



## **County Of Siskiyou**

**Request for Proposals (RFP)  
RFP # 26-404010-01 – Sanitation**

**for**

**Facility Operation and Solid Waste/Recycling  
Disposal at the Happy Camp Transfer Station**

**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:**

**July 23, 2026**

**3:00pm**

**County of Siskiyou  
Request for Proposals  
for Facility Operation and Solid Waste/Recycling Disposal At  
The 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>
May 26, 2026	Release of Request for Proposals (RFP)
June 23, 2026 (10:00 AM)	Mandatory Pre-Bid Meeting 10:00 am at Happy Camp Airport - Forest Service Conference Room 63822 Hwy 96, Happy Camp.  Then will be departing to the transfer station site 65600 State Hwy 96, Happy Camp
July 7, 2026	Deadline to Submit Questions
July 23, 2026 (3:00 PM)	Submission of Proposals due by 3:00 PM
July 27, 2026	Review of Proposals
To Be Announced	Notification of Final Selection
To Be Announced	Transfer Station Operator's Agreement Processed
October 1, 2026	Professional Service Agreement Start Date

## 1.0 Preface

The County of Siskiyou General Services Department is seeking the services of a qualified entity to provide the necessary operations, labor, equipment and materials to operate and maintain the County's Happy Camp Transfer Station. The Happy Camp Transfer Station is located at 65600 State Hwy 96, Happy Camp, CA 96039.

The County is seeking these services for a period of one (1) year, with the County seeking the option to extend the contract term for up to two (2) additional five-year periods, but will also evaluate alternative terms provided by eligible respondents.

## 2.0 Scope of Work

The selected Contractor shall provide all services necessary to operate and maintain the transfer station in accordance with all applicable laws and regulations. The selected Contractor will be responsible for providing all necessary labor, equipment, fuel and materials to perform the services listed below, in accordance with the attached sample agreement, at the transfer station.

The successful bidder will be required to provide the following services:

1. The Contractor chosen must be a full-service contractor and shall provide to the County all labor, materials, equipment, supplies and expertise necessary to operate a refuse facility. The performance of these services shall be in full compliance with all applicable Federal, State and local laws, rules, regulations, and orders, including, but not limited to, the Resource Conservation and Recovery Act, OSHA, and regulations, rules and orders of the U.S. Environmental Protection Agency, the Department of Transportation, the State Department of Toxic Substances Control, and the California Highway Patrol.
2. Transfer vehicles, equipment and road maintenance:
  - a. Provide all mobile equipment (e.g., front-end loaders, fork lifts, all other heavy equipment.) Vehicles shall be of a type manufactured or modified expressly for the purpose to which it is assigned. Equipment shall be maintained and operated so that refuse will not blow out, fall, sift or leak during transport.
  - b. Each truck, trailer, or other conveyance or equipment used to transport refuse shall at all times be kept clean, in good repair, and be in good mechanical condition.
3. Collection of materials and fees:
  - a. Accept solid waste and recyclable materials from public and local haulers. Examples of mandatory recycling collection include e-waste, u-waste, used oil, scrap metal, furniture, tires, appliances, and recyclable beverage containers.
  - b. All fees collected shall be the property of the County and will be deposited in the county bank account on a weekly basis.
4. Hours of operation:
  - a. The site shall be open to the public at a minimum of four (4) days per week, including

one weekend day, as set by the County, except County observed holidays. The days of operation need not be four (4) consecutive days. Operating hours shall be an eight (8) hour period as set by the County.

5. Contactor shall maintain an office at the Transfer Station site.
6. Contractor shall provide all required and appropriate health and safety training for Contactor personnel.
7. Maintain the Transfer Station in a clean, orderly condition. Litter shall be collected daily or more frequently as necessary, including removal of litter from trees, fencing, exterior grounds and surrounding woods/grounds. All waste is to be contained at the end of each operating day. The County shall issue a fine of \$250 per day to the Contractor for any solid waste not cleared off the receiving area or any other areas of the facility.
8. Road service and signage:
  - a. Contractor shall perform on-site snow removal and any additional maintenance necessary to keep the roads open and accessible when feasible.
  - b. All signage, excluding pricing information, is the responsibility of the Contractor.
9. Reporting Requirements:
  - a. Contractor shall keep such records as required by County. At any time during normal business hours and as often as County may reasonably deem necessary, Contractor shall make available to County for examination all of his data and records with respect to all matters covered by the services being provided.
  - b. Reports detailing the tonnage collected shall be submitted to the County on a monthly basis.
  - c. Contractor shall be solely responsible for completing and submitting all required reports to the State, CalRecycle, and any other applicable reporting entities.
10. In addition to, and within the parameters of, the requirements outlined above, the County is requiring that respondents provide the following proposals:
  - a. A proposed schedule and hours of operation that align with Section 4. *Hours of Operation*.
  - b. A pricing proposal, including a rate schedule for all services delivered at the County-owned transfer station.
  - c. A proposed payment schedule for inclusion in the final contract.

The information provided in the chart below is provided to help proposers estimate the work level required at the Happy Camp Transfer Station.

## Happy Camp

2025	Tonnage Collected
January	70.58
February	54.74
March	84.37
April	79.80
May	80.19
June	61.47
July	99.89
August	65.92
September	84.00
October	82.26
November	63.22
December	64.38
<b>Total:</b>	<b>890.82</b>

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

### 3.0 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.

**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.

## 4.0 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.

## 5.0 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 **July 23, 2026** (ATTN: Emily Harper, Project Coordinator) Please note "RFP #26-404010-01" 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 **July 23, 2026**. Please note “RFP #26-404010-01” on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Emily Harper, Project Coordinator at [rfp\\_rfb\\_submissions@co.siskiyou.ca.us](mailto:rfp_rfb_submissions@co.siskiyou.ca.us) and must be received by **July 23, 2026 at 3:00pm** Please include “RFP #26-404010-01” 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.

## **6.0 Attachments**

Attachment A- Bid Proposal Form

Attachment B- Proposal Evaluation Worksheet

Attachment C- Transfer Station Operator's Agreement