



HARDIN COUNTY

Engineer's Office

TAYLOR ROLL

708 16TH STREET
ELDORA, IA 50627
OFFICE: 641.858.5058
FAX: 641.858.3182

Hardin County is interested in receiving proposals from qualified sources for the application of herbicide within the vegetated section of the county secondary road system.

I. PROJECT OVERVIEW

Hardin County is interested in contracting for the application of herbicide within the majority of county right-of-way. The herbicide will be purchased and supplied by the county but applied by the Contractor.

The Contractor selected for the project shall be required to assume total responsibility for all the services and shall be considered the sole point of contact with regards to all contractual matters subject to technical and contractual oversight of Hardin County.

II. PROJECT HISTORY

Hardin County has been applying spot spray applications of various mixtures throughout their road right-of-way with the use of their own workforce.

The main goals of this practice are to protect the vegetation that stabilizes the ditch slopes and slows the rushing waters during rainfall, and to follow the requirements to eradicate all weeds labeled as noxious by the Code of Iowa.

III. SCOPE OF WORK

The Contractor shall propose a plan to accomplish the eradication of all noxious weeds with the Hardin County road right-of-way for any road classified as Level A or Level B. All the herbicide will be purchased and supplied by the county. All work shall be completed in the spring and summer of the year 2020.

The Contractor may propose any or all of the three options:

- 1) Spot spray all 16 townships
- 2) Blanket spray townships 03, 04, 05, 06, 11, 12, 13 and 14
Spot spray townships 01, 02, 07, 08, 09, 10, 15 and 16
- 3) Blanket spray townships 03, 04, 05, 06, 11, 12, 13 and 14
Leave townships 01, 02, 07, 08, 09, 10, 15 and 16 for Hardin County's workforce.

All work shall be proposed on a unit price per mile of application. All mileage and herbicide usage shall be recorded on a daily basis and reported on a weekly basis.

Township	Mileage
01 - Etna	57.7
02 - Hardin	52.4
03 - Alden-Hardin	64.3
04 - Alden	53.8
05 - Buckeye	61.4
06 - Ellis	58.7
07 - Jackson	57.9
08 - Clay	65.7
09 - Eldora	59.4
10 - Pleasant	64.6
11 - Tipton	63.2
12 - Sherman	63.7
13 - Concord	70.4
14 - Grant	65.5
15 - Providence	65.9
16 - Union	74.8

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IV. OWNER'S RESPONSIBILITY

Hardin County shall be responsible for the following:

- 1) The purchase and supply of all herbicide to be applied by the Contractor.
- 2) The marking of all parcels wishing to apply their own private herbicide.
- 3) Supplying the Contractor with any necessary maps for determining right-of-way limits.

V. REQUEST FOR PROPOSALS AVAILABLE FOR REVIEW

The RFP may be found at the Hardin County Engineer's Office located at 708 16th Street, Eldora, Iowa 50627. All information provided is intended exclusively for the use of proposing firms to assist with proposal development.

VI. TECHNICAL QUESTIONS, CLARIFICATIONS AND INTERPRETATIONS

For technical questions or clarification on procedures regarding the submittal of a proposal, or potential RFP discrepancies, please contact the Hardin County Engineer's Office at (641) 858-5058 or troll@hardincountyia.gov

Any interpretation of, or change made to the RFP will be made only by written addendum and forwarded to all listed Contractors. To become a listed Contractor, please contact the Engineer's Office as request to be added to their list.

VII. PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on **Wednesday December 18th, 2019 at 11:00 a.m.** in the large conference room of the Hardin County Courthouse located at 1215 Edgington Avenue, Eldora, Iowa 50627. Attendance is optional, although highly recommended. The Hardin County Board of Supervisors, the Hardin County Engineer and IRVM staff will be available to discuss the project and answer questions.

VIII. SUBMITTAL DATE, LOCATION AND FORMAT

All proposals must be received by the Hardin County Engineer's Office located at 708 16th Street, Eldora, Iowa 50627 by 9:00 a.m. on **Wednesday, January 15th, 2020.**

Proposals must be submitted in a sealed package plainly marked: "HARDIN COUNTY 2020 HERBICIDE APPLICATION PROPOSAL".

Late submittals will not be accepted. Digital submittals will not be accepted.

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IX. CONDITIONS OF PROPOSAL SUBMITTAL

Proposing firms shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal:

1. The proposal must be signed by a duly authorized official of the proposing firm submitting the proposal.
2. No proposal will be accepted from any person, firm, or corporation that is in arrears for any obligation to Hardin County, or that otherwise may be deemed irresponsible or unresponsive to the county staff or the Hardin County Board of Supervisors.
3. A proposal may be made with the understanding that the County may delay action and/or award up to 90 days following the opening of the proposal.
4. Hardin County reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing firm as deemed in the best interest of the County.
5. All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.
6. All costs, including travel and expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.
7. The submittal of a proposal does not commit Hardin County to award a contract or to procure for articles of good or services.
8. Submittal of a proposal shall be taken as evidence that the proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed as outlined in this Request for Proposal.
9. All information included in a submittal that is of a proprietary nature must be clearly marked as such. Hardin County shall be held harmless from any claims arising for the release of proprietary information not clearly designated as such by the proposing firm.

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X. PROPOSAL REQUIREMENTS

The proposals should follow the format and order described as follows:

A. INTRODUCTION

The introduction should exhibit the firm's understanding and approach to the project. It should contain a summary of the firm's ability to perform the services described and confirm that the firm is willing to perform those services and enter into a contract with Hardin County.

B. QUALIFICATIONS AND CAPABILITIES

Describe the type of firm (corporation, partnership, sole proprietorship, joint venture, etc.) and a brief history of itself and its current organization.

C. FINANCIAL AND LEGAL INFORMATION

Provide any necessary information to prove the financial ability of the firm to complete the work and any litigation arising from previous or current herbicide application contracts.

D. ACCEPTANCE OF CONDITIONS STATEMENT

This statement affirms the acceptance of all conditions and requirements contained in the RFP and lists the names of any of the firm's employees who are directly related by blood or marriage to any Hardin County employee.

E. TEAM AND TECHNICAL APPROACH

Illustrate the key personnel who will work on the project and the approach they will use to complete the project in a timely manner. Provide a time frame for all work within the proposal and an overall estimate of all labor, materials, and equipment used to complete the work. Describe any other services or benefits the firm can provide and will contribute to the success of the project.

XI. PROPOSAL EVALUATIONS

All valid proposals will be evaluated by the Hardin County Board of Supervisors. The Board may select one or more proposals for further evaluation and/or interviews with selected firms. The firm recommended by the Board for a contract award will be chosen on the basis of the apparent greatest benefit to the County, not necessarily on the basis of the lowest proposed cost.

XII. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM

The successful proposing firm shall enter into a contract with Hardin County, shall provide a valid Certificate of Insurance in the amount of **\$100,000** for all work within the county right-of-way, proof of worker's compensation or employer's liability for all employees that will perform work on the project.

The successful proposing firm shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, religion, sexual orientation, marital status, creed, sex, national origin, ancestry, age, color, physical or mental ability.

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