

CITY OF WATERFORD

CITY BID # 2017-07



REQUEST FOR PROPOSAL

Collection and Transportation of Solid Waste in the City Limits

Proposals Due June 26, 2017 @ 5:00PM

**City of Waterford
101 E Street
Waterford, CA 95386
(209) 874-2328**

May 19, 2017

INTRODUCTION

The City of Waterford invites proposals from firms with experience in the collection and hauling of solid waste for the City of Waterford. This Request for Proposal (RFP) is intended to provide the general information needed to respond to this proposal.

BACKGROUND

The City of Waterford is a small but prospering agricultural community situated in eastern Stanislaus County. Residential and Commercial garbage/refuse services are invoiced separately by the current garbage/refuse collection company and that number currently totals approximately 2246 Residential and 79 commercial accounts. Customers are billed bi-monthly, with the payment of services due the last business day of the month billed. The current pick up days are Tuesdays (commercial) and Wednesdays (residential) with green waste and recycling pickup alternating every other week.

MAILING INSTRUCTIONS

City of Waterford
101 E Street/P.O. Box 199
Waterford, CA 95386

INQUIRIES/QUESTIONS

Questions pertaining to the RFP should be directed to the City Manager at his email address, togden@cityofwaterford.org

PROPOSAL SUBMITTAL

Proposals are due no later than 5:00p.m. and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit three (3) bound copies of their proposal and one (1) separately sealed fee proposal envelope to the address shown under "Mailing Instructions" above. The City is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. The City reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the City.

Upon receipt of proposals, each consultant shall be presumed to be thoroughly familiar with all specifications and requirements of this proposal. The failure or omission to examine any form, instrument or document shall in no way relieve consultants from any obligation in respect to this proposal.

PROJECT SCHEDULE

Release of RFP	May 19, 2017
Proposals Due	June 26, 2017
Proposal Review/Selection	June 27-30, 2017
Council Approval/Award	July 6, 2017
Completion/Transition	July-September 2017

REVIEW OF PROPOSALS AND SELECTION

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents. Responsiveness to the RFP will be a principal basis for evaluation.

Proposals submitted will be evaluated by a committee comprised of City of Waterford staff. The committee's evaluation will be based upon, but not limited to: proposal cost, strength of the proposal, related experience of the firm, professional qualifications of the individual(s) to be assigned to the project, ability to meet required deadlines, references from previous clients, and ability to enter into an Agreement.

While cost is a key consideration, the City reserves the right to choose the best proposal, which may not be based on price. The committee may choose to interview the top candidates.

After evaluating the proposals, the City of Waterford reserves the right to further negotiate the proposed work and/or method and amount of compensation. The respondent must clearly state the period of time for which the proposal will be valid. This period must not be less than Ninety (90) days from the date of submittal.

PROPOSAL CONTENT

The City of Waterford requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Three (3) copies of the proposal shall be submitted and shall be organized in an easy-to-follow format. Proposals should be limited to fifteen (15) 8 ½" x 11" pages (including the cover letter and resumes). Lengthy proposals may not be well received.

Proposal must include, at a minimum, the following sections:

- **Cover Letter** : A brief summary containing highlights of the firms approach to the services described in the RFP, including a statement of its understanding of the project and services required, signed by an individual authorized to bind the proposing firm stating the firm has read and will comply with all terms and conditions of the RFP.
- **Background on Firm**: A brief description of the firm including the size of the organization, location of offices, years in business, organizational chart, name of owner and principal parties, and titles of staff. Qualifications of individuals who will perform the work listed in the Scope of Work along with identification of the individual who will be the City's main contact. Description of management system to track tasks, deliverables, complaints, and responses.
- **Statement of Understanding and Approach**: Provide a description of the methodology the firm will use to complete the Scope of Work as detailed in this RFP. Discuss and describe the firm's experience and a provide a statement of the services your firm feels differentiates your firm from others. Additionally, as a part of the summary, identify the responsibilities of the City of Waterford and the responsibilities of the firm. Please include a current client list and any sub-consultants, including the agency name and the name, title and telephone number of the primary contact.

- **Scope of Work:** Provide details with specific task descriptions to demonstrate that the proposer has considered all aspects of the proposal and that the proposer will cover them thoroughly. Attendance at City Council meetings, and providing any needed informational material deemed necessary to educate the Council regarding the proposal should be included.
- **References:** Provide the following information for two (2) current clients in which a similar scope of services is provided as requested by this proposal:
 - Name, address, and telephone number of the client;
 - Person to contact for references;
 - Length of time period and brief description of the scope of services provided
- **Sub-Consultant List (if applicable):** The submittal should include a list of proposed sub-consultants—including resumes—who may assist in providing services according to the scope.
- **Client List:** The submittal should include a current client list, including the agency name and the name, title and telephone number of the primary contact.
- **Rate Schedule:** The submittal should include a set rate schedule for each separate rate (Ex: 35 gallon, 64 gallon, residential services, commercial services, etc.).
- **Additional Information:** The City of Waterford has outlined the requirements of this proposal in as much detail as is currently known. Respondents may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Please provide any exceptions, additional information, or suggestions that will aid in the selection process (attachments are acceptable). Please keep these as **brief** as possible.

EVALUATION CRITERIA

The objective of the evaluation process is to perform a thorough and fair assessment of each firm or team's proposal and facilitate the selection of a firm/team that best satisfies the City's requirements. City staff will review and evaluate each proposal which is received by the stated submittal deadline.

The proposals will be evaluated based on the firm or team's qualifications; related experience—specifically of the individuals assigned, and cost competitiveness. The Firm or team should show a strong understanding of the City of Waterford and the Stanislaus County region.

Oral Interviews may be held if determined necessary.

The Firm or team determined best suited to meet the needs of the City will be recommended to the City Council for final selection. The City Council has the sole and absolute discretion regarding final selection. Upon final selection, the Firm and City will formalize the scope of services and associated contract fee.

SCOPE OF WORK

The City is seeking proposals from firms who will provide excellent contract garbage & refuse collection and hauling services, and to act as an extension of City of Waterford staff, by providing professional customer service and reliable garbage collection and hauling services to all residences and businesses within the City of Waterford.

The following is a list of services for which the selected firm will have direct responsibility for:

- (3) Cart Curbside Recycling Program with choice of 35, 64, or 96 gallon carts for refuse, and up to 1 additional cart each for green waste and recycling.
- (3) Cart Curbside Recycling/Green Waste Program – once a week (Residential)
- Curbside Recycling Program – min. once a week, max. 6 times weekly (Commercial/Industrial)
- Continue to honor the current Senior/Disabled Discount Rate to customers ages 65 and up.
- Continue to honor the current cart collection service for disabled/limited mobility individuals.
- Collection from all City-Owned or leased facilities, not limited to parks, the corporation yard, City Hall, and any and all public containers placed on public streets – once weekly.
- Invoicing and Collection of payment for all garbage and refuse services, including Residential, Commercial, and Industrial customers.
- The professional and timely handling of all customer complaints related to the billing and collection of all garbage and refuse services.
- Special Collection Services – to be negotiated and agreed upon by both parties prior to the work being completed.
- Annual City Events: supplying the City with all garbage and refuse services needed for the following events (if held): Clean-Up Day, Heritage Days Festival, Trunk or Treat, Christmas Parade, and LOVE Waterford.
- Oil Collection Program

DESIRED QUALIFICATIONS

- Previous experience in providing refuse collection and transportation services to municipalities and/or other government agencies similar in scope to those services described.
- Demonstrated qualifications of the individual who will serve as the City's main contact and assurance of his/her continual involvement and responsiveness with the City throughout the term of the contract.
- Ability to present information to City Council, the public and staff as needed.
- All collector vehicles must be owned or leased by selected Firm.

REQUIRED/DESIRED LICENSES

- Firm shall comply with all existing and future County, State, and Federal Laws, as well as all Waterford Municipal Code regulations which in any manner affect those engaged or employed in the work, or may affect the conduct of the work under the terms and conditions of this Agreement.
- State of California Contractor's License in "Active" status.
- City of Waterford Business License (renews annually).

CONTRACT TERM

The length of the contract will be at the discretion of the Waterford City Council and may or may not be negotiated between the selected Firm and City, dependent upon services provided and the proposed fees for said services.

AWARD

The City of Waterford reserves the right to award this contract to the firm and/or team whose total aggregate proposal is most responsive to the needs of the City. An evaluation of the firm and/or team's ability, quality, and performance on previous or current contracts will be used in addition to the rate schedule as a basis of award for any resultant contract.

ADDITIONAL INFORMATION

- The City will not reimburse the RFP respondents for any costs involved in the preparation and submission of proposals nor to prepare for and attend interviews.
- This RFP does not obligate the City to award a contract or accept or contract for any expressed or implied services.
- City reserves the right to reject or accept any and all proposals, and to waive informalities and minor irregularities in any proposal reviewed.
- City reserves the right to request any firm submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection of a consultant, and to modify or alter any of the requirements herein.
- In an attempt to reach an agreed upon contract by both parties, City reserves the right to negotiate with the proposer selected by the committee. If the parties cannot negotiate a contract, City reserves the right to negotiate with other proposers, or make no award of this RFP.
- In the event that the proposal guidelines change materially, all respondents who submit a proposal will be given an opportunity to modify their proposal in the specific areas that are impacted.
- Further, City may reject any proposal which does not conform to the instructions contained within this RFP.

CONFLICT OF INTEREST

By submission of a proposal, Consultant warrants and covenants that no official or employee of the City, nor any business entity in which an official of the City has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City.

GENERAL CONDITIONS

1. *General Information*

Bids shall be submitted as previously outlined in "Proposal Content." Bids shall be written in ink, computer generated, or by typewriter. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the bid. Bids are to be verified before submission as they cannot be corrected or altered or signed after bids are opened.

2. *Interpretation of Bids*

Should a bidder find discrepancies in, or omissions from the specifications, or should bidder be in doubt as to their true meaning, bidder may submit to the Public Works Director a written request for an interpretation thereof prior to the bid opening. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum issued to each person to whom specifications have been issued, and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations.

3. *Addenda*

The City reserves the right to amend this RFP prior to the proposal due date. Any substantive interpretation, correction or change of the proposal documents shall be made by written addendum. Unless otherwise specified the addendum will be posted to the City of Waterford web-site www.cityofwaterford.org.

It is the proposer's responsibility to visit this web-site to insure that they have received all important addenda or revisions to the Request for Proposal prior to bidding.

Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date. Any addenda issued by the City during the time of bidding shall be covered in the bid and shall be made a part of the contract.

4. *Bid Openings*

Bids shall be delivered to the City of Waterford on or before the day and hour set for the opening of bids in the published Notice to Bidders. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening of bids.

5. *Late Bids*

Any bids received after the scheduled time of opening will be noted as received, but they will not be opened or considered.