



Request for Proposals (RFP)

Solid Waste Management Services

September 21, 2016

The issuance of this RFP constitutes only an invitation to submit a Proposal to the City. It is not to be construed as an official and customary request for bids, but as a means by which the City can facilitate the acquisition of information related to the purchase of solid waste management services. Any Proposal submitted, as provided herein, constitutes an indication to negotiate and is not a bid.

Proposals will be accepted no later than **3:00 p.m. Central Daylight Time (CDT) on or before October 7, 2016.**

Telephone calls regarding this Request for Proposals will not be accepted. Questions may only be addressed to Ron Moore, City Administrator at Administrator@ci.afton.mn.us.



City of Afton
Request for Proposal
Solid Waste Management Services

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SECTION I. INTRODUCTION AND BACKGROUND

The City of Afton has determined that the interests of the City will be promoted and preserved by establishing an arrangement for the collection, transportation, and disposal of solid waste kept and accumulated by residences and businesses within the City. It is the intent of the City to accept and evaluate proposals for solid waste management services to begin on January 1, 2017 with an initial five (5) year duration. The goals of the City are to protect public health and safety, provide for excellent solid waste, recycling, problem materials and yard waste services to residents and businesses, to contract for cost-effective services and to protect and enhance the environment of Afton.

The City is interested in receiving proposals from firms qualified and experienced in the provision of Solid Waste Collection services. This Request for Proposals (RFP) includes services for curbside Collection of residential mixed municipal solid waste (MSW), Recyclables and Problem Materials as defined in the Contract, curbside Collection of residential Yard Waste, Collection of business MSW, Recyclables and Problem Materials, and potential Source Separated Organics, and support of a spring and/or fall cleanup of City public spaces and rights of way. Details of the services requested are included in the Draft Solid Waste Services Agreement in Attachment 1.

Solid Waste and Recycling services for residents and businesses have been organized in the City for many years. The current Agreement for Solid Waste services expires December 31, 2016. The selected Contractor shall provide Solid Waste collection services to all Premises located within City limits and to certain City-designated facilities and events, beginning January 1, 2017.

The City has approximately 1,120 residential households and 35 businesses to be serviced under the Agreement. Respondents must be licensed by Washington County, and MSW must be taken to the Ramsey/Washington Recycling & Energy Center (R&E Center).

SECTION II. KEY DATES FOR THIS PROPOSAL

- ◆ September 21, 2016 RFP Issued.
- ◆ September 29, 2016 Questions from Respondents Due to City by 3:00 PM.
- ◆ October 3, 2016 Responses to Questions provided on City website.
- ◆ October 7, 2016 Proposals due by 3:00 PM.
- ◆ October 18, 2016 Evaluation Committee recommendation to City Council and Council consideration of staff recommendation.
- ◆ October 19 – 31, 2016 Negotiations with selected Respondent(s).
- ◆ November 15, 2016 Tentative date for award of Contract.
- ◆ January 1, 2017 Start of Collection services.

SECTION III. PRELIMINARY SCOPE OF WORK

The selected Contractor shall furnish all personnel, labor, equipment, trucks, and all other items necessary to provide for the collection, removal, and disposal of the Solid Waste generated by City residents and businesses, City facilities and certain City events.

Specific services to be provided include:

- ◆ Weekly Municipal Solid Waste (MSW) collection, transportation to R & E Center in Newport, MN
- ◆ Weekly or Every Other Week Recyclables unlimited collection and transportation to a licensed processing facility and/or end market. Frequency of service will be determined as a result of the RFP process.
- ◆ Weekly Yard Waste collection, hauling and disposal from April 1 through November 30 each year.
- ◆ As-requested Problem Materials collection and transportation to a licensed processing/disposal facility.
- ◆ Support for an annual spring and/or fall City public space and rights-of-way cleanup.
- ◆ The collection of MSW and recyclables from City owned or operated facilities identified in the contract, at no additional cost to the City.
- ◆ Other services as identified in the Contract.

Included in the price for services, the Contractor must provide dumpsters and/or carts for MSW and Recyclables. Respondents may propose alternates for Yard Waste collection with or without carts. Billing and fee collection for services will be the responsibility of the Contractor. The City will ask for proposals for weekly and bi-weekly collection of recyclables. The City will use the RFP responses and negotiation with the selected Respondent to determine weekly or biweekly recyclables collection.

It will be the responsibility of the Contractor to identify residents and businesses that need services and the service sizes required. Current customer lists are not available. The City expects that the Contractor and City will work together to plan and organize the details of the Solid Waste collection program, which will include planning sessions and continued communication throughout the duration of the Contract.

Collection in the City currently occurs two days per week. The portion of the City north of 30th Street is collected on Tuesdays. The portion of the City south of 30th Street is collected on Thursdays. It is the City's preference that collection days will not change in the Contract, however the City will consider such a change. In no event shall there be more than two collection days for residential service; additional days to accommodate commercial/business service collections shall be allowed. If the Respondent proposes changing the days of collection the appropriate sections of Form B shall be completed.

Proposals will be treated in accordance with Mn. Statutes 13.591, Subdivision 3 (b), Data Practices Act.

SECTION IV. DESIRED SERVICE FEATURES

Specific Contract service requirements and detailed performance criteria are contained in the attached draft “Contract for Solid Waste Services.” (See Attachment 1 within this RFP packet.)

SECTION V. PROPOSAL INSTRUCTIONS

1. The City may cancel this RFP in whole or in part or may reject all Proposals submitted. The City reserves the right to procure only some services outlined in this RFP. The City reserves the right to negotiate modifications of Proposals submitted, to accept part or all of the Proposals on the basis of consideration(s) other than proposed price, and to negotiate specific work elements with a Respondent into a scope of work of lesser or greater cost than described in this RFP or in the Respondent's Proposal.
2. All Respondents must complete Forms A through H, inclusive, as contained within this RFP packet.
3. **Respondents may submit questions until September 29 at 3:00 PM.** Questions may only be submitted via email to:

Ron Moore, City Administrator: Administrator@ci.afton.mn.us

4. The City may request supplementary information to assure the Respondent has the technical competence, business organization, personnel and equipment, and financial resources adequate to successfully perform the work.
5. All Proposals must be presented in an organized and clear manner.
6. Each Respondent shall acknowledge receipt of any and all Addenda issued to the Request for Proposals by completing Form H and indicating in their Proposal which Addenda have been received.
7. Each Proposal shall be signed by an official of the company with the authority to sign the Proposal and a binding Contract. Each Proposal shall affirmatively state in Form C that the signor has the authority to bind the Respondent for any and all work contained in the Proposal.
8. Respondents shall indicate in their submittal that their Proposal including any pricing shall be valid for a period of 120 days after submittal.
9. All costs involved in preparing the Proposal will be borne by the Respondent.
10. All responses are to include a statement that the Respondent accepts the attached Draft Contract for Solid Waste Services and understands all sections and provisions of the Draft Contract. Exceptions, if any, shall be noted in a redlined version of the Draft Contract, which shall be attached to Form G of the Proposal.
11. Proposals which are incomplete, conditional, obscure or inaccurate will be rejected. No award will be made to any Respondent who cannot satisfy the City that it has sufficient ability and sufficient capital to enable it to meet the requirements of the RFP. The City's decision or judgment on these matters shall be final, conclusive and binding.

12. Any Proposal received after 3:00 PM on October 7, 2016 may, at the sole discretion of the City, be determined unresponsive and returned unopened to the Respondent.
13. Evaluation of the Proposals will be conducted by a committee established by the City.
14. If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an Addendum will be issued to all firms expressing an interest in this project.

SECTION VI. NOTIFICATION OF AWARD

All Respondents shall be notified of the City's selection decision within seven (7) days of the date of Council Approval.

SECTION VII. CONTRACT FOR WORK

This RFP and any Addenda to the Proposal will become part of the final Contract. The services that the selected Respondent will be required to perform are specified in the draft Contract (Attachment 1 – City of Afton Draft Contract for Solid Waste Services). A final version of the Contract shall be executed with the City.

The draft Contract should be carefully reviewed by all Respondents. The draft Contract provides the detailed terms, conditions, and scope of services that will define the contractual arrangements between the City and the Respondent selected through this RFP process.

The performance dates and specifications of this Contract are important to the implementation of the requested services; failure to perform for periods aggregating thirty (30) days or more even for causes beyond the control of the Contractor, shall be deemed unsatisfactory, and the City shall thereafter have the right to terminate the Contract in accordance with the provisions of the section entitled "Termination of Contract."

SECTION VIII. PROPOSAL EVALUATION

Proposals will be evaluated by a committee composed of the City Administrator and members of the City Council with technical assistance provided by the County and Consultant staff. Those Proposals that meet all of the minimum requirements as outlined in this RFP and are determined to be both responsive (those that offer all of the services requested in the RFP and contain all of the required information) and those that are responsible (those with the capability and reliability to perform under the Contract) will be further reviewed using the process described below.

Examples of evaluation criteria are listed below. The Committee will establish a rating scale for evaluation criteria. The Proposal(s) generating the largest total score(s) will be determined to be the most responsive and will be recommended for negotiations.

The City reserves the right to award the Contract to the most responsive and responsible Proposal which best meets the City's needs, taking into account Proposal quality and price. The City reserves the right to procure only some services outlined in this RFP. The Respondent's pricing for the services described in the Proposal, while important, will not be sole criteria for selecting the most advantageous proposal.

The City reserves the right to negotiate modifications of Proposals submitted, to accept part or all of the Proposals on the basis of consideration(s) other than proposed price, and to negotiate specific work elements with a Respondent into a scope of work of lesser or greater cost than described in this RFP or in the Respondent's Proposal.

The City may cancel this RFP in whole or in part or may reject all Proposals submitted. The City reserves the right to procure only some services outlined in this RFP. The City reserves the right to negotiate modifications of Proposals submitted, to accept part or all of the Proposals on the basis of consideration(s) other than proposed price, and to negotiate specific work elements with a Respondent into a scope of work of lesser or greater cost than described in this RFP or in the Respondent's Proposal.

The criteria for evaluation may include:

1. Respondent's experience with Solid Waste collection and disposal;
2. Respondent's understanding of the work, including key service requirements and project approach and demonstrated ability to provide all requested services to residential and business/commercial customers;
3. Customer service elements such as location and staffing of call center for customer service; times of live staffing; methods of training of staff to address customer issues specific to the services provided to the City.
4. Respondent's qualifications, contract compliance, capital and financial stability and demonstrated performance for contracts of similar size and nature, including staff and equipment availability;
5. Demonstrated compliance with state and county requirements, including hauler disclosure on past license(s) or enforcement actions;
6. Proposed prices;
7. References;
8. Compliance with the requirements of the RFP, including completion of all proposal sections and accuracy of completion of forms, including price forms; and,
9. Respondent's acceptance or exceptions from the attached Draft Contract for Solid Waste Services.

SECTION IX. REFERENCES

Proposals will only be considered and reviewed from companies that are engaged in providing Solid Waste services comparable to those described in this RFP packet. Respondents should have Solid Waste service Contract(s) with at least one (1) city that provides a similar scope of services. A minimum of three (3) references of current customers are required, at least one (1) of which should be a city where the Respondent is currently (or recently) under Contract

SECTION XIV. PROPOSAL SUBMISSION REQUIREMENTS

1. Five (5) double-sided printed copies of the Proposal must be delivered to the Afton City Hall no later than 3:00 PM, Wednesday, October 7, 2016. A compact disk or USB thumb drive (aka jump drive) shall also be submitted with an electronic copy of the Proposal (e.g., either in MS Word and/or PDF format). Emailed Proposal submissions will not be accepted. Submitted documents will not be returned.
2. Proposals must contain the name, address, e-mail address and phone number of the contact person at the firm.
3. **All items called for in this RFP must be submitted by the deadline. The City of Afton will not contact Respondents who submit deficient or incorrect proposals to ask for additional or corrected information.**

SECTION XV. CITY OF AFTON CONTACT PERSON FOR RFP PROCESS

Firms desiring to discuss this RFP or ask questions for clarification should only contact via e-mail:

Ron Moorese, City Administrator
City of Afton
Administrator@ci.afton.mn.us

Contact with any other City employee or official between the date of issuance of the RFP and the Contract execution may, in the sole discretion of the City, result in disqualification of the Respondent from further consideration.

Attachment 1
City of Afton Draft Contract for Solid Waste Services

**Attachment 2
Proposal Forms**