

**REQUEST FOR PROPOSAL - RECREATIONAL VEHICLE HOLDING TANK PUMPING SERVICE
CONCESSION**

SERIAL PR10 - 06 - RFP

- Purpose: This document defines the basic services required; the proposal procedures; the evaluation criteria; and other factors pertinent to this Request for Proposal (RFP). The purpose of this RFP is to offer a service to recreational vehicle owners that would enable them to have their unit's holding tanks pumped while at camp ground sites located within the Maricopa County Regional Parks' System. The service would be provided by a concessionaire ("Selected Proposer" or "Contractor") with the intent of precluding park RV patrons from having to relocate from their assigned site in order to empty the holding tanks. The desire of Maricopa County Regional Parks is that the concession is a year-round operation and be available at all parks with designated camping areas. The Successful Proposer, as may be required, shall furnish all labor, materials, equipment, permits, environmental compliance and insurance to perform the tasks required.
- Release
Date: **December 17, 2009**
- Location: Maricopa County Regional Parks, Maricopa County Arizona, is hereinafter referred to as "County" or "Parks."
- Proposal: Shall be a submission pursuant to the terms of this RFP by a qualified entity ("Proposer" or "Proposers") and shall consist of a proposal to empty (pump) recreational vehicle holding tanks while on-site within designated camping areas located within Maricopa County Regional Parks.
- Forms: Copies of the Request for Proposal may be obtained from County at Maricopa County Parks and Recreation Department 234 N. Central Avenue, Suite 6400, Phoenix, Arizona 85004, Phone: (602) 506-2930, or by downloading from the Website at www.maricopa.gov/parks.
- Pre-Proposal: A **Mandatory** Pre-Proposal Conference shall be held at Maricopa Parks and Recreation Department, 234 N. Central Avenue, Suite 6400, Phoenix, AZ 85004 at **9:00 a.m. (Mountain Standard Time) on Thursday, January 7, 2010. Proposals from non-attendees shall not be considered.** Late arrivals shall be denied entry. Parks and Recreation staff shall make a brief presentation and questions shall be answered. If requested by attendees, copies of oral and written questions and responses shall be sent to all attendees. **Please bring a copy of the RFP with all Exhibits and Appendixes.**
- RFP Costs: *Proposers are not entitled to recover any Proposal preparation costs or other costs or damages.*
- Due Date: Proposals are due at the Maricopa County Parks and Recreation Department, 234 N. Central Avenue, Suite 6400, Phoenix, AZ 85004, not later than **3:00 p.m. (Mountain**

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Standard Time) on Thursday, January 21, 2010. Late Proposals shall not be accepted.

All Proposals must be submitted in the format identified in the RFP. The Maricopa County Board of Supervisors reserves the right to reject any and all Proposals.

All Proposals are to be sealed, signed, and marked: **Recreational Vehicle Holding Tank Pumping Service Concession – Serial PR10-06-RFP**. All inquiries relative to this Solicitation should be directed to Contract Administrator, Maricopa County Parks and Recreation Department, 234 N. Central Avenue, Suite 6400, Phoenix, Arizona 85004.

All Proposals shall be submitted to:

**Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, Arizona 85004**

ATTENDANCE IS MANDATORY AT THE PRE-PROPOSAL CONFERENCE

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1.0 INTRODUCTION.

1.1 Scope and Intent.

- 1.1.1 Maricopa County, a political subdivision of the State of Arizona, hereinafter known as “County” is soliciting proposals from qualified proposers to meet basic services which encompass emptying or pumping recreational vehicle (“RV”) holding tanks while on-site within designated camping areas located within Maricopa County Regional Parks. The Selected Proposer, upon demand, will provide services to all parks within the Maricopa County Regional Parks System where there are established camp grounds or RV sites, but not more than one (1) time weekly. It is anticipated that County will be assessed a fee from the Selected Proposer when services are provided of which County will, in turn, assess a fee to the RV owner who is in receipt of said services. (See **Appendix 1.1.1 – Park Locations**) The Selected Proposer will then dispose of materials pumped from the RV holding tanks at an authorized disposal location to be selected by the Selected Proposer. The disposal location will not be on County property. The Selected Proposer will be responsible for all required permits in order to perform said service. County through its Parks and Recreation Department will inform RV owners of the service and related cost; when the service will be available; and collect required fees from the RV owner if they desire service. County, through its Parks and Recreation Department, will in turn notify the Selected Vendor that services are desired who in turn will invoice County of which County will then make payment to the Selected Proposer in accordance with the terms outlined in a formal agreement that will be executed between the Selected Proposer and the Maricopa County Board of Supervisors. No cost will be assessed County if services are not provided. The desire of County is that the concession shall be a year-round operation on a schedule mutually agreed upon and so stated in the final negotiated agreement.
- 1.1.2 County is conducting a competitive selection process to obtain these services. It is the intent to use the RFP process described herein to select one qualified Proposer to provide those additional services to be provided to RV owners who are registered in an authorized camping facility located within a County Park.
- 1.1.3 The Selected Proposer shall provide RV owners a service to pump or empty their waste holding tanks. Services will be provided in the parks listed in **Appendix 1.1.3 – Site Overview.**
- 1.1.4 In the context of this RFP, waste holding tanks refer to an enclosed tank, normally attached to a recreational vehicle, that is designed to hold/store a fully self-contained, motorized vehicle, trailer, fifth (5th) wheel or pop-up tent camper

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designed for recreational use; equipped with potable water hookup; “grey” water (shower or dishwashing water) or “black” water (sewage). Tents, if using chemical toilets or closed containers similar to the described holding tank, would be authorized to use said pumping service.

1.1.5 Proposed Responsibilities.

A. County.

- (1) To make campers aware of said pumping service, to include date, approximate time and fee for said service.
- (2) Accept reservations and collect fees for said service.
- (3) Notify, as agreed upon in negotiated Agreement, Selected Proposer of the number of units to receive said service by park and site number.
- (4) Pay, according to the payment terms and fee schedule outlined in the negotiated Agreement, invoiced fees for services provided by the Selected Proposer as outlined in this RFP.
- (5) County assumes no liability for any damages as a result of services performed.

B. Selected Proposer.

- (1) Ensure adequate time is allocated to pump units requesting service during that visit. Parks will not be liable for additional fees for trips required by the Selected Proposer due to the Selected Proposer’s scheduling conflicts.
- (2) Perform required services.
- (3) Selected Proposer assumes all liability for any damage done to property, whether service patron or County’s, as a result of services being provided under the negotiated Agreement.
- (4) Invoice County for services provided in accordance with the terms as outlined in the negotiated Agreement.

1.1.6 Concession Guidelines.

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Appendix 1.1.6 – Concession Guidelines is provided as a general reference in developing the Proposal.

1.1.7 In the context of this RFP, the Proposer refers to the entity seeking to provide the services required; Entity means functioning as a legal business entity recognized in the State of Arizona; and Concessionaire (“Selected Proposer”) refers to that Proposer that is presented with the opportunity to negotiate a Agreement (“Agreement”) with County which is the governing agreement between the Selected Proposer and the County. *The terms of the Agreement are subject to negotiation and subject to the approval of the Maricopa County Board of Supervisors.* The purpose of this RFP is to provide notice to prospective Proposers of the general terms of the Agreement. However, the final approved and fully executed Agreement shall constitute the entire agreement between County and the Selected Proposer and shall supersede any and all terms of this RFP.

1.2 Exceptions.

Exceptions to the provisions as stated in the RFP *must be submitted in writing prior to the Pre-Proposal Conference.* Requests shall have necessary supporting documentation in order for Parks to make a written determination as to the Proposer’s eligibility to participate in this solicitation. Exceptions shall be reviewed by Parks. Responses to exceptions shall be provided in writing prior to the date required for Proposals to be submitted. Submit exception requests to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, AZ 85004

1.3 Demographic Trends – Arizona and Maricopa County.

Over sixty percent (60%) of the State’s population lives in Maricopa County.

Demographics:

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5 and Under	7.8%
18 and Under	26.4%
65 and Older	12.8%
Median Household Income (2004)	\$43,696
% Native Hawaiian/Pacific Island	0.2%
% White (Not Hispanic)	59.7%
% Hispanic/Latino	29.2%
% Black	3.8%
% Asian	2.4%
% American Indian/Alaska Native	4.8%

(Source: Arizona Quick Facts from the U.S. Census Bureau) (2006)

Tourism and outdoor recreation continue to be some of the State's greatest sources of revenue. Although currently experiencing the effects of the downturn of the economy, recreational opportunities within the Maricopa County Regional Parks' System continues to provide a viable alternative to more expensive recreation and entertainment options. It is believed that the providing of an RV rental opportunity will further support the continued success of the recreational opportunities offered within the Parks' System.

1.4 History of Maricopa County Regional Parks.

1.4.1 Currently there are ten (10) parks in Maricopa County's Park System. (See **Appendix 1.1.1. – Park Locations**)

1.4.2 Camping opportunities, to where services would be desired, are as listed in **Appendix 1.1.3 – Site Overview**. Annual number of overnight campers at each respective park occupying an RV site is shown in **Appendix 1.1.3 – Site Overview**.

1.4.3 For purposes of this RFP, a Maricopa County Park is defined as all land, structures, facilities and services identified in the RFP pertaining to a specific park within the system of Maricopa County Parks, as well as other additional structures, facilities and services proposed and identified by the Selected Proposer and approved by the County.

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2.0 GOAL.

- 2.1 It is County's goal, through its Parks and Recreation Department, to have available to residents and visitors of Maricopa County who own and operate RVs, to provide an additional service within the Parks' System.
- 2.2 It is the expectation of County that the Selected Proposer shall continue to provide services to the general public for which the scope is set forth in **Section 1.1** of this RFP.
- 2.3 A secondary goal is that through the opportunities presented through the pumping service, there may be a resulting increase of RV usage within the parks resulting in an increase in outdoor recreation.

3.0 TERM AND TERMINATION.

3.1 Term.

The term for the Agreement shall be negotiated between the County and the Selected Proposer(s) with the potential for renewal options and if renewal options are contemplated in the Agreement, they will be at the sole discretion of County.

3.2 Termination.

3.2.1 As a condition of the negotiated Agreement, a clause for "termination without cause" may be considered.

3.2.2 "Termination for cause" shall be included as part of the Agreement. Representative reasons include, but are not limited to:

- A. Unsatisfactory performance on the part of the County or Successful Proposer.
- B. Regulations make continuation of the Agreement infeasible.
- C. Inability of the Selected Proposer and County, collectively known as "Parties", to mutually agree as to the terms and conditions outlined in renewal options.
- D. The Agreement is subject to termination pursuant to A.R.S. § 38-511.

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- E. The Agreement is subject to termination due to the non-appropriation of funding by the County, without any liability to County.
- F. Termination of the Agreement between Parks and the agency from which Parks acquired the lands which each park is located, i.e. Bureau of Reclamation (BOR) or Bureau of Land Management (BLM).

4.0 RESPONSIBILITIES AND REQUIREMENTS.

4.1 Insurance/Liability.

- 4.1.1 The Selected Proposer shall be required to maintain public liability and property damage insurance in a form acceptable to the County. This shall include naming the County as an “additional insured entity” on all required insurance coverage or as stipulated in the Agreement.
- 4.1.2 The Selected Proposer, as appropriate, shall be required to carry Worker’s Compensation for statutory limits.
- 4.1.3 The Selected Proposer agrees to indemnify and save harmless the County or any of their dependents, agencies, officers or employees, from and against all loss, expense, damage or claim of any nature whatsoever which is caused by any activity, condition or event arising out of the performance or non-performance of the Selected Proposer.

4.2 Utilities.

The Selected Proposer shall have access to existing park road networks. The Selected Proposer shall coordinate travel on the roads in order to service a respective RV site. The Selected Proposer shall not be required to construct additional road networks in order to service RV sites. If the Selected Proposer desires to install additional road networks or utilities, the Successful Proposer shall be responsible for coordination with County and all costs associated with design, permitting, and installation/construction.

4.3 Facility and Grounds Maintenance.

- 4.3.1 The Selected Proposer shall be responsible for cleaning up, at their expense, any waste spillage that may occur during the performance of services as outlined in this RFP. If damage to a site and its amenities or structures occur, i.e. electrical stand damaged, and it is determined that said damage is the result of negligence on the part of the Selected Proposer, the Selected Proposer is responsible for the repair thereof or responsible to County for all costs associated with the repair of said damage.

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4.3.2 The Selected Proposer shall be responsible for ensuring compliance with the Maricopa County Air Pollution Control Regulations and other environmental statutes, regulations and ordinances as they pertain to air quality and other environmental concerns, i.e. waste spillage during the performance of services, within Maricopa County Parks.

4.4 Construction Plans.

4.4.1 It is not the intent of this RFP to have the Selected Proposer provide any site improvements or complete new construction. In event this were to be the desire of the Selected Proposer, the Selected Proposer shall be responsible for the submission of all plans, the obtaining of all required permits, the completion of required environmental studies, and construction of the improvements and all associated costs. The Selected Proposer shall be required to comply with all applicable health, building, zoning, fire and safety codes; the American with Disabilities Act; the Architectural Barriers Act; the Uniform Federal Accessibility Act; and the Arizona Native Plant Law. County Parks and Recreation Department will be given the opportunity to review plans of said improvement and give its permission, in writing, to proceed with the formal design, review, permitting, studies and construction of said improvement.

4.4.2 NOTICE IS HEREBY PROVIDED that County Parks *does not have the authority to perform technical review or approval. It is the responsibility of the Selected Proposer to determine these requirements.* The Selected Proposer hereby acknowledges that the Maricopa County Department of Parks and Recreation does not have the authority or ability to issue permits or licenses as required pursuant to this RFP or subsequent Agreement or other permitting or licensing agency and the determination of whether the Selected Proposer is in compliance with the permitting and licensing requirements is with the respective permitting or licensing agency.

4.5 Environmental Compliance.

4.5.1 Current Status.

If the Selected Proposer activities results in adverse environmental impacts, the Selected Proposer shall be fully accountable for any resulting site assessment and clean-up cost required to restore the property.

4.5.2 Regulated Uses and Disposal.

A. The Selected Proposer, as part of the RFP, shall provide to County a complete list identifying all hazardous material or petroleum products and their approximate quantity that shall be brought on each site. (See **Exhibit**

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H – Hazardous Material or Petroleum Products) Thereafter, the Selected Proposer shall be required to notify Parks only when hazardous materials or petroleum products, in addition to those initially identified with the Proposal, are brought on site. County reserves the right to deny access of any Hazardous Material(s) to its park or to require the Selected Proposer to remove any Hazardous Material(s) the Selected Proposer brought into the respective park or caused to be brought into the respective park at the expense of the Selected Proposer.

- B. Management and proper disposal of all hazardous or waste material is the responsibility of the Selected Proposer. The Selected Proposer shall agree to comply with all environmental laws and regulations and to take such other actions as may be required to protect against environmental liabilities. Any hazardous or waste substances must be disposed of in accordance with all required laws and regulations concerning the use and disposal of such substances. The Selected Proposer shall be required to keep Material Safety Data Sheets and supporting records on site for the identified materials and products as may be required. In addition, the Selected Proposer shall be required to retain required documentation relating to the management and disposal of all hazardous and waste material as may be required.

5.0 GENERAL PROVISIONS.

5.1 Accident Reporting.

The Selected Proposer shall immediately report to County any event which results in the death or significant injury requiring medical transport or attention to the Selected Proposer's employees, Selected Proposer members, or members of the general public while performing services as outlined in this RFP.

5.2 Debris/Obstacles.

RV sites identified for service by the Selected Proposer are "as is" and the Selected Proposer is responsible to ensure that there is no debris or obstacles that can interfere with the safe performance of required services. If debris or obstacles are identified by the Selected Proposer, it is their responsibility to coordinate for such removal with the respective RV owner or coordinate with the respective Park Supervisor.

5.3 Park Rules and Regulations.

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The Selected Proposer is responsible for ensuring that they are in compliance with all Park Rules and Regulations. A copy of the Park Rules and Regulations will be incorporated into the Agreement of which the Selected Proposer shall be responsible for distribution to their personnel that perform said services.

5.4 Emergency Notification.

As part of the Agreement, the Selected Proposer shall be required to provide names and contact numbers of, as a minimum, a primary and alternate Point-of-Contact. This information shall be retained by County for emergency notification.

5.5 Emergency Evacuation Plan.

The Selected Proposer shall be responsible for informing their personnel that perform said services that they are to follow the direction of Park personnel in event of emergency evacuation.

5.6 Compliance with Laws.

5.6.1 The Selected Proposer shall agree to comply with all applicable federal, state, County, Parks and city statutes, laws, ordinances, rules and regulations as they pertain to the said services as outlined in this RFP.

5.6.2 Employer Sanctions Law.

- A. The Selected Proposer warrants that it is in compliance with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 41-4401, subsection A;
- B. That a breach of a warranty under subsection A above shall be deemed a material breach of the negotiated Agreement that is subject to penalties up to and including termination of the Agreement;
- C. That the contracting government entity retains the legal right to inspect the papers of any Contractor (Selected Proposer) or subcontractor employee who works on the Agreement to ensure that the Selected Proposer or subcontractor is complying with the warranty provided under subsection A above and that the Selected Proposer agrees to make all papers and employment records of said employee(s) available during normal working hours in order to facilitate such an inspection;
- D. That nothing herein shall make any Selected Proposer or subcontractor an agent or employee of the contracting government entity.

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5.6.3 Verification Regarding Compliance with A.R.S. §§ 35-391.06 and 35-393-06, Business Relations with Sudan and Iran.

A. By entering into an Agreement, the Selected Proposer certifies it does not have scrutinized business operations in Sudan or Iran. The Selected Proposer shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Contract Administrator upon request. These warranties shall remain in effect through the term of the Agreement.

B. The County may request verification of compliance for a Selected Proposer or subcontractor performing work under the Agreement. Should the County suspect or find that the Selected Proposer or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to, suspension of work, termination of the Agreement for default, and suspension or debarment of the Selected Proposer. All costs necessary to verify compliance are the responsibility of the Selected Proposer.

5.6.4 The RV holding tank pumping concession shall be open to the public and otherwise enhance public recreational services at the proposed parks. No person shall be denied use of the RV concession because of race, sex, age, handicap, disability, color, religion, sexual orientation or national origin.

5.7 Recovery of Costs.

Proposers are not entitled to recover any Proposal preparation costs or other costs or damages associated with the preparation of this Proposal including, but not limited to, the event Parks withdraws the RFP; the event the County does not make an award; County fails to successfully negotiate an Agreement; or County awards the Agreement to another Proposer.

5.8 Proprietary Information.

The Proposer must clearly identify items to be considered as "proprietary" information and that they do not want this information to be part of the public record. **This request must be made in writing and submitted prior to Parks receiving the Proposal.** Requests identifying proprietary information received after receipt of the Proposal shall not be accepted and information submitted shall become part of the public record. County shall make a determination as to accepting or declining the Proposer's request. As a general guideline, only financial information shall normally be considered proprietary and then only if requested by the Proposer. Requests for proprietary consideration must be sent to:

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Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, AZ 85004

5.9 Rejection of Proposals.

If determined to be in the best interest of County, County reserves the right to reject any and all Proposals received in response to this RFP. County agrees to take reasonable care to protect any proprietary information identified by the Proposers received as part of their RFP response.

5.10 Reports.

Reporting and retention pertaining to financial records and attendance reports shall be outlined in the Agreement.

6.0 **FEES.**

During the term of the Agreement, the Selected Proposer shall charge County a fee for scheduled services of which specifics will be as agreed to in the Agreement. (See **Exhibit I – Fee Schedule**)

7.0 **RFP GUIDELINES AND PROCESS.**

7.1 General.

7.1.1 Modifications.

County may institute changes or modifications to the RFP specifications and if done so, shall notify all participants in a timely manner by an addendum to this RFP.

7.1.2 Negotiation.

Aspects of the Agreement, unless restricted by the RFP, are subject to negotiation.

7.1.3 Proposal Withdrawal.

If at any time prior to the selection of the Selected Proposal a Proposer decides to withdraw their Proposal, that Proposer is requested to give written notice to

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Maricopa County Parks and Recreation Department, Attn: Contract Administrator, 234 N. Central Avenue, Suite 6400, Phoenix, Arizona 85004.

7.1.4 Award Consideration.

Consideration for award shall only be made to Proposers whose Proposal best meets the criteria stated in the RFP; for Proposers who can best demonstrate the knowledge and resources necessary to commit and succeed with the Proposal submitted; that there has been no previous contract performance issues with Maricopa County or its Parks and Recreation Department; and who demonstrate the required qualifications and experience to succeed in the services to be performed as outlined in this concession.

7.1.5 Incorporation of the Proposal into the Agreement.

The contents of the RFP and the Selected Proposer responses are incorporated, in total, into any Agreement. Where the Agreement is in conflict with the RFP or response, the Agreement shall control.

7.1.6 Financial Status.

- A. County reserves the right to require the Proposer to provide County with unrestricted access to their financial records. All Proposers shall make available, upon request, current audited financial statements that reflect the assets and liabilities of the Proposer. This is required in order to determine if the Proposer has adequate resources to operate the RV holding tank pumping service concession. Failure or refusal to provide this information within five (5) business days after requested, County may find this to be sufficient grounds to reject a Proposal.
- B. If this is a new business entity created for the purpose of responding to this RFP, then the following information must be made available upon request:
 - (1) Names and addresses of all individuals with a five percent (5%) or more interest in outstanding shares or ownership interest.
 - (2) Financial statements of each individual identified above.
 - (3) Tax returns for three (3) years for each individual identified above.
- C. By submitting a Proposal in response to this RFP, the Proposer agrees to provide County, in writing, with any relevant information requested if the Proposer becomes involved as a debtor: **(Exhibit F – Litigation, Claims, Judgments or Government Investigations)**

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- (1) In a bankruptcy proceeding.
- (2) In a reorganization, dissolution or liquidation proceeding.
- (3) If a trustee or receiver is appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law.

D. County reserves the right to take any action available to it, if it discovers a failure to provide such information.

7.1.7 Competition, Non-Collusion and Conflict of Interest.

The Proposer expressly warrants and certifies so as not to foster a non-competitive business environment:

- A. That neither the Proposer, its employees, or associates, either by themselves or through an LLC, partnership, corporation, or any other entity, currently possesses any commercial interests adjacent to or near a Maricopa County Park that shall compete with major recreational amenities or services currently being offered.
- B. That neither the Proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in conjunction with this Proposal.
- C. That the Proposer is not under any contractual or legal obligation or impediment which could or would conflict with the duties and obligations that shall be imposed upon a Selected Proposer as outlined in this RFP.

7.1.8 Public Record.

In accordance with the Maricopa County Procurement Code, all information submitted relating to this Proposal, *except for proprietary information identified prior to Proposal submission*, shall become part of the public record upon the Parties signing and the Board of Supervisors formally approving an award (Agreement).

7.1.9 Inquiries.

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Should there be a discrepancy, omission, or any questions pertaining to the RFP, notify the Parks and Recreation Department's Contract Administrator in writing, at the address below, **not later than 7 - days prior to the date for receiving Proposals**. As such, the latest date and time for submitting requests for addenda shall be on **January 14, 2010 at 4:00 p.m. (Mountain Standard Time)**. **Maricopa County or Parks is not bound by any oral statements or representations**. All questions concerning the interpretation of this document shall be in writing and addressed to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N Central Avenue, Suite 6400
Phoenix, AZ 85004

7.1.10 Award of Agreement.

- A. The award of any Agreement shall not be based solely or primarily on fee structure, but shall include the evaluation criteria listed in the RFP.
- B. The Evaluation Selection Committee may select one (1) Proposal, along with any "Add Alternate Proposals" for Parks and Recreation Department staff to negotiate and finalize the Agreement.
- C. The Selected Proposer(s) selected by the Evaluation Selection Committee must negotiate a final Agreement with Parks within sixty (60) days of selection. *An extension of this sixty (60)-day period may be granted, in writing, by County through its Parks and Recreation Department.* Parks shall negotiate only with principals or agents of the disclosed principals that are expressly designated in writing by the Selected Proposer(s).
- D. If the negotiation process does not produce a final Agreement with the Selected Proposer, Parks shall negotiate with the Evaluation Selection Committee's alternate selections under the same constraints and in order of preference.
- E. *The final Agreement may include modifications to the extent necessary, without significantly changing the Scope of the Proposal, to arrive at a mutually acceptable Agreement between County and the Selected Proposer. Any deviations from the proposed Agreement, or any alternative or special conditions required by the Selected Proposer, should be clearly stated in the Proposal submitted.*

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F. The Agreement shall be forwarded to Maricopa County Board of Supervisors for final approval.

7.2 Instructions for Preparing the Proposal.

7.2.1 Proposers are to provide one (1) original and five (5) copies of their Proposal. All copies shall be clearly marked as to being an original or copy.

7.2.2 Proposers are required to provide one (1) CD of their Proposal with the original document.

7.2.3 Proposers are to address Proposals, identified with title and return address, to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, Arizona 85004

7.3 Format and Content.

7.3.1 The Proposal submitted must be specific and complete in every detail. Proposals shall be all-inclusive in detailing the proposal. They should be practical; prepared simply and economically; and provide a straightforward, concise delineation of how Proposer shall satisfactorily perform the services being sought. The Proposal will be all inclusive for all parks with campground facilities. The Proposal must clearly delineate the intention of the Proposer as to the specifics of their proposal.

7.3.2 All Proposals shall follow the general format listed below; shall be tabbed; and each copy shall be presented in its own 3-ring binder.

A. Table of Contents.

B. Short introduction and summary as to how the proposal shall accomplish the scope and intent of this RFP.

C. Narrative.

Provide a narrative as to all aspects of the Proposal. As a minimum, items to be discussed in detail are:

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- (1) Description of the concession services to include fee schedule and proposed day of service at each park.
- (2) Identify any special areas, issues or concerns to be considered by the Evaluation Selection Committee and, if a Selected Proposer, areas, issues or concerns that may impact negotiation of a successful Agreement.

7.4 Exhibits to be Included.

Proposals shall include the following Exhibits.

Exhibit A - Contact Person - Provide the name and address of the Proposer for purposes of notification or other communication relating to the Proposal. Proposals must be signed by a business entity official who has been authorized to make such commitments.

Exhibit B - References - Provide three (3) governmental agencies or private firms with whom you have conducted business transactions during the past three (3) years.

Exhibit C - Principals - Enumerate, in detail, the duration and extent of the business experience of the principals, with special emphasis upon experience in the waste disposal industry and pumping of RV holding tanks with which this Proposal relates.

Exhibit D - Operations Plan - Describe in detail your operations plan. Include hours and proposed day of service at each respective park; identify if there is a minimum number of units that must be serviced before coming to a park; identify if this service will vary dependent upon the season of the year, i.e. fall, winter and spring are the months the RV sites are most heavily occupied; proposed rates charged to Parks for services provided; a detailed description of what each service will encompass, i.e. pumping of the holding tank, flushing of the holding tank, addition of any additives such as deodorants.

Exhibit E - Demonstration of Environmental Excellence - Describe the experience of your organization in demonstrating environmental excellence to include knowledge of environmental laws as they apply to operation of the RV waste disposal.

Exhibit F - Litigation, Claims, Judgments or Government Investigations - Provide detailed information of any type of litigation, judgments, claims, or governmental investigations (previous or pending) involving any principal, participant, individual financial backer or investment group, or legal business entity associated with this Proposal.

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Exhibit G - Previous Performance on County or Parks Agreements - Provide a brief summary of your past performance and evaluation on any prior, or closely related, County or Parks agreements.

Exhibit H - Hazardous Material or Petroleum Products - Provide a detailed list of all hazardous material or petroleum products, and approximate quantities, initially to be brought on site.

Exhibit I - Fee Schedule - State your proposed fee schedule payable by Parks for services provided.

Exhibit J - Financial Plan –

- (A) All Proposers shall make available, within five (5)-days of being requested by County, current audited financial statements that reflect the assets and liabilities of the Proposer. This is required in order to determine if the Proposer has adequate resources to provide RVs for, operate and maintain the RV concession. Failure or refusal to provide this information may be sufficient grounds for County to reject a Proposal.
- (B) If this is a new business entity created for the purpose of responding to this RFP, then the following must be made available upon request:
 - (1) Names and addresses of all individuals with a five (5%) percent, or more, interest in outstanding shares or ownership interest.
 - (2) Financial statements of each individual identified above.
 - (3) Tax returns for three (3) years for each individual identified above.
- (C) Include a financing plan specifying how the Proposal shall be financed. Also include documentation supporting the internal availability of equity funds to finance any part of your Proposal not financed with debt. Documentation should specifically include identification of possible lenders and terms; audited financial statements from the Proposer and joint venture partners; and copies of relevant corporate or individual income tax returns.

Exhibit K – Service Timeline – Detail the anticipated timeline for initial services to begin.

7.5 Evaluation and Approval Process.

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Proposals shall be evaluated by an Evaluation Selection Committee. The evaluation and approval process is comprised of the following steps:

- Step 1: Review of all Proposals for conformance to this Request for Proposal.
- Step 2: The elimination of all Proposals which deviate substantially from the basic intent of the solicitation and notification to Proposer.
- Step 3: An evaluation of the remaining Proposals. County may retain a consultant to assist in evaluating the Proposals.
- Step 4: If required, presentation(s) of Proposals by Proposers.
- Step 5: Selection of Proposals (and possible alternate Proposals) to negotiate an Agreement.
- Step 6: Negotiation and finalization of the Agreement by Parks' Staff and the Selected Proposer.
- Step 7: Present the Agreement to the Board of Supervisors for approval.
- Step 8: Notification to non-selected Proposers after approval of the Agreement by the Board of Supervisors.

7.6 Evaluation Selection Factors. (See Appendix 7.6 – Evaluation Selection Factors)

The following factors or categories shall be considered in the evaluation of individual proposals:

7.6.1 Completeness of the Proposal.

Response to RFP provisions to include the Proposer's references; experience; and presentation (if required).

7.6.2 Implementation Plan.

- A. Overall concept of how the Proposal compliments campground services and how the Selected Proposer's qualifications and experience with this type concession further compliments this segment of recreational opportunity. Include photographs, graphics, etc. of the prior use of this service.
- B. The Proposer's timetable for becoming operational.

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- C. The Proposer's concern for environmental issues and knowledge of environmental laws.

7.6.3 Operations Plan.

- A. Frequency of service.
- B. Proposed rates.
- C. Services provided.

7.6.4 Overall.

- A. Overall strength of the Proposal.
- B. Previous County or County Parks' performance.

7.7 Schedule of Events.

Unless stated otherwise in the RFP, all dates are approximate and are to be used for planning purposes only.

- (A) Request for Proposal Released: **December 17, 2009.**
- (B) **Mandatory** Pre-Proposal Conference: **9:00 a.m. (Mountain Standard Time) Thursday, January 7, 2010** at Maricopa County Parks and Recreation Department, 234 N. Central Avenue, Suite 6400, Phoenix, AZ 85004. **Please bring a copy of the RFP with all Exhibits and Appendixes. Please bring a business card to the Pre-Proposal Conference.** (See Appendix 7.7 – Administrative Instructions for the Pre-Proposal Conference)
- (C) Submission of Proposals: **Thursday, January 21, 2010.** All Proposals *must be received* before **3:00 p.m. (Mountain Standard Time)** on the above date at Maricopa County Parks and Recreation Department, Attn: Contract Administrator, 234 N, Central Avenue, Suite 6400, Phoenix, Arizona 85004.
- (D) Approximate Dates for completion of Review of Proposals: **Within thirty (30) days of submission of Proposals.**
- (E) Approximate Date of Proposer's Presentations (if necessary): **Within ten (10) days of completion of review of Proposals.**

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- (F) Submission of Evaluation Selection Committee's Recommendation of the Selected Proposer to the Director, Maricopa County Parks and Recreation Department and the Director's concurrence or rejection: **Within ten (10) days of Proposer's Presentation and final Evaluation Committee recommendation.**
- (G) Director's Concurrence; Resolution of any outstanding issues between Director and Evaluation Selection Committee: **Within ten (10) days of submission of initial recommendation to the Director.**
- (H) Approximate Date of Negotiations being completed with the Selected Proposer (if selected): **Within sixty (60) days of completion of the Director's concurrence with the Evaluation Committee's recommendation.**
- (I) Approximate Date of Board of Supervisors to Approve the Agreement: **Within thirty (30) days upon successful negotiation of an Agreement.**

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PROPOSAL CHECKLIST

All Proposals Must Contain The Following Information:

- Table of Contents
- Short Introduction and summary of the Proposal
- Narrative
- Contact Person (Exhibit A)
- References (Exhibit B)
- Principals (Exhibit C)
- Operations Plan (Exhibit D)
- Demonstration of Environmental Excellence (Exhibit E)
- Litigation, Claims, Judgments or Government Investigations (Exhibit F)
- Previous Performance on County or Parks' Agreements (Exhibit G)
- Hazardous Material or Petroleum Products (Exhibit H)
- Fee Schedule (Exhibit I)
- Financial Plan (Exhibit J)
- Service Timeline (Exhibit K)

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EXHIBIT A – CONTACT PERSON

Proposer certifies that he has read, understands, and shall fully and faithfully comply with this Request for Proposal, its attachments, and any referenced documents.

Name of Respondent Company: _____

Company's Legal Name if
Different than Above: _____

Address: _____

Telephone Number: () _____

Fax Number: () _____

Contact Person: _____

Title: _____

Contact Person's Telephone
Number if Different than Above: () _____

Parent Company (If any): _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

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EXHIBIT B - REFERENCES

List three (3) governmental agencies, or private firms, with whom you have conducted business transactions during the past three (3) years.

Reference No. 1

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Nature and magnitude of business association, etc.:

Signature of Proposer

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Exhibit B – References (Continued)

List three (3) governmental agencies, or private firms, with whom you have conducted business transactions during the past three (3) years.

Reference No. 2

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Nature and magnitude of business association, etc.:

Signature of Proposer

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Exhibit B – References (Continued)

List three (3) governmental agencies, or private firms, with whom you have conducted business transactions during the past three (3) years.

Reference No. 3

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Nature and magnitude of business association, etc.:

Signature of Proposer

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EXHIBIT C - PRINCIPALS

Enumerate, in detail, the duration and extent of the business experience of the principals, with special emphasis upon experience with the type services proposed.

Include photographs, videos or any other graphic presentations to demonstrate the level of experience with the proposed or similar services.

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EXHIBIT D –OPERATIONS PLAN

Describe in detail your operations plan. Include hours and proposed day of service at each respective park; identify if there is a minimum number of units that must be serviced before coming to a park; identify if this service will vary dependent upon the season of the year, i.e. fall, winter and spring are the months the RV sites are most heavily occupied; proposed rates charged to Parks for services provided; a detailed description of what each service will encompass, i.e. pumping of the holding tank, flushing of the holding tank, addition of any additives such as deodorants.

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EXHIBIT E – DEMONSTRATION OF ENVIRONMENTAL EXCELLENCE

Describe the experience of your organization in demonstrating environmental excellence to include knowledge of environmental laws as they apply to operation of the RV waste disposal.

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EXHIBIT F – LITIGATION, CLAIMS, JUDGMENTS OR GOVERNMENT INVESTIGATIONS

Provide detailed information of any type of litigation, judgments, claims, or governmental investigations (previous or pending) involving any principal, participant, individual financial backer or investment group, or legal business entity associated with this Proposal.

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EXHIBIT G – PREVIOUS PERFORMANCE ON COUNTY OR PARKS’ CONTRACTS

Provide a brief summary of your past performance and evaluations received on any prior County or Parks agreements.

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EXHIBIT H – HAZARDOUS MATERIAL OR PETROLEUM PRODUCTS

Provide a detailed list of all hazardous material or petroleum products and approximate quantity of each that shall be initially brought to on site.

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EXHIBIT I – FEE SCHEDULE

State your proposed fee schedule payable by Parks for services provided.

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EXHIBIT J – FINANCIAL PLAN

Include a financing plan specifying how the proposed services shall be financed. Also include documentation supporting the internal availability of equity funds to finance any part of your Proposal not financed with debt. Documentation should specifically include identification of possible lenders and terms; audited financial statements from the Proposer and joint venture partners; and copies of relevant corporate or individual income tax returns.

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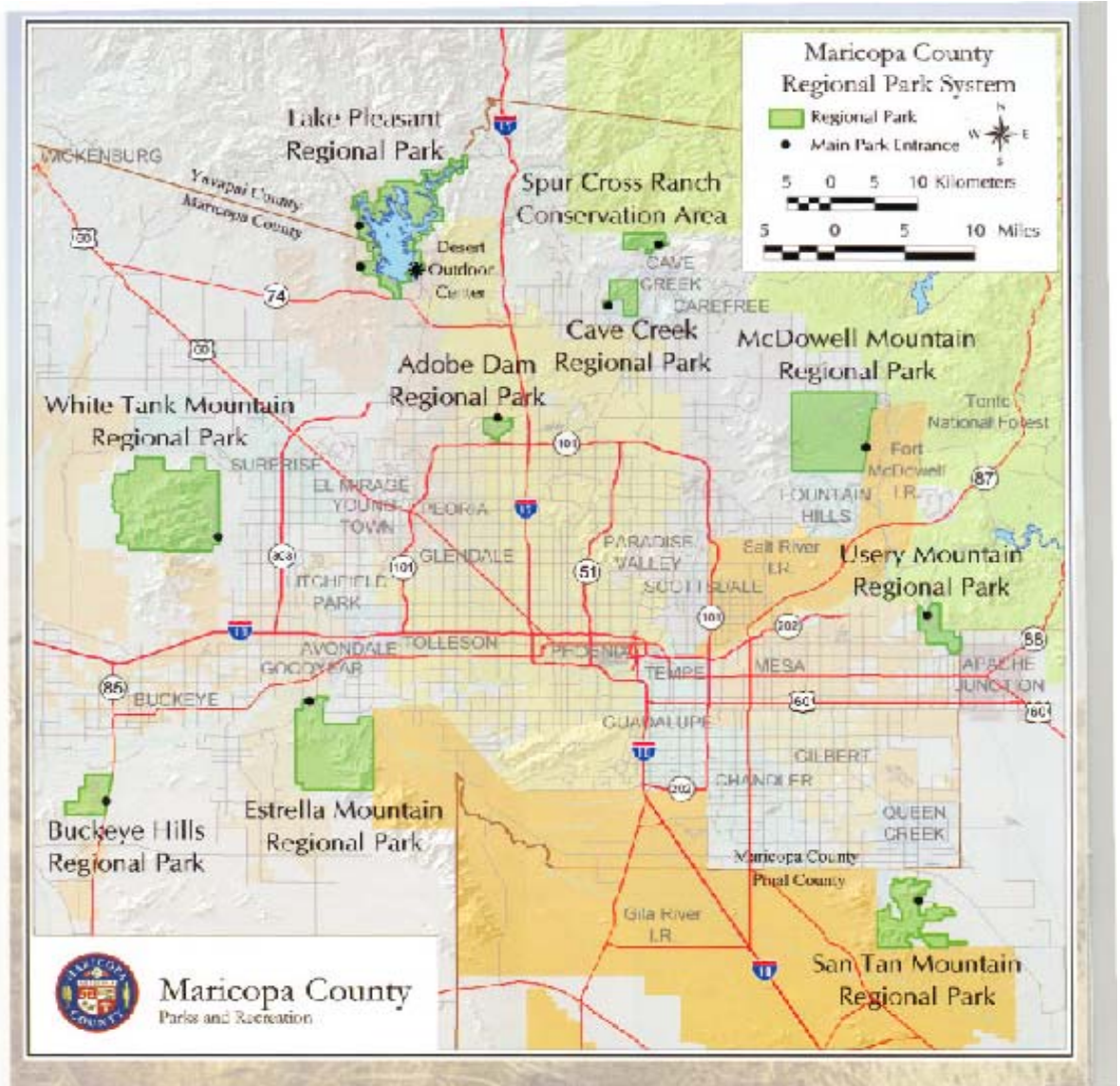
EXHIBIT K – SERVICE TIMELINE

Detail the anticipated timeline for initial services to begin.

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APPENDIX 1.1.1 –PARK LOCATIONS



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APPENDIX 1.1.3 – SITE OVERVIEW

Parks Recreation Overview: (Published Separately)

RV Site Overview: (Published Separately)

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APPENDIX 1.1.6 – CONCESSION GUIDELINES

The desire of County is to expand recreational services available to the recreating public who occupy campground sites located in within the Maricopa County Parks. Concession guidelines are stated below.

1. Must be family-oriented and not be offensive to the general population.
2. No person shall be denied use of the facility because of race, sex, age, handicap, disability, color, religion, sexual orientation or national origin.
3. The Proposer shall conform to all applicable laws, regulations, codes, etc. e.g. immigration, health, building, zoning, environmental and safety codes.
4. The Proposer agrees it shall not discriminate against any employee or applicant for employment because of race, sex, age, religion, national origin or disability.
5. The Selected Proposer shall be responsible for all costs associated with the procurement of required equipment to perform desired services; obtaining the necessary permits; obtaining authorized dump sites for waste materials; licensing of vehicles required to perform the desired services; training of employees; and required insurance.
6. If improvements are desired by the Selected Proposer, as may be applicable, they shall be responsible for all planning, permitting, studies, and construction and associated costs. The intent of County is not to require any site improvements but to require only general site clean-up of waste materials as may be required.
7. The Selected Proposer agrees to indemnify and save harmless the County or any of its departments, agencies, officers or employees, from and against all loss, expense, damage or claim on any nature whatsoever which is caused by any activity, condition or event arising out of the performance or nonperformance of the Proposer.
8. Develop a schedule of park visits so that services can be coordinated and reservations made.
9. Invoice County in accordance with the terms and conditions as outlined in the final Agreement.

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APPENDIX 7.6 – EVALUATION SELECTION FACTORS

Evaluation Criteria	Maximum Points	Evaluation Points
Completeness of Proposal	200	
Response to RFP Provisions	100	
Proposer's References	75	
Proposer's Presentation (If Required)	25	
Sub-Total Completeness of Proposal		
Implementation Plan	350	
Compliments Campground Services	125	
Timetable to become Operational	125	
Environmental Considerations	100	
Sub-Total Implementation Plan		
Operations Plan	350	
Frequency of Service	120	
Proposed Rates	110	
Services Provided	120	
Sub-Total Operations Plan		
Overall	100	
Strength of Proposal	50	
Previous County or Parks Performance	50	
Sub-Total Overall Section		
Total Score	1,000	

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**APPENDIX 7.7 – ADMINISTRATIVE INSTRUCTIONS FOR THE PRE- PROPOSAL
CONFERENCE**

Date: January 7, 2010

Time: 9:00 a.m.

Location: 234 N. Central Avenue, Suite 6400, Phoenix, AZ 85004

Agenda:

9:00 a.m. – 9:15 a.m.	Opening Remarks
9:15 a.m. – 10:30 a.m.	Introduction: Scope and Intent; Exceptions; Demographic Trends; Discuss RFP Highlights
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:30 a.m.	Questions; Answers; Clarification
11:30 a.m. – 12:00 p.m.	Wrap Up

Administrative Notes:

1. Bring the RFP with all exhibits and appendixes to the Pre-Proposal Conference.
2. Bring a business card to be retained by Parks.
3. Be on time – doors shall close at 9:00 a.m. and entry shall be denied after 9:00 a.m.
4. Allow extra time for parking due to construction and traffic congestion.
5. Parking is limited. There is some street parking (generally metered); parking garages are located between Central Avenue and 1st Avenue on Van Buren ; between Polk Street and Van Buren on 1st Avenue; and 2nd Avenue and Van Buren; and open lot parking on 1st Avenue just before Van Buren. County Parks does not validate parking.