



County Of Siskiyou

Request for Proposals (RFP) RFP # BHS 24-01 – HHSA, Behavioral Health Division for Snow Removal Services

Proposals may be mailed, delivered, or emailed to:

Sarah Collard, Ph.D.
HHSA Director
County of Siskiyou, HHSA
1312 Fairlane, Suite A
Yreka, CA 96097
rfp_rfb_submissions@co.siskiyou.ca.us

**Proposals Due by:
9/25/2023 based on review timeline
5:00 pm**

County of Siskiyou Request for Proposals for Snow Removal Service

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
09/05/2023	Release of Request for Proposals (RFP)
09/13/2023	Site visit to facility location
09/18/2023	Deadline to Submit Questions
09/25/2023	Submission of Proposals due by 5:00 PM
10/02/2023	Review of Proposals
10/02/2023	Notification of Final Selection
10/17/2023	Contract for Services Processed
11/01/2023	Contract for Services Start Date

1.0 Preface

Siskiyou County Health and Human Services, Behavioral Health Division serves clients from the county. The county is seeking a vendor to provide snow removal services for a period of three (3) years of all parking and walking areas at 1107 Ream Avenue in the city of Mt. Shasta. The area consists of parking lots behind, to the side, and to the front of the building, the walkways, and the sidewalk between the mailbox and main entrance, the estimated total area is approximately 400 square feet. The property must be maintained to allow for access by clients and staff, during and after snow events.

2.0 Scope of Work

Services the selected contractor shall provide for the term of the contract, include but are not limited to:

1. Supply all labor, snowplows, front-end loaders, dump trucks, snow blowers, ice melt, salt, salt spreaders (hand & truck), and safety equipment needed to complete the work. Salt and/or Ice Melt can be stored at the facility.
2. Plow and salt all paved areas, entrances, and clearing/de-icing of all walkways during storms, to permit access and movement of staff and clients if snowfall of more than 2" occurs. It is the Contractor's responsibility to return to the property to keep the entrances, drive aisles, and sidewalks free from ice and snow. At no time shall there be a hazardous/life safety issue.
3. Contractor shall pile snow in areas approved by the County and accomplished by minimal blocking of parking spaces. Contractor shall be able to remove snow offsite if requested by County point of contact.
4. Contractor should visually inspect roof for any potential hazards of snow buildup on roof overhangs which, if slid off, could cause hazardous conditions near doors and walkways and notify the County point of contact.
5. Contractor should visually inspect property for pre-existing damage and notify the County point of contact prior to contract commencement.
6. Contractor shall provide emergency telephone numbers that can be called any time, 24 hours a day, seven days a week, and respond within one hour.

Proposers should feel free to include any other services not specified they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide a description of how the required services will be performed in your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal failing to meet the RFP's requirements will be regarded as non-responsive and will be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet any or all of the proposers during the evaluation process. A contract will be negotiated with the entity selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals

and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Administration Building, 1312 Fairlane Road, Suite A, Yreka, CA 96097 on or before 5:00 PM of **9/25/2023** (ATTN: Sarah Collard, Ph.D., Director) Please note "RFP # BHS 24-01" on front of envelope.
2. **Mailing:** Hard copy proposals by way of mail must be mailed to Siskiyou County Administration Building, 1312 Fairlane Road, Suite A, Yreka, CA 96097 and postmarked by **9/25/2023**. Please note "RFP #BHS 24-01" on front of envelope.
3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Sarah Collard, Ph.D., Director at rfp_rfb_submissions@co.siskiyou.ca.us and must be received by 5:00 PM of **9/25/2023**. Please include "RFP # BHS 24-01" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Sarah Collard, Ph.D. by email, scollard@co.siskiyou.ca.us, or by phone at 530-841-4802.

The County will provide the following to assist the selected entity(s):

- a. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- b. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- c. Advice on the project scope of work as needed.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

A.1 County Contract template