



RFP # 703
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: **Wednesday, October 7, 2015**

Request for Proposal for:

Household Hazardous Waste Transportation Services

PROPOSALS DUE: Friday, October 30, 2015 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

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

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Michael Davis
Senior Operations Specialist-Solid Waste
Department of Environmental Services
mike.davis@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.

CONFIDENTIALITY: 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 proposal 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.

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 (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov

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Request for Proposal #703 - Household Hazardous Waste Transportation Services

Part I Proposal Requirements

Section IA General Information

1. Introduction

Clark County Department of Environmental Services ("County") manages a Paint Take Back Program ("Program") at participating paint stores located throughout the county. The program is funded through grants provided by the Washington State Department of Ecology.

The intent of the Program is to ensure proper management of oil based paints and encourage recycling of latex paint generated by households in Clark County. The county is requesting proposals from qualified vendors to transport paint related materials collected at paint stores.

The County anticipates legislative action will eventually establish a statewide producer responsibility program ("PRP") for paint products. The County considers the program to be an intermediary step toward a PRP for paint products. The ultimate goal of the Program is to encourage development of a privately owned paint processing and recycling facility in Clark County with the capacity to process all paint related waste generated in the county.

2. Background

The Program has been in operation since 2005. The program is a private public partnership between the County and Columbia Resource Corporation ("CRC"). CRC operates the solid waste transfer system under a contract with the County. The contract requires CRC to provide facilities to collect and process household hazardous waste ("HHW") delivered by county residents. Paint collected by the Program is delivered to the CRC HHW facilities, and is processed or recycled under a separate contract between CRC and a private environmental firm.

The program encourages residents to deliver paint related materials (oil and latex based paint products) to local stores identified in Attachment C. There are currently seven stores participating in the program. Residents are required to sign a County Resident Verification Form ("Form") indicating the paint is generated from a residential household in the county. Participating stores are provided drums or boxes ("containers") to loose pack cans of paint and in limited locations aerosol cans.

Collection data related to the Program is available for review in Attachment D.

The current contract for the Program is with Stericycle Environmental Solutions located in Washougal, WA. The contract term ends December 31, 2015. The contract rate per collection is \$100 per store.

3. Scope of Project

Scope of work consists of providing paint stores the containers to store paint, repack loose cans stored in containers at stores as necessary, load and unload empty and full containers, and transport paint related materials to the CRC HHW facility located at 11034 NE 117th Avenue Vancouver, WA.

Scope of work also includes coordinating collection schedule with paint stores, notifying designated County staff of paint collection schedule, and invoicing County for services as directed by County.

Contractor will collect Forms from stores while on site for scheduled collection and deliver Forms to County as directed.

Locations provided containers for storing aerosol cans have occasionally misidentified and accepted aerosols cans that contain non-paint related materials such as pesticides. Misidentified waste will be delivered to the CRC HHW facility to be sorted by CRC HHW staff.

4. Project Funding

A budget for the Program has not been established. A not to exceed contract amount will be negotiated with the successful Proposer based on 2015 data. The Program is grant funded. The County reserves the right to reduce or increase Program scope based on available grant funding. If grant funding is no longer available, the Program may be terminated at the County's discretion.

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5. Timeline for Selection

The following dates are the **intended** timeline:

Proposals due	October 30, 2015
Proposal review/evaluation period	November 5, 2015
Selection committee recommendation	November 6, 2015
Contract negotiation/execution	December 1, 2015
Contract intended to begin	January 1, 2016

6. Employment Verification

“Effective November 1st, 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 24 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

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. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Note : Sole Proprietors are exempt.

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Section IB

Work Requirements

1. Required Services

Contractor Experience. The Contractor must have prior experience in transporting HHW and have the technical knowledge to identify, segregate, pack, prepare a bill of lading and or manifest all such wastes received at the paint stores in accordance with all federal, state and local laws or regulations. 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.

Collection and Transportation Services. The Contractor chosen for this project shall:

- a. Meet with County personnel as needed to insure compliance with all aspects of the contract as awarded.
- b. Provide personnel as needed to perform all duties associated with the collection program including but not limited to identifying, sorting, segregating, packing and manifesting all HHW collected at stores.
- c. Provide trained spill response personnel and a sufficient amount of materials needed to abate any and all spills.
- d. Provide a written site safety and spill response plan for transporting paint to HHW facility.
- e. Possess pertinent licenses, permits, registrations and/or certificates to carry out the task as required by this RFP.
- f. Have up-to-date knowledge of and shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to handling transportation, storage, recycling, treatment and disposal of hazardous materials/wastes. Such laws, regulations, rules and orders should include, but are not limited, to those of United States Environmental Protection Agency (EPA), U.S. Department of Transportation (USDOT), Washington Department of Ecology (Ecology), Washington Utilities and Transportation Commission (WUTC) and Washington Department of Transportation (WDOT).
- g. Collect, at a minimum, the paint from participating stores listed in Attachment C. The County reserves the right to increase or decrease the number of participating stores based on available budget for Program.
- h. Provide all equipment, containers, labor and management necessary to complete scope of work required in this RFP

Paint collected by the Program is typically not subject to manifesting due to designation as HHW. Paint related waste collected at stores for delivery to the CRC HHW facility is tracked for invoicing purposes using a bill of lading. CRC is considered the generator for waste processed at the HHW facility.

2. County Performed Work

The County will provide:

- a. promotional advertising and information for the Program;
- b. A designated County contact to act as a liaison between the Contractor and the paint stores, cities or communities where the paint stores are located;
- c. Provide educational materials to be distributed to participants at the paint stores;
- d. Track Program data.

3. Deliverables & Schedule

Provide to the County, on a monthly basis, an invoice for services, and copies of records generated in the course of performing scope of work such as manifests, bills of lading, waiver forms, and other documents relating to this program as deemed necessary by the County by the 15th day of each following month.

4. Place of Performance

Participating paint stores designated by the County. A current list of participating paint stores is available for review in Attachment C. All stores are located within the jurisdictional boundaries of Clark County and cities within Clark County.

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5. Period of Performance A contract awarded as a result of this RFP will be for Three (3)-years based on available funding. The intent is for the contract to begin on **January 1, 2016 and end December 31, 2017.**

Clark County reserves the right to extend the contract resulting from this RFP for a period of four (4) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

If a statewide PRP for paint is established by the Washington State Legislature, County reserves the right to terminate the contract upon implementation of state program.

6. Insurance/Bond A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$2,000,000 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 \$5,000,000 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 \$2,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$2,000,000 annual aggregate limit.

C. 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.

D. Pollution and Asbestos Liability

If hazardous material is spilled during the implementation of the Program, 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.

E. 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.

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7. 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 the 'Letter of Interest' to ensure your inclusion. See Attachment B.

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 Friday October 16, 2015. Due to the short timeline associated with this RFP, no questions will be accepted after the stated deadline.

An addendum will be issued no later than Friday October 23, 2015 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 fifteen pages excluding resumes. 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.

Proposer's 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.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer's 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.

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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
Proposers shall indicate who the project manager will be and the name, title, address, brief resume and telephone number of an individual or individuals with authority to contractually bind the company during the period in which the County is considering proposals
3. Management Approach
Proposers are to describe their approach to customer service, organizing collection and transportation, ensuring compliance with federal, state and local regulations, and the company's approach to reducing environmental impacts of the Program.
4. Respondent's Capabilities
The Proposer must demonstrate prior experience in conducting HHW collection and transportation at collection events or projects similar to the scope of work described in the RFP. Proposer must demonstrate the company possesses the technical knowledge to identify, segregate, pack and manifest all such wastes received at the paint stores in accordance with all federal, state and local laws or regulations. 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.
5. Project Approach and Understanding
Proposers shall:
 - ◆ Describe Proposers experience with transportation and disposal of hazardous wastes in general, and with household hazardous wastes in particular.
 - ◆ List at least three counties or cities in which Proposers have conducted successful HHW collection events or projects similar to the scope of work described in the RFP. Include contact person and phone number for each city or county.
 - ◆ List all regulatory permits currently held by your firm that apply to transportation, handling, or disposal of hazardous materials and hazardous waste. Provide the name, address, telephone number, and if possible a contact person for all regulatory agencies that oversee compliance for these permits.
6. Proposed Cost
Proposed cost will be in the form of a flat rate for each collection from a participating store. Flat rate will include all costs associated with completing the scope of work. Costs will be spread across the program and combined in a single flat rate for each collection. Flat rate will not vary from store to store based on travel time or any other cost factor. If the County initiates an expansion or contraction of the number of stores served by the Program, the flat rate will be opened to negotiation to determine impact, if any, to the cost of service. Proposed cost will be indicated on Attachment E Cost Proposal.
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:

<http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>

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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 Board of Councilors.

Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from Proposer's at the discretion of Clark County. The County in evaluating proposals will not consider any verbal information that is not contained in this RFP or in addenda to this RFP. Those proposals determined to not be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

The information and proposed budget for the agency selected for contract award will form the basis for negotiation of a contract. Clark County reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award

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:

Responsiveness and Completeness (0-5 Points) - Each proposal will be reviewed on responsiveness to the request for information in this RFP. All forms must be completed. The County may disqualify any Proposer not meeting these requirements.

Qualifications (0-25 Points) - Proposals will be evaluated as to the ability of the Proposer's company to successfully perform the work described in this RFP.

Experience (0-25 Points) - Proposals will be evaluated by the amount of relevant prior experience each Proposer has had in performing tasks and requirements as described in this RFP.

Technical Expertise (0-15 Points) - Proposals will be evaluated as to the Proposer's ability to provide technical information.

Staff (0-10 Points) - Proposals will be evaluated as to the experience and the number of staff available to successfully perform the work described in this RFP.

Customer Service (0-10 Points) - Proposals will be evaluated as to the training provided for staff in customer service relations and as to the Proposer's company philosophy in providing customer service approach and attitude.

Cost Evaluation (0-10 Points) - This section will provide a common reference point for comparisons.

Total Points 0-100

A Review Committee will evaluate proposals received in response to this RFP. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Commissioners.

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Section IIIB

Contract Award

1. Consultant Selection The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

2. Contract Development 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.

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 Immediately following execution of the Contract, County staff will schedule a meeting with Contractor to discuss Program implementation and arrange a tour of each participating store.

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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 insert number of each Addendum received. If no addendum received, please mark "**NONE**".

♦ No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____.

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

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

Yes No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes No (*if yes, describe.*)**

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 Board of Commissioners.

Signature

Title

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 proposer's 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.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Beth.Balogh@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.

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Attachment C: Participating Paint Stores

Attachment D: Paint Collection Data

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Attachment E: Cost Form

Flat Rate Per Collection \$_____.