



County Of Siskiyou

**Request for Proposals (RFP)
RFP # 22-404010-01 – Sanitation**

for

**Facility Operation, Solid Waste/Recycling, Transport
and Disposal at the Oberlin Road and Black Butte
Transfer Stations**

Proposals may be mailed, delivered, or emailed to:

Amanda Kimball
Project Coordinator
General Services
190 Greenhorn Road
Yreka, CA 96097
akimball2@co.siskiyou.ca.us

**Proposals Due by:
January 4th 2023
3:00pm**

County of Siskiyou
Request for Proposals
for Facility Operation, Solid Waste/Recycling, Transport And
Disposal At The Oberlin Road And Black Butte Transfer Stations

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
November 1,2022	Release of Request for Proposals (RFP)
November 29, 2022	Mandatory Pre-Bid Meeting 10am Transit Center Conference Room located at 190 Greenhorn Road, Yreka Then will be departing to each site 2420 Oberlin Road, Yreka and 3710 Spring Hill Road, Mt. Shasta
December 6, 2022	Deadline to Submit Questions
January 4, 2023 (3:00 PM)	Submission of Proposals due by 3:00 PM
January 5, 2023	Review of Proposals
To Be Announced	Notification of Final Selection
To Be Announced	Professional Service Agreement Processed
July 1, 2023	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou General Services Department is seeking the services of a qualified firm to provide the necessary operations, labor, equipment and materials to operate and maintain the County's Oberlin Road *and/or* Black Butte Transfer Stations, and to transport the waste materials to a permitted facility for disposal. The Oberlin Road Transfer Station is located at 2420 Oberlin Road, Yreka, CA 96097 and the Black Butte Transfer Station is located at 3710 Spring Hill Road, Mt Shasta, CA 96067.

The County is seeking these services for a period of five (5) years, with the County seeking the option to extend the contract term for up to two (2) additional five-year periods, but will also evaluate alternative terms provided by eligible respondents.

Respondents may submit proposals for both transfer stations, or for one of the two transfer stations. However, if possible, the County prefers to contract with the same entity for both transfer stations.

2.0 Scope of Work

The selected Contractor shall provide all services necessary to operate, maintain and transport waste from the transfer stations in accordance with all applicable laws and regulations. The selected Contractor will be responsible for providing all necessary labor, equipment, fuel and materials to perform the services listed below, in accordance with the attached sample agreement, at the transfer stations.

The successful bidder will be required to provide the following services:

1. Transfer vehicles and equipment:

- a. Trucks and transfer trailers will be supplied by the Contractor or their identified and approved transport sub-contractor.
- b. Provide all mobile equipment (e.g., front-end loaders, fork lifts, all other heavy equipment.) Vehicles shall be of a type manufactured or modified expressly for the purpose to which it is assigned. Equipment shall be maintained and operated so that refuse will not blow out, fall, sift or leak during transport.
- c. Each truck, trailer, or other conveyance or equipment used to transport refuse shall at all times be kept clean, in good repair, and be in good mechanical condition. Contractor shall affix a sign bearing the company's name and telephone number to all vehicles used to transport materials.

2. Transportation of all residential and commercial refuse:

- a. Accept waste materials from local waste haulers (Yreka Transfer, etc.).
- b. Transport all residential and commercial waste from the transfer stations to a permitted disposal facility.

3. Hours of operation:

- a. The site shall be open to the public five days a week, including one weekend

day, as set by the County, except New Year's Day, Memorial Day, Fourth of July, Thanksgiving Day and Christmas Day. The days of operation need not be five (5) consecutive days. Operating hours shall be an eight (8) hour period as set by the County. When the closure on New Year's Day, Memorial Day, Fourth of July, Thanksgiving Day or Christmas Day would result in closure of the transfer/recycling station for two consecutive days, the transfer/recycling station shall be open on the next succeeding day.

4. The Contractor chosen must be a full-service contractor and shall provide to the County all labor, materials, equipment, supplies and expertise necessary to transport refuse. The performance of these services shall be in full compliance with all applicable Federal, State and local laws, rules, regulations, and orders, including, but not limited to, the Resource Conservation and Recovery Act, OSHA, and regulations, rules and orders of the U.S. Environmental Protection Agency, the Department of Transportation, the State Department of Toxic Substances Control, and the California Highway Patrol.
5. Contractor shall maintain an office at each Transfer Station site.
6. Contractor shall provide all required and appropriate health and safety training for Contractor personnel.
7. Maintain the Transfer Stations in a clean, orderly condition. Litter shall be collected daily or more frequently as necessary, including removal of litter from trees, fencing, exterior grounds and surrounding woods/grounds. All waste is to be removed from the tipping floor at the end of each operating day. The County shall issue a fine of \$250 per day to the Contractor for any solid waste not cleared off the receiving area or any other areas of the facility.
8. Four (4) loaded transfer vehicles may be staged on site at the end of the operating day if the loads cannot be transported to the disposal facility.
9. Perform on site snow removal, and other required maintenance to keep roads open when feasible.
10. Reporting Requirements:
 - a. Contractor shall keep such records as required by County for five years. At any time during normal business hours and as often as County may reasonably deem necessary, Contractor shall make available to County for examination all of his data and records with respect to all matters covered by the services being provided.
 - b. Monthly reports of trips and tonnage will need to be submitted to County.
 - c. Contractor will need to do all reporting to State, Calrecycle and all other reporting entities.
11. In addition to, and within the parameters of, the requirements outlined above, the County is requiring that respondents provide the following proposals:
 - a. Schedule and hours of operation, in accordance with 3. *Hours of Operation* above.

b. Rate/Fee schedule to be adopted by the County through an amendment to the current [County Ordinance: Chapter 6.1 Gate Fees](#):

c. Contract pricing. For use of the County owned transfer stations, respondents shall provide a base rate to be paid to the County, and a percentage of the gross user fees collected by the Contractor to be paid to the County.

d. Payment schedule to be included in the resulting contract.

Oberlin Road

2019	Number of Trips	Tonnage Hauled
January	48	931.01
February	62	1246.45
March	85	1722.25
April	88	1757.09
May	93	1841.86
June	89	1739.46
July	96	1926.06
August	88	1787.62
September	80	1684.68
October	85	1743.66
November	75	1467.28
December	77	1542.89

Totals: 966 19,390.31

2020	Number of Trips	Tonnage Hauled
January	74	1498.91
February	78	1549.38
March	83	1561.51
April	89	1717.63
May	92	1831.97
June	104	2021.33
July	100	1980.42
August	97	1882.64
September	96	1895.08
October	99	1956.79
November	91	1828.54
December	95	1887.61

Totals: 1098 21,611.81

2021	Number of Trips	Tonnage Hauled
January	88	1700.80
February	85	1603.53
March	104	1959.33
April	107	2016.50
May	102	1941
June	109	2086.78
July	98	1854.04
August	107	2028.86
September	81	1513.79
October	88	1724.20
November	109	2108.95
December	80	1525.06

Totals: 1158 21,062.84

Black Butte

2019	Number of Trips	Tonnage Hauled
January	58	1201.97
February	37	768.22
March	53	1077.36
April	67	1363.92
May	86	1717.55
June	86	1611.06
July	80	1609.02
August	79	1632.05
September	63	1255.04
October	69	1461.87
November	64	1327.04
December	51	1047.75

Totals: 793 16,072.85

2020	Number of Trips	Tonnage Hauled
January	52	1098.37
February	56	1154.76
March	55	1114.23
April	67	1340.96
May	74	1518.97
June	76	1524.74
July	82	1580.62
August	78	1471.80
September	85	1584.95
October	79	1397.70
November	77	1369.37
December	72	1201.74

Totals: 853 14,385.21

2021	Number of Trips	Tonnage Hauled
January	64	1088.46
February	59	1050.40
March	67	1268.26
April	84	1589.13
May	83	1606.70
June	86	1632.46
July	96	1812.37
August	76	1401.30
September	110	2100.52
October	69	1320.99
November	83	1617.18
December	58	1114.39

Totals: 945 17,602.16

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

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

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Provide evidence of licensing, bonding, insurance and any relevant certifications and training. Examples of current and/or completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. 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:

- a. 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:

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

6. Price Proposal:

- a. Provide a comprehensive and transparent proposal 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 and required services.

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

7. 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 timely and 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 of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities after the selection and 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 any and 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 Department of General Services 190 Greenhorn Road, Yreka CA 96097 on or before 3pm **January 4, 2023** (ATTN: Amanda Kimball, Project Coordinator) Please note "RFP #22-404010-01" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Department of General Service 190 Greenhorn Road, Yreka CA 96097 and postmarked by **January 4, 2023**. Please note "RFP #22-404010-01" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Amanda Kimball, Project Coordinator at akimball2@co.siskiyou.ca.us and must be received by **January 4, 2023 at 3:00pm** Please include "RFP #22-404010-01" in subject line.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, 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 Amanda Kimball Project Coordinator by email, akimball2@co.siskiyou.ca.us.

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.

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

6.0 Attachments

Attachment A- Bid Proposal Form

Attachment B- Proposal Evaluation Worksheet