Title and Summary

Request for Proposal No:	FY13-0612
Request for Proposal Title:	Collection and Disposal of Recyclable Cooking Oil
Invitation to Bid Publication:	As follows: 05/23/2013 http://www.orangeburgcounty.org/ 05/23/2013 Bulletin board, Basement Fl. Admin. Centre
Invitation Composition:	Request for Proposal No. (FY13-0612)-is composed of the following: • Title and Summary pages • Code Articles 1 through 7 • Scope of Work • Vendor Qualifications and Information • Evaluation Factors • Certified Proposal Bid Sheet • Certification of No Exceptions • Certification of Preference(s) • Addendum Acknowledgement
Invitation Amendments:	If any, will be published/posted on the following: • http://www.orangeburgcounty.org/ • Bulletin boards located in/on ○ (Basement Floor , Procurement Office)
Contracting Entity:	Orangeburg County, South Carolina ("Owner") A political subdivision of the State of South Carolina
Procurement Coordinator:	Procurement Director Jannella Shuler Orangeburg County Procurement Office 1437 Amelia St. ("Administrative Center") Orangeburg SC 29115 (803) 533-6121 Office phone number (803) 535-2307 Office fax number jshuler@orangeburgcounty.org

Pre-Submission of Bids

- Requirements: Bidders are encouraged to attend mandatory pre-bid May 29, 2013 at 10:A.M. County Administrative Center 1437 Amelia Street, Orangeburg S. C. 29115
  Basement Floor Procurement Office

- Questions: If bidders have questions, same shall be
  Directed to Procurement Director
  Mode of Communication via e-mail only
  No later than (Thursday, June 6, 2013 by 10:00 A.M.)

Proposals:

- Submission Composition: Each submitted proposer is required to be composed of the following, including fully completed and executed forms:
  - Code and Articles Acknowledgment
  - Certified Proposal Bid Sheet
  - Addendum Acknowledgment
  - Vendor's Certification of Qualifications and Information
  - Certification of No Exceptions
  - Certification of Preference(s)
- Submission Deadline: Wednesday, June 12 2013 11:00 A.M.
- Submission Location: Procurement Office, Basement Floor, 1437 Amelia Street, Orangeburg, S.C.
- Opening Time: 11:00 A.M. Wednesday, June 12, 2013
- Opening Location: (Procurement Office, 1437 Amelia Street, Orangeburg, S. C. (only names of proposers read aloud)

<u>Special Conditions</u>

Intent/Award/Contract: The intent to award, award, and the contract regarding (To be completed) is subject to the following special conditions:

- Only as stated in the documents that compose the Request for Proposal

Code and Articles

Request for Proposal FY13-0612 Collection and Disposal of Recyclable Cooking Oil

Incorporation by Reference.
Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at http://www.orangeburgcounty.org/Purchasing/code.html. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

_____
Printed Vendor Name

_____
Signature of Vendor's Authorized Agent

_____
Printed Name of Vendor's Authorized Agent

_____
Title with Vendor of Vendor's Authorized Agent

Orangeburg County is requesting proposal from vendors for collection, transportation and recycling of used cooking oil. The contract period shall be one year beginning with an option to extend the services for up to four (4) one year period.

General Information

Purpose: To specify the County service requirement and to solicit proposals from prospective service providers. Orangeburg County desires to work with county citizens to reduce household grease from entering the sanitary sewer system by targeting specific materials for recycling.

In addition, Orangeburg County desires the service provider to supply, at no cost to Orangeburg County collection containers for used cooking oil at selected County facilities. The containers shall provide for the containment of any spilled used cooking oil and prevent rain from entering the storage unit containing the used cooking oil. Cooking oil collected under this RFP should be processed as bio-fuel or other approved recycling or reused activity.

In addition the collection of residential cooking oil through twenty (21) Convenient Sites the county operates the Orangeburg County Detention Center 1520 Ellis Avenue, Orangeburg, S. C. The Detention Center facility produces an average 50-100 gallons per week available for collection. This location is a secured facility and a collection schedule must be approved in advance by the Detention Center management and adhered by the vendor.

Orangeburg County desires a turn key service for collection, transportation and recycling of used cooking oil.

An on-call collection schedule shall be used for the collection of use cooking oil from selected Orangeburg facilities. On collection day(s) a dedicated collection vehicle shall collect the cooking oil from Orangeburg County facilities. Upon completing the collection of used cooking oil from County facilities, the vendor shall use scales approve by Orangeburg County to weigh the total quantity of cooking oil collected. At the end of the month, weigh tickets issued for Orangeburg County shall accompany the monthly payments issued to Orangeburg County.

Detail of Proposed Services:

Vendor Shall:

1. Provide on-call collect in service for used cooking oil at selected Orangeburg County facilities. Orangeburg County reserve the right to add, delete or change collection locations
2. Respond to emergency pick-up request within 24 hours to collect used cooking oil from full containers.
3. Provide at no cost to Orangeburg County, collection containers for used cooking oil at selected county facilities. The containers shall provide for the collection of used cooking oil, contain any spilled material and prevent rain from entering the storage unit.
4. Coordinate with Orangeburg County on information signage on containers.
5. Provide adequate service to maintain container capacity for citizen use and to prevent container overflow.
6. Clean areas in immediate proximity of used cooking oil containers. Make sure area is free of debris associated with the use of used cooking oil collection container.
7. Maintain use of container by repairing or removing damage containers as needed and as requested by Orangeburg County.
8. Comply with all federal, DHEC, and local laws regarding collecting, transportation and recycling of use cooking oil.
9. Comply with all OSHA requirements regarding collecting; transportation and recycling of use cooking oil.
10. Submit supporting documentation, on monthly basis, to include copies to weight tickets to Orangeburg County.
11. Submit revenues to Orangeburg County by 10th day of month for the preceding month.
12. Comply with Orangeburg County building and fire regulations regarding the recycling of used cooking oil.
13. Coordinate with Orangeburg County reports (preferably electronic) on used cooking oil to Orangeburg County on a monthly basis by the 10th.

COLLECTION SITES LOCATIONS: HOURS OF OPERATION WILL BE PROVIDED	LANDFILL (Operation Center)	(803) 536-5045
211 ADAM RD	BOWMAN, SC	(803) 829-1054
138 MILEY RD	BRANCHVILLE, SC	(803) 274-8505
866 STURKIE RD	COPE, SC	(803) 516-4009
1095 BLEWER RD	CORDOVA, SC	(803) 516-0377
303 MIDWAY	ELLOREE, SC	(803) 897-3132
848 SANDSPOINT ST	EUTAWVILLE, SC	(803) 492-7275
1803 BRANCHDALE RD	HOLLY HILL, SC	(803) 496-3232
185 BIG OAK DRIVE	HOLLY HILL, SC	(803) 496-5078
278 NEESES CAMP RD	NEESES, SC	(803) 247-3360
8338 NORTH RD	NORTH , SC	(803) 247-3635
328 SOMERSET DR	NORWAY, SC	(803) 263-4992
580 BOZARD RD	ORANGEBURG, SC	(803) 535-2324
490 GLOVER ST	ORANGEBURG, SC	(803) 533-6127
4028 NORTH ROAD	ORANGEBURG, SC	(803) 533-6207
221 RUF ROAD	ORANGEBURG, SC	(803) 533-6105
212 CALHOUN ST	ROWESVILLE, SC	(803) 516-4014
7223 FIVE CHOP RD	SANTEE, SC	(803) 854-5174
3311 OLD STATE RD (OAKS)	SANTEE, SC	(803) 897-3310
140 SITE RD	SAWYERDALE, SC	(803) 247-3875
330 SKYLAND DR	SPRINGFIELD, SC	(803) 258-9033
1181 LIGHTING HILL RD	WOODFORD, SC	(803) 568-5486

Certified Proposal Bid Sheet

Unit-Rate (per gallon) payable to Orangeburg County $_____

A unit-rate (per gallon) is to be paid to Orangeburg County for collected used cooking oil. Payments to Orangeburg County shall be on a monthly basis and shall be based on vendor documentation of used cooking oil collected with Orangeburg County facilities and shall include with tickets issued at scales approved by the County.

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY13-0612.
2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties. Vendor should state any warranty information.
3. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.

_____
Printed Vendor Name

_____ _____

Signature of Vendor's Authorized Agent Date of Signature

_____
Title with Vendor of Vendor's Authorized Agent

_____
Printed Name

Certification of No Exceptions

Request for Proposal No. FY13-0612

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: ____ Yes ____ No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:
____ Yes ____ No

Identification Of Excepted Vendor's

	Term	Description of vendor's substituted term	Vendor's Initials
Exception 1:	_____	_____	_____
Exception 2:	_____	_____	_____
Exception 3:	_____	_____	_____
Exception 4:	_____	_____	_____

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

_____

Printed Vendor Name

_____ _____

Signature of Vendor's Authorized Agent Date of Signature

_____

Printed Name of Vendor's Authorized Agent

_____

Title with Vendor of Vendor's Authorized Agent

Vendor Qualifications and Information

RFP FY13-0612 –Collection and Disposal of Recyclable Cooking Oil

Vendor shall provide with its bid, the following which should be collated, fastened together and clearly labeled "Vendors' Certification of Qualifications and Information for RFP No. FY 13-0612. At least two (2) copies.

1. Documentation of vendor's general comparative experience(s) to demonstrate vendor has experience in supplying required services comparative in type and number specified in this RFP.
2. Three client references
3. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
4. A statement that vendor is aware of and can meet the delivery schedule.
5. A brief general history of the vendor.
6. Vendor organizational chart to demonstrate sufficient and qualified staff/employees. Statement of equipment, supplies etc.
7. Current Certificate of Liability Insurance, to include Worker's Compensation.
8. Any current professional licensing as required by the State of S.C.

Evaluation Criteria

FY13-0612 Document Scanning and Imaging Conversion

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Vendor Qualifications
2. Total cost to be returned to the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.

Certification of Preference(s)

Request for Proposal No. FY13-0612

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with it proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina: ____ Yes ____ No
Preference 2. Vendor is a resident of Orangeburg County, SC: ____ Yes ____ No
Preference 3. Vendor is an MBE (Minority Business Enterprise): ____ Yes ____ No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

_____
Printed Vendor Name

_____ _____
Signature of Vendor's Authorized Agent Date of Signature

_____
Printed Name of Vendor's Authorized Agent

_____
Title

Addendum Acknowledgement

Request for Proposal FY13-0612

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

_____
Printed Vendor Name

_____
Signature of Vendor's Authorized Agent

_____
Printed Name of Vendor's Authorized Agent

_____
Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission.
Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement.