

# REQUEST FOR PROPOSALS (RFP)

For  
**Vegetation Control**  
Pursuant to ORC 307.86

## 1 GENERAL STATEMENT

### 1.1 Purpose

The Fairfield County Airport Authority are requesting proposals for vegetation control for land in the runway protection zone located in Carroll, OH 43112.

### 1.2 Estimated Key Dates

The following are the estimated key dates associated with the RFP process. Proposals received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

<b>RFP NOTIFICATION:</b>	<b>07/23/2020, 8:00 a.m. EDT</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>07/23/2020, 8:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>08/03/2020, 3:00 p.m. EDT</b>
<b>PROPOSAL DUE DATE:</b>	<b>08/07/2020, 9:00 a.m., EDT</b>
<b>OFFER OPENING DATE:</b>	<b>08/10/2020, 9:15 a.m., EDT</b>

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror's response is due at the **Fairfield County Commissioners 210 East Main Street in Lancaster, Ohio**. Proposals received after 9:00 A.M. on the Due Date will not be evaluated.

The Fairfield County Airport Authority reserve the right to reject any or all bids in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

### 1.3 Additional Estimated Dates

**CONTRACT AWARD NOTIFICATION: 08/10/2020**

**CONTRACT START DATE: 01/01/2021**

### 1.4 Location for Response Opening

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130**

## **2 EXECUTIVE SUMMARY**

### **2.1 Purpose**

This document is a request for proposals to VEGETATION CONTROL SERVICES under Section 307.86 of the Ohio Revised Code. The Fairfield County Airport Authority is soliciting competitive, sealed proposals for the described work located in the Carroll, Ohio area. If a suitable offer is made in response to this RFP, the Fairfield County Airport Authority may enter into a contract to have the selected Offeror (the “Contractor”) provide the described work.

Upon selecting the selected Offeror, the Fairfield County Airport Authority shall enter into a Contract with such person or entity in accordance with Revised Code Section 307.86. A contract for the described work shall be prepared by the Fairfield County Airport Authority and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term “the Fairfield County Airport Authority” shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, the Fairfield County Airport Authority will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the date agreed upon by the Fairfield County Airport Authority and the Contractor.

### **2.2 Objectives**

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Project Criteria (see Sections 3.4 and 3.5). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

### **2.3 Calendar of Events**

Significant dates in connection with this RFP are shown above and are subject to change. The Fairfield Airport Authority may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror’s to check his/her email on a regular basis for posted addendums, changes and other RFP information.

### 3 GENERAL INSTRUCTION

#### 3.1 Purpose

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Airport Authority to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

#### 3.2 Contacts

The following individual will be the representative of the Fairfield County Airport Authority who may be contacted in connection with this RFP. Bidders are required to provide notification by email that they have downloaded the RFP and plan to submit a proposal.

Staci Knisley  
Fairfield County Airport Authority Clerk  
740-652-7093  
[staci.knisley@fairfieldcountyohio.gov](mailto:staci.knisley@fairfieldcountyohio.gov)

Offeror's may obtain complete sets of the Request For Proposal by downloading it from the County website at [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us) or by requesting a printed copy at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

#### 3.3 Inquiries

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Offeror's must use email to make their inquiries. All inquiries must be addressed to and sent to Staci Knisley at [staci.knisley@fairfieldcountyohio.gov](mailto:staci.knisley@fairfieldcountyohio.gov). The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

#### 3.4 Scope of Work

**3.4.1** The purpose of this RFP is to obtain proposals for regular vegetation control of areas detailed on Exhibit A, during the time period of January 1, 2021 through December 31, 2025.

**3.4.2** All work is to be performed as listed under Section 3.5 PERFORMANCE CRITERIA and Section 4 SUMMARY, and to provide the Fairfield County Airport Authority a complete project in compliance with all applicable laws and codes.

### **3.5 Performance Criteria**

Vegetation Control services sought by the Fairfield County Airport Authority hereunder includes the following:

- 3.5.0 Area included in this RFP is approximately 86 acres and is described in Exhibit A.**
- 3.5.1 Contractor shall provide a minimum of five annual cuttings or mowing to control Prohibited Noxious Weeds as per OAC 901:5-37.**
- 3.5.2 Contractor shall cut or mow at a minimum of preferred target dates of May 1-20, June 1-20, July 1-20, August 1-20, and September 1-20. Variance from these dates will be considered based on weather.**
- 3.5.3 Contractor shall cut or mow in manner to maintain heights of the fields between 7 and 14 inches in height between cuttings or mowing in compliance with the FCAA wildlife management report available by request. (dated May 28, 2016).**
- 3.5.4 If cuttings are baled they must be removed from the property within 7 days. Storage of bales during the 7 days will be limited to staging areas approved by Airport Management.**
- 3.5.5 Contractor shall furnish all labor, equipment and materials (including seed and fertilization as required) necessary to the performance of the intended services.**
- 3.5.6 When not in operation Contractor must store equipment related to vegetation control in designated staging areas marked on Exhibit A. Staging is limited to overnight when active control is occurring.**
- 3.5.7 Contractor must advise the Airport Manager when vegetation removal by use of equipment starts and ends. This can be done by calling the main Airport telephone number 740-654-7001. The Airport Manager is responsible to issue appropriate notices to airmen.**

### **3.6 BASIS OF RFPS**

- 3.6.1 Submit a lump sum amount for the total cost and a proposed compensation schedule as requested on the attached Bid Form.**

### **3.7 PROPOSAL SUBMISSION**

- 3.7.1 Submit a proposal amount on the original RFP Proposal Form furnished by the Fairfield County Airport Authority, in this document.**

- 3.7.2 Sign Proposal with name typed below signature.
- 3.7.3 An RFP proposal submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.
- 3.7.4 Show all proposal amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.
- 3.7.5 Oral, telephonic, facsimile or telegraphic Proposals in response to this RFP will not be accepted.
- 3.7.6 Submit sealed proposals in an opaque envelope plainly marked on the outside with the Request for Proposal title, bid date and time, and name of the Offeror.
- 3.7.7 If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFP ENCLOSED" on the face of the RFP envelope.
- 3.7.8 Mailing and delivery address is:  
FAIRFIELD COUNTY AIRPORT AUTHORITY  
C/O FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
Third Floor  
210 East Main Street  
Lancaster, Ohio 43130
- 3.7.9 Offeror's shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Airport Authority.
- 3.7.10 Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Airport Authority discretion, be declared unacceptable.

### **3.8 RFP EVALUATION CRITERIA AND PROCEDURE**

- 3.8.1 The Fairfield County Airport Authority will award a Purchase Order for the contracted work amount as permitted by these instructions. The Contractor may submit Quarterly or Yearly invoices. Invoices will be processed after the next Airport Board Meeting upon receipt.
- 3.8.2 The Agreement will be awarded on the basis of the most cost-effective and best proposal.

- 3.8.3 The Fairfield County Airport Authority reserve the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.
- 3.8.4 The Fairfield County Airport Authority may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.

## 4 SUMMARY

### 4.1 Additional Requirements

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

- a. General requirements
- b. Coordination
- c. Safety Requirements
- d. Final Clean-up

### 4.2 General Requirements

- 4.2.1 The Contractor shall comply with all applicable ordinances, laws, and regulations. The Contractor shall obtain and pay for any and all required permits and inspections as needed.
- 4.2.2 If pesticides are proposed to be used, the Contractor shall hold a current Commercial Pesticide license with the Ohio Department of Agriculture and be knowledgeable of current chemical rules and regulations as deemed necessary by the Pesticide Regulation Department of the Ohio Department of Agriculture.
- 4.2.3 The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.
- 4.2.4 All workers must be US citizens or hold current US work certificates.
- 4.2.5 The Contractor shall NOT permit workers to smoke, consume alcohol, or use illegal drugs during their work activities on County property.
- 4.2.6 The Contractor shall require workers to wear proper clothing, including shirts and shoes, during work activities. No clothing with offensive language or gestures imprinted on it will be permitted.
- 4.2.7 The Contractor shall submit regular invoices pursuant to the compensation schedule identified in their Proposal.

### **4.3 Coordination**

- 4.3.1 The Contractor shall coordinate all contract work activities to meet the schedule requirements with the authorized representative of the Fairfield County Airport Authority, and provide a summary of work yearly.

### **4.4 Safety Requirements**

- 4.4.1 The Contractor shall comply with all worker safety regulations required by law.
- 4.4.2 The Contractor shall provide all necessary equipment and precautions to keep the public safe in the immediate area during work activities.
- 4.4.3 The Contractor shall take every precaution to prevent fires or any other hazards.
- 4.4.4 The Contractor shall report any stormwater issues to the designated Airport Board contact.
- 4.4.5 The contractor shall not excavate or move topsoil without Board approval and coordination with pipeline easement regulations.
- 4.4.6 The Contractor should follow FAA guide regarding Ground Vehicle Operations (Exhibit B)

### **4.5 Final Clean-Up**

- 4.5.1 The Contractor shall perform end of year clean-up of the defined area after final vegetation is removed.

# PROPOSAL FORM

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPOSAL SUBMITTED TO:       The Fairfield County Airport Authority  
  210 East Main Street, Third Floor  
  Lancaster, Ohio 43130

TOTAL AMOUNT OF PROPOSAL FOR 5-YEAR CONTRACT: \_\_\_\_\_

Year 2021 Amount: \_\_\_\_\_

Year 2022 Amount: \_\_\_\_\_

Year 2023 Amount: \_\_\_\_\_

Year 2024 Amount: \_\_\_\_\_

Year 2025 Amount: \_\_\_\_\_

Proposed compensation schedule (Would you prefer to be paid monthly, quarterly, annually, etc.?)

\_\_\_\_\_

A. By submitting a response to this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees to the following:

1. To enter into a Contract or Purchase Order agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
2. To comply with all project schedule requirements as noted.

NOTE: All RFPs submitted to the Board of Fairfield County Commissioners must follow the guidelines in Section 3.7 - **PROPOSAL SUBMISSION**.

**Signature of OFFEROR:** \_\_\_\_\_

**Typed Name of OFFEROR:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_



**EXHIBIT A**



## Exhibit B: Ground Vehicle Operations – Non-Towered Airports

*FAA Guide to Ground Vehicle Operations*  
Non-Towered Airports

*FAA Guide to Ground Vehicle Operations*  
Non-Towered Airports

### NON-TOWERED AIRPORTS

When the control tower is closed or if there is no tower, the airport is referred to as non-towered. At a non-towered airport, you do not need controller permission before entering a runway or taxiway. Below are some best practices for operating on a non-towered airport:

- When you approach the runways and taxiways, STOP, LOOK both ways, and LISTEN for aircraft that are landing or taking off. Vehicle windows should be open to do this properly.
- Alert others when you are using a taxiway or runway by always making an announcement on the radio before you enter. Be specific with your location and intentions.
- Always yield the right-of-way to taxiing aircraft and give them plenty of room. If an aircraft is headed toward you on the same taxiway, move out of the aircraft's way.
- Always carry a radio tuned to the airport's Common Traffic Advisory Frequency (CTAF) or UNICOM.
- If an aircraft is about to land on a runway that you need to cross, stop well clear of the runway. Continue to yield to the aircraft until it has landed and taxied off of the runway.
- Be aware that some aircraft at non-towered airports are not equipped with radios.



- Before you cross a runway, ensure that no potentially conflicting aircraft are taxiing, landing or taking off. Be aware of aircraft at non-towered airports that frequently make touch-and-go landings (immediately after landing, full power is applied and the aircraft takes off again).
- If your vehicle has a rotating beacon, be sure to turn it on anytime you are on the airport surface. Turn on headlights as well, being careful not to blind any pilots in the area.

#### Example of a self-announcement by driver on UNICOM or CTAF:

**Driver:** Millville traffic. Ops one vehicle entering runway 28 at approach end and proceeding full length to the end of the runway.

### Traffic Patterns

Aircraft approaching a runway for landing usually follow a standard landing pattern. Most runways are positioned so planes will take off and land into the wind. In most cases, the pattern is a rectangular box with the pilot making all turns to the left, as shown in Figure 3.1. In a few cases, airports will use right traffic patterns. However, don't assume all aircraft will always be flying in the standard pattern - it is not required, only recommended - so keep a visual look out to the sky just

**Pilot:** Millville traffic. Cherokee two zero nine zero whiskey, entering left downwind runway one zero, Millville.