

Title and Summary

Request for Proposal No: FY16-1001
Request for Proposal Title: Collection and Disposal of Recyclable Cooking Oil
Invitation to Bid As follows:
Publication: 09/17/2015 <http://www.orangeburgcounty.org/>
09/21/2015 SCBO
09/20/2015 The Times and Democrat
Invitation Composition: Request for Proposal No. (FY16-1001)-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: No Pre-Bid
- Questions: If bidders have questions, same shall be directed to the Procurement Director
Mode of Communication via e-mail only
No later than Friday, September 25, 2015 by 11:00 A.M.
- Proposal
- 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: Thursday, October 1, 2015 11:00 A.M.
- Submission Location: Procurement Office, Basement Floor,
1437 Amelia Street, NE, Orangeburg, S.C.
- Opening Time: 11:05 A.M. Thursday October 1, 2015
- Opening Location: Procurement Office, 1437 Amelia Street,
Orangeburg, S. C.

Code and Articles

Request for Proposal FY16-1001 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

General Information

Orangeburg County is requesting proposals from vendors for turn-key service for collection, transportation and recycling of waste cooking oil. The contract period shall be (1) one year with an option to extend services for up to four (4) one year periods.

Orangeburg County collects residential cooking oil at twenty-one (21) convenience sites and the landfill. We also generate cooking oil at the Orangeburg County Detention Center at 1520 Ellis Avenue and the Orangeburg Area Development Center at 1060 Pineland Street.

Orangeburg County desires to divert cooking oil from disposal via public maintained sanitary sewer systems and privately-owned septic systems to a responsible recycling process.

Detail of Proposed Services:

Vendor Shall:

1. Provide collection services for waste cooking oil at Orangeburg County's Landfill, 21 convenience sites, Detention Center and Area Development Center. Orangeburg County reserves the right to add, delete or change collection sites. All site locations are listed in this proposal. The Detention Center is a secure facility and the collection schedule must be approved in advance by the Detention Center management.
2. Provide, at no cost to Orangeburg County, collection containers for waste cooking oil at all of the sites referenced in #1. Coordinate with Orangeburg County on information signage on containers. The containers shall provide for the containment of any spilled cooking oil and prevent rain from entering the container.
3. Provide adequate container capacity at each location to prevent container overflow.
4. Clean area in immediate proximity of waste oil collection containers. Make sure these areas are free of debris associated with the storage and collection of waste cooking oil.
5. Maintain containers by repairing or removing damaged container as needed or as requested by Orangeburg County.
6. Comply with all federal, state and local laws, requirements and regulations regarding collection storage transportation and recycling of waste cooking oil.
7. Submit supporting documentation to Orangeburg County on a quarterly basis, to include copies of meter tickets showing gallons of waste oil picked up from Orangeburg County locations
8. Submit revenues to Orangeburg County by the 10th day of the month preceding the end of the quarter.
9. The Detention Center produces 50-100 gallons per week. OADC generates approximately 1-2 gallons per month. Convenience sites and landfill receive 50 to 100 gallons per month.
10. The Landfill is located at 310 Endicott Dr., Detention Center at 1520 Ellis Ave. and OADC at 1060 Pineland St., all in or near Orangeburg. Convenience site locations are listed on the following page.

COLLECTION SITES

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

Request for Proposal FY16-1001 Collection and Disposal of Recyclable Cooking Oil

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 by the 10th day of the month preceding the end of the quarter 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 FY16-1001.
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. FY16-1001 Collection and Disposal of Recyclable Cooking Oil

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 Proposal (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 FY16-1001 –Collection and Disposal of Recyclable Cooking Oil

Vendor shall provide with its proposal, the following which should be collated, fastened together and clearly labeled “Vendors’ Certification of Qualifications and Information for RFP No. FY 16-1001. 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

FY16-1001 Collection and Disposal of Recyclable Cooking Oil

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. FY16-1001 Collection and Disposal of Recyclable Cooking Oil

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 its 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 FY16-1001 Collection and Disposal of Recyclable Cooking Oil

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.**