

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
FAX (276) 634-4535



MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

OCTOBER 15, 2014
REQUEST FOR PROPOSAL
RFP # 14-10303-A145
HENRY COUNTY PURCHASING DEPARTMENT

The Gateway Streetscape Foundation solicits firms to submit proposals for “**Gateway Streetscape Sustainability and Fundraising Services.**” The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked “**Gateway Streetscape Sustainability and Fundraising Services**” RFP #14-10303-A145 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, October 30, 2014, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The Gateway Streetscape Foundation reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #14-10303-A145

Enclosed is a “*Proposal Requirements and Non-Collusion Statement*” that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). The terms of the contract shall be negotiable and no more than one (1) year at a time based on the success of the awarded vendor. This RFP shall be good for an undetermined length of time. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 14-10303-A145

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-10303-A145** for **Gateway Streetscape Sustainability and Fundraising Services**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

**REQUEST FOR PROPOSAL
RFP #14-10303-A145**

**GATEWAY STREETSCAPE FOUNDATION SUSTAINABILITY, FUNDRAISING AND
GRANT SEARCH / MANAGEMENT SERVICES**

1.1 SCOPE

The Gateway Streetscape Foundation is a 501-C3 non-profit organization dedicated to community beautification and environmental stewardship. The Gateway Streetscape Foundation is currently without a Director and the Board is interested in soliciting firms that may be able to help with raising funds and grant identification and management for the organization that would improve its sustainability.

1.2 TERM OF CONTRACT

The terms of the contract shall be negotiable and no more than 1 year at a time based on the success of the awarded vendor.

1.3 ORGANIZATION DESCRIPTION

The Gateway Streetscape Foundation is an organization comprised of 2 part-time employees and normally one fulltime director. The Board of Directors assists with some of the functions as necessary. Some of the organization tasks are to plant and maintain numerous flower gardens, prune road-way median trees, conduct 2 household hazardous waste days for the community, assist with Smith River Clean-Up events as well as many other activities that are important to the aesthetics and quality of life within the community.

The Foundation annual budget is approximately \$92,000 and is comprised of approximately 45% State DEQ and DOF grants, 45% Local Government contributions and 10% individual donors and miscellaneous revenue. The Foundation has recently been having to use savings funds to pay for annual operations expenses.

1.4 DESCRIPTION OF FOUNDATION NEEDS FROM SELECTED FIRM

The Gateway Streetscape Foundation performs very important activities to economic development and the quality of life for the community. However, the Martinsville and Henry County area has experienced some economic challenges over the last 10 years due to the loss of industry. The population of the city and county combined is near 70,000.

The requirements of the selected firm would be to identify funding sources that would help allow the Foundation to be self sustaining and eventually provide for hiring additional necessary staff. The selected firm would need to be creative and experienced in identifying, securing and managing grants and other funding from foundations, individual donors and any other sources.

1.5 PROPOSAL CONTENT

Each proposal addressing the scope of work shall be presented in a written report, which shall include, but not limited, to the following:

1. A statement of understanding of the work to be done and a description of the approach and procedures which will be employed in completing the project.
2. An implementation schedule giving length of time required to complete the project.
3. Brief outline of the firm's qualifications. Biographies, including professional experience of individuals who will be assigned to the project.
4. Project references within the past two years with names, addresses, and telephone numbers of person knowledgeable about quality of work on similar projects and who may be contacted for reference.
5. Description of how success will be monitored for the project.
6. Description of Fees

1.6 Selection Criteria

Proposals will be evaluated based on the following information:

1. Understanding of the project
2. Firms approach to organize and manage the project
3. Previous work experience
4. Capacity to accomplish the work in a specified time
5. Stability and continuity of the firm's personnel and management structure.
6. Description of Fees

1.7 Selection Process

A selection committee will review all responses. Formal or informal discussions may take place with firms that the committee selects as the most qualified. The Gateway Streetscape Foundation reserves the right to final selection of firm, waive informalities and/or irregularities, accept or reject any or all proposals for services and award the contract as deemed to be in the best interest of the Gateway Streetscape Foundation.

For additional information, contact Mike Amos at mamos@co.henry.va.us (276) 634-2503 or Mike Ward at mward@co.henry.va.us (276) 634-2540.