



## **REQUEST FOR INFORMATION (RFI)**

### **HAULING OF SOLID WASTE CONTAINERS FROM VARIOUS LEA COUNTY LOCATIONS TO LEA COUNTY LANDFILL IN EUNICE, NM**

**RFI# 01-(17-18)**

Posting Date: Tuesday, April 17, 2018

Submission Deadline Date: May 1, 2018 at 2:00 p.m. (MST)

***\*\* Responses received after this date & time will be rejected.***

**Responses must be clearly marked as "RFI 1" and may be mailed or emailed to be received before the Deadline Date & Time to:**

Lea County Finance Department  
ATTN: Kathy McLaughlin, CPO  
100 N. Main, Suite 11 – 4<sup>th</sup> FLOOR  
Lovington, NM 88260

[kmclaughlin@leacounty.net](mailto:kmclaughlin@leacounty.net)

## I. INTRODUCTION

### A. PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

The purpose of this Request for Information (RFI) is to assist Lea County (COUNTY) in determining interest in providing services for the hauling of solid waste from specific Lea County locations to the Lea County Landfill in Eunice, New Mexico.

The LEA COUNTY locations from which waste is to be hauled to the Landfill are:

Routine Hauls:

- Lea County Convenience Centers : Hobbs, Maljamar, Monument, and Knowles, New Mexico ("Convenience Centers"). Each of these locations currently have a roll-off container.

Occasional Hauls:

- The Lea County Fairgrounds in Lovington, New Mexico : does NOT have a roll-off container so the awarded contractor would be required to provide one.
- Lea County Courthouse in Lovington, New Mexico, 100 N. Main,

***Disposal fees at Lea County Landfill will be paid by Lea County.***

### SCOPE OF WORK

1. Awarded bidder will transport single or double (depending on size of load) solid waste containers from the following locations to the Lea County Landfill (five miles east of Eunice on State Highway 234).

<u>Weekly Hauls</u>	<u>Average Hauls Per Week</u>	
	<u>Singles</u>	<u>Doubles</u>
North Hobbs Convenience Center	35	1
Maljamar Convenience Center	0	1
Monument Convenience Center	0	2
Knowles Convenience Center	0	2

Occasional Hauls .

Lea County Fairgrounds & Rodeo Arena, Lovington – *waste container must be provided for this location.*

Lea County Courthouse, Lovington

Lea County Event Center, Hobbs

Lea County will provide all solid waste containers for the Weekly Hauls in types and sizes as follows:

Roll Offs:	20, 30, 40, & 50 cubic yards
Compactor Receivers:	40 cubic yards

*\* Bidder will move full containers from loading areas and replace with empty containers.*

2. If necessary, Bidder must be able to haul 7 days a week, as determined by Lea County Convenience Center personnel.

3. Bidder will furnish tarps or covers for full waste containers and receiver opening covers (commonly called diapers) during transportation to Lea County Landfill.
4. Bidder will be capable of and utilize double hauls (Bobtail tractor and pull trailer).
5. **Bidder will have at least one truck and driver available for Lea County use during all hours of operation, including weekends and applicable holidays. (See attached)**
6. Bidder will move full containers from tipping area and replace with empty containers in a timely manner (2 hours from call up to arrival on location required).
7. If "on-call" driver(s) are to be used, direct phone numbers to the on-call driver and the driver's immediate supervisor must be provided to the on-site Lea County supervisor at North Hobbs Convenience Center. Bidder may not use an answering service.
8. Bidder will not allow loaded containers to accumulate at North Hobbs Convenience Center to an amount equal to or in excess of 240 cubic yards in any 24-hour period.
9. Bidder will be responsible for "as needed" delivery and pickup of containers at other Lea County facilities including but not limited to: Lea Co. Event Center, Lea Co. Fairgrounds and Rodeo Arena, and Lea Co. Courthouse.
10. Bidder to furnish per round-trip price for hauls.

**A. FUEL ADJUSTMENT - See chart on "BID FORM" Page 2 :**

Due to fluctuating fuel costs, price of hauling will be adjusted up or down on the first Monday of each month, according to the price of fuel at the gas station located at 5000 N. Lovington Highway, Hobbs, NM (across from Lea County Event Center).

11. **If a Bid is issued**, the Bidder will be required to submit **with the BID FORM:**
  - New Mexico Environment Department Waste Hauler Certificate or copy of completed application.
12. Bidder will submit an estimated run-time for each center being serviced. This will include a **complete cycle – using North Hobbs Convenience Center as a starting point** and running to each satellite, loading, running to Lea Co. Landfill, emptying, returning to satellite, setting containers and returning to North Hobbs Convenience Center.
13. **QUESTIONS** -- Any questions must be in writing to Lea County Procurement Officer:

Kathy McLaughlin  
Finance Department  
100 N. Main, Suite 11  
Lovington, NM 88260-4030

[kmclaughlin@leacounty.net](mailto:kmclaughlin@leacounty.net)

FAX: 575 – 396 – 5684

- a) Questions of a substantive nature will be addressed by means of an official **addendum** to all potential respondents & posted *immediately* under "Procurement" on County's website [www.leacounty.net](http://www.leacounty.net). **ONLY** questions asked and answered in writing will be binding.
- b) All deliveries of responses to this RFI via express carrier must be addressed to the Procurement Officer (PO) listed above. (When considering delivery, please allow that Lea County is a rural area.)
- c) **Any inquiries or requests** regarding this RFI should be submitted to the Procurement Officer (PO). Respondents may contact **ONLY** the Procurement Officer (PO) regarding this RFI. Other COUNTY employees do not have the authority to respond on behalf of the Procurement Officer (PO).

*Continued on next page....*

## II. CONDITIONS GOVERNING THE RFI

### 1. Submission of Response

**ALL RESPONSES MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT OFFICER (PO) OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN TIME ON MAY 1, 2018.** Responses received after this deadline will not be accepted. The date and time of receipt will be recorded on each response.

Responses must be addressed and delivered to the Procurement Officer (PO) at the address listed above. Mailed responses must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **RFI# 01-(17-18)**. **Email responses will be accepted on informal RFI's.**

## A. GENERAL REQUIREMENTS

### 1. No Obligation

This RFI in no manner obligates the COUNTY to the issuance of a Bid / RFP or the eventual retention of professional services and, if applicable, the rental, lease or purchase of any real and/or personal property that may be implied or proposed.

### 2. Incurring Cost

Any cost incurred by the potential Respondent in preparation, transmittal, and/or presentation of any response or material submitted in response to this RFI shall be borne solely by the Respondent.



**RFI FORM** – To be completed & returned to Lea County

HAULING SOLID WASTE  
LEA COUNTY CONVENIENCE CENTERS  
RFI #01 - (17-18)  
DUE DATE: MAY 1, 2018 - 2:00 P.M. (MST)

COMPANY NAME: \_\_\_\_\_

Contractor is able to meet these RFI Specifications?	_____ Yes          _____ No
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**FUEL ADJUSTMENT:** BASE PRICE will be adjusted up or down according to fuel prices on the first Monday of each month. All Contractor's invoices to Lea County will include printed reference to the diesel BASE price for that month. (see below)

**EXAMPLE** only – Not to be completed until a formal Bid is issued:

If Diesel Price Per Gallon =	Haul \$ Price Adjustment = - or + Per Haul	Insert the word "BASE" next to the fuel price that your bid is based on.
\$ 3.30	- \$ _____	
3.40	- \$ _____	
3.50	- \$ _____	
3.60	\$ _____	B A S E P R I C E at time of contract
3.70	+ \$ _____	
3.80	+ \$ _____	
3.90	+ \$ _____	
ETC .....		

HAULING SOLID WASTE FROM  
LEA COUNTY CONVENIENCE CENTERS TO  
LEA COUNTY LANDFILL, EUNICE, NM  
BID #\_\_\_\_ - (17-18)  
**DUE DATE: MAY 1, 2018 - 2:00 P.M. (MST)**

[illegible]

**RFI FORM**  
LEA COUNTY, NEW MEXICO

HAULING SOLID WASTE FROM  
LEA COUNTY CONVENIENCE CENTERS TO  
LEA COUNTY LANDFILL, EUNICE, NM  
BID #\_\_\_\_ - (17-18)  
DUE DATE: MAY 1, 2018 - 2:00 P.M. (MST)

I have read and understand the Terms & Conditions and Specifications & Contractual Terms  
Of this RFI.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed/Printed)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Fed. Tax ID # / Soc. Sec. #

\_\_\_\_\_  
E-mail Address

State of \_\_\_\_\_)

)ss.

County of \_\_\_\_\_)

\_\_\_\_\_(name), being duly sworn, deposes and says that he /she  
is \_\_\_\_\_(title) of \_\_\_\_\_(company) and all fore-  
going questions and all statements herein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires:

\_\_\_\_\_  
**Notary Public**



# LEA COUNTY LANDFILL

Owned & Operated by the Solid Waste Authority

Located 5 miles East of Eunice, NM

3219 E. Hwy. 176

394-9109

Daylight Saving Time Hours

**Monday thru Saturday 7:30 a.m. - 5:30 p.m.**

**Recycling All Tires**

All tires regardless of size are recycled at the Landfill

There is a Fee per tire based on size

## COUNTY operated Convenience Centers

Lea County Convenience Center

(North Hobbs located West of Halliburton)

4401 Business Park Blvd.

Monday thru Saturday 8:00 a.m. - 6:00 p.m.

Sunday 11:00 a.m. - 6:00 p.m.

Large loads of residential demolition material accepted on Monday through Friday

**Recycling**

Cardboard, paper products & #1- #7 plastic containers

Now accepting batteries and used motor and Transmission oils at the North Hobbs Center

Monument, Knowles, and Maljamar County Convenience Centers

(Adjacent to Fire Depts.)

Tuesday and Sunday Noon - 6:00 p.m.

Thursday 8:00 a.m. - 2:00 p.m.

Saturday 8:00 a.m. - 6:00 p.m.

Questions about what is accepted:

CALL – All County Operated Convenience Centers 391-2953

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## CITY operated Convenience Centers

Call for Information

City of Hobbs	3000 East Marland	397-9200
City of Lovington	1111 South Chavez	396-2884
City of Eunice	Lea County Landfill	394-2576
City of Jal	14 Water Treatment Road	395-3340
Town of Tatum	10 South Odell	398-4633

***Keep Lea County Lovely – Secure your load***