



Request for Proposals
Solid Waste Collection, Recycling, and Disposal
2019

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Roosevelt, Utah

1. REQUEST FOR PROPOSAL

Roosevelt City Corporation (hereafter referred to as “City”) is soliciting competitive sealed proposals from qualified contractors for the collection of solid waste collection, recycling, and disposal within the corporate limits of Roosevelt City. In order to be considered for award, the offeror must be able to demonstrate proven competency in successfully having performed the collection of solid waste previous to the submission of the proposal.

Proposals should include all information to meet the requirements included in the Request for Proposal. Proposals shall be delivered to and on file with the City Manager’s Office by October 4, 2019. The envelope containing the proposal must be sealed and clearly marked “Proposal for Roosevelt City Solid Waste Services.”

2. WRITTEN AGREEMENT REQUIRED

The selected contractor must be willing to enter into a written agreement with Roosevelt City Corporation to provide all services required herein. Said agreement will be drafted to include but not limited to the requirements as set forth herein. All provisions of the agreement must be in compliance with established State law and City ordinances and the resulting agreement shall be cancelable by the City as provided therein.

3. TERM OF CONTRACT

Submitted proposals shall specify costs for a 2-year contract beginning January 1, 2020. Termination of the contract shall be in accordance with contract provisions. Roosevelt City reserves the right to extend the contract for an additional 3-year period based on the same terms and conditions as provided in the original contract upon approval of both the City and Contractor. That extension may be followed by a further 5-year extension under the same terms and conditions. The contract is subject to the annual availability and appropriation of funds as specified in State law.

4. SCOPE OF AGREEMENT

It is the intent of the City to contract for the services as herein provided with a contractor who must be fully capable of providing the services as outlined herein and must agree to perform such services under the direction of the city.

The collection of solid waste services may be awarded together to a particular proposer or separately to individual proposers as the City deems in its best interest. The City wishes to keep the option of awarding different parts of the contract to different proposers. However, if a discount is available for a combined award, the proposer should indicate the amount to be discounted.

- a) Residential Collection and Disposal. The contractor shall collect residential refuse within the corporate limits of Roosevelt City. The contractor shall be required to furnish said services to any residential account, defined as single family residences and duplexes as shown on the utility billing schedule of Roosevelt City. It is hereby understood that residential properties in Roosevelt City are required by Roosevelt City ordinances to pay for residential solid waste

collection, such payment to be included in the monthly utility bill issued by Roosevelt City. It is further understood that residential properties desiring to have water and sewer utilities terminated will not be billed for residential solid waste collection until such utilities are reestablished.

- i) Roosevelt City shall compensate the contractor for residential solid waste collection according to the number of current residential (single family and duplexes) utility accounts being billed by Roosevelt City on a month-to-month basis for such service. The contractor shall be paid in accordance with the proposed monthly collection rate based on one collection per residential property per week.
 - ii) The contractor shall be solely responsible for the payment of all costs associated with the disposal of solid waste at the Duchesne County landfill. During the contract period, the contractor's monthly collection rate may be adjusted by the Roosevelt City Council for Duchesne County landfill disposal fee rate increases or changes.
- b) Commercial Collection and Disposal. The contractor shall collect commercial refuse within the corporate limits of Roosevelt City. The contractor shall be required to furnish said services to any commercial property. It is hereby understood that commercial properties in Roosevelt City are required to pay for commercial solid waste collection, such payment to be included in the monthly utility bill issued by Roosevelt City.
- i) Roosevelt City shall compensate the contractor for commercial solid waste collection according to the number of current commercial utility accounts being billed by Roosevelt City on a month-to-month basis for such service. The contractor shall be paid in accordance with the collection rate of each commercial property as reported to the city by the contractor.
 - ii) The contractor shall be solely responsible for the payment of all costs associated with the disposal of solid waste at the Duchesne County landfill. During the contract period, the contractor's monthly collection rate may be adjusted by the Roosevelt City Council for Duchesne County landfill disposal fee rate increases or changes.
- c) Solid Waste Collection from City Property. Refuse pick-up and disposal from City property occurs twice weekly in most locations. The contractor is to provide a refuse container at each location. Proposals should include pricing for pickup twice weekly at all city locations.
- d) Recycling Collection and Disposal. Roosevelt City is interested in adding residential recycling collection and disposal service within the corporate limits of Roosevelt City to be billed under the parameters of residential collection and disposal listed above. The bid proposal must contain a description of the items acceptable for recycling and where and how they will be disposed of. The bid price must also include the tipping fee at the recycling facility. The bid should include a price for weekly pick-up and alternate price for pick-up every other week.

5. EQUIPMENT

The contractor in its proposal shall specify the type and age of equipment to be used in the collection of waste or recycling and a description of containers to be provided to residents of the City. The containers are the responsibility of the contractor, either owned or leased.

6. RESPONSIBILITIES OF CONTRACTOR

The contractor shall indemnify and hold the City harmless from and against all costs, damages, claims, or expenses it may suffer, incur or sustain or become liable for on account of any injury, or death to any person, or damage to, or injury to real estate or personal property caused by or arising out of the services to be performed under this contract.

7. INSURANCE

The contractor agrees to carry at its own expense insurance as follows:

- a) General liability/personal injury and property damage insurance with combined limits of not less than \$1,500,000.
- b) Auto liability/personal injury and property damage with combined limits of not less than \$1,500,000.
- c) Worker's compensation coverage as required by State law.
- d) Roosevelt City must be shown on all insurance policies as being an additional insured.

8. PERFORMANCE

In the event that the contractor shall fail for a period of two continuous scheduled collection days to perform refuse and/or recycling collection services pursuant to the terms of the resulting agreement, Roosevelt City shall have the right to undertake the collection of refuse and/or recycling or contract such services and to bill the contractor for the costs of providing such services. The contractor hereby agrees to pay for such services provided by Roosevelt City. In the event of legal action being taken to enforce the terms of this agreement, the contractor agrees to pay to Roosevelt City all costs incurred including all attorney fees.

All residential collection shall be performed weekly and during weekdays (Monday thru Friday) between the hours of 6 a.m. and 10 p.m. Collection routes and schedules shall be approved by the City. The contractor shall specify in the proposal on which holidays pick-up will not occur and how pick-up for these days shall be otherwise provided.

All commercial collection shall be performed between the hours of 5 a.m. and 10 p.m.

The contractor shall maintain a uniform schedule and procedure for collection and removal in each collection area, such that the residents shall be assured as to the time of day their refuse or recycling will be collected each week. Such schedule shall be approved by the City.

9. COMPLIANCE WITH ORDINANCES AND LAWS

The contractor shall comply with all ordinances and regulations adopted or made by Roosevelt City pertaining to the collection, hauling and disposal of any refuse or recycling within the corporate

limits of Roosevelt City or regulating the use of the streets thereof. Provisions of the resulting agreement shall not be construed in any way to restrict or limit the legislative direction of Roosevelt City to amend or appeal any applicable provision of the ordinances or regulations. Roosevelt City shall give the contractor written notice to comply with said ordinances or regulations. If the contractor fails to comply within 20 days from the date set forth in the notice, the contract may be terminated immediately by Roosevelt City.

10. QUALIFICATIONS OF CONTRACTOR

In order to be considered for award, the contractor must meet or exceed the following requirements:

- a) The contractor shall have the responsibility to maintain personnel and equipment in a manner as to ensure performance in accordance with the specifications. Failure to do so will be sufficient cause for termination of the contract.
- b) Vehicles used for the collection and removal of refuse or recycling shall be enclosed refuse collection units, equipped with automatic rear or side loaders and packers, or reasonably comparable equipment. Each truck shall also be equipped with brooms and shovels to clean up any spillage which may occur during the loading or transporting of refuse or recycling. All trucks shall be kept clean and well painted, with the name of the contractor clearly identified on the side of each vehicle. All vehicles shall be kept in good repair and working order. The contractor must maintain proper registration on all vehicles used in performance of the contract with the Utah Division of Motor Vehicles.
- c) It shall be the responsibility of the contractor to ensure that all personnel shall behave courteously to all residents. They shall be neatly dressed, courteous, and competent. They shall be appropriately trained and equipped and shall operate their vehicles in a safe and responsible manner. Drivers shall be cautioned to stay within the curb lines. Any incident of a vehicle driving over a curb and damaging a sprinkler or other property will result in charges for damage repair, together with administrative charges being assessed the vendor. No tipping of drivers will be allowed, and no envelopes soliciting tips will be allowed. Collection and removal of refuse or recycling shall be made wherever possible without disrupting or halting vehicular traffic in the City. Use of loud, abusive, indecent or profane language, traffic violations, failure to clean up spillage, or willful damage to garbage receptacles may be sufficient cause for termination of the contract.
- d) The contractor must have a minimum of three years' experience, sufficient support personnel, and necessary and adequate equipment to provide all services outlined herein.
- e) The contractor must hold or obtain a current Roosevelt City business license prior to the agreement being executed.

11. COOPERATION WITH CITY

- a) Under the terms of the resulting agreement, the contractor will agree to cooperate fully with City personnel in providing efficient solid waste collection for residential establishments.

- b) The contractor will accept complaints regarding the quality or lack thereof of collection of residential solid waste and respond immediately in resolving such complaints or answering to the City.
- c) The contractor shall be required to perform collection service as based on a schedule as determined by Roosevelt City.

12. RESPONSIBILITIES OF THE CITY

- a) The City shall provide to the contractor addresses of all residential establishments potentially requiring such residential collection.
- b) For residential collection services, they shall make payment to the contractor for services rendered within two weeks after the last day of the month for which services were rendered.
- c) All billing to residential properties receiving services from the contractor shall be the responsibility of the City.

13. SUBCONTRACTING OF CONTRACT

No portion of the contractor's duties may be subcontracted without the express written consent of Roosevelt City Corporation.

14. CONTENT OF PROPOSALS

Proposals must contain, but may not be limited, to at least the following information. Include bid and fee proposal schedule enclosed with proposal.

- a) A detailed proposal stating specifically how the contractor proposes to fulfill the City's requirements.
- b) Name and qualifications of supervisory personnel to be used by the contractor to coordinate with City personnel.
- c) Evidence showing the contractor's ability to perform the contract with acceptable vehicles, which shall be comprised of the following: proof that the contractor owns, leases or controls vehicles of the type provided for herein. If the contractor is not the actual owner or lessee of the equipment, the certificate shall state the source from which the equipment will be obtained, and shall be accompanied by a certificate from the owner or person in control of the equipment definitely granting to the contractor the control of the equipment required during such time as may be necessary for the completion of the contract.
- d) Verification of non-collusion in a form acceptable to the City.
- e) A list of at least three (3) clients for whom similar services of this type have been performed within the past thirty-six months. Said listing shall include the following information:
 - i) Name of client.
 - ii) Current mailing address.
 - iii) Type of business

- iv) Telephone number.
- f) The rate or rates which the contractor is proposing to charge the City for services per residential account / per month for a 2-year contract for the following service:
- g) A fully automated weekly collection system where all solid waste must be placed in the automated containers provided by the contractor. In this proposal the contractor will be required to provide automated containers (at least 90 gal. capacity) and shall specify in the proposal monthly rental costs for such containers. Customers may have multiple containers. This proposal shall include the base monthly rate for one container and collection of garbage and any applicable rates for additional containers.
- h) Any additional and innovative ideas which the contractor desires to propose to the City to improve the quality of solid waste collection and reduce the complaints regarding such.
- i) All proposals must be signed in ink by the offeror.

15. SUBMISSION OF PROPOSALS

Competitive sealed bids will be accepted in the office of the City Manager, 255 S. State Street, Roosevelt, UT 84066 until October 4, 2019, at which time they will be publicly opened. "Solid waste collection services proposal" shall be shown on the outside of the sealed envelope. All inquiries related to the request for proposals may be directed to Mr. Ryan Snow, Roosevelt City Manager, at 435-725-7201 or rsnow@rooseveltcity.com.

16. EVALUATION CRITERIA

Proposals will be evaluated upon the following criteria:

- a) The demonstrated stability and success of the contractor and the demonstrated professionalism and reliability of the contractor and other personnel to be used in performance of the responsibilities outlined.
- b) The demonstrated ability of the contractor to ensure adequate or superior service to both the City and properties receiving the services.
- c) The rate or charges proposed by the contractor to perform the duties required.
- d) Adequacy and location of the contractor's equipment and personnel provided by him during the term of the agreement.
- e) Overall quality of the proposal presented, including elements, features, or options which add to the quality of service being proposed.
- f) The City may make such investigation as it deems necessary to determine the ability of those submitting proposals to perform the work, and reserves the right to reject any proposal if investigation of the contractor fails to satisfactorily show that the contractor is properly qualified and able to carry out the obligations as described in the specifications and to complete

the work. The City reserves the right to interview selected Contractor(s) before a contract is awarded. The costs of attending any interview are the Contractor's responsibility.

- g) A proposal, as submitted by a contractor, shall be valid for a period of sixty (60) calendar days after the date of submission.

17. ROOSEVELT CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS SUBMITTED

The City Council will make the award for this service from this solicitation. The award resulting from this solicitation will be made to the Contractor that submits a response that, in the sole opinion of the City Council, best serves the overall interest of the City. Awards will not be based on cost alone. Unsuccessful Respondents will be notified of the final decision.

FEE PROPOSAL SCHEDULE

<u>ITEM</u>	<u>UNIT PRICE</u>
Residential	
One Can	
Extra Can	
Recycling	
One Can	
Extra Can	

Container size	Number of Times Dumped Per Week					
	1	2	3	4	5	6
3 Yard						
6 Yard						
8 Yard						
350						