



County Of Siskiyou

Request for Proposals (RFP) RFP # 23-04 – Community Development for Vehicle and Waste Removal and Disposal

Proposals may be mailed, delivered, or emailed to:

Andrea Fox
Code Enforcement Officer
Community Development
806 S. Main Street, Yreka, CA 96097
RFP_RFB_Submissions@co.siskiyou.ca.us

**Proposals Due by:
November 15, 2023**

**County of Siskiyou
Request for Proposals
for Vehicle and Waste Removal and Disposal**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
11-1-2023	Release of Request for Proposals (RFP)
11-8-2023	Mandatory Pre-Bid Meeting or Walk-through
11-13-2023	Deadline to Submit Questions
11-15-2023	Submission of Proposals due by 4:00 PM
11-16-2023	Review of Proposals
11-20-2023	Notification of Final Selection
12-1-2023	Contract for Services Processed
12-4-2023	Contract for Services Start Date

1.0 Preface

The County of Siskiyou, through the Community Development Office, is seeking proposals from qualified vendors to provide removal and disposal services of approximately three (3) recreational vehicles, five (5) automobiles, one (1) boat, two (2) golf carts, tires, trash and waste. Project site is in north central Siskiyou County in the community of Hornbrook, California.

2.0 Scope of Work

Services the selected Proposer are expected to provide, include but are not limited to:

- Removal and disposal of automobiles, recreational vehicles, boats, tires, waste and scrap metal from the property described above.
- Removal and disposal of automobile batteries and fluids such as fuel, coolant, and oil.
- Removal and proper disposal of tires.
- Removal and disposal of waste and trash with receipt documentation.

The Contractor is responsible for all the prescribed work, materials, and associated equipment necessary to complete the project.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter contracts on behalf of the Proposer.

2. Qualifications

Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. References:

Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Community Development at 806 S. Main St. Yreka, Ca. 96097 on or before

November 15, 2023, 4:00pm (ATTN: Andrea Fox Code Enforcement). Please note "RFP # 23-04" on front of envelope.

- **Mailing:** Hard copy proposals by way of mail must be mailed to 806 S. Main Street, Yreka, Ca. 96097 and postmarked by June 19, 2023. Please note "RFP # 23-02" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Andrea Fox Code Enforcement at afox@co.siskiyou.ca.us and must be received by **4:00pm on November 15, 2023**. Please include "RFP # 23-04" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Andrea Fox by email, afox@co.siskiyou.ca.us, or by phone at (530) 842-8207.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.
- Processing of VIN numbers in order to facilitate the process of disposing the vehicles for scrap use and to ensure that all automobiles, RVs', trailers and utility vehicles are not stolen.
- Issuance of "haulers exemption" for the transport of tires.

The timeline for this project is estimated to take approximately two months to complete, depending on weather conditions.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

Exhibit 1: Photographs of property showing a portion of the vehicles on the property.

Exhibit 2: Contract for Services Template.