



City of Coos Bay

Request for Qualifications (RFQ) for Professional Waste Hauling Services

NOTICE

The City of Coos Bay is accepting Statement of Qualifications (SOQs) from qualified individuals and firms to be on a pre-approved professional waste hauler list for the purposes of removing Fats Oils and Grease from grease interceptors at local food service establishments and manufacturing facilities.

The City will compile a list of no less than two (2) qualified waste haulers and update the list as needed. The City invites qualified individuals or agencies to submit SOQs based upon the scope of the work contained in the RFQ.

SUBMISSION OF SOQ PACKAGE

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:
City of Coos Bay
Public Works & Development Department
Attn: Stephan Stys
500 Central Avenue
Coos Bay, OR 97420
2. Submit one (1) hard copies and 1 pdf of the proposal by 3:00 p.m.
December 14, 2021
3. The proposals must be clearly marked "STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL WASTE HAULING SERVICES".
4. Maintaining the integrity of the RFP process is extremely important to the City of Coos Bay. As such all questions, shall be directed to the project manager, Rishia Mitchell at (541) 269-1181 ext. 2248 or email mitchell@coosbay.org Prior to contact, please review the General Information regarding Additional Information Requests, located on Page 3 of this packet. Answers to all questions will be posted online and made available to all firms intending to submit a proposal package. Failure to adhere to these restrictions may significantly reduce your prospects for selection.
5. The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

**CITY OF COOS BAY
INSTRUCTIONS TO BIDDERS
FOR MISCELLANEOUS ARCHITECTURAL SERVICES**

GENERAL INSTRUCTIONS

The City of Coos Bay invites qualified individuals or firms to submit a Statement of Qualification (SOQ) to be on a pre-approved professional waste hauler list for the purposes of removing Fats Oils and Grease from grease interceptors at local food service establishments and manufacturing facilities as described in the specifications set forth in this Request for Qualifications (RFQ). All SOQs are subject to the provisions and requirements of the City of Coos Bay Rules of Local Contract Review and the Oregon Revised Statutes, the Attorney General's Model Public Contract Rules.

PRE-QUALIFICATION REQUIREMENTS

There are no pre-qualification requirements for this request of qualifications.

SOQ PACKAGE REQUIREMENTS

Your SOQ package must not exceed five (5), 8"x11.5" pages. If the page is double sided then it shall count as two pages. The SOQ, at a minimum, shall include the following:

1. **Cover Letter.** All SOQ packages must include a cover letter, made to the attention of Rishia Mitchell, Environmental Specialist, and signed by a person legally authorized to bind the applicant to its Proposal. At a minimum, the cover letter must include the following items:
 - a. The firm name.
 - b. The names of local partners/principals and the number of local personnel
 - c. Address, telephone, and FAX numbers of the firm.
 - d. Contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Waste Hauler Application.** All SOQ packages must include the City's Waste Hauler Application

BACKGROUND AND SCOPE OF WORK

MINIMUM QUALIFICATION (PROPOSER MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS):

1. Be a registered business within the City of Coos Bay.
2. Demonstrate ability and experience with waste hauling services for proper pumping, hauling and disposing of grease interceptor waste
3. Provide information on Waste Disposal Methods utilized.
4. Demonstrate ability to meet the pre-approved Waste Hauler criteria, as outlined in waste hauler application

BACKGROUND

The City of Coos Bay routinely cleans sanitary sewer lines that are full of Fats, Oils and Grease (commonly referred to as FOG). When FOG enters into the City sewer system it can have drastic impacts on the system (such as sanitary sewer overflows, line backups, pump station complications and treatment plant issues). Due to the continued FOG related issues in the City's system, the City of Coos Bay has decided to implement new rules through an ordinance to help minimize the FOG discharge into the sanitary sewer system.

At this time the ordinance will require that dischargers must utilize a City of Coos Bay pre-approved professional waste hauler. This RFQ process will create a City pre-approved list of waste haulers for food service establishments and manufacturing facilities to use to meet the requirements of the ordinance.

GENERAL INFORMATION

Compliance with Rules: Proposers responding to this RFQ must follow its procedures and requirements. Except as otherwise provided in the RFQ, applicable provisions of Oregon Administrative Rules Chapter 137, Division 47 shall apply to all personal service contracts of the City. Failure to comply with or complete any part of this RFQ may result in rejection of your Proposal.

Request for Additional Information: Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

City of Coos Bay
Public Works & Development Department
Attn: Rishia Mitchell
500 Central Avenue
Coos Bay, OR 97420
rmitchell@coosbay.org

All requests for additional information, must clearly reference the "SOQ for Professional Waste Haulers". All requests must be received no later than November 22, 2021 at 3:00 pm. The responses to the requests will be made available at the City's website and Quest CDN: <http://coosbay.org/> per the schedule in this RFQ.

Schedule for SOQ Events

SOQ Advertised (The World)	November 12, 2021
SOQ Advertised (DJC)	November 10, 2021
Deadline for Additional Information Request	November 22, 2021 at 3 p.m.
Response to Additional Information Requests	November 29, 2021 2021
SOQ Package Due	December 14, 2021 3pm
List of professional haulers published	December 28, 2021

Proposal Withdrawal: Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

Appeals: Proposers who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the published pre-approved Waste Hauler list or disqualification. Disagreement with the process is not subject to appeal.

Address: City of Coos Bay
Public Works and Development Department
Attn: City Manager
500 Central Avenue
Coos Bay OR 97420

Ownership of Documents: Any material submitted by a proposer shall become the property of the City.

Confidentiality of Information: All information and data furnished to the waste hauler by the City and all other documents to which the waste hauler's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Public Record: All proposals and information submitted by waste haulers are not open for public inspection until after the City pre-approved waste hauler list is published.

Indemnity: The Waste Hauler shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the Waste Hauler or any of its agents, employees or representatives. The indemnity applies to both active and passive acts or other conduct.

Insurance: The waste hauler must be licensed, bonded and insured to perform the waste disposal activities.

Professional Service Agreement: This Selection process is only intended to create a pre-approved list for waste haulers in the City of Coos Bay. For removal of grease from grease interceptors' contracts will be between the waste hauler and the discharging business. The city has no contractual obligations for the activities of removing the grease. The waste hauler will utilize the City Waste Disposal Manifest for cleaning activities. The waste hauler will provide the city with a copy of the manifest if requested.

City of Coos Bay Waste Hauler Application

This pre-approved professional waste hauler list is for companies that properly pump, haul and dispose of grease interceptor waste for commercial and institutional food service establishments (FOG generators). These waste haulers must demonstrate both initially and continually that they are able to meet the City of Coos Bay criteria, as outlined below.

1. Waste Haulers must submit to the City a list of the facilities they pump out on a regular basis each year.
2. Waste Haulers will satisfactorily pump Hydromechanical Grease Interceptors (HGI) and Gravity Grease Interceptors (GGI).

Hydromechanical Grease Interceptor (Grease Trap)

- Pump out completely
- Remove and clean baffles
- Assess and document condition
- Refill with water

Gravity Grease Interceptor

- Pump out completely
- Pressure wash
- Note tank and baffle condition

3. Haulers accept limited regulatory responsibility for the FOG generator as follows:
 - Notify the municipality one week in advance of any pumpout. This notification will include the start times of routes and contact information for the driver.
 - Accurately complete and submit the FOG Pump Out Report within 10 days of pumpout
 - Assuming point of contact responsibility for FOG generators with the respective municipality concerning discrepancies in the FOG Pump Out Report submittals and between interceptor pump-out performance.
4. Haulers will satisfactorily dispose of pumpout waste in accordance with all applicable local, state, and federal regulations. Decanting or stacking, which involves returning wastewater from a grease hauler truck back into the grease interceptor or directly into the sanitary sewer system after it has been pumped out, is never permitted.
5. Haulers will utilize the City of Coos Bay Manifest forms for documentation of grease disposal activities, and if requested by the City provide copies of documentation.
6. It shall be the responsibility of the Pumping Company to update this registration with any new contact information, signatory, authorized representative or waste disposal site within 10 days or be removed from the City pre-approved waste hauler list until update information is received.
7. Failure to meet the above criteria and program standards may result in removal from the City of Coos Bay pre-approved Waste Hauler list.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

I, _____, as an authorized representative* request that _____
Print Name Name of Company

Be added as a participant in the City of Coos Bay pre-approved Waste Hauler List. As a participant in this list, our company agrees to meet all of the above listed criteria as well as comply with the City ordinance.

Signature of Representative

Date

Title of Representative

*An authorized representative is the company owner, facility manager or a person with a letter of authorization signed by either the facility manager or company owner.

Company Information

Company Name: _____

Street Address: _____

City _____ State _____ Zip _____

Mailing address (if different from above) _____

City _____ State _____ Zip _____

Primary Contact: _____ Phone: _____

Email Address: _____

Waste Disposal Method

The following information is needed for each disposal location. If sites change or additional sites are added, the waste hauler has 10 days to update the information and submit to the City of Coos Bay or removed from the pre-approved hauler list until required information is submitted.

Primary site name: _____

Street Address: _____

City _____ State _____ Zip _____

Secondary site name: _____

Street Address: _____

City _____ State _____ Zip _____

How is waste handled? _____



CITY OF COOS BAY
FOG MANAGEMENT PROGRAM
Grease Interceptor/Trap Waste
Disposal Manifest



Hauler Information

Name: _____ Phone Number: _____
Address: _____
Vehicle Tag Number: _____ Truck Number: _____
Driver's Name: _____ Tank Capacity (in gallons): _____

Waste Generator Information

Customer/Facility Name: _____
Physical Address: _____
Telephone Number: _____
[] Gravity Grease Interceptor [] Hydromechanical Grease Trap
Waste Type/Device: [] Waste Grease Dumpster
Waste Volume Pumped (in gallons): _____
Grease Depth = _____ inches Solids Depth = _____ inches
Est. Grease Interceptor/Trap Waste Depth: Total Waste Depth (Water + Grease + Solids) = _____ feet _____ inches

Grease Trap/Interceptor

Condition

Comment

Side Walls and Bottom:	[] Good [] Needs Repair	_____
Inlet/Outlet Pipes Intact:	[] Good [] Needs Repair	_____
Baffle Intact and Unobstructed:	[] Good [] Needs Repair	_____
Cover Secure:	[] Good [] Needs Repair	_____

Certification

I certify that the above information is true and accurate and that the liquid wastes contain grease interceptor/hydromechanical grease trap waste sourced from customers discharging wastewater to the Coos Bay sanitary sewer system. No industrial wastes, petroleum based wastes, toxic substances or wastes collected outside of Coos Bay are present in this waste load. I further certify that said device was completely pumped and cleaned and no materials were pumped back into the device or the Coos Bay sanitary sewer system. I understand that falsification of this information is a violation of Coos Bay Code and FOG Program Policy, and I will be subject to enforcement action, in accordance with the provisions set forth in Coos Bay Code.

Customer Signature: _____ Date: _____
Customer Name (please print): _____ Customer Phone Number: _____
Waste Hauler Signature: _____ Date: _____

Discharge Approval

On this date _____, time _____, the wastes listed in this Manifest were approved for discharge and were disposed by the hauler at the following permitted treatment facility: _____
Waste Receiving Facility Representative Signature: _____
Waste Receiving Facility Representative Name (please print): _____
Waste Receiving Facility Phone Number: _____

Note: This Waste Disposal Manifest form shall not be used for the disposal of oil/water separator waste, petroleum waste, cat wash sludge, hazardous waste or industrial waste. Please use the appropriate Waste Manifest form for this purpose.

Additional Comments

Distribution: WHITE COPY – Mail, email, or hand deliver to the City of Coos Bay, PWCDD, 500 Central Avenue, Coos Bay, OR 97420 – ATTN: FOG Program
YELLOW COPY – Retained at the waste disposal facility PINK COPY – Retained by the waste hauler
GOLDENROD COPY – Retained by the customer/waste generator. If Customer requires the White Copy (containing the original signatures), then the Goldenrod Copy may be submitted to the City of Coos Bay instead.



CITY OF COOS BAY
FOG MANAGEMENT PROGRAM
Grease Interceptor/Trap Waste
Disposal Manifest



Hauler Information

Name: _____ Phone Number: _____
 Address: _____
 Vehicle Tag Number: _____ Truck Number: _____
 Driver's Name: _____ Tank Capacity (in gallons): _____

Waste Generator Information

Customer/Facility Name: _____
 Physical Address: _____
 Telephone Number: _____
☐ Gravity Grease Interceptor ☐ Hydromechanical Grease Trap
☐ Waste Grease Dumpster
 Waste Type/Device: _____
 Waste Volume Pumped (in gallons): _____
 Grease Depth = _____ inches Solids Depth = _____ inches
 Est. Grease Interceptor/Trap Waste Depth: Total Waste Depth (Water + Grease + Solids) = _____ feet _____ inches

Grease Trap/Interceptor

Condition

Comment

Side Walls and Bottom:	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	_____
Inlet/Outlet Pipes Intact:	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	_____
Baffle Intact and Unobstructed:	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	_____
Cover Secure:	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair	_____

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PLEASE RETAIN THIS FORM FOR A MINIMUM OF 5 YEARS

Revised 11-4-2021