



SUMMIT COUNTY
COLORADO STATE UNIVERSITY EXTENSION

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Frisco, CO 80443

INVITATION TO BID
for
WOODY BIOMASS HAUL and/or LOAD SERVICES FROM SILVERTHORNE AND BRECKENRIDGE TO SUMMIT COUNTY RESOURCE ALLOCATION PARK (SCRAP). SCRAP IS IN SUMMIT COUNTY, EAST OF SUMMIT COVE TOWARD KEYSTONE.

Proposals Due:

Friday, July 1st, 2022 by 1:00P.M. MST/MDT

Overview

Summit County Government (“County”) is soliciting bids from qualified contractors to provide load and/or haul services for the following:

Wood chips that have been generated by the Summit County Chipping Program will be loaded from the designated collection sites in Summit County and hauled to Summit County Resource Allocation Park (SCRAP). Collection site locations are at the Summit Fire and EMS yard, adjacent to Town of Silverthorne Public Works yard on Hwy. 9, across from the Three Peaks subdivision; the Town of Breckenridge collection site is at the Stillson Placer lot, adjacent to the Breckenridge Equestrian Center. All wood chips shall be loaded into the contractor’s haul vans. Complete removal of all wood chips from the collection sites supports beneficial use of the woody biomass and is a program objective.

Copies of the request are available at www.SummitCountyCO.gov under ‘Bids & Proposals’ or by request at the County CSU Extension Office. Contact Dan Schroder, CSU Extension Director for additional project information at dan.schroder@colostate.edu or 970-389-5756.

Scope of Services

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the Woody Biomass Load and/or Haul service.

Work shall be completed as set forth in a contract for this project to be negotiated with the County based upon the contractor’s written proposal.

Date and time of service

Service will be performed on an ongoing daily basis no sooner than July 22nd, 2022. Service will be performed on a regular daily schedule (Monday through Friday) to be agreed upon prior to contract. Potential schedule should be included in contractor's written proposal.

Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor’s sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- Standard Workers' Compensation as required by law in the State of Colorado; and
- Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder with limits of not less than \$400,000 on account of any one person and \$1.2 Million for each occurrence of property damage and personal injury; and
- Automobile Liability insurance in those instances where Contractor uses an automobile, regardless of ownership, for the performance of the Services. Contractor shall carry insurance, written on the comprehensive automobile form insuring all owned and non-owned automobiles with limits of not less than \$400,000 (bodily injury per person), \$400,000 (each accident) and \$400,000 (property damage).

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

Proposal Format

Costs for performing services outlined in this Invitation to Bid shall be clearly stated to allow the County to effectively evaluate each proposal. Potential daily schedule of services should also be included.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. If an interested party is unable to perform either of the components, we would like applicants to consider submission of a proposal to perform haul, or load, or both. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the Invitation to Bid instructions and owners requirements.

Part I - ADMINISTRATIVE INFORMATION

A. Issuing Officer-

This request for bidding is issued by Summit County CSU Extension. For questions, please contact Dan Schroder, CSU Extension Director for additional project information at dan.schroder@colostate.edu or 970-389-5756.

B. Purpose

This Invitation to Bid provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the Invitation to Bid.

C. Scope

This Invitation to Bid contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

D. Scheduling

Bids must be submitted via email to dan.schroder@colostate.edu to the **Summit County CSU Extension** by **Friday, July 1st, 2022 by 1:00P.M. MST/MDT**. The bid should outline the schedule for commencement of service.

E. Inquiries and Questions

Prospective applicants are welcome to make inquiries and ask questions concerning the Invitation to Bid to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to:

Dan Schroder, Summit County CSU Extension Director
Summit County Government
Community Development Division
dan.schroder@colostate.edu
970-389-5756

Time Schedule:

Friday May 27th, 2022 Invitation to Bid publicly advertised and posted on County website

Friday, June 24th, 2022 All Questions, Comments and Responses to Questions posted by the County at Bids and Proposals on www.SummitCountyCO.gov

Friday, July 1st, 2022 **Proposals must be submitted via email to dan.schroder@colostate.edu no later than 1:00 p.m. MST/MDT**

Friday, July 1st, 2022 Official Bid Opening with another department head at 3:00 p.m.

Friday, July 8th, 2022 Notice of Award letter emailed no later than this date

F. Instructions for Submission of Bids

When submitting a bid, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address:

<INSERT EMAIL ADDRESS>

Subject Line Text:

<Vendor’s Name> - Proposal for: Woody Biomass Haul and/or Load Service

Body Text:

ATTN: Dan Schroder, Summit County CSU Extension Director
Summit County CSU Extension
Proposal for: Woody Biomass Haul and/or Load Services from Silverthorne and Breckenridge to SCRAP.

- 1. Contractor's company name
- 2. Contact name and phone number

G. Late Bids

It is the responsibility of each vendor submitting a bid to ensure that emailed bids arrive to the Summit County CSU Extension department by 1:00 p.m. MST/MDT on Friday, July 1st, 2022.

H. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

I. Response Material Ownership

All materials submitted regarding this Invitation to Bid become the property of the County and will only be returned at the County's option.

J. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

K. Acceptance of Proposal Content

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

L. Acceptance Time

The County intends to make a proposal selection within 10 business days after the closing date for receipt of proposals.

M. Budget

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

PART II – PROPOSAL CONTENT

The proposal submitted must clearly address the requirements outlined in the Invitation to Bid. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

Scope of Work

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

Qualifications

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this Invitation to Bid. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

PART III – BID EVALUATION AND SELECTION

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the Invitation to Bid will be a principle basis for evaluation. Bids shall provide a straightforward and concise presentation adequate to satisfy the requirements of the Invitation to Bid. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

Selection Process.

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals (“Proponents”) or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating bids that includes but is not limited to: :
 - a. Cost;
 - b. The reputation, experience and efficiency of the Proponent;
 - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
 - d. The comparative quality of the goods and services bid;
 - e. The Proponent’s performance under previous contracts with Summit County;
 - f. The number and scope of conditions attached to the proposal;
 - g. The Proponent’s interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and
 - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent’s standard contract if the County’s standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.