



**RFP #775**  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

RELEASE DATE: WEDNESDAY, MARCH 18, 2020  
DUE DATE: WEDNESDAY, APRIL 8, 2020 by 1:30 p.m.

Request for Proposal for:

**RECREATION VEHICLE DISMANTLING AND DISPOSAL**

**Submit one (1) original and three (3) complete copies of the Proposal to:**

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

Clark County  
Office of Purchasing  
P.O. Box 5000  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver, Washington 98660  
564-397-2323

**Refer Questions to Project Manager:**

Grant DeJongh  
Public Works Department, Parks Division  
[Grant.dejongh@clark.wa.gov](mailto:Grant.dejongh@clark.wa.gov)

## 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 <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

**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 bidder may, at the bidders' 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.

**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](mailto:ADA@clark.wa.gov)

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# Request for Proposal #775 Recreation Vehicle Dismantling and Disposal

## Part I Proposal Requirements

### Section IA General Information

#### 1. Introduction

This project is for the dismantling and disposal of recreational vehicles (RVs) towed by Clark County ("the County"). The project includes, but is not limited to: removing towed RVs from tow yards to the contractor's property; disposing of rubbish contained within the RV; assessing RVs for asbestos. If Asbestos removal is required, the work must be completed by a certified asbestos abatement worker or certified asbestos abatement company. If present; emptying all refrigerant, propane, black and gray water tanks on the RVs using EPA accepted removal and disposal techniques that must meet Washington State and Federal removal requirements. Removing the RV from the metal frame; disposing of the frame; and hauling the RV to the County's waste disposal contractor; along with all other associated work.

Clark County will be looking to award a contract to up to 2 (two) qualified vendors to help complete this work. Both vendors must be at the top of the RFP scoring to be considered for contract.

#### 2. Background

Clark County is located in southwest Washington State. It is comprised of 629 square miles, and it is home to the cities of Vancouver, Battle Ground, Camas, La Center, Ridgefield, Washougal, Woodland, and Yacolt, and is considered part of the Portland, OR, metropolitan area. It sits on the I-5 and I-205 corridors, as well as SR-500 and SR-14.

The government of Clark County is responsible for the unincorporated portions of the geographic county, including those portions within the urban growth boundaries of the aforementioned cities. This includes public right-of-way not maintained by the state or federal authorities, as well as other public lands, such as parks.

Clark County has experienced increased incidences of abandoned RVs on public property and in the public right-of-way, in part related to the increased cases of homelessness. The County has these RVs towed away by towing contractors, who hold the vehicles for a given period of time. After this time has elapsed, the County must dispose of these RVs. This project is for the disassembly and disposal of said RVs.

#### 3. Scope of Project

The County is seeking to enter into a contract to up to 2 (two) vendors to help complete this work for RV disassembly and disposal. The contractor(s) shall be responsible for removing the RV held in indicated tow yards in Clark County to their property. The contractor shall then have the RV cleaned of any rubbish inside. The contractor shall then have the RV tested for asbestos and abated, as necessary; drain any refrigerant, the black and gray water tanks, as well as propane tanks on the RV. If any asbestos is located, removal must be completed by a certified abatement worker or company. When draining and disposing of contents from other various RV tanks, all draining and disposal of the contents must be done in accord with current Washington State laws, and EPA regulation. Remove the RV from the frame; dispose of the frame; and transport the RV to the County's waste disposal contractor; along with all other associated work.

The contractor shall perform this work in a timely manner upon receipt of the RV, pursuant to the terms of the contract signed between the County and the successful contractor(s).

Due to the circumstances surrounding the abandoned RVs, the status of the interior conditions of the vehicles cannot be warranted beforehand. Whilst the County may provide some indication of the general condition of the interior, this should not be assumed to be a full or accurate statement of the actual conditions. Interior conditions may include: biohazards, hazardous and regulated materials, human waste, bodily fluids, syringes, needles, petroleum-based products, fuel containers, solid waste, common garbage, and batteries.

Work procedures shall utilize best practices for safety while executing the work.

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## Recreation Vehicle Dismantling and Disposal

4. Project Funding Costs associated with this project have been authorized by the Clark County Council pursuant to the execution of a contract for the services. Interested contractors shall submit to the County, as part of their proposal, the estimate unit prices for associated work.

5. Timeline for Selection The following dates are the **intended** timeline:

Proposals Due	April 8, 2020
Proposal Review/Evaluation Period	April 14, 2020
Selection Committee Recommendation	April 15, 2020
Contract Execution	April 29, 2020
Contract Intended to Begin	May 4, 2020

6. Employment Verification Effective November 1<sup>st</sup>, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors 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 employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

### How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: [koni.odell@clark.wa.gov](mailto:koni.odell@clark.wa.gov) or [priscilla.ricci@clark.wa.gov](mailto:priscilla.ricci@clark.wa.gov)

*Note : Sole Proprietors shall submit a letter stating exempt.*

## Section IB

### Work Requirements

1. Required Services The successful contractor(s) shall, upon notice to retrieve the RV(s) from the County, remove one or more identified RVs from identified towing yards, all of which will be located in Clark County. Removal shall be to the contractor's property for disassembly and disposal purposes. Removal of identified RVs shall occur within 72 hours of the notice to retrieve the RV(s) from the County.

Once an RV has been removed to the contractor's property, all rubbish inside shall be disposed of in a legal manner. The County does not warranty the state of the interior of any RV, nor the manner of the rubbish found within.

The contractor shall determine if asbestos assessment is necessary on RV models 2005 and older. Asbestos assessment must conform to US Environmental Protection Agency requirements enshrined in 40 CFR Part 763 and Southwest Clean Air Agency Rule 476. A copy of the asbestos assessment report shall be provided to the County.

If the RV has been found to contain asbestos, then the contractor shall have the asbestos abated by a certified asbestos worker or company. Documentation shall be provided to the County verifying once the work has been completed.

The contractor shall empty all tanks and refrigerant on the RV. All materials removed from tanks on the RV shall become the property of the contractor, who shall bear the full responsibility for their legal disposal.

The contractor shall remove the RV from the frame. The frame shall become the property of the contractor, who shall bear the full responsibility for its legal disposal. The remaining RV shall be hauled to the County's waste disposal contractor.

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## Recreation Vehicle Dismantling and Disposal

Under no circumstances shall vehicles acquired under this contract be sold, abandoned, or disposed of illegally.

2. County Performed Work

The County will be responsible for the following:

  - Maintaining one or more contracts with local (i.e., in Clark County) towing contractors for the hauling of abandoned RVs.
  - Issuing declarations of hulk vehicles.
  - Issuing notice to retrieve RV(s) pursuant to the contract signed with the successful contractor(s) for RV disassembly and disposal. Notice to retrieve orders will include enough information to identify both the towing contractor yard and the RV(s) to be removed.
  - Maintaining a contract with a waste disposal company whereto the successful contractor can haul the RV after it has been removed from the frame.
  
3. Deliverables & Schedule

Execution of the contract is for the convenience of the County and is not a guarantee of any specific minimum or maximum quantities of work.

Work will be performed expediently. Identified RVs will be removed from the towing contractor's yard to the awarded contractor's property within 72 hours of issuance of the notice to retrieve.
  
4. Place of Performance

Hauling will be from an identified towing contractor's yard. Delivery of RV hulk will be to an identified County waste disposal contractor. All other work shall be on the contractor's property.
  
5. Period of Performance

A contract awarded as a result of this RFP will be for one (1) calendar year and is intended to begin upon execution of the contract.

The County reserves the right to extend the contract resulting from this RFP for a period of one (1) additional year with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
  
6. Public Disclosure

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.

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". If a request is made for disclosure of such a portion, the County will determine whether it should be made available under the Act. If the county determines that such a record(s) is subject to disclosure, 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 Submittals 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.

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## Recreation Vehicle Dismantling and Disposal

### 7. Insurance/Bond

A. **Commercial General Liability (CGL) Insurance** 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. This policy will 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.

#### B. **Automobile**

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 \$500,000 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.

#### D. **Umbrella Liability Coverage**

Umbrella Coverage in the amount of \$5,000,000 shall be provided and will apply over all liability policies without exception, including but not limited to Commercial General Liability, Automobile Liability, Employers Liability and Professional Liability.

#### E. **Pollution and Asbestos Liability**

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 \$1,000,000.00.

#### F. **Proof of Insurance**

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. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

Worker's Compensation, as provided by the Industrial Insurance law of the State of Washington, must be provided.

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8. Plan Holders List      All proposers are required to be listed on the plan holders list.
- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

- 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.

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## Part II Proposal Preparation and Submittal

### Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting  
There will be no pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification  
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. The deadline for submitting such questions/clarifications is Wednesday, April 1, 2020.

An addendum will be issued no later than Thursday, April 2, 2020 to all recorded holders of the RFP if a substantive clarification is in order.

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.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

### Section IIB Proposal Submission

1. Proposals Due  
Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

**The outside of the envelope/package shall clearly identify:**

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

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.

2. Proposal  
Proposals must be clear, succinct and not exceed five (5) pages, excluding resumes, E-Verify and, coversheet. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

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 readily recyclable.

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.

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

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acceptable, but content should not be lost by black-and-white printing or copying.

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.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

### 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  
Please provide a list of all subcontractors to be used, if any; and what percentage of the work will be performed by each subcontractor.  
  
Subcontractor information should include the company name, universal business identifier, address, phone number, email, and contact person.  
  
Prime contractors must perform at least 35 percent of the work in the contract.
  
3. Management Approach  
Explain how, through your business model, you will provide the retrieval services required.
  
4. Respondent's Capabilities  
Please provide business/individual resumes, year's company has been in service, and how long your key staff have been with the company, any relevant certifications, or licenses that are held by the business or staff and up to three (3) references that demonstrate similar work (e.g., work for a local government agency or work of a similar nature).
  
5. Project Approach and Understanding  
Please identify, through business operations, how you will meet the requirements of this request for proposals, including, but not limited to:
  - Retrieval response within the timeline specified
  - Rubbish cleanup
  - Asbestos testing and abatement by certified workers
  - RV disassembly
  - Hauling hulk vehicles
  - Draining and disposing of contents of any RV tanks per Washington State or Federal law.
  
6. Proposed Cost  
Proposer shall complete Attachment C: Cost Proposal and submit with your packet.

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## 7. Employment Verification

**Please refer to section 1A.6. – E-Verify**

**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://www.clark.wa.gov/general-services/purchasing-overview>

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## Part III Proposal Evaluation & Contract Award

### Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.
2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

**A one hundred (100) point system will be used, weighted against the following criteria:**

Project Understanding / Company Background	15
Proposal	25
Cost	50
References	10
Total Points	100

### Section IIIB Contract Award

1. Consultant Selection: The County may award a contract to the two highest scoring Proposer(s) that meet the requirements within this RFP document.
2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.
3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
4. Orientation/Kick-off Meeting: Upon execution of the contract, a meeting between key County staff and the contractor(s) will be scheduled to ensure the roles of each are understood. The County will provide a list of towing contractors currently used to the contractor. The County will also provide information for the County's waste disposal contractor. If either of these changes over the course of the contract, the County will provide updated information to the contractor.

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**Attachment A: COVER SHEET**

General Information:

Legal Name of Applicant/Company/Agency \_\_\_\_\_

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:

None     1     2     3     4     5     6

***NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.***

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.

\_\_\_\_\_  
Signature, Owner/Administrator

\_\_\_\_\_  
Date

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**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](mailto:Koni.Odell@clark.wa.gov) and [Priscilla.Ricci@clark.wa.gov](mailto:Priscilla.Ricci@clark.wa.gov)

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**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 #775  
Recreation Vehicle Dismantling and Disposal

**ATTACHMENT C: COST PROPOSAL**

**ATTACHMENT C: COST PROPOSAL****CONTRACT FOR RECREATION VEHICLE DISMANTLING AND DISPOSAL**

The undersigned hereby certifies that he/she has read the requirements and thoroughly understands the same and proposes the following:

No.	DESCRIPTION	UNITS	QUANTITY (est.)	UNIT PRICE	TOTAL
1	Hauling	MI	2400		
2	Rubbish Cleanup	EA	60		
3	Asbestos Assessment	EA	50		
4	Asbestos Abatement	EA	40		
5	Fluid Draining and Disposal	EA	60		
6	Frame Disposal	EA	60		
					<i>Subtotal</i>
	Washington State Sales Tax	--	8.40%		
				<b>GRAND TOTAL</b>	

**Unit Prices Prevail:** This contract is for the benefit and convenience of Clark County. This contract does not guarantee a minimum or maximum quantity of work. As such, the totals used on this cost proposal are comparative and used for the purpose of determining the lowest responsible bidder. Should the proposer enter into a contract with Clark County, the Unit Prices listed above shall prevail.

**Rubric:** In order to determine the lowest responsible bidder per the requirements of RCW 36.32.235, the following scenario is proposed, which is reflected in the table above. Please enter your best prices based on the information provided. Please note that these quantities are estimates for comparative purposes and do not represent guaranteed quantities of work.

- General assumption: 60 RVs over the initial one (1) year contract period.
- Where a bid item is listed as per each ("EA"), the price will be the total for that item per RV.
- Hauling – Forty (40) cumulative miles (MI) per RV. This will include removal of the RV from the tow yard to the contractor's property for disassembly, as well as hauling the hulk to the waste disposal contractor. Any other cost incurred associated with hauling is considered incidental to this unit price. Mileage will be reported with bill for payment pursuant to each task order.
- Rubbish Cleanup – Rubbish cleanup includes all costs associated with cleaning and legally disposing of any rubbish inside the RV, including any PPE expenses.
- Asbestos Assessment – Due to the age of most of the abandoned RVs, it is assumed about 50 will require asbestos assessment. Asbestos assessment includes all costs associated with the assessment of the RV for asbestos, per the requirements of the contract, as well as federal, state, and local laws and regulations.
- Asbestos Abatement – It is assumed 40 of the abandoned RVs will require asbestos abatement. Asbestos abatement includes all costs associated with the abatement of asbestos in or on the RV, pursuant to all federal, state, and local laws and regulations.
- Fluid Draining and Disposal – Fluid draining and disposal includes all costs for both draining all refrigerants and liquid tanks (black water, septic, etc.) on the RV and legally disposing of the contents.
- Frame Disposal – Frame disposal includes all costs associated with the actual legal disposal of the frame once the RV has been removed from it. Hauling costs are not associated with this item.