County of El Dorado Chief Administrative Office Procurement and Contracts Division on behalf of the

Environmental Management Department



Request for Proposals (RFP) #24-0109

for

As Needed Sludge Removal, Transportation, and Disposal Services

Submittal Deadline:

November 3, 2024, not later than 3:00:00 PM (Pacific)

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Attachment A – Sample Agreement for Services*

Attachment B – RFP Response Information and Certification

- Attachment C Qualifications of Staff
- Attachment D Experience of Firm
- Attachment E Proposed Work Plan and Workload
- Attachment F References

Attachment G – Proposer Rate Schedule

*The attached Sample Agreement for Services is for reference only. Other terms and conditions may apply based on the types of services and funding involved.

1.0 INTRODUCTION

The County of El Dorado (hereinafter referred to as County) is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The two (2) incorporated cities in the County are Placerville and South Lake Tahoe. The United States (US) Census estimates that, as of 2020, the population of the County is 194,940. The largest city in the County is South Lake Tahoe, a resort city located in the Sierra Nevada Mountains, with a reported US Census 2020 population of 22,487.

The County is soliciting sealed proposals from highly qualified and experienced firms (hereinafter referred to as "Proposer") to provide removal, transportation, and disposal of centrifuged wastewater treatment plant solids, wastewater treatment plant headworks grit and screenings, mixed solid waste generated on-site, green waste generated on-site, and recyclable metals generated on-site, from the Union Mine Disposal Facility, as required for the Environmental Management Department. The dewatered sewage septic sludge and/or grit and screenings are referred herein as "sludge".

The Union Mine Disposal Facility is located at 5700 Union Mine Road, approximately three (3) miles south of the town of El Dorado, California, which includes a small active landfill closed to the public that does not accept off-site waste and a wastewater treatment facility that processes septic tank waste, portable toilet waste, and landfill leachate. Due to on-site landfill constraints, all materials generated at the facility need to be transported and disposed off-site. Centrifuged wastewater treatment plant solids are being used as an alternative daily cover at the current off-site disposal location and all other material is transported to the local Material Recovery Facility on an as needed basis. During calendar year 2023, approximately one thousand four hundred (1,400) tons of centrifuged solids were removed from the Union Mine Disposal Facility.

Firms must have and demonstrate their experience in providing sludge removal, transportation, and disposal services (experience with California local governments is desirable). The County will award one (1) agreement with the top-ranked Proposer resulting from this competitive process to perform the sludge removal, transportation, and disposal services as described herein. This Request for Proposal (RFP) includes a description of the evaluation and selection process, scope of work, proposal requirements, and insurance requirements.

The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.

The following schedule for this RFP process is listed below for reference purposes and is subject to change:

RFP Issuance	October 7, 2024
Deadline for Final Questions	October 20, 2024
Answers Posted on or About	October 27, 2024
Due Date for Submissions	November 3, 2024
Date Reserved for Interviews (if deemed necessary by County)	November 21, 2024

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued and posted at:

https://pbsystem.planetbids.com/portal/48157/portal-home ("PlanetBids").

Any amendment to this RFP is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

All interpretations or corrections, as well as any additional RFP provisions that the County may decide to include, will be made only as an official addendum that will be posted to PlanetBids and it shall be the Proposer's responsibility to ensure they have received all addendums before submitting their proposal. Any addendum issued by the County shall become part of the RFP and shall be incorporated into the proposal.

County will not be bound by oral responses or inquires or written responses other than written addenda.

2.0 SCOPE OF WORK

The successful Proposer will be required to enter into a three (3) year agreement for services with the County substantially similar in form to that attached hereto as Attachment A - Sample Agreement for Services. Any reference in this RFP to specific terms of the agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the successful Proposer under the agreement. In the event of any conflict between a provision of this RFP and the provisions of the agreement attached as Attachment A, the terms of the agreement shall govern.

2.1 Sludge Removal, Transportation, and Disposal Services

The successful Proposer shall furnish all labor, materials, equipment, permits, licenses, and other documents necessary to provide the as needed removal, transportation, and disposal of dewatered sewage septic sludge and/or grit and screenings, as well as additional waste disposal services, including, at a minimum, green waste, mixed solid waste (MSW) and recyclable metals, from the Union Mine Disposal Facility.

The services shall include, at a minimum:

- a) Approximately one thousand four hundred (1,400) tons of wastewater treatment plant solids shall be transported annually.
- b) The successful Proposer shall be responsible to obtain required permits at approved disposal facilities and be responsible for any specific permit requirements.
- c) County shall sample wastewater treatment plant solids and provide analytical data to successful Proposer.
- d) Services shall be performed during normal hours of operation from 5:30 am to 5:30 pm, Monday through Friday. Hours of operation for holidays are the same above with the exception of Christmas and New Year's Day, in which no services will be requested by County.
- e) The successful Proposer shall respond to non-emergency services requests within twenty-four (24) hours of receiving request.
- f) The successful Proposer shall be on-site within two (2) hours of receiving a request for emergency services. Emergency services shall be defined as services during normal hours of operation.
- g) The successful Proposer shall have the option of using County's 20yard roll-off containers as determined by County.
- h) If the on-site roll-off truck cannot be used, the successful Proposer shall provide the necessary equipment to enable staff at the Union Mine Disposal Facility to move and weigh each roll-off container using County's scale before transporting off-site to ensure the load is not overweight at no cost to County.
- Prior to container(s) being hauled off-site, the successful Proposer shall provide a Non-Hazardous Waste Manifest for each date of service that clearly indicates generator information, customer/billing information, transporter information, disposal site information, description of waste, and any other documentation as directed by County.
- j) Sludge shall not be stored off-site at any time.

2.2 Additional Waste Disposal Services

The successful Proposer shall provide additional as needed waste disposal services including, at a minimum, the removal, transportation, and disposal of green waste, MSW, and recyclable metals, using County supplied roll-off 20-yard containers, or other containers mutually agreed upon by County and the successful Proposer. Such services consistent with the services and schedule as specified above.

2.3 Other Considerations

- a) The successful Proposer shall ensure that all equipment is operated safely and complies with all State of California, Department of Transportation (DOT) and Occupational Safety and Health Administration (OSHA) requirements. All equipment shall be clean and provide a positive public image at all times. Equipment shall have spill guards and mud flaps, and all dump trailers must be covered. All containers/trailers must meet all DOT weight requirements.
- b) Equipment shall be maintained to prevent leakage, spillage, and/or overflow. Within twenty-four (24) hours of any spill, a written report shall be submitted to the County describing, at a minimum:
 - The nature of the spill;
 - Quantity of sludge, grit, or screenings spilled;
 - Actions taken to manage, contain, remove, and clean-up the spill;
 - The environmental impact of the spill; and
 - What preventative steps shall be taken in the future to avoid future spills.
- c) Any spillage of sludge on County's property, roads, or landfills during the removal and transportation shall be managed, contained, removed, and properly disposed of by the successful Proposer at no cost to County.
- d) The successful Proposer shall be responsible for any leakage from the trailer upon leaving the Union Mine Disposal Facility. If leakage is found by the successful Proposer or County staff, containers shall be held in a holding area specified by County until the leakage source is identified and necessary repairs are determined. Repairs must be made on-site within forty-eight (48) hours by the successful Proposer, or the trailer contents shall be transferred to a non-leaking trailer by the successful Proposer. Both trailers shall then be removed from the Union Mine Disposal Facility at no additional cost to County.

e) The successful Proposer shall pay for all expenses incurred from a spill that occurs during the removal, transportation, unloading, and/or disposal of sludge. This includes, at a minimum, all expenses from managing, containing, clean-up, removal, environmental testing, remediation, and disposal at a licensed site, if necessary, which may occur from a spill. At the request of County, the successful Proposer shall prepare and submit a clean-up response plan which shall comply with all OSHA requirements.

3.0 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. The response documents shall be 8-1/2 inches by 11 inches in size or shall be folded to that size. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

All proposals shall contain the following elements, and in the order given:

- **3.1 RFP Response Information and Certification:** Submit a completed and signed RFP Response Information and Certification form (included with this RFP as Attachment B).
- **3.2 Qualifications of Staff:** A Response Document (Qualifications of Staff Attachment C) has been provided to assist Proposers in providing:
 - A list with each proposed team member and a brief synopsis of each proposed team member's qualifications and experience with public or government projects of similar type and size as described in this RFP, including length of service with the firm.
 - The specific qualifications and experience that will make each team member valuable to the County's desired services.
 - A brief discussion of current project commitments made to other agencies and indicate the percentage of time key staff members are available during the effective period of any resulting contract.
 - If subconsultants are proposed, a description of any relevant association with the proposed subconsultants. Provide examples of past projects on which the lead firm has worked with each subconsultant.

- **3.3 Experience of Firm:** A Response Document (Experience of Firm Attachment D) has been provided to assist Proposers in providing:
 - A narrative of the firm's qualifying background and experience with public or government projects of similar type and size as described in this RFP.
 - A description of the firm's organization structure, its constituent parts, and size variation of staff in the past five (5) years.
 - A narrative on the firm's depth, technical abilities, intangibles, and other factors pertinent to these services that sets it apart from other firms and demonstrates understanding of the work.
 - Whether the firm and all proposed subconsultants possess all licenses, permits, and approvals required by law and regulations to perform the scope of work described herein.
- **3.4 Proposed Work Plan and Workload:** A Response Document (Proposed Work Plan and Workload Attachment E) has been provided to assist Proposers in providing:
 - A brief narrative regarding the staff who would be assigned to each task type (and their backup if they are temporarily unavailable), including any subconsultants. Proposers that plan on utilizing subconsultants shall provide a brief narrative to explain how the use of subconsultants will not negatively impact the Proposer's work plan and quality of service provided to the County.
 - A narrative of firm's staffing size, current firm workload, and with consideration of the firm's current projects, confirm the firm's ability to perform the work as described herein.
 - Other information that the Proposer may deem relevant.
- **3.5 References:** Using Attachment F References, include at least three (3) references of <u>similar</u> projects, including client's name, name of the project, contact person's first and last name with current email address and direct phone number along with a brief description of the project (including project completion date). Verify that all reference information is current and accurate especially that of the contacts and contact information prior to submitting their response.
- **3.6 Rate Schedule:** Provide the firm's rates for all services to be delivered using the Proposer Rate Schedule (Attachment G). Provide the firm's rates that include all positions at the firm that may perform services for the County under any resulting agreement. Proposed rates should include information on the hourly billing rates of each staff member who may provide services under any resulting contract as well as charges for direct cost expenses, if any, such as travel, copies, and faxes.

IMPORTANT: Firms submitting electronic proposals to the PlanetBids website must <u>not</u> include their Cost Proposal submittal in their main proposal. PlanetBids will allow Proposers to submit their Cost Proposal information as separate response attachments (one electronic file per response attachment). Firms that submit hard-copy responses shall follow the instructions in Section 5.2 below.

3.7 Exceptions: List all exceptions to this RFP and related attachments, if applicable.

4.0 **PROPOSER QUESTIONS**

- **4.1** Questions regarding this RFP must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office, or using the PlanetBids website, and must be received no later than 5:00:00 p.m. (Pacific) on **October 20, 2024**.
- **4.2** All emails must have "**RFP #24-0109 QUESTION**" as their subject, and all envelopes or containers must be clearly marked "**RFP #24-0109 QUESTION**" for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.
- **4.3** Questions will <u>**not**</u> be accepted by telephone, facsimile (fax), or orally.
- **4.4** The County reserves the right to decline a response to any question if, in County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- **4.5** A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the PlanetBids website on or about **October 27, 2024.** Any addenda to this RFP are valid only if in writing and issued by the County Procurement and Contracts Division.
- 4.6 All inquiries shall be submitted by email to: <u>timmi.king@edcgov.us</u>

or by U.S. Mail to:

County of El Dorado Procurement and Contracts 330 Fair Lane Placerville, California 95667 RFP #24-0109 – Question **4.7** Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFP. Information provided by persons other than Procurement and Contracts staff may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

5.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 5.1 Proposers are strongly encouraged to submit their responses online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, PlanetBids, at https://pbsystem.planetbids.com/portal/48157/portal-home. Proposers are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Proposer. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons, the County recommends that Proposers allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids' web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Proposer advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7 a.m. and 5 p.m. Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit: https://home.planetbids.com/support to complete and submit the ticket form).
- 5.2 Proposers that decide to submit a hard-copy response do so at their own risk. All hard-copy proposals must include all of the same information required for online proposals. Incomplete proposals will be rejected as non-responsive. Proposers shall submit one (1) original copy and one (1) electronic copy of your proposal in PDF format on a flash/USB drive. IMPORTANT: Proposers who submit hard-copy responses must submit their Rate Schedule (refer to Section 3.6 above) in a separate, sealed envelope clearly marked "<u>RFP 24-0109 Rate Schedule</u>" on the outside of the envelope. All hard-copy proposals shall be submitted in a sealed envelope or container and clearly marked with the RFP number, title, and closing date and time noted on the outside of the parcel.
- **5.3** It is the sole responsibility of the Proposer to ensure that the proposal is received in the Procurement & Contracts Division prior to the RFP submittal deadline. All responses must be submitted not later than the date and time posted on PlanetBids. Hard-copy responses shall be submitted ONLY to:

County of El Dorado Procurement and Contracts Division 330 Fair Lane Placerville, CA 95667

- **5.4** The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.
- **5.5** Faxed or emailed proposals will not be accepted.
- **5.6** Late proposals will not be accepted or considered.
- **5.7** All proposals, whether selected or rejected, shall become the property of the County and shall not be returned.
- **5.8** The County reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.
- **5.9** All costs associated with proposal preparation and submission, including any interviews conducted at the sole discretion of the County, shall be borne by the Proposer.
- **5.10** County staff will open proposals following the submittal deadline. The only information that will be made available to the public after the submittal deadline has passed will be the names of the Proposers that submitted proposals. The contents of all proposals, or any other medium which discloses any aspect of the proposal, shall be held in strictest confidence until the County releases a Notice of Award or Notice of Intent to Award.
- **5.11** Any hard-copy proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Proposer. Requests for modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified above for receipt of proposals.

6.0 EVALUATION PROCESS

All proposals will be evaluated initially to determine if they are responsive to the requirements of this RFP. An evaluation panel, consisting of County staff and members selected by County staff, will review and evaluate all responsive proposals received by the submittal date as set forth in this RFP, or as amended by addenda, and the proposals will be evaluated based on the thoroughness, clarity, and quality of the material presented. The County reserves the right to request additional information and clarification of any information submitted and to allow corrections of errors or omissions.

Proposers who have the qualifications (expertise and skills) and experience (documented, successful, and relevant) necessary to meet the requirements of this RFP will be scored and ranked using the criteria and point assignments listed below. Proposers submitting the most highly ranked proposals may be invited for interviews.

Evaluation Criteria – Written Submittals	Maximum Possible Points	
Qualifications of Staff (Section 3.2)	25	
Experience of the Firm (Section 3.3)	25	
Proposed Work Plan and Workload (Section 3.4)	20	
Rate Schedule (Section 3.5)	20	
References (Section 3.6)	10	
TOTAL POSSIBLE POINTS	100	

Evaluation Criteria – Interviews (if held)

If the County elects to hold interviews, the following evaluation criteria and rating points will be used to evaluate the Proposers who are invited to interview.

	Evaluation Criteria – Interviews	Maximum Possible Points
Α.	Qualifications of Staff	35
В.	Experience of Firm	35
C.	Response to Interview Questions	10
D.	Workload Capacity and Understanding of the Scope of Work	20
	TOTAL POSSIBLE POINTS	100

7.0 SELECTION PROCEDURE

- 7.1 Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the criteria specified in Section 6.0 above. The firm(s) submitting the highest ranked proposals may be invited for an interview. Interviews will be conducted solely at the County's option. The County reserves the right to select the most qualified firm solely on the content of the proposal. If the County chooses to conduct interviews, the Proposer's Primary Contact identified in the Proposer's Cover Letter shall represent the Proposer at the interview at a minimum. After evaluation of the interviews, the Committee will recommend the firm(s) with the highest overall value, based on evaluation ranking, for approval by the County Purchasing Agent or Board of Supervisors.
- **7.2** The County reserves the right to make an award without further discussion of the proposal with the Proposer. Therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual may propose.
- **7.3** The County reserves the right to award one or more contracts to the firms or individuals who, in the sole judgment of the County, present the most favorable response to this RFP pursuant to the evaluation criteria indicated above.
- **7.4** In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern.
- **7.5** The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.
- **7.6** The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit the PlanetBids website at:

https://pbsystem.planetbids.com/portal/48157/portal-home

RFP results are also available at:

https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx

- **7.7** The results of this RFP will be posted on the PlanetBids and County websites listed in Section 7.6 above at the earliest possible opportunity in accordance with County policy. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.
- **7.8** Response and selection of a proposal will not necessarily result in the award of a contract with the County. The act of opening a submittal and selecting a Proposer does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or Board of Supervisors and is not in force until fully executed.
- **7.9** Once contract negotiations are initiated, the County reserves the right to select the next ranked Proposer if for any reason a contract cannot be negotiated with the selected Proposer.

8.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

It is the Proposer's responsibility to monitor the PlanetBids website for possible addenda to this RFP to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her proposal in accordance with original RFP requirements and all required addenda. All available RFPs and related addenda can be found at:

https://pbsystem.planetbids.com/portal/48157/portal-home

Failure of Proposer to obtain this information shall not relieve him/her of the requirements contained therein. Those Proposers not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

9.0 **REJECTION OF PROPOSALS**

Proposers interested in being considered must submit a proposal in compliance with this RFP. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the proposal. The County reserves the right to reject any or all proposals.

The County may reject a proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates.

10.0 VALID OFFER

Proposals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP. This RFP does not constitute a contract or an offer of employment.

11.0 COUNTY'S RIGHTS

The County reserves the right to:

- 1. Request clarification of any submitted information.
- 2. Waive any irregularity or immaterial deviation in any proposal.
- 3. Not enter into any agreement.
- 4. Not select any Proposer.
- 5. Cancel this process at any time.
- 6. Amend this process at any time.
- 7. To award more than one (1) contract if it is in the best interest of the County.
- 8. Interview Proposers prior to award.
- 9. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

12.0 CONFLICT OF INTEREST

Proposers warrant and covenant that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Proposals shall contain a statement to the effect that the Proposer is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFP.

13.0 PUBLIC RECORDS ACT

Pursuant to the California Public Records Act ("CPRA"), the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption – refer to Section 5 for submittal instructions). Please note that designating information as "proprietary" does not guarantee non-disclosure.

In the event of a request for such information, the County will make best efforts to provide notice to Proposer prior to such disclosure. If Proposer contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief, or other appropriate remedy from a court of law in El Dorado County before the County's deadline for responding to the CPRA request. If Proposer fails to obtain such remedy within County's deadline for responding to the CPRA request, County may disclose the requested information. The County shall not in any way be liable or responsible for the disclosure of any such records.

Proposer further agrees that it shall defend, indemnify, and hold County harmless against any claim, action, or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Proposer.

14.0 BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of proposal submittal. Selected Proposers may be required to possess a County business license to award contract.

15.0 PUBLIC AGENCY

It is intended that other public agencies (i.e., city, special district, public authority, public agency, and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified therein, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.