

Grand County Request for Proposals: Clean Up and Junk Removal Services

Date Issued: 1/7/2019

Submissions Due: 2/15/2019

This Request for Proposals is intended to solicit competitive responses from local contractors to provide clean-up services for property owners out of compliance with the Grand County Land Use Code's junk, refuse, and debris requirements.

All applicants are encouraged to review this solicitation thoroughly prior to submitting. The County reserves the right to reject any or all proposals received. Furthermore, the County shall have the right to waive any informality or technicality in proposals received when in the best interest of the County.

CONTACTS

The primary contact for questions regarding this RFP will be Kaitlin Myers at kmyers@grandcountyutah.net. The secondary contact for questions regarding this RFP will be Kenny Gordon at kgordon@grandcountyutah.net.

The County Courthouse is located at 125 E. Center St., Moab, UT, 84532. The URL for the County's website is www.grandcountyutah.net. A copy of this RFP can be found under "Bids."

BACKGROUND INFORMATION

Grand County is seeking a highly qualified contractor and/or team of contractors and subcontractors to clean up properties currently out of compliance with the Grand County Land Use Code (LUC)'s junk, refuse, and debris code requirements. These materials have negative impacts on property value and cause public health and safety concerns.

The LUC defines junk, refuse, and debris as "the [following] in an 'unkempt condition,' including but not limited to: salvage, scrap, appliances, mechanical equipment, vehicle parts, metal, rope, bags, batteries, paper, wood, plastic, rubber, tires, and chemicals. The below in any condition, including but not limited to: yard or kitchen waste not used for composting, household or construction trash, or other articles or materials commonly designated as refuse."

Grand County's Clean-Up Committee is charged with streamlining and facilitating the processes by which vacant, abandoned, underutilized, and/or noncompliant properties can be returned to productive use. The Committee aims to help property owners come into compliance in a myriad of ways, including volunteer work, discount waste disposal fee days, and contracting with local companies to clean up severe properties in a timely fashion.

SCOPE OF WORK

Grand County is seeking contractors able to:

1. Respond promptly to a property clean-up request, and
2. Leave respective cleaned-up properties in a condition that meets the County's Land Use Code.

Contractors should have experience properly disposing of hazardous and regulated materials and be able to demonstrate their capacity to respond in a timely manner to a volume of clean-out orders.

This work will primarily entail removal of outdoor junk and debris from properties located in Grand County. Some properties will naturally require a much quicker clean-up time and, if multiple contractors are on retainer, the job may be awarded to the contractor able to respond most quickly.

Grand County will take "before" pictures and expects the contractor to submit "after" photos and dump receipts or other relevant documentation with each job invoice. Contractors are expected to provide pictures of completed work or notify staff for a visual inspection upon completion of the work before invoices can be paid.

Contractors are responsible for procuring and paying for all permits associated with the outlined scope of work. Contractors will supply dump tickets showing that any non-asbestos containing material has been disposed of properly.

The Contractor shall comply with all federal, state, local, and other applicable laws, ordinances, rules and regulations and all orders and rules of any duly constituted authorities affecting the Properties or bearing on the performance of the services.

PROPOSED TIMELINE

RFP Issued	1/7/2019
Deadline for Proposed Submission	2/15/2019
Contractors Selected for Interviews	3/1/2019
Interviews Conducted	3/12/2019

REQUIREMENTS OF CONTRACTOR -- MINIMUM QUALIFICATIONS

1. Company must be in the business of clean out and junk removal for a minimum of three (3) years; or if the company has not been in the business of clean out and junk removal the company principal must have experience doing clean out and junk removal for a minimum of three (3) years.
2. Contractor must follow all applicable local and state laws and regulations.
3. Contractors must have the capacity to provide all labor and equipment to complete the project.
4. Contractor must assign and identify at least one primary point of contact, including contact information, to Grand County.

5. Contractor must provide all information listed in the “Proposal Submission Requirements” section, including project team qualifications, time and cost estimates, and at least two (2) references, including addresses and telephone numbers.
6. Contractor may not have any current or recent code violations within the County.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Submission

Proposers are to provide one (1) hard copy of their proposal in written format and one (1) copy in electronic format, marked clearly as “RFP for Grand County Clean Up and Junk Removal Services.”

The Community and Economic Development Department must receive proposals via hard copy at:

Kaitlin Myers
Community & Economic Development Department
125 E. Center St.
Moab, UT 84532

Electronic copies shall be submitted to Kaitlin Myers at kmyers@grandcountyutah.net.

Proposals shall be submitted by close of business on 2/15/2019.

Grand County will not be responsible for any expenses incurred by any firm or person preparing or submitting a proposal.

Submission Requirements

Please fill out the attached “Submission Requirement Questionnaire.”

References

Provide at least two (2) references for projects of similar size and scope. Include the name of the organization, a brief summary of the work, the cost of the project, and the name and telephone and/or email address of a responsible contact person.

Project Quote

Grand County will respond to qualified contractors once quotes are received and, if multiple contractors are retained, establish a standard rate at which all retained contractors will be compensated.

Evidence of the Ability to Obtain Insurance

The successful bidder shall be required to provide for and maintain, at its own cost and expense until the completion of the work, the following forms of insurance:

- A. General Liability insurance written on an occurrence basis with limits no less than two million dollars (\$2,000,000) combined single limit per occurrence and four million dollars (\$4,000,000) aggregate for personal injury, bodily injury and property damage. The Service Provider shall

increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63-30d-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

- B. Professional Liability (Errors and Omissions) insurance written on claims made basis with limits no less than one million dollars (\$1,000,000) combined single limit per occurrence.
- C. Automobile Liability insurance with limits no less than two million dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.
- D. Workers Compensation insurance limits written as follows: Bodily Injury by Accident five hundred thousand (\$500,000) each accident; and Bodily Injury by Disease five hundred thousand (\$500,000) each employee, five hundred thousand (\$500,000) policy limit.

The selected Contractor will be required to submit a policy endorsement naming Grand County, Utah as additionally insured.

The successful bidder shall furnish certificates of insurance to the County and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such policies shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the County.

The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein.

Selection Process

Selection Team

The RFP Selection Team includes members of the Grand County Clean-Up Committee. Members will receive copies of each Proposal submitted. Each Contractor's Proposal will be reviewed, scored, and ranked by the Selection Team based on the Selection Criteria, listed below. As needed, the Team may conduct interviews.

Selection Criteria

Proposals will be evaluated based on how well they meet the Scope of Work identified in this RFP. Grand County reserves the right to solicit additional information from the Proposer or their references.

A maximum total of 50 points is available.

- A. Capability of the Project Team (Maximum 20 points)
The selection team will evaluate the project team's capability to perform the work based on qualifications, experience, and availability.
- B. Approach to the Project (Maximum 20 points)

The selection team will evaluate how well the project team has planned a basic course of action that will meet the project goals, tasks, and deliverables of this RFP in a cost-effective, timely manner.

The selection team will also consider how well the project team plans for potential impacts, impediments, and conflicts during the project and any potential mitigation efforts identified.

C. General Project Understanding (Maximum 10 points)

The selection team will evaluate how well the project team conveys their understanding and philosophy of this project.

Please answer the following questions.

1. Describe your capacity to handle the volume of work on which you are bidding. How many persons do you employ or plan to partner? How many trucks, trailers, and other relevant cleanup equipment (i.e. backhoes, trackhoes, loaders, etc.) do you have available to you? How many clean-up requests can you fulfill per month?

2. Briefly describe your procedure for cleaning up waste, refuse, and debris from a property. What types of items are salvaged or recycled and where do they go? How much material will be reused, recycled, refurbished, etc., and how much will go to the landfill?

3. Describe your experience and knowledge of hazardous material disposal (i.e. asbestos, paints, flammables, chemicals, batteries, etc.). Indicate any specific procedures for disposal and additional costs for disposal, if any.

Project Quote

Please quote an overall price for debris removal by volume and/or weight. Given the capacity of most trucks and trailers, we expect you to quote a price for either a set volume in square yards with a “not to exceed” caveat for the weight capacity of your truck or trailer. For example, “\$[XX] per 24 square yards, but not to exceed two tons per load.”

Indicate whether your rate is a sliding scale and if it is able to be reduced based upon the volume of business you receive through this contract.

Service Description	Unit Price

Do you wish to bid on all of Grand County’s clean-up work or only a portion? What volume can you reasonable perform in a timely manner each month?

If materials of value may be salvaged from the property, describe how it will offset your price charged for the job. Describe what procedure you will use to calculate a discount based on the materials that may be salvaged. This type of salvage activity shall not include any architectural or structural materials or items considered part of the building or real property.
