

HAINES BOROUGH REQUESTS FOR PROPOSALS SLUDGE DISPOSAL

The Haines Borough, Alaska (hereinafter "Borough") is requesting proposals for sewage sludge transportation and recycling and/or disposal.

Proposals shall be received no later than 2:00 p.m. Wednesday, May 16, 2012 and shall be sent to the Borough Clerk's Office, Haines Borough, P.O. Box 1209, Haines, Alaska 99827; delivered directly to the Haines Borough Clerk at 103 Third Ave. S., Haines, Alaska; faxed to (907) 766-2716; or emailed to jcozzi@haines.ak.us. Proposals or modifications to proposals submitted by facsimile will not be responsive or accepted unless all pages have been received and printed from the Borough's facsimile machine by the deadline. Proposers assume all risk the Borough's fax line will be busy or that the facsimile machine will not be operational at the time of submission.

The outside envelope(s) or cover sheet used in submitting your firm's proposal shall be plainly marked with the following information:

1. Proposer's Name
2. Date and Time Scheduled for Receipt of Proposals
3. Sealed Proposal: Haines Borough Sludge Disposal

This Request for Proposals is not to be construed as a commitment of any kind, nor does it commit the Borough to pay any costs incurred in the submission of any offer or for any other costs incurred prior to the execution of a formal contract.

Please direct all questions concerning this Request for Proposals to the Director of Public Facilities, P.O. Box 1209, Haines, Alaska 99827, phone number 766-2257.

Schedule and Submission of Proposals:

Proposal due date: May 16, 2012, 2:00 pm
Award date: June 12, 2012

Submittals: The following items shall be submitted with your firm's proposal:

1. State of Alaska Business License
2. Haines Borough Business License (or Business Registration Form including required fee)
3. Acknowledgement of all addenda
4. Non-Collusion Affidavit

Receipt and Opening of Proposals: The Borough must receive all proposals including any amendment or withdrawal prior to the scheduled time for submitting proposals. Any proposal, amendment, or withdrawal which has not been actually received by the Borough prior to the scheduled time for submitting proposals, shall not be considered. No responsibility shall be attached to any officer, employee or agent of the Borough for the premature opening of, or failure to open, a proposal improperly delivered, addressed or identified.

Until award of the contract, the Borough reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals without liability against the Borough.

Background: The Haines Borough operates a regional wastewater treatment facility at 229 Fair Drive. The treatment facility produces approximately 55 cubic yards of sludge annually. The sludge has previously been landfilled locally or composted on site. The Borough wishes to enter into a one-year term, renewable for two additional one-year extensions by mutual agreement, and subject to availability of funds.

Scope of Work: The selected contractor shall:

- 1. Provide suitable containers at the Borough's wastewater treatment facility for holding and transporting sludge.** The contractor shall specify the type and number of containers used in their proposal. Containers be sealable, leakproof and suitable for transport. A sludge container must be on site at the treatment plant at all times, except for up to a 24-hour period when a full container is transported off-site to allow for transport and container replacement.
- 2. Provide transportation of the contractor's containers to an end recycling or disposal site.** The contractor shall be responsible for all local and long distance transportation of sludge to its final destination. The proponent's proposal shall detail the method of transportation, equipment (main and back-up) used and the use of subcontractors.
- 3. Provide treatment, recycling or disposal of sludge.** The contractor shall provide for the eventual use or disposal of sludge in accordance with Federal, State and local laws and regulations. Further treatment or recycling (either through composting or land application) of the sludge is encouraged, however the contractor will be required to demonstrate their abilities and permit status for all recycling or disposal alternatives. Proposals shall clearly describe the intended use or disposal of the Borough's sludge and provide whatever supporting documentation of proponent abilities, permits and experience that the proponent wishes the Borough to consider during its evaluation process.

Contract Award: The Borough will begin negotiations with the highest ranked proponent. If an agreement cannot be reached on contract terms, negotiations will be terminated, and negotiations will be conducted with the next highest ranked proponent and so on, until an agreement is reached, or until the Borough exercises its right to cancel the solicitation.

Insurance: The contractor to whom a contract is awarded may be required to furnish to the borough evidence of insurance coverage(s) including general liability, professional liability, and workers compensation insurance, as appropriate.

Pre-Proposal Conference: There will not be a pre-proposal conference.

Submittal Deadline and Location: Proposers are responsible to assure delivery prior to deadline. Only proposals received at the Borough Offices prior to the date and time specified will be considered.

Proposals to Remain Open: The Proposers shall guarantee the proposal for a period of sixty (60) calendar days from submittal deadline.

Proposal Basis for Negotiation: This proposal shall be the basis for commencing contract negotiations, if any.

Addenda: Every effort will be made by the Borough to ensure Proposers receive all addenda when issued. Addenda may be issued by email or facsimile. It is the Proposer's responsibility to ensure receipt of all addenda. No claim or protest will be allowed based on the Proposer's allegation that the Proposer did not receive all of the addenda.

Proprietary Information: Proposers shall not include proprietary information in proposals if such information should not be disclosed to the public. Any language with a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information, which may be provided after selection for contract negotiations, will be confidential, if expressly agreed by the Borough.

Minor Informalities: The Borough expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery or contractual conditions and can be waived or corrected without prejudice to other Proposers.

Disqualification of Proposers: Either of the following reasons may be considered as being sufficient for the disqualification of a Proposer:

- More than one proposal for the same work from an individual, firm, or corporation under the same or different name. [A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers or from submitting a proposal directly for the project.]

Rejection of Proposals: The Borough reserves the right to reject any and all proposals. When such rejection is in the best interests of the Borough; to reject the proposal of an Proposer who has previously failed to perform properly, or complete on time, contracts of a similar nature; to reject the proposal of an Proposer who is not, in the opinion of the Borough, in a position to perform the contract; and to reject a proposal as nonresponsive where the Proposer fails to furnish the required documents, fails to complete the required documents in the manner directed, or makes unauthorized alterations to proposal documents.

Non-Responsive Proposals: Proposals shall be considered nonresponsive and shall be rejected if there are unauthorized additions, conditional or alternative proposals, incomplete or missing submittals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.

Award and Execution of Contract: Proposer will be requested to execute certain documents that shall include a contract agreement.

No contract agreement shall be considered as effective until it has been fully executed by all of the parties thereto.

Failure to Execute Contract: Failure of the successful Proposer to appropriately execute and return the Borough professional services agreement and other documents within ten (10) days after receipt from the Borough will be just cause for the rejection of the award. Award may then be made to the next lowest responsive and qualified Proposer, or the work may be re-advertised.

If the Borough does not execute the contract agreement within fifteen (15) days following receipt from the Proposer of all required documents appropriately executed for the award of the contract, the Proposer shall have the right to withdraw its proposal without penalty.

Proposal Property: Once proposals are opened, they become the property of the Borough and shall not be returned. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted if said request is received by the Borough one (1) hour prior to the proposal opening time and date. The proposal shall be returned to the proponent unopened.

**HAINES BOROUGH
SLUDGE DISPOSAL**

NON-COLLUSION AFFIDAVIT

UNITED STATES OF AMERICA)

STATE OF ALASKA)

I, _____ of _____, being duly sworn, so depose and state:

That I, or the firm, association or corporation of which I am a member, a BIDDER on the contract to be awarded by the HAINES BOROUGH for services for:

SLUDGE DISPOSAL

located in Haines, Alaska, have not, either directly or indirectly entered into any agreement, participate in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Authorized Signature of Bidder _____

Subscribed and sworn to me this ____ day of _____, **2012**.

Notary Public _____

My Commission Expires: _____