

CITY OF DALWORTHINGTON GARDENS, TEXAS
Request for Proposals
Solid Waste and Recycling Services

The City of Dalworthington Gardens, hereinafter "the City", will receive sealed Proposals for the following project:

PROJECT: Solid Waste Collection & Disposal Services and Recycling Collection & Disposal Services for Dalworthington Gardens, Texas

PROPOSAL DUE DATE & TIME: **June 7, 2023 at 2:00 p.m. CST**

SUBMISSION LOCATION:

Personal Delivery or Mail:

City Administrator, City Hall
2600 Roosevelt Drive
Dalworthington Gardens, Texas 76016

No submissions by fax or email.

DEADLINE FOR INQUIRIES: **May 24, 2023 at 4:00 p.m.**

TYPE OF WORK:

Residential and Commercial waste collection, transport, and disposal of municipal solid waste, and including recycling and bulk waste from within the City Limits to a disposal or processing site identified by the Applicant. The Proposal shall include the cost of collection, transport, and disposal of solid waste and recycling and all such residues or byproducts of such disposal processing and treatment.

PROJECT CONTACT: **Lola Smith, City Administrator**
682-330-7418
lsmith@cityofdwwg.net

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PURPOSE

The City of Dalworthington Gardens ("the City") is requesting proposals from interested and qualified contractors ("Applicants") to provide the City with residential and commercial solid waste collection and recycling collection to include transport, and disposal or processing ("Project").

Applicants are invited to submit Proposals in accordance with the requirements of this competitive sealed Request for Proposal ("RFP" or "Proposal"). Please read the entire package before preparing your Proposal.

The Applicant must return this document with all additional information required for proper analysis of the Applicant's response.

Applicants are requested to provide any or all of the following services for residential and commercial locations within the City:

1. Solid waste and bulk waste collection and disposal
2. Recycling collection and disposal

The City of Dalworthington Gardens has a population of 2,293 according to the 2020 Census. Residents and businesses inside City Limits are required to have solid waste service with the City's designated Contractor. The City provides water utility service to over 867 residences inside the city, and approximately 125 commercial accounts. The City currently has approximately 903 solid waste and recycling customer accounts.

The failure or omission of any Contractor 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.

Contractor's office shall be in operation between the hours of 8:00 am and 5:00 pm, Mondays through Fridays, excluding holidays.

Current city services are a twice per week residential hand-collect solid waste service on Tuesday and Friday, and once per week residential hand-collect recycling service on Tuesday. Commercial service pickup is in containers, size dependent on volume and as agreed upon between the vendor and customer. Bulk waste pickup is on request of the customer and not a set schedule. The bulk waste collection does not include tires, hazardous wastes or construction or demolition debris. Commercial recycling is an additional charge. Selected applicant would be required to process commercial billing directly with the commercial customer. City requires receipt of monthly detailed sales report showing sales and franchise fee calculation.

The City does not desire to limit bidders to only matching current services as bidders may provide alternative options that are both customer-focused and cost effective to the City. This RFP is intended to describe the services required to fulfill the City's needs, but not to describe or limit the

technologies an Applicant may use to provide such services. Applicant represents, by submitting a Proposal, that the Applicant has the tools, expertise, technology, and capacity to provide these services and the Applicant is encouraged to propose innovative and environmentally safe procedures to implement the requirements of the Contract. The City will expect and demand quality service from the successful Applicant at all times.

GENERAL INFORMATION FOR THE PROPOSAL

Applicant Requirements & Responsibilities:

The City Council is dedicated to responsive and customer-focused solid waste and recycling services for the citizens of the City of Dalworthington Gardens. The City is interested in proposals from companies with a strong commitment to excellent customer service, which will work well with the City Council, and promote and support core values of trust, teamwork, effective communication, professionalism, and quality of life. The ideal company will be customer-focused, responsive, innovative, friendly, and committed to offering Dalworthington Gardens residents and businesses quality service. The City desires a vendor that demonstrates quality management driven by value and a strong work ethic, not necessarily the least expensive provider. The City anticipates entering into a four year contract with one (1) year optional extension with the successful proposer.

Specifically, Applicant requirements include:

1. Provide an efficient and economical weekly (or more often) service of curbside collection of solid waste for all residential and commercial customers within the City limits;
2. Provide an efficient and economical weekly (or more often) service of curbside recycling for all residential customers within the City limits;
3. Provide for curbside bulk waste collection at no extra charge;
4. Provide an efficient and economical weekly (or more often) service option for commercial recycling customers within the City limits;
5. Collect and transport solid waste and recycling from all residential and commercial customers within the City of Dalworthington Gardens to the applicant's designated disposal site, which must be a properly licensed waste disposal and/or recycling facility;
6. Provide the City for City use one eight-foot cubic yard waste container for twice per week pickup at no charge to City.
7. Maintain positive communications with the City and the customer.
8. Possible additional alternative: Provide a service option for an Annual City Clean Up Day.

Specifically, Applicant responsibilities include:

1. Leave waste containers and recycling containers (including the lids) on the side of the street in an upright fashion;
2. Ensure no loose trash or recycling in the streets or yards of customers (i.e., if trash falls out of the cans or the trucks during collection, the vendor will pick up the litter);
3. Maintain a consistent route schedule (which is kept on file with the City) so that customers can expect their garbage and recycling to be picked up at approximately the same time each collection day;

4. Inform the City Administrator or designee of any event (including, but not limited to: equipment failure, manpower shortage, icy weather, and flood) which may delay the pick-up of solid waste or recycling by more than two (2) hours on any scheduled collection day;
5. Be responsive to customer complaints and concerns;
6. Treat customers with respect and with top priority; and
7. If an Applicant misses a pick-up, the Applicant will return to collect the waste or recyclables within a twenty-four (24) hour period.

Generation of Materials

Future increases or decreases in population, number of Units, or volume of Solid Waste and Recycling and other materials in the Contract Area cannot be accurately predicted or guaranteed. Therefore, it is expected that Applicants will project the volume or weight of materials to be generated and collected for Proposal purposes, based on information provided with this RFP or derived from any other public information sources.

Applicant Qualifications

To demonstrate qualifications to perform the services required in this RFP and the subsequent Contract if awarded, each Applicant **shall include, as a separate attachment to the Proposal Cost Form, the following items:**

1. List of Applicant's experience with similar projects in Texas;
2. List of the addresses, phone numbers, and person of contact at five (5) or more of the Applicant's current municipal or community customers (References);
3. Applicant's current audited financial statement;
4. A certificate of insurance coverage, showing coverage of at least:

Workers' compensation

Coverage A	Statutory
Coverage B	\$1,000,000 each Bodily Injury by Accident \$1,000,000 policy limit Bodily Injury by Disease \$1,000,000 each occurrence Bodily Injury by Disease

Automobile Liability

Bodily Injury/Property Damage	\$3,000,000
Combined – Single Limit	Coverage is to apply to all owned, non-owned, hired and leased vehicles (including trailers).
Pollution Liability Endorsement	MCS-90 endorsement for pollution liability coverage

Commercial General Liability

Bodily Injury/Property Damage	\$2,500,000 each occurrence
Combined – Single Limit	\$5,000,000 general aggregate

5. List of Applicant's proposed management staff plus resume of the proposed Project leaders;
6. Project organization chart;

7. Description of innovative projects and environmentally safe methodologies recommended by Applicant, if any;
8. Evidence of Applicant's authority to conduct business in the State of Texas;
9. If Applicant is a corporation, furnish a copy of the corporate resolution authorizing Applicant to enter into this transaction;
10. Description of public relations and customer education;
11. Description of quality control methods, complaint management, and resolution procedures;
12. Terms for residential and commercial solid waste collection operation, and recycling, including hours and days of the week;
13. Terms for non-routine and holiday collection procedure and methods of customer notification;
14. Description of any limitations on items to be collected and requirements for preparing unusual items for pickup;
15. Discussion of any complimentary or additional services to improve the value taxpayers are receiving, enhance their quality of life, or address special needs;
16. Discussion of any complimentary services available for City sponsored events;
17. Discussion of methods for handling barriers to collection, including blocked streets;
18. Description of the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and how many are from line units and how many are spares (pictures of vehicles strongly encouraged);
19. Description of the plan to be used to assure that equipment shall be available to meet the service plan at all times;
20. Descriptions of how leakage or debris from vehicles will be minimized and/or handled;
21. Discussion of disposal and processing sites;
22. Discussion of methods for ensuring customer satisfaction and service quality and copies of related company policies;
23. Discussion of how the company will notify the City in case of equipment breakdown or other event that may delay the pickup of solid waste and recycling;
24. Discussion of worker training and incentive; and
25. Provide information on charges to the City for unplanned brush and bulk item collection when contracted by the City in the course of performing emergency disaster response.

Post-Award Conference

A post-award conference will be scheduled as soon as practical after the award of the contract. The Applicant shall attend the conference by sending the prospective job superintendent and/or manager. A proposed implementation schedule shall be submitted to the City Administrator or his/her designee in a form satisfactory to the City Administrator or designee. Upon review of the documentation identified as required during that conference and when City decides, a Notice to Proceed will be issued by the City Administrator or his/her designee.

Notice to Proceed

No interruption of existing service is permissible. Service transition must be coordinated and executed on the Starting Date set forth in the Notice to Proceed. The City intends to issue the Notice to Proceed within sixty (60) days after Award of Contract, however such period of time is not binding—failure to so issue the Notice to Proceed shall not constitute a breach of the Contract.

This time period supersedes any other time period discussed or disseminated prior to the RFP.

DETAILED INFORMATION

Compliance with Laws

Each Applicant shall examine the RFP and related Ordinance thoroughly and familiarize himself or herself with all federal, state, and local laws, ordinances, and regulations, including but not limited to all rules, regulations, and the restrictive covenants governing the land within the City jurisdiction, which may in any manner affect cost, progress, or performance of the herein described services.

RFP Addendum

The City may amend the RFP at any time before the RFP deadline. Copies of the official changes will be provided in the form of an addendum to all potential Applicants who have requested an RFP. Any addendum is not official unless it is prepared and distributed in writing by the City.

Proposal Preparation

The Proposal Cost Form shall be used and shall not be taken apart or altered, unless otherwise prescribed. The forms shall be typewritten or completed with pen and ink and signed. Proposals submitted by corporations must be signed by the president, vice-president, or other authorized officer and accompanied by the secretary's attestation. Proposals by partnerships should be executed in the partnership's name and signed by a partner whose title must appear under the signature. All erasures or corrections should be initialed and dated by the official signing the Proposal.

Applicants are encouraged to carefully review all provisions and attachments of this RFP prior to completion. Each Proposal constitutes an offer and may not be withdrawn or amended except as provided herein. Any and all written statements contained in the Proposal and any written clarification of same requested by the City and delivered to the City Administrator will become part of the final Proposal for services.

Proposal Submission

1. All Applicants must submit Proposals for waste removal and recycling on the basis required for the Proposal Cost Forms.
2. Proposals shall be submitted in a sealed envelope with the title, "Solid Waste and Recycling Collection and Disposal" and the name, address, and telephone number of the Applicant clearly printed on the outside of the envelope. One original should be enclosed in each envelope. The envelope must not be see-through.
3. Proposals not received by the time and date specified will not be opened or considered, unless the delay is a result of City negligence, its agents or assigns, or unless only one Proposal is received before the Proposal due date.
4. Proposals must be mailed or delivered as follows in sufficient time to ensure receipt by the

City on or before the date specified. Applicants shall be responsible for the actual delivery of Proposals during business hours to the address indicated in this RFP. It shall not be sufficient to show that the Proposal was mailed in time to be received before the scheduled Proposal submittal due date.

Mailing & Hand Delivery Address:

City Administrator, City Hall
2600 Roosevelt Drive
Dalworthington Gardens, Texas 76016

5. After the Proposal submittal time and due date, no additional documentation will be accepted unless requested by the City. The Applicant shall include all documents necessary to support its Proposal.

Changes or Alterations

Applicant may change or withdraw their Proposal at any time prior to the Proposal submittal due date. However, no oral modifications will be allowed. Only formal written requests for modifications or corrections of a previously submitted Proposal shall be accepted and must be submitted as a complete, new Proposal superseding and replacing the original proposal which will be considered withdrawn. The revised Proposal shall be addressed in the same manner as the Proposal and must be received by the City prior to the scheduled Proposal submittal due date.

Submittal Clarification

The City reserves the right to obtain clarification of any point in a Proposal or to obtain additional information from an Applicant.

Proposal Holding Time

The City may hold Proposals for a period not to exceed one hundred and eighty (180) days from the Proposal submittal due date for the purpose of reviewing Proposals and investigating Applicant qualifications. Proposals shall be deemed valid for one hundred and eighty (180) days from Proposal opening.

Proposal Reservations & Evaluation

The City reserves the right to reject any or all Proposals, to Award the entire Contract to one provider for all Work or to several providers for separate identifiable parts, and to waive minor defects in Proposals. The City may consider any alternative Proposal that meets its basic needs.

Proposal costs will be evaluated using the Proposal Cost Form attached to this RFP. Discrepancies between words and figures shall be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum. Standard payment terms will be NET thirty (30) days after services are rendered.

Liability

The City is not responsible for any cost incurred by an Applicant in preparation of a Proposal.

Contract Award

The Contract Award, if made, shall be made to the Applicant whose Proposal, in the City's sole discretion, is the most advantageous or provides the best value to the City. Selection shall be based on the following criteria:

- a. the City's experience and history with the contractor;
- b. the qualifications of the contractor;
- c. the extent to which a proposal accommodates the City's specifications;
- d. the cost to the customers;
- e. the overall cost/benefit to the City

No Award shall be made until all necessary investigations have been made to determine the eligibility and responsibility of the Applicant under consideration, and the Proposal's validity. After the sealed proposals are opened, the City reserves the right to have discussions with vendors who submit proposals and who are determined to be reasonably qualified for award of the contract. To obtain the best final offer, the City may permit revisions to proposals after submission and before the award of the contract. Contract Award, if made, shall be made by the City Council. After the City's Contract Award, the City will provide the Applicant with Contract documents.

Name Use

No Applicant advertising, sales promotion or other publicity materials may mention information obtained from this Proposal, or imply the name of the City of Dalworthington Gardens, without prior express written permission.

Bribery Clause

By submission of the proposal, the applicant certifies that no employees of theirs, of any affiliate, or of any Subcontractor has bribed or attempted to bribe an officer or employee of the City.

Applicant Certification

By the submission of the Proposal, the Applicant certifies that the Proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; that the Applicant has not directly or indirectly induced or solicited any other Applicant to put in a false or sham Proposal; that the Applicant has not solicited or induced any person or corporation to refrain from proposing; and the Applicant has not sought by collusion or otherwise to obtain any advantage over any other Applicant or over the City.

PROPOSAL COST FORM

PROPOSAL FORM FOR:

(Print or Type Applicant Name)

The undersigned Applicant offers and agrees, if this Proposal is accepted, to enter into a Contract with the City of Dalworthington Gardens ("the City") to complete all services and perform all Work in strict conformity with the terms and conditions set forth in the Contract and any laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating thereto and the restrictive covenants if any of the City.

Applicant declares that no person(s) or entity(ies) other than those named herein are interested in this Proposal; that this Proposal is made without collusion with any other person, firm, or corporation; and that no person or persons acting in any official capacity for or employed by the City are directly or indirectly interested in this Proposal, or in any portion of the profit to be derived there from, or employed in any way by an owner of any interest in Applicant.

In submitting this Proposal, Applicant represents, as more fully set forth in the RFP, that Applicant has:

1. Examined the Notice to Applicants, RFP, Proposal Cost Form, RFP Addenda, if any;
2. Examined the actual site and locality where the services are to be performed;
3. Familiarized themselves with the City's legal requirements and restrictive covenants if any;
4. Made such independent investigations as they deem necessary;
5. Has satisfied themselves as to all conditions affecting cost, progress, or performance of the Work and all difficulties that may arise or be encountered in the performance of the Work; and
6. Has made this proposal on the basis of the above examinations, and not on the basis of any representations or promises made to them by the City, or any City agent.

Applicant agrees as follows:

1. To abide by the charges and alteration stipulations set forth in RFP;
2. That they accept all of the RFP terms and conditions
3. That upon award of the Contract, they will execute a Contract.

Additional Collection Units and hourly work made part of the Contract after Contract execution shall be at the cost per unit in the Proposal Cost Form, adjusted for any approved cost increases since Contract execution.

The following documents are attached to and made a condition of this Proposal.

1. A list of subcontractors and other persons and organizations required to be identified in this Proposal
2. Applicant qualifications
3. Insurance Certificates

The terms used in this Proposal, which are defined in the RFP, have the meanings assigned to them in the RFP.

Respectfully submitted,

Printed Name:

Title:

Corporation/Partnership:

If Corporation, State of Incorporation:

If Corporation, Secretary Attest: _____ (printed & signature)

License or Registration Number:

Doing business as:

Business Address:

Phone Number:

Date:

If Joint Venture,

Printed Name:

Title:

Corporation/Partnership:

If Corporation, State of Incorporation:

If Corporation, Secretary Attest: _____ (printed & signature)

License or Registration Number:

Doing business as:

Business Address:

Phone Number:

Date:

Monthly Rates for Collection Services

Residential Service:

Current customers:

867 residential w/recycling

9 with additional recycling cart

Frequency:	Cost:	Includes recycling:
One pickup per week	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Two pickups per week	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional solid waste cart	_____	
Additional recycling cart	_____	

One recycling pickup per week, if not included in above:

Cost _____

Alternative option for recycling pickup:

Frequency _____ Cost _____

Bulk waste collection:

Provide details (ex. frequency, by call or scheduled) and cost on how applicant provides bulk waste collection to residential and/or commercial customers:

Roll Off Charges

Size	Lease Rate	Dump Charge
30-yd – OT	\$	\$
40-yd – OT	\$	\$
30-yd Pkr	\$	\$
42-yd Pk Body	\$	\$
30-yd -CT	\$	\$

Returned Container Fees

2-yd	\$
4-yd	\$
8-yd	\$
30-yd	\$
40-yd	\$
42-yd	\$

Misc. Fees

Containers with caster	\$
Containers inside fence	\$
Delivery Fee	\$
Obstruction Charge	\$
Residential Chipper	\$
Additional Yardage Fee	\$
Containers with Lockbar	\$
Lockbar/Caster Installation	\$

Possible Additional Alternatives:

Annual City Clean Up Day Cost

Six (6) 30-yard dumpsters Cost _____

Note if the City is offered a discounted price for this event and how much: _____

Any Other Services Offered, if applicable (Specify, use additional pages if necessary):
