

REQUEST FOR PROPOSAL (RFP) MUNICIPAL SOLID WASTE COLLECTION, DISPOSAL AND RECYCLING SERVICES FOR THE CITY OF SANSOM PARK, TEXAS

**THE REISSUING OF THE RFP IS FOR CLAIRIFACTION OF THE REQUEST OF TWO (2) BIDS; ONE (1) FOR SOLID WASTE COLLECTION DISPOSAL AND RECYCLING SERVICES; AND ONE (1) FOR SOLID WASTE COLLECTION DISPOSAL ONLY; AND EXTENDING THE DEADLINE DATE TO MONDAY, SEPTEMBER 16, 2019 AT 2:00 PM AND BID OPENING AT 3:00 PM**

Introduction and Instructions

The City of Sansom Park (City) intends to award a contract for municipal solid waste collection, disposal and recycling services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services and OPTION FOR recycling.

Mail or deliver Proposals to the attention of: Wendy Blocker, City Secretary, City of Sansom Park, 5705 Azle Ave., Fort Worth, Texas 76114

Five (5) copies of the RFP must be delivered on or before ***SEPTEMBER 16, 2019 at 2:00 p.m.***, Submissions received after this time will be rejected and returned unopened. The envelope or box containing the RFP must be sealed and clearly marked "Request for Proposal Municipal Solid Waste Collection Disposal and Recycling Services for the City of Sansom Park". AND "Request for Proposal Municipal Solid Waste Collection Disposal ONLY for the City of Sansom Park". Questions regarding this request must be submitted in writing to Wendy Blocker via email at [wblocker@sansompark.org](mailto:wblocker@sansompark.org) with "RFP Solid Waste and Recycling" in the subject line. Upon receipt, sender will receive a read email. It is the sender's responsibility to verify receipt of email. Interpretations or clarifications which result in an Addendum will be posted on the City of Sansom Park website at [www.sansompark.org](http://www.sansompark.org), under the Bidding Tab; All addenda must be acknowledged and included in your RFP submission. Responder names will be posted on the City's website.

Bid Opening

The bid opening and announcement of the bids will be held on ***SEPTEMBER16, 2019, at 3:00 p.m.*** in the Council Chambers, at 5705 Azle Ave., Sansom Park, Texas 76114.

The RFP must include the following:

- Cover letter signed by the appropriate authorities;
- Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;

- Firm background, qualifications, experience in performance based contracts and references;
- Evidence of insurance and security for faithful performance; • Pricing information;
- Draft copy of contract you propose to use;
- IRS Form W-9 found (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>);
- Form 1295 - Texas Ethics Commission found (file online & submit with bid) (<https://www.ethics.state.tx.us/forms/1295.pdf>); and
- Conflict of Interest Questionnaire found (<https://www.ethics.state.tx.us/forms/CIQ.pdf>).

It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information, and other proprietary information. The City intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection at any, time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

Following the September 9, 2019 deadline, City staff will review all proposals and will make a recommendation to the City Council, currently anticipated to be at the City Council meeting on September 19, 2019, at 7:00 p.m. The City Council will approve the City Attorney and staff to negotiate the details of the contract, which will be effective ***January 1, 2020*** or as soon as practicable thereafter.

The City of Sansom Park reserves the right to accept any Request for Proposal or to reject any or all Request for Proposals, to waive irregularities and/or informalities in a Request for Proposal, and to negotiate a contract with any proposer in any manner, consistent with law, deemed in the best interests of the City.

### Background

The area of the City to be serviced by this Proposal is that area commonly known as the City limits of the City of Sansom Park. The City of Sansom Park is 1.25 miles, in size, and is northwest of the City of Fort Worth and has a population of approximately 5,200. The City has approximately 1518 solid waste customer accounts. Of these, about 1406 are residential and about 112 are nonresidential. This house count is subject to an upward adjustment to accommodate the anticipated future development in the City. The City has had new construction, of approximately 2 to 4 new single-family homes per year with the revitalization of some properties and is approximately 95% developed.

The contractor provides billing to the individual Commercial customers.

The City of Sansom Park, through a contractor offers its customers:

- Twice a week trash pickup to all residential and variable pickups for commercial customers;
- Garbage bags and or residential owned containers are used for residential customers;

- The contractor provides curbside pickup, six times a year for the large items/brush pick-up.

Additionally, the City of Sansom Park receives at no charge; two (2) 40-foot roll off containers for its use and its services related to the Quarterly clean-up project in the city limits for citizens to bring in debris, such as tree limbs, trash and items that are NON HAZZARD materials for disposal.

The failure or omission of any proposer to familiarize itself with the sites and existing conditions and service levels in the City shall in no way remove the contractor from any obligations of its proposal. No additional compensation will be granted due to a lack of knowledge of the sites, service levels, or the conditions under which the work will be accomplished in the City. The City makes no representation as to the reliability of its estimates of service levels and growth.

### Objectives

The City is seeking a mutually beneficial, long-term public/private partnership based upon an incentive approach, and desire to negotiate a contract for a term of reasonable length.

The City, in its desire to provide solid waste services, seeks a firm or qualified organization to:

- Provide solid waste service, both efficiently and economically, twice a week curbside collection and commercial container collection for all residential and commercial routes
- Maximize sanitary and aesthetic living conditions for all residents;
- Maintain positive communications with the City and the customer;
- Collect and transport solid waste from all residential, institutional, and commercial customers within the City of Sansom Park to an environmentally safe and permitted disposal site;
- Collect and transport residential recyclables to a materials recovery facility AS AN OPTION
- Provide billing for waste services;
- Contractor shall make every effort to continue to provide weekly residential collection of solid waste on same day of the City's current collection schedule; and
- The City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste and OPTION OF recycling services for the citizens and businesses within the City of Sansom Park. The City of Sansom Park is interested in proposals from companies with a strong commitment to excellent customer service, and who will work well with the City organization, which promotes and supports core values, trust, teamwork, effective communication, professionalism, and quality of life. The ideal company will be customer-focused, responsive, innovative and friendly, interested in becoming a key player in the healthy community initiatives and projects, and committed to offering the City residents and businesses with quality services. The City desires a partnership, which recognizes quality management driven by value and a strong work ethic and not just the "bottom line".

## Proposal Content Details

Cover letter: Include a letter transmitting the proposal to the City of Sansom Park. This letter shall indicate the proposal is for solid waste and recycling services, provide the date of submittal, and must be signed in ink by the appropriate authorities. The letter shall include the full name of the proposer, address for service of legal notices, name and telephone number of an authorized contact person, and shall indicate the legal status of the proposer, whether corporation, partnership or individual.

Scope of work/services to be performed: Provide a plan with details on service methods and descriptions of services, which will be provided for the City of Sansom Park.

The service plan should include, but not necessarily be limited to, the following:

- Firms emphasis on public relations, customer education; and environmental programs;
- Billing for solid waste services to the individual Commercial customer;
  - Discuss a Franchise Fee
- Quality control methods, complaint management and resolution procedures;
- Residential and commercial solid waste collection operation, including hours and days of the week, provide curbside pickup, six times a year, for the large items/brush pickup;
- Non-routine and holiday collection procedures and methods for customer notification;
- Specify any limitations on items to be collected and requirements for preparing unusual items for pickup;
- Discuss any complementary or additional services available to improve the value taxpayers are receiving or to enhance their quality of life or address special needs;
- Discuss traffic safety plans for areas around and near schools;
- Discuss methods for handling barriers to collection, including blocked streets;
- Describe the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and state how many are from line units and how many are spares. Describe the plan to be used to assure that equipment shall be available to meet the service plan at all times. Describe how leakage or debris from vehicles will be minimized and/or handled;
- Discuss disposal and processing sites;
- Discuss methods for ensuring customer satisfaction and service quality and related company policies;
- Discuss how the company will notify the City in case of equipment breakdown or other event which may delay the picking up of solid waste; and
- Discuss worker-training, use of temporary drivers versus company drivers.

Firm background, qualifications, experience and references: Provide a brief description and history of the firm including current size, and how many persons in the firm are directly engaged in solid waste collection and recycling. Discuss the firm's experience in providing the proposed service to other organizations of comparable size. Provide references from five recent contracts under which solid waste/recycling collection services were provided, and include organization's name, address, contact person, and telephone number. As the City requires that the successful respondent must have experience providing service in a performance-based contract, list all municipal collection contracts or MUD solid waste collection contracts held within the past five years, which meet these criteria. List the performance standards that you feel should be included in the contract. Include the firm's financial history with current financial statements or a statement on how the City can be made comfortable with the financial issue.

Insurance Requirements: Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types, but at least in the limits specified below.

Type Amounts 1. Workers' Compensation

2. Employers' Liability Statutory \$1,000,000 / \$1,000,000 / \$1,000,000

3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage and separate Owners & Contractors Protective Liability Coverage naming the City as the named insured.

4. Business Automobile Liability Combined Single Limit for Bodily Injury and a. Owned/leased vehicles b. Non-owned vehicles

c. Hired Vehicles

Property Damage of \$1,000,000 per occurrence

5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a standalone policy or an endorsement to the Commercial General Liability

\$5,000,000 per claim / \$5,000,000 General Aggregate, or its equivalent in Umbrella or Excess liability coverage

The City should be named as an additional insured on insurance coverage. The City will require a Certificate of Insurance or a copy of each policy and 30 days advance written notice of cancellation or material change in any coverage. The City will further require a waiver of subrogation in favor of the City.

The Contract should include an indemnification provision requiring the contractor to defend, indemnify, and hold harmless the municipality from all damages, costs, expenses, and attorney fees for all claims and suits including claims and suits for death, personal injury, and property damage, arising out of, or connected with, the work under the contract **WHETHER OR NOT CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE MUNICIPALITY, ITS AGENTS, OR EMPLOYEES.**

Pricing Information: Provide a proposed rate structure, including unit rates for residential, commercial and other services for the following:

- Residential rates should be quoted for two garbage pickups and A SEPARATE OPTION FOR VOLUNTARY recycling pickup ONCE per week.
- 6x year Brush and Bulky Item Curbside Collection.
- Provide an option for vendor container (free, leased, purchased).
- Provide options to share in the proceeds from the sale of recyclable material 50/50; or 100% with the City of Sansom Park.

IRS Form W-9

### Proposal Selection

Evaluation: A selection committee, as established by the City Administrator, will review the proposals and recommend the most highly qualified submitting firms. In the event of equally qualified firms, the Committee may invite the top matched firms for interviews. The proposal selected for recommendation to the City Council will be the one which best meets the long-range needs of the City in the most cost-effective method possible and which assures compliance with any federal and state regulations.

Considerations will include:

- Creative rate structure
- Quality of service, methods for satisfying customers, company values, management style, and commitment to the City (30%)
- Cost of Service (25%)
- Firm's background and related experience (10%)
- Company experience in operating under a performance based contract (5%)

The City may also request additional information from Proposers at any time prior to final approval of a selected Proposer. The City reserves the right to reject any or all proposals, or to negotiate modifications or proposals submitted; and accept part or all of the proposals on the basis of considerations other than process or cost. Final approval of a selected Proposer is subject to the action of the City of Sansom Park City Council. The contract may be awarded either to the lowest responsible bidder or to a bidder who provides goods and services at the best value for the City.

The City may use sources of information not supplied by the proposer concerning the abilities to perform this work. Such sources may include, but not be limited to, current or past customers of the organization, on-site inspection of the firm's operation, on-site inspection of the landfill and recycling sites, and credit records.

Disqualification of Proponents: Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proponent and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of City Council members, Mayor, or staff,

- Lack of competency as availed by either financial statements, experience or equipment statements as submitted, or other factors;
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted; and
- Use of a questionable disposal site.

City of Sansom Park, contact, Angela Winkle, TRMC, CMC, City Administrator,  
[awinkle@sansompark.org](mailto:awinkle@sansompark.org)