



Guide for Preparing & Submitting Unsolicited Proposals

Agency Background

Mission

The Cedar Rapids/Linn County Solid Waste Agency (Agency) ensures the health, safety and welfare of Linn County residents by managing discarded materials as resources in a way that is cost effective and environmentally sound.

Establishment

The Agency is an intergovernmental agency created in 1994 through Iowa Code Chapter 28E when the City of Cedar Rapids and Linn County combined resources. Linn County residents and businesses are welcome to use any Agency service.

Governing Board

Solid Waste Agency activities are governed by a nine-member board of directors comprised of local elected and appointed officials. The board typically meets the third Tuesday of the month. Public input and participation are welcome.

Operating Funds

Operating funds come from fees charged for materials brought to Agency facilities. This means no tax dollars are used to operate the landfill or the Agency's many waste diversion services.

Acceptable Unsolicited Proposals

An unsolicited proposal is an offer initiated and submitted to the Agency with the objective of obtaining a contract.

In order for the Agency to consider unsolicited proposals, they must:

- Be innovative and unique
- Be independently originated and developed by the proposer
- Be prepared without Agency supervision, endorsement, direction, or involvement
- Include sufficient detail to permit the proposal's efficacy to, and advancement of, the Agency mission
- Not anticipate a proposal the Agency is required to solicit competitively
- Not address previously published requests for proposals

Submission

Unsolicited proposals that meet the criteria established in this Guide—as well as questions—must be submitted to the Executive Director.

Karmin McShane, Executive Director
Cedar Rapids/Linn County Solid Waste Agency
1954 County Home Road
Marion, IA 52302

Review Process

Within 30 days of receipt Agency staff shall acknowledge receipt of the proposal as well as next steps in the process.

Proposals deemed complete will be forwarded to the Operations Committee of the Agency Board of Directors. The Operations Committee will consider staff recommendations from Agency staff and/or outside consultants and determine if more information is needed and/or if the proposal has enough merit to place it on the agenda for presentation by the Proposer to the Board at a regularly scheduled meeting.

Complete Proposals

Complete proposals will:

- demonstrate unique, innovative, and meritorious methods, approaches or concepts
- advance Agency mission
- contribute to waste diversion/recycling in Linn County
- consider impact on Agency budget, personnel, equipment and facilities
- detail experience, capabilities, and investment of proposer
- provide realistic cost estimates

Form of Unsolicited Proposal

Proposers must include the following information in their written proposals.

GENERAL

- Name, address, and type of organization
- Contact information for person who is representing organization
- Signature and title of person authorized to represent and contractually obligate proposer
- Date of submission
- Names of and contact person at other organizations receiving proposal

TECHNICAL

- Brief summary of proposed project
- Objectives of project
- Benefits to residents/businesses in Linn County
- Schedule/Timeline
- Description of Agency support requested (funds, personnel, facilities, materials, etc.)
- List of other sources of support
- Experience in similar projects

SUPPORTING

- Preliminary budget/pro forma financial statements/business plan
- Type of contract envisioned
- Length of time proposal is valid (six month minimum)

Submission of Confidential Information

If an unsolicited proposal includes proprietary or trade secret information that the Proposer does not want disclosed to the public for any purpose or used by the Agency except for evaluation purposes, the title page must be marked with the following legend:

Use and Disclosure of Data

This proposal includes Trade Secret information and data that is exempt from public disclosure under state and/or federal law and shall not be disclosed outside Agency and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal unless disclosure is required by law. However, if a contract is awarded to this offeror as a result of – or in connection with – the submission of these data, the Agency shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit Agency’s right to use information contained in these data if they are obtained from another source without restriction. The data subject to this restriction are contained in pages [insert page numbers or other identification of pages]

Proposals that include requests for confidentiality are subject to the provisions of State and/or Federal Law.

Other

- Proposals for leasing, purchasing, or operating Agency facilities and/or services will not be considered.
- Should proposals be accepted by the Board of Directors, vendor selection is subject to public procurement laws and policies.
- The Agency reserves the right to implement projects unilaterally.