

#### **Procurement Division**

Public Services Building 2051 Kaen Road Oregon City, OR 97045 (503) 742-5444 (Office)

### REQUEST FOR QUOTES (RFQ) #2018-18

Issue Date: June 7, 2018

Project Name:	Drainage Systems	Drainage Systems Maintenance			
Quote Due Date/Time:	June 28, 2018 at 2	June 28, 2018 at 2:00 PM Pacific Time			
Procurement Analyst:	Kim Randall	Phone:	503-742-5443		
	·	Email:	krandall@clackamas.us		

# SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS

# PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE "RFO 2018-18" IN THE SUBJECT LINE

#### 1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes ("RFQ"). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at www.clackamas.us/bids/terms.html.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (<a href="www.clackamas.us/bids/index.html">www.clackamas.us/bids/index.html</a>) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

#### 2. SCOPE

The purpose of this RFQ is to acquire services to provide Drainage Systems Maintenance for Clackamas County. Services required include Routine and On-Call inspections and maintenance for drainage systems in all facilities supported by Clackamas County Facilities Management, including stormwater catch basins, sewage system fats, oils, and grease interceptors, and sewage holding tanks.

Additional On-Call services required include jetting out rain gutters and drain lines, and to video scoping and clearing sewage drain lines on an as-needed basis. On-Call services could potentially be during non-standard business hours. It is expected that the vendor should be able to reasonably respond when an urgent matter arises.

#### Background

Clackamas County Facilities Management division is responsible for administering facilities drainage systems maintenance activities currently at approximately thirty-one (31) designated Clackamas County facilities. These facilities provide essential administrative, emergency communications, law enforcement, health and social services, and transportation infrastructure maintenance operations for the citizens of Clackamas County.

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#### Locations

Please see attached **Attachment 1 – Property List**, that includes the current drainage systems to be serviced at Clackamas County locations, including one hundred sixty-eight (168) stormwater catch basins, two (2) FOG interceptors (30 gallon capacity), eleven (11) Drains to Oil-Water Separator, one (1) Oil-Water Separator (1,000 gallon capacity), and one (1) sewage holding tank (1,500 gallon capacity). Two (2) of the locations with stormwater catch basins are private facilities leased by the County.

The Property List is subject to updates, in writing, to the Contractor at least seven (7) calendar days prior to scheduled maintenance at an existing facility. Contractor shall provide service to all new locations within seven (7) calendar days of request in writing from the County. Any locations added or removed during the term of this contract shall be prorated under the pricing of this contract. All locations shall be within Clackamas County bounds.

#### **Qualifications**

- 1. Contracting business shall maintain an appropriate Oregon Department of Environmental Quality (DEQ) Sewage Disposal Service Business Licensing in good standing;
- 2. Maintain any local requirements to provide these services within all jurisdictions as described in this contract;
- 3. Current CCB license; and
- 4. Technicians must be competent to perform requested services with equipment meeting all collection and transporting regulations.

#### Requirements

All work shall be performed in compliance with the State of Oregon and local jurisdiction requirements and industry best management practices. No work in this specification shall be subcontracted to another entity without prior County written authorization.

#### Access

Technicians may be required to provide valid photo identification and to pass a background check prior to entering restricted areas. On scheduled service dates, contracted technicians are to report to Facilities Management to be escorted to and through restricted areas by County personnel.

The County shall be responsible for blocking off and posting parking restrictions the day before scheduled service at any locations where service may have access compromised by parked vehicles. Contractor shall coordinate with County to provide any considerations, such as minimum required turn radius, set-up dimensions, or reach of service vehicles and equipment. If location is blocked by unauthorized vehicles or other activities, the County shall be responsible for contacting necessary authorities to have removed.

#### Term

The resulting contract from this RFQ will begin upon execution and end June 30, 2022. For each County fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>), the fees shall be fixed. By May 1<sup>st</sup> of each year, the contractor may request an increase in the fees in an amount not to exceed the increase in the Consumer Price Index for the Portland (CPI-U). Any such increase shall only be approved through an amendment to the contract. The prices quoted as a result of this RFQ shall be fixed from the date of execution through June 30, 2019.

#### **General Specifications**

Stormwater Catch Basins & Drains to FOG Interceptors

- Remove, inspect, and clean any membrane filters or filtration media per manufacturers' specifications and industry standards.
- Remove all accumulated debris and sediment from basins and drains and dispose in most cost effective environmentally responsible manner.

- Inspect and report any necessary repairs.
- Repair/replace damaged filters and return reusable filters to Facilities Management. Facilities Management will provide replacement filters.

#### FOG Interceptors

- Remove and properly dispose of all intercepted materials.
- Inspect while empty and report any necessary repairs.

#### Oil-Water Separator and Drains

- Remove and properly dispose of all intercepted materials.
- Inspect while empty and report any necessary repairs.
- Inspect and clean the eleven drains to Oil-Water Separator.

#### Sewage Holding Tank

- Remove and properly dispose of all contents.
- Inspect exterior and interior of tank while empty and report any necessary repairs.

#### **Schedules**

All routine maintenance shall be performed on Facilities Management regularly scheduled work days, Monday through Friday, 8:00 AM to 5:00 PM, excluding County holidays, unless otherwise specified.

The County would like to have the first stormwater catch basin maintenance completed within thirty (30) days of contract execution and annually thereafter during the month of September (starting 2019), in order to be prepared for seasonal heavy precipitation.

FOG interceptors are to be serviced once every three (3) months in July, October, January, and April on Fridays.

Oil-Water Separator and drains should be serviced once per year in early fall.

Sewage hold tank at Barton Park to be serviced once every four (4) months apart in October, February, and June.

#### **Summary Schedule Table**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Stormwater Catch Basins	#		&									
FOG Interceptors	X			X			X			X		
Oil-Water Separator and Drains			X									
Sewage Holding Tank				X				X				X

- # Initial maintenance due within 30 days of Contract Execution
- & Starting September 2019 Routine for stormwater catch basins (annually)
- **X** Regularly scheduled maintenance time frame

#### **Corrective Actions**

E-mail a report to County Facilities Maintenance Supervisor within two (2) business days of service for any identified corrective actions, such as repairs to grillwork, encasement, or surrounding paving, and replacement of filters. Repairs shall be solicited separately and competitively from the resulting Contract.

#### Deliverables

Contractor shall identify and provide report with industry standard Type (and Make and Model, if applicable) of each drainage component, including the type, size, make, and model of existing filters. Deliverables shall be e-mailed to the County Contact upon invoicing for the first contract year of services.

#### Safety Data Sheets (SDS)

At least five (5) business days prior to performing any work, Contractors shall provide Safety Data Sheets (SDS) and product specifications for all chemicals used in Clackamas County facilities, including, but not limited to all fuels, lubricants, coatings, and cleaners.

#### Sustainability

In order to promote responsible social, economic, and environmental practices, contractors are to perform in accordance with the Clackamas County Policy on Sustainability Practices, found at http://www.clackamas.us/sustainability/sustainabilitypolicy.html.

#### 3. Sample Contract

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: http://www.clackamas.us/bids/terms.html, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Goods & Services Contract (unless checked, item does not apply)  Travel Expense Reimbursement is authorized
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.
Commercial Automobile Liability: combined single limit, or the equivalent, of not less than
\$500,000 per occurrence for Bodily Injury and Property Damage.
Quote

#### 4.

Ouotes should be short and concise with the following information:

- A. Company background and experience performing this work;
- B. Current DEQ license copy;
- C. For On-Call Services, please define what would be considered Regular Work/Labor Rates and what times and days would be considered Emergency Rates;
- D. Completed Fee Schedule or something similar that identifies each price component of this RFO:
- E. Three references, with contact information, for similar work completed;
- F. Completed Certifications Page

#### **Evaluation**

Quotes will be based on subjective factors including, but not limited to: Company background, appropriate licenses, references and fee schedule.

# **CLACKAMAS COUNTY CERTIFICATIONS RFQ #2018-18 Drainage Systems Management**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

#### SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

#### SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter 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 emergency small business that is certified under ORS 200.055.

#### SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

#### SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

- 1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
- 2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
- 3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
- 4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name:	Date:
Signature:	Title:
Name:	Telephone:
Email:	OR CCB # (if applicable):
Business Designation (check one):  ☐ Corporation ☐ Partnership ☐ Sole Proprietorsh	nip Non-Profit Limited Liability Company
Resident Quoter, as defined in ORS 279A.120 Non-Resident Quote. Resident State:	
Oregon Business Registry Number:	

# CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

#### **QUOTE PREPARATION**

- **1. QUOTE FORMAT**: Quotes must be must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
- 2. CONFORMANCE TO RFQ REQUIREMENTS: Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
- 3. ADDENDA: Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (<a href="www.clackamas.us/bids/index.html">www.clackamas.us/bids/index.html</a>) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
- **4. USE of BRAND or TRADE NAMES**: Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
- **5. PRODUCT IDENTIFICATION**: Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
- 6. FOB DESTINATION: Unless specifically allowed in the RFQ, QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.
- **7. DELIVERY**: Delivery time must be shown in number of calendar days after receipt of purchase order.
- **8. EXCEPTIONS**: Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
- **9. SIGNATURE ON QUOTE**: Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
- **10. QUOTE MODIFICATION**: Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
- 11. QUOTE WITHDRAWALS: Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time.

- Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.
- **12. QUOTE SUBMISSION**: Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS: Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- **2. DELIVERY**: Significant delays in delivery may be considered in determining award if early delivery is required.
- **3. CASH DISCOUNTS**: Cash discounts will not be considered for award purposes unless stated in the RFO.
- **4. PAYMENT**: Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES: Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- **6. METHOD OF AWARD**: Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION: Clackamas County reserves the right to reject any and all quotes.
- **8. QUOTE RESULTS**: Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

#### **FEE SCHEDULE**

Fees per service item and hourly rates should be all inclusive (including travel and mileage):

ROUTINE SERVICES	FEE PER SERVICE ITEM
Stormwater Catch Basin	
Oil-Water Separator Drains	
Oil-Water Separator Tank (1,000 gallons)	
FOG Interceptor (30 gallons)	
Sewage Holding Tank (1,500 gallons)	

ON-CALL SERVICES	REGULAR	EMERGENCY
Jet out rain gutters and drain lines		
Video scope drain lines		
Clear sewage drain lines		

For On-Call Services, please define if these are hourly rates (all inclusive) and when the rates become Emergency On-Call Rates. If not hourly rates, please provide a flat fee to perform the On-Call service. Please note all-inclusive means including travel time, mileage, and any supplies necessary to perform the On-Call service.

# ATTACHMENT 1 LIST OF PROPERTIES AND DRAINAGE TYPE

# **Facilities Management - Oregon City Locations**

Location	Quantity
A Safe Place (Shaver Building)	2
Stormwater Catch Basin	2
256 Warner Milne Road	2
Abernethy Complex	34
Stormwater Catch Basin	34
902 Abernethy Road	34
Beavercreek Health & Wellness Center	5
Stormwater Catch Basin	5
110 Beavercreek Road	5
Butler Building (Leased to County)	2
Stormwater Catch Basin	2
108 8th Street	2
C-COM Building	4
Stormwater Catch Basin	4
2200 Kaen Road	4
Central Utilities Plant (CUP) Building	5
Stormwater Catch Basin	5
1710 Red Soils Court	5
Clackamas County Jail	7
Stormwater Catch Basin	7
2206 Kaen Road	7
County Surplus Storage & FIDO	2
Stormwater Catch Basin	2
2104 Kaen Road	2
Courthouse	2
Stormwater Catch Basin	2
807 Main Street	2
Development Services Building (DSB)	12
FOG Interceptor	1
150 Beavercreek Road	1
Stormwater Catch Basin	11
150 Beavercreek Road	11
Hilltop Behavioral Health Center	6
Stormwater Catch Basin	6
998 Library Court	6
Jail Maintenance Facility	1
Stormwater Catch Basin	1
2299 Kaen Road	1
Juvenile Annex	2
Stormwater Catch Basin	2
2106 Kaen Road	2
Juvenile Building	4
Stormwater Catch Basin	4
2121 Kaen Road (Includes 2123)	4

McCoy Building	2
Drain to Oil-Water Separator	1
902 Abernethy Road	1
Oil-Water Separator	1
902 Abernethy Road	1
McCoy Building - Fleet Services Shop	2
Drain to Oil-Water Separator	2
902 Abernethy Road	2
McCoy Building - Transportation Maintenance Shop	8
Drain to Oil-Water Separator	8
902 Abernethy Road	8
OSU Extension Service	3
Stormwater Catch Basin	3
200 Warner Milne Road	3
Public Services Building (PSB)	15
Stormwater Catch Basin	15
2105 Kaen Road	15
Red Soils Plaza & Field West of Plaza	8
Stormwater Catch Basin	8
Between DSB and PSB	8
Sheriff Fleet Administration & Shop	7
Stormwater Catch Basin	7
1007 Abernethy Road	7
Silver Oak Building	15
Stormwater Catch Basin	15
1810 Red Soils Court	15
Stewart Behavioral Health Center	3
Stormwater Catch Basin	3
1002 Library Court	3
Stokes Building	1
Stormwater Catch Basin	1
1024 Main Street	1
Transition Center	4
Stormwater Catch Basin	4
2223 Kaen Road (Includes 2219)	4
TS-1 Building	2
Stormwater Catch Basin	2
121 Library Court	2
TS-2 Building	5
Stormwater Catch Basin	5
168 Warner Milne Road	5
Willamette Building (Leased to County)	1
Stormwater Catch Basin	1
104-112 11th Street	1
Women, Infants, and Children (WIC) Office	1
Stormwater Catch Basin	1
999 Library Court	1
Subtotal Oregon City Locations	165

## **Facilities Management - Clackamas Locations**

Location	Quantity
Bowman Training Center	2
Stormwater Catch Basin	2
12800 SE 82nd Avenue	2
Brooks Building	4
Stormwater Catch Basin	4
9101 SE Sunnybrook Boulevard	4
Brooks Building - Covered Parking	2
Stormwater Catch Basin	2
9101 SE Sunnybrook Boulevard	2
Brooks Building - West Parking Lot	2
Stormwater Catch Basin	2
9101 SE Sunnybrook Boulevard	2
Dog Services	1
FOG Interceptor	1
13141 SE Highway 212	1
Public Safety Training Center (PSTC)	3
Stormwater Catch Basin	3
12700 SE 82nd Avenue	3
Subtotal Clackamas Locations	14

# **Facilities Management - Boring Locations**

Location	Quantity
19009 SE Barton Park Road	
Barton Park Modular Building	
Sewage Holding Tank	1
Subtotal Boring Locations	1

# **Community Corrections - All Locations**

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Location	Quantity
15170 SE River Road	
Haven House	
Stormwater Catch Basin	1
9000 SE McBrod Avenue	
Community Corrections Center	
Stormwater Catch Basin	1
9200 SE McBrod Avenue	
Community Corrections Women's Center	
Stormwater Catch Basin	1
Subtotal Community Corrections Locations	3

# **Summary Contract**

Location	Quantity
Drain to Oil-Water	11
FOG Interceptor	2
Oil-Water Separator	1
Sewage Holding Tank	1
Stormwater Catch Basin	168
Contract Totals	183