

Newberry County, SC
Solid Waste Management
Software
August 24, 2009
Request for Proposal No. 2009-016

I. General Information

The purpose of this request is to obtain formal sealed proposals from qualified vendors and to select a vendor to provide the Newberry County Transfer Station with an off-the-shelf software system designed for solid waste management scale operations, reporting and customer accounts receivable billing activities. Proposals are requested in accordance with the requirements listed below. The successful submission will be selected upon the basis of factors set forth in this RFP, including without limitation, price, and demonstration of appropriate skills and experience necessary for the installation, operation and maintenance of the new software system.

The Newberry County reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received and accept that proposal which in its judgment best serves the requirements and interests of Newberry County.

II. Purpose of the Request for Proposals

Management and accounting of waste received by Newberry County is essential to the operation of its solid waste system. A waste management data system capable of recording scale house transactions and information pertinent to solid-waste operations is required.

III. Format of Proposals

Proposals submitted should be concise and must address the points raised in this solicitation. This RFP is organized so that the General Information and Purpose of the Request for Proposals above should provide sufficient background information on Newberry County and its needs. The General Requirements section provides detailed information on the features required of the software proposed. Contractors are also encouraged to provide additional information which may be helpful to Newberry County when evaluating proposals.

Proposals must be in the following format:

1. Title Page and Introductory Statement should give information on firm's makeup, background, financial stability, and experience.
2. General Overview of the software proposed.
3. Requirements – Respond to each listed specific requirement.
4. Additional Information – The proposer shall submit additional information to demonstrate the suitability of the software for Newberry County needs.
5. Pricing Proposal – Please note that while price shall be considered, it will not be the sole determining factor in our selection process. Please provide pricing for software, hardware (if needed), training and any optional equipment deemed necessary for use of the system.

IV. Proposal Submission

Proposals may be mailed to:

Newberry County Purchasing Director
Attn: Crystal Waldrop
PO BOX 156
Newberry, SC 29108

Hand delivered to:

Newberry County Courthouse Annex
Attn: Crystal Waldrop
1309 College Street
Newberry, SC 29108

V. Questions Regarding this Request for Proposals

All questions regarding this RFP need to be received in writing by September 15, 2009 at 3:00 p.m. Questions may be faxed to (803) 321-2102 or emailed to cwaldrop@newberrycounty.net. All questions and answers will be posted on the County website at www.newberrycounty.net/purchasing.

VI. Instructions for Proposers

- A. Proposals must be submitted in a sealed package and delivered to Newberry County and received by 3:00 P.M.; on September 24th, 2009. All submittals shall be marked "RFP Solid Waste Management Software" with the proposal number prominently on the outside of the envelope.
- B. Proposers shall file all documents necessary to support their submittal and include them with the submittal.
- C. Proposers are responsible for the timely delivery of submittals during business hours to address indicated in the cover letter. It shall not be sufficient to show that the submittal was mailed in time to be received before the scheduled closing time. Proposals received after the date and time indicated are unacceptable and will be returned unopened.
- D. Newberry County reserves the right to reject any non-conforming proposal and all submittals at the County's sole discretion and to request clarification of information from any proposers.
- E. Proposers may be required to submit additional information which Newberry County may deem necessary to further evaluate the proposer's qualifications.
- F. Newberry County will not reimburse proposers for any costs associated with the preparation and submittal of any statement of qualification, or for any travel and per diem costs that are incurred.
- G. All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of Newberry County when received.
- H. Newberry County shall be the sole judge as to the merits of qualifications submitted by proposers. The decision of Newberry County shall be final, and only those proposers qualified shall be considered for interview.
- K. Proposals submitted must be firm for a period of ninety days from proposal submission date, unless otherwise specified, and no proposal may be withdrawn during that period.

Price shall be considered but shall not be the sole determining factor. Newberry County shall select the contractor which, in its sole opinion, has made the best proposal and shall

award the contract to that contractor. Should Newberry County determine in its sole decision that only one contractor is fully qualified or that one contractor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that contractor.

General

The weigh scale program is to be installed at the transfer station scale house on a single computer (possibly two in the future). There is one scale. Ticketing, billing and reporting will be performed on a single computer and the proposed software system should provide a comprehensive software solution for all features and functions listed in this document.

VII. REQUIREMENTS

Software and Environment

Computer Operating System:

- The County prefers the following environment: Windows XP Professional or Vista Professional; however, the proposer will need to specify what software is needed for the system.
- Contractor should provide minimum computer hardware specifications for the proposed software system (including printers and networking requirements)

Scale and Ticketing Requirements

- A. User friendly menus and screen design for data entry using keystrokes or mouse.
- B. Peripheral support for scale (RS232).
- C. Weight Ticket to identify ticket number.
- D. Weigh ticket to record (print) both weigh in and out times (24-hour clock) and date.
- E. Record waste quantity by waste type, i.e., by weight or unit price; ability to set different fees for different waste types.
- F. Vehicle ID.
- G. Ability to use stored tare weights or require weigh in and weigh out (if no tare is stored).
- H. Customer name and waste origin (credit or cash); tied to vehicle identification.
- I. Identify waste type.
- J. Identify waste origin.
- K. Scale operator identification.
- L. Delinquent account notification (credit limits exceeded notification).
- M. If check tendered, check number.
- N. Voided transactions to require explanation. Voided transactions to appear on daily transaction report; transaction number to remain with voided transaction.
- O. Support for both inbound and outbound materials.
- P. Generate receipt to be printed on 8.5" x 5.5" stock ticket forms using a laser printer or thermal printer.
- Q. Ability to itemize and account for surcharges that may apply to specific waste.

- R. Ability to edit payment type (Cash, Check, Credit Card or Charge Sale)

Standard Reports

- A. Daily Transaction Reports including:
 - a. Detailed ticket listing
 - b. Cash/Charge(account)/Check/Credit Card reports
 - c. Weigh master summary
 - d. Material summary
 - e. Voided ticket report
 - f. Batch Summary
- B. Daily Summary Reports
- C. Monthly Summary Reports
- D. Annual Summary Reports
- E. Daily Transaction Report

Customer Billing and Receivable Package

- A. Generate statement of account (Balance Forward Accounting)
- B. Open invoice billing option
- C. Ability to assess late fees
- D. Provide audit friendly adjustment transactions for correcting posted transactions
- E. Ability to enter debit/credit transactions
- F. Ability to expire accounts based on date or credit limit
- G. Receivables and management reporting including:
 - a. Payment history
 - b. Tonnage
 - c. Sales item history
 - d. Aging of accounts (for open invoice and balance forward)
 - e. Tax collection
 - f. General ledger distribution
 - g. Account summary
 - h. Account detail

Monthly Statement of Account

- A. To print, with title block, on 8.5" x 11" stock statement forms
- B. Should include:
 - a. Previous balance
 - b. Finance charges (if applicable)
 - c. Monthly listing of new charges(Waste Type and Unit Totals for each type)
 - d. Total due
 - e. Aging (for statements)

VIII. ADDITIONAL CONTRACTOR REQUIREMENTS

- A. The Contractor shall provide unlimited 24/7/365 phone and dial-up support.
- B. The Contractor shall describe the terms of any software maintenance contract offered and include a sample.
- C. Contractor shall install and demonstrate software on the existing county computer and scale.
- D. Contractor shall provide on-site training for Newberry County personnel prior to system implementation
- E. Request for proposals should address back up and storage data.

IX. EVALUATION CRITERIA

The following will be used to determine the most responsive proposal.

- A. Completeness of proposal; ensuring all criteria set forth in the RFP have been met (25 points);
- B. Additional functionality which may be useful and any features that may be beyond the criteria set forth (25 points);
- C. References of other counties or entities that have the proposed software (25 points);
- D. Cost (25 points)