

REQUEST FOR PROPOSALS FOR THE REMOVAL AND RECYCLING, OR PROPER DISPOSAL OF SCRAP TIRES FROM THE KITTITAS COUNTY SOLID WASTE PROGRAMS

Kittitas County, through the Kittitas County Solid Waste Department, is seeking proposals for removal and recycling, or proper disposal of scrap tires. These services are to be provided consistent with all Federal, State, and local laws and regulations pertaining to such activities. A scope of work and copy of the Service Agreement may be obtained from Kittitas County Solid Waste Department, 925 Industrial Way Ellensburg, Washington 98926. Respondents are expected to be able to comply with all terms and conditions of the Scope of Work and Agreement, including insurance and regulatory compliance requirements, upon tentative acceptance of the proposal. Inability to do so in a timely manner may result in rejection of the proposal.

Technical questions regarding this RFP may be directed to Patti Johnson at 509-962-7542.

Sealed responses will be received by the office staff at the Kittitas County Solid Waste Office up to the hour of 1:00pm, February 8th 2017. Responses delivered later will not be accepted. Kittitas County is not responsible for delays in delivery.

All responses to this request shall be addressed to the attention of the Solid Waste and Maintenance Director: Patti Johnson c/o Kittitas County Solid Waste, 925 Industrial Way, Ellensburg WA 98926. All responses, regardless of means of delivery, shall be delivered to the same address.

NOTICE: Kittitas County reserves the right to cancel this request or reject any and all responses submitted with no penalty or to waive immaterial defects and minor irregularities in proposals. The County shall not be responsible for any costs incurred by a respondent in preparing, submitting, or presenting its response to this request for proposals.

Kittitas County is an equal opportunity employer. The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to insure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

The County respects the confidentiality of information submitted by respondents. However, the submissions may be subject to public disclosure requirements. The submissions will become the property of Kittitas County and thus public information. As such, to the extent required by law, any information contained in the submissions may be reviewed by anyone upon request at the conclusion of the evaluation process. The County assumes no contractual obligation to enforce any exemption to the public disclosure requirements.

All responses shall be placed in a sealed envelope that is clearly marked "**Tire Disposal**" and the name and address of the bidder and bid opening time and date. Correct and timely delivery of the bid is the sole responsibility of the bidder. **Responses by fax or email will not be accepted.**

Bids shall be addressed to the address described above.

Bids received later than the appointed time will not be considered.

If mailing of the Service Agreement is desired, the prospective bidder must provide a street address and telephone number in addition to a Post Office Box number, if any. If overnight shipment is desired, the prospective bidder must provide their overnight carrier account number in addition to street address and telephone number.

Kittitas County Solid Waste Department reserves the right to reject all bids or any bid not conforming to the intent and purpose of the Service Agreement, to reject any bid not in compliance with all requirements, and to reject for good cause any or all proposals upon finding that it is in Kittitas County's best interest to do so, and to waive irregularity in the bids and/or in the bidding. Proposals will be evaluated on Availability, Management Capability, Prior Experience and Performance and Compensation Amount.

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	Yakima Herald Republic	<u>January 19th 2017</u>

Approval

Clerk of the Board

BID FORM

To: Kittitas County Solid Waste Director

The undersigned hereby certifies that he/she has read and thoroughly understands the Scope of Work covering the Requested Service, Compensation, and Terms of Payment.

BID PRICE ON PERFORMING THE RECEIPT, TRANSPORTATION, AND RECYCLING/DISPOSAL OF ALL SCRAP TIRES COLLECTED BY THE KITTITAS COUNTY SOLID WASTE PROGRAMS.

F.O.B.

Receipt, Transportation, and Recycling/Disposal of Scrap Tires

\$_____ per pound.

Tires shall consist of passenger vehicle tires, truck, farm, and implement tires on and off rim.

Kittitas County reserves the right to reject any, or all bids, or parts thereof and to waive minor irregularities in bidding. Kittitas County will not be bound necessarily by the low bid. Bid award will be made on adherence to cost per ton, and adherence to the Scope of Work. Any or all bids may be rejected for good cause.

This form must be signed by a person authorized to make proposals and enter into contract negotiations. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. Failure to submit this form will result in your proposal being deemed non-responsive.

Print Name of Authorized Official _____

Title of Authorized Official _____

Authorized Official (Signature) _____

Date _____

Company/Individual Name: _____

Contact Person: _____

Address _____

City, State, Zip _____

Phone Number _____

Fax Number _____

Email Address _____

Federal Tax ID # _____

SUBMITTAL CRITERIA

These instructions were developed to aid in proposal development. They also provide for a structured format so reviewers can systematically evaluate proposals. Each copy of the proposal package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each proposal shall include:

1) Credentials

Include information demonstrating your credentials relevant to the services to be provided, such as any current licensure as required by this RFP. If you are submitting this proposal as an organization rather than an individual, demonstrate your ability to provide individuals able to fulfill the requirements.

2) Relevant Experience

Describe your experience (or that of your employees, if an organization rather than an individual) with any special problems that may result from proper disposal of this material.

3) Project Team

If you are an organization rather than an individual, include information about any anticipated employees who will provide the services.

4) References

Provide references, including contact information of persons or entities familiar with your ability meet these criteria.

EVALUATION CRITERIA

Each proposal received in response to the RFP will be evaluated based on:

- Qualifications
- References
- Price

The County reserves the right to conduct interviews of a short list of proposers, however interviews are not required at this time. Should the county decide to conduct interviews, the interview sessions will be evaluated in a manner similar to the proposal evaluations. Topics covered in the interview session shall include the topics listed hereinbefore under the "Submittal Criteria" section plus any additional relevant topics which may arise during both the formal presentation and the question and answer portions of the interview. If interviews are conducted, and if you are selected for an interview, you will obtain more information on the interview process.