



**Request for Proposal for  
Route 40 Septic Field Replacement  
Bid Package #: 2021-007**

**Instructions for Proposal Submissions**

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## Overview

The Garrett County Board of Education will receive Requests for Proposal (RFP) from experienced vendors to modify the existing septic field and install approximately 2000 feet of new drainage bed.

Please submit an original and two (2) copies of your proposal in a sealed envelope to the contact person shown below no later than **1:00 pm Monday, February 1, 2021**.

No oral proposals will be accepted. Electronically transmitted proposals will only be accepted if information is complete and timely, before **1:00 pm Monday, February 1, 2021**. All proposals received after the deadline will not be considered.

All proposals submitted shall become the property of the Garrett County Board of Education.

All responses to the Request for Proposal shall be submitted to:

Garrett County Board of Education  
Attn: Missi Nesselrodt  
770 Dennett Rd  
Oakland, MD 21550

Questions may be submitted via email to [rfp@garrettcountyschools.org](mailto:rfp@garrettcountyschools.org).

## Introduction

Garrett County Board of Education (“the Board”) is seeking proposals from established vendors that are competent, knowledgeable and possess at least 5 years of experience in installing commercial sized septic fields. Installer must be certified Vendors submitting proposals must be prepared to begin the project no later than **1:00 PM Monday, February 1, 2021**.

The purpose of this document is to provide information to submit a proposal.

## **Submission Requirements**

Please submit an original and two (2) copies of your proposal. Submissions must include the following:

- Cover Sheet (included)
- Completed Vendor Questionnaire (included)
- Public Schools Federal/State/Local Government Debarment Procedure
- Additional information deemed necessary to fully develop the vendor's qualification as well as its recommended plan of action

All proposals submitted to the Board will be kept in confidence and shall be used solely for the purpose of evaluating the respondent's recommendation for possible award. The Board retains the right to provide proposal copies to the selection committee, legal advisors, and other representatives.

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the Board in writing. Modifications offered in any manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

## **Project Information**

### **A. Project Background**

Route 40 Elementary School's current septic system is failing. Garrett County Health Department has determined that a new field will need to be installed.

### **B. Project Summary**

As a contractor on behalf of Garrett County Board of Education, operating under a lump sum total contract, a contractor is to furnish all supervision, labor, materials, equipment, and all other services necessary to perform the requirements set forth in the Scope of Work.

### **C. Project Payment**

1<sup>st</sup> payment application can occur upon receipt of materials and equipment mobilization. The 2<sup>nd</sup> payment application can occur at the date of substantial completion as determined by the supervising employee Garrett County Board of Education Maintenance Department.

The Garrett County Board of Education is tax exempt, paying neither Federal nor Maryland state taxes.

### **D. Project Scope of Work**

The contractor is to perform all services described in the scope of work listed below, including service required under exercised options or change orders, in accordance with applicable requirements and provisions set forth by the written contract entered with Garrett County Board of Education.

The work consists of the following: locating and identifying the limits of the current failed septic system, perform test pits, secure grading permit with Garrett County Permits and Garrett Soil Conservation District, secure septic permit from Garrett County Health Department, relocate existing septic tank, install new drain field per County standards, install diversion swale, and seed and mulch all disturbed areas. Attached are drawing showing the proposed location of the field. The contractor may have to modify the layout for permitting and to accommodate the existing drain elevations. All work to be done in accordance with all applicable local, State and Federal guidelines.

## **Evaluation of Proposals**

Submitted proposals will be considered based upon the evaluation process as outlined below. Consideration will only be given for proposals submitted by **1:00 pm Monday, February 1, 2021**.

Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

### **A. Initial Selection Process**

A selection committee will review, in detail, all proposals that are received based upon, but not limited to, the following criteria. A proposal's recommendation plan that best suits the needs of Garrett County Public Schools will be in accordance with the following criteria:

#### **1. Responsiveness - 10%**

Adherence to the requirements of the RFP

#### **2. Qualifications & Expertise – 15%**

The ability, capacity, flexibility, financial stability, and skill of the vendor to perform the contract, as evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports and/or industry ratings/awards. The proposal must clearly indicate the vendor possesses an understanding of the needs of a rural school system.

#### **3. Quality – 15%**

The respondent's ability to meet the specification and requirements for equipment, maintenance and service will be evaluated. The vendor that will be awarded the contract must demonstrate success on similar projects as well. It is imperative to demonstrate the ability to deliver services in a timely manner.

#### **4. Cost – 60%**

Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. Proposals which outline competitive pricing with value added features and capabilities will be given higher consideration. All figures entered on the vendor proposal must be clearly legible.

The selection committee may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. Upon review, the selection committee may select a short list of potential awardees that meet the minimum qualifications for further review.

## **B. Interviews**

The Board reserves the right to conduct interviews of respondents included on the short list of potential awardees. The selection committee will contact the designated respondent's representative, as indicated on the Cover Sheet, to schedule an interview date and time. Garrett County Public Schools reserves the right to interview all candidates.

## **C. Timeline**

After the selection committee and the Board makes a final determination, the awardee and the Board will negotiate and execute a final agreement prior to commencement of the work under the Contract.

Failure of any respondent to timely respond or come to terms with the Board will be cause for rejection of the proposal.

- Project Award – **February 11, 2021**
- Mobilization – **March 1, 2021**
- Substantial Completion with Final Inspection – **April 1, 2021**
- Close-out documents and Retention Release – **April 14, 2021**

Note that the Board reserves the right to alter this timeline at any time.

## **D. Rejection of Proposals**

The Board reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If the proposal fails to meet a material requirement in the RFP, or is incomplete or contains irregularities, the proposal may not be considered. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.