



REQUEST FOR PROPOSALS

Recycling Collection Event Consultant Services

RELEASE DATE: 12/21/2023

DUE DATE: 01/05/2024 at 5:00 p.m.

INTRODUCTION

The City of Sammamish, Washington invites proposals for consultant services to assist in hosting residential recycling collection events in 2024. The City is requesting proposals for consultant services to assist with these events through December 31, 2024. The City highly encourages women and minority owned firms to submit proposals in response to this RFP.

DELIVERY INSTRUCTIONS

Proposals may be emailed to grubinelli@sammamish.us.

**The deadline to submit proposals is Friday, January 5, 2024.
Proposals received by the City after the deadline will not be considered.**

BACKGROUND

The City of Sammamish incorporated on August 31, 1999, and operates as a noncharter optional code city with a Council–Manager form of government. The City Council is comprised of seven members, elected at large by the voters of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Councilmember selected by the Council to chair meetings, authenticate documents, and serves as the ceremonial head of the city. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities. There are approximately 150 full-time employees of the City, excluding seasonal workers. There is one bargaining unit representing the majority of City employees— AFSCME Council 2 Local 1425 (“Union”) represents all staff who are not in a confidential position and are not supervisors or managers.

OBJECTIVE

The City of Sammamish (“City”) is located in King County, WA with a population of 67,000 residents and provides most goods and services through vendor contracts. This RFP aims to select the professional assistance of qualified individuals and firms (“Consultant”) to provide consulting services for residential recycling collection events (“RCE”) and other event assistance.

The Consultant shall be responsible for planning and implementing up to five (5) recycling collection events in 2024. The Consultant may choose to hold more than five events as long as the cost of the events remains within budget. Events shall be held on dates mutually agreed upon by the City and the Consultant subject to the availability of the event venue. Events will be coordinated by the Consultant with approval of the City of Sammamish, the King County Solid Waste Division, the King County Department of Natural Resources, and the Washington State Department of Ecology and will be in accordance with the grant scopes of work submitted to the granting agencies.

Essential features and functions of this work are:

- Wholesale purchase and storage of rain barrels, worm bins, and compost bins in advance of the RCEs
- Sale of bins and barrels during the RCEs
- Preparing and mailing event flyers to every residential address in the City
- Scheduling of specialized vendors to accept recyclable materials at the events. Example vendors include:
 - PaintCare WA (paint)
 - ECycle WA (electronics)
 - StyroRecycle (Styrofoam)
 - Confidential Data Disposal (document shredding service done on-site at events)
- Staffing RCEs
- Preparing and submitting grant reports and reimbursement requests to King County and WA State Department of Ecology
- Preparing application packets for recycling programming grants, including scopes and budgets

Specific planning and implementation information to be provided by the Consultant and subject to the approval of the City prior to each event shall include, but is not limited to:

- Event location
- Event hours

- List of accepted and not-accepted items
- Vendors and service providers

The Consultant shall ensure that all collected materials are properly recycled or reused. The Consultant is responsible for evaluating materials for acceptance and has the right to refuse any materials deemed to be unacceptable. The Consultant bears all responsibility and expense for the disposal of any non-recyclable or nonreusable items intentionally or inadvertently collected. The Consultant shall cover all expenses as they arise. The Consultant shall request reimbursement of labor, mileage, and other expenses on a monthly basis.

Subsequent to each event and for the purposes of grant reporting and reimbursement, the Consultant will provide to the City an event report containing information to include, but not limited to, participation statistics, volume of each material collected in pounds and per unit, the event cost by budget category, staff timesheets, copies of event expense receipts, and the number of customers surveys and education and outreach materials distributed (if any).

PROPOSAL REQUIREMENTS

Proposals shall include the following information:

1. **Executive Summary:** Summarize your proposal and include your firm's contact information.
2. **Methodology:** Explain your experience in procurement and/or contracting with local jurisdictions, your timeline for this project, and how you will support the City in implementation.
3. **Pricing:** Provide information on your firm's proposed fee.
4. **References:** Provide a list of up to three references for similar-sized projects including contact name, contact information, and a description of the project.

The Proposal shall not exceed 10 pages. All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall experience of personnel assigned to the work.	25
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFP requirements.	30
Background and experience with similar projects, preferably in a municipal setting.	30
Cost.	15
Total	100

SCHEDULE

The following is an outline of the selection procedure and a *tentative* time schedule:

EVENT	DATE
Release RFP	12/21/2023
Questions due	12/29/2023
Deadline for submission of proposals	01/05/2024
Proposal evaluation complete	01/12/2024
City interviews short-listed vendors*	TBD

*The City reserves the right to select a firm from submitted proposals alone.

CONTRACT

Upon selection of a consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. [Please click here to read the Agreement](#). No changes or

deviations from the terms set forth in this document are permitted without the prior approval of the City. Please submit any requested deviations with your proposal.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria listed above.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

TITLE VI NON-DISCRIMINATION ASSURANCES

The City of Sammamish, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format by calling 425-295-0500.

CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City.

Contact: Genevieve Rubinelli, Management Analyst

Address: 801 228th Ave SE, Sammamish, WA 98075

Email: Grubinelli@sammamish.us

Questions regarding this RFP must be received by the date listed in the "Schedule" section of this RFP. Answers to questions received by this date will be posted on the City's website under the "Bidding" webpage at <https://www.sammamish.us/business/bidding/>.