



REQUEST FOR PROPOSALS 2021

**Lewis County Public Works Department,
Solid Waste Division**

for

**Roadside Litter Pickup, Illegal Dumpsite Cleanup and
Abandoned Homeless Encampment Cleanup**

**Response Deadline:
November 30, 2021 at 3:00 p.m.**

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REQUEST FOR PROPOSAL ROADSIDE LITTER PICKUP, ILLEGAL DUMPSITE CLEANUP AND ABANDONED HOMELESS ENCAMPMENT CLEANUP

RESPONSE DEADLINE: TUESDAY, NOVEMBER 30, 2021 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 roadside litter pickup, illegal dumpsite cleanup and abandoned homeless encampment cleanup.

2.0 BACKGROUND

Lewis County Public Works, Solid Waste Utility (County) has contracted with vendors in the past to collect roadside litter. The County would like to implement this program again and expand the contracted services to include illegal dumpsite cleanup and abandoned homeless encampment cleanup. In earlier years, the roadside litter contractor collected, tracked and disposed of the following:

- Litter
- Road Miles
- Recyclables

The contractor would be expected to operate Monday through Friday between the hours of 8am and 5pm., but hours outside this window are negotiable.

3.0 SCOPE

The County is soliciting a Request for Proposals for roadside litter pick-up, illegal dumpsite cleanup and abandoned homeless encampment cleanup. The following list is an example of the anticipated tasks to be included in the evaluation but is not intended to be limiting:

- Provide a team to perform the requested services.
- Collect roadside litter as designated by County Staff.
- Cleanup illegal dumpsites as designated by County Staff.
- Assist County with cleanup of abandoned homeless encampments as requested.
- Proper disposal of collected waste at the Central Transfer Station or the Morton Transfer Station.
- Proper recycling at the Central Transfer Station or the Morton Transfer Station of the following materials: Paper products, Metals, Glass Bottles/Jars and Corrugated Cardboard.

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

4.0 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.

5.0 REQUEST FOR PROPOSAL QUESTIONS

Proposers may submit questions regarding this solicitation. Questions must be submitted *via e-mail* by **November 18, 2020**, and should be directed to:

Teri Lopez, Administrative Assistant
Lewis County Public Works Solid Waste Division
Teri.Lopez@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 through June 30, 2023. 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 roadside litter pick-up, illegal dumpsite cleanup and abandoned homeless encampment cleanup.

7.0 SUBMITTAL REQUIREMENTS

Submitted responses must include the following information:

- A rate structure per worker hour or crew hour (or if applicable per mile) to perform required tasks. See Exhibit A.
- A plan for the recruitment of workers and a list of dedicated staff, including proposed group leaders, to manage said workers.
- A detailed list of equipment and resources to be used.
- A sample invoice that will be submitted to Lewis County Solid Waste.
- 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.

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 perform roadside litter pick-up, illegal dumpsite cleanup and abandoned homeless encampment cleanup. | 40 points |
| 2. Rate structure (Exhibit A). | 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 of the contracted services.

20 points

9.0 SUBMITTAL GUIDELINES

Please submit by mail/email to:
Lewis County Solid Waste Division
Attn: Teri Lopez
PO Box 180
Centralia, WA 98531
Teri.Lopez@lewiscountywa.gov

Proposals must be received no later than 3:00 p.m. on Tuesday, November 30, 2021.

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: 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 Person Hourly Rate	Per Crew Hourly Rate	Per Mile Rate
1	Roadside Litter Pickup			
2	Illegal Dumpsite Cleanup			
3	Abandoned Homeless Encampment Cleanup			

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. _____

FOR COUNTY USE ONLY

AWARDED:

PUBLIC WORKS DIRECTOR

Date