



# **REQUEST FOR PROPOSALS 2022**

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

**for**

**Contamination Reduction and Outreach Projects**

**Response Deadline:  
December 16, 2022 at 3:00 pm**

THIS PAGE WAS INTENTIONALLY LEFT BLANK

# REQUEST FOR PROPOSAL

## Contamination Reduction and Outreach Projects for Recycling

**RESPONSE DEADLINE: FRIDAY, DECEMBER 16, 2022 AT 3:00 PM.**

### 1.0 DESCRIPTION

Lewis County Public Works Solid Waste Division is issuing this Request for Proposals from qualified Service Providers to provide assistance on two contamination reduction and outreach projects for recycling: a curbside recycling lid-lift audit to reduce contamination and a multifamily recycling pilot project.

### 2.0 BACKGROUND

Lewis County Public Works, Solid Waste Utility (County), received a Waste Reduction and Recycling Education Grant from the Department of Ecology to conduct two projects related to reducing contamination in curbside commingled recycling and expanding recycling services in Lewis County.

The two projects are:

- A curbside recycling program lid-lift audit, and cart-tagging project.
- A pilot program to implement a multifamily commingled recycling program for 100 residents in Chehalis and Centralia.

LeMay, a division of Waste Connections, provides curbside recycling services for residential customers from the Town of Pe Ell to the City of Morton, and its Urban Growth Area. The commingled curbside recycling program collects the following materials: plastic bottles and jugs, plastic dairy tubs, magazines, newspapers, mail, paper boxes and bags, cardboard, steel cans, and aluminum cans. The curbside containers are picked up every other week from households. This material is transported to a private recycling company in Centralia for baling. The bales are consolidated, and transported to a recycling processing facility in Pierce County.

There is currently no formal multifamily recycling program in Lewis County.

**The work related to this RFP must be completed by June 30, 2023.**

### 3.0 SCOPE

The County is soliciting a Request for Proposals for two projects:

1. A Curbside Recycling Lid-Lift Audit & Cart Tagging Project To Help Reduce Contamination
2. A Multifamily Recycling Pilot Program

The following list is an example of the anticipated tasks but is not intended to be limiting:

The consultant will provide the following for both projects:

- Project Management
- Staffing Coordination
- Development of printed education and outreach materials
- Work with County staff and LeMay staff to schedules

The consultant's project management tasks will include:

- Coordinating with the Lewis County Project Managers, Hauler, and Apartment Managers
- Identifying and screening cart taggers
- Developing schedules and assigning responsibilities
- Planning and communicating meeting locations and times
- Facilitating morning and afternoon (as applicable) check-ins with each route
- Ensuring complete time and mileage tracking, invoices for reimbursement by the County, and other project reporting.

The consultant's responsibilities include:

- Walking the route
- Lifting lids on residential recycling carts
- Identifying contamination such as non-program materials and plastic bags
- Logging contaminated carts based on the process outlined by Lewis County
- Applying an "oops tag" on carts with contamination present.
- Applying a flyer on selected residential recycling carts without lifting the lid.
- Abiding by safety protocols outlined during initial training
- Coordinating with two multifamily pilot project locations.
- Presenting the new recycling program to multifamily tenants.
- Ordering in-home collection bins for the multifamily program.
- Distributing education materials and collection bins to pilot program participants.

Safety protocols for cart tagging staff will be included during the initial training.

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 30, 2022**, and should be directed to:

Teri Lopez, Administrative Assistant  
Lewis County Public Works Solid Waste Division  
[Teri.Lopez@lewiscountywa.gov](mailto: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 the cart-tagging project and the multifamily recycling project.

## **7.0 SUBMITTAL REQUIREMENTS**

**Submitted responses must include the following information:**

- A rate structure for each project.
- 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. Experience of the key project team members and their ability to perform the tasks requested.   | 40 points |
| 2. Rate structure.  | 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](mailto:Teri.Lopez@lewiscountywa.gov)

**Proposals must be received no later than 3:00 p.m. on Friday, December 16, 2022.**

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.

**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.

**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