



COUNTY OF YOLO

Purchasing Division of General Services

Notice of Request for Proposals (RFP)

For

On-Call Collection and Recycling of Ferrous and Non-Ferrous Metals, including the servicing (removal of Freon, oil, capacitors, fluorescent bulbs, batteries and mercury switches) of appliances collected from the Yolo County Central Landfill (YCCL), Yolo County Construction and Demolition (C&D) Recycling Facility and the Yolo County Esparto Convenience Center (ECC) Transfer Station.

Proposal Responses Due:

5:00pm

October 14, 2016

Department of Community Services

44090 County Road 28H

Woodland, CA 95776

RFP Coordinator: Marissa Juhler

(530) 666-8813

mjuhler@yolocounty.org

TABLE OF CONTENTS

Section	Section Title	Pages
I.	Introduction	3
II.	RFP Schedule of Events	5
III.	General Instructions & Information	5
IV.	Terms and Conditions	8
V.	Instructions for Completion of Proposal	12

Exhibits:

Exhibit "A"	Contractor Provided Insurance
Exhibit "B"	RFP/Scope of Service
Exhibit "C"	Proposal Cost Worksheet
Exhibit "D"	Suppliers Questionnaire
Exhibit "E"	Previous Customer References
Exhibit "F"	Signature Page

Attachments:

Attachment 1	County Insurance Requirements
Attachment 2	Sample County Contract

SECTION I. INTRODUCTION

A. STATEMENT OF PURPOSE:

To keep in compliance with AB939 requirements, which mandates a waste diversion rate of 50 percent, the Yolo County Division of Integrated Waste Management diverts metals from the waste brought into the Yolo County Central Landfill (YCCL) and its C&D Recycling Facility located at 44090 County Road 28H in Woodland, California and at Yolo County's Esparto Convenience Center (ECC) Transfer Station located at 27075 County Road 19A in Esparto, California.

Selected vendor will be responsible for on-call collection and recycling of ferrous and non-ferrous metals, as well as the servicing (removal of Freon, oil, capacitors, fluorescent bulbs, batteries and mercury switches,) collection, and recycling of appliances, collected from the three locations listed above. Any quantities listed are Yolo County estimates only and are being given as a basis for the comparison of bids.

Proposers who submit a response to this RFP must have the ability to meet the requirements, including the terms and conditions contained in this RFP.

B. SYNONYMOUS TERMS

As used throughout this proposal and its attachments, the following terms are synonymous:

1.
 - a. Supplier, Vendor, Contractor
 - b. Purchase Order, Contract, Agreement
 - c. Services, Work, Scope, and Project
 - d. Bidder, Offeror, Proposer
2. "The County" refers to the County of Yolo, California.

C. SCOPE OF WORK

1. GENERAL DESCRIPTION:

Selected vendor will be responsible for on-call collection and recycling of ferrous and non-ferrous metals, as well as the servicing (removal of Freon, oil, capacitors, fluorescent bulbs, batteries and mercury switches,) collection, and recycling of appliances, collected from the three locations listed above. Any quantities listed are Yolo County estimates only and are being given as a basis for the comparison of bids.

The successful Proposer will collect these materials from the locations listed and transport them to a designated processing facility for servicing and recycling. Exhibit C provides the proposal cost worksheet which outlines the various bin sizes and frequency of service requested.

2. TECHNICAL SPECIFICATIONS:

Historical annual program tonnage is estimated at the following:

Yolo County Central Landfill:

▪ Cables/Cords (Copper):	03 Hauls	021
▪ Appliances:	73 Hauls	278
▪ Scrap Metal:	95 Hauls	439
▪ High Value Metals:	04 Hauls	<u>016</u>
▪ Total Tons:		754

Construction & Demolition Facility

▪ Appliances To Be Serviced:	12 Hauls	42
▪ Scrap Metal:	91 Hauls	<u>993</u>
▪ Total Tons:		1,035

Esparto Convenience Center:

▪ Commingled Scrap Metal and Appliances Bin:	15 Hauls	30 Tons
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Recycled products assigned to this contract include, but are not limited to:

Cables/Cords: All cords cut from appliances and electronic waste including but not limited to extension cords, power strips, wires, Christmas lights, etc.

Appliances: Includes all appliances that need to be serviced and those that do not, including but not limited to refrigerators, air conditioners, freezers, oil filled radiator style space heaters, microwaves, water coolers, wine refrigerators, washers/dryers, water heaters, stoves/ovens, dishwashers, etc. for CONTRACTOR provided removal of hazardous waste.

Scrap Metal: Includes a variety of scrap metal including but not limited to metal furniture, serviced BBQs (igniter switch disabled and propane tank removed by COUNTY staff), small household appliances such as toasters/blenders, fans, irons, lamps, metal filing cabinets, bed railings, serviced lawn mowers/edger (all free flowing liquids removed by COUNTY staff), satellite dishes, sewing machines, heaters, serviced wheelchairs/scooters (lead acid batteries removed by COUNTY staff), etc.

High Value Metals:

All motors/engines (without oil or liquids), hand drills, garbage disposals, power tools (with rechargeable batteries removed); power operated saws, INSPECTED Electronic Ballasts and NON-PCB ballasts, capacitors and light fixtures that have been spray painted by trained County staff to verify no PCBs are present, etc..

Hazardous Waste:

The COUNTY has a Permanent Household Hazardous Waste Facility onsite for which we conduct load check inspections of the metals area to avert free flowing liquids, flammables, corrosives, poisons, pressurized cylinders, asbestos, televisions, computer monitors, mercury containing devices, explosives, radioactive waste, etc. from entering the metal recycling containers.

3. DELIVERABLE / REPORTS

- a. Upon monthly invoice or payment, Contractor is to provide a list of all loads hauled during that time frame and include weights from Yolo County certified scales.

4. AWARDED CONTRACTOR REQUIREMENT:

- a. The successful Awarded contractor must supply all insurance requirements as required in Exhibit A, Yolo County Insurance Requirements.
- b. **CONTRACT TERM:** Contractor agrees to provide awarded items and/or services as specified in the RFP document for a period of one year. The agreement may be extended by mutual consent for two (2) additional twelve (12) month periods.

D. PROPOSAL DEADLINE

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section II, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

E. SUBMITTING PROPOSALS:

The preferred method of submitting your proposal is electronically through BidSync.

It is the sole responsibility of the proposer to ensure their proposal reaches BidSync, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact BidSync at 1 (800) 990-9339, for vendor support.

However, if you choose to submit hard copies, send one (1) original and one (1) identical copy of your proposal signed in ink, sealed, and received by the due date and time at **County of Yolo (Department of**

Community Services), (44090 CR28H, Woodland, CA 95776), ATTN: (Marissa Juhler), with the markings on the outside of the sealed envelope “**CSD-DIWM-METALS-16/17**” & Yolo County Central Landfill Metals Recycling Agreement” & “**October 7, 2016.**” Faxed submissions are not acceptable.

Bidders/Offerors, who send proposals by mail, electronically or by other delivery service, are cautioned to allow adequate delivery time to ensure timely receipt of their proposals. The County is not responsible for any delays caused by the Bidder's/Offeror's chosen means of proposal delivery. Late proposals shall not be accepted nor shall additional time be granted to any potential Bidder/Offerer.

F. ADDENDA:

Any additional information not included in this solicitation which the County finds necessary and material to responding to the RFP will be posted as an addendum on BidSync. Answers to questions submitted through BidSync shall be considered addenda to the solicitation documents.

SECTION II. RFP SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:00 p.m., Pacific Time.

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors through BidSync. The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted at the BidSync.com website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

	EVENT	DATE	TIME
1	County Issues RFP	9/30/16	
2	Deadline for Written Comments Posted on BidSync	10/07/16	5:00pm
3	County Issues Responses to Written Comments	10/10/16	5:00pm
4	Deadline Proposal Due	10/14/16	5:00pm
5	County Completes Evaluations	10/18/16	
6	Anticipated Contract Start Date	10/21/16	

III. GENERAL INSTRUCTIONS AND INFORMATION

A. RFP Coordinator

The following RFP Coordinator shall be the main point of contact for this RFP:

County of Yolo Department of Community Services
Division of Integrated Waste Management
44090 County Road 28H, Woodland, CA 95776
Phone: (530) 666-8813
mjuhler@yolocounty.org

B. COMMUNICATIONS REGARDING THE RFP

Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator named above. Unauthorized contact regarding the RFP with other County employees of the procuring county agency may result in disqualification.

Questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing online at www.bidsync.com in the questions and answers section of the solicitation no later than the date and time noted above in the Section II Schedule of Events Chart, item #3 Deadline for Written Comments Posted on BidSync, or per any changes to Schedule of Events as posted to BidSync.

The County is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted at the BidSync.com website. Failure to periodically check the website will be at the Bidder's/Offeror's sole risk.

Any oral communications shall be considered unofficial and nonbinding on the County.

Any irregularities or lack of clarity in the RFP should be brought to the attention of the County for correction or clarification.

C. PROPOSAL PREPARATION COSTS

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

E. PROPOSAL AMENDMENT

The County shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

G. PROHIBITION OF PROPOSER TERMS & CONDITIONS

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

H. ASSIGNMENT AND SUBCONTRACTING

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the County. The County must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior, written approval from the County.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

I. PROPOSAL OF ADDITIONAL SERVICES

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the County.

J. INDEPENDENT PRICE DETERMINATION

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any Competitor.

K. INSURANCE

The successful Contractor will be required to provide and maintain insurance as required and listed in Exhibit A before commencing work on the contract.

L. LICENSURE

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The County may require any or all Proposers to submit evidence of proper licensure.

M. RFP AMENDMENT AND CANCELLATION

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers through BidSync. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

N. RIGHT OF REJECTION

The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The County reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any Proposer to strict compliance with the RFP.

O. DISCLOSURE OF PROPOSAL CONTENTS

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked "Exempt from CPRA." Proposer shall defend, indemnify and hold the County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorneys fees) that may result from denial of a CPRA request. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the County may disclose the requested information under the CPRA."

P. PROPOSAL EVALUATION PROCESS

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The County reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

Q. AWARD OF PROPOSAL

Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County after all factors have been evaluated.

Award Evaluation Criteria:

- 1). Reasonableness of Costs

- 2). Demonstrated Competence (Ability to provide number of roll off containers requested and within the most efficient turn-around time to accommodate our "on-call" schedule.
- 3). Proposer's Approach to the Project (Any restrictions to items accepted, additional fees for hauling services, flat per ton rate preferred vs. formula)
- 4). Years of recycling experience and demonstration of proper hauling permits (Supplier Questionnaire)
- 5). Customer References
- 6). Quality and Completeness of Submitted Proposal

R. AWARD PROCESS

The County reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. The County reserves the right to negotiate and/or include a best and final offer stage to the process.

Notwithstanding, the county reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

The County reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

IV. TERMS AND CONDITIONS

A. QUALIFICATIONS/INSPECTION:

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The County reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The RFP Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

B. NON-WAIVER:

The County's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the County.

C. FEDERAL, STATE, AND LOCAL LAWS:

The successful proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licensees required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. GOVERNING LAW:

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. NON-DISCRIMINATION:

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

F. PUBLIC AGENCY:

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

G. ADDITIONAL PURCHASES:

Following the award, the County may dispense with separate bidding for additional purchases of like item(s) from the successful Proposer within a twelve (12) month period from the initial purchase date provided that the Vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

H. EXTENSIONS:

The County reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

I. PRICE ESCALATION:

All prices are firm for a period of one (1) year from the date of award. The Contractor may raise prices in accordance with the California Consumer Price (CPI-W, US City Average, All Items; NSA) Index for each of the allowable one (1) year extensions: (Two (1-year) extensions possible). The increase in price shall remain firm for the renewal term. The County reserves the right to accept or reject the request for a price increase within ten (10) business days of the written request.

J. INVOICES AND PAYMENT TERMS:

Only if Proposal indicates a charge to the County for said services shall invoices be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number, product description and reference to back ordered items. Failure to comply may result in delayed payments.

The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

Should this remain a revenue agreement as it has been in the past, the same language above may be applied with the Contractor however making payment to the County on a Net 30-day basis.

K. COMPLIANCE:

Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Department) may be cause for the County to cancel the balance of the awarded purchase order and award will be made to the next lowest proposer. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

L. DEFAULT:

In case of default by the awarded proposer, the County may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to the County. The County may also ban selected proposer up to two years from future solicitations for default.

M. TERMINATION FOR CONVENIENCE:

The County reserves the right, in its best interest as determined by the County, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

N. CANCELLATION FOR UNAPPROPRIATED FUNDS:

The obligation of the County for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

O. ASSIGNMENT/TRANSFER/SUBCONTRACTING:

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the department. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the County.

P. F.O.B. POINT:

All prices quoted shall be F.O.B destination, freight prepaid (proposer pays and bears freight charges, proposer owns goods in transit and files any claims), excluding sales tax. The County is exempt from Federal Excise and Transportation taxes.

Q. PROTESTS:

The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

1. Protest of RFP/BID Specifications/Requirements/Terms & Conditions:

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the County. Notice shall be provided in writing by e-mail or hard copy directly to the RFP/IFB Coordinator prior to the closing date and time of the designated "question and answer period" of the proposal noted above in the Section II Schedule of Events Chart, item#3 Deadline for Written Comments Posted on BidSync. No facsimiles will be accepted.

Notice must be clearly marked "**Notice of Protest of Specifications/Requirements/Terms & Conditions**". No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

2. Protest of Disqualification:

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received by the RFP/IFB Coordinator within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked "**Notice of Disagreement**" and shall be received by e-mail or hard copy. No facsimiles will

be accepted. Companies who fail to do so forfeit all rights in the protest process. It is at the county's discretion at the department level to make final determinations for all disqualified protests.

3. Protest of Award of Contract:

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than five (5) working days after the notice of the proposed contract award to the respective Department Head. Contact information for the Department Head is as follows: (Department Head name, address, e-mail.) Notice must be clearly marked "**Notice of Protest of Award of Contract**" and may be received by e-mail or hard copy. No facsimiles will be accepted. A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

4. Protest Procedures:

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. All protests shall include at a minimum the following information:

1. The name, address, and telephone number of the Protester;
2. The signature of the Protester or Protester's representative;
3. The solicitation title and due date;
4. Name of County employee designated as the RFP/IFB Coordinator;
5. Identification of the statute or procedure that is alleged to have been violated;
6. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor's position at the time of the initial protest;
7. The party filing an "award" protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest which may be adversely affected by the outcome of the protest;
8. The form of relief requested.

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFP/IFB Protest and shall constitute a failure to exhaust administrative remedies.

In all cases, the first level of review of any protest shall be conducted by the respective Department issuing the solicitation.

However, should a protester disagree with the conclusion of the Department Head, the Bidder/Offeror may submit a formal written request by e-mail or hard copy and received within five (5) working days from the date of the first determination made by the Department Head for further review to the County Administrator's Office (CAO). No facsimiles will be accepted. The CAO decision shall be final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

Throughout the review process, the County has no obligation to delay or otherwise postpone an award of a contract based on a protest.

V. Instructions for Completion of Proposal

A. SUBMITTING PROPOSALS:

The preferred method of submitting your proposal is electronically through BidSync.

It is the sole responsibility of the proposer to ensure their proposal reaches BidSync, LLC before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact BidSync at 1(800) 990-9339, for Vendor support.

However, if you choose to submit hard copies, one (1) original and (1) identical copies of your proposal must be signed in ink, and received by the due date and time at **County of Yolo Department of Community Services, 44090 County Road 28H, Woodland, CA 95776, ATTN: Marissa Juhler** with the markings on the outside of the sealed envelope "**CSD-DIWM-METALS-16/17**" & Yolo County Central Landfill Metals Recycling Agreement" & "**October 7, 2016.**"

Offerors who send proposals by mail, electronically or by other delivery service are cautioned to allow adequate delivery time to ensure timely receipt of their proposals. The County is not responsible for any delays caused by the offerors chosen means of proposal delivery.

Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

B. REQUIRED PROPOSAL SUBMITTALS:

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

1. Exhibit "C" Cost Worksheet
2. Exhibit "D" Supplier Questionnaire
3. Exhibit "E" Previous Customer Reference Form
4. Exhibit "F" Signature Page

C. PRICING REQUIREMENTS:

When preparing cost worksheet, Contractor shall submit pricing as follows:

1. Pricing must be broken down by detail per ton. If you prefer to propose an AMM formula instead of a set per ton fee please attach additional documentation that outlines the formula for each location and each commodity.
2. One box must be selected indicating how quick you can turn around bins once called in. (Ex. 2 business days; 3 business days, or other)