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Title and Summary

Request for Proposal No. FY13-0416

Request for Proposal Title: Professional Posting Services – Delinquent Property Taxes

RFP to Bid Publication: As follows:

- 04/03/2013 <http://www.orangeburgcounty.org/>
- 04/03/2013 bulletin board, 3rd Fl., Admin. Centre

Invitation Composition: Invitation to Bid FY13-0416 is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work
- Vendor Qualifications and Information
- Evaluation Criteria
- Certified Bid Sheet
- Addendum Acknowledgements
- Certification of No Exceptions
- Certification of Preference(s)
- Addendum Acknowledgements

Invitation Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
 - Basement Floor Administrative Centre,

Contracting Entity: Orangeburg County, South Carolina (“Owner”)
A political subdivision of the State of South Carolina

Procurement Coordinator: Procurement Director- Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. (“Administrative Center”)
Orangeburg SC 29115
(803) 533-6121 Office phone number
(803) 535-2307 Office fax number
jshuler@orangeburgcounty.org

Pre-Submission of Bids

- Questions: If bidders have questions, same shall be
Directed to Procurement Director
Mode of Communication via e-mail only
No later than 10:00 A.M. 03/09/ 2013

Bids:

- Submission Composition: Each submitted bid is required to be composed of the following, including fully completed and executed forms:
 - Certified Bid Sheet
 - Code and Articles Acknowledgment
 - Addendum Acknowledgment
 - Vendor’s Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)
- Submission Deadline: 2:00 p.m. on April 16, 2013
- Submission Location: Administrative Centre, Basement Floor Procurement Office
- Opening Time: 2:00 p.m. on April 16, 2013
- Opening Location: Administrative Centre, 3rd Floor Training Room
Proposals will not be publicly opened

Special Conditions

- Intent/Award/Contract: The intent to award, award, and the contract regarding FY13-0416 is subject to the following special conditions:
- Only as stated in the documents that compose the Request for Proposal

Code and Articles

ITB No.FY13-0416 Professional Posting Services – Delinquent Taxes

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the “Code”). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal Services, see

Code §5-304.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

Printed Vendor Name

Signature of Vendor’s Authorized Agent

Printed Name of Vendor’s Authorized Agent

Title with Vendor of Vendor’s Authorized Agent

SCOPE OF WORK

The Orangeburg County Tax Collector has identified approximately 9,000 residential and commercial properties that are subject to levy posting due to non-payment of property taxes.

While proceeding with this project, to help assure parcel locations and timely project completion, Orangeburg County will provide the successful firm the tax map numbers and any other pertinent information necessary to complete the project.

From the information provided by Orangeburg County regarding the properties that are subject to posting, the successful firm will be required to furnish colored card stock and print the levy signs.

The successful firm shall provide all stakes, transportation, labor/manpower and additional map research necessary to locate and stake the parcels.

The successful firm shall provide software, mobile device with data connection, cameras and any other equipment necessary for effective posting.

The successful firm shall post properties Monday – Friday during the hours of 7:00am to 8:00pm.

Posting of the levy sheets shall be in accordance with the South Carolina code of laws, section 12-51-40 and the sheets shall be placed “Road Front Visible” on each parcel.

In cases where condominiums, mobile homes or buildings only are being posted, the levy sheet shall be placed on the main entrance door.

Posting of “Road Front Visible” levy sheets should be done in such a way as to ensure that the peace will not be breached and that your safety will not be jeopardized.

Final field report on each property listing shall include the levy language left at the property, signed and dated certification of the field agent, a photograph for the file and a digital photograph of the posted property with the levy clearly visible, which may be used at the tax sale.

If necessary, verification of the physical postings by the successful firm may require court testimony.

Because the parcels are randomly located throughout the county, priority staking and posting will be at the firm’s discretion.

It is anticipated and expected that this project shall be completed by August 31, 2013. Exceptions and extensions to this provision are not suitable.

An official of the successful company/firm is responsible for the proper posting and staking of the sheets.

Vendor Qualifications and Information

RFP FY13-0416

Vendor shall provide with its bid, the following which should be collated, fastened together and clearly labeled "Vendors' Certification of Qualifications and Information for RFP No. FY 13-0416. At least two (2) copies.

1. Documentation of vendor's general comparative experience(s) to demonstrate vendor has experience in supplying required services comparative in type and number specified in this RFP.
2. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
3. A statement that vendor is aware of and can meet the delivery schedule as stated.
4. A brief general history of the vendor.
5. Vendor organizational chart to demonstrate sufficient and qualified staff/employees. Statement of equipment, supplies etc.
6. Current Certificate of Liability Insurance, to include Worker's Compensation and Auto Liability

Evaluation Criteria

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Vendor Qualifications
2. Total cost to be incurred by the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

Note: Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.

Certified Bid Sheet

Pricing should be base upon + or – 9,000 parcels with a 10% deviation. All proposers shall submit a single parcel price and invoice according to the total number of parcels posted.

PRICE PER PARCEL \$ _____

Surveyor's License number (if applicable) _____

(Subcontractor must meet all insurance requirements and the specific requirement of the RFP for which each proposed subcontractor will perform services. Primary contractor will be held liable if requirements so stated are not met.

BY signature below, the submitting vendor certifies to Orangeburg County that: _

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY13-0416.
2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties.
3. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Title with Vendor of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Addendum Acknowledgement

Request for Proposal FY13-0416 –

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of No Exceptions

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The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: ___ Yes ___ No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR’S EXCEPTIONS to same are listed and described below:

___ Yes ___ No

Identification Of Excepted Vendor’s Term	Description of vendor’s substituted term	Vendor’s Initials
Exception 1:		
Exception 2:		
Exception 3:		
Exception 4:		

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor’s Authorized Agent

Printed Name of Vendor’s Authorized Agent

Title with Vendor of Vendor’s Authorized Agent

Certification of Preference(s)

Request for Proposal No. FY13-0416

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina: Yes No

Preference 2. Vendor is a resident of Orangeburg County, SC: Yes No

Preference 3. Vendor is an MBE (Minority Business Enterprise): Yes No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent