MISSOULA COUNTY
REQUEST FOR PROPOSALS (RFP)

RFP Title: **Missoula County Fairgrounds Waste Collection Contractor(s)**
RFP Due Date and Time: **5 p.m. Mountain Time, Thursday, December 17, 2026**

ISSUING DEPARTMENT INFORMATION

Procurement Officer: **Lester Bracey**	**Issue Date:** **November 13, 2026**
Procurement Officer Address: Missoula County 200 W Broadway Missoula, MT 59802	**Procurement Officer Email and Telephone Number:** lbracey@missoulacounty.us (406) 258-3526

OFFEROR SUBMITTAL INSTRUCTIONS

Return Proposal to: Lester Bracey at **lbracey@missoulacounty.us**	**Subject Line Must Be Titled:** Fairgrounds Waste Collection Contractor **RFP Response Due Date:** December 17, 2026, 5:00 p.m. Mountain Time

OFFEROR CONTACT INFORMATION AND AUTHORIZATION

Offeror Name/Address:	**Authorized Offeror Signature:** **Print name and sign in ink.**
Offeror Phone Number:	**Offeror FAX Number:**
Offeror Email Address:	

OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

INSTRUCTIONS TO OFFERORS

Follow the format presented in the RFP. Points may be deducted during scoring for deviations from the prescribed format.

Provide complete answers or descriptions. Read all questions and requirements, and provide clear, concise responses. Do not assume Missoula County or the selection committee will have any familiarity with the firm's capabilities. Proposals are evaluated solely on the information and materials provided in the response.

Adhere to the proposal due date. Late proposals will **NOT** be accepted.

The following items must be included in the submission to be considered responsive:

- Signed Cover Sheet;
- Signed Acknowledgment of Addenda (if any);
- All mandatory proposal requirements;
- Correctly executed Missoula County "Affidavit for Trade Secret Confidentiality", if the proposal contains confidential or proprietary information as defined in MCA Title 30, Chapter 14.

RFP TIMELINE

EVENT	DATE
RFP issue date	November 12, 2026
Pre-proposal conference	9 a.m. November 19, 2026
Deadline for submitting written questions	December 4, 2026
Written responses posted to County website	December 10, 2026
RFP response due date	December 17, 2026
Offeror interviews/product demonstrations	January 12, 2027
Contract award	February 6, 2027

SECTION 1 - RFP OVERVIEW

INTRODUCTION

Missoula County seeks qualified contractors to provide waste collection and disposal, recycling collection and processing, and compost collection and processing. Offerors shall identify the service categories included in their proposals. Each Contractor shall perform the requirements applicable to its awarded categories and coordinate with MCF and other awarded contractors. Waste and recycling services are required year-round. Compost services are primarily required during the Western Montana Fair and shall be provided for other activities when ordered by MCF.

CONTRACT PERIOD

The contract period will end no later than February 6, 2029 with the option to renew for another five (5) years to end February 6, 2034.

SINGLE POINT OF CONTACT

The procurement officer will be the single point of contact for inquiries regarding this RFP from the date issued until the selection is publicly announced. Offerors may not communicate with any County officials or staff regarding this procurement, except at the direction of the procurement officer; and any unauthorized contact may disqualify the offeror from further consideration. Contact information for the procurement officer is:

Procurement Officer: Lester Bracey
E-mail Address: lbracey@missoulacounty.us

OFFEROR QUESTIONS

Any questions or requests for clarification or interpretation of this RFP must be addressed in writing to the procurement officer on or before 5 p.m. Friday, December 4 2026. For purposes of this RFP, "in writing" consists of email. Questions submitted must include:

- Company name and address;
- Contact information, including name, email address, telephone number, and fax number;
- Clear reference to the section, page, and item in question.

Questions received after the deadline will not be considered.

The County will provide a formal written addendum by Thursday, December 10, 2026, to questions received by the deadline. No other form of interpretation, correction, or change to this RFP will be binding upon the County. Any addendum will be posted on the County's website,

http://missoula.co/rfp

An Acknowledgment of Addendum must accompany the RFP response.

PREFERENCES

Please note the following three Missoula County Resolutions:

- Resolution No. 2020-061 A Resolution Giving Procurement Preference to Disadvantaged Business Enterprises
- Resolution No. 2020-076 Montana Registered Apprentice Program Resolution
- Resolution No. 2021-001 A Resolution Stating A Preference For Purchasing Goods And Services From Firms Based In Missoula County

GENERAL REQUIREMENTS

Mandatory Requirements of the RFP

To be eligible for consideration, an offeror must provide all information requested in Section 4. A proposal that fails to provide any information requested may be deemed nonresponsive or be subject to deduction of points during scoring.

Optional Pre-Proposal Conference

Offerors may attend an optional pre-proposal conference scheduled for 9:00 a.m. on Thursday, November 19, at the Missoula County Fairgrounds Fair Office. Questions or inquiries may be directed to Jacey Grange at the Fair Office at jgrange@missoulacounty.us or 406-258-3244.

Understanding of Specifications and Requirements

By submitting a response to this RFP, the offeror attests to an understanding of the specifications and requirements described herein and agrees to comply with such.

Prime Contractor and Subcontractors

If this RFP results in a contract award, the offeror selected will be the prime Contractor and shall be responsible for all work of any subcontractors. The Contractor shall be responsible to the County for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Furthermore, nothing contained within this document or any contract documents created from any contract awards derived from this RFP shall create a contractual relationship between any subcontractor and the County.

Offeror's Signature

The proposal must be signed by an individual legally authorized to bind the offeror. The offeror's signature is a guarantee that the proposal has been developed without collusion. The offeror shall provide proof of authority of the person signing the RFP upon the County's request.

Offer in Effect for 120 Calendar Days

The offeror may not modify, withdraw, or cancel a proposal for a 120-day period following the RFP due date.

Bid Bond

Bid security is required for all bids submitted in response to an IFB and must be provided in accordance with MCA 18-1-201 through 206. Specifically:

i. Each bidder must provide a bid bond or other security in the amount of 10% of the bid price to protect and indemnify the county against the failure or refusal of the bidder to enter into the contract, if awarded.
ii. The bond or other security is subject to forfeit if the bidder fails to enter
    1. into a contract within 30 days of bid acceptance.
iii. The bid bond or other security must be in the form specified in MCA
    1. 18-1-203 and payable to the county. Although other forms of security are allowed, the most common forms are cashier's check or bond executed by a surety corporation.
iv. Bid security is returned to bidders whose bids are not accepted.

Performance Bond

In accordance with MCA 18-2- 201, all construction contractors shall execute a bond to secure performance on the contract and payment of workers, subcontractors, and suppliers. MCA 18-2-201(4) allows the bond requirement to be waived for contracts less than $50,000.

Public Works Contracts

Bid specifications and contracts for construction and non-construction services greater than $25,000 are subject to the following provisions:

I. Contractor shall agree to:
   v. Give preference to the employment of bona fide Montana residents in the performance of the work;
   vi. Include provisions for work that is performed at a project location to:
      1. Pay the travel allowance that is in effect and applicable to the district in which the work is being performed; and
      2. Pay the standard prevailing rate of wages, including fringe benefits, that is in effect and applicable to the district in which the work is being performed;
   vii. Post a copy of the applicable prevailing wage rates in a prominent and accessible site at the project location; and,
   viii. Maintain payroll records capable of certification for at least three years after completion of work under the Agreement.

II. If the term of the contract calls for more than 30 months to fully perform, contractor further agrees to increase the standard prevailing rate of wages by 3% every 12 months after the contract award date and apply the adjustment every 12 months for the duration of the contract.

PROPOSAL REQUIREMENTS

Proposal Organization

Proposals must be organized into sections that follow the format of this RFP. Pages must be consecutively numbered.

Compliance with Instructions

Scoring points may be deducted for failure to comply with these instructions. Furthermore, a proposal may be deemed nonresponsive and disqualified from consideration if it does not follow the response format, is difficult to read or understand, or is missing required information.

Extraneous or Outside Information

Selection and contract award will be based on the offeror's proposal and the evaluation of other information outlined in this RFP. Offeror responses may not include references to information located on Internet websites, in libraries, or at other external locations unless specifically requested in the RFP. Such information will not be considered, will have no bearing on any award, and may result in the offeror’s disqualification from further consideration.

Copies Required and Deadline for Receipt of Proposals

The proposal must be submitted to the County procurement officer by email.

Proposals must be labeled with the proposal’s name and received by the procurement officer by the due date and time. The offeror is solely responsible for assuring delivery by the deadline.

Late Proposals

Regardless of cause, late proposals will not be accepted and will be automatically disqualified from consideration.

Preparation Costs

The offeror is solely responsible for all costs incurred prior to contract execution.

SECTION 2 - RFP STANDARD INFORMATION

AUTHORITY

This RFP is issued under the authority of the Missoula County Purchasing and Contracts Policy. The RFP process is a procurement option which allows the award to be based on evaluation criteria in addition to cost. Section 6 states the relative importance of all evaluation criteria, and only the evaluation criteria outlined in the RFP will be used.

OFFEROR COMPETITION

The County encourages free and open competition to obtain quality, cost-effective services and products. The specifications contained in proposal requests are designed to accomplish this objective.

PUBLIC INSPECTION OF PROPOSALS

Public Information

All information received in response to this RFP, including copyrighted material, is deemed public information and with one exception will be available for public viewing and copying after the proposal deadline. All requests for information must be made through the County's website at: https://missoulacountymt.nextrequest.com/.

The public will not be able to view bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA and which were provided in compliance with the section titled "Bona Fide Trade Secrets." The procurement officer will remove any such trade secrets from the RFP prior to public viewing.

Bona Fide Trade Secrets

Confidential information meeting the requirements of Title 30, Chapter 14, Part 4, MCA will be available for review only by the procurement officer, the evaluation committee members, and limited other designees.

Before the RFP is made available to the public, the procurement officer will remove the confidential information if the following conditions are met:

- Confidential information is clearly marked and separated from the rest of the proposal.
- No confidential material is contained in the cost section.
- An affidavit from the offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to the proposal. To make the trade secret claim, legal counsel must use the Missoula County "Affidavit for Trade Secret Confidentiality" form available at https://www.missoulacounty.gov/media/despfs5q/msla-county-affidavit-for-trade-secret-confidentiality.pdf

The offeror shall pay all legal costs and fees associated with defending a claim for confidentiality if a "right to know" request is received from another party.

CLASSIFICATION AND EVALUATION OF PROPOSALS

Classification of Proposals as Responsive or Non-responsive

All proposals will be classified as either "responsive" or "non-responsive." A proposal is considered "responsive" if it conforms in all material respects to the requirements of the RFP. A proposal may be found non-responsive if:

- Required information is not provided;
- The cost proposal is excessive or inadequate as measured by criteria stated in the RFP;
- Cost information is contained in the body of the RFP rather than in a separate, sealed envelope; or
- The proposal does not conform to the specifications described and required in the RFP.

If a proposal is found to be non-responsive, it will receive no further consideration.

Determination of Offeror Responsibility

The procurement officer and/or the selection committee will make a determination whether an offeror has met the standards of responsibility based on the requirements of the RFP. Factors used to determine the responsibility may include whether the offeror has:

- The appropriate financial, material, equipment, or human resources to meet all contractual requirements;
- A satisfactory record of integrity;
- The legal ability to contract with the County;
- Provided all information requested for use in the determination of responsibility; and
- A satisfactory record of past performance.

An offeror may be deemed "nonresponsible" at any time during the procurement process if information surfaces to support such a determination.

Evaluation of Proposals and Offeror Interviews/Product Demonstration

The remaining proposals will be scored according to the evaluation criteria stated in Section 6. The selection committee may ask finalists to appear for interviews or product demonstrations or to provide written responses to items requiring clarification. Any costs associated with interviews or product demonstrations are the sole responsibility of the offeror.

County's Right to Investigate and Reject

The County may make such investigations as are deemed necessary to determine the ability of the offeror to provide the product or services specified. The County reserves the right to reject any proposal if the evidence obtained fails to satisfy the County that the offeror is properly qualified to perform the obligations of the contract. This includes the County's ability to reject a proposal based on negative references.

Offeror Selection and Contract Execution

After an evaluation of the offeror interviews and/or product demonstrations, the selection committee will recommend a contract award, which the procurement officer will communicate to the offeror selected. If the offeror does not accept all material terms of the County contract, the County may move to next ranked offeror or cancel the RFP. The work described in the RFP may begin only after the contract is signed by all parties.

COUNTY'S RIGHTS RESERVED

The RFP in no way constitutes a commitment by the County to award and execute a contract. If such actions are deemed in its best interests, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP;
- If awarded, suspend contract execution; or terminate the resulting contract if the County determines adequate county funds are not available.

SECTION 3 - SCOPE OF PROJECT OF PRODUCT SPECIFICATIONS

1. Background and need

Missoula County Fairgrounds (MCF) is a year-round community and event facility hosting meetings, weddings, fundraisers, public gatherings, as well as High-Impact Lease Events, and the annual Western Montana Fair. These activities generate varying amounts of waste, recyclable materials, and compostable materials. Large events require additional containers, increased collection frequency, and coordination to maintain safe and sanitary conditions.

Missoula County seeks qualified contractors to provide waste collection and disposal, recycling collection and processing, and compost collection and processing. Offerors shall identify the service categories included in their proposals. Each Contractor shall perform the requirements applicable to its awarded categories and coordinate with MCF and other awarded contractors. Waste and recycling services are required year-round. Compost services are primarily required during the Western Montana Fair and shall be provided for other activities when ordered by MCF.

2. Mandatory requirements and terminology

“Contractor” means each provider awarded a service category under this RFP. “Collection” means servicing a cart or container and transporting its contents to the designated disposal or processing facility. A “tip” means one completed servicing of one cart or bin. The “Grounds Manager” means the Missoula County Fairgrounds Facilities & Grounds Manager.

The Contractor shall perform services according to the quantities, schedules, rates, and requirements established in the resulting agreement and written event service plans. Changes affecting service charges shall require written authorization from the party responsible for payment before the Contractor performs the additional work.

3. Work to be performed

A. Base operations

The Contractor shall provide service for one 40-cubic-yard waste container and one 3-cubic-yard recycling container. Routine waste collection shall occur twice monthly. The Contractor and Grounds Manager shall establish the routine recycling collection schedule before services begin.

The Contractor shall provide additional containers and on-call collections as ordered by the Grounds Manager to address event needs, overflow, and increased waste volumes. All service arrangements for base operations shall occur through the Grounds Manager. The Contractor shall not arrange services directly with these event lessees.

B. High-Impact Lease Events

MCF shall designate High-Impact Lease Events based on anticipated attendance, duration, use of multiple facilities, and operational demands. These events can exceed 3,000 visitors and require services beyond routine operations.

For each designated event, the Contractor shall coordinate with the Grounds Manager and/or authorized lessee to establish a written service plan identifying:

- Service categories and anticipated material volumes.
- Container sizes, quantities, and placement.
- Delivery, collection, and removal schedules.
- Site access and collection routes.
- Additional service procedures and applicable rates.
- The party responsible for authorizing services and paying charges.

The Grounds Manager shall approve container placement, access routes, and collection schedules affecting Fairgrounds operations.

C. Western Montana Fair

The Contractor shall provide increased service capacity during Fair setup, public operating days, and cleanup, according to an annual Fair Service Plan approved by MCF.

Planning quantities and collection requirements are:

Material stream	Planning quantity	Collection requirement
Waste	Approximately 160 carts, each 95 gallons	Daily collection rounds; specific carts serviced according to the Fair Service Plan and observed volumes
Recycling	Approximately 125 carts, each 95 gallons	Daily collection rounds; specific carts serviced according to the Fair Service Plan and observed volumes
Waste	One 30-cubic-yard container	Collection every three days, with additional collections ordered by the Grounds Manager
Recycling	One 30-cubic-yard container	Collection every three days, with additional collections ordered by the Grounds Manager
Compost	Approximately 120 bins in a combination of 64-gallon and 96-gallon sizes	Daily collection according to the Fair Service Plan and observed volumes

The final quantities, equipment ownership or rental arrangements, placement, and schedules shall be documented in the annual Fair Service Plan.

For planning purposes, the 2026 Fair generated approximately 119,530 pounds of compost through 683 bin tips. These figures represent historical activity and do not establish guaranteed future quantities.

4. Contractor responsibilities

The Contractor shall:

- Supply the personnel, vehicles, transportation, and equipment required for its awarded services.
- Furnish containers and carts assigned to the Contractor in the agreement or event service plan.
- Complete scheduled collections and authorized additional services.
- Maintain supplied equipment in safe, functional condition.
- Transport materials to facilities authorized to receive the applicable material stream.
- Keep separately collected waste, recycling, and compost streams separate during collection and transportation.

- Collect material spilled by the Contractor during servicing or transportation.
- Follow approved access routes and collection schedules.
- Maintain service records and supporting billing documentation.
- Provide a primary service contact and an urgent service contact.
- Notify the Grounds Manager of missed collections, equipment failures, contamination, access restrictions, and other conditions affecting service.
- Coordinate with other awarded contractors when services overlap.

5. County responsibilities

MCF shall:

- Designate the Grounds Manager as the primary service coordinator.
- Provide event schedules, site information, and anticipated service requirements.
- Designate High-Impact Lease Events.
- Authorize routine service changes and additional County-funded services.
- Approve container placement, collection routes, and schedules.
- Provide access to approved collection locations.
- Identify County and event organizer responsibilities for moving materials from public collection points to Contractor-serviced containers.
- Identify the payer for each event before services are authorized.
- Review service records, reports, and invoices.
- Notify the Contractor of identified service deficiencies.

6. Shared responsibilities

The Grounds Manager and Contractor shall jointly establish container quantities, placement, collection schedules, and procedures for additional service.

For each large event, the written service plan shall assign responsibility for distributing and relocating carts, moving materials to collection points, monitoring container fullness, identifying contamination, and cleaning collection areas. Each party shall complete its assigned duties.

The Contractor shall advise MCF when observed material volumes exceed scheduled service capacity. MCF shall determine and authorize changes to County-funded service levels.

7. Third parties and subcontractors

The Contractor shall identify proposed subcontractors and their assigned work before they begin services. Subcontractors shall meet the licensing, insurance, safety, and reporting requirements applicable to their work. The Contractor shall remain responsible for subcontracted services and shall include subcontractor activity in its service records and invoices.

For High-Impact Lease Events, the Contractor shall coordinate directly with the lessee when authorized by MCF. Direct arrangements shall comply with approved site requirements and identify the lessee's payment obligations in writing.

When multiple contractors receive awards, each Contractor shall provide records for its assigned material stream and participate in coordinated planning.

8. Timeline and deliverables

The contract term shall start on February 6, 2027, with the option to renew for another five (5) years to end February 6, 2034.

Deliverable or activity	Deadline

Initial coordination meeting and routine service schedule	Before the first service date
Written High-Impact Lease Event service plan	At least **60 calendar days** before event setup
Annual Fair Service Plan	At least **120 calendar days** before Fair setup
Event container delivery	By the setup deadline specified in the approved service plan
Routine and event collections	On the dates and within the service windows established in the applicable schedule
On-call request acknowledgment	Within **4 hours** after receipt
On-call collection completion	Within **2 hours** after authorization
Event container removal	Within **5 calendar days** after MCF releases containers for removal
Final Western Montana Fair report	Within **30 calendar days** after the Fair concludes

For events booked inside the planning deadlines, MCF and the Contractor shall document an expedited service schedule before work begins.

9. Meetings

The Contractor shall attend an initial coordination meeting before services begin, one planning meeting before each Western Montana Fair, and one planning meeting for each High-Impact Lease Event it serves.

During the Fair, the Contractor's designated contact shall participate in a daily service check-in with the Grounds Manager.

Meetings shall occur by telephone or videoconference unless the meeting includes inspection of container locations, access routes, or equipment. Meetings involving those inspections shall occur on-site.

10. Records and reports

The Contractor shall maintain records by service date, event, and material stream. Records shall identify:

- Container size and quantity serviced.
- Number of pickups, hauls, or bin tips.
- Weight collected and the method used to determine weight.
- Destination disposal or processing facility.
- Additional services and associated charges.
- Missed collections, interruptions, and corrective actions.

The Contractor shall provide service records with each invoice. Supporting scale tickets shall be included when available. Estimated weights shall be identified as estimates, with the calculation method stated.

Within 30 calendar days after the Western Montana Fair concludes, each Contractor shall submit a final report covering its awarded service categories. The report shall summarize total weights, collection activity, material destinations, and significant service issues. Daily breakdowns shall be included where recorded; unavailable information shall be identified.

Reports shall be submitted electronically in PDF format, with collection and weight data also provided in Excel or CSV format.

11. Method of acceptance

The Grounds Manager shall verify completed services against the approved schedule or event service plan, service records, and applicable invoice.

Acceptance shall require:

- Completion of scheduled and authorized collections.
- Delivery and removal of equipment according to the approved plan.
- Correction of documented service deficiencies.
- Receipt of required reports and supporting records.

MCF shall identify rejected or incomplete work in writing, state the unmet requirement, and establish a correction deadline. The Contractor shall document completion of corrective work.

Acceptance of an individual service shall not eliminate the Contractor's remaining reporting or correction obligations.

12. Expected outcome

The Contractor shall provide collection capacity that supports year-round Fairgrounds operations and scheduled events, prevents container overflow through scheduled and authorized collections, and maintains separate handling of waste, recycling, and compost.

Completed work shall include transportation to the applicable disposal or processing facilities, removal of temporary equipment, correction of Contractor-caused spills or damage, and delivery of service and weight records sufficient to verify charges and evaluate material diversion.

13. Laws licenses and permits

The Contractor shall comply with applicable federal, Montana, and local requirements governing waste collection, transportation, disposal, recycling, compost processing, vehicle operation, and worker safety.

The Contractor shall maintain all licenses, permits, authorizations, and insurance required for its awarded services throughout the contract term. Disposal and processing facilities shall hold the authorizations required to receive the materials delivered.

Before services begin, the Contractor shall provide documentation of required credentials and insurance. The Contractor shall notify MCF before any expiration, suspension, or change that affects its authority or ability to perform services.

14. Problem communication and resolution

The Contractor shall immediately notify the Grounds Manager by telephone of safety hazards, spills, missed collections affecting event operations, or service interruptions. Written follow-up shall be provided within **4 hours**, identifying the issue, affected services, interim measures, and expected correction time.

Other service concerns shall be communicated by email to the designated contacts. The Contractor shall acknowledge concerns within **8 business hours** and provide a corrective action schedule.

Problems unresolved by the Grounds Manager and Contractor's service contact shall be referred to the Fairgrounds Manager and the Contractor's designated manager. Changes to scope, rates, or payment obligations shall require written authorization.

15. Invoicing and payment

The Contractor shall invoice MCF monthly for routine County-funded services and shall submit separate invoices for the Western Montana Fair and other County-funded event services. Fair invoices shall be submitted with the final Fair report.

Invoices shall identify the service period or event, service dates, material streams, container sizes, quantities, billable units, contract rates, disposal or processing charges, and authorized additional services. Supporting service records and available scale tickets shall accompany each invoice.

MCF shall pay accepted, undisputed charges within **30 calendar days** after receipt of a complete and accurate invoice, consistent with the resulting agreement.

For High-Impact Lease Events assigned to lessee payment, the Contractor shall invoice the lessee directly under the written event service agreement. Charges billed to a lessee shall not also be billed to the County.

MCF shall identify disputed charges and the reason for the dispute in writing. The Contractor shall provide supporting documentation or a corrected invoice before payment of the disputed amount.

SECTION 4 - OFFEROR QUALIFICATIONS

To enable the County to evaluate the capabilities of the offeror and its ability to supply the product and/or services specified in this RFP, the offeror must provide the following:

Company Profile and Experience of Personnel

Provide:

- An introductory letter or statement of interest signed by an authorized representative, identifying the service categories proposed: waste collection and disposal, recycling collection and processing, and/or compost collection and processing.
- The firm's name, address, and principal contact for this RFP, including telephone number and email address.
- The names and titles of senior management.
- A description of the firm's primary business, organizational structure, size, number of employees, and years of experience providing services similar to those requested.
- A resume or summary of qualifications for each key person responsible for contract oversight, scheduling, collection operations, and reporting, including key subcontractor personnel. Each summary shall identify the individual's anticipated role, relevant work experience, education, certifications, skills, and years of experience providing similar services.
- Identification of proposed subcontractors, the services assigned to each, and the Offeror's method for overseeing their performance.

Firm Experience

Describe at least three comparable projects or service contracts demonstrating experience relevant to the proposed service categories. Collectively, the examples shall address year-round collection, fluctuating service demands, and large public events to the extent reflected in the Offeror's experience.

For each example, provide:

- Client name and service location.
- Dates of service.
- Description of services and the Offeror's responsibilities.

- Scale of operations, including event attendance, container quantities, collection frequency, or material volumes, where available.
- Experience coordinating with facility staff, event organizers, subcontractors, or other collection providers.
- Client contact name, title, telephone number, and email address.

Financial Information

Provide financial statements for the two consecutive fiscal years immediately preceding issuance of this RFP, including balance sheets, income statements, and statements of cash flows. Submit audited statements if available and identify whether statements are audited, reviewed, compiled, or internally prepared.

Include copies of quarterly financial statements prepared since the end of the most recent fiscal year reported.

Describe the firm's financial capacity to maintain staffing, equipment, containers, transportation, and disposal or processing arrangements throughout the contract, including periods of increased demand during the Western Montana Fair.

Project Approach and Timeline

Describe how the Offeror shall perform the proposed services, including:

- Routine year-round collection and coordination with the MCF Grounds Manager.
- Planning and delivery of services for High-Impact Lease Events and the Western Montana Fair.
- Available containers, vehicles, equipment, staffing, and disposal or processing facilities.
- Capacity to increase service levels and address equipment failures, staffing shortages, overflow, and unexpected collection needs.
- Procedures for receiving service requests, confirming authorization, and communicating service changes or interruptions.
- Proposed response times for routine, on-call, and urgent service requests.
- Methods for maintaining separate material streams, addressing contamination, and documenting material destinations.
- Methods for tracking collection dates, pickups or bin tips, material weights, and supporting weight documentation.
- Procedures for preparing invoices and submitting the final Fair report within 30 calendar days after the Fair concludes.
- Coordination and oversight of subcontractors and cooperation with other awarded service providers.

Provide an implementation timeline identifying the time required after contract execution to begin services, establish collection schedules, and deliver equipment. Include planning milestones for large events and the annual Fair, covering service planning, equipment delivery, collection, removal, and final reporting.

Provide a sample collection or weight report and documentation of applicable licenses, permits, certifications, and insurance coverage.

References

Provide at least three references currently using, or that have previously used, services comparable to those proposed. For each reference, include:

- Company or organization name.

- Location where services were provided.
- Contact person's name and title.
- Telephone number and email address.
- Complete description of services provided.
- Dates of service.

Interviews or Product Demonstrations

The County reserves the right to conduct interviews or observe product demonstrations. If the County chooses to exercise this option, the offeror's key personnel for this project must be available for the interview January 12, 2027 in Missoula, Montana.

INSURANCE REQUIREMENTS

Contractor will be required to maintain general liability insurance in the amount of one million dollars ($1,000,000) per occurrence and two million ($2,000,000) in the aggregate. Contractor will be required to provide professional liability insurance.

In accordance with §§ 39-71-401 and 39-71-405 MCA, Contractor agrees to provide workers' compensation insurance for its employees while performing work under this Agreement. Contractor shall provide proof of compliance in the form of workers' compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of the contract.

All insurance policies required must be from an insurance carrier licensed to do business in the State of Montana. Contractor agrees to furnish proof of required insurance to the County prior to commencing work under Agreement. Missoula County must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise specified by Missoula County.

SECTION 5 – COST PROPOSAL

The cost proposal must be submitted in a separate, sealed envelope, or as a separate document if submitting via email, to be considered responsive to the requirements of this RFP. The cost proposal must not be included in the body of the proposal.

The Offeror shall submit an itemized cost proposal for each service category proposed: waste collection and disposal, recycling collection and processing, and compost collection and processing. Pricing shall be organized as follows:

1. Base Operations

Provide pricing for routine service of one 40-cubic-yard waste container and one 3-cubic-yard recycling container. Identify:

- Monthly service charges and the collection frequency included.
- Container rental, delivery, and removal charges.
- Charges for additional collections and on-call services.
- Disposal or processing fees, including the measurement used to calculate charges.

2. High-Impact Lease Events

Provide a unit rate schedule for event services, identifying:

- Container and cart sizes, rental rates, and rental periods.
- Delivery and removal charges.
- Collection charges per pickup, haul, or bin tip.
- Disposal or processing fees.
- Minimum service charges and charges for additional or urgent collections.

The rate schedule shall provide sufficient detail to calculate an event cost based on container quantities, event duration, collection frequency, and material volume or weight.

3. Western Montana Fair

Provide an itemized estimated cost for the Fair using the container quantities and collection frequencies stated in the scope of work. Identify:

- Container and cart rental, delivery, and removal.
- Scheduled collection services.
- Disposal or processing fees.
- Additional collections and on-call services.
- Any separately charged reporting or other services.

State all assumptions used to calculate the estimate, including the number of service days, collections, bin tips, and estimated material weights. Identify whether pricing is a fixed event price or an estimate subject to actual quantities.

4. Additional Charges and Pricing Terms

Identify all fuel surcharges, environmental fees, contamination charges, minimum charges, taxes, and other costs. For each charge, state the amount or calculation method and the circumstances that trigger it. Charges included in another rate shall not be listed as additional costs.

State how long proposed rates will remain fixed and describe any proposed rate adjustments during the contract term, including their timing and calculation method.

5. Combined Service Pricing

Offerors proposing multiple service categories shall provide separate pricing for each category and identify any discount for a combined award. The proposal shall clearly state whether each category's pricing applies to an individual award or depends on the award of additional categories.

SECTION 6 – EVALUATION PROCESS

The selection committee will review and evaluate the proposals according to the criteria that follow, based on a total number of 275 points for Waste, 275 points for Recycling, and 235 points for Compost.

EVALUATION CRITERIA

SCORECARD

Ability to Meet Scope of Work	Points for **Waste**	Points for **Recycling**	Points for **Compost**
1. Base Operations	30	30	10
2. High Impact Lease Events	30	30	10
3. Western Montana Fair	30	30	30
Company Profile and Experience			
4. Company Profile & Experience of Personnel	20	20	20
5. Firm Experience	20	20	20
References			
6. Reference number 1	10	10	10
7. Reference number 2	10	10	10
8. Reference number 3	10	10	10
Financial Stability			
9. Financial Stability	Pass/fail	Pass/fail	Pass/fail
Interview			
10. Interview	60	60	60
Cost Proposal			
11. Cost Proposal	55	55	55
Total Points	**275**	**275**	**235**

Missoula County
Standard Terms and Conditions

By submitting a response to this invitation for bid, request for proposal, or limited solicitation, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES: The County reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the County. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the County, the County Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by Missoula County or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the County's solicitation document and a vendor's response, the language contained in the County's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the County.

AUTHORITY: The attached bid, request for proposal, limited solicitation, or contract is issued under the authority of the Missoula County Purchasing and Contracts Policy.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractor to the same provisions. In accordance with MCA 49-3-207, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or nation origin by the persons performing the contract.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of Missoula County. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

DEBARMENT: The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department

or agency. If the contractor cannot certify this statement, attach a written explanation for review by the County.

DISABILITY ACCOMMODATIONS: The County does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document t formats, or services for effective communications or other disability related accommodations are invited to make their needs and preferences known to the County department issuing the solicitation. Interested parties should provide as much advance notice as possible.

FAILURE TO HONOR BID/PROPOSAL: If a bidder or offeror to whom a contract is awarded refuses to accept the award or fails to deliver in accordance with the contract terms and conditions, the County may, in its discretion, suspend the bidder or offeror for a period of time from entering into any contracts with Missoula County.

FORCE MAJEURE: Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to protect, defend, and save the County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the County, under this agreement.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERMS: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the County is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate County electronic funds transfer payments.

RECIPROCAL PREFERENCE: The County applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. Such reciprocal preference is applied only to competitively bid projects for construction, repair, or maintenance of a building, road, or bridge in excess of $50,000.

REGISTRATION WITH THE SECRETARY OF STATE: Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with MCA 35-1-1026 and MCA 35-8-1001. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at http://sos.mt.gov.

SEPARABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

SOLICITATION DOCUMENT EXAMINATION: Vendors shall promptly notify the County of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

TAX EXEMPTION: Missoula County is exempt from Federal Excise Taxes (#81-6001397).

TERMINATION OF CONTRACT: Unless otherwise stated, the County may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

UNAVAILABILITY OF FUNDING: The contracting department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

VENUE: This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the Fourth Judicial District in and for the County of Missoula, State of Montana, and each party shall pay its own costs and attorney fees.

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the County. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.