



## **County Of Siskiyou**

### **Request for Proposals (RFP) RFP # 23-02 – Community Development for Vehicle Removal and Disposal**

**Proposals may be mailed, delivered, or emailed to:**

**Andrea Fox**  
Code Enforcement Officer  
Community Development  
806 S. Main Street, Yreka, Ca. 96097  
afox@co.siskiyou.ca.us

**Proposals Due by:  
June 26, 2023  
4:00pm**

**County of Siskiyou  
Request for Proposals  
for Vehicle Removal and Disposal**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
6-8-2023	Release of Request for Proposals (RFP)
6-16-2023	Mandatory Pre-Bid Meeting or Walk-through
6-23-2023	Deadline to Submit Questions
6-26-2023	Submission of Proposals due by 4:00 PM
6-27-2023	Review of Proposals
6-29-2023	Notification of Final Selection
7-3-2023	Professional Service Agreement Processed
7-31-202	Professional Service Agreement Start Date

## **1.0 Preface**

The County of Siskiyou, through the Community Development Office, is seeking proposals from qualified vendors to provide removal and disposal services of approximately 2500 vehicles, trailers, and recreational vehicles from three adjoining parcels with total acreage estimated to be 53 acres in the vicinity of Happy Camp in Siskiyou County.

## **2.0 Scope of Work**

Services the successful Proposer will be expected to provide, include but are not limited to:

The proposed project includes removing and disposing of automobiles, recreational vehicles, buses, and utility vehicles from the properties described above. Proper removal and disposal of automobile batteries and fluids such as fuel, coolant, and oil. Removal and proper disposal of tires. Brush removal will need to be addressed in order to complete the project. The Contractor is responsible for all the prescribed work, materials, and associated equipment necessary to complete the project.

## **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

### **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

### **4. Approach:**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

## 6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## 4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

## 5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Community Development at 806 S. Main St. Yreka, Ca. 96097 on or before **June 19, 2023, 4:00pm** (ATTN:Andrea Fox Code Enforcement). Please note "RFP # 23-02" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 806 S. Main Street,

Yreka, Ca. 96097 and postmarked by June 19, 2023. Please note "RFP # 23-02" on front of envelope.

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Andrea Fox Code Enforcement at [afox@co.siskiyou.ca.us](mailto:afox@co.siskiyou.ca.us) and must be received by **4:00pm on June 26, 2023**. Please include "RFP # 23-02" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Andrea Fox by email, [afox@co.siskiyou.ca.us](mailto:afox@co.siskiyou.ca.us), or by phone at (530) 842-8207.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.
- Processing of VIN numbers in order to facilitate the process of disposing the vehicles for scrap use and to ensure that all automobiles, rvs', trailers and utility vehicles are not stolen.
- Issuance of "haulers exemption" for the transport of tires.

The timeline for this project is estimated to take approximately two years to complete, depending on weather conditions.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **6.0 Attachments**

Photographs of property showing a portion of the vehicles on the properties.