



Return to:
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 806 West Main Street
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**CITY OF MONROE
 PUBLIC WORKS DEPARTMENT
 SOLICITATION FOR
 BIOSOLIDS TRANSPORT SERVICES**

SOLICITATION NUMBER	RELEASE DATE
RFP 2019-04	March 8, 2019
CLOSING DATE AND TIME	SUBMITTAL CONTACT
March 25, 2019; 2:00 pm	Jammi Guion
SUBMITTAL REQUIREMENT	SUBMITTAL EMAIL
Email, Mail or Hand Delivery	jguion@monroewa.gov

PLEASE READ CAREFULLY!

The City of Monroe is requesting that qualified firms submit proposals to provide professional Biosolids Transport Services.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

Requirements

The City of Monroe is looking to contract with a qualified firm to dispose of dewatered biosolids from the Monroe Wastewater Treatment Plant at a Beneficial Use Facility. The chosen vendor will at a minimum be able to:

- Provide adequate vehicle for biosolids transport to Department of Corrections loading site for material loading (City staff will load trailer).
- Provide certified scale weight for each loaded trailer, payment will be based off this ticket weight.
- Ability to haul up to 90 wet tons per week (45-60 will be the normal).
- Provide monthly affidavit that verifies biosolids utilized has met Vector Attraction Reduction per WAC 173-308.
- Provide the following Insurance: 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be

endorsed to provide contractual liability coverage. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. There shall be no endorsement or modification of the Commercial General Liability Insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage. 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- Minimum Amounts of Insurance
 - Contractor shall maintain the following insurance limits:
 - Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- Other Insurance Provision
 - The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
- Acceptability of Insurers
 - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- Verification of Coverage
 - Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.
- Subcontractors
 - The Contractor shall have sole responsibility for determining the insurance coverage and limits required, if any, to be obtained by subcontractors, which determination shall be made in accordance with reasonable and prudent business practices.
- Notice of Cancellation
 - The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.
- Failure to Maintain Insurance
 - Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

Submittal

The statement of Proposal must submit the following documentation:

- A description of proposed biosolids use and proof of permitted Beneficial Use Facility
- At least three (3) recent references regarding experience in transporting/beneficial use of biosolids
- A profile of your firm
- A statement of compliance regarding Statewide General Permit for Biosolids Management
- A description of the biosolids transport vehicle(s)
- A description of the firm’s ability to remove up to 90 wet tons per week within the schedule that consists M-F, 7:00am to 3:00pm
- A spill response plan as required in the Plan of Operation
- Total cost per wet ton

RFP Process

The following schedule provides key dates for the consultant selection process. The City reserves the right to change these dates and will notify Consultants in such a case.

ACTIVITY	DATE
Issue RFP	March 8, 2019
Deadline for Questions	March 20, 2019
Deadline for Submittal of Proposals – 2:00 p.m.	March 25, 2019
Evaluations	Week of March 25th
Most Qualified Selected	April 2, 2019
Agreement Negotiations	Week of April 22nd
Agreement Finalized	May 1, 2019
Presentation to City Council	May 28, 2019

Contract Duration

The duration of the contract shall be until December 31, 2020. The contract will afford the opportunity for two – one year extensions upon mutual written agreement.

Questions

All questions regarding this solicitation should be directed to John Lande, WWTP Manager at jlande@monroewa.gov. Questions received after March 20, 2019 will not be answered.

Submission

Proposals may be emailed to Jammi Guion, Contract Documents Supervisor at jguion@monroewa.gov.

For emailing, place the following in the “Subject” line: “Proposal – Biosolids”. Proposals shall be received ***no later than*** 2:00pm on March 25, 2019. The City is not responsible for the time in which the “Proposal” arrives in the inbox of Jammi Guion therefore, the City recommends that you verify receipt of your “Proposal” by phoning 360-863-4514.

Hand delivered or mailed, provide two (2) copies of your proposal to:

City of Monroe
Attn: Jammi Guion
806 West Main Street
Monroe, WA 98272

Evaluation of Proposals

Proposals will be evaluated based primarily on approved certification of the submitted proposal. It is the City's intent to have the final award and development of a contract completed by the end of April with the intent that the new contract shall be executed by the middle of May, 2019.

Commencement of work under this contract shall begin June 8, 2019.

Rejection of Proposals

The City of Monroe reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate the City to accept or contract for any expressed or implied services.