

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
EQUIPMENT OPERATOR(S)
FOR
DEPARTMENT OF SOLID WASTE

DUE BY: November 15, 2012

ADMINISTRATIVE INFORMATION

1.0 Introduction and Background

The Outagamie County Department of Solid Waste is seeking a qualified contractor to provide equipment operator(s) to perform front-end loader operations and other tasks within the Outagamie County MRF (Material Recovery Facility), located at 1419 Holland Rd, Appleton, WI 54911. This is a recycling facility that receives materials from the Brown-Outagamie-Winnebago County service areas and beyond. The awarded contractor shall provide qualified equipment operator(s) as needed by the County, for a limited-term basis.

2.0 Scope of Service

The equipment operator(s) shall use County supplied front-end loader equipment for the purpose of loading materials into a stationary metering bin. Materials will be deposited by incoming recycling collection trucks on the concrete floor in the vicinity of the metering bin, where the operator will be required to mix (blend) materials prior to loading into the metering bin.

Operator shall also perform logistical support for a high volume of vehicles entering the area around the metering bin. Loading of the bin shall be concurrent with vehicles depositing material on the floor.

Operator shall also perform quality evaluation of material entering the facility and segregate or mix the materials for proper plant operations.

Operator shall perform daily routine maintenance tasks on the loader, including refueling and greasing.

3.0 Work Hours & Contract Term

The two-shift MRF operations are currently planned to be between 5:00 a.m. and 11:30 p.m., which is subject to change depending upon County needs. The contractor may be required to provide equipment operator(s) beyond normal work periods. The contractor shall also provide operator(s) in attendance and compliance with the Outagamie County Department of Solid Waste holiday schedule.

We are presently seeking one operator for first-shift and one operator for second-shift (Monday – Friday), with exact hours and requirements to be determined later. There may be extended hours during the week and/or on the weekend. The County anticipates needing two equipment operators, but that number could change based on needs.

The equipment operator(s) will be needed for a limited duration starting December 3, 2012 and continuing through January 2013 and possibly beyond. The County reserves the option for modifications or extensions to this schedule and will provide the awarded contractor a minimum of seven (7) calendar days notice of any requested changes.

4.0 **Site Visit**

Even though there is no scheduled site visit, if the contractor wishes to visit the County MRF, contact Jill Haygood for a site tour –

920-832-4710 (office)

920-209-1025 (cell)

Jill.Haygood@outagamie.org

5.0 **Proposal Submittal**

Provide the following documentation and information, as a minimum, with your proposal:

- One original and two copies of the proposal – all unbound
- Completed Proposal Form
- Related training, certification, and previous years of experience for the operator(s) who will perform the work on this project (NOTE: County might interview candidate operator(s) before selection)
- References of a minimum of three (and maximum of five) for similar companies or customers that you have provided this service for in the past few years. Include the company name, company city, contact name and telephone number
- Explanation of how the hourly charge will apply, for operator(s), addressing the following and any other issues the Contractor may want to be considered:
 - If travel time to the site will be charged, how will that be done?
 - When will overtime rates apply and what is the overtime rate?
 - Will there be any changes besides the hourly rates indicated on the Proposal Form? If so, what will they be (mileage, supplies, etc)?

6.0 **Insurance and Indemnification**

See Attachment A for requirements of the awarded contractor.

7.0 **Contact Information**

Site and Technical Information

Jill Haygood

Outagamie County Department of Solid Waste

920-832-4710 (Monday – Thursday, 8:00 a.m. to 2:30 p.m.)

Jill.Haygood@outagamie.org

Purchasing Information

Nicole Schoultz

Outagamie County Purchasing

(920) 832-6083

Nicole.Schoultz@outagamie.org

8.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request clarification from the County's contact person(s). A Proposer's failure to request additional

information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

Requests for additional information or clarifications must be made in writing no later than three business days before the due date. The request must contain the Proposer's name, address, phone number, facsimile number; RFP title and the name of contact person(s). Fax to Nicole Schoultz at 920-832-2474 or email at nicole.schoultz@outagamie.org

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted on the county's website at www.outagamie.org then Status of Bids / Proposals.

9.0 **County Reservation**

Outagamie County openly solicits the best possible value on all of our "Requests for Proposals". Because we are a local government, we are able to purchase directly from many of the state and federal contracts. However, in order to not discriminate against our local proposers, we openly solicit proposals of similar pricing structure from all qualified proposers. In the event that all proposals received are in excess of any existing state or federal contract that is available to Outagamie County, we may at our discretion, reject all proposals, and purchase directly from the vendor awarded the state or federal government contract. Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- e. Outagamie County reserves the right to request clarifications for any proposal.
- f. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

10.0 Closing Date

The County of Outagamie, Wisconsin will receive proposals up to 2:00 p.m., local time, November 15, 2012.

11.0 Proposal Submittal

E-mail proposals will not be accepted and neither will fax proposals.

If sending the proposal through a commercial carrier (i.e. Postal Service, UPS or Fedex) send to –
Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St
Appleton, WI 54911

If you are hand delivering, the drop off address (due to temporary office relocation) --
Outagamie County Purchasing
Attn: Nicole Schoultz
City Center East (enter off Washington Street)
Lower Level
Appleton, WI

12.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

13.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

14.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

15.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL FORM -
Equipment Operator(s) for Department of Solid Waste**

Proposals Due: November 15, 2012 – 2:00pm CST

If sending the proposal through a commercial carrier (i.e. Postal Service, UPS or Fedex) send to –
Outagamie County Purchasing
410 S Walnut St
Appleton, WI 54911

If you are hand delivering, the drop off address (due to temporary office relocation) --
Outagamie County Purchasing
City Center East (enter off Washington Street) Lower Level
Appleton, WI

All hourly rates shall include the employee's wages and benefits

Equipment Operator Hourly Rate for 1st Shift \$_____

Equipment Operator Hourly Rate for 2nd Shift \$_____

Additional Hourly Charges (if applicable) \$_____

Additional Contractor Charges (if applicable) \$_____

Overtime Hourly Rate for 1st Shift \$_____ after _____ hours

Overtime Hourly Rate for 2nd Shift \$_____ after _____ hours

Reference any additional costs in your proposal

Include information as requested in Section 5.0

Firm Name: _____

Authorized Signature: _____

Print Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____