



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES

City of Sweetwater

RFP-2019-01

REQUEST FOR PROPOSAL
FOR THE COLLECTION OF SOLID
WASTE, RECYCLABLE
MATERIALS, BULK WASTE &
RELATED SERVICES



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

TABLE OF CONTENTS

RFP ADVERTISEMENT	4
ESTIMATED SCHEDULE	5
CUSTOMER BASE	5
INSTRUCTION TO PROPOSERS	7
SERVICE AREAS AND SCHEDULES	8
SPECIAL PICK-UP/SPECIAL EVENTS	9
CITY OF SWEETWATER FACILITY CONTAINERS	11
COLLECTION VEHICLES	11
COLLECTION BINS AND CONTAINERS	11
RECYCLABLE MATERIALS	12
BULK WASTE MATERIALS	12
REPORTING REQUIREMENTS	12
CUSTOMER SERVICE	12
PERFORMANCE MEASURES / LIQUIDATED DAMAGES	13
GENERAL INSTRUCTIONS TO PROPOSERS	14
PROPOSAL SUBMISSION	14
RESERVATION OF RIGHTS	15
PUBLIC RECORDS	16
EXAMINATION OF PROPOSAL MATERIALS	16
INTERPRETATION	16
RECEIPT OF ADDENDA	16
CLARIFICATIONS	16
PERFORMANCE BOND	17
INSTRUCTIONS FOR PREPARING THE PROPOSAL	17
PROPOSAL FORMAT	17
NUMBER OF PROPOSALS	17
ORGANIZATION OF THE PROPOSAL	18
COVER LETTER	18
GENERAL PURPOSE INFORMATION	18
STATEMENT OF OPERATION QUALIFICATIONS	19



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

STATEMENT OF FINANCIAL QUALIFICATIONS	20
INSURANCE REQUIREMENTS	20
TRANSITION PLAN	21
COLLECTION OPERATIONS PLAN	22
EQUIPMENT PLAN	23
ACCEPTANCE AND EVALUATION OF PROPOSALS	24
PRESENTATIONS/INTERVIEWS	26
PURCHASING POLICY	26
PROPOSAL FORMS	28
PROPOSER'S STATEMENT OF ORGANIZATION	28
STAFFING	31
SOLID WASTE COLLECTION VEHICLES	33
RECYCLABLE MATERIALS COLLECTION VEHICLE	34
BULK WASTE COLLECTION VEHICLE	35
COST PROPOSAL FORMS	36
COST PROPOSAL FOR RESIDENTIAL SERVICES	38
REFERENCES	39
DAMAGE TO PUBLIC OR PRIVATE PROPERTY/HOLD HARMLESS AND INDEMNITY CLAUSE	40

END OF SECTION



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

RFP Advertisement

**CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01
REQUEST FOR PROPOSAL REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES**

Prospective Contractors must submit their sealed proposals to the City of Sweetwater, Attention City Clerk, at **500 S.W. 109 Avenue, City, Florida 33174, by TBD, 2019, no later than 2:00 p.m.**

The City of Sweetwater is soliciting Proposals from entities ("Proposer") with demonstrated experience and qualifications in providing residential solid waste, recyclable materials Bulk Waste collection from qualified firms.

Proposal Packages containing instructions may be obtained on or after **TBA** from the City of Sweetwater, in-person from City of Sweetwater, City Clerk's Office, 500 S.W. 109 Ave., 2nd Floor, City, FL 33174. Proposal packages will be available in **digital (CD) form**.

The sealed proposal received in the above referenced location will be publicly opened and the proposal totals for each proposal submitted will be read aloud at **TBA** in the above-referenced location.

Anyone needing special accommodations under the Americans with Disabilities Act of 1990 should send an e-mail to: cgarcia@cityofsweetwater.fl.gov. All late submissions shall be automatically disqualified. Special accommodation requests under the Americans with Disabilities Act should be made at least seven (7) days prior to the public meeting.

Firms shall conform/be responsive to the minimal experience and other requirements stated in the RFP package. The City shall use lowest most responsive responsible criteria. The City reserves the right to reject any and all proposals in whole or in part and to select the proposal deemed most advantageous to the City of Sweetwater. The City may waive omissions and/or irregularities. Prospective contractors must comply with all applicable Federal, State & Local ordinances and Codes, licensing, bonding and insurance requirements and/or with other authorities having jurisdiction. If a contract is awarded, successful contractor shall then obtain the required permits, licenses and provide all documentation required by the city.

RFP QUESTIONS



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

In order to ensure a timely response, Technical Questions need to be submitted in writing only via email to bids@cityofsweetwater.fl.gov, Questions will close at **TBA**.

Estimated Schedule

Event	Date
RFP Available for Pick-up	TBA
Industry-wide Workshop	TBA
Last Date for submittal of written questions	TBA
Proposals Due	TBA
Selection Committee	TBA
Begin Contracted Operations	TBA

Customer Base

The City currently provides their customers with solid waste, recyclable materials and Bulk waste collection by way of a contracted Vendor on a weekly basis:

- Curbside solid waste, Bulk Waste and recyclable materials collection:
 - o Weekly collection of solid waste(Twice a week)
 - o Bi-Weekly collection of recyclable materials
 - o Weekly collection of bulk waste once a week.
- Miscellaneous community service solid waste, bulk waste, and recyclable materials collection related activities.

Estimated Number of Garbage and Green Waste Carts in Service City-Wide:



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

DESCRIPTION	FOLIOS	UNITS
GARB, BULK WASTE & RECYCLE	2,069	2,479
BULK WASTE COLLECTION	99	341
DUMPSTER, BULK WASTE & RECYCLE	93	93

The quantities listed are based on the City of Sweetwater's Non-ad valorem assessment and are furnished for information and tabulation purposes. No warranty is given or implied that this is the exact quantity of services that will be needed. The Contractor is expected to fulfill the City's needs as they arise.

END OF SECTION



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

INSTRUCTION TO PROPOSERS

PURPOSE

The City of Sweetwater, hereinafter referred to as the “City,” is soliciting proposals for the following services:

1. Residential Collection Service, which includes the collection of residential Solid Waste, Recyclable Materials, Yard Trash, and Bulk Trash, delivery of residential Recyclables to the Designated Materials Recovery Facility, and disposal of residential Solid Waste at the Designated Disposal Facility.
2. Commercial Collection Service, which includes collection of commercial Solid Waste and disposal at the Designated Disposal Facility.
3. Processing and disposal of residential Yard Trash and Bulk Trash, combined referred to as Bulk Waste, as described in this Request for Proposals (RFP).

Definitions used throughout this RFP are as defined in the draft Contract provided in Attachment A.

PROPOSER TO MAKE EXAMINATION

Each Proposer shall make its own examination regarding the proper method of doing the work, all conditions affecting the work to be done, the labor, equipment and materials, and the quantity of the work to be performed.

AGREEMENT TERM

If an award is made, the initial term of an agreement contract for areas shall be for a six (6) year period and shall begin on or about TBD, 2019 and shall end six (6) years from that date. The City reserves the right to renew the agreement for two (2) additional two (2) year periods under the same terms, conditions and specifications, however subject to cost adjustment as provided herein, providing both parties agree to the renewal, Contractor performs satisfactorily; and such renewal is approved by the City.



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

CURRENT TERM

The City is on a month to month basis with its current service provider.

SERVICES TRANSITION

The timeframe between the formal Agreement signing and commencement of services is intended to allow the Contractor sufficient time to purchase equipment, prepare necessary routing changes, and obtain permits and licenses and establish facilities. A proposed transition plan and schedule must be provided by Proposers and include the elements specified in this RFP.

PRICING STRUCTURE

The Contractor shall propose the cost of weekly (twice a week) Collection of Residential Solid Waste, weekly Bulk Trash and bi-weekly Residential Recyclables.

METHOD OF COLLECTION

The Contractor shall make collections with a minimum of noise and disturbance to the household. Any garbage or trash spilled by the Contractor shall be picked-up immediately by the Contractor. Garbage carts shall be handled carefully by the Contractor, shall not be bent or otherwise abuse and shall be thoroughly emptied and then left at the proper point of collection. In the event of damage by the Contractor for garbage cart, the Contractor shall be responsible for the timely repair or replacement of said garbage carts.

COLLECTION SCHEDULE

Residential collection services shall be provided between the hours of 7:00 a.m. - 7:00 p.m, except on Sundays when no pick-ups shall occur. Contractor will not provide commercial services. The new contractor shall provide services on the same days as is currently in place.

SERVICE AREAS AND SCHEDULES

Solid Waste Collection (*Twice a Week*)

Boundary descriptions below are approximate and provided for informational purposes. City



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

reserves the right to change/determine service locations for dividing line roads, one side or both sides same-day collection for any or all forms of collection.

Furthermore, the City reserves the right to change levels of service when deemed in the best interest of the City. The City will not include any change to the service frequency in the final cost proposal form. Services listed below shall be within the City of Sweetwater.

Area I. Currently Monday and Thursday 7AM – 7PM Solid Waste Service (Section East of 112 Avenue);

Area II. Currently Tuesday and Friday 7AM – 7PM Solid Waste Service (Section West of 112 Avenue).

Recycling Collection (*Bi-weekly*)

The City currently services all areas every-other Tuesday (i.e., twice a month) for recycling. City will determine service for dividing line roads, one side or both sides same day collection.

Area I. Currently Every Other Tuesday 7AM – 7PM (Section East of 112 Avenue,);

Area II. Currently Every Other Tuesday 7AM – 7PM (Section West of 112 Avenue,).

BULK TRASH

Vendor shall services all areas once a week for Bulk trash collection.

Area I. Every Monday

Area II. Every Monday

SPECIAL PICK UP/SPECIAL EVENTS

At the City's request, the Contractor shall provide special pick-ups during a non-scheduled route day. From time-to-time a customer may request extra service, or the City may request extra service for a special event.



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

Route Supervisor may also order a special pick-up for the customer by contacting the City's Mayoral/Administrative offices. The City will respond and prepare a receipt; collect customer's check made payable to City of Sweetwater and submit payment to Customer Service within 24 hours. Service is performed once payment is received.

Contractor shall list special pick-up addresses on the monthly invoice for payment.

***NOTE:** In the event the Contractor fails to service a cart as required in this contract and after notice (verbal or written) to the Contractor and Contractor fails to respond within 12 hours, and the City is caused to provide the contracted service by use of City equipment or other resources, costs may be deducted from the Contractors monthly invoice in accordance with The **CITY OF SWEETWATER FACILITY CONTAINERS**

There shall be no charge to the City for approved containers provided to City-owned locations. Contractor shall, twice per week at no charge, collect all solid waste generated by the City, its offices, departments, subdivisions and parks, including, without limitations, all solid waste generated at any City construction site at which the City's employees are conducting the construction activity (construction activity by independent contractors shall not be subject to the provisions of this section).

Contractor shall furnish to the City, without charge, at all additional locations, the number and size of commercial containers requested by the City, in connection with the collection of solid waste pursuant to this section. The number of containers may increase or decrease as required. This section shall not apply to any collection activities necessitated by a Natural Disaster.

Below is a list of the current City of Sweetwater Facility Container Locations:



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

City of Sweetwater Containers*				
Facility	Address	Qty	Size	
Public Works	1707 N.W. 110 Avenue	3	4 cy.	
Mildred & Claude Pepper Senior Center	10600 S.W. 4 th Street	1	4 cy.	
Jorge Mas Canosa Rec. Cent.	250 S.W. 114 Avenue	1	4 cy.	
City Hall & Police Complex	500 S.W. 109 Avenue	1	4 cy.	

*May be subject to change in size and quantity of containers as needs or sites of the city increase or decrease.

2018 TONNAGES COLLECTED

Residential Trash Tons: 3117.56
 Residential Recycle Tons: 293.75
 Residential Bulk Tons: 1177.34

COLLECTION VEHICLES

The vehicle types selected shall be specifically designed and manufactured for the collection of residential solid waste, recyclable materials and bulk waste. The collection vehicles shall be appropriate for the type of collection methods and collection carts, bins and containers anticipated to be used by the Contractor.

COLLECTION BINS AND CONTAINERS

All Existing carts are owned by the current contractor. New carts placed after service commencement will be owned by new contractor. Contractor shall replace all existing carts for service commencement. Customers serviced via curbside shall be provided with a 90-gallon container for the collection of solid waste and Bulk Waste. Residents shall not have more than one solid waste cart. Similarly, recycling bins shall be provided by the Contractor by the effective day of the Agreement if awarded.



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

RECYCLABLE MATERIALS

The Contractor shall provide for the collection of recyclables. These recyclables, including, but not limited to the following, shall include:

- Magazines and catalogues;
- Telephone books;
- Newspaper;
- Glass containers (clear, green, brown);
- Plastic bottles (HDPE and PETE);
- Aluminum cans.

It is the responsibility of the Contractor to visually inspect the residential recycling container to determine if it contains non-conforming materials. If non-conforming materials are found, the Contractor shall leave the material and tag it, indicating why it was rejected. The Contractor will not, under any circumstances, be allowed to dispose of recyclables by land filling.

BULK WASTE MATERIALS

The Contractor shall also provide for the collection of Bulk Waste materials. The Contractor is to transport all collected Bulk Waste to an approved disposal site. The limit on bulk is 4 yards.

REPORTING REQUIREMENTS

The Contractor will be required to keep records and submit required data and information to the City of Sweetwater. This information includes number of missed pickups per month, average amount of solid waste removed from the City monthly, number of route miles travelled, etc. The Contractor will also be required to maintain and make available for review weight receipts for all materials collected, processed, or disposed of by the Contractor.

CUSTOMER SERVICE

The Contractor must maintain an office within the local area and must staff the office during the hours of 9:30 a.m. – 4:30 p.m.; Monday through Friday. Contractor shall maintain a log of all customer service



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

calls and provide a monthly report of daily customer service logs to the City’s Mayor or Mayor’s designee. The Contractor may change previously established collection points or days only with the City’s written approval.

The Contractor shall be responsible for conducting bilingual (English/Spanish) outreach efforts related to any significant change relating to solid waste, bulk and/or recycling service, and pertaining to changes in service (e.g., changes in frequency of bulk waste collection).

PAYMENT TERMS

The City shall pay the contractor directly for services provided on a month to month basis.

PERFORMANCE MEASURES / LIQUIDATED DAMAGES

It is the intention of the City to obtain the services as specified herein from a source of supply that will give prompt and convenient service.

Contractor agrees to meet with the City on an as-needed basis, but no less than quarterly, to discuss quality performance standards and any other operational issues.

As a breach of the service provided by this contract would cause serious and substantial damage to the City and its residents, and the nature of this contract would render it impracticable or extremely difficult to fix the actual damage sustained by the City by such breach, it is agreed that, in the case of breach of service, the City may elect to collect liquidated damages and not as penalty, the amounts set forth, such sums being agreed as the amount which the City will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies the City may have as to any subsequent breach of service under this contract.

A truck collecting trash before 7:00 a.m. or after 7:00 p.m. **\$50.00 per day**

Failure to collect missed pick-up within 24 hours **\$50.00 per day**

Repetition of complaints after notification to correct such as, but not limited to, replacing cans, containers, or dumpsters, repairs to damaged property, or failing to notify of rate changes,



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

etc.

\$50.00 per day

Spillage (Contractor shall be responsible for cleaning up unsanitary conditions around cans, bins, containers or dumpsters caused by the carelessness the Contractor or its employees.

\$50.00 per day

GENERAL INSTRUCTIONS TO PROPOSERS

QUESTIONS REGARDING RFP-2019-01

All RFP-related communication shall be in **writing only**.
Email: bids@cityofsweetwater.fl.gov
Questions will close on: TBA

Any supplements, amendments, or addenda to this RFP will be made in writing and will be issued by the City of Sweetwater, and those terms shall become part of this RFP. Proposers shall acknowledge receipt of said supplements, amendments, or addenda in their RFP submission package. Proposers should not seek or rely on any oral communication provided by the City.

PROPOSAL SUBMISSION

EXPENSES OF PROPOSAL PREPARATION

All responses to this RFP shall be prepared at the sole cost and expense of the Proposer making the response to the RFP, with the express understanding that there shall be no claims, whatsoever for reimbursement, of any Proposer to the City for the cost or expense of such preparation for any reason including the cancellation of the RFP. The City shall also retain all submitted materials.

PROPOSAL SUBMISSION DATE

The proposal submission deadline date and time is **TBD**. Any proposal received after **TBD** on such date will be automatically rejected and returned to sender unopened.

Proposals should be firmly sealed in packaging that is clearly marked on the outside "RFP-2019-01 -



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

PROPOSAL FOR SOLID WASTE COLLECTION, RECYCLING, AND BULK SERVICES.”

Sealed proposals should be mailed or delivered

to:

Sweetwater City Hall
Clerk's Office
500 SW 109 Avenue, 2nd
Floor
Sweetwater, FL 33174

RESERVATION OF RIGHTS

The City reserves and holds at its discretion the following rights and options:

- Issue addenda to the Request for Proposals, including extending or otherwise revising the timeline for submittals;
- Withdraw and/or reject any or all proposals with or without cause.
- Request clarification and/ or additional information from any Proposer at any point in the procurement process;
- Execute an agreement with a Proposer based upon the original proposal or any additions to the proposal submission at the request of the City;
- Waive irregularities in any proposal, accept or reject all or any part of the proposal, waive any requirements of the request for proposal, as may be deemed to be in the best interest of the City;
- Re-issue, cancel or modify the RFP.
- Discontinue negotiations with the Selected Proposer or any Proposer, and commence discussions with any other responsive Proposer; the City shall bear no financial or other responsibility in the event of such abandonment.
- Not award to any or all Proposers and issue a subsequent request for bids or request for proposals based on refinements of concepts proposed in response to this RFP or otherwise;



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

PUBLIC RECORDS

Any material submitted in response to this request for proposals will become a public record and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. At all times, the City will comply with the provisions of the Florida Public Records Law.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a sealed proposal shall be deemed a representation and warranty by the Proposer that the Proposer has investigated all aspects of the RFP, that the Proposer is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that the Proposer has read and understands the RFP. No request for modification of the provisions of a proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition. Statistical data that may be contained in the RFP or any addenda thereto is for information purpose only.

INTERPRETATION

No person is authorized to give oral interpretations of, or make oral changes to, the RFP documents. Therefore, oral statements will not be binding and should not be relied upon. Any interpretation of, or changes to, the RFP documents will be made in the form of a written addendum to the RFP document and will be furnished by the City of Sweetwater. Only those interpretations of, or changes to, the RFP document that are made in writing and furnished to the Proposers by the City may be relied upon.

RECEIPT OF ADDENDA

Addenda shall become part of the bid. Proposer shall sign and return the indicated page of each addendum to the City with their proposal package.

CLARIFICATIONS

All requests for explanation or clarification must be presented to the City in written form.



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

PERFORMANCE BOND

A Performance Bond is required from the successful Proposer within ten (10) calendar days prior to the Commencement Date. The Performance Bond must be calculated as set forth in an initial amount equal to 50 percent of the Proposer's estimated annual gross revenue for the first year of the Agreement.

The Performance bond shall be executed by a surety company authorized to do business in the State of Florida. Acceptable surety companies shall be licensed to do business in Florida. Performance bonds shall contain in type or print the description of the program. Each Proposer must provide as a part of the proposal response a commitment letter from a State of Florida licensed Surety Company, as set forth in the preceding paragraphs, to provide said Performance Bond. The letter of commitment must specifically accept the Performance bond language and the amount of the Performance bond as stipulated by the City in this RFP.

BID BOND

No Bid bond will be required.

INSTRUCTIONS FOR PREPARING THE PROPOSAL

PROPOSAL FORMAT

The proposal shall be typed on white paper. Pages shall be secured by staple, cerlox binding or similar closure.

Responses must be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the proposal, a response such as "no response required" or "not applicable" is acceptable.

NUMBER OF PROPOSALS

One original and four (4) copies of the proposal shall be submitted for each of the requested RFP. Each proposal shall also be provided in electronic form via CD or USB memory device – Microsoft



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

Word or Adobe Acrobat format (proposer's choice) preferred.

ORGANIZATION OF THE PROPOSAL

The Proposal shall be organized by the following sections:

1. Cover Letter
2. General Proposer statement
3. Statement of Operational Qualifications
4. Statement of Financial Qualifications
5. Insurance Requirements
6. Exceptions to the RFP Specifications
7. Statement of Propose Work Plan
8. Cost Information

Instructions for preparing each section of the proposal shall be shown in the outline given below.

COVER LETTER

All proposals must be accompanied by a cover letter that clearly indicates the name and title as well as the mailing and email addresses, telephone and fax numbers of the Proposer's contact person.

GENERAL PURPOSE INFORMATION

Proposers shall supply details of ownership of their companies. The following information explaining the type of organization that describes the Proposer's company must be listed.

- If the company is a corporation, list the state of incorporation, the names and address of all officers and agents, and documentation verifying the active status of the corporation.
- If the company is a joint venture, list the names and addresses of all participants. If a participant is a corporation or partnership, provide information requested above for corporation or partnership as appropriate, documentation verifying authorization to bid as a joint venture.



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

- List of any of the proposed subcontractors and/or affiliated companies used in the normal course of business, including those involved in recycling of glass, metal, paper, plastic, Yard Trash, Bulk Waste, etc.
- A statement that the general experience and qualifications, as submitted in the proposal, are current, correct and complete.
- Resumes, lists of professional publications, and descriptions of pertinent achievements for key employees, officers, directors or partners of the firms who will be responsible for the completion of the proposed work.
- Proposer shall briefly describe any litigation or pending litigation related to services provided by your firm within past three (3) years of this RFP issue date.

STATEMENT OF OPERATION QUALIFICATIONS

Experience and General Qualifications

Proposer shall provide information demonstrating that it has the necessary experience to implement and provide comprehensive Collection Services. A description of the relevant qualifications and experience of the Proposer and key personnel shall also be provided. The following information must be included:

- A. Describe the relevant experience of the company(ies) for the last five (5) Years. At least three (3) years' experience as a company required.
- B. Identify the manager and responsible office personnel, location of office, and telephone number where operation will be administered.
- C. List relevant technical experience of key personnel (e.g., operations Manager, general manager, etc.) and a description of their backgrounds In Collection of Solid Waste, Recyclable Materials, and Bulk Waste. In particular, provide a detailed description of their previous experience with communities of similar size and scope as well as their experience in implementing a transition plan as described herein. Provide public entity references for each key individual regarding their respective experience in Collection transition planning and



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

execution.

D. Name four (4) public entities presently being served by the Proposer with similar services to those being proposed in this proposal, including the name of the supervising public official, address and telephone number. If the Proposer is not presently serving four (4) public entities, they should provide the requested information for all public entities presently being served, or previously served by the key personnel of the Proposer. The City intends to contact appropriate entities for reference.

E. Identify instances in which the Proposer has transitioned into the role of Solid Waste Collection Service provider, supplanting another provider. Provide specific information on the size of the community (ies), number and type of accounts, and contact information for each community.

STATEMENT OF FINANCIAL QUALIFICATIONS
FINANCIAL QUALIFICATION SUBMITTAL

A. The Proposer must provide copies of financial statements for the entity and parent company that is proposed to sign the Agreement, for the most recent year.

B. If the entity that will sign the Agreement has been in existence less than three years, the Proposer must provide sufficient financial data to substantially satisfy the City of the Proposer's financial capability and viability.

C. Financing of the services and equipment will be the sole responsibility of the successful Proposer. Proposer must demonstrate that it can provide the required financing from either (1) internally generated funds; or, (2) commitments from external sources.

INSURANCE REQUIREMENTS

Successful Proposers shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, Proposer's performance of work or services under this Agreement. Proposer's performance of work



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

or services shall include performance by the Proposer, his agents, representatives, employees and sub-contractors. The cost of such insurance shall be included in the Proposer's proposal. Proposer shall include verification of insurance such as, but not limited, to a "Declaration Page."

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances/amounts:

Public Liability - \$ 1,000,000.00

Property damage - \$ 1,000,000.00

Umbrella Liability - \$ 3,000,000.00

The City reserves the right to require additional insurance in order to meet the full value of the contract.

TRANSITION PLAN

In developing their responses to the RFP, Proposers should be aware that the City seeks to ensure a seamless transition with minimal customer impacts resulting from a change in service agreements, including but not limited to missed Collections and Customer complaints. The Proposer shall provide a detailed transition plan specifying implementation schedules and tasks, including but not limited to the following:

- Equipment acquisition plan;
- Staff mobilization;
- Container inventory and distribution;
- Proposed route changes if any, and;
- Customer complaint handling program;
- Bilingual (English/Spanish) Outreach Plan.



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

COLLECTION OPERATIONS PLAN

A detailed Collection operations plan that presents how Collection services will be implemented shall be provided. This should include:

- Staffing requirements;
- Office and operations yard location;
- The method of collection;
- Additional material that the Proposer identifies as critical to a smooth transition and superior program performance.

DRAFT



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

EQUIPMENT PLAN

- Type and age of vehicle(s) to be used;
- Whether the vehicles will be leased or owned;
- Number of crew members required per vehicle and their responsibilities;
- Number of vehicles required for the program.

COST INFORMATION

Proposer Cost Proposal Forms

- The cost proposal forms must be completed and returned.

The service fee shall be adjusted based on a combined index consisting of ninety percent (90%) of the percentage change in the previous year's Consumer Price Index(CPI) plus ten percent (10%) of the percentage change in the previous year's Fuel Index, as described below. The total rate increase in a giving year shall be capped at six (6%).
$$\text{Current service fee} \times (90\% \times \text{CPI change} + 10\% \times \text{Fuel Index Change}) = \text{change in subsequent year's service fee.}$$

RFP CLAUSES AND PROPOSAL EVALUATION PROCESS

GENERAL

(A)The purpose of the RFP is to evaluate Proposals based on the Proposer's demonstrated ability to provide the requested service. Qualifications will be assessed by the City based upon information submitted in response to this RFP. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof and all other provisions of this RFP and the addenda, if any. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the Proposer. This RFP is issued subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only, and each recipient hereof is cautioned and advised to independently verify all information.

(b) The City of Sweetwater reserves the right to withdraw, reject and declined any or all proposals



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

(c) If, prior to the date fixed for submission of Proposals, a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP or any of its appendices or exhibits, s/he shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications shall be made by written Addenda to the RFP. Interested Vendors may submit request for clarifications in email or writing. The City will compile all requests and provide responses in written format to all Vendors who have furnished or requested an RFP. If Vendor fails to notify the City, prior to the date fixed for the submission of Proposals, of an error in the RFP known to the Vendor, or an error that reasonably should have been known to the Vendor, Vendor shall submit its Proposal at his/her own risk, and if Vendor is awarded a Contract, Vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

GUARANTIES

This Request for Proposals shall not in any manner grant and shall not be construed in any manner to grant any rights, benefits or expectations of any manner whatsoever to any person interested in or contemplating submitting a bid or proposal in response hereto. The final terms and conditions of the project or contract contemplated herein may be negotiated between the City and any responsive bidder and the City shall not be required to accept any particular submittal or negotiate with any particular responsive bidder notwithstanding perceived favorable provisions of price, time of performance, experience, quality of service, etc., contained in a responsive submittal. The City reserves the right to negotiate in the best interest of the City which may include adding or deleting terms and conditions from those specified herein and/or from those bid upon by a responsive bidder or contained in a responsive bidder's submittal.

The City is not liable for any costs or expense incurred in the preparation of a response to this (RFP) and may modify or cancel this solicitation at any time.

ACCEPTANCE AND EVALUATION OF PROPOSALS

In evaluating proposals, the City will consider all information that the City deems relevant for awarding the contract including, without limiting the generality of the foregoing: price, ability to perform, experience and past performance. With regards to any bids or proposals submitted in response hereto, the City reserves the right to waive any errors, omissions, irregularities, and deviations from specifications if the City determines that such action is in the best interest of the City and/or public health, safety and/or welfare. Furthermore, the City may waive any requirement or provision hereof



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

and reserves the right to modify the requirements referenced herein, to reject any and all bids or proposals, to modify (with the approval of the bidding or proposing party) any bid or proposal, to negotiate with any bidding or proposing party regarding any price, term and/or condition, including increasing or decreasing a proposed price and/or the scope of the project.

All Proposals received by the City by the submittal date shall be distributed to and evaluated by the Proposal Evaluation Committee ("Committee"). The evaluation process is designed to lead to a ranking of Proposers which can provide the services that meet the City's needs. The criteria used to complete the Committee's evaluation will include the following:

- Cost of the proposed services – **60 Points**;
- Likelihood of the proposed work plan resulting in reliable and efficient service, as well as a smooth transition, demonstrated knowledge of local conditions – **15 Points**;
- Competence and experience of proposed management and supervisory personnel – **10 Points**;
- Past performance and experience on other similar solid waste collection services projects (including experience within the city of Sweetwater) including transition into a new collection services contract that resulted in minimal customer service concerns – **10 Points**;
- Responsiveness and completeness of proposal – **5 Points**;

TIE BREAKER

In the event of a tie among proposals, alternative energy will be used as alternative criterion. **(5 Points)**.

The Committee reserves the right to consider other, relevant information, concerning a Proposer, provided such information is deemed accurate and reliable.



CITY OF SWEETWATER SOLID WASTE REQUEST FOR PROPOSAL RFP-2019-01

REQUEST FOR PROPOSAL FOR THE COLLECTION OF SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE & RELATED SERVICES

PRESENTATIONS/INTERVIEWS

If, as determined by the Committee, additional information is required to properly evaluate the Proposals, all or some of the Proposers may be requested to provide a presentation to the Committee,

PURCHASING POLICY

The City shall adhere to the City Purchasing Policy unless waived.

PROPOSAL FORMS

Forms on the following pages are the required forms that must be completed as part of the proposal. The questions that are not applicable should be included and marked "not applicable." The purpose of the forms contained herein is not intended in any way to limit the type, quality or quantity of data and information supplied by the Proposer. Forms not completed in full may result in disqualification.

PROTEST PROCEDURE

Time limit to file a written protest - The protester may file a protest to the "**Designated Process Manager**" within four (4) business day after solicitation is posted.

Protest of award - The protester may file a protest to the "Designated Process Manager" within four (4) business days after notice has been sent to bidder recommendation of award.

Authority to resolve protest- The **Manager** shall have the authority to settle and resolve timely protests. "**Designated Process Manager**" shall have 15 business days to issue a written decision on the protest.

Decision to Appeal- The protestor may appeal the "**Designated Process Manager**" written decision by filing a written request of appeal to "**Designated Process Manager**". The "**Designate Process Manager**" shall have 15 business days to issue a written decision on the protest. The protestor may appeal the "**Designated Process Manager**" written decision to the **City Council** by filing a written request for an appeal hearing to the **City Clerk**.

Effect on Selection- Upon receipt of a written protest filed pursuant to the requirements of this section, the City shall not proceed further with the solicitation or with the award of the contract until the protest is resolved by the city unless the "**Designated Process Manager**" after consultation with **the**



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

head of the using department and City Attorney, makes a written determination that the solicitation process or the contract award must be continued without delay in order to protect substantial interests of the city.

Filing Fee - Filing fee in the form of a money order or cashier's check in the amount of \$100.00, where the value of award is estimated to be, or is less than, \$15,000.00. For protests where the value of award is estimated to be, or is, \$15,000.00 or greater, the money order or cashier's check in amount equal to \$500.00 or two percent of the value of the bid/proposal, whichever is greater up to a maximum of \$2,500.00.

END OF SECTION



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM A

PROPOSER'S STATEMENT OF ORGANIZATION

1. Full Name of Business Concern (Proposer):

Principal Business
Address:

2. Principal Contact Person(s):

3. Form of Business Concern (Corporation, Partnership, Joint Venture, Other):

4. Provide name of partners or offices as appropriate and indicate if the individual has the authority to sign in name of Proposer.

NAME	ADDRESS	TITLE



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

If a Corporation, in what state incorporated:

5. List all firms participating in this project (including designers, prime contractors, subcontractors, operators, major equipment suppliers, etc.):

NAME	ADDRESS

DRAFT



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

6. Outline specific areas of responsibility for each firm listed in Question:

- 1.
- 2.
- 3.

7. Identify the provisions of any agreement between parties which assigns legal or financial liabilities or responsibilities:

8. If responding firm(s) are a partially or fully-owned subsidiary of another firm, or share common ownership with another firm, please identify the firms and relationships:



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM B

STAFFING

Attach an organization chart.

The organization chart must show staffing by position, number of staff per position and organizational relationship of positions. For professional or management level staff that will be responsible for providing services, provide a detailed resume indicating the individual(s) areas of expertise and experience. Resumes must be provided in the following format; however, additional information may be provided at the option of the Proposer.

A. Name and Title.

B. Project Assignment.

C Name of Company with which associated.

D. Years' experience with:

This Company:

With other similar companies:

E. Education: Degree(s)

Year/Specialization

Professional References: (List a minimum of 3).

Other relevant experience and qualifications.



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

END OF SECTION

DRAFT



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM C

***SOLID WASTE COLLECTION
VEHICLES***

Complete one form for each type of Collection vehicle.

I. Manufacturer and Model:

- A. Cab and Chassis;
- B. Body.

2. Number of Vehicles.

3. Will the vehicles be owned, leased, or other?

4. Safety Features.

5. Average MPG.



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM D

RECYCLABLE MATERIALS COLLECTION VEHICLE

Complete one form for each type of Collection vehicle.

I. Manufacturer and Model:

A. Cab and Chassis;

B. Body.

2. Number of Vehicles.

3. Will the vehicles be owned, leased, or other?

4. Safety Features.

5. Average MPG.

END OF SECTION



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM E

BULK WASTE COLLECTION VEHICLE

Complete one (1) form for each type of Collection vehicle.

I. Manufacturer and Model:

A. Cab and Chassis;

B. Body.

2. Number of Vehicles.

3. Will the vehicles be owned, leased, or other?

4. Safety Features.

5. Average MPG.

END OF SECTION



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM G

***COST PROPOSAL
FORMS***

The Undersigned hereby certifies as follows:

That _____ have personally and carefully examined the specifications and instructions for the work to be done for The City of Sweetwater.

That _____ have made examination of the services as applicable to the proposal, and fully understand the character of the work to be done.

That having made the necessary examination, the undersigned hereby proposes to furnish all materials, vehicles, plant, equipment and facilities, and to perform all labor and services which may be required to do said work with the time fixed and upon the terms and conditions provided in the agreement, at the service rates set forth on the cost Proposal Form set forth below.

PROPOSER

President/Partner/Owner

Secretary

Firm Name



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

Individual:

Partnership:

Corporation: _____

A ____ (state) Corporation

Date

END OF SECTION

DRAFT



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM H

***COST PROPOSAL FOR
RESIDENTIAL SERVICES***

Monthly Rates Per Service Unit

A. SERVICE RATES

1. Solid Waste Collection Service \$ /Unit/Mo (weekly)
2. Recyclables Collection Service \$ /Unit/Mo (Bi-Weekly)
3. Bulk Waste Collection Service \$ /Unit/Mo (weekly)
4. TOTAL SERVICE RATE (NOS.1-3) \$ /Unit/Mo

B. SUPPLEMENTAL SERVICE RATES

1. Rear-door Service for Non-handicapped \$ /Unit/Mo



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM J

REFERENCES

The PROPOSER shall provide a minimum of four (4) references of public agencies or cities presently being served by the PROPOSER with similar and satisfactory services to those being proposed in this proposal.

The references should include, at a minimum, the following information.

Name of Public Agency:
Address:
Phone Number:
Principal Contact Person (s):

Name of Public Agency:
Address:
Phone Number:
Principal Contact Person (s):

Name of Public Agency:
Address:
Phone Number:
Principal Contact Person (s):

Name of Public Agency:
Address:
Phone Number:
Principal Contact Person (s):



**CITY OF SWEETWATER SOLID WASTE REQUEST FOR
PROPOSAL RFP-2019-01**

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF
SOLID WASTE, RECYCLABLE MATERIALS, BULK WASTE &
RELATED SERVICES**

FORM K

DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

HOLD HARMLESS AND INDEMNITY CLAUSE:

(Company Name and Authorized Signature, Print Name)

The contractor shall indemnify, defend and hold harmless the City of Sweetwater, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.