



City of Jacksonville, Texas

The Star in East Texas

REQUEST FOR PROPOSALS

for

RESIDENTIAL & COMMERCIAL HAND PICK-UP OF SOLID WASTE AND DISPOSAL

City of Jacksonville

RFP # 2017-12-32
DUE DATE: August 25, 2017

CITY OF JACKSONVILLE, TEXAS
315 S Ragsdale
Jacksonville, TX 75766
(903) 586-3510

www.jacksonvilletx.org

Table of Contents

SECTION I – INTRODUCTION AND RFP TERMS AND CONDITIONS..... 2

SECTION II – DEFINITIONS, TERMS AND CONDITIONS 2

Definitions 2

Receipt of Proposals 2

Questions and Inquiries 3

City Prerogative to Accept/Reject Proposals 3

Reimbursements 3

Proposal Award 3

Communication 3

Disclosure 3

Award of the Contract 3

Addenda 4

False or Misleading Statements 4

Clarification of Proposal 4

Responsiveness 4

Rejection of Proposal 5

Governing Law 5

SECTION III – BID REQUIREMENTS 5

General Information 5

Scope of Work 5

Current Operations 7

Proposal Requirements 8

Evaluation Process 10

APPENDIX A 11

SECTION I – INTRODUCTION AND RFP TERMS AND CONDITIONS

The City of Jacksonville is soliciting proposals to provide for the collection and disposal of residential solid waste.

The City reserves the right to reject any or all Proposals submitted. Proposals will be evaluated utilizing the criteria herein.

Submissions should include the bid requirements as one (1) UNBOUND original in a **sealed** envelope with the reference **RFP 2017-12-32 SOLID WASTE PROPOSAL** marked on the envelope.

Responses must be received by 3:00 p.m. on August 25, 2017 at which time Proposals will be opened, announced and recorded, prior review by committee. All Proposals should be addressed to:

City of Jacksonville Public Works
Jordan Yutzy
Public Works Director
1220 S. Bolton St.
Jacksonville, TX 75766

SECTION II – DEFINITIONS, TERMS AND CONDITIONS

Definitions

In order to simplify the language throughout this request, the following definitions shall apply:

CITY OF JACKSONVILLE – Same as City.

CONTRACT – An agreement between the City and a Provider to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

RFP – Request for Proposal

Receipt of Proposals

The submitted Proposals(s) must be received in a sealed envelope by the Public Works Director prior to the time and date specified. The mere fact the Proposal was dispatched will not be considered; the firm must ensure the Proposal is actually delivered. Regardless of cause, late submissions will not be accepted or opened and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time.

Questions and Inquiries

Questions and inquiries about this Request for Proposal should be directed to: Jordan Yutzy at (903) 589-3510. Questions must be submitted in writing no later than three (3) days prior to the specified due date of the RFP, and may be submitted to: Jordan.yutzy@jacksonvilletx.org.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

City Prerogative to Accept/Reject Proposals

The City reserves the right to accept or reject any or all Proposals as a result of this request or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the City. All Proposals become the property of the City of Jacksonville.

Reimbursements

There is no express or implied obligation for the City of Jacksonville to reimburse responding firms for any expenses incurred in preparing Proposals in response to this Request for Proposal and City of Jacksonville will not reimburse responding firms for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Proposal Award

The City reserves the right to negotiate a contract for the awarded proposal, or allow the proposal to serve as the contract.

Communication

Prospective bidders shall communicate only with the staff identified herein during the entire RFP process (from this solicitation to award). The City shall not be responsible for any verbal or non-verbal communication between a potential bidder and any other employees or representatives of the City; and such action may be cause for rejection of the subject's Proposal. Only written requirements and qualifications, and addenda as issued by the City of Jacksonville Finance Department will be considered.

Disclosure

There will be no disclosure of contents to competing firms, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection **after** the contract award.

Award of the Contract

Award shall be made to the proposal providing goods and services at the best value for the City, taking into consideration the relative importance of price and other factors set forth in this request for proposal.

The contents of the Proposal of the successful bidder will become, at our option, a contractual obligation. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposing vendors. The City of Jacksonville reserves the right to terminate the selection process at any time and to reject any or all Proposals.

The City of Jacksonville reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City of Jacksonville and to the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposal process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing bidders should not rely upon or anticipate such waivers in submitting their Proposal.

Award of the Contract will be made only after Proposals are recorded and reviewed for compliance with specifications. All responsive bidders will be notified via email when the project is awarded.

Addenda

Any addenda to the Proposal specifications issued during the period between issuance of the RFP and receipt of Proposals are to be considered covered in the Proposal and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their Proposal cover letter.

False or Misleading Statements

If, in our opinion, a Proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire Proposal may be rejected at the discretion of the City.

Clarification of Proposal

We reserve the right to obtain clarification of any point in a vendor's Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's Proposal.

Responsiveness

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the

requirements inherent in the proposed system. Alternative approaches will be given consideration, if the approach clearly offers increased benefits.

Rejection of Proposal

Proposals that are not prepared in accordance with these instructions may be rejected/disqualified. If not rejected, the City of Jacksonville may demand correction of any deficiency and accept the corrected Proposal upon compliance with these instructions.

Governing Law

All Proposals and related documents submitted to the City of Jacksonville by Vendors are governed under the laws of the State of Texas and local ordinances, polices and regulations.

SECTION III – BID REQUIREMENTS

General Information

The City of Jacksonville is located in Cherokee County in East Texas, north of the county seat, Rusk, and south of Tyler, in neighboring Smith County, on U.S. Route 69. The north-south Highway 69 intersects the east-west U.S. Route 79. The City was founded in 1847 and incorporated in 1921. With a current population of approximately 14,700 in the city limits, it is the principal city of the Jacksonville Micropolitan Statistical Area, which includes all of Cherokee County, and part of the larger Tyler–Jacksonville combined statistical area. The City of Jacksonville has a 14.1 square mile footprint. The City of Jacksonville is a home-rule city that operates under the Council-Manager form of government. The City provides a full range of municipal services as prescribed by statute or charter. These services include police, fire and emergency medical services, parks and recreational facilities, library services, street maintenance and construction, public improvements, general administrative services and water, sewer, and sanitation systems.

Scope of Work

The contractor shall provide, in a good workmanlike manner, the services called for and described herein which shall consist of all supervision, equipment, labor, and all other items necessary to provide the City with complete refuse collection, removal and disposal and to complete said work in accordance with the provision. The City currently has approximately 4445 residential customers and commercial hand pick-up accounts billed and collected by the City. The city is looking for a one year contract with the option to extend the service for a total of 5 years.

A. Residential collection----Base Proposal:

The City currently provides polycarts for residents to use at a rate of one dollar per month. Residents that chose not to rent the carts are allowed to use any type of container as long as it is approved by the City of Jacksonville Ordinances.

1. Trash collection is twice a week, with the city divided into two sections. One section is collected Monday and Thursday. The other section is collected on Tuesday and Friday.
2. 8 yard containers for city hall property, Norman Center and Public Works emptied on a weekly schedule determined by the City and the contractor.
3. Date Contract and services commence: October 1, 2017.

B. Commercial Hand collection----Base Proposal:

The City currently provides hand pick-up service to 284 customers who do not need the use of a dumpster. These customers are given the chance to rent polycarts the same as the residence, if they chose not rent a cart they are required to place their waste in containers approved by the City of Jacksonville Ordinances.

1. Trash collection is twice a week and is picked up with the residential collection.
2. Date Contract and services commence: October 1, 2017

DISPOSAL OF SOLID WASTE

All solid waste collected inside the City Limits of Jacksonville must be disposed of at the **Royal Oaks landfill** located at:

**440 Heath Lane
Jacksonville, Texas 75766**

Failure to dispose of the solid waste at this location will be a violation of the contract and it will be cancelled immediately. Along with the cancellation the City of Jacksonville can impose a fine to cover the lost revenue from the dumping at another facility.

A collection map is included in this packet located in Appendix A.

Current Operations

SERVICES

As part of this RFP the contractor is required to not make any changes to the current services provided. This includes but is not limited to the days of pick-up, the number of pick-ups per week, pick-up location or the requirement of polycarts for the customer both residential and commercial.

GARBAGE TRUCKS

As part of the bid the city is asking that the contractor purchase the garbage trucks currently owned by the city. The vehicles were running at the time the city went out for proposals. The information on the vehicles is listed below:

Year	Make	Vin Number	Size
2015	Freight Liner	3ALACYCYXFDGT0885	20 yd ³
2015	Freight Liner	3ALACYCYXFDGT0886	20 yd ³
2005	International	1HTWAAAR65J186898	20 yd ³

Service records are available upon request.

CURRENT EMPLOYEES

If the contractor is going to expand their operations to accommodate the City of Jacksonville. The city is asking that our current sanitation employees get first attempts at the new job openings and are hired as long as they can meet the employers hiring requirements.

BILLING

The city of Jacksonville will continue the billing process after the contractor takes over service from the city. The contractor will bill the City of Jacksonville monthly for the services performed.

COMPLAINTS

The contractor will be required to submit a monthly report to the City of Jacksonville with the number of complaints and a detail of each complaint. The report will be mailed or emailed to the following address:

Public Works
Attn: Jordan Yutzy
1220 S. Bolton St.
Jacksonville, TX 75766

or

Jordan.yutzy@jacksonvilletx.org

Proposal Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the individuals or organizations seeking to undertake the residential and commercial hand pick-up of sanitation for the City of Jacksonville. As such, the substance of proposals will carry more weight than their form of manner of presentation. The proposal should demonstrate the qualifications of the organization and the particular staff to be assigned to this engagement.

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

Interested individuals or organizations are encouraged to use their own preferred style and format in preparing a proposal. However, it is suggested that the proposal include at least the following arranged accordingly.

A. PROPOSAL QUALIFICATIONS AND EXPERIENCE

The proposal should state the size of the organization, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed. Describe all the types of engagements typically performed by your organization including other cities services are provided.

B. TIMETABLE FOR CONVERSION OF SERVICES

The individual or organization proposing should include a timetable for conversion of services. The City would like to have the formal contract with timetable by August 31st to include in the September Council Meetings. The contract and timetable should include proposed start date no later than October 31, 2017. October 1, 2017 is the preferred start date of the city.

C. PROPOSED FEES

The proposal should contain all pricing information relative to performing the residential and commercial hand pick-up as described in this request for proposal. Along with the cost per customer, both commercial and residential the proposal also needs to include the price to purchase the City owned garbage trucks mentioned in the proposal. The proposal needs to give a price for each truck instead of one lump sum. The proposal will also need to disclose the option and amount of future rate increases.

The proposal will also need to include the starting pay for the individuals picking up the garbage under this proposal. Along with the starting pay the employment criteria will need to be noted in the proposal.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal. A copy of this RFP as well as the successful proposal will be attached to the contract.

D. EMPLOYEES

The proposal should state whether the organization will offer the City of Jacksonville employees employment with their organization pending their passing of all employment requirements.

E. RATES FOR ADDITIONAL PROFESSIONAL SERVICES

If it should become necessary for the City to request the organization to render any additional services to either supplement the service requested in this request for proposals or to perform additional work, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the organization. Any such additional work agreed to between the City and the organization shall be performed after the city and the organization have agreed upon the increase in fees.

F. REFERENCES

The proposer should include a complete list of cities the organization has provided residential sanitation services to over the last five years. The list should include a brief description of the services provided, client contact, and a telephone number.

G. SUBMISSION FORMAT

Bidders should submit one unbound original which includes the following:

- A. Title Page
- B. Table of Contents
- C. Transmittal Letter - signed and briefly stating the proposer's understanding of the work to be done, the commitment to perform the changeover within the time period, a statement why the organization believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.
- D. Detailed Proposal - following the order set forth in the Proposal Requirements Section of this request for proposal

Evaluation Process

Proposals submitted by the proposal deadline in response to the RFP will be reviewed by City staff. Based on this review, interviews may be scheduled with the organizations considered to be the best qualified, although interviews will not necessarily be scheduled with all organizations responding to the RFP.

Final recommendation will be made by staff and approved by City Council. Although not intended to be all inclusive, following is a list of factors in order of importance, which will be considered in making the selection.

1. 25%- Extent and quality of sanitation collection experience and knowledge of TCEQ laws and standards, local office personnel to be involved, based on information provided by the firm as well as references of former and present clients.
2. 25%- Consultant's ability and willingness to meet the requirements and needs of the City with respect to the proposal as outlined in this RFP and as demonstrated in the proposal.
3. 20%- Proven ability of the organization to meet work schedules, as well as existing and future time commitments of persons assigned to the project and ability to communicate effectively with City staff and City Council.
4. 30%- Proposed cost of the engagement. Although a significant factor, fees charged may not be the dominant factor.

APPENDIX A

2017 Trash Routes

