



ADDENDUM NO. 2 REQUEST FOR PROPOSALS 2020-125

Kitsap County Public Works Department, Solid Waste Division

TO: All Respondents

FROM: Vicki Martin, Buyer

CLOSING DATE: Thursday, November 19, 2020 at 3:00 p.m. (UNCHANGED)

REF NO.: RFP 2020-125 – Solid Waste Transfer Station Operation and Maintenance, and Waste Transport and Disposal Services

DATE: August 18, 2020

Revisions made to the Scope of Services

[Preamble]

1. Replace the last paragraph in Section III D Transfer Station Operation Services with the following:

Under the Base Fixed Monthly Fee proposed in Forms 2.1 and 2.2 the Contractor shall assume that the County will staff and manage all payment transactions and transaction record keeping in the Scalehouse. Under the Optional Fixed Monthly Fee proposed in Forms 2.1 and 2.2, the Contractor shall include the additional monthly cost for Contractor to staff and manage all payment transactions and transaction recordkeeping in the Scalehouse. The County will decide whether to exercise this option as part of the proposal evaluation. If the County chooses to exercise this option, the requirements for Contractor staffing and management of the Scalehouse operations shall include the following:

- Contractor shall employ a minimum of four (4) qualified full-time employees (FTE) for Scalehouse operations
- There shall be at least two (2) qualified employees on duty in the Scalehouse at all times.
- Assume staffing of the Scalehouse shall commence at 7:30 am through 5:30 pm, seven (7) days each week.
- There shall be qualified staff available to take over duties in the Scalehouse within two (2) hours in the event of illness or other emergency that effects on-duty staff.
- Scalehouse employees shall be trained and experienced in operating computer-based cashiering systems similar to the Paradigm Point-of-Sale software that the County employs at OVTS.

- As the primary customer facing OVTS staff, Scalehouse employees shall be courteous, friendly and well qualified to provide high quality customer service.
- The Contractor shall provide the names and contact information for all Scalehouse staff to the County and shall not replace assigned staff without providing two (2) weeks advance notice to the County.
- The Contractor shall be responsible for all Scalehouse maintenance other than the County will provide Information Technology (IT) support for the hardware and software employed at the Scalehouse.

Under the Base Fixed Monthly Fees proposed the Contractor shall be responsible for all Scalehouse maintenance other than IT support.

2. Replace Appendix H, Forms 2.1 and 2.2 with the attached.