



Invitation for Bids

for

**Town of Benson Stick and Leaf Collection**

Bid From: \_\_\_\_\_

General Information and Bid Submission Requirements:

- Submit bids to:  
**Town of Benson**  
**C/O Kimberly Pickett, Assistant Town Manager**  
**303 E. Church St,**  
**Benson, NC 27504**
- Submit all bids by **2:00pm on Friday, November 1, 2019**. At that time bids will be publicly opened within the Benson Room of Town Hall Conference Center.
- The contract will be awarded at the next Town of Benson Board of Commissioners meeting on November 12, 2019. The time for award may be extended for up to 30 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.
- This contract will be bid on a 1 year contract, with two (2) renewal options built in. In the event that a renewal is granted, the Town of Benson will negotiate up to a 2% increase in each renewal period.
- Questions concerning this invitation for bids must be submitted in writing to: **Kimberly Pickett, Assistant Town Manager, 303 E. Church St, Benson, NC 27504 before 5:00pm on Thursday, October 24, 2019.** Questions may be delivered, mailed, or faxed. Written responses will be mailed or faxed to all bidders on record as having picked up the Invitation for BID.
- A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_." Each modification must be numbered in sequence, and must reference the original Invitation for BID.
- After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town.
- If, at the time of the scheduled bid opening, the Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00pm on the next normal business day. Bids will be accepted until that date and time.
- Bid submission should be presented in a sealed envelope clearly marked "**Town of Benson Stick and Leaf Collection**"

- Bid must include a non-collusion form, bid pricing sheet, and references
- Proof of General Liability Insurance and Workers Compensation will be required prior to start of work.
- Proof of Workers Compensation Coverage will be required before work is started.
- A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

Scope of Work

- Weekly removal of yard waste placed at curb by residents throughout the Town. Collection efforts must maintain consistency with schedule advertised to Town residents and set forth in this contract. Stick collection shall consist piles of material no greater than 4 cubic yards. Sticks will be cut to a length of 5 feet long, and not exceed 4 inches in diameter. Leaves will be placed on right of way in piles or windrows for collection. Collected material must be disposed in Town facility located at 100 E. Porter St.

Schedule

Work shall only be conducted during daylight hours on Monday through Friday. Stick collection must be completed by end of the day on Monday. Leaf collection must be completed each week, Tuesday through Friday, from November 1 through January 31. Additional time can be allowed by Town Public Utilities Director for incimate weather, holidays, and greater than usual volume generated by an unplanned event. Commitment to meeting schedule is critical, as this is a waste disposal service provided to Town residents. Failure to complete all work as scheduled will result in liquidated damages of 100 dollars per day.

| <b>Monday</b><br>Zones 1-4 | <b>Tuesday</b><br>Zone 4 | <b>Wednesday</b><br>Zone 3 | <b>Thursday</b><br>Zone 1 | <b>Friday</b><br>Zone 2 |
|----------------------------|--------------------------|----------------------------|---------------------------|-------------------------|
| Sticks (Jan.-Dec.)         | Leaves (Nov.-Jan.)       | Leaves (Nov.-Jan.)         | Leaves (Nov.-Jan.)        | Leaves (Nov.-Jan.)      |

Special Conditions

- Equipment Option A – Contractor must provide truck with dump body capable of hauling 6’ x 10’ Titan Leaf Box while towing ODB LCT600 leaf vacuum. Titan leaf box holds approximately 10 cubic yards of mulched leaves. Contractor must provide truck with dump body capable of hauling at least 10 cubic yards of sticks and limbs. Trucks must be outfitted with flashing yellow warning lights visible from all directions. Contractor must provide operator with helper.
- Equipment Option B – Town will provide all equipment for stick and leaf removal. Contractor must provide Class C licensed operator with helper.
- Service Area Coverage - Contractor must travel every street during planned cycle to ensure that all debris has been removed.
- Special Events – The Town’s Solid Waste Disposal contractor provides two clean-ups per year, Spring (April) and Fall (September). Contractor shall not plan to provide debris removal the week before, week of, and week after Spring and Fall Clean-ups. Six weeks in each year will not require service.
- Safety - Staff must be outfitted at all times with yellow or orange safety vest, shirt, or jacket rated as ANSI 107, Class 2. Hearing, eye, and respiratory protection and gloves are recommended. Contractor is responsible for complying with all OSHA safety requirements.
- Tools - Contractor shall provide rakes, pitch forks, shovels, brooms, and any other hand tools and power tools necessary for removal of yard debris. Use of machinery, such as skid steers, tractors, loaders, etc. will not be allowed.
- Reporting – Contractor shall provide list of non-compliant yard waste piles (greater than 4 cubic yards, larger than 4” diameter, or longer than 5 feet) to Town Utilities Director via email no later than 12:00PM Tuesday following stick collection route.
- Storm Clean-up and Emergency Response – Storm clean-up is defined as an emergency response related to a storm event. Contractor will be expected to respond within 24 hours of request to assist with clean-up of tree debris. Storm events may require reducing of material with chain saws to allow for hand loading and chipping or assisting with loading by town equipment. Rental rates for additional equipment and labor can be negotiated for large-scale events. **This item must be bid as a per hour upcharge to the standard service options A and B.**

Maps and Listings of Service Area and Zones

- Zone 1
- Pope St.
  - Pine St.
  - S. Augusta Ave.
  - S. Royster St.
  - S. Lincoln St.
  - S. McLamb St.
  - Daisy Ln.
  - S. Ryals St.
  - S. Farmer Dr.
  - S. Blackman St.

W. Parrish Dr.  
W. Harnett St.  
W. Woodall St.  
W. Brocklyn St.  
Reddick St.  
W. Mann St.  
S. Wall St. to McLamb-Tart Rd.

Zone 2

N. Augusta Ave.  
N. Royster St.  
N. Lincoln St.  
N. McLamb St.  
Levison Ln.  
N. Farmer Dr.  
N. Ryals St.  
W. Church St.  
W. Hill St.  
W. Martin St.  
Brooklyn St.  
Colonade Ct.  
Lakeshore Dr.  
Woodside Ln.  
McKenna Dr.  
Park Pl.  
Boardwalk Pl.  
Virginia Ave.  
Atlantic Ave.  
North Carolina Ave.  
Dogeye Rd.  
Sunnybrook Cir.  
Meadowbrook Ct.  
Stoneybrook Ct.  
E. Stoneybrook Ct.  
Hale St.  
Medical Dr.  
Oak Park Dr.  
NC242 to Railroad Rd.  
Carolynn Dr.  
Johnson St.  
Lee Rd.  
US301 North to Lee Rd.  
NC50 North to Dogeye Rd.

Zone 3

NW Railroad St.  
NE Railroad St.  
N. Market St.

N. Elm St.  
N. Johnson St.  
Johnson St. Ext.  
N. Lee St.  
N. Dunn St.  
Fayetteville St.  
North St.  
Hall St.  
Catherine St.  
Sunset Dr.  
Adams Dr.  
Medical Center Dr.  
Circle Dr.  
N. Honeycutt St.  
E. Church St.  
E. Hill St.  
E. Morgan St.  
Holmes St.  
Branch St.  
Morris Ave.  
Porter St.  
Blackmon St.  
Barefoot Ln.  
Coats Cir.  
Wilson Creek Dr.  
Willa Chase Ct.  
Hunterwood Pl.  
Willmont Ct.  
Belle Meade Ct.  
Larksdale Cv.  
N. Walton Ave.

Zone 4 E. Main St. to Morgan Rd.  
SW Railroad St.  
SE Railroad St.  
Printer Dr.  
Gilbert Alley  
Ellis Alley  
S. Market St.  
Market St. Ext.  
S. Elm St.  
S. Lee St.  
S. Dunn St.  
George St.  
E. Brocklyn St.  
E. Mann St.

E. Woodall St.  
E. Harnett St.  
E. Parrish Dr.  
Chicopee Rd.  
Kennedy Cir.  
King Cir.  
Maynard Dr.  
S. Walton Ave. to Singh Pl.  
Eastwood Dr.  
Maplewood Ct.  
Plaza Pl.

Date of Availability

- Date of availability for this contract is **November 18, 2019**
- The completion date for this contract is **December 31, 2020**

Contract Award

- The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Name of business

List of References

Reference 1 Name and Contact Information

\_\_\_\_\_

Reference 2 Name and Contact Information

\_\_\_\_\_

Submittal Guidelines

| Item # | Item Description   | Quantity | Bid Amount |
|--------|--------------------|----------|------------|
| 1      | Equipment Option A | LS       |            |
| 2      | Equipment Option B | LS       |            |
| 3      | Emergency Response | Per Hour |            |

Total Bid: \_\_\_\_\_

- To be considered for this project, please submit the entire proposal with the information requested below no later than **2:00pm on Friday November 1, 2019.**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

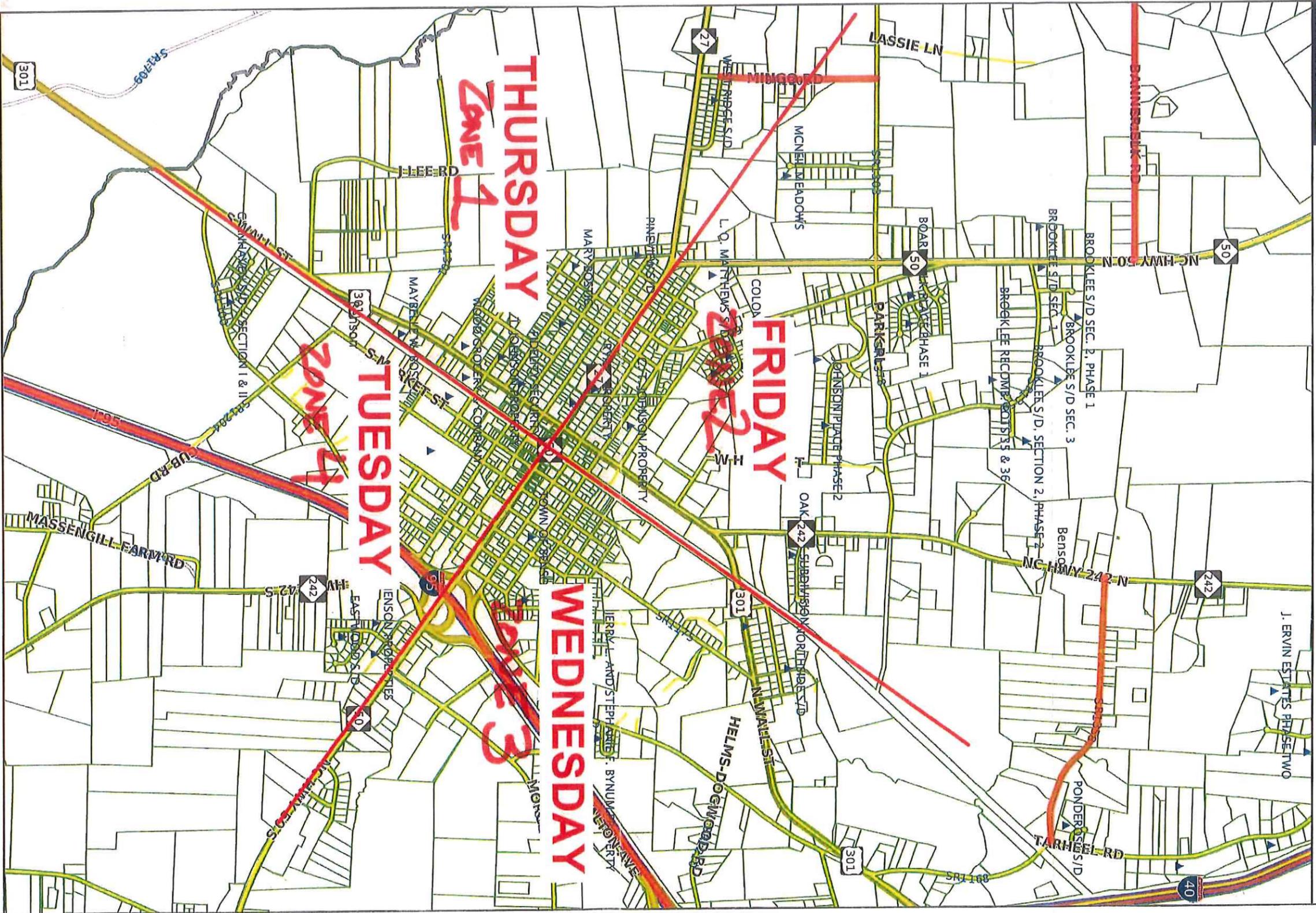
\_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

# LEAF COLLECTION SCHEDULE



Scale: 1:16976 - 1 in. = 1414.7 feet  
(The scale is only accurate when printed portrait on a 11 x 17 size sheet with no page scaling.)