



# REQUEST FOR PROPOSALS 2020

Lewis County Public Works Department,  
Solid Waste Division

for

CENTRAL TRANSFER STATION TIRE COLLECTION  
SERVICES

**Response Deadline:  
May 22, 2020 at 3:00 p.m.**

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# REQUEST FOR PROPOSAL CENTRAL TRANSFER STATION TIRE COLLECTION SERVICES

**RESPONSE DEADLINE: FRIDAY MAY 22, 2020 AT 3:00 P.M.**

## 1.0 DESCRIPTION

Lewis County Public Works Solid Waste Division is issuing this Request for Proposals from qualified Service Providers to provide collection assistance and proper disposal of tires.

## 2.0 BACKGROUND

Lewis County Public Works (County) currently operates two transfer stations within Lewis County, where tires are collected and then consolidated at the Central Transfer Station. The Central Transfer Station (CTS) is located at 1411 S. Tower Ave., Centralia, WA 98531. The East Lewis County Transfer Station (ELCTS) is located at 6745 US Hwy 12, Morton, WA 98536. In 2019, 107 tons of tires were collected between both transfer stations and loaded for disposal at CTS.

## 3.0 SITE INFORMATION

CTS handles the bulk of tires generated in Lewis County through drop-off by self-haul customers.

CTS is open to the general public six (6) days a week, Monday through Saturday, from 7:30 a.m. to 5:30 p.m., except for New Year's Day, July 4<sup>th</sup>, Thanksgiving Day and Christmas Day.

In 2019, the following (approximate) number of tires were collected through both transfer stations:

- Passenger tires, off rim – 4,200
- Passenger tires, on rim – 1,300
- Semi-truck tires, off rim – 200
- Semi-truck tires, on rim – 20
- Total net tons – 110
- Current vendor made 6 visits to collect tires from CTS in 2019

Tires collected from customers at CTS are gathered initially into open top trailers, typically about 20ft in length. They are then loaded into a larger trailer, provided by current vendor, for transport.

- General Site Features
  - Raised tipping floor with top-loading chutes
  - Entry and navigation for 53' semi-trucks/trailers.
- Key Equipment
  - Loading and excavating equipment for packaging waste for shipment
  - Fleet of mid-size open-top trailers
  - Two (2) yard goats (small truck to move trailers onsite)

## 4.0 SCOPE

The County is soliciting a Request for Proposals for tire collection and disposal services. The following list is an example of the anticipated tasks to be included in the evaluation but is not intended to be limiting:

- **Provide collection trailer – for transport and disposal, to remain onsite until filled**

- **On-call service to swap collection trailer, once full for an empty trailer, within 72 hours**
- **Proper disposal of all tires**
- **Timely and accurate invoicing of all services provided, along with documentation of disposal**

A specific, detailed service agreement will be negotiated with the successful candidate following notification from the County of contract award.

## **5.0 SUBMITTAL PROCESS**

Proposers are solely responsible for all costs incurred in the development and submission of the response to this Request for Proposals or any other presentations whether in response to this or to any subsequent requirements of the service provider selection and agreement negotiation process. All materials submitted in the response to this become the property of Lewis County.

### *5.1. Voluntary Site Visit*

A voluntary site visit of CTS may be arranged during regular business hours. Directions to the Lewis County Solid Waste Administration Office are provided in Exhibit A: Site Visit Information.

Photographs will be permitted during the site visit. The site visit will involve walking around the CTS grounds. Personal protective equipment (PPE) including hardhat, safety vest, and closed-toe shoes are **required** and must be worn at all times while onsite. Those attending should provide their own PPE for the site visit. In order to plan accordingly, the County requests prospective firms send notification to schedule a site visit *in writing via email* by **May 15, 2020** Notifications should be sent to:

Laurie Fife, Administrative Assistant  
Lewis County Public Works Solid Waste  
[laurie.fife@lewiscountywa.gov](mailto:laurie.fife@lewiscountywa.gov)

### *5.2. Site Visit Questions*

Site visit attendees may also submit additional questions regarding this solicitation. Additional questions must be submitted *via e-mail* by **May 18, 2020**, and should be directed to:

Laurie Fife, Administrative Assistant  
Lewis County Public Works Solid Waste Division  
[Laurie.fife@lewiscountywa.gov](mailto:Laurie.fife@lewiscountywa.gov)

Failure to request clarification of any inadequacy, omission, or conflict will not relieve the vendor of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested vendor to assure that they received responses to questions if any are issued.

## **6.0 SERVICE AGREEMENT TERM AND SCHEDULE**

All services awarded through this solicitation shall commence upon execution of the service agreement and extend for at least one year. The service agreement term and schedule will be determined with the selected service provider as part of the award, including the responsibilities for each party and a rate structure for tires collected.

## 7.0 SUBMITTAL REQUIREMENTS

### Submitted responses must include the following information:

- Ability to accept and properly dispose of waste tires, including a rate structure (per ton or flat fee) for waste tire types found in Exhibit B: Price Sheet.
- A detailed list of any tire types and conditions not accepted.
- A detailed list of equipment and resources to be provided to assist in the collection, transport, and disposal of collected tires. This list must include top-loading trailers for transport, trucks, dedicated staff, processing facilities and equipment, disposal site location, permitting information (if applicable), and sample invoices.
- Proposed step-by-step process of collection and disposal of tires from Lewis County Central Transfer Station including; equipment provided, 72-hour response time, segregation of tire types (if needed), chain of custody of tires, processing of tires, invoicing, etc.
- A detailed Statement of Qualifications demonstrating the Service Provider's experience and expertise providing similar services. Identify up to three (3) municipalities where services are currently provided with similar complexity. Each description should not exceed one (1) page in length. Provide references and a current phone number for each municipality.
- Completed Exhibit B: Rate Structure

## 8.0 EVALUATION CRITERIA

Upon closure of the request for service bids, all submittals received will be reviewed and evaluated according to the criteria provided below:

- |  |           |
|--|-----------|
| 1. General ability to accept and properly dispose of tire types  | 40 points |
| 2. Rate structure of all tire types accepted (Exhibit B)   | 20 points |
| 3. Experience and qualifications of service provider, including municipalities where services are currently provided with similar complexity | 20 points |
| 4. Proposed equipment to meet the needs (facility layout and volume) of Lewis County Central Transfer Station                                | 20 points |

## 9.0 SUBMITTAL GUIDELINES

Please submit by mail/email to:  
Lewis County Solid Waste Division  
Attn: Laurie Fife  
PO Box 180  
Centralia, WA 98531  
[Laurie.Fife@lewiscountywa.gov](mailto:Laurie.Fife@lewiscountywa.gov)

OR

Hand deliver to:  
Lewis County Solid Waste Admin Building  
Attn: Laurie Fife  
1411 S Tower  
Centralia, WA 98531

**Proposals must be received no later than 3:00 p.m. on Friday, May 22, 2020.**

All costs for response, preparation, and negotiation incurred by the Proposer, whether or not they lead to execution of an agreement with the County must be borne entirely and exclusively by the Proposer.

Lewis County reserves the following rights for acceptance, modification, and/or rejection of submitted proposal(s) such as:

1. Rejection of any or all proposals.
2. Rejection of any proposals not in compliance with proposal requirements.
3. Providing of addenda, amendments, supplementary material or other modifications to the proposals specifications.
4. Cancellation of this Request for Proposals without issuance of another Request for Proposals.
5. Issuance of subsequent requests for new proposals.
6. Request for submission of further information by the Proposer in order to complete evaluation by Lewis County.
7. Determination to select one or more Proposers for attempted negotiation of a final agreement(s). Decisions made by Lewis County will be final.

## **EXHIBIT A: SITE VISIT INFORMATION**

### **DIRECTIONS TO LEWIS COUNTY CENTRAL TRANSFER STATION**

Site visits, if requested, will be at Lewis County Solid Waste Administration building, located at 1411 S. Tower Ave., Centralia, WA, 98531.

\*\*\*Due to the Covid-19 outbreak, we require site visits to be a maximum of two visitors and to practice physical distancing during the visit. \*\*\*

**EXHIBIT B: RATE STRUCTURE**

**Non-Collusion Declaration**

**I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statement are true and correct:**

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participation in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the service for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

Item	Description	Per Ton Price	Flat Fee
1	<b>Ability to accept and a proposed rate structure (per ton or flat-fee) for the following tire types:</b> Incomplete fields will be deemed as material not accepted by service provider		
	o Passenger tires, off rim		
	o Passenger tires, on rim		
	o Semi-truck tires, off rim		
	o Semi-truck tires, on rim		
	<b>Miscellaneous/Specialty tires:</b> Incomplete fields will be deemed as material not accepted by service provider		
	o Tractor tires		
	o Heavy-equipment tires		
	o Polystyrene-filled tires (marinas)		
	o Aircraft tires		
o Motorcycle			
o All-terrain vehicles			
2	<b>Mobilization/Transportation Fee:</b> Fee or rate for travel to Lewis County Central Transfer Station (1411 S Tower Ave Centralia, WA 98531)		

**CONDITIONS**

By signature below, the Authorized Official(s) of the company submitting this Proposal do hereby acknowledge that in the event this Proposal is deemed to be the lowest responsive bid, this document shall be construed to be the legal contract for the purchase of the materials specified herein.

\*Receipt is hereby acknowledged of addendum(s) Number(s) 1 \_\_\_\_ , 2 \_\_\_\_ , 3 \_\_\_\_.

SIGNATURE OF AUTHORIZED OFFICIAL(S)

Proposals must be signed \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Unified Business Identifier (U.B.I.) No. \_\_\_\_\_

Telephone # \_\_\_\_\_

Federal ID No. \_\_\_\_\_

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FOR COUNTY USE ONLY

AWARDED:

\_\_\_\_\_

PUBLIC WORKS DIRECTOR

\_\_\_\_\_

Date