



Siskiyou County

REQUEST FOR PROPOSAL
FOR
KLAMATH RIVER RECYCLING SERVICES

RFP Circulation Date
Tuesday, November 27, 2018

Proposal Submittal Deadline
Friday, December 17, 2018

Siskiyou County
Department of General Services
190 Greenhorn Road
Yreka, CA 96097
(530) 842-8220

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1. SUMMARY

The Siskiyou County, Department of General Services, hereinafter collectively referred to as “County,” is requesting proposals from qualified **Recyclable Material Collection Operators** to provide for the collection, separation and transportation of recyclable beverage containers from Siskiyou Recycles at the following four (4) locations:

1. Happy Camp Transfer Station
2. Clinic Pharmacy
3. Parry’s Market (across the street)
4. Seiad Valley Fire Department

The term “Proposer” as used herein shall refer to service providers submitting a proposal in response to this Request for Proposals (RFP). The term “Contractor” is also used to describe the successful Proposer in the context of providing services under a contract resulting from this RFP.

An electronic copy of this RFP may be downloaded from <https://www.co.siskiyou.ca.us/current-rfps>. Potential Proposers must register with the County to be notified of addenda and other notices. To register, please send an email to Arthur Boyd at aboyd@co.siskiyou.ca.us indicating “**Siskiyou Recycles Collection-Registration**” in the subject field. If you do not receive a reply to this email within 24 hours indicating that you have been registered, please call Arthur Boyd at (530) 842-8272.

The issuance of this solicitation does not constitute an award commitment on the part of the County, and the County shall not pay for costs incurred in the preparation or submission of proposals. The County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so. Failure to furnish all information requested or to follow the format requested herein, or the submission of false information, may disqualify the proposer, at the sole discretion of the County. The County may waive any deviation in a proposal. The County’s waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant contract requirements or obligations. Each proposal received will be evaluated on the criteria described herein (Section 7 – Selection Procedures). All responses must be sealed, clearly marked “**PROPOSAL - KLAMATH RIVER RECYCLING SERVICES**” and must include all elements described in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS (Section 6 of this RFP). One (1) original, three (3) copies, and one (1) electronic copy (USB flash drive) of the proposal must be delivered to the following location before the date and time listed in the CONTRACT AWARD SCHEDULE section of this RFP (Section 2).

Siskiyou County
 Department of General Services
 190 Greenhorn Road
 Yreka, CA 96097

The County will not be responsible for a proposal delivered to a person or location other than that specified herein, and reliance on the postal service, or other delivery service will not excuse a late submission.

Questions or requests for clarification of this RFP **must be submitted in writing only** to Arthur Boyd at the address, or email below, no later than the date and time listed in the CONTRACT AWARD SCHEDULE section of this RFP.

aboyd@co.siskiyou.ca.us
 Siskiyou County
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Responses to questions will be published in an addendum after the question submittal deadline has passed. Any addendums will be posted as a “Q&A” to <https://www.co.siskiyou.ca.us/current-rfps>. The County reserves the right to decline to respond to any questions if, in the County’s assessment, the information cannot be obtained and shared with all potential Proposers in a timely manner.

Any amendment or addendum to this RFP is valid only if in writing and issued by the County of Siskiyou Department of General Services.

2. TENTATIVE CONTRACT AWARD SCHEDULE

Issue RFP	11/27/18
Site Tours ⁽¹⁾	None
Deadline for Submitting Questions	12/4/18
Deadline for County Written Response to Questions	12/11/18
Deadline for Proposal Submittal	12/17/18 by 4:00 pm
Proposal Opening	12/17/18 at 4:00 pm
Notify Proposers of Final Selection	By 12/26/18
Negotiate Contract (if applicable)	Starting 12/27/18
Contract Effective	January 1, 2019

⁽¹⁾ While the County does not plan to conduct tours, prospective proposers are free to independently tour those facilities with permission of the facility operators.

3. GENERAL CONDITIONS

3.1 Prime Responsibility

The selected Contractor will be required to assume full responsibility for all services and activities offered in its/their proposal, whether or not provided directly. Further, the County will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3.2 Assurance

Any contract awarded under this RFP must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The Contractor must guarantee that services provided will be performed in compliance with all applicable county, state and federal laws and regulations pertinent to this project.

3.3 Independent Contractor

In performance of the work, duties and obligations assumed by the Contractor, it is mutually understood and agreed that the Contractor, including any and all of the Contractor’s officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the County.

3.4 Non-Discrimination

Siskiyou County prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.

3.5 Costs

Costs will be considered in evaluating each proposal. This should not be considered a “bid” but a cost proposal subject to negotiation. The County reserves the right to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation. Should the County fail to reach a contract with the selected Proposer; the County will cease negotiations and begin negotiations with the next highest rated Proposer from the proposal evaluation.

3.6 County’s Rights

Siskiyou County reserves the right to:

- Request clarification of any submitted information;
- Set aside a proposal for any irregularity including but not limited to missing information;
- Excuse a late submittal;
- Not enter into any contract;
- Not to select any applicant;
- Amend or cancel this process at any time;
- Interview applicants prior to award and request additional information during the interview;
- Issue a similar RFP in the future; and/or
- Take any other action it deems to be in its best interest.

3.7 Insurance

The insurance requirements are specified in in Article 5 (Obligations of Contractor) of the Contract for Services (**Attachment 2**)

3.8 E-Verify system

The County of Siskiyou encourages its contractors and subcontractors to use the US. Citizenship and Immigration Services E-Verify system to verify that employees are eligible to work in the United States. Information about the E-Verify system is available at www.dhs.gov/everify.

3.9 Proprietary Information

Proprietary Information that the Proposer does not wish disclosed beyond what is necessary for proposal evaluation or subsequent contract administration will be kept confidential to the extent permitted by the County as follows. Each page shall be identified by the Proposer in bold face text at the top and bottom as “PROPRIETARY”. Any section of the proposal that is to remain confidential shall also be so marked in boldface text on the title page of that section. Cost information may not be deemed proprietary. Despite what is labeled as confidential, proprietary, or trade secret, the determination as to whether or not certain material is confidential, proprietary or trade secret shall be determined by law. If a Proposer designates any information in its proposal as proprietary pursuant to this provision, the Proposer must also submit one copy of the proposal from which the proprietary information has been excised. The proprietary material shall be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.

4. DESCRIPTION OF SERVICES REQUIRED

4.1 Overview

The basic service to be provide involves transferring 96-gallon carts from four (4) locations in the Klamath River Area to a CalRecycle Certified Recycling Center. There are three (3) 96-gallon carts inside metal bins at each of the four sites. The Contractor is to remove each of the 96-gallon carts from the metal bins and replace them with empty 96-gallon carts. The full carts are then to be delivered to a Certified Recycling Center. The Contractor can retain any scrap value or CRV value associated with the collected materials.

Exhibit A of the Contract for Services (**Attachment 2**), provides a description of the required services. All services provided by the selected Contractor shall conform to all applicable state and federal regulations. Conformance will be the responsibility of the Contractor, including meeting all current and any future CalRecycle regulations and California Air Resources Board (CARB) clean air standards for all equipment.

4.2 Operational Data

The following table provides operational information. There is no tonnage data available.

Location	Address	City	Number of Bins	Number of Totes	Items Accepted
Clinic Pharmacy	64012 Hillside Rd	Happy Camp	3	9	Aluminum Cans, Plastics 1 & 2, and Glass
Happy Camp Transfer/Recycling Station	65600 Hwy 96	Happy Camp	3	9	Aluminum Cans, Plastics 1 & 2, and Glass
Happy Camp Post Office	33 Davis Rd, Happy Camp, CA 96039	Happy Camp	2	6	Aluminum Cans, Plastics 1 & 2, and Glass
Seiad Fire Hall	44601 Hwy 96	Seiad Valley	3	9	Aluminum Cans, Plastics 1 & 2, and Glass

*Detailed list of Items Accepted in Exhibit A.

4.3 Contract Term

The contract term will be for one year and six months (1.5 years), starting January 1, 2019 and ending June 30, 2021.

5 PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Interested Proposers shall submit one (1) original plus three (3) copies of their proposal, along with one (1) electronic copy submitted on a USB flash drive, to the following location:

Siskiyou County
 Department of General Services
 190 Greenhorn Road
 Yreka, CA 96097

Proposals must be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE, and must be clearly marked **“PROPOSAL - KLAMATH RIVER RECYCLING SERVICES”**

An error in the proposal may cause the rejection of that proposal; however, the County may, in its sole discretion, retain the proposal and make certain corrections. In determining if a correction will be made, the County will consider the conformance of the proposal to the format and content required by the RFP. If the proposer’s intent is clearly established based on review of the complete proposal submittal, the County may, at its sole option, correct an error based on that established content. The County may also correct obvious clerical errors. The County may also request clarification from a proposer on any item in a proposal that County believes to be in error.

Proposals shall provide the following information in the order listed:

1. Cover Letter

Provide a cover letter not to exceed two (2) pages including a discussion of the Proposer’s depth and breadth of experience with similar projects and approach to providing the requested services. Clearly indicate in the Cover Letter if the Proposer is proposing to use any subcontractors to provide any of the requested services.

2. Pricing Proposal

Provide an annual fixed price for each calendar year of the Contract for Services (**Attachment 2**).

Use Attachment 3 - Proposal Form 2 (Pricing Proposal) to report this information, or a similarly formatted document.

3. Project Team Experience

Provide list of all project team members along with the following information for each team member:

- a. Project role/responsibilities; and
- b. Description of relevant experience (include resumes if available).

4. Organizational Chart

Provide an organization chart showing the relationships among all essential personnel, including subcontractors and support staff assigned to the project. Provide the location of the project office, which team members are located at the project office and which will be working remotely.

5. Equipment List

Provide a list of all primary and backup transport vehicles, trailers, drop boxes and any other required equipment, including one padlock per recycling bin, vehicle type, make, model, age, and number and capacity (cubic yards) of drop boxes. Explain vehicle maintenance program, and plan for dealing with equipment breakdowns to ensure uninterrupted services. **Use Attachment 3 - Proposal Form 5 (Equipment List) to report this information, or a similarly formatted document.**

6. Assumptions

Provide a list of any and all assumptions related to the Proposer's proposal in this section of the proposal.

7. Project Manager

Provide the names of the Project Manager and person authorized to negotiate the contract on behalf of the Proposer.

8. References

Provide contact information for no less than three (3) references, preferably from public agencies - **Use Attachment 3 - Proposal Form 8 (References) to report this information, or a similarly formatted document.**

9. Exceptions to Contract for Services Terms and Conditions

The County is willing to consider but does not commit to making any changes to the terms and conditions listed in the Contract for Services (**Attachment 2**). Should the proposer wish to take exception to any specific contract terms or conditions, it is to cite the specific section, the specific contract language it takes exception to, and provide acceptable alternative language.

Should the Proposer wish to propose any changes to the terms and conditions that would result in a lower cost proposal, it should cite the specific section, the specific contract language, acceptable alternative language, and the associated impact on the Proposers proposed fixed annual cost.

6 SELECTION PROCEDURES

Proposals will be evaluated based on the proposed price, the Proposer's experience, qualifications, references, responsiveness to this RFP and any other factors that the County deems relevant. The County reserves the right to interview one or more Proposers or bypass the interview process and begin negotiations with a selected Proposer, which, in the opinion of the County, is clearly the preferred choice.

The Contractor selected for this project will be required to comply with insurance standards as deemed acceptable to the County's Risk Manager. No contract with the County of Siskiyou is in effect until both parties have signed a contract.

7 INQUIRIES

Proposers are specifically directed not to contact any County personnel, other than the Contact Person indicated below, for any purpose related to this RFP. Unauthorized contact of any County personnel may be cause for rejection of a vendor's proposal. All inquiries concerning this RFP should be directed in writing or emailed to the following Contact Person:

Arthur Boyd
Phone: (530) 842-8272
Email: aboyd@co.siskiyou.ca.us

Siskiyou County
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Attachments:

- 1 Contract for Services
- 2 Exhibit A of Contract for Services
- 3 Proposal Forms:
 - ✓ 1 - Pricing Proposal
 - ✓ 2 - Equipment List
 - ✓ 3 - References
- 4 Volume Reporting Sheet