resumes of Principals shall be included. Provide a minimum of three references, including name, address and telephone number of persons who can attest to the performance, qualifications, and experience on like projects.
- C. A list and explanation of each project performed by Vendor that is similar to the services sought through this RFP.

¹ The term “Vendor,” as used in this RFP, means an individual or entity who is seeking to enter into a contract with San Juan County to provide San Juan County with services, including but not limited to, an individual or entity who submits a proposal in response to this RFP.

- D. Vendor Qualifications and Experience: A narrative that specifically addresses the firm’s or individual’s experience in working with the County government with the capability to successfully perform the required services requested in the RFP’s scope of work, a description demonstrating involvement on similar projects and the specific project described.
- E. Proposal: This section should cover such things as the approach to the RFP’s scope of work; the proposed schedule of the work to include a project timeline with availability; project strategy; methodology used to control costs, maximize economies of scale and insure operational effectiveness; identify outputs to be delivered; and identify advantages of the proposal to San Juan County.
- F. Fee Schedule: A detailed fee schedule proposed to be charged for the services to be performed.

Proposals in non-standard formats cannot be evaluated without considerable analysis. Failure to follow the prescribed format may result in rejection of the proposal.

V. SAN JUAN COUNTY’S REQUEST FOR PROPOSALS POLICY

Each Vendor who submits a proposal in response to this RFP agrees to comply with and be bound by San Juan County’s Request for Proposals section within the San Juan County Purchasing policy that is in place at the time that this RFP was issued. Each Vendor may request and receive a copy of San Juan County’s Request for Proposals policy by sending an email to Purchasing Agent and County Chief Administrative Officer Mack McDonald at mmcdonald@sanjuancounty.org and requesting a copy of San Juan County’s Request for proposal policy.

VI. EVALUATION CRITERIA

Submitted Proposals will be evaluated and scored by the selection committee based on the following criteria:

<u>Evaluation Criteria</u>			
<u>Primary Criteria</u>		<u>Primary Criteria % of Overall Evaluation Score</u>	
Qualification and Experience	<i>Sub-Criteria</i>	30%	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> • Experience performing landscaping services. • Quality of response to RFP connecting directly to related experience in firm’s or individual’s experience demonstrating landscaping services with the capability to successfully perform the required services. 		10%
			10%
			10%
Technical Approach	<i>Sub-Criteria</i>	30%	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> • Scope of Work 		15%

	<ul style="list-style-type: none"> Detail of submitted work plan, schedule and proposed project approach 		15%
Fee Schedule	<i>Sub-Criteria</i>	30%	<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> Grand Total Rate Schedule 		15% 15%
Introduction		10%	
	<i>Sub-Criteria</i>		<i>Sub-Criteria % of Primary Criteria Evaluation Score</i>
	<ul style="list-style-type: none"> Firm’s organization Professionalism and strength of team 		5% 5%

VII. PROJECTED SCHEDULE FOR THE RFP PROCESS

The County reserves the right to modify this schedule at its sole discretion.

<u>Activity</u>	<u>Date</u>
Request for Proposal Issued	April 28, 2023
Last day to submit questions via e-mail	May 5, 2023
Proposal Due Date	May 9, 2023
Notice of Award	May 16, 2023

VIII. WRITTEN CONTRACT REQUIRED

The selected party must be willing to enter into a written contract with San Juan County. A binding agreement between San Juan County and the selected party is dependent upon the negotiation, preparation, and execution of a formal contract. At any time prior to the execution of a binding agreement executed by both parties, San Juan County may, in its sole discretion, stop the selection process and decline to enter into an agreement for the subject matter herein.

IX. INQUIRIES

All inquiries relating to the specifications or proposal procedure should be directed in writing through e-mail to the Purchasing Agent, Mack McDonald at mmcdonald@sanjuancounty.org. The last day and time to submit questions will be 4:30 p.m. on May 5, 2023. **Please do not contact the agency, division, department, or other County officers or employees.**

X. REQUEST FOR FINAL AND BEST OFFERS

Among other options at San Juan County’s disposal, San Juan County may request a final and best offer at any time during the RFP process. If San Juan County exercises this option, the interested party shall respond prior to the deadline established by San Juan County when the option is exercised. If the interested party fails to timely provide a final and best offer, the best offer made by the interested party prior to the exercise of this option will be considered by San Juan County as the final offer of the interested party.

XI. PROTESTS

As further described in San Juan County's Request for Proposals policy, which is incorporated herein by this reference, any proposer who submitted a timely filed proposal that was not rejected by either the evaluation committee or the Purchasing Agent may file a protest. In order to be timely, a protest must be submitted, in writing, to the San Juan County Board of County Commissioners no later than six calendar days after the date that the *Notice of Intent to Engage in Contract Negotiations* was sent by the Purchasing Agent to the applicable Vendor. Protests that are not submitted in a timely manner to the San Juan County Board of County Commissioners shall be rejected by San Juan County.

XII. SAN JUAN COUNTY MAY TERMINATE THE RFP PROCESS OR DECIDE NOT TO ENTER INTO A CONTRACT

As further described in San Juan County's Request for Proposals policy, which is incorporated herein by this reference, San Juan County may terminate the RFP process regarding this RFP for any reason and at any time prior to the execution of a contract by a proposer and San Juan County regarding the services sought through this RFP. Moreover, San Juan County may decide not to enter into a contract with any proposer to provide the services sought through this RFP.

XIII. CONTRACT AND PROPOSAL INFORMATION

All proposers who submit a proposal in response to this RFP acknowledge that they have each read and understand this RFP and agree to be bound by the terms and provisions of this RFP, including, but not limited to, the following:

- A. Firm Pricing: All prices, quotes, or proposals shall remain firm for the duration of the RFP process regarding this RFP and until a contract regarding this RFP is executed by San Juan County and a Vendor or San Juan County decides not to enter into a contract with any Vendor to provide the services sought through this RFP. A Vendor's failure to comply with this provisions may result in the rejection of the Vendor's proposal.
- B. Governing Law and Exclusive Jurisdiction and Venue: Any contract between San Juan County and a Vendor regarding this RFP will be interpreted, construed, and given effect according to the laws of the state of Utah and the ordinances of San Juan County, and the courts within San Juan County, Utah shall have the sole and exclusive jurisdiction and venue regarding any such contract. No contract will be assigned, in whole or in part, without the written consent of San Juan County.
- C. Licensing: The selected Vendor shall obtain all applicable federal, state, and local licenses before any contract between San Juan County and the Vendor regarding this RFP is executed. The selected Vendor must maintain for the duration of the contract between San Juan County and the Vendor regarding this RFP.
- D. Registration: All Vendors shall be registered with the Utah State Division of Corporations and Commercial Code to perform business in the state of Utah. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849, or toll free at 877-526-3994 or by accessing: www.commerce.utah.gov.
- E. Public Domain: Interested Parties are advised that Utah law and San Juan County ordinances provide that, upon the full execution of a contract subsequent to an RFP, the contents of a selected proposal relating to this RFP may be placed in the public domain and become public records subject to examination by any interested parties in accordance to the Government Records Access Management Act (GRAMA), Utah

Code Ann. 63G-2-101 et seq. and County ordinance. Please refer to Section XVI below for specific details regarding the protection of certain information.

- F. Modifying or Withdrawing Proposals: Interested parties may modify or withdraw their proposals at any time prior to the proposal due date. Interested parties may withdraw their proposals if San Juan County and the selected interested party cannot agree on contract terms.
- G. Independent Contractors: Interested party agrees that if he/she/it enters into a contract with San Juan County, he/she/it will be an independent contractor and have no authority, express or implied, to bind San Juan County to any agreements, settlements, liability, or understanding whatsoever with any third party and will have no interest in any benefits provided by San Juan County to its employees.
- H. Free and Competitive Bidding: Any agreement or collusion among prospective interested parties to fix a price or limit competition shall render the proposal void and such conduct shall be unlawful and subject to criminal sanction.
- I. Insurance: If awarded the contract, an interested party will, at its sole cost and expense, secure and maintain both prior to the commencement of the term of the contract and for the duration of the contract, insurance coverage as follows:
 - (1) General Liability Insurance as follows: Occurrence form commercial general liability insurance with the following minimum limits:
 - (a) Each Occurrence - \$1,000,000.00;
 - (b) Damage to Rented Premises – \$50,000.00;
 - (c) Med. Exp. (Any one person) – \$5,000.00;
 - (d) Personal & Adv. Injury – 2,000,000.00;
 - (e) General Aggregate - \$2,000,000.00;
 - (f) Products – Comp/Op Agg. - \$2,000,000.00; and
 - (g) Other – N/A;
 - (2) Automobile Liability Insurance: With minimums to satisfy the state of Utah’s requirements;
 - (3) Workers Compensation and Employers’ Liability: With minimums to satisfy the state of Utah’s requirements or a valid waiver issued by the appropriate department of the state of Utah; and
- J. Indemnification: If awarded a contract and consistent with the terms and provisions of the written contract between San Juan County and the selected party, the selected party, for itself, and on behalf of its representatives, among others, shall agree and promise to indemnify, defend, save and hold harmless San Juan County, and San Juan County’s representatives, among others, from any and all claims, among other things.
- K. Infringement: An interested party shall not infringe on patents, copyrights, trademarks, or intellectual property rights. The consequences from violation, including costs of defending a claim and indemnification from an action of claim by a third party, shall be borne by the selected party.
- L. Warranties. If products, goods, or otherwise will be supplied or provided by the selected party, the selected party shall agree to the specific warranty provisions that will be set forth in the written contract entered into between San Juan County and the selected party.
- M. Conflicting Terms of Provisions: If any portion of this RFP conflicts in whole or in part with a written agreement entered into between the selected party and San Juan County subsequent to the issuance of

this RFP, the subsequent written agreement between the selected party and San Juan County shall control.

XIV. RFP SUBMISSION REQUIREMENTS AND NOTICE TO INTERESTED PARTIES ON HOW TO POTENTIALLY PROTECT CERTAIN PORTIONS OF THEIR PROPOSALS

All interested parties shall submit five (5) copies of their proposal to San Juan County along with the completed form attached as "Attachment A" hereto. Four copies of the interested party's proposal shall be a full and complete copies and shall be submitted in hard copy form by either mailing or hand delivering such copy as follows:

If Provided by Mail:

San Juan County
Attn: Purchasing Agent
117 South Main Street
PO Box 9
Monticello, Utah 84535

If Provided by Hand Delivery:

San Juan County
Attn: Purchasing Agent

117 South Main Street, Room #202
Monticello, Utah 84535

The fifth copy shall be submitted in "PDF" form. This copy may be submitted on a CD, flash drive, or other electronic storage medium and provided, along with the first copy, either in the mail or by hand delivery.

If the interested party's proposal either does not contain information that may be protected under Section 63G-2-305(1) or (2) of the Utah Code or the interested party does not want to protect information that could be protected under Section 63G-2-305(1) or (2) of the Utah Code, then the interested party's second copy of its proposal, provided in "PDF" form, shall be a full and complete copy of the interested party's proposal.

If, however, the interested party's proposal does contain information that may be protected under Section 63G-2-305(1) and/or (2) of the Utah Code, and the interested party would like to protect such information in its proposal, then the interested party shall comply with Section 63G-2-309 of the Utah Code.

If the interested party does not strictly comply with all of the foregoing provisions of this section, San Juan County, upon receiving a GRAMA request for the interested party's proposal, will release a full and complete copy of the interested party's proposal.

All costs associated with the preparation of the proposal, as well as any other related materials, will be the sole responsibility of the interested party. All proposals become the property of San Juan County upon submission. San Juan County reserves the right, but is not obligated, to reject any or all proposals submitted.

Further submission requirements are set forth in the sections below:

Attachment A

San Juan County RFP Form

Respondent Information: Provide the following information about yourself and your company.

Respondent Name: _____
(Note: give exact legal name as it will appear on the contract, if awarded)

Address: _____

City: _____ State: _____ Zip: _____

Business Structure:

- _____ Individual or Sole Proprietorship
- _____ Partnership
- _____ Corporation
- _____ Limited Liability Company
- _____ Other, list business structure _____

Insurance Certificate: _____ Copy of insurance certificate, or _____ You are willing to get the proper insurance requirements if awarded the contract during contract negotiation.

Contact Information: List the one person who San Juan County or their representative may contact concerning your proposal.

Name: _____
Telephone Number: _____
E-Mail: _____

Final Bid/Pricing Structure:

By submitting this proposal, _____ hereby certifies our willingness to enter into a contract with San Juan County, if selected.

Signature _____ Date _____

Attachment B



County Administration Building
117 S Main St
Monticello, UT

Google Earth

Public Safety Building

297 S. Main St.
Monticello, UT



Monticello Library

80 N Main St.
Monticello, UT



Google Earth

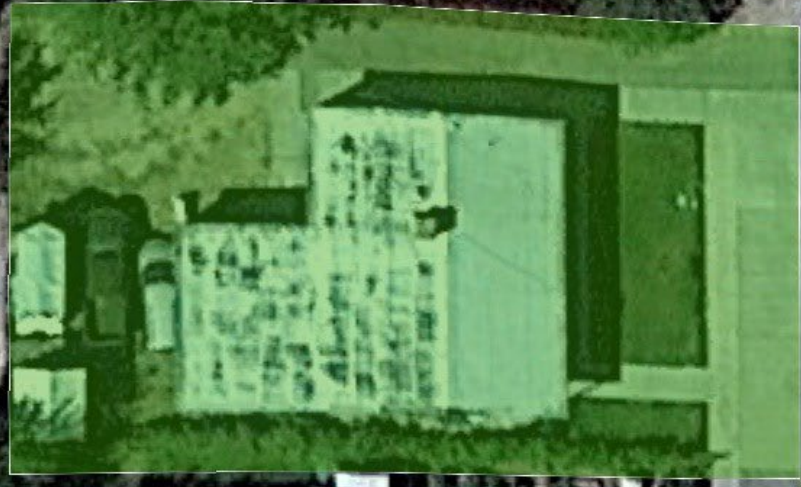


Blanding Library
25 W. 300 S.
Blanding, UT

Google Earth

Blanding Annex

62 E. 200 S.
Blanding, UT



Google Earth