



## **County Of Siskiyou**

### **Request for Proposals (RFP) RFP # 23-01 – Community Development for Vehicle/Waste Removal and Disposal**

**Proposals may be mailed, delivered, or emailed to:**

**Andrea Fox**

Code Enforcement Officer  
Community Development  
806 S. Main Street, Yreka Ca. 96097  
[afox@co.siskiyou.ca.us](mailto:afox@co.siskiyou.ca.us)

**Alexa Roche**

Environmental Health Specialist  
Community Development  
806 S. Main Street, Yreka Ca. 96097  
[aroche@co.siskiyou.ca.us](mailto:aroche@co.siskiyou.ca.us)

**Proposals Due by:  
July 28, 2023**

**County of Siskiyou  
Request for Proposal  
for Vehicle/Waste Removal and Disposal/Signage Installation**

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**

<b>Estimated Dates</b>	<b>Activity</b>
6-30-2023	Release of Request for Proposal (RFP)
7-7-2023	Mandatory Pre-Bid Meeting or Walk-through
7-14-2023	Deadline to Submit Questions
7-28-2023	Submission of Proposals due by 4:00 PM
8-4-2023	Review of Proposals
8-11-2023	Notice of Award
8-18-2023	Professional Service Agreement Processed
8-25-2023	Professional Service Agreement Start Date

## 1.0 Preface

In an effort to help target certain areas of Siskiyou County where unlawful dumping on private property has occurred, Siskiyou County Community Development is receiving funds from the CalRecycle to cleanup these sites and provide preventative measures to help aid property owners from becoming repeat victims of unlawful dumping. Each site is needing removal of waste, debris, and scrap but also needs to have approved signage posted.

## 2.0 Scope of Work

The proposed project includes the removal of illegally dumped trash, waste, recyclables, refuse, medical hazard waste, and signage installed. The projects are located throughout the County. The Contractor is responsible for all the prescribed work, materials, waste permits, and associated equipment necessary to complete the project. The project is funded through a Calrecycle Grant – Farm and Ranch Solid Waste Cleanup and Abatement Grant Program.

All contractors are required to be licensed, insured, and bonded. See **Article 5. Obligations of Contractors** license requirements in the Contract for Services (Attachment #5) and Section **5.07** for bond and insurance requirements.

The awarded contractor shall furnish a performance bond within fifteen (15) calendar days of receipt of the Notification of Final Selection in an amount equal to at least 100% of the contract price.

Contractor must contact USA California to mark any underground utilities in the project work area at least three (3) days prior but no more than fourteen (14) days prior to the Work.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP. Proposers should also note, Siskiyou County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.

- Review and validation of project deliverables.
- Proposers will need to be have the ability to safely remove and dispose of burn debris.
- Proposers will be working on sites that were historically used in commercial cannabis cultivation, contact with pesticides and insecticides are possible.
- A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

Services of the successful Proposer will be expected to provide:

**Site 1: Cottonwood Creek, .40-acre property (Refer to Exhibit A for additional information)**

**1.1 Vehicle / Metal Removal-Recycle**

- 1.1.1 Removal-Recycle and proper disposal of RV
- 1.1.2 Removal and proper disposal of gas cans

**1.2 Trash/Debris/Waste Removal /Recycle/Disposal**

- 1.2.1 Removal and proper disposal/recycling of trash and waste
- 1.2.2 Removal and proper disposal/recycling of appliances
- 1.2.3 Removal and proper disposal/recycling of electronic waste
- 1.2.4 Removal and proper disposal/recycle of household hazardous waste
- 1.2.5 Removal and proper disposal/recycle of solar panels
- 1.2.6 Removal and proper disposal/recycling of brush/green waste and refuse
- 1.2.7 Removal and proper disposal of medicinal waste hazards
- 1.2.8 Removal-Recycle and proper disposal of tires

**1.3 Signage Installation:**

To prevent further dumping on the property, signs will be placed with rust-resistant galvanized steel posts at the entrance point of the property and adjacent to neighboring properties. The signage used will be the CalRecycle approved 12 x 18", "Dumping Forbidden by Law sign." An example has been attached

**Site 2: Minnow Way, 2.6-acre property (See Exhibit B for additional information)**

**2.1 Vehicle Removal-Recycle**

2.1.1 Removal-Recycle and proper disposal of vehicles and tires

**2.2 Signage Installation:**

To prevent further dumping on the property, signs will be placed with rust-resistant galvanized steel posts at the entrance point of the property and adjacent to neighboring properties. The signage used will be the CalRecycle approved 12 x 18", "Dumping Forbidden by Law sign." An example has been attached

**Site 3: Fond Avenue, 3-acre property (See Exhibit C for additional information)**

**3.1 Vehicle Removal-Recycle**

3.1.1 Removal-Recycle and proper disposal of vehicles

3.1.2 Removal-Recycle and proper disposal of RV

3.1.3 Removal-Recycle and proper disposal of tires

3.1.4 Removal and proper disposal of gas cans

**3.2 Trash/Debris/Waste/Refuse Removal/Recycle/Disposal**

3.2.1 Removal and proper disposal/recycling of trash, refuse and waste

3.2.2 Removal and proper disposal/recycling of appliances

3.2.3 Removal and proper disposal/recycling of electronic waste

3.2.4 Removal and proper disposal/recycling of furniture

3.2.5 Removal and proper disposal/recycling of construction debris

3.2.6 Removal and proper disposal/recycling of generators

3.2.7 Removal and proper disposal/recycling of water totes

3.2.8 Removal and proper disposal/recycling of septic tank

3.2.9 Removal and proper disposal of burn piles

3.2.10 Removal and proper disposal/recycling of sewage hoses and propane tanks

**3.3 Signage Installation**

To prevent further dumping on the property, signs will be placed with rust-resistant galvanized steel posts at the entrance point of the property and adjacent to neighboring properties. The signage used will be the CalRecycle approved 12 x 18", "Dumping Forbidden by Law sign." An example has been attached

## **Site 4: Doe Lane, 2.5-acre property (See Exhibit D for additional information)**

### **4.1 Vehicle Removal – Recycle**

4.1.1 Removal/Recycle and proper disposal of RV/Vehicles

### **4.2 Trash/Debris/Waste/Refuse Removal/Recycle/Disposal**

4.2.1 Removal/Recycle and proper disposal of trash

4.2.2 Removal/Recycle and proper disposal of construction debris

4.2.3 Removal/Recycle and proper disposal of fence

4.2.4 Dismantle and recycle/ proper disposal of wood structure frame

### **4.3 Signage Installation**

To prevent further dumping on the property, signs will be placed with rust-resistant galvanized steel posts at the entrance point of the property and adjacent to neighboring properties. The signage used will be the CalRecycle approved 12 x 18", "Dumping Forbidden by Law sign." An example has been attached

## **3.0 Construction Specifications**

### **General Requirements**

The Contractor is responsible for all the prescribed work, materials, waste permits, and associated equipment necessary to complete the project. The contractor shall provide materials within the specifications outlined. Any deviation from the Materials Specifications must be approved by the project manager. All materials must be verified by the project manager prior to installation.

The work herein described will fall into the category of Public Works project for Federal and State requirements. The Contractor certifies that they are aware of and shall abide by all applicable Federal and State laws concerning the payment of prevailing wages.

Contractor must contact USA California Dig to mark any underground utilities in the project work area at least three (3) days prior but no more than fourteen (14) days prior to the Work.

General sites of the prescribed work shall be staked out by the County of Siskiyou.

### **Solid Waste Removal**

The contractor shall remove all solid waste at the marked location for each property site. The contractor is responsible for properly disposing the solid waste and recyclables removed from the property. A Hazard Waste Hauler Permit *may* be required per regulations of the Department of Toxic Substance Control.

State law requires every person who transports 10 or more used/ waste tires to hold a valid

waste tire hauler permit from the designated county they are hauling in. The Contractor will comply with the provisions of the statewide Used and Waste Tire manifest program

Weight Tickets and Tire Manifests are from each business (landfill, transfer station, metal recycler, etc) document that the waste removed from the site was properly disposed or recycled.(copies should be legible)

## **Asbestos Abatement**

Siskiyou County Community Development, under the Farm and Ranch Grant will require each site to be evaluated for the presence of asbestos containing material (ACM). Identified ACM is to be removed and properly disposed of by a licensed professional prior to debris removal operations. Documents required will include:

- Project supervisor or subcontractors certification for asbestos abatement
- Copies of required notification materials for the California Environmental Protection Agency and the California Occupational Safety and Health Administration
- Job site log-in sheets

## **4.0 – Instructions to Bidders**

### **1. General**

A. The prospective bidder is made aware that the Work and associated requirements for this project are defined in a series of documents collectively referred to as the Contract Documents, which consist of the completed Bid Form (Attachment #1), these Instructions to Bidders, the Contract Agreement to which the Contract for Services (Attachment #5) are attached, and any Special Provisions, the Plans, and the General Requirements and Technical Specifications and any modifications of any of the foregoing in the form of addenda or otherwise effected in accordance with the terms of the contract.

### **2. Time of Completion**

A. Notice to Award is anticipated to be issued on or before August 11, 2023 to allow for initial preparations and submission of work plans and preliminary mobilization. A Notice to Proceed is expected to be issued on or before June 4, 2023. All work must be completed by February 29, 2024.

B. It is agreed by the parties to the contract case that in the case that all the work is not completed within the specified timeframes, damage will be sustained by the Count of Siskiyou and that it would be impractical to ascertain actual damages and it is therefore agreed the Contractor will pay

to the County the sum set forth herein per day for each working day delayed in completing the work in excess of the number of days prescribed; and the Contractor agrees to pay said liquidated damages and agrees that the County may deduct the amount thereof from money due or that may become due to the Contractor under the contract.

C. The Contractor shall pay to the County the sum of **five-hundred dollars (\$500.00)** for each and every working day's delay in completing the work beyond the final completing dates specified above or as amended through a **Contract change order.**

## **5.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

### **1. Cover Letter**

- a. Please provide the Proposer's name, address, email 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. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Certifications or trainings.

### **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 an analysis of the methodology developed to perform all required services and 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 estimate 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. An overall Bid Proposal Form will need to be completed for each site (Attachment #2) and will need to be included in addition to the estimate breakdown.

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.

### 6.0 Instructions to Bidders

#### A. Selection Process

The bid 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 that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected.

#### B. Bid Review

No more than one (1) bid proposal from an individual, partnership, corporation, or association under the same or different names will be considered. Reasonable grounds for believing that any bidder is interested in more than one (1) bid proposal for the work contemplated will cause rejection of all proposals in which such bidder is interested. If there is reason for believing that collusion exists among bidders, all bids will be rejected and none of the participants in such collusion will be considered in future proposals.

The following criteria will be used in the evaluation of the potential consultants:

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

#### C. Bid Proposal

No bid proposal shall be considered as the successful bidder until after all bids have been reviewed by the County. The County may meet or interview any or all of the proposers during the evaluation process. If required by the County, the bidders shall submit any information

requested to evaluate the bids, including Subcontractors, bond, cost breakdown, written bids, work experience, financial status, and status of license.

D. Bid Award

1. A contract will be negotiated with one or more qualified entities which substantially complies with all of the requirements prescribed and is in the best interest of the County. 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.

2. The selected contractor shall receive a Notice of Intent to Award along with unsigned copies of the contract and other documents from the bid package.

3. The bidder to whom the award is made shall execute a written contract with the County on the Bid Form of Agreement (Attachment #1) provided, and shall secure all insurance and bonds required by the Specifications. The Contractor shall not be permitted to proceed with the performance of the work unless and until it has obtained and provided evidence of insurance and bonds that satisfy and comply with the requirements of the Contract Documents. To the extent that the Contractor is delayed in obtaining or providing the required information, the Contractor shall be responsible for all such delays and shall not be entitled to additional time to complete the Contract within the specified timeframes.

4. Failure or refusal to enter into a contract within ten (10) calendar days following the receipt of the Notice of Intent to Award as herein provided, or to conform to any of the stipulated requirements in connection therewith, shall justify cause for an annulment of the Award and the forfeiture of the proposal guarantee. If the successful bidder refuses or fails to execute the Contract, the County may award the Contract to the bidder which provides the second amount of advantage to the County. If the second bidder refuses or fails to execute the Contract, the Contractor may award the Contract to the bidder which provides the third amount of advantage to the County, and so forth.

5. Wages

A. The California General Prevailing Wage Determinations for crafts and associated with public works projects shall apply to this project. In all instances where Federal and State Prevailing Wages for a given craft differ, the higher prevailing wage shall be paid. It shall be mandatory upon the contractors and all subcontractors to pay not less than said specified wages to all works employed by them in the performance of this Contract. It shall also be mandatory upon the contractors and all the subcontractors to comply with all other California Labor Code or Federal fringe benefits, the employment of apprentices, hours of labor, job site posting requirements, retention of payroll

records, and debarment of contractors and subcontractors, to the extent applicable. Copies of Certified Payroll reports for all Prevailing wage payroll paid by the contractors and any subcontractors shall be provided in a timely manner to the County. The County may withhold all or part of the applicable progress or final payment for the failure to submit complete and correct verified payrolls and related labor compliance documentation. Final payment may be withheld pending review and review of all Certified Payroll reports and all other required labor compliance documents.

- B. A copy of the current prevailing wage rates for this locality is available for the Department of Industrial Relations.
- C. All bidders shall check the available source of labor supply and obtain information with reference to the working days of various crafts and the rates of wages being paid in the immediate vicinity of the place where the work contemplated by these specifications is to be performed.
- D. It is intended that prevailing rates of wages and working hours shall be in accordance with those established by the jurisdictional authorities of the vicinity in which the Work is being performed. If the rates established are in excess of those prevailing, the prevailing rates shall govern, but in no instance shall the BCRCB be held responsible for rates and wages paid which are below those prevailing.
- E. The project is subject to the requirements of Section 1770 et seq. of the California Labor Code requiring the payment of prevailing wages, the training of apprentices, and compliance with other applicable requirements. Contractors and all subcontractors who perform work on the project are required to comply with these requirements. Prevailing
- F. This project requires full compliance by all contractors and subcontractors in accordance with the provision of Labor Code Section 1720 et seq. The Agency is required by law to review and audit the work performed on this project to ensure all prevailing wage and apprenticeship requirements are met. Specifically, contracts are reminded of the need for compliance with Labor Code Section 1774 (the payment of prevailing wage and the documentation of such) and Section 1811-1813 regarding the payment of overtime on public works projects.
- G. As a condition to receiving progress payments, or final payment and payment of retention or any and all projects on which the payment of prevailing wages is required by the Labor Compliance program, as well as any additional documentation requested by the Agency or its designee pursuant of Labor Code Section 1720 et. seq., the Agency shall withhold any portion of the payment, including the entire payment amount, until certified payroll forms and related documentation are properly submitted. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et. seq., the Agency may continue to hold sufficient funds to cover estimated wages and

penalties under the contract.

H. No Contractor or Subcontractor may be awarded a Contract for public works on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

I. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

## 7.0 General Information

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

**Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Community Development at 806 S. Main St. Yreka, Ca. 96097 on or before **July 28, 2023 at 4:00pm** (ATTN: Alexa Roche Environmental Health Specialist, Andrea Fox Code Enforcement Officer). Please note "RFP # 23-01" on front of envelope.

**Mailing:** Hard copy proposals by way of mail must be mailed to 806 S. Main St. Yreka, Ca. 96097 and postmarked by July 25, 2023. Please note "RFP # 23-01" on front of envelope.

**Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to [Alexa Roche Environmental Health Specialist] at [aroche@co.siskiyou.ca.us](mailto:aroche@co.siskiyou.ca.us) and must be received by **4:00pm July 28, 2023**. Please include "RFP # "23-01" 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 Alexa Roche by email, [aroche@co.siskiyou.ca.us](mailto:aroche@co.siskiyou.ca.us) or Andrea Fox by email [afox@co.siskiyou.ca.us](mailto:afox@co.siskiyou.ca.us), or by phone at 530-841-2117 or 530-842-8207.

## 8.0 Attachments

Bid Form (Attachment #1)

Bid Submission Form Per Site (Attachment #2)

Photos Attached. (Attachment #3)

Approved CalRecycle Signage (Attachment #4)

Contract for Services (Attachment #5)