REQUEST FOR PROPOSAL #20-11 SCRAP TIRE PROCESSING

Purpose:

Ottawa County, on behalf of the Department of Public Health, is soliciting proposals from experienced and qualified contractors to provide scrap tire processing. Awarded contractor should have the capacity to load, transport, and process scrap tires from four (4) existing collection sites listed in Exhibit “A.”

The transportation of tires will be done multiple times throughout the fair-weather months (April-October). The frequency of service will be based on needs from each of the four (4) sites by an on-call basis. The awarded contractor must provide an invoice with charges per tire and per tire classification i.e. passenger, trailer, tractor, etc. as well as additional fees with separate lines.

Overview:

It is the County’s intention to award a professional services contract for an initial one-year term (1) with the option to renew for four (4) additional one-year terms (1) for ongoing professional services, if agreed upon by all parties. Kimberly Wolters, Environmental Health Supervisor, is the Project Manager and will work with the awarded contractor to coordinate all work activities completed under this engagement prior to execution of said activities.

Proposals are to be submitted no later than 2:00 P.M. (ET) on Friday, February 28, 2020. Proposals received after this time will not be considered. All requests for additional information or questions should be directed to Steven Holden at purchasing.rfp@miottawa.org.

Ottawa County reserves the right to award a contract based on the highest degree of responsiveness to the qualifications required. Ottawa County further reserves the right to consider matters such as, but not limited to: methodology, budgetary requirements, contractor references, schedule and availability.
Information Summary:

Monday, February 17, 2020    Contractor Questions
Friday, February 21, 2020    Addendum 1 Issue Date
Friday, February 28, 2020, by 2:00 P.M.    Submission Deadline
By March 13, 2020    Intent to Award (Estimated)

Proposal Submission:

SUBMISSION INSTRUCTIONS

Responses must be received by 2:00 P.M. (ET) on Friday, February 28, 2020. Any response received after this time will not be considered. Submissions must include completed, signed copies of all required attachments, as follows:

ATTACHMENT A – COVER SHEET
ATTACHMENT B – PROPOSAL RESPONSE
ATTACHMENT C – REFERENCE INFORMATION
ATTACHMENT D – INDEMNITY/INSURANCE – CERTIFICATION STATEMENT
ATTACHMENT E – DEBARMENT AND SUSPENSION – CERTIFICATION STATEMENT
ATTACHMENT F – CERTIFICATION OF NON-COLLUSION

E-mail Submission: Respondents are to submit electronic response (preferably single-file PDF format) by e-mail to: purchasing.rfp@miottawa.org with the subject line: “RFP 20-11 Scrap Tire Processing” Submissions larger than 25 MB should be sent in multiple emails with the subject line: “RFP 20-11 Scrap Tire Processing, 1 of 2,” etcetera. Contractor assumes all risks associated with electronic submission (including possible technical issues). Submissions not meeting the criteria as described herein may be deemed non-responsive.
QUESTIONS

Contractors may submit questions and requests for clarification regarding this RFP until Monday, February 17, 2020. Responses to all questions and inquiries received by the County will be issued Friday, February 21, 2020 by 5:00 P.M. in the form of an addendum and posted on the MITN and on the County’s website. All requests for additional information or questions should be directed to Steven Holden, Buyer, Ottawa County Fiscal Services, purchasing.rfp@miottawa.org.

Background Information:

Ottawa County Resource Recovery Program currently collects household hazardous waste, recycling, used oil and antifreeze, scrap metal, and electrical waste. We are adding items that will assist Ottawa County to reduce the amount of waste added to our landfills and help create a sustainable practice throughout our county. The ability to collect scrap tires is something our county has not done in over ten years and is a much-needed program to allow us to help create sustainable practices and teach our residents the proper way to dispose tires.

Ottawa County Environmental Health is working with Environmental, Great Lakes & Energy (EGLE) and was awarded the 2020 Scrap Tire Clean-Up Grant. With this grant, Ottawa County is heading a pilot program for a permanent drop-off location rather than a “Drop-Off” event.
Scope of Services and Deliverables:

SERVICES

Ottawa County is soliciting proposals for scrap tire loading, transporting and processing from four (4) sites as listed in Exhibit “A.” Tires will be collected as clean as possible and stored on racks in covered shelters. This will prevent vector-borne issues and allow for easier processing.

QUALIFICATIONS

This request specifically seeks qualifications from contractors with the following expertise and experience:

- Licensed through EGLE
- Michigan-based processor

DELIVERABLES

Within the term of this agreement, awarded contractor to provide, at a minimum, the following:

- Ability to invoice charges per tire and per tire classification
- Transportation to and from each site location
- Supply service of loading tires from sites
Proposal Selection and Award Process:

EVALUATION PROCESS

An evaluation committee(s) will be established by the County to review the proposals and to make a recommendation for contract award. A proposer may not contact any member of an evaluation committee except at the RFP Administrator’s direction.

Proposals will be evaluated based on the following criteria (of equal weight and in no particular order):

- Experience and Qualifications
- Comparable Projects
- Customer References
- Costs/Fees Proposed

As a part of the proposal evaluation process, finalists may be invited to attend an in-person interview. The County reserves the right to interview any number of qualifying firm(s) and/or consultant(s) as part of the evaluation and selection process.

CONTRACT TERM, PERIOD, PROCEDURES AND USE

It is the County's intention to award a tire processing service contract for an initial one-year term (1) with the option to renew for four (4) additional one-year terms (1) for ongoing professional services dependent on available funding, if agreed upon by all parties. The awarded contractor will issue a Statement of Work (SOW) for all work activities completed under this engagement prior to execution of said activities. The proposal, or any part thereof, submitted by the awarded contractor may be attached to and become a part of the contract.

The County, by written notice, may terminate this contract, in whole or in part, for any reason giving thirty (30) days’ notice. If this contract is terminated, the County is liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.
CONTRACT TERM, PERIOD, PROCEDURES AND USE (continued)

All proposers are notified that the County reserves the right to delete or modify any task from the Scope of Work and Deliverables at any time during the course of the RFP process and reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any modifications deemed necessary. This contract is for the County use. Pricing reflects a commitment of the term indicated.

Terms and Conditions:

OWNERSHIP OF DATA

All information provided by the County and any reports, notes, and other data collected and utilized by the contractor, its assigned employees, and/or subcontractors, pursuant to this agreement, shall become the property of the County as prepared, whether delivered to the County or not. Unless otherwise provided herein, all such data shall be delivered to the County or its designee upon completion of the agreement or at such other times as the County or its designee may request.

INCURRED EXPENSES/CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement. All proposals, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the proposer.

RESERVATION OF RIGHTS

Ottawa County reserves the right to award a contract without an interview, as determined in the best interest of Ottawa County. Ottawa County reserves the right to select and recommend for award the proposed services which best meets its required needs, quality levels and budget constraints. Ottawa County reserves the right to reject any and all proposals.
SUBCONTRACTORS

Since the contract is made pursuant to the proposal submitted by the awarded contractor and in reliance upon the contractor's qualification and responsibility, the contractor shall not sublet or assign the contract, nor shall any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the County.

INDEPENDENT CONTRACTOR

The awarded contractor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of Ottawa County. No person performing any of the work or services described hereunder will be considered an officer, agent, servant or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.
EXHIBIT “A” – ADDRESSES AND HOURS OF OPERATION FOR EACH COLLECTION SITE

Resource Recovery Service Center -
Coopersville
Mondays: 12pm-4pm
Wednesdays: 8am-12pm
3rd Saturday of each month: 8am-11am
Location: 15600 68th Avenue, Coopersville, MI 49404

Resource Recovery Service Center -
Georgetown
Tuesdays: 12pm-4pm
Thursdays: 8am-12pm
1st Saturday of each month: 8am-11am
Location: 6693 Roger Drive, Jenison, MI 49428

Resource Recovery Service Center -
Grand Haven
Mondays & Wednesdays: 8am-1pm & 2pm-4pm
4th Saturday of each month: 8am-11am
Location: 16850 Comstock Avenue, Grand Haven, MI 49417

Resource Recovery Center -
Holland
Tuesdays & Thursdays: 8am-1pm & 2pm-4pm
2nd Saturday of each month: 8am-11am
Location: 14053 Quincy, Holland, MI 49424