



## **LEGAL NOTICE**

**REQUEST FOR BID  
SEALED BID 11-081**

**For**

**Forestry Operations Review**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Forestry Operations Review**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One original and one [1] signed copies of the bid must be received in a sealed envelope plainly marked “**11-081 Forestry Operations Review**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

**Bid opening will be on 3/30/2011 at 10:30 AM** , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

## BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Rick Hooker, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-7589  
[purchasing@sccmo.org](mailto:purchasing@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **03/25/2011**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County’s website [www.sccmo.org/businesses/](http://www.sccmo.org/businesses/). Check this website frequently for updates and any addendum that are issued.**

## Prohibited Communication

**Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County. Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.**

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "No Bid" and "Void" and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

***Acceptable enrollment and participation documentation consists of a valid copy of the signature page Of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division***

***The online address to enroll in the E-verify program is:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

**Request for Qualifications  
St. Charles County Parks and Recreation Department  
Forestry Operations Review 2011**

**SCOPE OF WORK**

It is the intent of this RFQ to solicit an urban forestry consulting firm to perform an operational review of the St. Charles County Parks and Recreation Department's forestry division.

The goal of this review is to obtain useful information and clear direction for St. Charles County and representatives of its forestry division. A review of the past and current forestry operations should take place, including an analysis of program operations, effectiveness, benefits to the community, and costs associated with delivery of services. The analysis will be used to develop an operational review of urban forestry operations that will assist future planning for the next five years including the development of standards for contracting tree maintenance services, recommendations for staffing, equipment, budget requirements and allocation of projected budgets. In addition, a training session shall be held to present the findings to County staff and provide clear direction for its use.

The consulting firm shall include an International Society of Arboriculture Certified Arborist with extensive expertise in municipal and governmental operations as it relates to urban and community forestry. The goals and objectives of the review are to be accomplished through a participatory interview process with various members of the parks operations and administrative staff.

The selected firm shall be responsible for:

- Reviewing the current and past urban forestry operations including staffing, equipment, and budgets.
- Reviewing the mandated needs created by the County ordinance.
- Analyzing the County's park tree population, current workload, and ability to deliver services.
- Developing tree maintenance "Request For Proposals" templates that can be used if contracted work is anticipated.
- Recommending general direction for the urban forestry program covering a period of five years and assist forestry staff in developing a working management plan.

***Task One: Review of Urban Forestry Operations***

The firm will meet with St. Charles County forestry department staff, County staff, elected officials, representatives from volunteer boards, and others as needed to obtain written and verbal information on current and past urban forestry operations. There will be two scheduled meetings at this level. The first will be a meeting with the County forester and his staff; the second will include the County forester, other County staff, elected officials, volunteer board members, etc. The collection and analysis of this information will be the basis for development

of the operational review. When required, forestry department staff will be responsible for requesting and receiving needed public documents and making arrangements for interviews.

### ***Task Two: Review Mandated Needs Created by County Ordinance***

As an additional task, the firm shall study the current County ordinance, including the latest revisions, and categorize the mandated urban forestry needs they contain. The code will specify which activities are the responsibility of the County and need to be provided.

### ***Task Three: Analyze Park Tree Population, Workload, and Delivery of Services***

The selected firm shall analyze data from the County's existing park tree inventory and the current work load. This information will be used to assess the forestry department's ability to deliver urban forestry related services. Similar to Task One and Task Two, this information will be used to formulate the operational review.

### ***Task Four: Produce the Operational Review Report***

Information collected and analyzed in tasks one through three will be used to create a draft of the Operational Review. The firm shall expect that there will be periodic conversations with County personnel during the report writing process to obtain additional information or opinions.

It is anticipated that the report will include the following sections:

Introduction: The introduction will provide a short background of this project and base line information that will introduce the purpose, scope, and goals of the project.

Methodology: This section will document the procedures and methods the consulting firm used to complete the information gathering with the County.

Review of Forestry Operations, County Ordinances, and Analysis of Urban Forest Inventory Data: Firm shall review the current and past urban forestry operations including staffing, equipment, and budgets. A thorough review of the existing County ordinances will be completed so that a list of mandated needs can be compiled. Data from the existing park tree inventory will be analyzed to provide an overview of the existing tree and canopy cover and provide pertinent information. The review will discuss and highlight the areas of greatest concentration of trees and future services.

Resource List/Guide: Based on the information obtained and analyzed in previous sections, a list of County personnel, contractual resources, and equipment resources will be presented as well as improved protocols as necessary. The key positions and resources will be identified by responsibility and location. In addition, this section will contain templates to be used for future contracting of tree maintenance activities.

Future Direction and Recommendations: Covering a five-year period, the plan will propose scenarios that provide differing levels of service with in-house staff and contractors. Equipment and labor needs will be addressed. The plan will include information about training, education,

and public relations. This section details the activities that will constitute a multi-year urban forest management program and will aid the forestry staff in preparing a forestry program management plan.

### ***Task Five: Present the Final Operational Review Findings***

The final plan will be presented at a meeting with the County forester and other County staff (at their discretion). Five hard copies of the final plan will be presented along with digital copies and an MS PowerPoint presentation to convey results and findings. This presentation will convey information that will help staff to fully utilize the report findings.

### **RFP Expectations for Proposal Consideration**

Proposal submissions should include no less than the following;

1. A **statement of qualification** for each member of the consulting firm involved in the review.
2. **Availability and/or any limitations** for scheduling consultation with parks.
3. **Estimated delivery period** for initial interviews, final presentation and documents after "Notice to Proceed".
4. **Documentation of prior work**, similar to the above review that has been completed for two similar agencies in the past 5 years.



### **Exception Sheet**

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**BID FORM-11-081**

***For Forestry Operations Review***

**BID OPENING DATE: 3/30/2011 at 10:30 AM**

---

(Bidder name)

**Submits the following bid for this project:**

**Total price for the project \$ \_\_\_\_\_**

---

**Authorized signature**

**Date \_\_\_\_\_**

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

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

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_



**AFFIDAVIT OF WORK AUTHORIZATION**

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail Address**

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
**Signature of Notary**

\_\_\_\_\_  
**Date**

