



## **County Of Siskiyou**

**Request for Proposals (RFP)  
RFP # 26-404010-02 – Sanitation**

**for**

**Electronic Waste and Universal Waste Transportation,  
De-Manufacturing, and Recycling**

**Proposals may be mailed, delivered, or emailed to:**

**Emily Harper**

Project Coordinator

General Services

190 Greenhorn Road

Yreka, CA 96097

[rfp\\_rfb\\_submissions@co.siskiyou.ca.us](mailto:rfp_rfb_submissions@co.siskiyou.ca.us)

**Proposals Due by:**

**May 15, 2026**

**3:00pm**

**County of Siskiyou  
Request for Proposals  
for Electronic Waste and Universal Waste Transportation, De-  
Manufacturing, and Recycling at the Oberlin Road, Black Butte  
Transfer Station, and Happy Camp Transfer Station**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
April 6, 2026	Release of Request for Proposals (RFP)
April 30, 2026	Deadline to Submit Questions
May 15, 2026 (3:00 PM)	Submission of Proposals due by 3:00 PM
May 28, 2026	Review of Proposals
To Be Announced	Notification of Final Selection
To Be Announced	Professional Service Agreement Processed
August 1, 2026	Professional Service Agreement Start Date

## **1.0 Preface**

The County of Siskiyou General Services Department is seeking the services of a qualified firm for services including the pickup, transportation, and domestic recycling of electronic waste (E-Waste) including Cathode Ray Tube (CRT) devices, CRT glass, CRT material, consumer electronic devices (CEDs), as well as universal waste materials (U-Waste) including batteries (lithium-ion/rechargeable, alkaline, and button cells), compact fluorescent lights (CFLs), thermostats, and fluorescent light ballasts (FLBs). The services also include the proper handling and disposal of any wastes that cannot be recycled.

The locations of the sites requiring these services are Oberlin Road Transfer Station: 2420 Oberlin Road, Yreka, CA 96097, Black Butte Transfer Station: 3710 Springhill Road, Mount Shasta, CA 96067, and Happy Camp Transfer Station: 65600 Hwy 96, Happy Camp, CA 96039.

## **2.0 Scope of Work**

The selected contractor will be responsible for:

1. Collecting, recycling, and reporting EWASTE, CRT, CEDs, and UWASTE from specified locations including the Oberlin Road Transfer Station, the Black Butte Transfer Station, and the Happy Camp Transfer Station.
2. Providing transportation for all collected materials to their processing facility.
3. Ensuring compliance with all necessary permits for processing facilities.
4. Submitting monthly reports including CalRecycle Form 197 Transfer Receipts and annual reports by January 15th each year detailing the previous year's data.
5. Maintaining insurance as per County Contract Terms.
6. Maintaining all necessary licenses and permits for their operations.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

## **3.0 Term**

The County is seeking these services for a period of three (3) years, with the County seeking the option to extend the contract term for up to two (2) additional three-year periods but will also evaluate alternative terms provided by eligible respondents.

## **4.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

### **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Provide evidence of licensing, bonding, insurance and any relevant certifications and training. Examples of current

and/or completed projects, as current as possible, should be submitted as appropriate.

### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

### **4. Approach:**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

### **6. Price Proposal:**

- a. Provide a comprehensive and transparent proposal that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended and required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**7. Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## **5.0 Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered timely and responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities after the selection and evaluation process. Proposals not selected in the evaluation process may be awarded a contract should

negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

## 6.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Department of General Services 190 Greenhorn Road, Yreka CA 96097 on or before 3pm **May 15, 2026** (ATTN: Emily Harper, Project Coordinator) Please note "RFP #26-404010-02" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Department of General Service 190 Greenhorn Road, Yreka CA 96097 and postmarked by **May 15, 2026**. Please note "RFP #26-404010-02" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to [rfp\\_rfb\\_submissions@co.siskiyou.ca.us](mailto:rfp_rfb_submissions@co.siskiyou.ca.us) and must be received by **May 15, 2026 at 3:00pm** Please include "RFP #26-404010-02" in subject line.

Proposers shall provide one (1) original copy with signature and three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project to Emily Harper Project Coordinator by email, [emharper@co.siskiyou.ca.us](mailto:emharper@co.siskiyou.ca.us).

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award(s) resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **7.0 Attachments**

Attachment A- Bid Proposal Form

Attachment B- Proposal Evaluation Worksheet

Attachment C- County Contract Template