



ADDENDUM NO. 1  
TO THE  
RFP DOCUMENTS  
FOR

RFP - DEVELOPMENT OF A SUSTAINABLE MATERIALS MANAGEMENT PLAN

October 25, 2023

To ALL Planholders:

The following changes, additions in **bold and underline** and/or deletions ~~in bold strikethrough~~ are hereby made a part of the Contract Documents as fully and completely as if the same were fully set forth therein:

- Exhibit B: Advertisement for Proposals:

RFP responses **submitted by mail or in-person** shall be sealed and marked plainly as "Benton County Sustainable Materials Management Plan Proposal", and submitted to Benton County Community Development Department, Attention: Daniel Redick, Solid Waste and Water Quality Program Coordinator, 4500 SW Research Way, Corvallis, Oregon 97333 by 2:00 p.m. local time on November 8th, 2023.

**RFP responses may be submitted electronically upon request. To submit electronically contact Daniel Redick, Solid Waste and Water Quality Program Coordinator at [Daniel.Redick@bentoncountyor.gov](mailto:Daniel.Redick@bentoncountyor.gov) with the subject line: RFP SMMP ELECTRONIC SUBMISSION REQUEST. Daniel will provide a one-time link and password for responses to be uploaded. Label files as "Benton County Sustainable Materials Management Plan Proposal [Respondent's Name]".**

**Each user that accesses this secure public share file can upload files without seeing or being able to overwrite the uploads of any other user that accesses that share link (including being unable to see or access their own uploads). If you need to resubmit, send a new request email explaining which proposal is to be used in review and clearly label the new submission when uploading.**

- Section 2.D Proposal Submittal ~~Copies Required Options;~~

### **MAIL OR IN-PERSON DELIVERY**

Three (3) printed copies of the complete proposal, double-sided as appropriate, including all other documents required to be submitted with the proposal, shall be enclosed in a sealed envelope or container, and clearly marked on the outside as:

BENTON COUNTY SUSTAINABLE MATERIALS MANAGEMENT PLAN PROPOSAL

Additionally, the proposal submittal shall be submitted electronically via one single flash drive in a sealed envelope. No responsibility or liability will be attached to any County official, employee, or agent for the premature opening or failure to open any proposal not marked according to this instruction.

Submittal of a proposal shall indicate the proposer's agreement to enter into the County's form of contract. A sample contract is included in the RFP as Exhibit A.

### **ELECTRONIC SUBMISSION:**

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- **Section 3 – Form of Proposal and Response**

The proposal must be organized in the following format. All proposals are to be typed in 8-1/2" x 11" format. Each of the required sections are to begin with a new page and shall be tabbed separately. Each page shall be numbered in sequence. **Responses to the RFP will be evaluated on the quality of the written proposal and not necessarily on the number of pages. The County is expanding the page limit and will accept proposals with a limit of forty pages, including the title page, table of contents, and price proposal, and not including the list of attachments specified in the RFP. ~~Proposals are limited to twenty pages, not including attachments (team member resumes and insurance).~~** Three (3) printed copies of the proposal, double-sided as appropriate, will be required with the initial **mail or in-person** submission.

Proposals must be received by 2:00 p.m. on November 8, 2023, via mail, electronic submission or delivery.

Envelopes or packages must be clearly marked “Benton County Sustainable Materials Management Plan Proposal” and addressed to:

Benton County Community Development Department  
Attention: Daniel Redick, Solid Waste and Water Quality Program Coordinator  
4500 SW Research Way  
Corvallis, Oregon 97333

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**All bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by signing in the space provided and submitting the signed Addendum with the Bid. Bids submitted without this Addendum will be considered informal.**

Receipt acknowledged and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Bidder \_\_\_\_\_

By \_\_\_\_\_