



Request for Proposals

The City of Hermiston is seeking a
private vendor to provide

Code Abatement Services

Proposals due by **November 4, 2020**

City of Hermiston
180 NE 2nd Street
Hermiston Oregon 97838
www.hermiston.or.us

Hermiston Code Abatement

The City of Hermiston is soliciting request for proposals (RFP) to establish contractual services to mitigate and remedy code non complying code issue in Hermiston.

PURPOSE

The City of Hermiston desires to recruit a contractor to provide removal of remedy of physical conditions on private property under the director of the City's Code Compliance Officer. This assignment requires expertise in a variety of activities including debris and junk removal, graffiti removal, noxious weed removal, pesticide applications, and other related assignments.

DESCRIPTION

The City has the responsibility of enforcing codes that relate to activities and conditions on private property. Property owners have the responsibility to conform to the City's laws related to property conditions for the purpose of health and safety, property values, deterring criminal activity, etc. The City's Code Enforcement Officer is responsible for identifying code violations, educating property owners, and resolving code violations in timely and collaborative manor.

When property owners are non-responsive to mitigating code violations, enforcement may include assigning the abatement activity to a qualified contractor to remedy the condition. The contractor must resolve these conditions under the supervision of the Code Enforcement Officer generally within 48 hours of notification.



QUALIFICATIONS

The Contractor shall be a competent at all tasks related to this agreement, and shall provide all necessary equipment to be used and a resume of experience and qualifications. In addition, the Contractor must have the following valid licenses:

- (a) Ability to identify and dispose of hazardous materials.
- (b) Commercial Pesticide Applicator registered for herbicide and insecticide application by the Oregon State Department of Agriculture. Proof of licenses shall be required of the successful bidder. No subcontracting will be allowed under this section. Verification of required licenses must be provided to the City at the time of contract finalization.
- (c) All applicable business and operating licenses required by the State of Oregon

to perform the scope of work.
(d) Insurance as specified in the services agreement.

The Contractor shall perform the work in accordance with and as described on the attached Federal Conditions and Specifications and shall comply with all the ordinances of the City of Hermiston, laws of the State of Oregon and Federal regulations including, but not limited to, Labor and Industries, and OSHA.

LENGTH OF CONTRACT

Contractor shall begin the work under this contract on the 1st day of December 2020. The contract shall be for a period of three (3) years consisting of 2020, 2021, and 2022 with options for 2023 and 2024. The contract may be terminated at any time by the City should the performance of the work, as determined solely by the City, fail to meet specifications.

INSURANCE

Vendor shall provide insurance coverage to provide that the City be named as an additional insured. Insurance coverage shall be for general liability and shall contain minimum liability amount of \$1,000,000.00 per single occurrence and \$2,000,000.00 aggregate. The Vendor is solely responsible for any injuries related to the uses identified in this agreement.



Selection Schedule

The anticipated consultant selection schedule is as follows:

Issue RFP	October 14
Proposals Due	November 4
Consultant Approval by City Council	November 23

Requirements for consideration

- A. Please submit responses to:
City Of Hermiston
180 NE 2nd St.
Hermiston OR 97838
Attention: Juan Sanchez

Please submit four (4) copies of your response by 1:00 PM, Nov 4, 2020.

- A. The following items must be included in all responses:
1. A statement describing demonstrable experience and expertise in providing the services described in the attached draft scopes of work.
 2. Identification of the individual(s) in charge of the team designated to perform the services described in the attached draft scopes of work. Identify the individual who will administratively manage the contract.
 3. Qualifications for the individual(s) to be assigned to the team designated to provide the services described in the attached draft scopes of work.
 4. A reference list of three (3) individuals or businesses that have knowledge of your ability to perform the work.

Selection Criteria

Consultants that submit proposals will be evaluated and chosen based on criteria and calculated weight factors noted in the table below.

Factor	Score (1 – 5)	Weight Given	Weight Factor	Total Score
Experience: Demonstrable experience and expertise in providing the services described in the attached draft scope of work as judged by evaluating resumes submitted and list of completed contracts.		40%	x 4	
Work Examples: Work examples that are comparable to conditions of this RFQ		40%	x 4	
References: Value of references.		10%	x 1	
Compliance: Conformance with RFQ process and of information submitted within the requirements of the RFQ.		10%	x 1	
TOTAL		100%		

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted and request additional information from the consultant.

- C. The City reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute the contract within fifteen (15) calendar days after the contract is awarded.
- D. The City reserves the right to contract with the consultant for all or part of the work described in this request for qualifications document.
- E. The City will retain ownership of all documents, plans and prints produced by the consultant.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFP. The City reserves the right to reject any proposed agreement that does not conform to the specifications outlined in this RFP, which is not approved by the City Attorney.
- G. The successful vendor must provide a certificate of insurance conforming to requirements of the agreement prior to beginning any work under the contract.
- H. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its proposal to the City.