

**REQUEST FOR PROPOSAL On-Call Nuisance Abatement Services
Choctaw, Oklahoma**

**ISSUED BY:
City of Choctaw
2500 N. Choctaw Rd. PO Box 567
Choctaw Ok, 73020**

**Location:
Properties within the City of Choctaw
Jurisdictional boundaries**

**REQUEST FOR PROPOSAL
On-Call Nuisance Abatement Services**

Project Overview

The City of Choctaw is interested in preserving the health, safety, and wellbeing that residents have come to expect. The purpose of this RFP is to solicit and identify qualified contractors who can provide on-call nuisance abatement services. Nuisance Abatement Services include, but are not limited to, mowing, weed, and vegetation abatement, site clean-up, trash and debris removal, boarding and securing structures.

Background

The City of Choctaw encompasses twenty-seven (27) square miles with a population of just under 13,000 residents. The city has a feeling that is rural in nature with a growing downtown commercial district. With just a thirty-minute drive to downtown Oklahoma City and an even shorter commute to Tinker Air Force Base, residents enjoy the rural nature of Choctaw with a short commute to the Midwest City and Oklahoma City.

Scope of Services

Scope of Services:

- On private lots, contractor will be required to perform abatement services, including but not limited to the following: mow, trim grass and vegetation (vegetation to include but not limited to the following: dead, overgrown, or hazardous trees, grass, weeds, and shrubs), remove hanging dry, dead, or decaying tree limbs and branches, removing piles of tree limbs;
- Contractor will be required to remove and dispose of ALL trash, junk and debris to include but not limited to the following: discarded wood, plastic, metal, furniture, exercise equipment, bicycles, vehicles, vehicle parts, appliances, electronics, construction debris or materials, waste oil, batteries, or similar materials;
- Contractor may be required to clear easements, right-of-ways and sight distance triangles (line of sight hazards);

Proposal Cost

The Contractor shall provide an itemized schedule of charges for labor and expenses that would generally be necessary to conduct services as defined in the section labeled 'Scope of Services'. Include the company's basic fee structure and breakdown of any other charges and hourly rates related to the proposal.

Desired Qualifications

Contractors for Nuisance Abatement Services shall meet the general requirements.

- **Contractor shall have the ability to provide services within 24 hours of a request from the City.**
- **Contractor shall have trained and qualified staff to perform the requested work in a professional manner.**
- **Contractor shall furnish all vehicles and equipment necessary to complete the scope of work.**
- **Contractor shall have the equipment and ability to produce digital photographs, including a time and date stamp, of a job site before and after work is performed.**
- **Contractor must be able to provide proof of the minimum insurance requirements required by the City.**
- **Contractor shall be appropriately licensed, as necessary, with the state of Oklahoma, and must maintain such license(s) throughout the duration of the service contract with the City.**
- **The Contractor must comply with all applicable laws related to the transportation and disposal of waste.**

General Information

Issuing Office and Point of Contact

This Request for Proposals (RFP) is issued by the City of Choctaw. The City of Choctaw Development Services and Planning Director is to be the sole point of contact for any questions related to the RFP. Questions should be directed to:

Sarah Huffine
Development Services & Planning Director
2500 N. Choctaw Rd. PO Box 567
Choctaw, Ok, 73020
(405) 390-8198
shuffine@choctawcity.org

Deadline for Receipt of Proposals

All replies and proposals in response to this RFP must be received in a sealed envelope and clearly marked as "On-Call Nuisance Abatement Services" no later than 3:00 PM on Monday, June 12th, 2023, at the address shown below:

Amanda Williams
City Clerk
2500 N. Choctaw Rd. PO Box 567
Choctaw, Ok, 73020

Revisions to the Request for Proposal

If it becomes necessary to revise any part of the RFP, the revisions will be circulated to all those who received the original document.

Limitations of Liability

The City of Choctaw assumes no responsibility and no liability for costs incurred by proposers in responding to this RFP, or in responding to any further request for interviews, additional data, etc., prior to the issuance of a contract.

Rejection of Proposals

The City of Choctaw reserves the right to reject any or all proposals, or to award contracts in whole or in part, if this is held to be in the City's best interest.

Modification of Requirements

The City of Choctaw reserves the right to modify any technical and submission requirements associated with this proposal.

Type of Contract and Compensation

The City of Choctaw expects to receive invoices per project for services provided. The City of Choctaw will make payment within thirty (30) days after receipt of invoice.

Use of Sub-Contractors and/or Consultants

The use of other sub-contractors and/or consultants is acceptable at the discretion of the proposer. However, if consultants or sub-contractors are used, they must be identified in the proposal. The successful proposer will assume all contract responsibilities within his/her agreement with the City of Choctaw. The City of Choctaw will not be held liable for the actions of a proposer's sub-contractors or consultants.

Format for Proposals

Proposers are encouraged to be concise and proposals must include, but are not limited to, the following:

- a) Letter of Transmittal
- b) Cost Sheet for Services
- c) Background Information;
- d) A detailed listing of all equipment Contractor possesses at his/her disposal for use in completing the scope of services;
- e) Description of Operations including Minimum and maximum service response times
- f) Qualifications and Licenses of key personnel proposed to be assigned to this job;
- g) Location of the office from which the management of this project will be performed;
- h) List of references
- i) Commitment to provide Full Liability Insurance
- j) Commitment to provide Workers' Compensation Insurance
- k) Non-Collusion affidavit
- l) Business Relationship Affidavit

Selection Schedule

Proposals are due at Choctaw City Hall no later than 3:00 PM on Monday, June 12th, 2023. The City of Choctaw anticipates opening bids on Monday, June 12, 2023 at 3:01 pm CST.



City of Choctaw
CITY OF CHOCTAW ABATEMENT SERVICES
 Bid Checklist

Proposal Item:	✓
Letter of Transmittal	
Cost Sheet for Services	
Background Information	
Detailed list of all equipment Contractor possesses at his/her disposal	
Description of Operations including Minimum and Maximum service response time	
Qualifications and licenses of key personnel proposed to be assigned to this job	
Location of the Office from which the management of this project will be performed	
Reference List	
Commitment to provide Full Liability Insurance	
Commitment to provide Workers' Compensation Insurance	
Non-Collusion Affidavit	
Business Relationship Affidavit	

