# COT logo bw City of Tacoma Environmental Services

**REQUEST FOR PROPOSALS ES21-0546F**

# Passive Open Space Volunteer Management Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, August 24, 2021

Submittals must be received by the City’s Procurement and Payables Division prior to 11:00

a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, [bids@cityoftacoma.org,](mailto:bids@cityoftacoma.org) as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals.

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[bids@cityoftacoma.org](mailto:bids@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

**Bid Opening:** Held virtually each Tuesday at 11AM. Attend [via this link](https://us02web.zoom.us/j/83250498294) or call 1 (253) 215 8782.

Submittals in response to a RFP will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org.](https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=22848)

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.tacomapurchasing.org/).

* [Register for the Bid Holders List](http://www.ci.tacoma.wa.us/45bidsapps/PlanholderRegister.aspx) to receive notices of addenda, questions and answers and related updates.
* Click here to see a [list of vendors registered for this solicitation](http://www.ci.tacoma.wa.us/45bidsapps/PlanholderList.aspx).

**Pre-Proposal Meeting:** A pre-proposal meeting will be held on August 2, 2021 from 2 p.m. to 3

p.m via Zoom.

Please click the link below to join the webinar: <https://us02web.zoom.us/j/89549605815>

Or One tap mobile :

US: +12532158782,,89549605815# or +16699006833,,89549605815#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 301 715

8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 895 4960 5815

International numbers available: <https://us02web.zoom.us/u/kdWBDDfAlu>

**Project Scope:** The City of Tacoma (City), department of Environmental Services is soliciting bids to establish a two-year contract for volunteer recruitment, training, and management services in support of the City of Tacoma’s Passive Open Space Program.

**Estimate:** $225,000

**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit [our Minimum](https://www.cityoftacoma.org/cms/one.aspx?pageId=75860) [Employment Standards Paid Sick Leave webpage](https://www.cityoftacoma.org/cms/one.aspx?pageId=75860).

**Americans with Disabilities Act (ADA Information:** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at [ghimes@cityoftacoma.org](mailto:ghimes@cityoftacoma.org), or by calling her collect at 253-591-5785.

# Federal Title VI Information:

“The City of Tacoma” in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Dawn DeJarlais, Sr. Buyer by email to [ddejarlais@cityoftacoma.org](mailto:ddejarlais@cityoftacoma.org)

**Protest Policy:** City of Tacoma [protest policy](http://cms.cityoftacoma.org/Purchasing/CandA/ProtestPolicy052711.pdf), located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org/), specifies procedures for protests submitted prior to and after submittal deadline.

**Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.**