

Request for Proposals

Lewis County Department of Public Works, Solid Waste Utility (herein after referred to as COUNTY) is seeking the services of a CONSULTANT to assist in completing two contamination reduction and outreach projects: conducting a lid-lift audit for the commingled curbside recycling program in Lewis County and implementing a multifamily recycling pilot project at two apartment complexes in Lewis County. Proposals will be received in the office of the Lewis County Department of Public Works, Solid Waste Utility Administration Office, PO Box 180, Centralia, WA 98531, until 3 pm December 16, 2022.

To review the full "Request for Proposals," refer to the Lewis County's website at www.lewiscountywa.gov under Public Works Contracting.

Scope of Work:

1. A Curbside Recycling Lid-Lift Audit & Cart Tagging Project To Help Reduce Contamination
2. A Multifamily Recycling Pilot Program

The following list is an example of the anticipated tasks but is not intended to be limiting:

- Project Management
- Staffing Coordination
- Development of printed education and outreach materials
- Coordinating with the Lewis County Project Managers, Hauler, and Apartment Managers
- Identifying and screening cart taggers
- Developing schedules and assigning responsibilities
- Planning and communicating meeting locations and times
- Facilitating morning and afternoon (as applicable) check-ins with each route
- Ensuring complete time and mileage tracking, invoices for reimbursement by the County, and other project reporting.
- Coordinating with two multifamily pilot project locations.
- Presenting the new recycling program to multifamily tenants.
- Ordering in-home collection bins for the multifamily program.
- Distributing education materials and collection bins to pilot program participants.

SUBMITTALS:

To be considered, respondents must deliver submittals to the address stated herein on or before the deadline indicated below.

SUBMITTAL DEADLINE: December 16, 2022, 3 pm local time

SUBMIT RESPONSES TO: Teri Lopez, Lewis County Solid Waste Utility, PO Box 180, Centralia, WA 98531, swu@lewiscountywa.gov.