



Purchasing
Marcia Sieben, CPPO, CPPB
Purchasing Manager

REQUEST FOR PROPOSAL

The County of Jefferson, Colorado, by and through its Purchasing Manager, is accepting proposals for **Forest Wood Slash Utilization solutions** in accordance with the terms, conditions, and specifications contained in these RFP documents.

Offerors wishing to participate in this RFP process should ensure they have all addenda prior to submission of proposals. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your response.

This project and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing System (RMEPS) website (www.RockyMountainBidSystem.com). Firms are encouraged to register with RMEPS for this and other opportunities.

Pre-proposal Conference

A pre-proposal conference will not be conducted for this project. Participating firms are responsible for familiarizing themselves with all aspects of the project prior to submitting a proposal.

Questions (Reference PROPOSAL INFORMATION Item 2)

All questions must be submitted in writing via e-mail to chardwic@jeffco.us.

Questions due by: Date: February 4, 2014 Time: 11:00 AM (*Questions received after this time will not be accepted.*)

Proposal Instructions (Reference PROPOSAL INFORMATION Item 14)

Submittal requirements are outlined in the *Proposal Submittal Section*, Submittal Checklist. Place all required copies in a sealed envelope bearing the return address of the participating firm and mark as follows:

Proposal Number: 4024H-FA **Project Title:** Forest Wood Slash Utilization

Proposal Due Date: February 26, 2014 **Time:** 11:00 AM (*Late proposals will not be accepted or considered.*)

Deliver Proposal To

Jefferson County, Colorado, Purchasing, Attn: Chandra Hardwick, 100 Jefferson County Parkway, Ste 4500, Golden, Colorado 80419-4500

Method of Award

The successful firm will be required to execute an agreement with Jefferson County in a form, mutually acceptable to both parties, which will include all of the terms, conditions, specifications, prices, and any approved exceptions to the Request for Proposal.

The County of Jefferson, Colorado, reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received which are inconsequential or immaterial in nature, and to approve awards in total or in part, whichever, in its judgment best serves the interests of Jefferson County, Colorado.



Marcia Sieben, CPPO, CPPB
Purchasing Manager

1/22/14

Date

PROPOSAL INFORMATION – Federally Funded Projects & Non-Construction

1. **Understanding of the Work:** All participating firms or individuals (hereinafter referred to as Offeror) are expected to examine all documents contained herein. Failure to do so shall in no way relieve an Offeror from obligations with respect to his/her offer or to the resultant award. Nonresponsive and incomplete submittals may be deemed cause for rejection. The County is not required to give consideration to any claim of misunderstanding.
2. **Questions:** Offerors, by their signature hereunder, shall agree to comply with all the conditions, requirements, and instructions of this Request for Proposal (herein referred to as RFP) as stated or implied herein. Should the County omit anything from this RFP package which is necessary to a clear understanding of the project, or should it appear that various instructions are in conflict, then the Offeror shall secure instructions from Jefferson County Purchasing. All questions must be submitted in writing or via e-mail to Jefferson County Purchasing by the time and date specified in the RFP. Questions must reference the RFP Proposal Number and the Project Title. Responses to Supplier inquiries for project budget or engineer's estimate will be deferred until after bid opening (for competitive sealed bids) or after award (for competitive sealed proposals).
3. **RFP Modifications:** Modifications to any of the terms, conditions, or specifications of this RFP which are made by the County after the packages have been distributed to prospective Offerors, and prior to the due date and time, will be made in writing, and signed by the Director of Purchasing. No employee of Jefferson County is authorized to modify any of the terms, conditions, or specifications of this package without written approval of the Director of Purchasing. This is not to imply that offers will not be accepted or considered for specifications which are different than those herein.
4. **Joint Ventures:** Principals from all Offerors participating in a joint venture must be present at the pre-proposal conference, if Mandatory, and indicate on the sign-in sheet their intentions to participate as a joint venture.
5. **Collusion:** By submitting an offer, the Offeror certifies that (a) the prices in the proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other participating Offeror or with any competitor; (b) the prices quoted herein have not been and will not be knowingly disclosed, directly or indirectly, by the Offeror to any other participating Offerors, competitors or County's representatives prior to the final date for submission of such offer; and (c) no attempt has been made and none will be made by the Offeror to induce any other person partnership or corporation to submit a proposal or not to submit a proposal (complementary or otherwise) for the purpose of restricting competition.
6. **Obligation:** By submitting a proposal, the Offeror acknowledges that (a) the preparation and submission of the proposal, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the project; (c) all RFP documents are understood; and (d) the Offeror has the equipment, technical ability, personnel and facilities to complete the project as specified herein in accordance with the RFP documents.
7. **Proprietary Information:** If you consider any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is your responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
8. **Payment for Information:** Any and all costs, fees and expenditures paid for, or incurred by, the Offeror in connection with (1) the RFP (2) negotiations (if any) between the Offeror and Jefferson County shall be the Offeror's sole responsibility, and the Offeror shall have no recourse whatsoever against the County for reimbursement of such expenses.
9. **Pre-submittal Corrections:** Proposals should be free of erasures. Errors may be crossed out with corrections printed in ink or typed adjacent, and must bear dated initials of the person signing the proposal.
10. **FOB Point:** All prices offered are to be FOB DESTINATION unless otherwise specified.
11. **Exceptions/Deviations:** Any item which does not meet all of the terms, conditions, or specifications of this RFP must be identified on a point-by-point basis on a separate sheet of paper and returned with your proposal. Indicate the paragraph numbers from the RFP, or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations may be considered, provided that you submit adequate explanation and justification for any proposed deviation. If there are no exceptions/deviations, so state under the EXCEPTIONS section of the RFP.
12. **Prices:** All prices offered shall be less all taxes and discounts, and shall, in every way, be the total net price which the Offeror will expect the County to pay if awarded the project.
13. **Withdrawal of Proposal:** No proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening of proposals without the consent of the County's Purchasing Director or his/her delegated representative.

Withdrawal of inadvertently erroneous proposals before the award may be permitted if the Offeror submits proof which clearly and convincingly demonstrates, as determined by the County, that an error was made. PROPOSALS MAY NOT BE RE-SUBMITTED.

PROPOSAL INFORMATION

14. **Submission Deadline:** Proposals are stamped with the date and time they are received in the County's Purchasing office. Your proposal must be received by Purchasing no later than the date and time indicated in the RFP. Late proposals will not be accepted or considered.

It is the responsibility of the Offeror to insure the proposal arrives in the County's Purchasing office by or prior to the time indicated on the RFP. The County will not accept any late proposals, regardless of the cause (e.g. traffic, inclement weather, parking, courier service, erroneous delivery to any other County office, etc.), unless the County causes the delay.

15. **Clarification:** The County reserves the right to request additional written or oral information from Offerors in order to obtain clarification of their proposal.
16. **Award Recommendation:** The award recommendation shall be made to that responsible Offeror whose proposal is most advantageous to Jefferson County, price, qualifications as submitted with the proposal, and other factors considered.
17. **Preliminary Procedures:** The RFP, the RFP process and any negotiation towards a final contract are preliminary procedures only and SHALL NOT BE BINDING on the County unless and until the County has duly approved and executed a written agreement with the Offeror.
18. **Process Termination:** The County may terminate the RFP process and any negotiation or discussion in connection with the RFP at any time with or without notice to the Offeror or any other person. In such event, the county shall have NO LIABILITY whatsoever to the Offeror or any other person in connection with such termination.
19. **Terms of Payment:** The terms of payment shall be Net 30 following inspection and acceptance of goods/services or receipt of invoice, whichever is later, unless agreed to otherwise.
20. **Nonperformance:** Offerors who fail to perform in accordance with their proposal are subject to the County striking that Offeror from future bidding opportunities for a period of time to be determined by the Director of Purchasing.
21. **Acknowledgement:** By signing the Proposal Sheet contained in this RFP, the Offeror acknowledges that it has the proper legal authority to sign the document, it has received a copy of the RFP and it has read and understands each of the foregoing and all other documents in this RFP package.
22. **Cooperative Purchasing:** Jefferson County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Offerors may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have need for the same product/services. Usage by any other entity shall not have a negative impact on Jefferson County in the current term or in any future terms.
23. **Disposal of Unsolicited Financial Data:** If unsolicited financial data is submitted with a bid response, such information will be destroyed so as not to become part of the public record open to inspection. Vendors are advised to not submit financial information unless it was specifically included as a requirement of the bid response.

FOREST WOOD SLASH UTILIZATION
REQUEST FOR PROPOSAL

I. INTRODUCTION

Jefferson County is seeking proposals from qualified entities to provide Forest Wood Slash Utilization solutions. The intent of this Request for Proposal is to solicit technical, business, and cost proposals from qualified firms to provide utilization of forest wood slash that has been collected by the community throughout the Jefferson County foothills, as part of a wildfire hazard reduction effort. Potential solutions may include soil compost, woody biomass energy products, landscape mulch, lumber products, OSB (oriented strand board), wood straw, and soil amendments such as biochar and air curtain burner ash. Any other viable potential solutions will be considered as well.

Proposals shall provide the necessary components to finance, design, permit, construct and operate the solution if applicable. Additionally, proposals shall include the provision for a suitable location for the physical improvements of the operation if needed.

II. OBJECTIVES FOR THE FOREST WOOD SLASH COLLECTION UTILIZATION PROPOSAL

The County's broad objectives for this Forest Wood Slash Utilization Proposal are as follows:

- A. To reduce the wildfire hazard in Jefferson County by providing a viable product/solution that encourages the community to mitigate their foothills properties.
- B. To greatly reduce the land filling of forest wood slash.
- C. To seek a viable solution to utilize the forest wood slash collected by the community.
- D. To comply with all applicable environmental, zoning and safety regulations pertaining to the proposed solution.
- E. To explore the potential of shared revenues to be used at least in part to offset any cost to Jefferson County.

- F. Identify any viable solutions/projects that are potentially eligible for Grant funding sources such as the Colorado Department of Natural Resources Wildfire Risk Reduction Grant Program.
- G. The County would like to explore the potential for a shared use with the proposed solutions generated by this Request for Proposal for the operation of an Air Curtain Burner.

III. ADDITIONAL INFORMATION

Wildfires have had devastating effects on Jefferson County. The 2002 Hayman fire burned 138,000 acres, including 42,000 in Jefferson County. In 2012 the Lower North Fork Fire claimed 3 lives and 21 homes.

Due to the County's geographic makeup, wildfire is always a concern, and it is a more potent threat during droughts or dry spells. There are steps residents can take to make their homes less susceptible to fire, including removing "slash" (debris from vegetation found in forest areas) from around their homes. Since 1998 Jefferson County has offered the community a remote slash collection program. Residents are encouraged to mitigate wildfire hazards by collecting forest slash from their properties and transport them to the remote slash collection sites. A small fee is collected based on the size of the load. Traditionally the slash is then ground by a private company at a cost to the county and hauled off-site. In 2013 the program collected 21,673 pre-ground cubic yards of slash at three collection sites over three weekends. The 2011 program collected 31,899 pre-ground cubic yards of slash at six collection sites over five weekends.

Details for the Remote Slash Program can be found at this link:
<http://jeffco.us/sheriff/emergency-management/remote-slash-collection/>

Jefferson County Emergency Management plans to add an Air Curtain Burner to its wildfire mitigation tools in year 2014. It is estimated that a three acre site will be needed to facilitate its operation. The County would like to explore the potential for a shared use if it suits the proposed solutions generated by this Request for Proposal.

The County provides no guaranties regarding the quantity or quality of the forest wood slash available to the project.

IV. CONTENTS OF PROPOSAL

Offeror may submit alternative proposals but each alternative must be complete and separate and include all of the following items:

- A. Include a statement of your understanding of the work and a work plan that describes the activities and tasks that will be undertaken to complete each objective listed in the Request for Proposal, but not necessarily limited to the specific items listed.
- B. Describe the intended solution for utilization of the Forest Wood Slash, including a detailed explanation of the process, transportation, materials, location and any other relevant information. Include a general description of the facilities and equipment the Offeror expects to install, and/or a site plan indicating any site improvements that would be required. Please describe how the proposal might include at least three acres of the proposed site to be utilized by the County for the operation of an Air Curtail Burner, if feasible.
- C. Contain a detailed time line for installing necessary facilities, bringing the project on-line, and a schedule of anticipated operations. The schedule of operations should address expected seasonal collection of forest wood slash. The Offeror should identify any variables which may affect the schedule.
- D. Provide a financial proposal describing how the Offeror is expecting to establish the proposed forest wood slash product and the methodology. Include any provisions for making periodic adjustments based on the supply of forest wood slash. Examples of how the proposal would apply to potential market scenarios should be included. Also include personnel / labor, equipment, supply, administrative and indirect costs, as well as any fees on land use if applicable.
- E. Indicate the quantifiable methodology for metering volumes/weights, calculating and reporting of captured forest wood slash, and any proposed products.
- F. Define any grant funding required to financially make the proposal viable, and any financial subsidies needed by the County.
- G. Identify any statutory or regulatory issues that could affect the implementation of the proposal and suggested resolution of the issues.
- H. A summary of any arrangements with other firms for services associated with this project. Please include any present or past memorandum of understandings, contracts or other arrangements with any government agency, private or non- government agencies.

- I. A letter of intent from end user (if applicable).
- J. Discuss how Jefferson County would benefit from accepting your proposal, and why your firm is the best suited for the project.

V. METHOD OF AWARD/SELECTION CRITERIA

Selection will be by a committee composed of professional County staff. The County may award one or multiple contracts for selected proposals. Once proposals have been selected (if any), contracts will be negotiated and presented to the Board of County Commissioners for approval. Final selection will be based on, but not limited to, the following criteria:

- A. Quality of Proposal-
(e.g. submittal includes all requested information, etc.)
- B. Economic Benefit-
(e.g. The proposal providing the best economic benefit to Jefferson County, as determined by Jefferson County.)
- C. Qualifications and Experience-
Preference will be given to Offeror with previous experience in Forest Wood Slash Utilization projects, and demonstrating that the Offeror will have the technical capabilities and experience to complete the project.
- D. Environmental and Technical Impact-
(e.g. The proposed solution that is most environmentally beneficial and technically feasible as determined by Jefferson County.)
- E. References
- F. Viability and Alignment with County Objectives-
(e.g. The proposal that provides the most viable and sustainable solution to utilize the forest wood slash collected by the community to reduce the wildfire hazard in Jefferson County.)
- G. Proposed Schedule

The selection process may include a request for additional information or an oral presentation to support the written proposal.

Jefferson County reserves the right to reject any and all proposals in whole or in

part. Jefferson County will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firms. Jefferson County will incur no liability for costs or damages to any of the participating firms preparing this proposal.

Qualifications Questionnaire

Date submitted: _____

All questions must be answered completely. If necessary, the offeror may supply any additional information and submit with this statement. This statement must be notarized and returned with your proposal.

1. Name of offeror _____
2. Permanent main office address _____

3. When organized _____
4. A. If corporation, State incorporated in _____
B. Date of last filing with Secretary of State _____
5. How many years have you been engaged in this type of work/service? Under what firm name(s) and how long under each?

6. **Attach** a detailed description of your firm's qualifications and background. Include relevant experience completing similar projects.
7. **Attach** a list with a maximum of five (5) references for major contracts which parallel the proposed project. Provide agency/company name, address, phone number, contact, location of services, brief description of services provided, gross amount of each contract or other economic benefit and the term dates of services provided.
8. Have you ever failed to complete any work satisfactory and on time awarded you by a government agency or other entity?

If yes, where and why _____
9. Have you ever defaulted or been terminated on a contract with a government agency or other entity?

If yes, where and why? Was the contract bonded?

10. List your major equipment anticipated for this contract.

11. Do you anticipate subcontracting work under this project? _____
If yes: what percent to total project? _____% **Attach** list of subcontractors. Include % for any alternate proposals on the list.

12. Background and experience of each team member of your organization who will be assigned to this project. Also **attach resumes**.

Name Title Experience (Years)

13. Are any lawsuits; Federal, State or Local Tax Liens; or any potential claims or liabilities pending against you, your firm, or the officers of the firm at this time? _____ if yes, **attach** details.

14. Have any charges been filed against you, your firm, or the offering entity, with the office of contract compliance, the equal opportunity commission, a state government civil rights commission, or any other similarly constituted entity of anti-discrimination legislation or regulations? _____ If yes, **attach** details.

15. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the County? _____

THE UNDERSIGNED HEREBY AUTHORIZES AND REQUESTS ANY PERSON, FIRM, OR CORPORATION TO FURNISH ANY INFORMATION REQUESTED BY THE COUNTY IN VERIFICATION OF THE RECITALS COMPRISING THIS QUALIFICATIONS QUESTIONNAIRE AND THAT THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS THEREIN CONTAINED ARE TRUE AND CORRECT.

NAME OF COMPANY _____

AUTHORIZED SIGNATURE _____

PRINTED NAME _____

TITLE _____

NOTARY

STATE OF _____)

)

COUNTY OF _____)

THE FOREGOING CONTRACT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____,

BY _____ AS _____ OF
Name Title

Company Name

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISSION EXPIRES:

NOTARY PUBLIC

PROPOSAL SUBMITTAL SECTION

Company Information

Company Name: _____ EIN: _____

Company Name as filed with the Secretary of State, if corporate entity: _____
(Colorado Secretary of State Website, for reference purposes, is <http://www.sos.state.co.us/>)

Phone Number: _____ Fax Number: _____

Company Address: _____

Authorized Signature: _____

Printed Name and Title: _____

E-mail Address: _____

Date: _____

Authorized Representative

Indicate the name of the Authorized Representative who will be assigned to this project:

(please print) _____

Submittal Checklist

The following documents are to be returned with your proposal.

PLACE A CHECK (✓) BY EACH ITEM SUBMITTED

1. () Submit **Four (4)** copies and **ONE (1)** unbound original of all information requested herein, including all attachments, unless otherwise indicated.
2. () This completed and signed Proposal Submittal Section.
3. () Completed Qualifications Questionnaire. In order to enable direct comparison of competing proposals, all forms and schedules are to be completed according to instructions and on the forms provided herein (or in the identical format).
4. () Attachments for Item #'s of Qualifications Questionnaire as follows:

_____ #6.	Detailed description of firm's qualifications and background
_____ #7	References
_____ #11	List of subcontractors, if applicable
_____ #12	Resumes
_____ #13	Details on lawsuits, if applicable
_____ #14	Details on charges from EOC, etc., if applicable
5. () Proposal. Include all items A-J listed in Request for Proposal, section IV., *Contents of Proposal*.
6. () Optional Alternate Proposal(s). Must be stand alone, separate proposals inclusive of all items A-J listed in Request for Proposal, section IV., *Contents of Proposal*. Label alternate proposals as "Alternate Proposal #1," etc.
7. () Exceptions sheet, if applicable.
8. () Complete the Acknowledgement of Receipt of Addenda below, if applicable.

PROPOSAL SUBMITTAL SECTION

Note: Be advised that the successful firm, if a corporate entity, will be required to provide evidence of current good standing with the Colorado Secretary of State after acceptance of proposal.

Performance Period

The performance period will be addressed during contract negotiation.

Award

Proposals submitted which do not meet the requirements of this Request may be considered nonresponsive and may not receive further consideration. **(Follow-up calls for missing or incomplete information may not be made.)**

All responsive proposals received for this project will be reviewed and ranked on a basis which would best serve the interests of Jefferson County. Factors for ranking will include, but not be limited to, the firm's and project staff's qualifications, references, prior experience, and other criteria related to this project as set forth in the scope of services required.

The firm(s) which is/are selected will be that/those which best serve the interests of Jefferson County and will be given the first right to negotiate an agreement acceptable to the County. In the event that an agreement satisfactory to the County cannot be reached, the County may enter into contract negotiations with one or more of the remaining qualified firms.

Exceptions

Print the words "no exceptions" here _____ if there are no exceptions taken to any of the terms, conditions, or specifications of these proposal documents or contract. If there are exceptions taken to any of the terms, conditions, or specifications of these proposal documents or contract, they should be clearly stated on a **separate sheet of paper**, attached to this sheet and returned with your proposal. (Reference **PROPOSAL INFORMATION Item 11.**)

Acknowledgment of Receipt of Addenda

Your acknowledgment of any addendum issued for this RFP shall be noted by signing below. This will serve as your acknowledgment that these clarifications/revisions have been taken into consideration during the preparation of your proposal.

Addendum Number: _____	Date: _____	Acknowledged by: _____
Addendum Number: _____	Date: _____	Acknowledged by: _____
Addendum Number: _____	Date: _____	Acknowledged by: _____
Addendum Number: _____	Date: _____	Acknowledged by: _____
Addendum Number: _____	Date: _____	Acknowledged by: _____