

Call for Bid to Remove County Owned Mobile Home

Kittitas County, through the Kittitas County Maintenance Department, is seeking proposals for Contractor Services to remove and properly dispose of County owned Mobile homes. The contractor shall provide all labor, equipment, and necessary permits to remove the mobile homes. Request for proposal packets may be examined at the Kittitas County Commissioners' Office, 205 W. Fifth Ave. #108, Ellensburg, WA 98926. RFP packets may be obtained via the Kittitas County website, www.co.kittitas.wa.us.

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 Commissioners' Office up to the hour of 1:00 p.m. on March 27, 2017

Responses delivered later will not be accepted. Kittitas County is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to the Patti Johnson, Solid Waste and Maintenance Director, c/o Kittitas County Commissioners' Office, 205 W. Fifth Ave. #108, Ellensburg WA 98926. Hand-delivered responses, or responses not sent through USPS 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.

INTRODUCTION

Kittitas County Maintenance is responsible for the upkeep of multiple facilities that are used by County employees and service the citizens of the County. Kittitas County Maintenance is seeking a contractor with the appropriate qualifications to ensure that existing County owned mobile homes are removed and disposed of in the safest and most economical manner.

SCOPE OF WORK/DUTIES

Work under this contract: The following units are to be removed along with all attached porches, skirting, and other similar attachments:

1. The Contractor is to remove 11 mobile home listed below:
 - a. Space #6 1979 Titan Body type 56/12
 - b. Space #17 1976 FRNTR Body type 60/14
 - c. Space #26 1966 Kozy Body type 56/12
 - d. Space #31 1970 Fleet Body type 37/12
 - e. Space #45 1965 Nashu Body type 50/10
 - f. Space #65 1975 Fours Body type 60/14
 - g. Space #291/2 Trailer
 - h. Space #46 5th Wheel
 - i. Space #47 5th Wheel
 - j. Space #67 5th Wheel
 - k. Space #68 Trailer
2. The County has turned off all water and power to these units but the Contractor is responsible to disconnecting all utilities from the units.
3. To the extent possible the Contractor is to recycle as much of the metal as possible.
4. The Contractor is responsible for obtaining all necessary permits, licenses, and insurance, and ensuring all related regulatory compliance under Federal and State law, including those specific requirements of the Washington Department of Labor and Industries, City and County.

PROPOSAL SUBMITTAL FORMAT

The General Information form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. ***This form must be signed by a person authorized to make proposals and enter into contract negotiations. Failure to submit this form will result in your proposal being deemed non-responsive.***

Remove of Kittitas County Owned Mobile Home Proposal:

Bid Items:

1) Removal of all Mobile Homes	_____
Tax	_____
Total Bid	_____

Authorized Official (Signature)	_____
Date	_____
Print Name of Authorized Official	_____
Title of Authorized Official	_____
Company/Individual Name:	_____
Contact Person	_____
Address	_____
City, State, Zip	_____
Phone Number	_____
Fax Number	_____

Email Address _____

Federal Tax ID # _____

SUBMITTAL PROCEDURE

Please submit one (1) original and two (2) copies of the proposal for services in an 8-1/2" x 11" format.

Sealed responses will be received by the Kittitas County Solid Waste and Maintenance Director up to the hour of 1:00pm., on March ___, 2017. Responses delivered later will not be accepted. Kittitas County is not responsible for delays in delivery.

All responses shall be placed in a sealed envelope, which is clearly marked "Kittitas County Mobile Home Removal Proposal." **Responses by fax or email will not be accepted.**

All responses to this request shall be addressed to the attention of the Solid Waste and Maintenance Director:

Delivery and Mail Address:

Patti Johnson
Kittitas County Solid Waste and Maintenance Director
c/o Commissioners' Office
205 W. 5th Ave. #108
Ellensburg, WA 98926

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 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)

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.