



INVITATION TO BID
Operation of Wood Waste Management Facility

The Board of Supervisors of Westmoreland County is seeking bids from contractors interested in operating a wood waste management facility on property owned by Westmoreland County to benefit contractors and private citizens.

Bids must be received at the Office of the Westmoreland County Administrator no later than 10:00 a.m. on Thursday, October 15, 2020. Any questions regarding this Invitation to Bid should be directed to:

Norm Risavi
County Administrator
P. O. Box 1000
111 Polk Street
Montross, VA 22520
Phone: (804) 493-0130
Fax: (804) 493-0134
Email: nrisavi@westmoreland-county.org

Bids submitted in response to this solicitation will be opened in the Office of the County Administrator at 10:00 a.m. on Thursday, October 15, 2020. Interested persons are welcome to observe the bid opening, but no decision will be made nor opinion offered until final review by the Board of Supervisors.

The Board of Supervisors reserves the right to reject any or all bids and to waive any formalities.

BY ORDER OF THE WESTMORELAND COUNTY BOARD OF SUPERVISORS
NORM RISAVI, COUNTY ADMINISTRATOR

Published: October 5, 2020

I. SCOPE OF WORK

The contractor shall provide all equipment, materials and labor necessary to achieve the objectives of this invitation to bid.

The facility will be located on land owned by the County.
(County Transfer Station, located at 350 Poorhouse Road, Montross, VA 22520)

The County will not dictate which method the Contractor employs to process the wood waste for recycling or reuse; but prefers that it be burned in an environmentally sound manner to reduce the volume to be transported to the designated landfill. However, all aspects of the operation must comply with applicable federal, state and local regulations.

The facility will include drop-off areas of appropriate design to accommodate vehicles and trailers of all sizes.

The County has developed a fee schedule for acceptance of commercial wood waste and will charge by weight.

The Contractor may accept wood waste from any source, provided its operational plan meets all federal, state and local regulations. However, the terms of any contract executed as a result of this invitation to bid will apply only to wood waste generated within the boundaries of Westmoreland County.

The term “wood waste” as it applies to this invitation to bid and the resulting contract consists of the following:

“Wood Waste” means wastes resulting from land clearing operations. “Debris wastes” include, but are not limited to stumps, wood, brush and leaves. “Demolition Waste” means solid waste that is produced by the destruction of structures and their foundations and includes the same materials as construction waste. The wood waste shall not be mixed with other non-burnable materials. If the load contains mixed debris, the County will invoice the party two times the per tonnage rate for disposal, and issue one warning for delivering a mixed load. If the party violates the separation of materials a second time, they will be prohibited from utilizing the facilities.

II. CONTRACT REQUIREMENTS

The Contractor shall maintain during the term of the contract the following insurance coverages:

Worker’s Compensation – Standard Virginia Worker’s Compensation Policy
General Liability - \$1,000,000 combined single limit
Automobile Liability - \$500,000 combined single limit

III. CONTRACT TERM

The contract awarded as the result of this invitation to bid will be for an initial term of 10 years and may be renewed automatically for up to two additional five-year terms upon expiration. Either party may terminate the agreement at any time upon 120 days written notice.

Time is of the essence for this contract. The facility must be operating within 60 days of the execution of any contract awarded as a result of this invitation to bid.

IV. SUBMISSION REQUIREMENTS

Bids must be submitted in sealed envelopes clearly marked "Bid for Operation of Wood Waste Management Facility".

The following documents must be included with the bid submission:

1. Bid and Contractor Qualification Summary Sheet
2. Certificate of Insurance
3. Description of process to be used along with a conceptual site plan, or drawing showing the general layout of the wood waste collection, storage and processing areas.
4. A list of references to demonstrate prior experience with similar facilities or projects.

The Contractor shall quote its services as follows:

1. The hourly amount the Contractor will charge the County to accept and process wood waste generated from sources within the boundaries of Westmoreland County, Virginia.

V. EVALUATION CRITERIA

The County will evaluate bids submitted in response to this invitation to bid primarily on the basis of the hourly amount charged to the County for the management of wood waste and the Contractor's knowledge, skill and ability to perform the duties of this contract.

To a lesser degree, the County may also give consideration to the following:

1. The Contractor's experience in managing similar projects or facilities.
2. The Contractor's site plan will be evaluated to determine whether or not it will adequately address the goals of this invitation to bid.
3. The Contractor's ability to work with various levels of government.

BID SUMMARY

The Contractor will provide wood waste management for non-commercial wood waste at an hourly cost to the County of:

_____ (amount in words)

\$ _____
(amount in numbers)

CONTRACTOR QUALIFICATION SUMMARY

Name: _____
Phone No.: _____
Address: _____
Contact Person: _____

CERTIFICATE OF FAMILIARITY

Your signature on this invitation constitutes certification that you have fully familiarized yourself with the information contained in this entire invitation to bid.

By: _____
Date: _____