

**DRAFT**  
**SOLID WASTE FOR VALENCIA COUNTY**  
**RFP#VCR-FY17-010**

**Finalist Offeror Proposal  
Presentation Agenda**

**RFP REQUIREMENTS**

Finalist Offerors will be required to present their proposal to the Evaluation Committee. The Procurement Manager will schedule the time for each presentation during the period of the dates indicated in the Sequence of Events or Finalist Notification Letter.

Valencia County shall provide a power supply. The laptop computer, computer projector, the projector screen and wireless internet connection, if needed, shall be provided by the Finalist Offeror. Each Offeror will be given a maximum of one-half (1/2) hour for setup and each presentation will be limited to (2 1/2) hours in duration plus an additional optional sixty (60) minutes for Evaluation Committee questions. During this optional period the Evaluation Committee may ask questions regarding any aspect of the Offeror's proposal. It is the obligation of the Offeror to effectively manage their presentation time.

**GENERAL INSTRUCTIONS**

The following points should be considered by the Finalist Offerors while planning for the proposal presentation/demonstration:

- Representatives of major subcontractor(s) should attend and lead the portion of the presentation concerning relationships and experience.
- All Key Personnel are expected to be in attendance and actively participate in the presentation and the proposed contract manager is expected to conduct the majority of the session.
- The date and time for the presentation will be provided in the Finalist Notification Letter.
- Finalist Offeror presentations will be held at the following location:

Commission Room, Room 103,  
444 Luna Ave.,  
Los Lunas, NM 87031.

Access to the Commission Room will be available one-half hour prior to scheduled presentation time to allow time for equipment setup. At the conclusion of the session, the Finalist Offeror will be given fifteen minutes to disassemble equipment and depart the building.

## PREPARATIONS

Finalist Offerors should thoroughly prepare their presentation. Finalist Offerors should provide an original and five copies of all handouts or materials for the Evaluation Committee. The point of contact regarding the Finalist Offeror presentations and facilities is as follows:

Michelle Romero, Procurement Manager  
444 Luna Ave., Suite 100A  
Los Lunas, NM 87031  
Phone: (505) 866-2005 Fax: (505) 866-2424  
E-mail: Michelle.Romero@co.valencia.nm

### Finalist Offeror Presentation

Finalist Offerors are asked to present relevant and consistent information that will showcase the firm's ability to meet the specifications as outlined in the RFP. Valencia County requests the Finalist Offeror follow the provided schedule. It is critical that the Finalist Offeror schedule its presentation to fit into the allotted time.

## EQUIPMENT

Valencia County shall provide a power supply. The laptop computer, computer projector, the projector screen and wireless internet connection, if needed, shall be provided by the Finalist Offeror.

## PRESENTATION/DEMONSTRATION SCHEDULE

**Agenda:** The sessions will be based on the following schedule:

### Proposal Presentation

ALLOTTED TIME	ACTIVITY	
5 minutes	Introduction of County Personnel	Valencia County
10	Introduction and Brief Experience of Key Personnel	Finalist Offeror
1 hour and 45 minutes	Company Information and Experience Cost to Resident/Customers Monthly Service Charge Residential Road-Side Waste Pickup Recycling Option Recycling Drop Offs Improvements and Operation of Existing ("Conejo") Waste Facility	Finalist Offeror

	Fiscal Management Equipment Currently Available Citizen Outreach and Education Support For Community Clean-Up Events Bulk Item Pick-Up Indigent Program Management Operation Plan Conejo Improvements Project Plan Electronic and Household Hazardous Waste Convenience Waste Facilities within Valencia County	
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**Proposed Best and Final Offer**

<b>ALLOTTED TIME</b>	<b>ACTIVITY</b>	
20 minutes	<b>Proposed Costs/Best and Final Offer</b> <b>Proposal Amendments</b> <b>Contract terms and conditions</b>	Finalist Offeror
10 minutes	<b>Final Closing Comments</b>	Finalist Offeror

**Evaluation Committee Questions (Up to 1 hour)**