

July 25, 2022

## **REQUEST FOR PROPOSAL**

### **City of Sandy GI Project**

The City of Sandy is seeking quotes from qualified contractors to furnish all labor, equipment, and materials necessary for the acquisition and installation of grease interceptors at fourteen (14) selected business locations throughout Sandy.

Bidders should check the City website (<https://www.ci.sandy.or.us/rfps>) for any addenda during the bidding time and note in the bid that they have checked and included addenda in the bid.

A non-mandatory pre-bid meeting is scheduled for **Wednesday, August 10th from 3:00 p.m. to 4:00 p.m.** at Sandy City Hall, 39250 Pioneer Blvd. The intent of the meeting is to allow all prospective bidders an opportunity to thoroughly acquaint themselves with pertinent conditions prior to preparing and submitting their bid proposal.

**This is an intermediate procurement under ORS 279B.070. Selection will be made from responsive proposals that will best serve the interests of the City based on a combination of price, experience, availability, and capacity to perform the specified work. The City will select the winning proposal at its sole discretion.** No bid proposals shall be received or considered unless the bidder is registered and in good standing with the Oregon Construction Contractors Board and can furnish proof of liability insurance. *Additional consideration shall be given to contractors having extensive experience installing grease interceptors.*

Please submit your proposal using the attached sheet on Page 2 of this RFP. **PROPOSALS MUST BE RECEIVED BY 3:00 PM, THURSDAY, SEPTEMBER 8, 2022.** Proposals may be submitted by hand delivery or mailed to:

**David Snider**  
Economic Development Manager  
City of Sandy  
39250 Pioneer Boulevard  
Sandy, OR 97055

**PROPOSAL**

Date \_\_\_\_\_

Furnish labor, materials, tools, and equipment necessary for the acquisition and installation of fourteen (14) grease interceptors in selected businesses throughout Sandy as described in the scope of work on the following page. The City will select this winning proposal at its sole discretion.

- **Briefly describe your firm’s general experience with regard to the installation of grease interceptors. (use an additional sheet if needed)**
- **Provide references to installation sites, with contact details.**
- **Give examples of GI installations you have performed in the last two years.**

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**Total proposed price for the purchase and installation of all grease interceptors listed in the scope of work at the locations listed: \$ \_\_\_\_\_ .00**  
 (numerals)

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**SIGNED** (Proposer or authorized agent)

**FOR:** (Name, Company Name, Address, and Contact Phone/Email of Proposer)

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Oregon CCB Number: \_\_\_\_\_

## SCOPE OF WORK

### Project Summary

The City of Sandy Public Works Department has recently constructed a list of fourteen (14) food service-based businesses that are operating within city limits without grease interceptors, which is a violation of current municipal code. Many of these businesses were founded before the use of grease interceptors were mandated by local governments. However, the number of businesses in this category and the potential for serious damage that large amounts of fats, oils, and greases can cause to the City of Sandy's wastewater system makes mitigation of this issue a priority for the City. This project will correct the problem indicated by providing and installing grease interceptors of the make, model, and sizes indicated at the businesses listed below.

The installations shall be performed at the following locations within Sandy city limits:

- Avamere Cascadia Village
- Double Dragon Restaurant
- Joe's Donuts
- Leather's Sandy Shell
- Donny's Gateway Pub
- Smoky Hearth Restaurant
- Taco Time
- No Place Saloon
- Subway #13236
- Mountain Moka
- Scoop n' Swirl
- Devaki's Deli
- 7-Eleven
- Big Apple Market

Please see the supplemental sheet at the end of this scope of work showing grease interceptor size and location (indoor vs. outdoor) for each individual installation.

The contractor will be responsible for acquiring and paying for all permits and scheduling necessary inspections with the City of Sandy Building Division as needed. The Contractor shall furnish a Certificate of Insurance naming the City of Sandy, its employees, agents, and officials as additional insured. The Certificate shall include the following minimum coverages:

1. \$50,000 property damage
2. \$500,000 liability
3. \$200,000 individual
4. \$500,000 per occurrence

### Completion Deadline

All work on this project shall be completed within **180 days** from the date of the notice to proceed.

### Project Guidelines

The following guidelines shall be in effect for this project:

1. All grease interceptors acquired and installed shall be **Schier** products. Please use the unit listed for each location on the attached supplemental sheet.

2. All work shall generally take place outside of normal operating hours for the target business unless otherwise approved by the business. If the business is open 24 hours a day, install times may be negotiated between the target business and the contractor for mutual benefit.
3. Site installs shall be done in order of size of unit:
  - a. 100 GPM units (GB-250) shall be installed first
  - b. 35 GPM units (GB2) shall be installed second
  - c. 20 GPM units (GB1) shall be installed third
4. The official contact person for the City of Sandy GI Project is David Snider, Economic Development Manager (503-489-2159 // [dsnider@ci.sandy.or.us](mailto:dsnider@ci.sandy.or.us))

### Delivery of RFP Responses

Deliver a hard copy of the proposal sheet (page 2 of this RFP) in a sealed envelope to the following address no later than 3:00 PM on Thursday, September 8, 2022.

#### **Proposal for City of Sandy GI Project**

Attn: David Snider, Ec Dev Manager  
City of Sandy  
39250 Pioneer Blvd.  
Sandy, OR 97055

Address questions, comments, or concerns regarding the project directly to David Snider, Economic Development Manager at (503) 489-2159 or [dsnider@ci.sandy.or.us](mailto:dsnider@ci.sandy.or.us). Any response to this Request for Proposal received after the above specified time will be deemed non-responsive. Submissions sent in via fax or email will not be accepted. Submissions that are late, incomplete, or misdirected will be considered non-responsive, with no exceptions.

Proposals will not be subject to disclosure until the City issues a notice of intent to award a contract. At that time, the proposals are subject to disclosure as public records. A consultant submitting a proposal may request portions of its proposal remain exempt from disclosure in accordance with Oregon's public records law. A consultant may not mark the entire proposal as "confidential." Rather, at the time of submittal, a consultant must expressly identify specific portions of the proposal they believe are exempt under Oregon law. However, the City cannot guarantee that such portions will ultimately be exempt from disclosure.

The City of Sandy reserves the right to cancel this request in whole or in part at any time, or otherwise reject any and all responses to this Request for Proposal for reasons deemed by the City of Sandy that such an action would be in the City's best interest. In all circumstances, the City is not liable for any costs incurred by the consultant in the proposal preparation or follow-up fee negotiations.

### Changes to the RFP

The City may change the terms and conditions of this RFP through written addenda. The City will post addenda, if any, to its website at the following address: <https://www.ci.sandy.or.us/rfps>. The City will not otherwise notify proposers of addenda. By submitting a proposal, every consultant represents that it has reviewed the addenda and the proposal complies with the addenda.

## Supplemental sheet – additional install information

### High volume of FOGs:

Business Name	Location	GI model	Indoor/outdoor install?	type?
Double Dragon Restaurant	39131 Pioneer Blvd	GB-250	outdoor	HGI
Joe's Donuts	39230 Pioneer Blvd	GB-250	outdoor	HGI
Leathers Sandy Shell #51	38422 Proctor Blvd	GB2	indoor	HGI
Donny's Gateway Pub	39100 Pioneer Blvd	GB2	indoor	HGI
Smoky Hearth LLC	16607 Champion Way	GB2	outdoor	HGI
Taco Time	17475 Beers Avenue	GB-250	outdoor	HGI
No Place Saloon	38725 Proctor Blvd	GB2	outdoor	HGI
Subway #13236	38950 Proctor Blvd	GB2	indoor	HGI
Avamere @ Cascadia Village	39495 Cascadia Village Drive	GB-250	outdoor	HGI

### Low volume of FOGs:

Business Name	Location	GI model	Indoor/outdoor install?	type?
Mountain Moka	17450 SE Meinig Avenue	GB2	indoor	HGI
Scoop N' Swirl	36653 Highway 26	GB1	indoor	HGI
Devaki's Deli	37357 Highway 26	GB1	indoor	HGI
7-Eleven 25840F	39695 Proctor Blvd	GB1	indoor	HGI
Big Apple Market	38636 Proctor Blvd	GB1	indoor	HGI

- All locations are in Sandy, Oregon (ZIP 97055)
- All grease interceptors shall be Schier products.
- Avamere installation requires significant construction – initial estimate of work reads as follows: “Existing patched ceiling in laundry room comes down. Careful attention to 5 ceiling lights, 4 sprinkler heads, 1 heat sensor and 2 HVAC registrars given. Reroute new drain piping overhead and across ceiling, down to a large grease trap floor mounted and piped into a nearby 3” ABS drain line. Build wooden box to cover unit & piping. Work to be coordinated with staff during regular hours without service interruption. After hours for all drain tie-ins. Residents laundry area closed for 3 days.”