



**Santa Cruz County
Request for Proposals ("RFP")**

#B-07-19-CO07

**Recycling Services for the
Recyclable Materials in Support of the Santa Cruz County
Recycling Program**

Issue Date: September 18, 2019

Release Time: 9:00 A.M. (ARIZONA TIME)

RFP Packets may be downloaded at:

<https://www.santacruzcountyaz.gov/DocumentCenter/View/11196/Recycling-RFP>

or viewed at

Santa Cruz County

Gabilondo-Zehentner Centennial County Service Center

275 Rio Rico Drive

Rio Rico, Arizona 85648

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NOTICE TO BIDDERS

**Recycling Services for the
Recyclable Materials in Support of the Santa Cruz County
Recycling Program
BID NUMBER: #B-07-19-CO07**

Notice is hereby given that the Office of the Clerk of the Santa Cruz County Board of Supervisors (“Clerk”) is soliciting bids for the following project:

RECYCLING SERVICES

WHERE TO OBTAIN BID PACKET:

You may obtain a Request for Proposal Packet at the following address or website:

Santa Cruz County
Public Works Department
Gabilondo-Zehntner Centennial County Service Center
275 Rio Rico Drive
Rio Rico, Arizona 85648

<https://www.santacruzcountyaz.gov/DocumentCenter/View/11196/Recycling-RFP>

PRE-BID MEETING:

A pre-bid meeting will be held on **October 1, 2019 at 10:00 A.M. (ARIZONA TIME)** at the Training Room at the Zehentner-Gabilondo Public Works Building located at 275 Rio Rico Drive, Rio Rico, Arizona, 85648.

BID LABELING INSTRUCTIONS:

Bids must be labeled as follows:

BIDDERS BUSINESS NAME
RECYCLING SERVICES
BID NUMBER: **B-07-19-CO07**

WHERE TO SUBMIT BIDS TO:

Bids must be submitted to the following address:

Tara Hampton, Clerk
Santa Cruz County Board of Supervisors
Santa Cruz County Complex
2150 North Congress Drive, Suite 119
Nogales, Arizona 85621

Bidders are responsible for the submission of their bids and should direct their couriers or package delivery companies (e.g., UPS, FedEx, etc.) to deliver bids to the Clerk. Bidders are responsible for ensuring their bids are received by the Clerk on or before the Bid Submittal Deadline. No oral, telegraphic, electronic, facsimile, or telephonic bids or modifications will be considered unless specified in the solicitation document. Bids which are mailed to an incorrect address or received after the Bid Submittal Deadline will be returned unopened to the sender and will not be considered for an award of contract. The governing time for the Bid Submittal Deadline is Arizona Time.

BID SUBMITTAL DEADLINE:

Bids are due on or before the bid submittal deadline of **October 15, 2019 AT 2:00 P.M. (ARIZONA TIME)**, at which time they will be publicly opened and read.

DEADLINE FOR QUESTIONS:

Any questions about this invitation for bids must be e-mailed on or before **October 8, 2019 AT 2:00 P.M. (ARIZONA TIME)** to the following person:

John Hays
Santa Cruz County
Public Works Department
jhays@santacruzcountyaz.gov

It is the sole responsibility of the bidder to comply with any and all addenda issued during this bid process.

John Hays
Santa Cruz County
Public Works Department

Published: Nogales International on September 18, 2019,
September 20, 2019,
September 24, 2019.

IMPORTANT DEADLINES
(Dates may be subject to change.)

ACTIVITY (All times are local times)	DATE
RFP Release/Advertisement	September 18, 2019
Pre-Bid Meeting at 10:00 a.m. (Arizona Time)	October 1, 2019
Submittal of Written Questions	October 8, 2019
Bid Must Be Submitted by 2:00 p.m. (Arizona Time); Proposals will be opened at 2:01 p.m. or thereafter	October 15, 2019
Award Recommendation to Board	November 12, 2019
Notification to Successful Bidder	November 19, 2019

INSTRUCTIONS TO BIDDERS

Recycling Services for the Recyclable Materials in Support of the Santa Cruz County Recycling Program BID NUMBER: B-07-19-CO07

INTRODUCTION:

Santa Cruz County seeks bids for the recycling of recyclable materials collected as part of the County's Recycling efforts.

ACCEPTANCE PERIOD:

Unless otherwise specified herein, bids must remain open and firm for a period of one hundred twenty (120) days from the date of bid opening for inspection purposes.

ACCESSIBILITY:

The Bidders must fully inform themselves regarding any peculiarities and limitations of the work spaces available for the performance of work under this contract.

ADDENDA ACKNOWLEDGMENT:

Each bid must include specific acknowledgment in the space provided of the receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the bid being rejected as nonresponsive.

AGREEMENT:

Submission of a signed bid will be interpreted to mean that Bidder has agreed to all the terms and conditions of this solicitation. Bidder's signed bid and the Consortium/County's written acceptance of the bid will constitute a contract.

AUTHORIZED SIGNATURES:

Every bid must be signed by the person or persons legally authorized to bind the Bidder to a contract for the execution of the work. Upon request of the County of Santa Cruz, any agent submitting a bid on behalf of a Bidder must provide a current power of attorney certifying the agent's authority to bind the Bidder.

Individuals: If an individual makes the bid, his or her name, signature, and mailing address must be shown.

Firms and Partnerships: If a firm or partnership makes the bid, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.

Corporations: If a corporation makes the bid, the bid must show the name of the state under the laws of which the corporation is chartered, the name and mailing address of the corporation and the title of the person signing on behalf of the corporation. Upon request by the County, the corporation must provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the bid to execute contracts on behalf of the corporation.

AWARD OF CONTRACT:

A contract or contracts will be awarded to proposals which conform to the invitation and is most advantageous to the Consortium/County in terms of price, conformity to the specifications, and other factors for each material classification.

BID OPENING AND BID RESULTS:

Bids are opened publicly in the office of the Clerk and interested parties are invited to attend. A tabulation of bids received will be available within a reasonable time after the bid opening. Bid results will be faxed or mailed to interested parties upon request. You may request a tabulation of bids by calling the Santa Cruz County Public Works Department at (520) 375-7830. Bid results will NOT be provided to you over the telephone.

BID SUBMITTAL:

Bids must be submitted to the following address:

**Tara Hampton, Clerk
Santa Cruz County Board of Supervisors
Santa Cruz County Complex
2150 North Congress Drive, Suite 119
Nogales, Arizona 85621**

Bids must be submitted in a sealed envelope bearing the name of the Bidder, mailing address, phone number, as well as the project name, (i.e., RECYCLING SERVICES) and BID NUMBER: **#B-07-19-CO07**, in accordance with the instructions provided in the Notice To Bidders. No oral, electronic, telegraphic, or telephonic bids will be considered unless otherwise specified herein.

BID PROPOSAL FORMAT:

Proposals shall be on letter size paper, limited to 10 double-sided or 20 single-sided pages (not including attachments and enclosures), with a minimum font size of 12 point Times New Roman and margins of 1 inch top and bottom and ½ inch right and left side.

The Bidder must submit a Cover Page, that does not exceed one page, and a Table of Contents, that does not exceed one page.

Proposal must follow this format and be tabbed as follows:

Tab 1 – Bidder’s Qualifications: Bidder must provide at a minimum years of experience, licenses and certifications held, and insurance carried. Bidder can provide any additional information that bidder deems appropriate or important regarding the qualifications to perform the bid service.

Tab 2 – Bid for Services: The Bidder must provide a thorough description of all services to be provided and cost for services. At a minimum Bidder must include services described in the section of this RFQ that is entitled, “SCOPE,” located on page 10 of this RFP below. If services are site specific that should be indicated. Otherwise, if not site specific it will be assumed that the service will be provided as described at each site.

Tab 3 – Attachments and Enclosures (if any): If Bidder has a contract or agreement they prefer to utilize please attach as an exhibit for review.

Tab 4 – Bidder Certification Form:

Proposals that do not meet the above mentioned requirements or are submitted to the wrong location will be disqualified.

BID SUBMITTAL DEADLINE:

Bidders must submit ONE (1) THUMBDRIVE containing an electronic version of the bid, plus ONE (1) ORIGINAL AND SIX (6) COPIES of their bid by the Bid Submittal Deadline of **October 15, 2019 AT 2:00 P.M. (ARIZONA TIME)**. The Bid Submittal Deadline is shown on the Notice to Bidders form. Bids must arrive at the office of the Clerk before the Bid Submittal Deadline. The governing time for the Bid Submittal Deadline is Arizona Time. Bids will not be opened or revealed before this deadline. Bids received after the deadline are untimely and will not be considered for award. Bids which are received after the Bid Submittal Deadline will be returned unopened to the sender and will not be considered for an award of contract. Bidders are responsible for ensuring their bids are received by the Clerk on or before the Bid Submittal Deadline.

BID SUBMITTAL DEADLINE, EXTENSION OF:

The County reserves the right to change the Bid Submittal Deadline when it is in the best interest of the Consortium/County.

BID WITHDRAWAL:

Bidders’ authorized representatives may withdraw bids only by written request received by John Hays, Santa Cruz County, Public Works Department, on or before the Bid Submittal Deadline of **October 15, 2019 at 2:00 P.M.** (Arizona Time). Thereafter, Bidders may not withdraw their bids for a period of one hundred twenty (120) days from the Bid Submittal Deadline. At no time may the successful Bidder(s) withdraw his or her bid.

CANCELLATION OF SOLICITATION:

The County may cancel this solicitation at any time when the County deems it to be in its best interest.

SOLICITATION

SOLICITATION:

Santa Cruz County seeks proposals for the proper recycling of recyclable materials collected by the Santa Cruz County Recycling Program, to include Mixed Paper, Mixed Glass, Corrugated Cardboard, Aluminum Cans, Tin Cans, and Mixed Plastics, to include type of materials desired and unit cost for the materials, and contamination standards and goals. At the present time the Santa Cruz County Solid Waste Department collects recyclable materials at all of its landfill facilities (Rio Rico, Sonoita-Elgin) and two satellite location (Tubac Transfer Station and Town of Patagonia). Materials collected include mixed plastics, mixed paper, mixed glass, aluminum cans, tin cans, and corrugated cardboard.

MINIMUM QUALIFICATIONS:

Each Bidder must have a minimum of 10 years of relevant and documented experience. Each Bidder must also have any and all relevant licensing, permitting, and insurance for the work to be performed.

CONTRACT TERM AND CONTRACTURAL RELATIONSHIP:

Santa Cruz County shall secure a contract with the successful bidder to provide the loading, transportation, and recycling of recyclable materials for the County. Contract Term shall be for a minimum of four years with the option to be renewed a maximum of four times (for four year periods each time).

GENERAL DESCRIPTION:

Santa Cruz County shall secure provider(s) as necessary for the loading, transporting, and recycling of properly recyclable materials collected by the Santa Cruz County Recycling Program. Bidders are to provide information on the types of materials they are interested in. Services may be secured for materials on a material basis, meaning that more than one bidder may be successful depending on the bids submitted.

Santa Cruz County intends to provide all residents with the opportunity to participate in a voluntary recycling program that results in materials properly being recycled. This would include having residents properly prepare and sort recyclables before they are dropped off at the recycling centers, to ensure the least amount of contamination possible in the collected materials to maximize the ability of the materials to be recycled. The County will work with the successful bidder(s) to develop outreach and education materials for a public education and outreach campaign to inform the public of what can and cannot be recycled.

The Contractor(s) shall load, haul, and recycle the materials collected at the recycling centers. Contractor may, at their sole discretion and cost, process materials prior to loading.

DEFINITIONS:

“County” means individual member counties through their Waste Tire Program Coordinator (WTPC).

LOCATIONS OF RECYCLING COLLECTION SITES:

Santa Cruz County collects recycling at four primary locations, the Rio Rico Landfill, the Sonoita-Elgin Landfill, the Tubac Transfer Station, and the Town of Patagonia. All materials collected at the three sites outside of Rio Rico are hauled by the County to Rio Rico for consolidation. The successful bidder(s) will be expected to pick up the materials at the Rio Rico Landfill Location.

PRE-BID MEETING:

A Pre-Bid Meeting will be held at the Public Works Training Room at 275 Rio Rico Drive, Rio Rico, Arizona 85621, on **October 1, 2019 AT 10:00 A.M. (ARIZONA TIME)**, for the purpose of clarifying requirements and answering prospective bidder questions. It is the responsibility of Prospective Bidders to familiarize themselves with all the requirements of the solicitation and to identify any issues at the conference. Attendance at the conference is not mandatory but highly recommended.

Questions and deviation requests shall be submitted IN WRITING by e-mail to John Hays, no later than **2:00 P.M. (ARIZONA TIME)** on **October 8, 2019**. The County may not address questions and deviation requests received after this deadline date and time. Responses to questions and deviation requests may be answered via email or addenda to the solicitation.

Verbal Requests for clarifications or interpretations will not be accepted.

SITE TOUR:

The Pre-Bid Meeting will be followed by a site visit at the Rio Rico Landfill site in Santa Cruz County, if so desired by the attendees.

SCOPE:

The successful Bidder is expected to:

Contractor(s) shall load, haul, and recycle recyclable materials collected at the Rio Rico Landfill Facility. Contractor(s) may, at their sole discretion and cost, process recyclable materials prior to loading. Contractor(s) shall have work with the County to inform and develop a public outreach and education campaign to educate the public on the types of materials that are acceptable for recycling, and how the materials should be prepared before being dropped off at the recycling facilities, based upon the materials the Contractor is recycling. Contractor(s) will work with the County to determine the best methods of collecting, sorting and storage of materials between pickups.

Contractor(s) shall have access to the recycling collection area during the hours of access and operation of the Rio Rico Landfill.

EVALUATION:

The County evaluate the bids, award points, and select the winning bid by utilizing the rubric below:

Category	Points Possible	Points Awarded
Qualifications	20	
Bid for Services	70	
Bid Format	10	
TOTALS	100	

AWARD:

Award Recommendations will be posted at the Boardroom of the BOS, located at 2150 North Congress Drive, Room 119, in Nogales, Arizona 85621, and on the Santa Cruz County Website at www.santacruzcountyaz.gov. A file will be available for all Bidders and the public for review, consisting of this RFP, all accepted proposals, scoring document, advertising documents, and Conference attendance sheets. County Staff will present the bids and recommendations to the Board of Supervisors for their review and approval no later than **November 12, 2019**. The BOS will take action to accept or reject the recommended proposal at that time, and to direct Staff to negotiate the final business terms with the successful Bidder(s), which shall substantially conform to the chosen proposal. The resulting contract will then be taken to the BOS for final approval and execution.

Right to Disqualify: The County reserves the right to disqualify any Bidder who fails to provide information or data requested herein or who provides materially inaccurate or misleading information or data. The County reserves the right to disqualify any Bidder on the basis of any real or apparent conflict of interest that is disclosed by the proposals submitted or any other data available to the County.

County’s Reservation of Rights: In connection with the issuance of this RFP, the Consortium reserves and may, in its sole discretion, exercise any one or more of the following rights and options that Bidders hereby agree to by submitting a bid to the RFP:

1. To reject any and all bids and to reissue this RFP at any time.
2. To issue a new RFP with terms and conditions substantially different from those set forth in this or a previous RFP.
3. To issue a new RFP with terms and conditions that are the same or similar as those set forth in this or a previous RFP in order to obtain additional bids or for any other reason the County determines to be in the best interest of the County and/or the Consortium.
4. To extend this RFP in order to allow for time to obtain additional bids prior to the RFP’s deadline, or for any other reason the County determines to be in the best interest of the County and/or Consortium.
5. To supplement, amend, substitute or otherwise modify or amend this RFP at any time.

6. To cancel this RFP at any time.
7. To waive any defect of deficiency in any bid.
8. To enter into negotiations with any one or more Bidders regarding the terms of their bids.
9. To enter into simultaneous, competitive negotiations with multiple Bidders.

Preparation Costs: The County is not responsible for any costs incurred by anyone in: (1) responding to this RFP; (2) performing subsequent follow up to a bid; or (3) any subsequent negotiations of a contract.

Bidder Certification: By submitting a bid, each Bidder certifies it has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the County. Any Bidder unable to comply with any required certifications may be disqualified.

In compliance with A.R.S. §§ 1-501 and 1-502, the County shall require any successful Bidder that submits its bid as a sole proprietorship or as an individual to complete the Affidavit of Lawful Presence prior to the award of any contract resulting from this process.

Covenant Against Contingent Fees Paid to Bidder: By submitting a bid, the Bidder and each member of the development team certifies that they have not employed nor retained any person or company, other than a member of the development team or a bona fide employee working solely for the Bidder or any member of the development team, to solicit or secure the contract described in this RFP, and that no agreement has been made to pay the Bidder or any member of its development team any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or execution of such contract.

Gratuities: Bidders shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the County or Consortium members or its selection committee for the purposes of influencing this selection. Any attempt to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

Applicable Law: Any and all disputes arising under this RFP and any resulting contract shall be governed according to the laws of the State of Arizona, and the Bidder shall agree that the venue for any such action brought to enforce provisions of the contract shall be in the State of Arizona.

Compliance with Laws: Bidders agree to fully observe and comply with all applicable Federal, State and local laws, regulations, standards, codes and ordinances.

Terms and Conditions: By issuing this RFP, the County shall not create any contractual rights or obligations by and between the County or the Consortium and any person or entity responding hereto.

BIDDER CERTIFICATION FORM

BIDDER LEGAL COMPANY NAME: _____

MAILING ADDRESS: _____

CONTACT PERSON NAME/TITLE: _____

PHONE: _____ CONTACT EMAIL ADDRESS: _____

CORPORATE HEADQUARTERS LOCATION: _____

CORPORATE HEADQUARTERS ADDRESS: _____

ACKNOWLEDGEMENT of SOLICITATION ADDENDA:

Bidder acknowledges that the following solicitation addenda has been incorporated in their offer and this agreement:

Addendum #	Date	Addendum #	Date

Signature

Title

Date

By signing and submitting the Bidder Certification Form the undersigned certifies that they are legally authorized to represent and bind the "Bidder" to legal agreements, that all information submitted is accurate and complete, that the firm is qualified and willing to provide the items requested, and that the firm will comply with all requirements of the solicitation. The undersigned hereby offers to furnish the material or service in compliance with all terms, conditions, specifications, defined or referenced by the solicitation. Conditional offers that modify the solicitation requirements may be deemed "not responsive" and may not be evaluated.

EVALUATION FORM

BIDDER:

Evaluator:

CATEGORY	POINTS POSSIBLE	POINTS AWARDED
Qualifications:	20	
Bid for Services:	70	
Bid Format:	10	
TOTALS:	100	