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**Commissioners:**

**Stan VanderWerf (Chair)**

**Cami Bremer (Vice-Chair)**

**Financial Services Department**

**Traci Gorman, CPPO, CPPB, Contracts & Procurement Division Manager**

**REQUEST FOR PROPOSALS**

**RFP NO.: 21-146**

**ON-CALL MILLING BIT RECYCLING SERVICES**

El Paso County Department of Public Works (County) is accepting sealed proposals from qualified, experienced, certified/licensed firms to provide revenue sharing **ON-CALL** **MILLING BIT RECYCLING SERVICES.** Sealed proposals shall be received by the El Paso County Contracts & Procurement Division, 15 E. Vermijo Avenue, Colorado Springs, CO 80903, **via Rocky Mountain E-Purchasing System by no later than 3:00 PM (MT), November 18, 2021, at which time they shall be publicly opened and read aloud via teleconference.**

A **Voluntary Pre-Proposal Conference** shall be held **on October 25, 2021** **at 3:00 PM (MT).** The pre-proposal conference shall be held at the Department of Public Works, 3275 Akers Drive, Colorado Springs, CO, 80922.

Any questions regarding this proposal should be directed to Becky Schaffstein, CPPB, Procurement Specialist II. **Questions should be submitted via Rocky Mountain E-Purchasing System.** Do not contact any other individual regarding this solicitation. Final questions are due no later than **3:00 PM (MT), October 28, 2021.**

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE &** **LOG ONTO www.bidnetdirect.com** **TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION SHALL NOT BE HELD RESPONSIBLE

FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

**It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.**

**PUBLICATION DATES:** BOARD OF COUNTY COMMISSIONERS

 **Fountain Valley News:** EL PASO COUNTY

 **October 13th & 20th, 2021** /cc/ TRACI GORMAN, CPPO, CPPB

 DIVISION MANAGER

**RFP No.: 21-146 Due Date: November 18, 2021**

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**RESPONSE CHECKLIST**

**ON-CALL MILLING BIT RECYCLING SERIVCES**

***The following items must be submitted through Rocky Mountain E-Procurement Website.***

***See Proposal Submission section for details.***

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

|  |  |
| --- | --- |
|  | Response Checklist |
|  | Addendum(s) Acknowledgement (if any) |
|  | Specimen copies of requested Insurance Certificate(s) |
|  | Qualification Statement |
|  | Project Plan |
|  | Exceptions to contract documents (if any) |
|  | Non-Collusion Affidavit |
|  | Fee Proposal |

PLEASE READ THE **“INSTRUCTIONS FOR SUBMITTING PROPOSALS”** INCLUDED IN THIS PACKAGE**.**

|  |  |
| --- | --- |
| COMPANY NAME | PHONE NUMBER |
|  |  |
| STREET ADDRESS | FAX |
|  |  |
| CITY, STATE, ZIP | EMAIL |
|  |  |
| AUTHORIZED REPRESENTATIVE NAME (PRINT) | TITLE |
|  |  |

|  |  |
| --- | --- |
| **RFP NO.: 21-146** |  **Due Date: November 18, 2021** |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**GENERAL SPECIFICATIONS**

**ON-CALL MILLING BIT RECYCLING SERVICES**

El Paso County Department of Public Works (County) is seeking proposals from qualified, experienced certified/licensed firms to provide revenue sharing **ON-CALL** **MILLING BIT RECYCLING SERVICES**.

RFP TIMETABLE

*NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.*

|  |  |
| --- | --- |
| RFP NOTICE ADVERTISED | October 13th & 20th 2021 |
| PRE-PROPOSAL CONFERENCE | 3:00 PM (MT), Monday, October 25, 2021 |
| FINAL RFP QUESTIONS DUE | 3:00 PM (MT), Thursday, October 28, 2021 |
| **PROPOSAL DUE DATE** | **3:00 PM (MT), Thursday, November 18 2021** |
| *PROPOSAL REVIEW* | *Week of November 22nd* |
| *CLARIFICATIONS / INTERVIEWS* | *Week of November 29th*  |
| *ESTIMATED NOTICE TO PROCEED* | *Early December*  |

**For the purpose of this solicitation the words bid/bidder and proposal/proposer are used interchangeably.**

1. **GENERAL**

**DESCRIPTION**

El Paso County Public Works is looking for revenue sharing On-Call Milling Bit Recycling Services. The County is looking for a Contractor to propose a reliable way by which to recycle used carbide milling bits from our reclaimer for fair market value. The County is currently using two (2) types of Kennemettal milling bits, SK401 and SK502 both with carbide tips.

1. **STATEMENT OF WORK**
2. Contractor shall propose a standardized shipping container to leave at the Calhan facility to be filled up with the milling bits for recycling.
3. Once full, County shall contact the Contractor to pick up full container and Contractor shall replace with empty container.
4. Contractor shall pick up milling bits from Calhan Yard 1010 Golden Street, Calhan, CO, 80808.
5. Must be a licensed recycler with at least five (5) years of service in the field of recycling milling bits.

**III. PROPOSAL PROCESS AND SELECTION**

1. **PRE-PROPOSAL TELECONFERENCE**

There shall be a **VOLUNTARY PRE-PROPOSAL CONFERENCE** held **on October 25, 2021 at 3:00 PM (MT).** The pre-proposal conference shall be held at the Department of Public Works, Transportation Division, 3275 Akers Drive, Colorado Springs, CO, 80922. When attending the Pre-Proposal Conference, the attendee should bring his/her business card. While this meeting is not mandatory, it is strongly recommended that interested firms participate to have questions answered.

1. **PROPOSAL SUBMISSION**

Proposals must be submitted through Rocky Mountain E-Procurement System by no later than **3:00 PM (MT), November 18, 2021**. [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com).

Contractors shall submit three .pdf files: The County prefers the .pdf files to be searchable. Contractors must follow the naming convention as described below.

Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 21-001 Tech)

Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 21-001 Fee)

Public Copy: Company Name RFP # Public. Example (ABC Cleaning 21-001 Public)

The Proposal Opening for RFP No.: 21-105 shall take place VIA TELECONFERNCE utilizing the call-in information below:

 Participate-guest login:

* 1. Dial access number: 1-877-820-7831
	2. Enter the participant-guest pass code: 514880#

Proposers are **NOT** required to participate. No in person entry to our building shall be permitted.

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals which are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the County’s objectives.

1. **INQUIRIES**

Questions related to this Request for Proposals (RFP) must be directed to Becky Schaffstein, CPPB, Procurement Specialist, Contracts & Procurement Division at beckyschaffstein@elpasoco.com. All questions shall be submitted in writing via [www.rockymoutainbidsystem.com](http://www.rockymoutainbidsystem.com). All final questions are due **no later than 3:00 PM (MT), October 28, 2021.** If needed, written responses to those questions shall be published as an addendum after the final questions are due. Do not contact any other individual regarding this RFP other than the Procurement Specialist listed above.

1. **PROPOSAL SUBMITTAL REQUIREMENTS**

# The following items must be included in the proposal in the order listed herein:

1. The Response Checklist (form included in this RFP package).
2. Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
3. Qualifications Statement
4. Specimen Copies of requested insurance certificates.
5. PROJECT PLAN: The following information must be included in the Project Plan, *in the order listed*:
6. Cover Letter: Include the following elements of information in the letter as a minimum:
7. RFP number and project name.
8. Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
9. Name, telephone number, e-mail address, and fax number of the individual to contact regarding the submittal.
10. The signature of an authorized principal, partner, or officer of the firm.
11. *Maximum of one page in length (excluding the reservations, conditions, constraints, or exceptions)*
12. State any reservations, conditions, constraints or exceptions to El Paso County's standard Professional Services Contract or exception to the any items addressed in this document. If none, please state none. Separate page(s) may be included as required. If separate page(s) are included, an “Exceptions” section must be included and clearly marked in the proposal.
13. Proposed shipping container
14. FEE PROPOSAL**:** The fee schedule shall be provided as a separate document, independent of the technical proposal.

Contractor shall explain their revenue sharing model to include:

1. Percentage of the revenue to share
2. How the revenue will be calculated
3. How often will funds be sent
4. What is the method of payment (check or direct deposit).
5. **INSURANCE REQUIREMENTS**

For proposal purposes, proposers must submit specimen copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist and as stated in **Appendix C / Insurance Checklist**. The successful Consultant shall be required to provide original certificates for Professional Liability, Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, **naming El Paso County and its Board of County Commissioners and the Colorado Department of Transportation as additional insureds**, along with an original Workers’ Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

**See attached insurance checklist-Appendix C for required insurance and limits for this solicitation.**

**V. EVALUATION AND AWARD PROCESS**

**A. EVALUATION CRITERIA**

* 1. Experience
	2. Adequate personnel and equipment
	3. Project Plan
	4. Fee Proposal
	5. Company background and location
	6. Years in business
	7. Ability to meet or exceed the RFP requirements

**B. TERM OF CONTRACT**

Issuance of this RFP and receipt of proposal does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or part of this RFP.

The term of the contract shall be from December 1, 2021 through December 31, 2022. The contract may be renewed for up to four (4) optional one-year terms and may not exceed five years upon satisfactory performance by the successful Contractor and at a negotiated rate agreed to in writing at least ninety (90) days prior to the contract expiration date. Failure to negotiate an agreed-upon rate for the forthcoming year will result in non-renewal of the contract. Award of a contract or renewal of a contract is contingent upon available and approved funding.

**If proposer does not agree with any terms or conditions of the County’s standard Contract or any items in this document, the proposer must present its exceptions with its proposal**. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract, Supplemental Contract Provisions and/or terms and conditions.

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, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Consultant and as a sub-consultant to another prime Consultant). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

**VI. ATTACHMENTS**

**1.** Instructions for Submitting Proposals

**2.** Services Contract

**3.** Appendix C – Insurance Checklist

Any questions regarding this RFP should be directed to Becky Schaffstein, Contracts & Procurement Division by e-mail to beckyschaffstein@elpasoco.com.

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|  | ***Becky Schaffstein, CPPB*** |
|  | PROCUREMENT SPECIALIST II |

**RFP NO.: 21-146 Due Date: November 18, 2021**

**EL PASO COUNTY**

**CONTRACTS & PROCUREMENT DIVISION**

**PROPOSER’S QUALIFICATION STATEMENT**

**FOR**

**ON-CALL MILLING BIT RECYCLING SERVICES**

This statement shall provide information which shall enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

**(PRINT or TYPE):**

|  |  |
| --- | --- |
| FIRM NAME: |  |
| ADDRESS: |  |
| CITY, STATE, ZIP: |  |
| AUTHORIZED REPRESENTATIVE: |  |
| TITLE: |  |
| **AUTHORIZED REP. SIGNATURE:** |  |
| PHONE: |  | FAX: |  |
| E-MAIL:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. TYPE OF BUSINESS: |  |  | 2. TYPE OF LICENSE & LOCATION: |
|  |  |
| CORPORATION |  |  | INDIVIDUAL |  |  |  |
| PARTNERSHIP |  |  | JOINT VENTURE |  |  |  |
| OTHER: |  |  |  |  |
|  |
| 3. TYPE OF SERVICE TO BE PROVIDED FOR RFP: |   |
|   |
|   |
|  |
| 4. NUMBER OF YEARS IN BUSINESS: |  |
|  |
| 5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND  |
|  EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL |
|  ASSIGNED TO THIS PROJECT. |
|  |
| 6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER: |  |
|  |  |
|  |  |
|  |  |
|  |
| 7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO  |
|  | YOU? | NO |  |  | YES |  |  | IF “YES”, EXPLAIN: |
|  |  |
|  |  |
|  |  |
|  |
| 8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER  |
|  | OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A |
|  | CONTRACT WITHIN THE LAST FIVE (5) YEARS? | NO |  |  | YES |  |
|  | IF “YES”, EXPLAIN: |
|  |  |
|  |  |
|  |  |
|  |
| 9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY |
|  | BANKRUPTCY ACTION? NO |  |  YES |  |  IF “YES”, EXPLAIN: |
|  |  |
|  |  |
|  |  |
|  |
| 10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER |
|  |  GOVERNMENT AGENCY?  | NO |  | YES |  | IF “YES”, EXPLAIN TYPE, |
|  |  KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS: |
|  |  |
|  |  |
|  |  |
|  |
| 11. BANK REFERENCE: |  |
|  | ADDRESS: |  |
|  | CONTACT: |  | PHONE: |  |
|  |
| 12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY)  |
|  | FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):**NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE |
|  | 1. |  |
|  |  |
|  |  |
|  | 2. |  |
|  |  |
|  |  |
|  | 3. |  |
|  |  |
|  |  |
|  |
| 13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- |
|  | INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):**NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE |
|  | 1. |  |
|  |  |
|  |  |
|  | 2. |   |
|  |  |
|  |  |
|  | 3. |  |
|  |  |
| 14. | LIST OF SUBCONSULTANTS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK): |
|  |  |  |
|  | 1. |  |
|  |  |
|  | 2. |  |
|  |  |
|  | 3. |  |
|  |  |
|  | 4. |  |
|  |  |
|  | 5. |  |
|  |  |

|  |
| --- |
| 15. BONDING COMPANY AND AGENT (IF EVER BONDED): |
|  | NAME: |  |
|  | PHONE: |  |
|  | (A) CURRENT BONDING RATE: |  |
|  | (B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: |  |
|  |  |   |
| 16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: |  |
|  |  |
|  |
| IF ADDITIONAL **INFORMATION IS PROVIDED ON A SEPARATE SHEET** FOR ANY OF THE ABOVE ITEMS, **CLEARLY SPECIFY ON THIS FORM** WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE. |

**RFP NO.: 21-146 Due Date: November 18, 2021**

**EL PASO COUNTY**

**CONTRACTS AND PROCUREMENT DIVISION**

**NON-COLLUSION AFFIDAVIT**

**FOR**

**ON-CALL MILLING BIT RECYCLING SERVICES**

|  |  |  |
| --- | --- | --- |
| **STATE OF** |  | **)** |
|  |  | **) SS** |
| **COUNTY OF** |  | **)** |
|  |  |  |

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn, deposes and says that:

1. Representative is the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Owner, partner, officer, representative or agent) of (name of firm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is submitting the attached bid.
2. Representative is fully informed respecting the preparation and contents of the bid and of all pertinent circumstance respecting such bid;
3. Such information provided as a response to **RFP No: 21-146** is genuine and not collusive;
4. No representative(s) or any of the officer(s), partner(s), owner(s), agent(s), employee(s) or party(s) in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other company, firm or person replying to this IFB to submit information that is collusive or a sham in connection with such contract or has any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other company, firm or person to fix any overhead, profit or cost element of the submitted proposed price or the proposed price of any other company/firm submitting a bid, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against El Paso County or any person interested in the proposed contract; and
5. The price(s) quoted in the attached bid is fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the company or firm submitting a bid or any of its agent(s), owner(s), representative(s), employee(s), or party(s) in interest, including this affiant.
6. Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (NOTARY PUBLIC)

 My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_