

REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS & PRICE PROPOSALS FOR
2013 BERKELEY COUNTY GROUNDS MAINTENANCE

The County Council of Berkeley County, West Virginia (herein referred to as the "County Council" or "Council") is requesting Proposals from interested parties for Berkeley County Grounds Maintenance.

The County Council (or its designated representatives) will be evaluating submissions to this request and will ultimately select a company/contractor judged to be both responsible and responsive to the request in every way, including having offered the most beneficial, appropriate price proposals. The County Council reserves the right to interview some or all prospective firms to discuss qualifications & experience as well as price proposals. Bid specifications containing the format for submittals, information regarding the scope of work, and selection criteria used by the County Council is available from the County Council Office, 400 W. Stephen Street, Suite 201, Martinsburg, WV, 25401, or by telephone at 304-263-1923. Inquiries should be directed to Gwen Campbell, Purchasing Coordinator, at 304-267-5000, extension 3104.

A Pre-Proposal Conference will be held at 9:00 AM on Monday; April 15, 2013 in Room 205, Dunn Building, 400 W. Stephen Street, Martinsburg, WV, 25401. Attendance at this conference is mandatory for those wishing to submit proposals.

Three (3) copies of submittals of Qualification/Experience & Price information from interested businesses should be enclosed in a sealed opaque envelope marked "Berkeley County 2013 Grounds Maintenance Bid". Proposals must be submitted and time-stamped into the County Council Office, Room 201, 400 W. Stephen Street, Martinsburg, WV, 25401 no later than 4:00 p.m. on Wednesday; April 24, 2013. Failure to provide the required information as requested in the RFP for Berkeley County's review may result in disqualification of that Company/Contractor.

Proposals will be opened and entered into public record at 10:00 AM on Thursday, April 25, 2013 in the County Council Meeting Room, 400 W. Stephen Street, Room 205, Martinsburg, WV, 25401.

Berkeley County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. Berkeley County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability for the provision of services.

Berkeley County reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Berkeley County Council.