



REQUEST FOR PROPOSAL

FOR

AIRPORT GROUNDSKEEPER

Board of Commissioners

Keven Jensen - Lynn Sitterud - Jordan Leonard

75 E Main Street • P.O. Box 629 • Castle Dale, UT 84513

INTRODUCTION

The successful individual will work under the general supervision of the Emery County Commission.

OBJECTIVE AND SCOPE OF WORK

Emery County is seeking a qualified individual to take on the role of Airport Groundskeeper. The groundskeeper will be in charge of cleaning and maintaining the building and grounds, snow removal, and maintenance of runway lights. They will also protect the County's interests regarding airport operation and regulations, ensure that all airport facilities and services are available, and use and occupy the home located at the airport. The groundskeeper shall maintain the home in good condition, with personal utilities on the airport home to be paid by the Groundskeeper.

PROPOSAL QUALIFICATION REQUIREMENTS

All proposals submitted for evaluation must include but are not limited to, the following information.

- Background - Please provide information on your work history, credentials, principal place of business, and contact information.
- Signature Page—The proposal must be signed by an individual or principal of the business who is authorized to execute the contract.
- Proprietary Information—Mark any specific information in the proposal that is not to be disclosed to the public or used for purposes other than evaluating the proposals.

EVALUATION OF PROPOSALS

Proposals will be evaluated and ranked by Emery County. Evaluation criteria with assigned weights are as follows:

Qualifications (35 Points)

- The candidate has the qualifications needed to complete the scope of work successfully.
- The candidate has prior experience working in a similar field.

Scope of Proposal (**30 Points**)

- The proposal demonstrates an understanding of the job objectives and desired results.
- The proposal illustrates the candidate's ability to execute the proposed job successfully.
- The proposal includes an appropriate interaction process with committee members and community stakeholders.

Work Plan (**25 Points**)

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work.

REFERENCE CHECKS

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

References (Satisfactory/Unsatisfactory)

- The reference would hire the candidate again
- The candidate was responsive to the reference's needs
- The candidate anticipated problems and solved them quickly and effectively
- The original Scope of Services was completed

Candidates may be asked to participate in an interview to gauge their fit and ability to work on this project further.

Candidate selection will be based on the candidate's written proposal and the results of the reference checks.

INQUIRIES

All inquiries relating to the proposal should be directed to:
Emery County Commission
435-381-3575

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Two (2) copies of the proposal must be submitted to:

Emery County Clerk/Auditor
Brenda Tuttle
75 E. Main St.
PO Box 907
Castle Dale, Utah 84513
brendat@emery.utah.gov

435-381-3551

This submission is due by _____, March _____, 2024, before 5 p.m. MST. For ease of distribution and evaluation, an electronic file of all submissions is also requested.

See above for contact information.

ACCEPTANCE OF PROPOSAL

Emery County will evaluate all proposals to determine acceptance or rejection of the proposal.

Pursuant to this RFP, Emery County will execute and sign a contract.

PROCUREMENT RULES AND PROCEDURES

Emery County will award a contract based on the information in proposals submitted in response to the RFP. Emery County will be legally bound only when and if a definitive signed agreement with the awarded contractor is reached.

It is essential that any person who signs a proposal or contract on behalf of the Groundskeeper organization certifies that he or she has the authority to do so. The successful Contractor whose proposal is accepted may be required to answer further questions and provide additional clarification of his/her proposal and responses.

Receiving or responding to this RFP does not entitle any entity to participate in services or transactions resulting from or arising in connection with it. Emery County shall have no liability to any person or entity under or in connection with this RFP unless and until Emery County and such person have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

PROCUREMENT TIMETABLE

Below is the Procurement Timetable that has been established for this RFP.

Required Activity	Scheduled Date
RFP Issue Date	
Closing Date for Receipt of Proposals	
Selection of Agency	

*Desired date for Emery County to select an agency.

SIGNATURE PAGE

I hereby certify that the information I/my company submitted in response to this RFP, including the pricing and other information in this Proposal Response Form, is true and accurate.

I understand that Emery County has the right to reject some or all proposals and waive minor irregularities when doing so would be in its best interests.

Name of Agency _____

Address _____

Email
Address _____

Phone Number _____ Fax Number _____

Print
Name _____

Signature: _____ Date: _____