



RFP #843
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, OCTOBER 12, 2022
DUE DATE: WEDNESDAY, NOVEMBER 16, 2022 by 1:30 pm

Request for Proposal for:

**HAZARDOUS WASTE COLLECTION and DISPOSAL SERVICE for
SATELLITE EVENTS**

SUBMIT:

One (1) Original
Two (2) Complete Copies
Two (2) USB Flash Drives with .pdf or .doc Copies

of the Proposal to:

Shipping Method of your Choice or Hand Delivery

Clark County
ATTN: Office of Purchasing
1300 Franklin Street, 6th Floor, Suite 650
Vancouver WA 98660
564-397-2323

United States Postal Service

Clark County
ATTN: Office of Purchasing
PO Box 5000
Vancouver WA 98666-5000
564-397-2323

Office Hours: 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

No electronic submissions.

****Proposals must be delivered to the Purchasing office – No Exceptions**

****Proposals must be date and time stamped by Purchasing staff by 1:30 pm on due date.**

****Proposal shall be sealed and clearly marked on the package cover with RFP 843, Title & Company Name**

Refer Questions to Project Manager:

Jessica Fischberg
Environmental Operations Specialist / Public Health
Jessica.Fischberg@clark.wa.gov
564-397-7315

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clark.wa.gov/sites/default/files/dept/files/general-services/Purchasing/ERP%20Policy.pdf>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

ACCEPTANCE or REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

Request for Proposals Table of Contents

PART I	PROPOSAL REQUIREMENTS
	Section IA: General Information
	1. Introduction
	2. Background
	3. Scope of Project
	4. Project Funding
	5. Timeline for Selection
	6. Employment Verification
	Section IB: Work Requirements
	1. Required Services
	2. County Performed Work
	3. Deliverables and Schedule
	4. Place of Performance
	5. Period of Performance
	6. Prevailing Wage
	7. Debarred / Suspended
	8. Public Disclosure
	9. Insurance/Bond
	10. Plan Holders List
PART II	PROPOSAL PREPARATION AND SUBMITTAL
	Section IIA: Pre-Submittal Meeting/Clarification
	1. Pre-Submittal Meeting
	2. Proposal Clarification
	Section IIB: Proposal Submission
	1. Proposals Due
	2. Proposal
	Section IIC: Proposal Content
	1. Cover Sheet
	2. Project Team
	3. Management Approach
	4. Respondent's Capabilities
	5. Project Approach and Understanding
	6. Proposed Cost
	7. Employment Verification
PART III	PROPOSAL EVALUATION & CONTRACT AWARD
	Section IIIA: Proposal Review and Selection
	1. Evaluation and Selection
	2. Evaluation Criteria Scoring
	Section IIIB: Contract Award
	1. Consultant Selection
	2. Contract Development
	3. Award Review
	4. Orientation/Kick-off Meeting
ATTACHMENTS	A: Proposal Cover Sheet
	B: Letter of Interest
	C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form
	D. Cost Templates

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this RFP is to permit a qualified hazardous waste disposal company to meet this defined need. Residents in northern Clark County live the farthest from permanent Household Hazardous Waste (“HHW”) collection facilities in Clark County, making safe HHW disposal less accessible to these residents. Clark County seeks to provide additional disposal options for these residents to prevent harm and pollution from improperly managed hazardous materials. Clark County is planning up to four satellite HHW collection events (“HHW Events”) to occur annually in northern Clark County, to increase accessibility to HHW services. HHW Event locations (“Sites”) are to occur in/near Amboy, Battle Ground, La Center, Ridgefield, Woodland, and/or Yacolt.</p> <p>If your company contact details <i>are not</i> on the Plan Holder List at https://clark.wa.gov/internal-services/request-proposal-1 Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers’ option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this proposal will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.</p>
2. Background	<p>Hazardous waste must be safely disposed of to prevent harm to public health and the environment. Safe management of HHW is available to Clark County residents at three permanent HHW facilities, located in west Vancouver, central Vancouver, and Washougal. This includes West Vancouver Material Recovery Facility (“West Van”), Central Transfer and Recycling (“CTR”), and Washougal Transfer Station (“WTS”). As of 2021, West Van HHW facility operates Fridays and Saturdays 8am-4pm; CTR HHW facility operates Friday–Sunday 8am-4pm; and WTS HHW facility operates first and third Saturdays 8am-4pm.</p> <p>Residents in northern County have less accessibility to safe HHW management options because they must travel the furthest distance to use the HHW facilities. Further, the limited days and hours of operation is a barrier for residents that are working or otherwise unavailable during facility hours. This may cause dangerous accumulations of HHW being stored in households, garages, or outdoors. It may also result in unsafe disposal practices such as disposal in municipal solid waste or recycling.</p> <p>A HHW Event is a temporary satellite location where residents may drop-off HHW for safe disposal. HHW Events are operated by a hazardous waste company and are hosted in strategic satellite locations to increase accessibility to services. The vendor sets up the Site with appropriate equipment, and technicians onsite collect HHW from participant vehicles. Waste is sorted and packaged according to material type, and the vendor transports all waste from the site at the conclusion of the HHW Event. Wastes are later shipped to final recycling, treatment, and disposal locations.</p>
3. Scope of Project	<p>Clark County Public Health is seeking to contract with a hazardous waste disposal company (“Contractor”) to provide up to four (4) annual HHW Events in Clark County. The Contractor must have all licenses, certifications, permits, and other approvals required by federal, state, or local laws or regulations in connection with the work described herein.</p>

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

	<p>HHW Events should be scheduled by County staff at least three (3) months in advance. HHW Events will be scheduled to be open to the public for four (4) hours, typically on a Saturday, 9:00am–1:00pm. HHW Events may be scheduled to occur alongside non-HHW clean-up events coordinated by city officials for collecting other residential waste and recyclables (i.e. yard debris, bulky waste, scrap metal).</p> <p>The contractor will set up, provide qualified staff, collect HHW from participants, and properly sort, transport, and dispose of collected waste. The Contractor must be ready to receive waste at least 20 minutes before the start of the HHW Event and stay for the entire event duration. Contractor must provide signage and traffic cones to direct vehicles through the drop-off area. Contractor staff must behave in a professional, courteous manner with site staff, volunteers, and participants.</p> <p>Contractor must hire waste and recycling service for incidental items received during HHW collection, including recycling (i.e. cardboard) and garbage (i.e. empty containers). Recycling and garbage containers must be provided and serviced the day-of the HHW Event and cannot be present overnight. Garbage and recycling must be collected and hauled in compliance with Washington Utilities and Transportation Commission rules.</p> <p>The gates for the HHW Event close at the event end time, but participants may still be in line past the gates and their materials will need to be accepted by the contractor. Contractor must check in with the HHW Event coordinator and provide copies of shipping manifests before leaving the Site.</p> <p>Participation is estimated at 200 residents per HHW Event, though this may fluctuate depending on the Site. It is challenging to anticipate the amount and type of waste that citizens will bring to the HHW Event. Items can include but are not limited to: aerosols, antifreeze, batteries, corrosives, fuels, gas cylinders, household cleaners, motor oil, paints, PCB ballasts, pesticides, poisons, and solvents. Items not to be accepted typically include but are not limited to: ammunition, asbestos, business hazardous waste, containers larger than 5 gallon size, explosives, and marine flares.</p> <p>Contractor must provide transportation for the waste at the conclusion of the HHW Event. No material shall remain at the HHW Event location at the end of the day. All materials must be properly handled after the HHW Event according to all local, state, and federal laws.</p> <p>Materials are to be processed by prioritizing the waste management hierarchy as described herein: (1) reuse, (2) recycle, (3) repurpose (i.e. alternative fuel, wastewater treatment), (4) destroy (i.e. incineration), and (5) dispose (i.e. hazardous waste landfill). Contractor must use Washington product stewardship programs for applicable wastes, including PaintCare and LightRecycle Washington.</p> <p>Contractors shall submit a written invoice no later than 30 days following an HHW Event. The invoice must be itemized and include the type, amount, unit of measure, disposal costs, and processing method for the collected wastes. Unit of measure for waste items must be consistent across documentation and deliverables.</p>
<p>4. Project Funding</p>	<p>The cost of this work will be determined based on the cost of an individual HHW Event, including itemized costs for mobilization, equipment, transportation, labor, administration, and disposal. Proposer’s true estimated cost to perform the work irrespective of the budgeted funds for this work.</p> <p>All work is to be funded by the Washington State Department of Ecology’s Local Solid Waste Financial Assistance grant. Allocation of funds for this RFP will be established based on the costs estimated in the selected proposal.</p>

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

	<p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p>												
<p>5. Timeline for Selection</p>	<p>The following dates are the intended timeline:</p> <table border="1" data-bbox="423 737 1511 1115"> <tr> <td>Pre-Submittal Meeting</td> <td>October 26, 2022</td> </tr> <tr> <td>Proposal Due</td> <td>November 16, 2022</td> </tr> <tr> <td>Proposal Review / Evaluation Period</td> <td>November 16 – December 9, 2022</td> </tr> <tr> <td>Selection Committee Recommendation</td> <td>December 12 – 13, 2022</td> </tr> <tr> <td>Contract Negotiation / Execution</td> <td>December 14 – 21, 2022</td> </tr> <tr> <td>Contract Intended to Begin</td> <td>January 1, 2023</td> </tr> </table>	Pre-Submittal Meeting	October 26, 2022	Proposal Due	November 16, 2022	Proposal Review / Evaluation Period	November 16 – December 9, 2022	Selection Committee Recommendation	December 12 – 13, 2022	Contract Negotiation / Execution	December 14 – 21, 2022	Contract Intended to Begin	January 1, 2023
Pre-Submittal Meeting	October 26, 2022												
Proposal Due	November 16, 2022												
Proposal Review / Evaluation Period	November 16 – December 9, 2022												
Selection Committee Recommendation	December 12 – 13, 2022												
Contract Negotiation / Execution	December 14 – 21, 2022												
Contract Intended to Begin	January 1, 2023												
<p>6. Employment Verification</p>	<p>To be considered responsive to this formal Clark County RFP, all proposers shall submit before, include with their response or within 48 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify</p> <p>How to submit the MOU in advance of the submittal date:</p> <ol style="list-style-type: none"> 1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or; 2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov <p><i>Note : Sole Proprietors shall submit a letter stating exempt.</i></p>												

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

Section IB	Work Requirements
1. Required Services	<p>Task 1: HHW Event Preparation: The Contractor must be fully prepared for scheduled HHW Events. Preparation includes but is not limited to:</p> <ul style="list-style-type: none"> • Scheduling all staff needed for HHW Event operations • Allocation and/or procurement of needed equipment, supplies, and services • Field team supervisor to join County staff for a Site visit prior to HHW Events to plan layout <p>Task 2: HHW Event Operations: The Contractor will provide hazardous waste collection and disposal services for up to four (4) annual HHW Events as described in this RFP.</p> <p>Task 3: HHW Event Follow-up: After an HHW Event, Contractor is to provide all applicable deliverables from event operations.</p>
2. County Performed Work	<p>County staff will provide:</p> <ul style="list-style-type: none"> • A designated County contact to act as program lead and coordinator • Notification of HHW Event Sites and dates at least three (3) months in advance • A Site visit for Contractor prior to HHW Events • Outreach to the public, informing residents of the HHW Events • Staff or volunteers to assist with public interactions and traffic control at HHW Events • Staff or volunteers to count number of public participants at HHW Events • Portable toilets at HHW Event Sites for staff
3. Deliverables & Schedule	<p>County staff will schedule up to four (4) HHW Events to occur annually, with notification to Contractor typically at least three (3) months in advance. HHW Events are to be open to the public for four (4) hours, typically 9:00am-1:00pm on a Saturday.</p> <p>Expected Outcome: A hazardous waste company is to provide collection and disposal services for up to four (4) annual HHW Events in Clark County.</p> <p>Outcome Deliverables:</p> <ol style="list-style-type: none"> 1. Contractor's field staff shall provide copies of shipping manifests to County staff at the HHW Event site at the conclusion of an event 2. Contractor shall submit a written invoice no later than 30 days following an HHW Event. The invoice must be itemized and include the type, amount, unit of measure, disposal cost, and processing method for materials collected. Note: Unit of measure for materials collected is to remain consistent across deliverables. 3. Contractor is to provide an Excel spreadsheet of data (i.e. material types, quantities) from a HHW Event, no later than 30 days following the event, in addition to the invoice.
4. Place of Performance	<p>All HHW Events will take place at designated sites in Clark County. Administrative and planning work is to be completed at the Contractor's local office, facility, or similar location.</p>

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

<p>5. Period of Performance</p>	<p>A contract awarded as a result of this RFP will be for three (3) years and is intended to begin on January 1, 2023 and end December 31, 2025.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of five (5) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.</p>
<p>6. Prevailing Wage (When Applicable)</p>	<p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more <u>and</u> completed three or more public works projects <u>or</u> received and completed training on prevailing wage and public works requirements.</p> <p>Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p>http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</p> <p>http://www.ini.wa.gov/TradesLicensing/PrevWage/WageRates</p> <p>Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.</p>
<p>7. Debarred/Suspended</p>	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
<p>8. Public Disclosure</p>	<p>This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.</p> <p>If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.</p>

Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events

<p>9. Insurance/Bond</p>	<p><u>A. Waiver of Subrogation</u> All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p><u>B. Proof of Insurance</u> Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail to the County. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p><u>C. Worker's Compensation</u> As required by the industrial insurance laws of the State of Washington.</p> <p><u>D. Automobile</u> If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.</p> <p><u>E. Commercial General Liability (CGL) Insurance</u> written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one-year policy period. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy must renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.</p> <p><u>F. Pollution and Asbestos Liability</u> If hazardous material is encountered during any construction, the Project Manager must be notified immediately, and if any work is done to remove it, any Proposer performing work shall obtain and keep in effect during the term of the contract, Pollution Liability Insurance, including Asbestos Liability covering bodily injury, property damage, environmental damage, including any related clean-up costs. Combined single limit should be a minimum of \$5,000,000.00 per occurrence/aggregate to include site pollution and transportation pollution.</p> <p><u>G. Umbrella Liability Coverage</u> Umbrella Coverage in the amount of \$5,000,000 per occurrence/aggregate shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.</p>
--------------------------	--

Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events

	<p>I. <u>Additional Insured</u> Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
10. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <p>✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:</p> <p>To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site: https://clark.wa.gov/internal-services/purchasing-overview</p> <ul style="list-style-type: none">• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events

Part II Proposal Preparation and Submittal

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	<p>A Pre-Submittal meeting will be held virtually by Microsoft Teams on Wednesday, October 26, 2022 at 11:00 am Pacific Time. Proposers may attend to ask questions or clarification on proposal on proposals prior to submission.</p> <p>Interest proposers shall email Jessica Fischberg at Jessica.Fischberg@clark.wa.gov by Noon Tuesday, October 25, 2022 requesting the information join the meeting.</p>
2. Proposal Clarification	<p>Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.</p> <p>The deadline for submitting such questions/clarifications is November 4, 2022 by 12:00 pm.</p> <p>An addendum will be issued no later than November 8, 2022 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: https://clark.wa.gov/internal-services/request-proposal-1</p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p>The outside of the envelope/package shall clearly identify:</p> <ol style="list-style-type: none"> 1. RFP Number and; 2. TITLE and; 3. Name and Address of the Proposer. <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p> <p>Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.</p>
2. Proposal	<p>Proposals must be clear, succinct and not exceed twenty (20) pages, <u>excluding</u> resumes, E-Verify, coversheet and debarment form. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.</p> <p>For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e., paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are <u>readily recyclable</u>.</p>

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

	<p>The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.</p> <p>Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.</p> <p>All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.</p> <p>Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.</p>
Section IIC	Proposal Content
1. Cover Sheet	This form is to be used as your proposal Cover Sheet. See Cover Sheet - Attachment A
2. Project Team	<p>The project team should have examples of previous HHW Events conducted for government clients, or related experience. Organization and project team must have all licenses, certifications, permits, and other approvals required by federal, state, or local laws or regulations in connection with the work described.</p> <p>Project team should have additional training / skills related to the following:</p> <ul style="list-style-type: none">• Ethics, workplace conduct• Customer service• Public communications, conflict management
3. Management Approach	Describe how your organization manages projects including planning, scheduling, communications, operations implementation, and completion of deliverables.
4. Respondent's Capabilities	<p>The respondent should provide the following:</p> <ul style="list-style-type: none">• Descriptions of strengths and values of your organization• Descriptions of ability, qualifications, and interest to perform work requested in Part I of this RFP• A work history with examples of previous HHW Events or related experiences with government agencies
5. Project Approach and Understanding	Respondents are to show their understanding of the project and their approach to the work by providing an organized, detailed Proposal addressing all needs outlined in this RFP.

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

6. Proposed Cost	<ul style="list-style-type: none">• Respondents must provide cost information in the provided templates – See Attachment D.• Respondents must provide an example invoice from a previous HHW Event or related satellite hazardous waste collection.
7. Employment Verification	<p>Please refer to section 1A.6. – E-Verify</p> <p>IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: https://clark.wa.gov/internal-services/purchasing-overview</p>

**Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events**

Part III Proposal Evaluation & Contract Award

Section IIIA	Proposal Review and Selection					
<p>1. Evaluation and Selection:</p>	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. The Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.</p> <p>1.1 Pre-Screening: Proposals will be screened for completeness. Incomplete proposals will not be evaluated.</p> <p>1.2 Risk Assessment: Proposals will be reviewed and screened for risk based on requirements in Section IB.</p> <p>1.3 Committee Evaluation: Proposals which pass pre-screening and risk assessment will be evaluated by a Review Committee based on the following criteria and listed details / examples:</p> <table border="1" data-bbox="412 751 1490 1902"> <thead> <tr> <th data-bbox="412 751 1253 867">Evaluation Criteria</th> <th data-bbox="1258 751 1490 867"># of Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 873 1253 1902"> <p>QUALIFICATIONS / ABILITIES / CUSTOMER SERVICE</p> <ul style="list-style-type: none"> • Organization and project team has five or more years of experience involving similar projects and with local government agencies. • Organization and project team have all licenses, certifications, permits, and other approvals required by federal, state, or local laws or regulations. • Project team has completed annual trainings related to ethics, discrimination, and workplace conduct. • Project team able to mobilize for a HHW Event with approximately three (3) months' notice of date and location. • Organization and project team provide quality customer service as demonstrated through the following examples: <ul style="list-style-type: none"> ○ Specific staff are assigned to the project to assist the County team for the duration of the contract, as opposed to a generic call center. ○ Organization has local offices. ○ County team will have direct communication with the field team supervisor that will be onsite at HHW Events, as opposed to solely administrative contacts. ○ Project team has completed trainings or demonstrated skills in communications with the public, including conflict management. ○ The Proposer's references can attest to quality customer service provided by your organization. </td> <td data-bbox="1258 873 1490 1902" style="text-align: center; vertical-align: middle;"> <p>30</p> </td> </tr> </tbody> </table>		Evaluation Criteria	# of Points	<p>QUALIFICATIONS / ABILITIES / CUSTOMER SERVICE</p> <ul style="list-style-type: none"> • Organization and project team has five or more years of experience involving similar projects and with local government agencies. • Organization and project team have all licenses, certifications, permits, and other approvals required by federal, state, or local laws or regulations. • Project team has completed annual trainings related to ethics, discrimination, and workplace conduct. • Project team able to mobilize for a HHW Event with approximately three (3) months' notice of date and location. • Organization and project team provide quality customer service as demonstrated through the following examples: <ul style="list-style-type: none"> ○ Specific staff are assigned to the project to assist the County team for the duration of the contract, as opposed to a generic call center. ○ Organization has local offices. ○ County team will have direct communication with the field team supervisor that will be onsite at HHW Events, as opposed to solely administrative contacts. ○ Project team has completed trainings or demonstrated skills in communications with the public, including conflict management. ○ The Proposer's references can attest to quality customer service provided by your organization. 	<p>30</p>
Evaluation Criteria	# of Points					
<p>QUALIFICATIONS / ABILITIES / CUSTOMER SERVICE</p> <ul style="list-style-type: none"> • Organization and project team has five or more years of experience involving similar projects and with local government agencies. • Organization and project team have all licenses, certifications, permits, and other approvals required by federal, state, or local laws or regulations. • Project team has completed annual trainings related to ethics, discrimination, and workplace conduct. • Project team able to mobilize for a HHW Event with approximately three (3) months' notice of date and location. • Organization and project team provide quality customer service as demonstrated through the following examples: <ul style="list-style-type: none"> ○ Specific staff are assigned to the project to assist the County team for the duration of the contract, as opposed to a generic call center. ○ Organization has local offices. ○ County team will have direct communication with the field team supervisor that will be onsite at HHW Events, as opposed to solely administrative contacts. ○ Project team has completed trainings or demonstrated skills in communications with the public, including conflict management. ○ The Proposer's references can attest to quality customer service provided by your organization. 	<p>30</p>					

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

	<p>PROPOSAL APPROACH / QUALITY</p> <ul style="list-style-type: none"> • A quality proposal addresses all work outlined in this RFP. • A quality proposal is free of grammatical and spelling errors. • A quality proposal is organized and easy to understand. • A quality proposal includes relevant documentation of certifications, trainings, permits, etc. 	25									
	<p>WORK EXAMPLES / REFERENCES</p> <ul style="list-style-type: none"> • Organization and project teams' work history include examples of HHW Events or similar projects with government agencies. • The Proposer provides three (3) references from clients of previous HHW Events or related satellite hazardous waste collections (government clients preferred). • The Proposer's references can attest to high-quality customer service provided by your organization. • Proposal includes an invoice example from a previous HHW Event or related satellite hazardous waste collection. 	25									
	<p>COST</p> <ul style="list-style-type: none"> • Cost is displayed in the templates provided. See Attachment D. • Cost is comparable to other regional HHW Events and/or previous HHW Events in Clark County. 	20									
	Total Points	100									
<p>2. Evaluation Criteria Scoring</p>	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p>A one hundred (100) point system will be used, weighted against the following criteria:</p> <table border="1" data-bbox="402 1423 1421 1738"> <tr> <td>Qualifications / Abilities / Customer Service</td> <td>30</td> </tr> <tr> <td>Proposal Approach / Quality</td> <td>25</td> </tr> <tr> <td>Work Examples / References</td> <td>25</td> </tr> <tr> <td>Cost</td> <td>20</td> </tr> <tr> <td style="text-align: right;">Total Points</td> <td>100</td> </tr> </table>	Qualifications / Abilities / Customer Service	30	Proposal Approach / Quality	25	Work Examples / References	25	Cost	20	Total Points	100
Qualifications / Abilities / Customer Service	30										
Proposal Approach / Quality	25										
Work Examples / References	25										
Cost	20										
Total Points	100										

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

Section IIIB	Contract Award
1. Consultant Selection	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP. Clark County reserves the right to award the contract based on the best interests of the County.</p>
2. Contract Development	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract. The form of contract shall be the County's Contract for Professional Services.</p>
3. Award Review	<p>The public may view Request for Proposal documents by submitting a public records request at www.clark.wa.gov .</p>
4. Orientation/Kick-off Meeting	<p>Once the contract is awarded, we will plan a kick-off meeting following the scheduled project start date of January 1, 2023.</p>

**Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events**

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to do so, shall render the proposer non-responsive and therefore be rejected.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name

Title

**Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events**

Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the ‘Letter of Interest’ to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

**Request for Proposal #843
Hazardous Waste Collection and Disposal Service for Satellite Events**

Attachment C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

Attachment D: Cost Templates

Template 1: Proposers must provide disposal costs of common HHWs collected at HHW Events using the following summarized template. Materials listed can be separated into multiple material types if costs or processing methods differ for individual items (for example, “Aerosols” may be divided into “Aerosol Paint” and “Aerosol Pesticide” categories). Maintaining a simplified list is recommended. Calculate the “Estimated Event Quantity” to the best of your ability, based on a four (4) hour HHW Event with approximately 200 residential participants.

Material	Waste Code	Processing Method ¹	Unit of Measure ²	Cost per Unit of Measure	Estimated Event Quantity
Aerosols					
Alkaline Batteries					
Ammonia Solution					
Antifreeze					
Corrosives, Acids					
Corrosives, Bases					
Fire Extinguishers					
Flammable Liquids					
Flammable Solids					
Fluorescent Tubes					
Latex Paint					
Lead Acid Batteries					
Lithium-Ion Batteries					
Nickel Cadmium Batteries					
Other Paint Related Materials					
Oil-Based Paint					
Other Mercury Lamps					
Oxidizing Solids					
Propane Cylinders					
Tars, Adhesives					
Toxic Solids					
Used Motor Oil					
(Other)					
(Other)					
(Other)					
(Other)					

¹ Examples: reuse, recycling, incineration, use as alternative fuel, disposal in a hazardous waste landfill, and treatment at a wastewater facility.

² Examples: item count, pounds, gallons, and “x” sized container.

Request for Proposal #843

Hazardous Waste Collection and Disposal Service for Satellite Events

Template 2: Proposers must identify costs that are separate from disposal costs using the following template. Calculate the "Estimate for Event" to the best of your ability, based on a four (4) hour Event with approximately 200 residential participants.

Description	Unit of Measure	Cost per Unit	Estimate for Event	Additional Notes
Administration Fees				
Equipment				
Incidental Garbage / Recycling Service				
Labor				
Mobilization				
Packaging Supplies				
Transportation				
(Other)				
(Other)				