

County of Inyo  
Recycling and Waste Management Program

REQUEST FOR PROPOSALS

For

**LANDFILL GATEHOUSE SOFTWARE**



September 2017

Recycling and Waste Management  
Parks and Recreation  
Motor Pool



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## COUNTY OF INYO

Administrative Services  
163 May Street  
Bishop, California 93514

**September 19 - 2017**

### **REQUEST FOR PROPOSALS LANDFILL GATEHOUSE SOFTWARE**

#### **A. PROPOSAL SUBMITTAL REQUIREMENTS**

Inyo County Recycling and Waste Management (IRWM) seeks proposals from qualified companies to provide software to be used at landfills for credit card charges based on weight or tonnage, and will be used with Quickbooks for invoicing and MSEXcel for data tracking.

Proposals must be received on or before 4:00 pm, Friday October 20, 2017 addressed to the County of Inyo, 163 May Street, Bishop, California 93514. Proposals must be submitted in a sealed envelope marked: "Proposal – LANDFILL GATEHOUSE SOFTWARE" The company name and address of the respondent must appear on the outside of the envelope. Envelopes without the name of the respondent and/or without the return address will be disposed of without being opened.

Base your proposal on installing software on six (6) computers (may be laptops, desktop PCs, and/or touchscreen tablet computers). Installation will require incorporation of existing scale equipment at one landfill at this time. Software must be compatible with Microsoft Windows 10 Operating System.

#### **B. EXECUTION OF CONTRACT**

Contract will be negotiated with selected vendor in conformance with County of Inyo policy prior to award of bid.

#### **C. SCOPE OF WORK**

All bids should include minimum and suggested configurations for all computer, hardware, and server requirements to support the successful implementation of the bidders proposed software. For those bidders who can provide hardware, please include a quote for the configured hardware as an optional cost item in your proposal.

Inyo County will reserve the right to purchase the hardware and supporting software directly from existing contracted vendors.

## **C2 CURRENT SYSTEM DESCRIPTION:**

The current hardware at the Bishop-Sunland Landfill currently consists of:

- C2.1 One electronic scale (Rice Lake Survivor OTR).
- C2.2 Two stop lights to control entry and exit from the scale.
- C2.3 One cash drawer to receive customer payments (not connected to scale).
- C2.4 Two outdoor external displays which show the weight currently on the scale.
- C2.5 Weight ticket printer (Epson TM-U295).

(Lone Pine Landfill, Independence Landfill and Big Pine Transfer Station do not have scales and currently utilize manual techniques for transactions)

## **C3 MINIMUM SPECIFICATIONS**

### **C3.1 Minimum Software Compatibility**

- C3.1.1 Integrates with Quickbooks 2017 Pro;
- C3.1.2 Exports to MS Excel 2016 and is supported for use with MS Windows 10;
- C3.1.3 Supports and controls off-the-shelf peripherals such as printers, scanners, scale indicators, point of sale registers, credit card machines and signature capture tablets;
- C3.1.4 Can be used on a tablet and/or touchscreen interface.

### **C3.2 Software Requirements for Scalehouse Activities**

C3.2.1 Implements a real-time mode, fully integrated scalehouse reporting and accounts receivable billing system, including:

- Ability to store tare weights for individual vehicles.
- Ability to record multiple commodities on a single weight ticket.
- Ability for scale operators to include comments, which do not print on the customer's receipt, if necessary.
- Ability to record waste quantity by waste type, charges by weight, volume, unit and/or origin.
- Ability to track inbound/outbound tonnage and each unit material.
- Ability for customers to be identified by vehicle ID or customer name.
- Delinquent account notification to scale operator and transaction lock out, with the option for supervisor override.
- Allow customer, vehicle, container and generator quick add or editing by scale operators with automatic next number assignment.
- Ability to track and record solid waste tonnage by origin (locality).
- Ability to view customer balance due at scalehouse (preferably in real time).

- Printed customizable weigh tickets to include but not limited to:
  - Date, weigh in, and weigh out times (24-hour clock).
  - Customer, bill to account number, transaction/ticket number, vehicle number, container number, origin(locality), generator, waste type, gross and tare weights, net tons and transaction dollar amount.
  - Comments from scale operator, if applicable.
  - Driver signature line.
  - Customizable default statement to print under signature, e.g. "Driver certifies that load contains no hazardous or otherwise prohibited material."

Ability to print tickets on standard sized thermal paper rolls.

Security log on/out for operator with password.

Must be able to record weights in 20lb increments.

### C3.3 Software Requirements for Office Activities

- C3.3.1 Ability to apply credit limits and/or require pre-payment balances to customers.
- C3.3.2 Ability to track tonnage and revenue for "no charge" accounts.
- C3.3.3 Ability to track charges not related to scale activity.

### C3.4 Software Requirements for Accounting Activities

- C3.4.1 Print customizable monthly statement of account to include but not limited to:
  - Customer name, contact, and trade name
  - Remittance address
  - Billing address
  - Previous Balance
  - Finance Charges
  - Detailed new monthly charges
  - Total Balance Due
  - Customizable message field
- C3.4.2 Only print invoices for accounts with a balance amount set by user.
- C3.4.3 Balance forward capabilities.
- C3.4.4 Ability to track payment by reference number or date.
- C3.4.5 Ability to apply payments by origin.
- C3.4.6 Ability to make adjustments by tonnage and/or dollar amount.
- C3.4.7 Ability to set different fees for different waste types and/or origins.

### C3.5 Minimum Software Requirements for Security

- C3.5.1 Ability for security settings to be applied at a group or user level.

- C3.5.2 Ability for specific levels authorization can be assigned to specific users, such as only allowing a user to run reports.
- C3.5.3 Ability to create reports on user activities and/or changes to customer or other reference tables.

**C3.6 Training**

Scale software firm will train up to six (6) Gate Attendants and three (3) office staff to transfer knowledge to fully utilize the new system, as well as training manuals created for future employees specific to the three distinct user types: Gate Attendants, invoicing, and report writers.

**D. PROPOSAL EVALUATION**

A selection committee composed of County staff will evaluate all submitted proposals. The information provided in the proposal will be the basis for recommending a Contract Award to the Board of Supervisors at a regularly scheduled meeting. The following table describes how proposal items will be scored with the highest point total (after applying a Contracting Preference (see Section “I” of this RFP) to applicable proposal total dollar amounts) being the basis for the award recommendation:

Evaluation Criteria	Possible Points
1. Proposed product meets or exceeds the minimum	40
2. References from other clients	15
3. Total cost of software, install and annual maintenance fee	15
4. Support/maintenance contract terms and conditions	10
5. Experience and reputability of vendor and product	10
6. Ability to complete the project before 03/15/2018	10
<b>Total</b>	<b>100</b>

**E. PROPOSAL TIME TABLE (TENTATIVE)**

	Date
1. Date issued	September 19, 2017
2. Questions due by	October 4, 2017
3. Answers back by	October 11, 2017
4. Proposal due	October 20, 2017
5. Project awarded by Board of Supervisors	November 7, 2017

**F. REVISIONS TO RFP**

If it becomes necessary to revise any portion of this RFP, the addenda will be sent to all providers who were mailed the original request and any parties who notify IRWMA that they are interested in receiving an addendum if issued. IRWMA reserves the right to negotiate with the vendors to modify or amend certain portions of their respective Proposals.

## **G. REJECTION OF PROPOSALS**

This Request for Proposals is not a contract or commitment of any kind by IRWMA and does not commit Inyo County to award a contract or pay any cost incurred in the preparation of a submission. Inyo County, at its sole discretion, reserves the right to accept or reject, in whole or in part, submittals received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this Request for Proposals.

All submittals will become the property of Inyo County. Failure to provide any of the requested information within the specified submission period may cause Inyo County, at its sole discretion, to reject the submittal or require additional information.

## **H. LIMITATION OF LIABILITY**

Vendors shall bear the full cost of Proposal preparation and negotiating the final purchase agreement if selected by Inyo County. There may be no claims whatsoever for reimbursement from Inyo County for costs and expenses associated with this process.

## **I. CONTRACTING PREFERENCES FOR LOCAL AND SMALL BUSINESSES**

There is a contracting preference of 5% for small business enterprises (or) 8% for local businesses available for this Request for Proposals. To be eligible for a preference, a small business enterprise must submit proof of certification from the State of California or the Small Business Administration as a small business. A local business must provide documentation that it is a local business as defined by Inyo County Code § 6.06.020(B) with its proposal. Please refer to the Inyo County website home page at <http://www.inyocounty.us/> for a copy of the Local Business Verification Form.

## **J. REFERENCES**

Please provide a list of five (5) customer references with a contact name, phone number, email address, beginning and end dates of service with customer.

## **K. QUESTIONS**

Formal questions must be submitted by 5:00 PST on October 4, 2017, questions can be submitted by emailing Scott Eagan at [seagan@inyocounty.us](mailto:seagan@inyocounty.us). Questions will be answered and posted on the Inyo County website:

[inyocounty.us/Bid\\_Packages.html](http://inyocounty.us/Bid_Packages.html)

as well as being emailed to those companies that submit questions.

**L. CONFIDENTIALITY**

Proposals are maintained as confidential by the County of Inyo until officially placed on the Board of Supervisors Meeting Agenda.

Please mail proposals to:

Inyo County Recycling and Waste Management  
**Proposal – LANDFILL GATEHOUSE SOFTWARE**  
163 May St.  
Bishop, CA. 93514.

Proposals must be received no later than Friday, October 20, 2017.  
Contact Scott Eagan at (760) 873-5577, or [seagan@inyocounty.us](mailto:seagan@inyocounty.us) for questions.

**REQUEST FOR PROPOSALS  
LANDFILL GATEHOUSE SOFTWARE**

Company:

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By:

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Contact person:

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Address:

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Phone:

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Fax:

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Email:

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**Proposal Total Amount (cost for initial setup):**

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**Annual Maintenance Fee (as proposed):**

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Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_