



REQUEST FOR PROPOSALS #2018-87

FOR

Solid Waste Annual Financial Review Services

BOARD OF COUNTY COMMISSIONERS

JIM BERNARD, Chair

SONYA FISCHER, Commissioner

KEN HUMBERSTON, Commissioner

PAUL SAVAS, Commissioner

MARTHA SCHRADER, Commissioner

**Donald Krupp
County Administrator**

**George Marlton
Procurement Division Director**

**Tralee Thorn
Analyst**

PROPOSAL CLOSING DATE, TIME AND LOCATION

DATE: October 10, 2018

TIME: 2:00 PM, Pacific Time

**PLACE: Clackamas County Procurement Division
 Clackamas County Public Services Building
 2051 Kaen Road, Oregon City, OR 97045**

SCHEDULE

Request for Proposals Issued.....	September 13, 2018
Protest of Specifications Deadline.....	September 20, 2018, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	October 2, 2018, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time.....	October 10, 2018, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award
Anticipated Contract Start Date.....	January, 2019

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SECTION 1

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, October 10, 2018** (“Closing”), to provide Solid Waste Annual Financial Review Services. No Proposals will be received or considered after that time.

The resulting contract from this RFP require the consultant to begin work in January, 2019 with work set to commence through January, 2024 with the option of one (1) year renewal thereafter.

Proposal packets are available from 7:00 AM to 6:00 PM Monday through Thursday at Clackamas County Procurement Division, Clackamas County Public Services Building, 2051 Kaen Road, Oregon City, OR 97045, telephone (503) 742-5444 or may be obtained at <http://www.clackamas.us/bids/>. Sealed Proposals are to be sent to Clackamas County Procurement Services – Attention George Marlton, Director at the above Kaen Road address, or may be emailed to procurement@clackamas.us.

Contact Information

Procurement Process and Technical Questions: Tralee Thorn, tthorn@clackamas.us or phone at 503-742-5453.

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages bids from Minority, Women, and Emerging Small Businesses.

SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

2.1 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

2.2 Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. County will provide reasonable notice of its decision to all Proposers that have provided an address to the Procurement Division for this procurement. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

2.3 Protests of the RFP/Specifications: Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

2.4 Addenda: If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check the Bids and Contract Information page at <http://www.clackamas.us/bids/> for any published Addenda or response to clarifying questions.

2.5 Submission of Proposals: Proposals must be submitted in accordance with Section 5. All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

2.6 Post-Selection Review and Protest of Award: County will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

2.7 Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

2.8 Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

2.9 Investigation of References: County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

2.10 RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

2.11 Clarification and Clarity: County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

2.12 Right to Reject Proposals: County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

2.13 Cancellation: County reserves the right to cancel or postpone this RFP at any time or to award no contract.

2.14 Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

2.15 Oral Presentations: At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

2.16 Usage: It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

2.17 Review for Responsiveness: Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2.18 RFP Incorporated into Contract: This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

2.19 Communication Blackout Period: Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

2.20 Prohibition on Commissions and Subcontractors: County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

2.21 Ownership of Proposals: All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

2.22 Clerical Errors in Awards: County reserves the right to correct inaccurate awards resulting from its clerical errors.

2.23 Rejection of Qualified Proposals: Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

2.24 Collusion: By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

2.25 Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

2.26 Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

2.27 Best and Final Offer: County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

2.28 Nondiscrimination: The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

2.29 Intergovernmental Cooperative Procurement Statement: Pursuant to ORS 279A and LCRB, other public agencies shall have the ability to purchase the awarded goods and services from the awarded contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the contractor and the participating public agency and shall not impact the contractor's obligation to County. Any estimated purchase volumes listed herein do not include other public agencies and County makes no guarantee as to their participation. Any Proposer, by written notification included with their Proposal, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies. County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the contractor awarded the contract by the County.

SECTION 3 SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County, on behalf of Department of Transportation and Development (“DTD”), is seeking Proposals from vendors to provide solid waste annual financial report reviews of the County’s multiple franchised solid waste collectors.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

The Clackamas County Board of Commissioners is designated as the local contracting authority for the management of franchised solid waste collection, transfer and disposal companies. Through Sustainability and Solid Waste (“SSW”) of the Department of Transportation and Development the County implements all administrative and program requirements for Solid Waste management in the unincorporated portions of the County.

Sustainability and Solid Waste requires assistance in performing an analysis of the franchised solid waste collectors. The preferred contractor will be a licensed Certified Public Accountant, with no current financial or managerial relationship with any of the companies being reviewed, with at least 15 years of experience working with municipalities on solid waste collection rate analysis.

This Request for Proposal is for conducting an annual financial and performance review of the Franchised Solid Waste Collection Companies each year of the contract and perform a review of the County’s transfer station as needed. For the purposes of this RFP the Review is comprised of three (3) components:

1. Annual Report Review – Completed each year March - May
2. Annual Report Verification – Completed each year
3. Consultation Services

Clackamas County has twelve (12) franchised solid waste collection companies. These companies provide solid waste collection services to residential, commercial, multifamily and industrial customers. Solid waste collection includes the collection of recyclables, yard debris, garbage and infectious waste.

Annually, each company is required to submit a standardized detail cost report form (“Annual Report”). The Annual Reports are due from the franchisees on March 15th of each year. The Annual Report Form has been developed for the reporting of all revenues, expenses, and other relevant production data related to the franchisees’ solid waste collection operations within the State of Oregon. The operations include solid waste collection from residential, commercial, multi-family, drop box, and infectious waste customers. The expenses for these operations, within each company, are allocated to Unincorporated Clackamas County, Cities within Clackamas County and All Other using a variety of measurements. Some franchisees further allocate their unincorporated business to fee zones.

The next Annual Financial Review is to begin in March 2019 and conclude with Board of Commissioner consideration in May/June 2019. The Annual Financial Review will commence each March of the contract period and conclude with recommendations to the Board of Commissioners. Annual Report Verifications will be conducted each year during the contract period.

Additionally, over the term of the contract, SSW may make periodic requests for Consultation Services. These may include additional analysis or advisory services from the contractor, a review of infectious waste collection services and the transfer station review. These services are to be billed on an hourly basis.

The proposal may include a single cost estimate for the five-year contract period or an estimate for the first year with an annual inflation index. The estimate should be categorized by each of the three areas: 1) Annual Report Review; 2) Annual Report Verification; 3) Consultation services.

3.3. SCOPE OF WORK

3.3.1. Scope:

The focus of the work is analyzing and evaluating financial and operational information submitted on the franchisees' Annual Reports. The Annual Reports are aggregated to determine the financial health of the County's solid waste franchise system based on a targeted operating margin. The contractor will work with staff, franchisees and franchisees' contracted representative to review franchisees' data, reconcile apparent differences, review supporting data, and determine the implications of such analysis. The contractor may prepare recommendations for adjustment to rates for solid waste collection. Additionally, beyond the analysis of the Annual Reports, Annual Report Verification, staff may occasionally request additional analysis or advice from the contractor in conjunction with the financial and management operations of collection franchisees.

The primary tasks of the contractor are to provide:

A. Annual Report Review

Perform an analysis of financial operating information, of operating costs and revenues by individual franchisees, and by franchisees in aggregate. Annual Reports are to be aggregated in six distinct categories: total Company, total County, Urban, Rural, Distant Rural and Combined Rural County. Staff will define these categories. Obtain an understanding of the allocation methods used by each company to complete the forms and determine if the methods are appropriate. Determine cost of service, on a variety of collection services (i.e. residential recycling, commercial garbage, drop box service), based upon allowable costs and appropriate operating margin.

- a. Identify and reconcile, or propose adjustments as necessary, where discrepancies exist with supporting franchisee data.
- b. Assess the impact of policy(ies) and rate structure revision(s) and recommend possible revisions, as necessary and/or assess the impact of new or changed programs on the rate structure.
- c. Analyze the affect any proposed collection or disposal fee changes have on the composite and individual franchisees.
- d. Present, in writing, the results of the Annual Report Reviews in a format consistent with the line item detail in the Annual Report. Analyze and comment on the results of the Annual Report Review in writing to staff as needed. Provision of electronic copies of the reports is required.

B. Annual Report Verification

- a. Conduct an inspection of books, financial information, customer records, driver logs and other like materials for the purpose of using analytical techniques to isolate areas (on the

Annual Report) requiring closer inspection. The County in consultation with the contractor will determine the franchisees subject to Report Verification. Verifications may occur at the County, the contractor's office or the offices of the franchisees. It is anticipated two to three (2-3) franchisees will require extensive verification per year, however it is possible each Annual Report will require some level of verification.

- b. Identify discrepancies with supporting franchisee data. Reconcile discrepancies or make adjustments as necessary.
- c. Provide a written record of all adjustments made during the verification process. Analyze and comment on the results of such financial verifications in writing to staff as needed. Provision of electronic copies of the reports is required.

C. Consultation Services

In Addition to the analysis of the Annual Reports, and the Annual Report Verification staff may request additional analysis or advice from the contractor in conjunction with the financial and management operations of collection franchisees. Such requests may include, but are not limited to:

- a. Performing a review of the County's transfer station.
- b. Assisting in developing new or modifying current Annual Report forms.
- c. Performing additional financial analysis or advisory services on any aspect or service of the County's solid waste and recycling franchises.
- d. Performing above tasks for individual cities of the Clackamas County Recycling Partnership, as requested.
- e. Providing consultation on transfer station financial issues, such as the development and/or review of financial reporting documents and/or general accounting practices.
- f. Provide consultation to cities when requested by the project manager.
- g. Attending Board, Advisory committee, public and other such meetings to provide testimony, or to answer questions and otherwise provide expert advice.

Within contract constraints, perform other tasks or revisions to these tasks as determined by the County's Project Manager.

D. Annual Project Schedule

Franchisee reports are due on March 15th of each year. Familiarization with franchise and financial reporting requirements, accounting formats used by franchisees, etc., may begin at contract award.

3.3.2. Term of Contract:

The term of the contract resulting from this RFP will be for five (5) years, with the option for one (1) additional year renewal thereafter subject to the mutual agreement of the parties.

3.3.3 Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample for this RFP can be found at <http://www.clackamas.us/bids/terms.html>.

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☐ Article I, Paragraph 4 – Travel and Other Expense is Authorized
- ☒ Article II, Paragraph 29 – Confidentiality
- ☐ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☐ Article II, Paragraph 30 – Key Persons
- ☐ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the criteria below. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

4.2 Evaluation Criteria

<u>Category</u>	<u>Points available:</u>
Qualifications/Experience	0-40
Project Management	0-15
Proposed Work Plan	0-15
References	0-5
Project Cost	0-25
Available points	0-100

- 4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.

SECTION 5 PROPOSAL CONTENTS

5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Complete Proposals may be mailed to the below address or emailed to Procurement@clackamas.us. The subject line of the email must identify the RFP title. Proposers are encouraged to contact Procurement to confirm receipt of the Proposal. If the Proposal is mailed, an original copy and an electronic copy (on compact disk or jump drive) must be included. The Proposal (hardcopy or email) must be received by the Closing Date and time indicated in Section 1 of the RFP.

5.1.2. Mailing address including Hand Delivery, UPS and FEDEX:

Clackamas County Procurement Division – Attention George Marlton, Director
Clackamas County Public Services Building
2051 Kaen Road
Oregon City, OR 97045

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

Provide the following information in the order in which it appears below:

5.2. Qualifications/ Experience: (0-40) Points

The proposer must be a licensed CPA with a minimum fifteen (15) years of experience working with a municipality on solid waste collection rates. The relative qualifications and experience from the contractor's project history and of the individuals working on the project will be evaluated. Samples of work performed are encouraged.

Identify the project team's organization, personnel, experience, and capabilities.

Identify key project personnel by name, title, work they will perform, and describe their relevant experience and percentage of each person's time, which will be committed to the annual financial reviews.

Pertinent information sought for this evaluation includes, but is not limited to:

- The contractor's experience in performing accounting or financial reviews or audits of private solid waste collection (commercial, industrial and residential), and recycling collection and processing firms, and solid waste transfer stations. The preferred contractor will be an experienced practitioner in the discipline of solid waste rate analysis, and knowledgeable of Generally Accepted Accounting Principles.
- The contractor's experience in analyzing the financial aspects of solid waste and recycling programs at the local level.
- The contractor's experience with Clackamas County's solid waste and recycling collection system.
- A list of the key personnel responsible for the project, including the project manager, with a description of each individual's specific experience relative to the proposed project and specific responsibilities for this project.

5.3. Project Management/ Approach: (0-15) Points

State your understanding of the issues affecting this contract and briefly describe how your firm will approach the Annual Rate Review of the franchisee Annual Report based on the information presented in the document or received from the County. Outline your firm's project management plan, including the approach to maintaining

good communication and meeting deadlines. The procedures by which the contractor would manage the Annual Rate Reviews will be evaluated. Sustainability and Solid Waste (SSW) is seeking management procedures, which facilitate effective communication and successful completion of the annual reviews on schedule at a reasonable cost. The contractor must show an ability to describe project progress with SSW staff, and to provide an overall assessment of the project to staff and/or in a public meeting.

5.4. Proposed Work Plan: (0-15) Points

Outline your firm's proposed project scope for the Annual Report Verifications. Annually the selected contractor will be required to provide a project scope description and timeline prior to each year's March 15 franchisee financial report due date.

For the Annual Report Verifications the proposal shall include a management plan, project scope and work plan. Fees and costs for performing the Rate Review shall be identified by year.

The proposed work plan should thoroughly address all aspects of the scope of work with attention to the items discussed in the evaluation criteria. The evaluation committee will evaluate the work plan for the following types of items:

- a. Does the work plan demonstrate the ability, on behalf of the contractor, to effectively perform the tasks (both technical and managerial) for the Annual Rate Reviews accurately and on a timely basis?
- b. Does the work plan indicate the contractor has broad experience in the solid waste and recycling industry and the ability to provide technical analysis and advice on a wide range of financial and managerial issues?
- c. Is the designation of the project team and estimate of personnel and resource requirements adequate to effectively complete the annual financial reviews and respond to other inquiries?
- d. Does the work plan adequately address the scope of work in the annual financial reviews?
- e. Does the work plan indicate an understanding of the types of projects involved and the objectives needing to be met?

The proposed work plan shall thoroughly address all aspects of the scope of work. Address the following items:

- a. State your understanding of the issues affecting this contract and briefly describe how your firm will approach the Annual Rate Review of the franchisees' Annual Report based on the information presented in the document or received from the County. Outline your firm's project management plan, including the approach to maintaining good communication and meeting deadlines.
- b. Outline your firm's proposed project scope for the Annual Report Verifications. For the first year's Verification provide a proposed project schedule, including division of tasks, including interim outputs (e.g. schedule of drafts, meetings, progress reports, etc.). Annually the selected contractor will be required to provide a project scope description and timeline prior to each year's March 15 franchisee financial report due date.
- c. Demonstrate that the work plan can effectively perform the tasks (both technical and managerial) for the Annual Rate Reviews accurately and on a timely basis.

- d. Demonstrate that contractor has broad experience in the solid waste and recycling industry (collection and transfer) and the ability to provide technical analysis and advice on a wide range of financial and managerial issues.
- e. Demonstrate that the designation of the project team and estimate of personnel and resource requirements are adequate to effectively complete the annual financial reviews and respond to other inquiries.
- f. Address the scope of work for the annual financial reviews.
- g. Indicate an understanding of the types of projects involved and objectives of each project.

5.5. References: (0-5) Points

Provide three (3) references from clients your firm has served similar to the County in the past three (3) years, with particular emphasis on jurisdictions with similarities to Clackamas County. List names and telephone numbers of client references for these projects. Samples are encouraged. References will be evaluated for satisfaction with the final product, adherence to the project budget and the project schedule and similarities in project content.

5.6. Project Cost: (0-25) Points

Provide a fee schedule that address the following:

- a. Annual Report Review and Annual Report Verification:
Identify fees for the Annual Report Review and Annual Report Verification. Identify hourly rates for key personnel and amount of time they will spend on the project.
- b. Billings/Budget costs:
Understanding that Clackamas County is a public agency, estimate a reasonable budget for each year's Review. The budget should include an itemized schedule, by year, of professional fees and costs for performing the Annual Report Verifications under this contract.
Currently, Clackamas County has Twelve (12) franchisees (including one drop box franchisee). It is anticipated the same number of franchisees will be reviewed in years two and three, therefore proposals should be based on this scope of work. However, SSW reserves the right to modify the scope of the Annual Rate Review (i.e. the number of franchisees selected for review) in years two and three if SSW deems necessary.
- c. Consultation Services:
Separately from the Annual Report Review, the Annual Report Verification and the Interim Franchise Renewal Report, the proposal shall include the firm's schedule of hourly fees for performing Consultation Services as requested by SSW. (Refer to Project Description and Scope of Work section.) The fee schedule shall include the hourly fees for assigned personnel, or a single hourly fee if that is the firm's preferred billing arrangement.

Evaluation of the costs associated with the project will on the basis of reasonableness for the allowance and allocation of fees and costs for the Annual Rate Reviews, and on the hourly fee schedule for Consultation Services.

5.7. Completed Proposal Certification (see the below form)

PROPOSAL CERTIFICATION
#2018-87 Solid Waste Annual Financial Review Services

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

The undersigned, through the formal submittal of this Proposal response, declares that he/she has examined all related documents and read the instruction and conditions, and hereby proposes to provide the services as specified in accordance with the RFP, for the price set forth in the Proposal documents.

Proposer, by signature below, hereby represents as follows:

- (a) That no County elected official, officer, agent or employee of the County is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the County, its elected officials, officers, agents, or employees had induced it to enter into this contract and the papers made a part hereof by its terms;
- (b) The Proposer, and each person signing on behalf of any Proposer certifies, in the case of a joint Proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
 - 1. The prices in the Proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other Proposer or with any competitor;
 - 2. Unless otherwise required by law, the prices which have been quoted in the Proposal have not been knowingly disclosed by the Proposer prior to the Proposal deadline, either directly or indirectly, to any other Proposer or competitor;
 - 3. No attempt has been made nor will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restraining trade;
- (c) The Proposer fully understands and submits its Proposal with the specific knowledge that:
 - 1. The selected Proposal must be approved by the Board of Commissioners.
 - 2. This offer to provide services will remain in effect at the prices proposed for a period of not less than ninety (90) calendar days from the date that Proposals are due, and that this offer may not be withdrawn or modified during that time.
- (d) That this Proposal is made without connection with any person, firm or corporation making a bid for the same material, and is in all respects, fair and without collusion or fraud.
- (e) That the Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
- (f) That the Proposer accepts all terms and conditions contained in this RFP and that the RFP and the Proposal, and any modifications, will be made part of the contract documents. It is understood that all Proposals will become part of the public file on this matter. The County reserves the right to reject any or all Proposals.
- (g) That the Proposer holds current licenses that businesses or services professionals operating in this state must hold in order to undertake or perform the work specified in these contract documents.
- (h) That the Proposer is covered by liability insurance and other insurance in the amount(s) required by the solicitation and in addition that the Proposer qualifies as a carrier insured employer or a self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128.
- (i) That the Proposer is legally qualified to contract with the County.
- (j) That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

(k) The Proposer agrees to accept as full payment for the services specified herein, the amount as shown in the Proposal.

☐ Resident Bidder, as defined in ORS 279A.120

☐ Non-Resident Proposer, Resident State _____

Oregon Business Registry Number _____

Contractor's Authorized Representative:

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____ Phone: () _____

e-mail: _____ Fax: _____

Contract Manager:

Name _____ Title: _____

Phone number: _____

Email Address: _____