



Skamania County  
Department of Public Works  
Solid Waste Division  
Stevenson, Washington  
(509) 427-3926

October 2, 2019

**TO THE BIDDER**

Skamania County Department of Public Works is requesting bids for the purchase of a computer weighing and waste tracking software system be used in our solid waste collection and disposal activities. It is the intent of the County, that the software system comes complete with ticketing, billing and reporting components for the three (3) County disposal facilities.

Please review the enclosed special instruction to bidders, general instructions and all other related material and information carefully.

If you have any questions regarding this specification or information regarding the Call for Bids, please call Brad T. Uhlig, Solid Waste Supervisor, Stevenson Transfer Facility, at (509) 427-3926 or (360) 953-1423.

Thank you for your time and interest.

Sincerely,

Brad T. Uhlig  
Solid Waste Supervisor

## NOTICE TO CONTRACTORS

Sealed proposals will be received by the Project Manager, Skamania County Public Works, Courthouse Annex, 170 NW Vancouver Avenue, Stevenson, Washington until 4:00 o'clock p.m. on Thursday, October 17, 2019 for the purchase of the following:

**Computer weighing and waste tracking system for the County's three disposal facilities**

Sealed proposals received will be opened and publicly read aloud on Tuesday, October 22, 2019 at 10:00 o'clock a.m. or shortly thereafter in the Courthouse Annex Public Works Office. Bids received after 4:00 o'clock p.m. on Thursday, October 17, 2019 will not be considered

Specifications and proposal forms for this purchase may be obtained at the Office of the Public Works Director in the Courthouse Annex, Stevenson, Washington.

The county reserves the right to reject any and all bids, and to waive any irregular informalities in the bidding procedures or in the bids themselves; and award the contract to the lowest responsible bidder.

Dated this 24<sup>th</sup> day of September 2019.

**Debbie Slack**  
**Clerk of the Board**

Publication Dates: October 2, 2019 and October 9, 2019

Bid Opening: October 22, 2019

## **INSTRUCTIONS TO BIDDERS**

Bids to receive consideration must be made in accordance with the following instructions, and such bids and awards made thereon shall be subject to all the terms and conditions set forth and in accordance with the attached documents.

1. **NOTICE:** All bids shall be sealed in an envelope and addressed to the Skamania County Public Works, Solid Waste, P.O. Box 1009, Stevenson, Washington 98648. The name and address of the bidder and the title of "Waste Tracking and Inventory Software" must appear on the outside of the envelope, along with the notation "Sealed Bid Enclosed"
2. The proposal of these specifications shall be signed with ink on the form(s) provided by either the individual bidder, or an officer of the company who is authorized to act in that capacity for the company.
3. All bids shall be accompanied by a bid bond or cashier's check in the amount of five percent (5%) of the bid price.
4. Any bid received after the hour specified in the announcement will not be considered.
5. Bid prices for each item shall be based upon the delivery of the item to Skamania County Transfer Stations, Stevenson, Mt Pleasant and Underwood, Washington, or as directed in the Invitation to Bidders.
6. The use of the name of a manufacturer or any special brand or make in describing any item in the schedule does not restrict bidders to that manufacturer or specific article, this means being used simply to indicate the quality and utility of the articles desired; but the goods on which proposals are submitted must, in all cases, be equal in quality and utility to those referred to. Each bidder shall furnish descriptive material showing complete specifications of items bid.
7. Each bidder shall specify delivery time on the proposal sheet.
8. The bidder shall list on a separate sheet any variations from or exceptions to the conditions and specifications of this bid. This sheet shall be labeled, "Exception(s) to Bid Conditions and Specifications" and shall be attached to the bid.
9. All units bid shall be of similar make and model and maximum compatibility of parts and supplies. Acceptance of bids shall be based on the total of all units.
10. Bidders must return a complete bid package with ALL appropriate sheets included.

### **RESERVATIONS:**

The Board of County Commissioners of Skamania County, Washington herein expressly reserves the following rights:

- a) to reject any and/or all bids
- b) to waive any and/or all irregularities in the bids submitted
- c) to base awards with due regard to quality
- d) to make the award to any bidder whose bid, in the opinion of the Board of County Commissioners, best serves the interest of Skamania County



**\* (Note: If the bidder is a corporation, this proposal must be executed by its duly authorized officials)**

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**Approval and acceptance of bid**

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**Signature of Authorized Official(s)**

\_\_\_\_\_  
**Chairman, Board of County Commissioners**

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**Address of bidder: (Principal place of business)**

**Payment: 30 days following delivery.**