

Entity Name: South Dakota State Government

Event Number: 11625

Event ID: 24RFP11625

Event Name: Study on Recycling Abandoned Junk Vehicles/Cleaning Up Junky Property

Requested By: Missy Schuetzle

Created By: Missy Schuetzle

Due By Date: 11/08/2024 05:00 PM Central Time

Q&A Cutoff Date: 10/11/2024 10:56 AM Central Time

Invitation Type: Invitation Only

Assigned Commodities: 988-56 Litter Removal Services (Including Beach Cleaning) (For Buildings See 910-27)

Allow Supplier Terms and Conditions: No

Public Responses: No

Display Awardee: Display

Posting Board Status: Expired

Event Status: Event Under Review

Section #: Name:

1 Section 1 - 24RFP11625

"Response to Offeror Questions" document attached.

Do not submit responses through ESM Sourcing; please submit your response as specified in the RFP document.

The Invitation Type for this RFP, designated as "Invitation Only," indicates that vendors who have chosen the applicable NIGP codes for the requested services will receive an autogenerated system email notification. The Invitation Only designation does not impose exclusivity or restrictions on access; it does not limit who can respond. Also, the RFP document is accessible to all interested parties for download via the Central Bid Exchange on OPM's website: <https://sourcing.esmsolutions.com/postingboard/entities/3444a404-3818-494f-84c5-2a850acd7779>.

All vendors are encouraged to download the RFP and submit their proposals following the instructions outlined in the RFP document.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to solicit proposals from qualified contractors to complete a feasibility study on recycling abandoned junk vehicles and cleaning up junky property throughout South Dakota.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The South Dakota Department of Agriculture and Natural Resources is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, South Dakota Department of Agriculture and Natural Resources, Waste Management Program. The reference number for the transaction is RFP #24RFP11625. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

Any potential contract(s) resulting from this RFP shall be between the respective State Agency or institution and the successful Offeror(s) hereafter referred to as the "Contractor" for the provision of Services according to the terms set forth therein. The State Agency or institution shall serve as the representative responsible for administration of the contract and referred to herein as the "State Contract Administrator" and will be responsible for reviewing contract compliance.

1.3 DEFINITIONS USED IN THIS RFP

The following definitions are used in this RFP:

Offeror – a company who has submitted a proposal in response to this RFP.

Contractor – An Offeror that has been awarded a contract as a result of this RFP.

State - State of South Dakota, Department of Agriculture and Natural Resources.

1.4 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Nick Emme at nick.emme@state.sd.us with the subject line "RFP #24RFP11625".

All Offerors will be informed of any inquiries and the State's response. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.5 OFFEROR'S CONTACTS

Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to Nick Emme as indicated above. Offerors and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact Nick Emme as indicated above.

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1.6 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication October 11, 2024

Offeror Questions Due October 25, 2024

Responses to Offeror Questions November 1, 2024

Proposal Submission November 8, 2024

Proposal Revisions (if required) November 22, 2024

Anticipated Award Decision/Contract Negotiation December 11, 2024

1.7 PREPARING AND SUBMITTING YOUR PROPOSAL

Elaborate proposals (e.g., expensive artwork) beyond that sufficient to present a complete and effective presentation are not necessary or desired.

1.7.1 Incurring costs

The State is not liable for any cost incurred by Offerors in replying to this RFP.

1.7.2 Submitting the proposal

All proposals must be completed and received in the Department of Agriculture and Natural Resources Waste Management Program by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will be late and ineligible for consideration. An original and one identical copy, along with one electronic copy, including all attachments, in both Microsoft Word and PDF electronic formats of the proposal shall be submitted.

The cover sheet of the proposal must be signed, in ink, by an officer of the Offeror, legally authorized to bind the responder to the proposal, and sealed in the form intended by the Offeror. Proposals that are not properly signed may be rejected. The cover sheet must be printed and submitted with the proposal. The sealed envelope must be marked with the appropriate RFP Number and title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. Proposals should be addressed and labeled as follows:

**REQUEST FOR PROPOSAL #24RFP11625
PROPOSAL DUE NOVEMBER 8, 2024
DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES
ATTENTION: NICK EMME
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182**

All capital letters and no punctuation are used in the address. The Department of Agriculture and Natural Resources address as displayed should be the only information in the address field.

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Terms and Conditions

ESM Sourcing Terms

None

General Terms and Conditions

None

Event Specific Terms and Conditions

See attached document