

REQUEST FOR PROPOSALS

By



For Purchase of

Alternative Daily Cover System

RFP ISSUE DATE: September 12, 2016

RFP DUE DATE: 4:30 p.m., Pacific Time, September 30, 2016

RFP DELIVERY INSTRUCTIONS: Three (3) COPIES ENCLOSED IN AN ENVELOPE

ADDRESSED AS FOLLOWS:

**Mr. David Jensen
Solid Waste Supervisor
City of Walla Walla
55 E. Moore Street
Walla Walla, WA 99362-0616**

Estimated Timeline

**Issue RFP: September 12, 2016
Proposals Review: October 3 – 17, 2016
Anticipated Award: November 18, 2016**

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INSTRUCTIONS TO PROPOSERS

1-1 SCOPE OF WORK

Request for Proposal (RFP) for the purchase of one (1) new spray-on alternative daily cover application system and material inventory for one (1) year.

This RFP contains instructions governing the requirements for a proposal, and includes the proposal format, the material to be included with the proposal, and how the entire proposal is to be submitted to the Public Works/Solid Waste Division for consideration. This RFP also addresses the requirements that proposers must meet to be eligible for consideration, as well as addressing proposers' responsibilities.

Background

The City of Walla Walla owns and operates Sudbury Regional Landfill, a municipal solid waste (MSW) landfill located in Walla Walla County in southeastern Washington state. The operation serves the population of the City of Walla Walla and the surrounding region and accepts approximately 55,000 tons annually, or 150 tons per day, of MSW into a lined cell. Sudbury Regional Landfill receives 11" or fewer of rainfall annually and experiences temperatures ranging from the teens in winter to 105 degrees in the summer. The prevailing winds are from the south-southeast.

The current disposal method in the active cell is dry-entombment with a projected finished elevation of approximately 850 feet with a slope of 3:1. The pit area is open to all customers who wish to dispose of garbage directly rather than utilize the transfer box area.

The landfill does not currently ban construction and demolition (C&D) waste, green waste, animal mortalities, medical waste, or asbestos from disposal in the active cell. As such the character profile of the MSW waste disposed of in the landfill is variable. Customers are encouraged though not required to segregate green waste and inert waste (concrete, asphalt) into separate disposal areas at the facility. Medical waste, animals, and asbestos are placed in a designated area of the active cell. No liquid or hazardous wastes are accepted at the facility.

Hours of operation are Monday - Saturday, 8:00 a.m. to 6:30 p.m. March through October and 8:00 a.m. to 4:30 p.m. November through February. The landfill is open to the public as well as private collection fleets year round except on major holidays when it is closed to the public.

The landfill utilizes an 80,000-pound class compactor and D-8 dozer for waste burial; pit operations are complimented by the use of a paddle scraper to provide daily cover (topsoil) and a water truck for dust control. Bird species of seagulls and starlings are prominent on the active face. Use of air cannons, whistles, and predator birds are successful to varying degrees throughout the year.

The operation typically closes approximately 4,250 square foot of area each day and daily closure begins approximately one hour before the end of the workday. The daily cover consists of native soil from the site and is a silty-loam with no rock material. Material is picked up from a borrow-pit adjacent to the active cell by a paddle scraper and taken to the cell where another operator spreads the cover with the D-8 dozer.

The City anticipates the vendor's proposal will take into consideration the size, location, current operating procedures, and waste characteristics of the landfill unit and detail how the proposed system will provide a benefit over the current use of soil as daily cover material. A site map of the Sudbury Landfill facility is included at the end of this proposal.

Additional areas of vendor-supplied details will address the following items:

1. The Alternative Daily Cover (ADC) system is being pursued to maximize the use of available landfill airspace for placement of waste.

2. The ADC system shall effectively control litter, prohibit vectors accessing waste materials, prohibit scavenging of wastes, minimize the generation or release of odors from the wastes, and minimize the spread of fire throughout the waste mass; the ADC shall be non-flammable.
3. The ADC system shall include the mixing of fibrous, cement and/or clay materials with water to form an aqueous slurry. The ADC will then be applied by spraying the slurry from the application equipment where it will harden into a minimum of 3/8" thickness continuous cover. The ADC slurry shall contain a tackifier that causes the slurry to adhere to various waste materials including plastics, glass, vegetation, and metal objects.
4. Daily cover is applied on both flat and sloped areas within the landfill. Daily cover must remain intact for a minimum of 24 hours. Daily cover must be able to be applied and remain intact regardless of weather conditions (rain, snow, wind sleet, cold, heat, etc.). Daily cover must completely cover all wastes with no visible wastes remaining after application.
5. Preference will be given for cover systems using readily available recycled materials such as latex paint.
6. ADC applicator shall be sized adequately to perform daily closure procedure.
7. Material proposed must be capable of functioning as intermediate cover as well as daily cover; it is understood that additional additives or coating may be required for this application. Identify and describe procedures and materials necessary for intermediate cover application.
8. Detail the standard factory warranty period(s) for all proposed equipment.
9. Please indicate as an option what additional warranties are available for the proposed equipment and the associated additional cost.
10. Detail the preparation and application procedures and estimated time and labor on a daily basis.
11. Detail the material application rates and unit costs for material. Provide anticipated first year cost of materials and any available bulk pricing or contract rates for material purchase.
12. Detail the cleaning and maintenance required of the proposed system.
13. Please indicate how the proposed system addresses and/or enhances safety for both operators and customers within the working area.
14. Please state the operation angles and distance of the proposed equipment stating both the safe maximum and optimum slope-angle operating conditions.
15. Please indicate the location and inventory of equipment service and repair parts available within a 24 hour period for the proposed machine. Vendor shall indicate the percentage of stock available overnight for emergency repairs. Vendor shall also be willing to certify proximity and access to parts and service within a 24 to 48 hour window for both unit-down warranty and non-warranty repairs.
16. Please indicate on-site training that is available for City operators; a minimum of 2 hours is required.
17. Vendor proposals shall include a list of references (no less than five) that has operated the same system proposed for a period of at least two years.

Proposers assume responsibility for comprehending the entire RFP. If clarification is desired, it is the responsibility of the proposer to submit questions, in writing, to the City Official listed in Section 1-4. It is the proposer's responsibility to ensure that all procedures and requirements of the RFP are accurately followed and appropriately addressed. The proposer should carefully read the entire RFP before submitting a proposal.

1-2 PROPOSAL SUBMISSION

Proposal must be **SEALED and CLEARLY IDENTIFIED** with "**Landfill ADC Proposal**", Proposer's name and address, and submitted no later than 4:30 p.m., Pacific Time, on September 30, 2016, to City of Walla Walla, Attention David Jensen, 55 E. Moore Street, Walla Walla, Washington, 99362. A facsimile response or an electronic response to this Request for Proposals does not meet the requirement of a sealed proposal and will not be accepted.

Proposals received after the time specified for receipt will not be considered.

1-3 REQUEST FOR PROPOSAL SCHEDULE

September 12, 2016	Request for Proposals issued
September 30, 2016	Proposals Due @ 4:30 p.m., Pacific Time
November 18, 2016	Contract Award Target Date

1-4 INQUIRIES

All inquiries concerning this request shall be submitted in writing and received by the City's Solid Waste Division **no later than 5:00 p.m., Pacific Time, on September 16** to:

Mr. David Jensen
Solid Waste Supervisor
E-mail: djensen@wallawallawa.gov

Proposers should consider the Solid Waste Division as the first and prime point of contact on all matters related to the procedures associated with this RFP. If additional information is needed from any source, the Solid Waste Division will work with the Proposer and with the various offices of the City to gather that information.

1-5 INTERPRETATION, CORRECTIONS, OR CHANGES IN RFP by Addendum

Any interpretation, correction, or change in the RFP will be made by addendum by the City. Any changes, additions, or deletions to the request for proposal by the City will be made by written addendum only and will be posted on the City's website under "Bids and RFP's". Prior to submitting, all proposers shall check the City's website after 4:00 p.m. local time on September 20, 2016, to confirm receipt of all addenda. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and no Proposer may rely upon any such interpretation, correction, or change.

1-6 ACKNOWLEDGMENT OF ADDENDUMS TO RFP

Receipt of an addendum to this RFP must be acknowledged by a Proposer on the Proposal Response Certification (Attachment A).

1-7 OFFER ACCEPTANCE PERIOD

Submitted proposal shall constitute an irrevocable offer for ninety (90) calendar days from the proposal opening date, even if the City makes one or more counter offers.

1-8 REJECTION OF PROPOSALS

The City in its sole discretion, expressly reserves the right to reject any or all proposals or portions thereof, to reissue a Request for Proposal, and to waive informalities, minor irregularities, discrepancies, and any other matter or shortcoming.

1-9 PROPOSAL PRICE

The prices submitted in the proposal shall include everything necessary for the prosecution and completion of the program including, but not limited to, furnishing all materials and all management, supervision, labor and service. All quoted prices shall be F.O.B. Walla Walla.

The City will evaluate the total price for the proposed system to receive the best investment value to meet the needs of the operation of Sudbury Landfill. The City defines the components of 'value' to include: equipment, materials, service, parts, up-time reliability, technical support, and available options.

Evaluation of options proposed beyond the base configuration will not obligate the City to exercise the option(s). Proposed pricing should be submitted as 'best and final' as the City may award based solely on evaluation of proposals submitted.

1-10 TERMS OF DELIVERY

All prices quoted for equipment shall be F.O.B. to 55 E. Moore Street, Walla Walla, WA. All prices quoted for material shall be F.O.B. to Sudbury Landfill, 414 Landfill Rd., Walla Walla, WA. Proposer shall identify projected delivery date in proposal and specify firm delivery date in the final sales contract. The City will impose a penalty of \$250 per day for delivery past the date agreed upon in the sales contract.

1-11 AWARD OF AGREEMENT

The City shall make the award to the responsible Proposer whose proposal will be most advantageous to the City with respect to price, conformance to the specifications, quality, and other factors as evaluated by the City. **The City is not required or constrained to award the Agreement to the Proposer proposing the lowest price.**

The City may award an Agreement on the basis of initial offers received, without discussion; therefore, each initial offer should contain the proposer's best terms from a cost and technical standpoint.

SECTION 2 - INSTRUCTIONS FOR PREPARING PROPOSALS

2-1 GENERAL

To aid in the evaluation process, it is required that all responses comply with the items and sequence as presented in paragraph 2-2, RFP Response Outline. Paragraph 2-2 outlines the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner.

2-2 RFP RESPONSE OUTLINE

This RFP is designed to allow proposers to submit proposals in basically the same format in which the RFP is issued.

Submit three (3) copies of the proposal.

Cover Letter

The proposal Cover letter of no more than two (2) 8.5" x 11" pages shall be attached to the front of the proposal and shall include the following information/statements:

1. That your company agrees to all the terms and conditions of the RFP.
2. That your company agrees to execute sale contract within 30 days, if awarded.
3. That your company agrees to deliver all equipment and materials by the agreed upon date or be subject to delivery delay penalty fee.
4. Describe the company, organization, officers or partners, number of employees, and operating policies that would affect this Agreement.

5. Provide a brief history of the firm including years in operation, size, areas of expertise, and other relevant information.
6. Include the contact person for the solicitation process including the person's title, physical location, phone, fax, and email information.

Submission Requirements

To provide objective criteria that can be used in determining various firms' abilities, the City requests that you address the following items in the order presented, taking no more than fifteen (15) 8.5" x 11" pages to do so. Exhibits, such as evidence of relevant work accomplished by your firm or brochures, may be attached and will not be counted towards the fifteen page limit. **Any proposal exceeding 15 pages will be rejected as non-conforming.** An additional two (2) page cover letter is permitted.

1. Detailed specifications or plans for the cover system. Sufficient quantity of component materials to provide a thorough coverage of wastes at least 3/8" thickness and opaque, non-transparent coverage.
2. Provide a detailed narrative to illustrate your understanding of the City's need for a daily cover system including:
 - a. All equipment required to apply the cover system; application should be accommodated by either proprietary or commercially available hydro-seeding equipment.
 - b. All products or materials required to undertake the cover system including size, packaging, and delivery method.
 - c. All cleaning solutions and requirements for all equipment used in the cover system.
 - d. Storage and handling requirements for all equipment and materials used in the cover system.
 - e. Cost/Benefit analysis for proposed system; breakdown equipment vs. materials, upfront and annual costs; provide volume pricing for materials if applicable.
 - f. Detailed explanation of preparation and application procedures (time, materials, labor, etc.).
 - g. Detailed explanation of application capabilities in inclement weather conditions (heat, cold, rain, wind, snow, etc.).
 - h. Identify all constraints or conditions which preclude or limit the use of the daily cover system from being used.
 - i. Address vector, odor, and litter control capabilities.
 - j. Projected annual cost of undertaking a cover program.
 - k. Percentage of recycled content of material; applicability of using latex paint.
 - l. Safety Data Sheets with all 16 sections completed for all materials and information on worker exposure considerations including nontoxic certification by TCLP testing.
 - m. Safety specifications and features of equipment for operators and customers.
 - n. Concurrence of laboratory testing for ignitability/non-flammability under ASTM D4982; certified laboratory report must be included in proposal.
 - o. Cover material must comply with ASTM D6523 "Evaluation and Selection of Alternative Daily Covers (ADC) for Sanitary Landfills."
 - p. Supplier/Proposer shall provide a landfill alternative daily cover meeting the requirements of a solid waste permit granted by the Walla Walla County Health Department. Provide verification of preliminary approval from local health department official:

Contact: Kevin Tureman, Environmental Health Supervisor, Walla Walla County
ktureman@co.walla-walla.wa.us
509.524.2682

- q. Parts Availability and Service Response Time: proximity, availability, down-time guarantees.
 - r. Warranties: length, scope, extensions available.
 - s. Training and Manuals: mechanical and operator, number of hours on site, updates and notifications process.
3. Documentation of all assumptions used to prepare this proposal shall be clearly stated.
 4. List additional services and options, if any, your firm would provide in addition to those listed above.
 5. List your detailed cost structure for the equipment, options, materials, and services proposed.
 6. Provide a timeline for delivery of equipment to Sudbury Regional Landfill, 414 Landfill Rd. Walla Walla, WA.
 7. Please list five (5) landfills in North America for whom your firm has provided similar equipment as that outline in this request; Provide contact names, addresses, phone numbers, and e-mail addresses. Include a short one-paragraph summary of the type of equipment and service your firm has provided to these sites and the date equipment was placed into service.

SECTION 3 - PROCUREMENT PROCESS

3-1 PROPOSER LIST AND QUALIFICATION EVALUATION

After the established date for receipt of proposals, a listing of submitting Proposers will be available for public inspection.

Qualifications and proposals submitted by interested Proposers will be reviewed and evaluated based on the evaluation factors set forth in the RFP.

3-2 PROPOSER INVESTIGATION

The City will make such investigations as it considers necessary to obtain full information on the Proposers selected for discussions or selection, and each Proposer shall cooperate fully in such investigations.

SECTION 4 - EVALUATION PROCESS

The City reserves the right to reject any or all proposals, or portions thereof. The selection of a successful Proposer, if any, will be made based upon which proposal the City determines would best meet its requirements and needs. The City may also consider site visits to landfills listed as reference by the proposer.

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to the is advertisement, disadvantaged business enterprises as defined in 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The city of Walla Walla is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to submit proposals.

4-1 SELECTION AND EVALUATION PROCESS AND CRITERIA

Proposals received that conform to the proposal instructions will be evaluated by the proposal review team, which will select a number of those proposals, conduct reference checks, and may invite the firms with the prevailing proposals to be interviewed. Following the evaluation process the proposal review team will select the firm judged to be best suited to accomplish the project scope and recommend that the City negotiate a contract with that firm. The City reserves the right to select one proposal, to make no selection from the respondents, or to reject all proposals and republish the solicitation for proposals.

Proposals will be evaluated on the following criteria:

1. Completeness of proposal.
2. Proposer's experience with other projects similar in scope.
3. Firm's demonstrated ability to successfully provide related assistance to a municipality or other similar entity.
4. Proposer's professional credentials and affiliations indicating their capabilities to provide services of this nature, size, and scope.
5. Value of City's investment for system configuration offered by Proposer.
6. Quality of the submitted proposals in terms of content, relevance, organization and presentation.
7. Response to and conformance of the proposals to the submission requirements.
8. Response of the references.
9. Proposer's evidence of firm's longevity and financial stability.
10. Qualification of project management, on-time-delivery implementation plan, physical resources available to complete delivery, and availability of technical support.

SECTION 5 - GENERAL CONTRACTUAL TERMS AND CONDITIONS

5-1 CITY COUNCIL APPROVAL

This Agreement may be subject to approval by the City Council, and, if such approval is not granted this Agreement, shall be void and neither party shall have any further obligations or liabilities hereunder.

5-2 NO REIMBURSEMENT OF COSTS OR EXPENSES BY RESPONDENTS

The City will not reimburse or otherwise compensate any person or firm for the costs and expenses incurred by such person or firm in responding to this request.

CITY OF WALLA WALLA REQUEST FOR PROPOSALS
FOR LANDFILL ALTERNATIVE DAILY COVER SYSTEM & MATERIALS

ATTACHMENT A

PROPOSAL RESPONSE CERTIFICATION

DATE

The undersigned, as Proposer, declares that they have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein.

It is further acknowledged that addenda numbers _____ to _____ have been received and were examined as part of the RFP document.

Name of Proposer

Tax ID Number

Signature of Proposer

Title

Name of Firm

Street Address

City, State, Zip

Telephone / Fax Number

E-mail Address

State of Incorporation