



**REQUEST FOR PROPOSAL (RFP)
MUNICIPAL SOLID WASTE COLLECTION
AND DISPOSAL SERVICES AND
FRANCHISE FOR THE CITY OF PINE
FOREST**

Introduction and Instructions

The City of Pine Forest intends to award a contract and franchise for municipal solid waste collection and disposal services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services.

Mail or deliver Proposals to the attention of:

Michelle Josey, City Secretary
City of Pine Forest
305 Nagel St.
Vidor, Texas 77662

Five (5) copies of the RFP must be delivered on or before **Wednesday, November 6, 2019 at 4:00 p.m.** Submissions received after this time will be rejected and returned unopened. There will be no public opening. The envelope or box containing the RFP must be sealed and clearly marked "**Request for Proposal Municipal Solid Waste Collection Disposal and Services for the City of Pine Forest**". Questions regarding this request must be submitted in writing to Michelle Josey, City Secretary via email at mjosey@cityofpineforest.com with "RFP Solid Waste Services" 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 Pine Forest website at www.cityofpineforest.com. All addenda must be acknowledged and included in your RFP submission. Responder names will be posted on the City's website.

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 [HERE](https://www.irs.gov/pub/irs-pdf/fw9.pdf) (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>);
- Form 1295 - Texas Ethics Commission found [HERE](https://www.ethics.state.tx.us/forms/1295.pdf) (file online & submit with bid) (<https://www.ethics.state.tx.us/forms/1295.pdf>); and
- Conflict of Interest Questionnaire found [HERE](https://www.ethics.state.tx.us/forms/CIQ.pdf) (<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.

A pre-proposal meeting will be held on **Thursday, October 22, 2019, at 6:00 p.m.** in the City Council Chambers at 305 Nagel St., Vidor, Texas. Before the November 6, 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 November 12, 2019. The City Council will approve the City Attorney and staff to negotiate the details of the contract, which will be effective January 15, 2020 or as soon as practicable thereafter.

The City of Pine Forest 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 Pine Forest. The City of Pine Forest has a population of approximately 447. The house count is subject to an upward adjustment to accommodate the anticipated future development in the City.

The contractor provides billing to the individual customers.

The City of Pine Forest, through a contractor offers its customers:

- Once a week trash pickup to all residential and variable pickups for commercial customers;
- Up to 95 gallon wheeled containers are available to all residential customers

Additionally, the City of Pine Forest receives at no charge; a 40-foot roll off for its use and it is services on a call basis.

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, once 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 Pine Forest to an environmentally safe and permitted disposal site;
- Provides billing for waste services;
- Contractor shall make every effort to continue to provide weekly residential collection of solid waste services on same day of the City's current collection schedule; and

- Provide alternate service programs as desired by the City and the customers. Indicate your willingness to participate with multiple-entity partnerships.

The City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste services for the citizens and businesses within the City of Pine Forest. The City of Pine Forest 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 Pine Forest. This letter shall indicate the proposal is for solid waste and 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 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 Pine Forest. 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 customer;
- 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, once a year, for the semi-annual large item/brush pick- up;
- 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;
- Describe the containers to be provided, specify the time frame for their provision to new customers, and any related policies regarding distribution and replacements, damage to containers;

- Discuss the disposition of worthless items found in the customer's recycling container;
- 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. 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 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	Statutory
2. Employers' Liability	\$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
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 \$2,000,000 per occurrence
5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a stand-alone 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

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 one garbage pickup per week.
- Commercial rates should be quoted for once a week pickup or/as required.
- Provide a price option for residents who are wanting multiple carts.

IRS Form W-9 and Ethics Forms: Hyperlinks are provided and are self-explanatory. On item #3 of Form 1295, please use "2017 RFP Solid Waste and Recycling". Note: Form 1295 must be notarized.

Proposal Selection

Evaluation: A selection committee, as established by the City Manager, 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 which encourages responsible disposal of solid waste (30%)
- 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 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 Pine Forest City Council.

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 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 Pine Forest, contact: Michelle Josey, City Secretary, telephone number (409) 786-4100.