

REQUEST FOR PROPOSALS (RFP) FOR MUNICIPAL SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING SERVICES FOR THE CITY OF SOMERSET

Introduction and Instructions

The City of Somerset (City) proposes 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 to divert suitable materials for recycling.

Mail or hand deliver Proposals to the attention of:

**Angelita Mojica
City Secretary
City of Somerset
7360 East 6th Street,
Somerset, Texas 78069**

Ten (10) copies of the RFP must be delivered **AND RECEIVED** on or before **September 9, 2024, at 3 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 for Municipal Solid Waste Collection Disposal and Recycling Services for the City of Somerset**".

Questions regarding this request must be submitted in writing to Angie Mojica, City Secretary via email at city.secretary@somersettx.gov with "RFP Solid Waste and Recycling" in the subject line. 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 Somerset website at <http://cityofsomerset.org>. All addenda must be acknowledged and included in your RFP submission.

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 based on Attachment A.
- Draft a copy of the contract you propose to use.
- IRS Form W-9 found [HERE](#) (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- Form 1295 - Texas Ethics Commission found [HERE](#) (file online and submit with the 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>).

The proposer is responsible for marking and identifying 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 identified as such will not be open for public inspection at any time, even after the contract has been awarded and executed, and whether the proposer wins the contract.

Following the September 9, 2024, deadline, Mayor Hernandez and 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 11, 2024. The City Council may direct the Mayor and City Attorney to negotiate the details of the contract, which will be effective November 1, 2024 or as soon as practicable thereafter.

The City of Somerset 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 the area commonly known as the city limits of the City of Somerset. The City of Somerset is located approximately twenty miles southwest of the City of San Antonio and has a population of approximately 2,152 residents. The city has approximately **823** solid waste customer accounts. Of these, about **740** are residential, and about **83** are nonresidential. Currently, Republic Services is the City of Somerset contractor for waste collection and 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 does not represent the reliability of its service levels and growth estimates.

Objectives

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

In its desire to provide solid waste services, the city seeks a firm or qualified organization to provide solid waste service, both efficiently and economically, ONE OR TWO TIMES weekly 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 Somerset to an environmentally safe and permitted disposal site.
- Collect and transport residential recyclables to a materials recovery facility and share in

the proceeds with the City of Somerset.

- Provides billing for waste services.
 - Contractor shall make every effort to continue to provide weekly residential collection of solid waste and recyclable services; and
 - Provide alternate service programs as desired by the city and the customers.
- Indicate your willingness to participate in multiple-entity partnerships.

The City Council, Mayor, and staff are dedicated to responsive and customer-focused solid waste and recycling services for the citizens and businesses within the City of Somerset. The City of Somerset 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 healthy community initiatives and projects, and committed to offering the city residents and businesses 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 Somerset. This letter shall indicate the proposal is for solid waste and recycling services, provide the date of submission, 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, and 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 Somerset. 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 operations, including hours and days of the week, provide curbside pickup, and large item/brush pick-up as requested in Attachment A.
- Non-routine and holiday collection procedures and methods for customer notification.
- When and how recyclables will be collected concerning normal waste collection and specify which recyclables shall be collected; Indicate potential for sharing of recyclable proceeds.
- 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, and damage to containers.
- Discuss the disposition of contaminated recyclables or worthless items found in the customer's recycling container.
- Discuss any complementary or additional services available to improve the value

taxpayers are receiving 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 ensure that equipment shall be available always to meet the service plan. 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 events that may delay the picking up of solid waste; and
- Discuss worker training and the 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 the 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 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: <ul style="list-style-type: none"> 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 \$1,000,000 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 as requested in Attachment A:

- Residential rates should be quoted for ONE OR TWO garbage pickups and one recycling pickup per week. Also, please provide a rate structure for ONE OR TWO garbage pickup and one recycling pickup per week with statistics on how recycling reduces the quantity of solid waste as requested in Attachment A.
- Brush and Bulky Item Curbside Collection as requested in Attachment A.
- Provide a price option for garbage that allows residents to choose what size garbage cart they want based on the amount of garbage they generate (Pay as You Throw).
- Provide a price option for Composting or Organics Collection.
- Provide an option for vendor containers (free, leased, and purchased).
- Provide options to share in the proceeds from the sale of recyclable material 50/50; or 100% with the City of Somerset.

IRS Form W-9 and Ethics Forms: Hyperlinks are provided and are self-explanatory. On item #3 of Form 1295, please use "2024 RFP Solid Waste and Recycling". Note: Form 1295 must be notarized.

Proposal Selection

Evaluation: The city council will review the proposals. In the event of equally qualified firms, the Council may invite the top-matched firms for interviews. The proposal selected will be the one that 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 recycling and 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 of Somerset may also request additional information from Proposers at any time prior to the 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 based on considerations other than process or cost. Final approval of a selected Proposer is subject to the action of the City of Somerset 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 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.

ATTACHMENT A

REQUEST RATES/INFORMATION BASED ON THE FOLLOWING:

Residential

96 Gallon Toter @ 1x Weekly \$ _____
Additional Toter \$ _____

Commercial Toter

1 Toter @ 1x Weekly \$ _____
2 Toter @ 1x Weekly \$ _____
3 Toter @ 1x Weekly \$ _____

Commercial Containers

2 Yard @ 1x Weekly \$ _____
3 Yard @ 1x Weekly \$ _____
4 Yard @ 1x Weekly \$ _____
6 Yard @ 1x Weekly \$ _____
8 Yard @ 1x Weekly \$ _____

ADDITIONAL REQUESTS:

1. Franchise fee (paid quarterly @ 5%).
2. Quarterly brush service.
3. 3x yearly bulky waste pickup
4. 10% Senior Citizen billing discount with preferred door to door service.
5. Community Contribution of \$1500 annually.
6. Event partnership opportunities with the City.
7. Quarterly billing.
8. 24-hour customer service response time.
9. Customer service program with responsibility on the contractor and not the City.
10. Annual five (5) free rollofs to the City.
11. Recycling program.
12. Contract Length – 3 Years with no automatic renewal.
13. Quarterly billing report provided to City staff with total number of households and businesses with or without service.