

Attachment B

This page intentionally left blank.



**COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION
1488 SCHILLING PLACE
SALINAS, CA 93901
(831) 755-4990**

REQUEST FOR PROPOSALS #10652

**for
ON-CALL GREASE TRAP AND SEWER LIFT STATION
PUMPING, WATER JETTING AND VIDEO
INSPECTION OF SEWER LINES AT VARIOUS
LOCATIONS THROUGHOUT THE COUNTY**

Proposals are due by 3:00 pm (PST) on March 1, 2018

(THIS PAGE INTENTIONALLY LEFT BLANK)

TABLE OF CONTENTS:

SOLICITATION DETAILS SECTION	4
1.0 INTENT	5
2.0 BACKGROUND	5
3.0 CALENDAR OF EVENTS	5
4.0 COUNTY POINTS OF CONTACT	6
5.0 SCOPE OF WORK.....	7
6.0 CONTRACT TERM.....	8
7.0 LICENSING/SECURITY REQUIREMENTS.....	8
8.0 PROPOSAL PACKAGE REQUIREMENTS	8
9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS	12
10.0 SELECTION CRITERIA	13
11.0 PRICING.....	14
12. PREFERENCE FOR LOCAL CONTRACTORS	14
13.0 CONTRACT AWARDS.....	14
14.0 SEQUENTIAL CONTRACT NEGOTIATION.....	15
15.0 AGREEMENT TO TERMS AND CONDITIONS	15
16.0 COLLUSION.....	16
17.0 RIGHTS TO PERTINENT MATERIALS	16
SAMPLE AGREEMENT SECTION	16
REFERENCES - ATTACHMENT A.....	17
PRICING - ATTACHMENT B	18
SAMPLE OF PREVIOUS WORK EXPERIENCE - ATTACHMENT C	19
LOCAL BUSINESS DECLARATION FORM – ATTACHMENT D	20
RFP SIGNATURE PAGE	22

SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 The County of Monterey Resource Management Agency, hereinafter referred to as “County”, is soliciting proposals from a qualified organization(s), hereinafter referred to as “CONTRACTOR”, to provide on-call grease trap and sewer lift station pumping, water jetting and video inspection of sewer lines at various locations throughout the County.
- 1.2 This solicitation is not intended to create an exclusive service AGREEMENT and multiple agreement awards may be made. County retains the ability, at its sole discretion, to add qualified CONTRACTORS at any time.

2.0 BACKGROUND

The County has an ongoing need for on-call services involving grease trap and sewer lift station pumping to vacuum and dispose of wastewater and sludge; water jetting to clean grease traps, sewer lines, and sewer lift stations; storm drain pumping, storm drain jetting and video inspection of sewer lines and storm drains at County facilities. These services are often requested with very short notice due to equipment failure or weather conditions, and require quick response times, often within two (2) hours or less.

3.0 CALENDAR OF EVENTS

- | | | |
|-----|--|----------------------------------|
| 3.1 | Issue RFP | January 25, 2018 |
| 3.2 | Deadline for Written Questions | 3:00p.pm, PST, February 8 , 2018 |
| 3.3 | Written Response to Preliminary Inquiries
Posted as an Addendum | February 16, 2018 |
| 3.4 | Proposal Submittal Deadline | 3:00 p.m., PST, March 1, 2018 |
| 3.5 | Estimated Notification of Tentative Award | March, 2018 |
| 3.5 | Estimated AGREEMENT Date | May, 2018 |

This schedule is subject to change as necessary.

- 3.7 **FUTURE ADDENDA:** CONTRACTORS, who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date.

IT IS THE CONTRACTORS' SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP by either informing the County of their mailing information or by regularly checking the County's Solicitation Center web page at www.co.monterey.ca.us/cao/solicitcenter.htm. Addenda will be posted on the website the day they are released.

4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:

Primary Contact for the County **John Snively**
 Management Analyst I
 Attn: Contracts/Purchasing Office
 1488 Schilling Place
 Salinas, CA 93901
 PHONE: (831) 759-6617
 FAX: (831) 755-4958
 Email: snivelyjm@co.monterey.ca.us

- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched and the answers will be communicated to all known interested CONTRACTORS after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS** herein. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF WORK

- 5.1. CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
- 5.2. CONTRACTOR shall provide on-call fully operated and maintained equipment as directed by the County for the following services:
 - 5.2.1. Grease trap and sewer lift station pumping to vacuum and dispose of wastewater and sludge
 - 5.2.2. Water jetting to clean grease traps, sewer lines, sewer lift stations and storm water infrastructure.
 - 5.2.3. Storm drain pumping,
 - 5.2.4. Video inspection of sewer lines, storm drains and storm water lines at County facilities or in the County Right of Way.
- 5.3. CONTRACTOR shall provide County with two (2) printed copies of all video inspection reports and two (2) electronic copies of all video inspections.
- 5.4. CONTRACTOR shall provide services as requested by an authorized County employee.
 - 5.4.1. Services may include the use of a video truck, vacuum truck, and or jetting truck as appropriate.
- 5.5. CONTRACTOR shall provide emergency services as requested, twenty-four (24) hours a day, seven (7) days a week.
 - 5.5.1. CONTRACTOR shall respond to emergency service requests within four (4) hours of order placement by County and may be required during evenings, weekends, and holidays. Time is of the essence for delivery during emergency situations. Delivery location(s) and estimated arrival will be mutually agreed upon, by County and CONTRACTOR, at time of order and will be determined based on need and existing conditions. It is understood that current conditions, such as power outages, road closures, and damages to CONTRACTOR's facility and/or equipment, will be taken into consideration.
 - 5.5.2. CONTRACTOR shall provide the name and contact information of a representative who shall be available 24 hours a day, seven (7) days a week, in the event of an emergency. During the emergency, CONTRACTOR shall provide County with all available supplies, materials, equipment and/or services on a priority basis.

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT will be for a period of three (3) years with the option to extend the AGREEMENT for two (2) additional one (1) year periods.
- 6.1.1 County is not required to state a reason if it elects not to renew.
- 6.2 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
- 6.2.1 Both parties shall agree upon rate extension(s) or changes in writing.
- 6.3 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.

7.0 LICENSING/SECURITY REQUIREMENTS

- 7.1 CONTRACTOR is to ensure that the insurance and required licenses under both state and local jurisdictions are current during the full term of the AGREEMENT.
- 7.2 CONTRACTOR shall be required to submit appropriate State level criminal background clearance(s) for all personnel required to work within County facilities that are deemed restricted or high security.

8.0 PROPOSAL PACKAGE REQUIREMENTS

8.1 **CONTENT AND LAYOUT:**

- 8.1.1 CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposals packages shall include at a minimum, but not limited to, the following information in the format indicated:

Proposal Package Layout;
Organize and Number Sections as Follows:

Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	RFP SIGNATURE PAGE

	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	PROPOSED APPROACH
Section 3	KEY STAFF, EXPERIENCE, REFERENCES and VIOLATIONS – ATTACHMENT A
Section 4	PRICING - ATTACHMENT B
Section 5	SAMPLE OF PREVIOUS WORK/REPORTS – ATTACHMENT C
Section 6	EXCEPTIONS
Section 7	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 8	LOCAL BUSINESS DECLARATION FORM – ATTACHMENT D
Section 9	APPENDIX

Section 1 Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding two (2) pages and should provide firm information and Contact information as follows:

Contact Info: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it has been in existence.

Signed RFP Signature Page and Signed Addenda (if any addenda were released for this solicitation): proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2 Proposed Approach for Meeting the Services Requested by the County as Described in Section 5.0 Scope of Work:

Describe your proposed approach for providing the services described in Section 5.0 Scope of Work. Relevant considerations include the quality and feasibility of your approach to providing these services, the manner in which you intend to provide adequate staffing, and equipment or other resources to be provided by you. Identify sub-consultants, if any, you propose to use to provide the services.

CONTRACTOR shall acknowledge in writing that it meets all professional qualifications necessary to provide the services as set forth in Section 5.0 Scope of Work above.

Section 3 Key Staff, Experience, References, Violations:

Key Staff: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the services identified herein.

Experience & References: CONTRACTOR shall complete and submit **REFERENCES - ATTACHMENT A**, attached hereto, in which CONTRACTOR shall describe at least three (3) similar projects completed within the last five (5) years for which it provided services similar to the scope of work described herein. Please include phone number and email address if possible as the County will conduct reference checks using this information.

Violations: CONTRACTOR shall submit copies of all notices of violations, corrective action notices, enforcement actions or orders, warning notices, writings, or other forms of permit violation/non-compliance documentation (such as OSHA) received by CONTRACTOR, or any business organization owned or operated by the CONTRACTOR which are its parent company and/or subsidiaries, from any public agency during 2012 up to and including the present day.

Section 4 Pricing - Attachment B:

CONTRACTOR shall complete **PRICING - ATTACHMENT B**, attached hereto. Pricing shall include the number of units available by type and capacity of each truck in the CONTRACTOR's fleet. Specifications shall include at a minimum the following information about each truck:

Hydro-Jetting Trucks:

- Make
- Model
- Year
- Tank Capacity
- Jet pump GPM & PSI
- Hose diameter & length

Sewer/Hydro Pumping Trucks:

- Make
- Model
- Year
- Tank Capacity

Pricing shall clearly state rates for each truck for all fixed charges, unloading fees and hourly rates for video-taping, pumping, jetting, hauling and discharging waste/water. Clearly define any overtime rates and when they apply.

Sales Tax rate as per current California State Board of Equalization City and County Sales Tax rates.

There shall be no travel reimbursement allowed during this Agreement.

Section 5 Sample of Previous Work/Experience - Attachment C:

CONTRACTOR shall complete **SAMPLE OF PREVIOUS WORK EXPERIENCE - ATTACHMENT C**, attached hereto,

Section 6 Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with “**EXCEPTION TO MONTEREY COUNTY SOLICITATION RFP #10652**” (indicate the applicable solicitation number). Each exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

Section 7 Environmentally Friendly Practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to in the course of doing business as relevant to County’s Climate-Friendly Purchasing Policy (Reference: www.co.monterey.ca.us/cao/policies.htm).

CONTRACTOR shall indicate whether or not it is a ‘Green Certified’ Business and state which governing authority administered the certification.

Section 8 Local Business Declaration Form - Attachment D (if applicable)

CONTRACTOR shall declare whether or not it is a Local Business in accordance with the County of Monterey’s Local Business Preference Policy.

Section 9 Appendix:

Appendices: CONTRACTOR may provide any additional information that it believes to be applicable to this proposal package and include such information in an Appendix section.

8.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposals packages shall adhere to the following:

8.2.1 Four (4) sets of the proposal package (one (1) original proposal marked “**Original**” plus three (3) marked “**Copies**”) shall be submitted in response to this solicitation. Each copy shall include a cover indicating the company name submitting, and reference to “**RFP #10652**”. **In addition**, submit one (1) **electronic version** of the entire proposal package on a USB memory stick. Additional copies may be requested by the COUNTY at its discretion.

- 8.2.2 Proposals packages shall be prepared on 8-1/2" x 11" paper, preferably duplex printed bound with front and back covers. Fold out charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.
 - 8.2.3 Reproductions of the Monterey County Seal shall not be used in any documents submitted in response to this solicitation.
 - 8.2.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal package but may instead line out and initial in BLUE ink any item which no longer is applicable or accurate.
 - 8.2.5 To validate your proposal package, **submit the RFP SIGNATURE PAGE** (contained herein) **with your proposal**. Proposals packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in BLUE ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining proposal copies. All prices and notations must be typed or written in BLUE ink in the original proposal copy as well. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.
- 8.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION" at the top of the page.

9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 **Submittal Identification Requirements:** ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION NUMBER RFP #10584 and CONTRACTORS COMPANY NAME.**
- 9.2 **Mailing Address:** Proposal packages shall be mailed to County at the mailing address indicated on the **RFP SIGNATURE PAGE** of this solicitation.
- 9.3 **Due Date:** Proposal packages must be received by County **ON OR BEFORE** the time and date specified in Section **3.0 CALENDAR OF EVENTS**, at the location and to the person specified on the **RFP SIGNATURE PAGE** of this solicitation. It shall be the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks, facsimiles, and e-mails are not acceptable. Proposals received after the deadline will be deemed non-responsive and returned unopened.
- 9.4 **Shipping Costs:** Unless stated otherwise, the freight on board (FOB) for receivables shall be destination (freight prepaid). Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.
- 9.5 **Acceptance:** Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal packages, or part of any

proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.

- 9.6 **Ownership:** All submittals in response to this solicitation become the property of the County of Monterey. If a CONTRACTOR does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 9.7 **Compliance:** Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.

10.0 SELECTION CRITERIA

- 10.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal.

10.2

CRITERIA	POINT VALUE
Methodology: Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution services.	30
Pricing: Cost to the County for the primary services described in the RFP.	25
Qualifications and Experience: Firm's qualifications and experience, including capability and experience of key personnel and experience with other public/private agencies to provide the services listed herein; and history of successfully managing other contracts with public/private agencies.	25
References: Provide three (3) current customers or customers that were under contract within the past year.	15
Local Vendor (if applicable) Provides supporting documentation to show qualifications.	5
Total	100

- 10.3 AGREEMENT award will not be based on cost alone.
- 10.4 The award resulting from this RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the County, best serves the overall interest of the County.

- 10.5 The award made from this RFP may be subject to approval by the County Board of Supervisors.

11.0 PRICING

- 11.1 CONTRACTOR(s) will complete **PRICING - ATTACHMENT B** for the provision of services as outlined within this RFP.
- 11.2 CONTRACTOR prices stated in **PRICING - ATTACHMENT B** shall be effective from the date the proposal is submitted to the day the AGREEMENT is awarded.
- 11.3 Invoicing by CONTRACTOR(s) will clearly itemize but is not limited to the following:
- 11.3.1 County Department receiving services
 - 11.3.2 Purchase order number under which the invoice is to be charged
 - 11.3.3 Services provided
 - 11.3.4 Dates of services

12. PREFERENCE FOR LOCAL CONTRACTORS

- 12.1 General Requirements: Each local supplier funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference as provided in this section.
- 12.2 Definitions: For the purpose of this Section, the following terms have the meanings indicated:
- 12.2.1 "Area" means Monterey County, San Benito County, and Santa Cruz County.
 - 12.2.2 "Bid" includes any competitive bid, whether formal or informal.
 - 12.2.3 "Local Supplier" shall mean a supplier doing business in the Area for not less than the past five (5) consecutive years.
 - 12.2.4 "Supplier" shall mean a business or resident providing goods, supplies, or professional services.
- 12.3 Link to the County's Local Preference Policy:
<http://www.co.monterey.ca.us/cao/pdfs/LocalPreferencePolicy.pdf>

13.0 CONTRACT AWARDS

- 13.1 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

- 13.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- 13.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.
- 13.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 13.5 Notification: All CONTRACTORS who have submitted a Proposal Package will be notified of the final decision as soon as it has been determined.
- 13.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.

14.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a Proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

15.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by the Office of the County Counsel, similar to the "**SAMPLE AGREEMENT SECTION**" herein. Submission of a signed bid/proposal and the **RFP SIGNATURE PAGE** will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the **SAMPLE AGREEMENT** Section herein. County may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

16.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

17.0 RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION". The County will not disclose proprietary information to the public, unless required by law. However, the County cannot guarantee that such information will be held confidential.

SAMPLE AGREEMENT SECTION

The COUNTY OF MONTEREY AGREEMENT \$100,000 OR LESS with all terms and conditions may be viewed at:

[http://www.co.monterey.ca.us/cao/pdfs/AGMTnte\\$100k.pdf](http://www.co.monterey.ca.us/cao/pdfs/AGMTnte$100k.pdf)

--End of Sample Agreement Section--

REFERENCES - ATTACHMENT A

Provide a list of at least three (3) customers for whom you have recently provided similar services (preferably California State or local government agencies). Be sure to include addresses and phone numbers.

Reference Name: _____	City: _____
Contact _____	Phone No.: () _____
Dates Serviced: _____	
Service Provided: _____	

Reference Name: _____	City: _____
Contact _____	Phone No.: () _____
Dates Serviced: _____	
Service Provided: _____	

Reference Name: _____	City: _____
Contact _____	Phone No.: () _____
Dates Serviced: _____	
Service Provided: _____	

Reference Name: _____	City: _____
Contact _____	Phone No.: () _____
Dates Serviced: _____	
Service Provided: _____	

Reference Name: _____	City: _____
Contact _____	Phone No.: () _____
Dates Serviced: _____	
Service Provided: _____	

Failure to provide a list of at least three (3) customers may be cause for rejection of this Solicitation.

--End of Attachment A--

PRICING - ATTACHMENT B

(CONTRACTOR to Provide Specific Pricing within this Section)

--End of Attachment B--

SAMPLE OF PREVIOUS WORK EXPERIENCE - ATTACHMENT C

(CONTRACTOR to Provide Examples of Previous Work within this Section)

--End of Attachment C—

LOCAL BUSINESS DECLARATION FORM – ATTACHMENT D

COUNTY OF MONTEREY LOCAL BUSINESS DECLARATION FORM

If a business entity is claiming to be a “Local Vendor” as defined by the “Monterey County Local Preference Policy”, adopted by the Monterey County Board of Supervisors on August 29, 2012, it must certify they meet the definition of “Local Vendor” as defined and in accordance to the adopted policy. Any business entity claiming to be a local business as defined by the policy, shall so certify in writing herein that they meet all of the criteria listed within the policy, which can be accessed online at the following link:

Policy Link: <http://www.co.monterey.ca.us/cao/policies.htm>

County shall not be responsible or required to verify the accuracy or any such certifications, and shall have sole discretion to determine if a bidder meets the definition of “local vendor” as provided herein.

Any business which falsely claims a preference pursuant to Monterey County Local Preference Policy shall be ineligible to bid on county purchases or contracts for a period of three (3) years from the date of discovery of the false certification(s).

Any business eligible for the local preference who desires to have the preference applied during the award selection process shall return this completed Local Business Preference Declaration form with its proposal package response. Upon request, bidder agrees to provide additional information to substantiate this certification.

Select that which is applicable to your business entity (at least one [1] in order for a business to be considered local):

- ☐ It either owns, leases, rents or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address within the Area. Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one (1) of the three (3) counties within the Area when the address is located in an unincorporated area within one (1) of the three (3) counties as defined as “Area”; and
- ☐ It employs at least one (1) full time employee within the “Area”, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one (1) or more persons whose primary residence(s) is located within the “Area”; and
- ☐ Its business has been in existence, in its current name, within the “Area” for at least two (2) years immediately prior to the issuance of either a request for proposal or request for qualifications or request for quotations for the County; and
- ☐ It is a newly established business which is owned by an individual or by individuals formerly employed by a Local Business for at least two (2) years.

As per the policy: “**Area**” shall mean Monterey County, San Benito County, and Santa Cruz County.

Note: If applicable your organization must possess a valid resale license from the State Franchise Tax Board showing its local address within the “Area” and evidencing that payment of the local share of the sales tax goes to either a city within the “Area” or to one (1) of the three (3) counties within the defined “Area”

On behalf of my business entity (i.e.; organization) I certify under penalty of perjury that I have both read and confirm that my business entity meets the requirements as outlined within the County's Local Preference Policy for the procurement in question.

Business Legal Name (and Dba name if any):

Business Address:

City: _____ ***State:*** _____ ***Zip Code:*** _____

Signature of Authorized Representative: _____

Title of Authorized Representative: _____

Date: _____

Telephone Number: (____) _____ ***E-Mail:*** _____

This form must be submitted within a bidder's proposal package in order for the County to apply the applicable local preference.

Bidders who do not qualify as a local business as per the policy should not submit this form.

--End of Attachment D--

RFP SIGNATURE PAGE

COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION

RFP 10652
ISSUE DATE: January 25, 2018



RFP TITLE: ON-CALL GREASE TRAP AND SEWER LIFT STATION PUMPING, WATER JETTING AND VIDEO INSPECTION OF SEWER LINES

PROPOSALS ARE DUE IN THE OFFICE OF THE CONTRACTS/PURCHASING OFFICER BY
3:00 P.M., LOCAL TIME, ON March 1, 2018

MAILING ADDRESS:
COUNTY OF MONTEREY
CONTRACTS/PURCHASING OFFICE
1488 SCHILLING PLACE
SALINAS, CA 93901

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO
JOHN SNIVELY, SNIVELYJM@CO.MONTEREY.CA.US (831) 759-6617

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (One [1] original plus three [3] copies):

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.0 HEREIN

This RFP Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

☐ **CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.**

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____