

ISABELLA COUNTY REQUEST FOR QUOTES



Materials Recovery Facility

Trash and Residual Removal

ISSUED BY ISABELLA COUNTY BOARD OF COMMISSIONERS

ISSUE DATE: NOVEMBER 28, 2016



ISABELLA COUNTY REQUEST FOR QUOTES

Isabella County is accepting quotes from licensed waste haulers for trash and residual compacting and removal.

I. INTRODUCTION

1.1 Purpose

Isabella County, hereafter called "County," initiated this Request for Quotes to solicit quotes from companies interested in providing the service.

1.2 Background

Isabella County Material Recovery Facility (ICMRF) is a dual stream recycling processing facility located in Mt. Pleasant Michigan. We are seeking a vendor that will be proactive in helping ICMRF to be more cost effective with the removal of residual and reduction of said residual from the ICMRF. The successful bidder will work closely with ICMRF staff for the efficient and clean removal of ICMRF residual.

The successful bidder must meet the following objectives:

1. Seek continued improvement in ICMRF resource use and residual waste reduction;
2. Optimize current hauling, residual waste disposal to reduce overall waste management system cost;
3. Develop a detailed tracking, reporting, invoicing system;
4. Collaborate with ICMRF staff to implement the program.

ICMRF generates approximately two to three 40 yard compactor loads per month which are transported to a certified landfill by the contractor.

1.3 Objective

ICMRF is seeking a collection system for waste which includes the power unit with the attached 40 yard container. The Compactor to be pulled on an on call basis when full and exchanged with an empty unit to reduce downtime for the ICMRF.

1.4 Minimum Qualifications

Quotes will be accepted from individuals/contractor who:

1. Licensed to do business in the State of Michigan.
2. Possess necessary certifications and qualifications to perform the work proposed.
3. Must have on staff, a key person(nel) that will be assigned to the County. References from at least three (3) municipal clients for which similar services were rendered.

Individuals or contractors that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1.5 Funding

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Isabella County Board of Commissioners.

1.6 Period of Performance

The period of performance of any contract resulting from this quote will be negotiated upon award of a contract.

II. GENERAL INFORMATION FOR CONTRACTORS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this quote shall be with the Project Administrator, as follows:

Margaret McAvoy
Isabella County Administrator/Controller
200 N. Main Street, Suite 205
Mount Pleasant, MI 48858
Telephone: (989) 317-4054
Facsimile: (989) 773-7431
E-mail: mmcavoy@isbellacounty.org

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective proposer.

2.2 Estimated Schedule of Procurement Activities

Issue request for quotes	November 28, 2016
Required pre-quote meeting 10:30 AM at the Isabella County Materials Recovery Facility	December 12, 2016 at 10:30 AM
Quote due	January 6, 2017 at 12:00 Noon

A required pre-quote meeting will be held on December 12, 2016 at 10:30 AM at the Isabella County Materials Recovery Facility, located at 4208 E. River Rd, Mt. Pleasant, MI 48858 for any clarification needed. This meeting will be the only opportunity for prospective bidders to ask questions regarding proposals.

This schedule is subject to change.

2.3 Submission of Quotes

Responding agencies are required to submit five (5) copies of their quote. One (1) copy must have original signatures and the other copies can have photocopied signatures. Response to this Request for Quotes, whether mailed or hand delivered, must arrive at the County Administration Office no later than 12:00 noon, local time, on January 6, 2017.

The quote is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope submitted should be clearly marked MRF TRASH AND RESIDUAL REMOVAL and addressed to the attention of the Project Administrator.

Bidders who mail quotes should allow normal mail delivery time to ensure timely receipt of their quote by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. *Quotes may not be transmitted using electronic media such as facsimile transmission or electronic mail.*

Late quotes will not be accepted and will be automatically disqualified from further consideration. All quotes and any accompanying documentation become the property of Isabella County and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of Isabella County. All quotes received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

2.5 Revisions to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be reduced to writing and submitted to all prospective proposers known to the County. For this purpose, the published questions, answers, and any other pertinent information will be considered an addendum to the RFQ and will be provided to prospective proposers.

The County reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposers must provide ninety (90) days for acceptance by County from the due date for receipt of quote.

2.7 Responsiveness

All quotes will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFQ. Failure to comply with any part of the RFQ may result in rejection of the quote as non-responsive. The County also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.8 Most Favorable Terms

The County reserves the right to make an award without further discussion of the quote submitted. Therefore, the quote should be submitted initially on the most favorable terms which the respondent can propose. The County does reserve the right to contact a respondent for clarification of its quote.

The Respondent should be prepared to accept this RFQ for incorporation into a contract

resulting from this RFQ. Contract negotiations may incorporate the Respondent's entire quote or a portion of the quote. It is understood that the quote will become a part of the official procurement file on this matter without obligation to the County.

2.9 Costs of Quote

The County will not be liable for any costs incurred by the Respondent in preparation of a quote submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

2.10 No Obligation Contract

This RFQ does not obligate the Isabella County Board of Commissioners to award a contract for services specified herein.

2.11 Rejection of Quote

The County reserves the right at its sole discretion and without penalty to reject any and all quotes received and to not issue a contract as a result of this RFQ.

2.12 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFQ may result in rejection of the quote as non-responsive.

2.13 Commitment of Funds

The Board of Commissioners or its delegate(s) are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The Letter of Submittal and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director of a corporation, the Managing Partner of a partnership, or the Proprietor of a sole proprietorship.

III. QUOTE CONTENT

Quotes must be submitted on eight and one-half by eleven (8½ x 11) inch paper, typed in Times New Roman twelve (12) point font and separated into four (4) major sections. The four (4) major sections shall include:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A of this RFQ).
2. Services and equipment to be provided
3. References
4. Cost Proposal

Quotes must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the quote, but should assist the Respondent in preparing a thorough response.

3.1 Letter of Submittal

Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Respondent and any proposed subcontractors:

1. Names, addresses, telephone numbers, e-mail addresses, and fax numbers of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer(s) (President, Vice President, and Treasurer).
3. Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number.
5. Location of the facility from which the Respondent would operate.
6. Identify any Isabella County employees or former County employees employed or on the firm's governing board as of the date of the quote. Include their position and responsibilities within the Respondent's organization. If following a review of this information, it is determined by the County that a conflict of interest exists, the Respondent may be disqualified from further consideration for the award of a contract.

3.2 Scope of Work

- a) Provide compactor and attached 40 yard container
- b) Container pulled on an on call basis
- c) Vendor must submit a proposed project timeline with quote submission.

3.3 References

List names, addresses, telephone numbers, e-mail addresses, and fax numbers of three references for whom similar work has been accomplished and briefly describe the type of service provided. The Respondent must grant permission to the County to contact the references. Do not include current Isabella County staff as references.

3.4 Related Information

1. If the Respondent or any subcontractor contracted with Isabella County during the past twenty-four (24) months, provide a project description and/or other information available to identify the contract.
2. If the Respondent's staff or subcontractor's staff was an employee of Isabella County during the past twenty-four (24) months, or is currently an Isabella County employee, identify the individual by name, the department previously or currently employed by, job title or position held and separation date if applicable.
3. If the Respondent has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance

due to the Respondent's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Bidder, or (b) litigated and such litigation determined that the Bidder was in default.

4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the quote on the grounds of the past experience. If no such termination for default has been experienced by the Respondent in the past five years, so indicate.

3.5 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the Respondent of least cost, but rather to the Respondent whose quote best meets the requirements of this RFQ.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Respondent is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

Costs for subcontractors are to be broken out separately.

IV. EVALUATION AND CONTRACT AWARD

4.1 Evaluation Procedure

The lowest priced quote will not guarantee an award. Quotes will be evaluated based around features of service, qualifications, experience, timeliness and what is determined by the Isabella County Board of Commissioners to be the best solution for the County.

The County may select a limited number of respondents with whom to schedule interviews. Recommendation for a selection will be made to the Isabella County Board of Commissions. Final approval will lie with the Commission.

Responsive quotes will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. All quotes received by the stated deadline will be reviewed by the Project Administrator to ensure that Respondents meet all minimum requirements. Respondents that fail to meet stated qualifications or any quote that does not contain all of the required information will be rejected as non-responsive.

**EXHIBIT A
CERTIFICATIONS AND ASSURANCES**

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUOTE
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN
DISQUALIFICATION**

Firm Name: _____

I/we make the following statement of assurances as a required element of the quote to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other bidders for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single quote.
2. The attached quote is a firm offer for a period of ninety (90) days following receipt, and it may be accepted by the Isabella County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) day period.
3. In preparing this quote, I/we have not been assisted by any current or former employee of Isabella County whose duties relate (or did relate) to this quote, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of the quote. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Isabella County will not reimburse me/us for any costs incurred in the preparation of this quote. All quotes become the property of Isabella County, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this quote.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the bidder and will not knowingly be disclosed by him/her prior to opening, in the case of a quote directly or indirectly to any other bidder or to any competitor.
6. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a quote for the purpose of restricting competition.
7. I/we agree that submission of the attached quote constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our quote directed to parties other than the Project Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this quote or prospective contract.

Signature

Date

Title

EXHIBIT B
CHECKLIST FOR RESPONSIVENESS

- _____ Quote was submitted on or before 12:00 noon on January 6, 2017.
- _____ Required number of quote copies were submitted.
- _____ Quote was formatted into three major sections: Letter of submittal; Materials Recovery Facility Trash and Residual Removal; references; related information; and cost quote.
- _____ Respondent meets minimum qualifications:
1. Licensed to do business in the State of Michigan.
 2. Will comply with the Certificate of Assurances set forth in Exhibit A.
 3. Submit quotes as specified in this RFQ.
- _____ Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Bidder to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner of a partnership, or the sole proprietor of a sole proprietorship.
- _____ Three (3) references from three (3) previous municipal clients provided.

NOTE: "Yes" answers must be given to each element above for the quote to be considered responsive.