

**COUNTY OF BRUNSWICK  
REQUEST FOR PROPOSALS FOR  
GRINDING AND SCREENING SERVICES**

Brunswick County is requesting proposals (RFP) to provide grinding and screening services for yard wastes and land clearing debris collected and stockpiled at the site of the Brunswick County Construction and Demolition Landfill in Bolivia, North Carolina.

A copy of the complete proposal may be obtained from Micki Bozeman, Brunswick County Solid Waste Department, 179 March 9, 1764 Drive, NE, (Post Office Box 249), Bolivia, North Carolina 28422, 910-253-2524 or from our website at [www.brunswickcountync.gov](http://www.brunswickcountync.gov).

All proposals are to be hand delivered or received no later than September 28, 2016 by 4:00 p.m. Proposal should be clearly marked **Proposal Response – Grinding & Screening Services.**

*These materials should be delivered to:*

**Mail:** Micki Bozeman, Solid Waste Coordinator  
Brunswick County Solid Waste  
P. O. Box 249  
Bolivia, NC 28422

**Hand Delivered:** Micki Bozeman, Solid Waste Coordinator  
Brunswick County Government Center  
179 March 9, 1764 Drive, NE  
Building L  
Bolivia, NC 28422

*Questions may be directed to Micki Bozeman at (910) 253-2524 or [micki.bozeman@brunswickcountync.gov](mailto:micki.bozeman@brunswickcountync.gov).*

September 13, 2016

**County of Brunswick  
Request for Proposals**

The County of Brunswick requests proposals to provide grinding and screening services for yard wastes and land clearing debris collected and stockpiled at the site of the Brunswick County Construction and Demolition Landfill in Bolivia, North Carolina.

I. General Information

Yard wastes (limbs, leaves, and grass clippings), land clearing debris (branches, stumps, and logs) and untreated wood (lumber and pallets) are collected at a designated area for periodic grinding into mulch. The mulch is made available to the public.

II. Scope of Work

The contractor shall provide all equipment, materials, and labor necessary to grind and screen all yard wastes and land clearing debris (including untreated wood waste) received at the Brunswick County Construction and Demolition Landfill site, and shall be responsible for all costs associated with performing the service. The contractor shall grind the material to approximately one and one half (1 ½ inch) minus size. Ground material must be screened unless otherwise stated prior to the start of the grinding. The dirt “fines” (material less than ½ inch) will be left for use by the County. The County may request that all other material be removed. This decision will be made prior to the start of the grinding. Grinding shall be performed as needed or, at a minimum, once per fiscal year. Ground material shall be arranged into windrows of the following dimensions: 24-foot base, not to exceed 10 feet in height with a minimum 25-foot lane space between windrows and less than 100 yards long.

III. Contract Requirements

A. Equipment Requirements

1. All equipment and vehicles must be properly registered and insured in accordance with the Motor Vehicle Laws of the State of North Carolina.
2. Equipment shall conform to all federal, state, and local safety regulations.
3. The contractor shall maintain all equipment.
4. Alternate equipment, meeting the above requirements, must be available to ensure the timely fulfillment of the contract.

B. Insurance Requirements

Insurance requirements are provided as “Attachment A”.

IV. Price and Type of Bid

The price submitted by the contractor shall be on a per ton basis. The amount of material requiring grinding services received for FY 2015-16 was 6,281.69 tons, however tonnage is not guaranteed by the County. The proposer should contact the County if more detailed landfill weight records are necessary. The unit price shall include all equipment, labor, personnel, transportation, lodging, insurance, administrative, and any other associated costs incurred by the contractor to fulfill the obligation of the contract. All proposals shall be valid for a period of 90 days following the proposal submission deadline.

V. Proposal Content

The package shall include the following information:

1. A completed Proposal Form attached in Appendix A shall accompany the proposal package. Information on the form includes the name, address, and telephone number of the company as well as the proposed unit price for service.
2. Scope of service provided and a detailed description of the equipment to be used.
3. List of key personnel to be assigned to the services and experience records of each. A detailed company history shall also be included.
4. Reference list of completed or current contracts, including the name and telephone number of a contact person for each reference listed.

VI. Time of Performance

The contract period shall be for one year from the date the contract is signed. The contractor shall begin service within 30 days after this date.

VII. Right to Reject

The County reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the County.

VIII. Option to Extend

The County has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2) one-year extensions.

IX. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the County.

X. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals, and supporting documents received by the County regarding the Request for Proposals will become property of the County.

XI. Proposal Deadline

Proposals must be submitted no later than 4:00 pm on September 28, 2016.

XII. Inquiries

All inquiries concerning this Request for Proposals may be directed to Micki Bozeman, Brunswick County Solid Waste Coordinator at (910) 253-2524 or [micki.bozeman@brunswickcountync.gov](mailto:micki.bozeman@brunswickcountync.gov).



## **BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS**

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

### **A. COMMERCIAL GENERAL LIABILITY**

Covering all operations involved in this Agreement.

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury Limit
- \$ 5,000 Medical Expense Limit

### **B. WORKERS' COMPENSATION**

Statutory limits covering all employees, including Employer's Liability with limits of:

- \$500,000 Each Accident
- \$500,000 Disease - Each Employee
- \$500,000 Disease - Policy Limit

### **C. COMMERCIAL AUTOMOBILE LIABILITY**

\$1,000,000 Combined Single Limit – Any Auto

### **D. PROFESSIONAL LIABILITY**

\$1,000,000 Per Occurrence

### **E. POLLUTION LIABILITY INSURANCE**

\$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

## **ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS**

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:  
Department: Solid Waste  
Contract #: \_\_\_\_\_
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;  
ATTENTION: Brunswick County Risk Manager  
30 Government Center Dr. NE  
P.O. Box 249  
Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

**Brunswick County  
Operation Services Department**

Stephanie Lewis, Director

Construction & Grounds  
Building & Park Maintenance  
Custodial Services



Solid Waste & Recycling  
Mosquito & Water Management  
Service Center

**APPENDIX A**

**Proposal Form**

This form is to be completed and included with the proposal package.

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
(name & title) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

---

1. Price per ton to grind yard debris: \_\_\_\_\_  
2. Price per ton to screen yard debris: \_\_\_\_\_  
3. Price per ton to remove all material  
over 1/2 inches from the landfill: \_\_\_\_\_

---

---

\_\_\_\_\_  
Name, Title (Print)                      Signature                      Date