



**Queen Anne's County
Department of
Parks and Recreation**

**Request for Proposals
For
Noxious and Invasive Weed Control on Parklands
3 Year Contract**

**1945 4H Park Road
Centreville, Maryland 21617**

**Pre-Bid Meeting
October 4th, 2021 @ 2:00pm**

**Proposal Due
October 11th, 2021 by 2:00pm**

Request for Proposals
Noxious & Invasive Weed Control on Parklands
3 Year Contract (based on funding)

I. INTRODUCTION TO PROJECT:

The project work consists of applying an herbicide mixture on various locations throughout Queen Anne's County's park system for the control and/or eradication of noxious and invasive weeds including aquatics. There are various application periods utilizing herbicides, with intermittent application periods as necessary. The type and mixture of herbicide shall be approved by the Maryland Department of Agriculture and the Maryland Department of the Environment, with the applicator fully licensed to utilize the approved chemicals for control and/or eradication of noxious and invasive weeds including aquatics. The chemical should also include a pre-emergent which will destroy/hinder new growth.

II. SCOPE OF SERVICES:

A. General: Requires a Vendor to furnish and apply species-targeting herbicides on approximately forty (40) acres to control non-native species noxious and invasive species. This effort is part of a larger effort to eradicate noxious and invasive weeds on public park properties. The following properties have been identified as priorities.

- * Cross County Connector Trail
- * Whitemarsh Park, Centreville, MD
- * Blue Heron Nature Preserve, Stevensville, MD
- * Terrapin Nature Park, Stevensville, MD
- * Old Love Point Park, Stevensville, MD
- * Ferry Point, Chester, MD
- * Long Point Park, Grasonville, MD

B. Site Characteristics: The various project sites vary in physical attributes, however are mainly low lying flat lands, tidal/non-tidal wetland and marsh areas, meadowlands and trail bridge sections. Lands may be accessible via pickup truck, boom sprayer, Off-road vehicles, boat, etc.

C. Project Specifications: This contract shall be in accordance with the Standard Specifications for Herbicide Application under The Maryland Department of Agriculture(MDA), responsible for establishing guidelines and requirements for the application of herbicides and the certification of applicators and the licensing of businesses to ensure that herbicides are applied properly by competent individuals. In addition to a chemicals application permit issued by MDA, a toxic chemicals application permit issued by Maryland Department of the Environment Industrial Discharge Permits Division is required for one or more acres to spray aquatic herbicide in wetland/waterway areas.

1. Vendor will utilize appropriate techniques (mowing, spraying), formulations, and rates for adequate control and coverage of the site. Vendor is responsible for noting standing or flowing water within the work area and for making any necessary modifications during treatment to minimize aquatic impacts of the operations. Several important species in the vicinity of the work areas may require care be taken regarding minimizing potential impacts to habitats, surfaces, and waterways.

2. Vendor shall adhere to all applicable laws and regulations set forth by Maryland Department of Agriculture and Maryland Department of the Environment for the application of herbicides.

3. The Vendor/Contractor shall be properly licensed by the Maryland Department of Agriculture and the Maryland Department of the Environment as a chemical herbicide applicator.

4. The Vendor/Contractor shall be responsible for application for any and all permits required for the application of herbicides.

5. All materials (chemical herbicides, pre-emergent, etc.) and fuel to be supplied by the contractor. Owner or owner's representative will meet with contractor on a monthly basis throughout the growing year to ensure that the properties identified are being maintained to County standards. Execute a preventative pesticide plan (herbicide, fungicide and insecticide).

III. LOCAL VENDOR PREFERENCE:

The Local Vendor preference and Local Vendor Bid criteria apply to this project since all funds are County Funds.

IV. CONTRACT DOCUMENTS:

Copies of the Contract Documents may be obtained beginning Monday September 27, 2021. Contract Documents will be available at no cost in electronic pdf format on eMaryland Marketplace Advantage at <https://emma.maryland.gov> and on our County Web Site at <http://qac.org/Bids.aspx>

V. PRE BID MEETING:

Bidders shall attend the Pre Bid Meeting to be held on **Monday, October 4th @ 2:00pm** to be held at Queen Anne's County Department of Parks and Recreation Office located at 1945 4H Park Rd. Centreville, MD 21617. Attendance at this meeting is strongly encouraged.

VI. BID DUE DATE/TIME:

Sealed bids for this Project will be received from bidders by the QAC Department of Parks and Recreation, 1945 4H Park Rd. Centreville, MD 21617 **October 11th, 2021 no later than 2:00pm** at which time all sealed bids shall be opened publicly and read aloud in the Department Conference Room. Bids will not be received for consideration following the due date/time noted above. Completed Conflict of Interest Disclosure Statement is required to be submitted with the bid. Failure to submit required documents with the bid shall deem the bid as non-responsive

VII. ADDENDUM TO THIS REQUEST FOR BIDS:

Any Addenda issued shall be issued via electronic posting on the Queen Anne's County Procurement and eMaryland Marketplace Advantage websites. However, it is the Bidders responsibility to ensure receipt of all addenda.

VII. ADDITIONAL INFORMATION:

Bidders are directed to the provisions of the Instructions to Bidders for additional information governing the bidding process.

VIII. RIGHT TO REJECT BID:

The Owner (QAC Parks and Recreation) reserves the right to waive any informalities and to reject any or all bids. No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof. Bids are to remain open for 60 days.

IX. INSTRUCTIONS TO BIDDERS

All proposals shall consist of the following:

1. Qualification Statement
2. A brief portfolio of related experience, qualifications and similar projects including client references.
3. Fee Summary (Bid Sheet, Section XV.)
4. Listing of equipment owned by Vendor/Contractor
5. Proposals must be in hard-copy format (Fax & electronic proposals not acceptable).
6. Complete attached Conflict of Interest Disclosure Form.
7. Local Vendor Affidavit (if applicable)

X. QUALIFICATIONS

Due to the fragile nature and unique environmental requirements of herbicide applications, it is imperative that the CONTRACTOR or their principal representatives have a minimum of 3 years of experience in the field noxious and invasive weed identification and control. It is also imperative that the OWNER have immediate access to CONTRACTOR if issues arise that require immediate attention, therefore one or more of CONTRACTOR'S principal representatives shall be available to address such issues if a sudden need arises. Contractor must have experience and equipment necessary to him to apply herbicide in extreme marsh conditions and must demonstrate equipment availability to spray large areas within tidal wetlands, sensitive areas marsh, agricultural lands and open space.

A listing of equipment owned by the Vendor/Contractor shall be provided as part of this bid document.

XI. INDEMNIFICATION

The Contractor/Vendor shall hold harmless the OWNER/Queen Anne's County for any losses, costs, and expenses (including attorney's fees and court costs), settlement payments, and (whether or not reduced to final judgment) all liabilities, damages and fines paid, incurred, or suffered by the OWNER by reason of or arising out of injuries to persons (including death) or property damage caused by the FIRM, his employees, agents or subcontractors or in any way attributable to the performance of work or agreement, and shall further indemnify and hold harmless the OWNER for any claim, action, suit or proceeding threatened, instituted, or otherwise made against the OWNER by reason of or arising out of:

1. Any Breach, violation, or non-performance by the FIRM of any provision of this agreement
2. From any other cause whatsoever due to the careless, negligent, intentional, wanton, or improper conduct of the FIRM; or
3. The failure of the FIRM to provide the service or any portion thereof on a timely basis and in accordance with an Agreement/Contract.
4. This indemnification by the FIRM shall survive the expiration or sooner termination of this Agreement.

XIII. METHOD OF PAYMENT

Payment will be made within 30-days from the date the Queen Anne's County Department of Parks and Recreation receives the payment requisition.

XIV. PROPOSAL SUBMITTAL

Please submit three (3) paper bound (electronic proposals not acceptable) copies of your proposal by **October 11th, 2021 no later than 2:00pm** where they will be opened and publicly read aloud.

Any questions you may have concerning this RFP and the bidding process should be directed to **Nancy E. Scozzari via email at nscozzari@qac.org**

All materials submitted in response to this RFP will become the property of Queen Anne's County. All expenses incurred by the consultant in responding to this RFP will remain the responsibility of the consultant.

The County Commissioners of Queen Anne's County and the Queen Anne's County Department of Parks and Recreation reserve the right to reject any or all proposals, accept any proposal which best benefits the people of Queen Anne's County, and waive any irregularities in the proposal.

Queen Anne's County is an equal opportunity employer.

XV. BID SHEET

The Cost Proposal shall be submitted ONLY on this form in the format provided.

Proposals shall be submitted based on time and materials required to perform the Scope of Services during the Calendar Year from October 15th, 2021 to October 15th, 2022.

Proposals will be judged based on a combination of price and experience.

Task	Time/Hours	Materials	Price
Cost to perform Scope of Services including time and materials for seven Priority Properties Listed in Section II.			\$
			\$
TOTAL			\$

SUBMITTED this _____ day of _____, 2021.

(By An Individual)

By: _____ /s/
(Typed Name) (Signature)

Doing Business As: _____

Registered Business Address: _____

Phone No.: (____) _____ Cell (____) _____ Email: _____

(By A Corporation)

Corporation Name: _____

State of Incorporation: _____

By: _____ /s/ _____
(Person Authorized to Sign) (Title)

(CORPORATE SEAL)

Attest: _____ /s/ Corporate Secretary

Business Address: _____

Phone No.: (____) _____ Cell (____) _____ Email: _____

XI. CONFLICT OF INTEREST DISCLOSURE

In connection with the undersigned's participation in the bid process or request for proposals being considered by the County Commissioners of Queen Anne's County ("the County") the undersigned does affirm under the penalties of perjury as follows:

I have reviewed the materials provided by the County in connection with my proposed bid or proposal and reviewed such records of my company and business as necessary to make the following statements:

(Check all appropriate boxes)

- ☐ To the best of my knowledge and belief, neither I, the company identified below or any employee of the company have been involved or are presently involved in any situations or actions that might be regarded as an actual or potential conflict of interest in the event of a successful bid or award.
- ☐ It appears that I, the company identified below or an employee of the company have been involved in some situations or actions that might be regarded as a potential conflict of interest should I submit the successful bid or proposal. Details of such situations and/or actions are as follows (attach additional sheets as necessary):
1. _____
2. _____
- ☐ The following situations or actions in which I, my company or an employee of the company are presently involved might be regarded as a potential conflict of interest if I submit the successful bid or proposal (attach additional sheets as necessary):
1. _____
2. _____
- ☐ I have attached a list of all present contracts between the company named below and the County.

Signature: _____ Date: _____

Name: (please print) _____

Company/Organization: _____

Address: _____

Phone Number: _____



CROSS COUNTY CONNECTOR TRAIL

DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "legal description". The map scale displayed is not accurate and serves as a general representation only.

1: 3,757



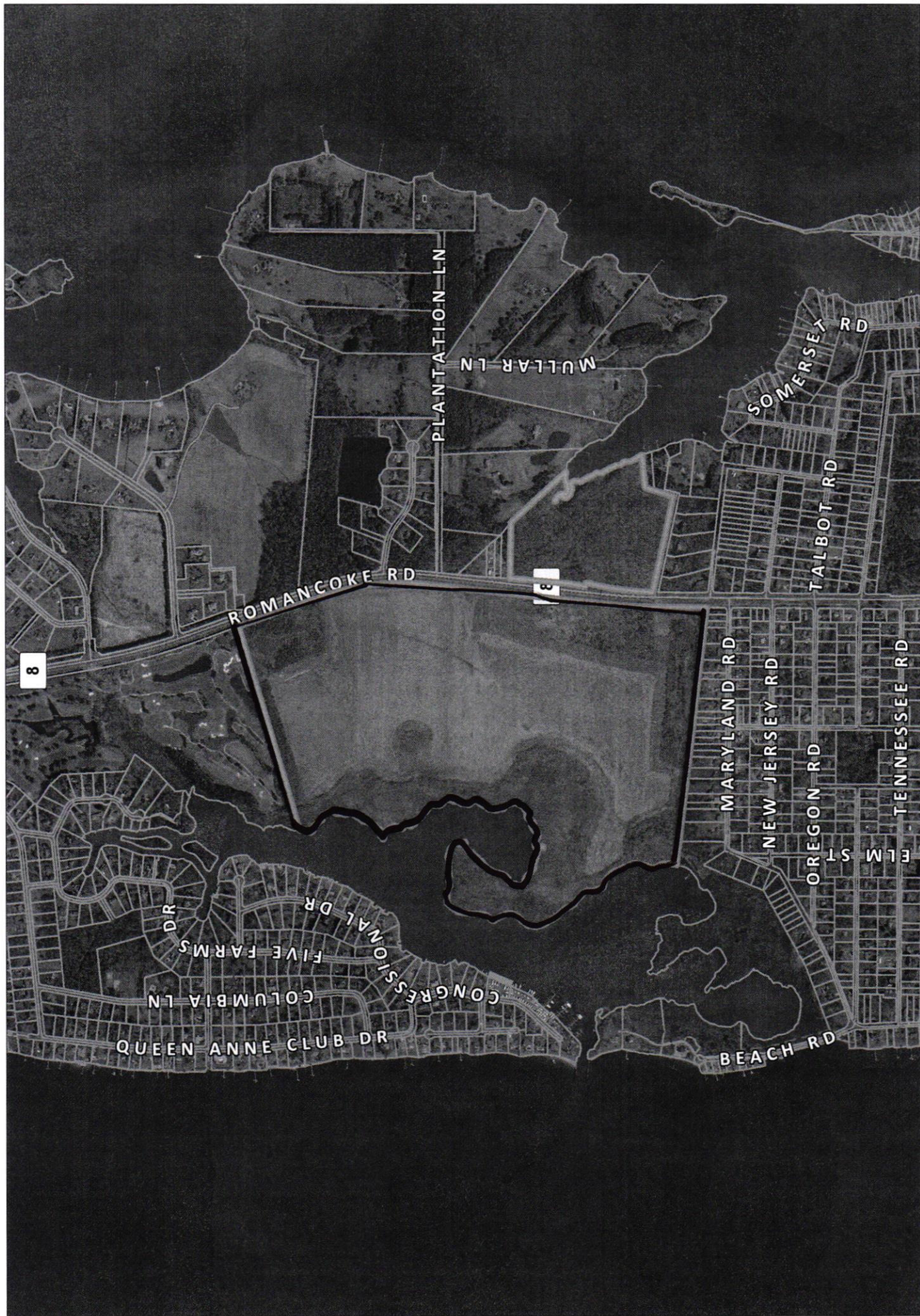


WHITEMARSH PARK, CENTREVILLE MD

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1: 15,028





BLUE HERON NATURE PRESERVE, STEVENSVILLE MD

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1: 15,028





TERRAPIN NATURE PARK, STEVENSVILLE MD

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1: 15,028

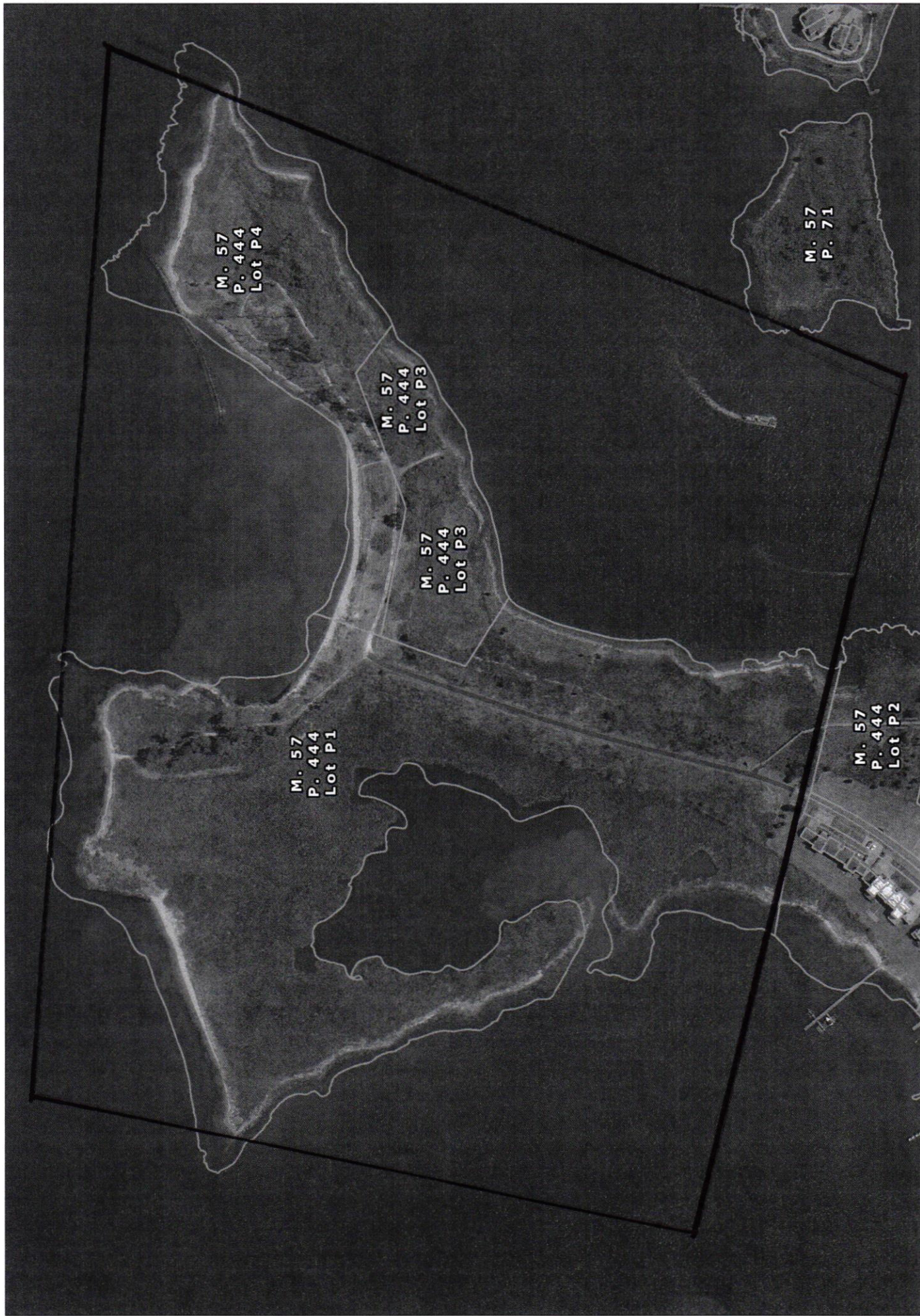




OLD LOVE POINT PARK, STEVENSVILLE MD

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1: 3,757

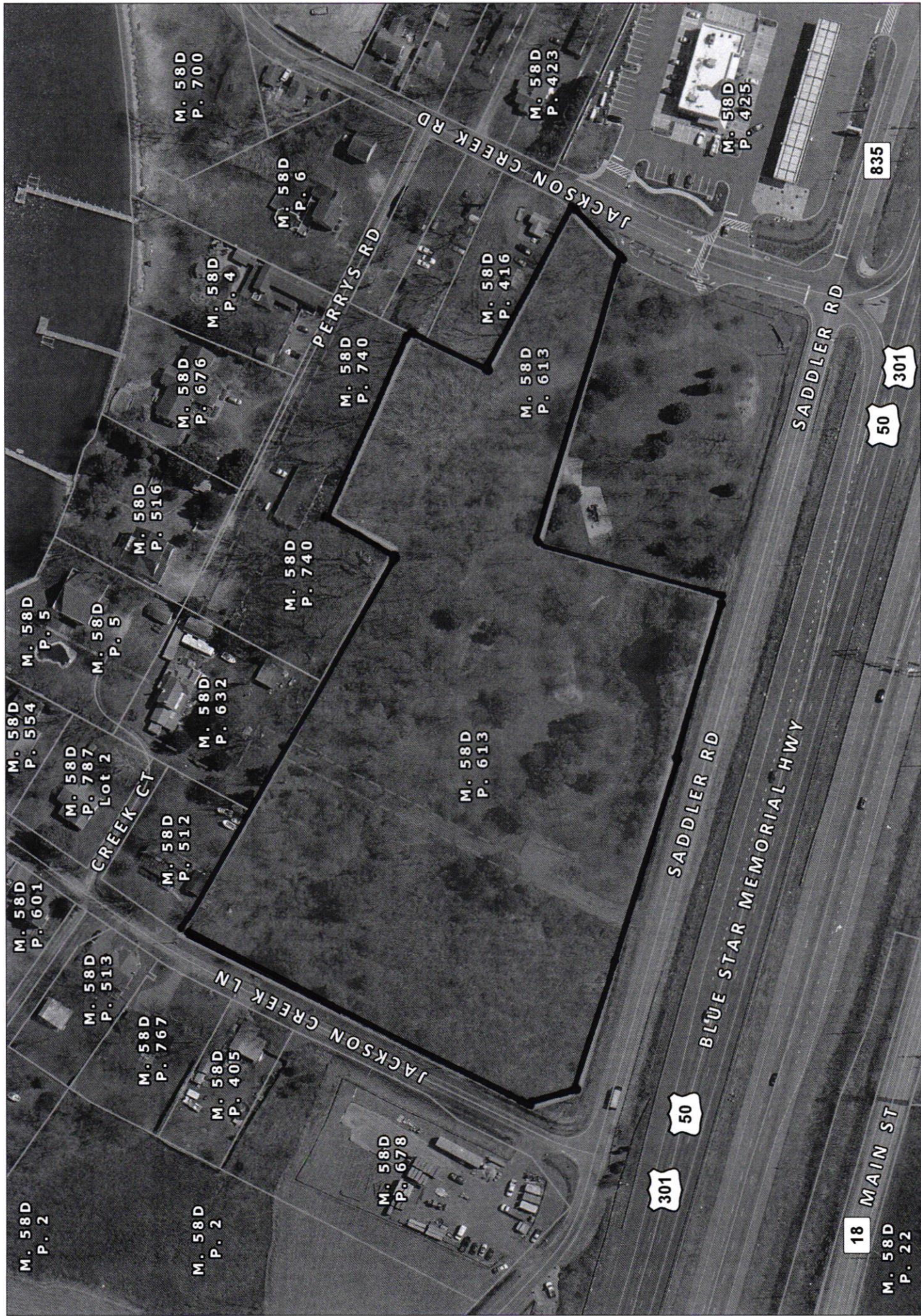


FERRY POINT, CHESTER MD

1: 3,757



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LONG POINT PARK, GRASONVILLE MD

DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "legal description". The map scale displayed is not accurate and serves as a general representation only.

1: 1,878