

**CITY OF GAUTIER**



**REQUEST FOR PROPOSAL  
("RFP")**

**for**

**MUNICIPAL SOLID WASTE DISPOSAL SERVICES  
GAUTIER, MISSISSIPPI  
2012**

Issued: September 25, 2012

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## I. BACKGROUND

The City of Gautier ("CITY") seeks Proposals from qualified Respondents interested in providing municipal solid waste services as described in this Request for Proposals (RFP). Municipal solid waste services include refuse collection and disposal services for the CITY. Selection shall be made on the basis of the proposal deemed as most advantageous to the CITY, as determined by the CITY based on evaluation of proposal requirements. The CITY reserves the right not to award the contract and to amend or negotiate terms of the contract after reviewing proposals that were submitted or at any time thereafter while proposals are pending. CONTRACTORS (Respondents / Proponents) interested in performing these services must submit a proposal in accordance with the following minimum requirements contained in this document.

Responses / Proponents must follow the order and sequence of this Request.

**Area to be Served.** The area to be serviced by this Agreement is hereinafter referred to as the CITY "service area". The City of Gautier area is detailed in the map contained in *Exhibit A*, which attachment is incorporated herein verbatim for all purposes. The attached map represents the approximate boundaries of the service area. The CITY expects growth through additional developments and increases in residential units as noted below.

**Estimated Tonnage.** The annual tonnage amounts generated by the CITY are estimated at **7300** tons of garbage, and **21,500** cubic yards of brush and bulky waste. Through this contract, approximately **7500** residential units and approximately 50 disable units are provided solid waste services. This residential count is subject to an upward adjustment to accommodate future development in the service area. To enlarge the service area, adjusted residential counts will be mutually agreed upon by the City and CONTRACTOR. The CITY will bill these new residential customers and pay the CONTRACTOR for each additional residential unit in the service area according to the current price provided under this contract.

**Manual / Automated Methodology.** The CITY is requesting proposals for garbage collection options: manual collection or automated garbage collection in the CITY. As part of the proposal, the Respondent may submit one or both options. Only one option will be selected. The proposal pricing will remain the same throughout the contract period, for either collection option. The CITY reserves the right to award this contract to the Respondent whose Proposal best serves the interests of the CITY.

## II. SCOPE OF SERVICES

Solid waste services provided by the CONTRACTOR shall be equivalent to the service level as described in detail below and summarized in *Exhibit B*, attached, and incorporated herein verbatim for all purposes. Costs of all services and disposal are the responsibility of the CONTRACTOR and are to be included in the CONTRACTOR'S proposed price.

The CONTRACTOR agrees to perform at least the following basic services outlined below. The CONTRACTOR may propose other optional services under Attachment F, Enhanced Proposal Options, provided such proposed optional services, if any, are found to be acceptable by the CITY for the public benefit.

**A. Collection Procedures and Schedule:**

1. **Collection Daily Hours:** The CONTRACTOR shall perform curbside collection service no earlier than 5:00 a.m. on the scheduled collection day. CONTRACTOR shall notify the CITY when any route (within service area) is commenced after 10:00 a.m.
2. The CITY prefers that the CONTRACTOR retain the current garbage collection days. (The map in *Exhibit A* reflects the current days of collection). If alternate days are proposed, note the alternate days of collection in your operational plan.
3. CONTRACTOR may propose manual and/or automated garbage collection methods.
4. **Special Collection Assistance Service:** Upon request by City, the CONTRACTOR shall be required to provide for walk up, roll-out service or special assistance for elderly or physically disabled residents. The City will coordinate with CONTRACTOR for such service.
5. **Commercial Establishments:** CONTRACTOR shall also collect garbage from commercial establishments that set out garbage, which waste the City determines meets the requirements and limitations of the regulatory definition of municipal solid waste as described in Section XVIII. Glossary, paragraph E. Commercial Units; and paragraph I. Hazardous Waste and Industrial Waste (to exclude hazardous and industrial waste).
6. **Collection Holiday Schedule:** The CONTRACTOR shall follow the CITY's annual garbage collection holiday schedule approved and adopted by the CITY or opt to work the Monday through Friday work week regardless of holidays. The CITY holiday schedule shall be updated annually and may be modified during each respective contract period. The FY2012-2013 Garbage Collection Holiday Schedule is attached as Exhibit C, incorporated herein verbatim for all purposes.

**B. Option A: Manual Garbage Collection and Disposal Services:**

For each residential unit, CONTRACTOR shall provide one garbage collections (and disposal functions) per week for each of the units. Containers (can, bags, boxes or bundles of brush) will be provided by residents.

**C. Option B: Automated /Semi Automated Garbage Collection and Disposal Services:**

1. If the CITY elects to implement the automated garbage collection option, the CONTRACTOR shall furnish, maintain and replace garbage containers for automated collection to ensure uniformity of containers and service throughout the CITY. The CONTRACTOR shall maintain ownership of automated containers during and after the contract period.
2. For each residential unit, CONTRACTOR shall provide one garbage collections (and disposal functions) per week for each of the units.
3. **Automated Container Delivery:** It is CONTRACTOR's responsibility to deliver containers to residents to coincide with the beginning of automated garbage collection. Delivery costs shall be included in CONTRACTOR's proposed price.
4. **Container Maintenance:** CONTRACTOR shall provide and deliver replacements for lost, stolen or damaged containers.
5. For containers damaged by the CONTRACTOR, agreed offsets may be deducted from the monthly invoice.

6. Where automation collection is not feasible, CONTRACTOR may use a manual collection method subject to City Manager's approval.

7. **Automated Collection Education Campaign:**

- a. Prior to conversion to automated garbage collection, the CONTRACTOR shall coordinate and manage an educational outreach campaign to educate the citizens about the automated garbage collection process. The CONTRACTOR shall develop educational and outreach literature which shall include instructions and procedures for the automated collection program. The CONTRACTOR shall provide educational literature to deliver with each container.
- b. The CONTRACTOR shall also provide 'violation tags' to record and provide notice to the customer of set-outs that do not comply with automated collection procedures. Violations may include late set-outs, not using a Contractor-issued container, and setting-out extra material that is not properly secured within the automated container.
- c. Once automation program has been initiated, it shall be CONTRACTOR'S responsibility to contact residents whose set-outs are non-compliant with automated collection procedures. CONTRACTOR shall work closely with residents and neighborhood groups to ensure the program's success.

D. **Brush and Bulky Item Collection:** The CONTRACTOR shall render the following solid waste services pertaining to scheduled brush and bulky items curbside pickups:

1. Two (2) scheduled curbside brush, white goods, and bulky item collections per year. During these collection periods, all brush and bulky waste shall be picked up, according to *Exhibit D*, fully incorporated herein verbatim.
2. **Brush and Bulky Item Collection Notification:** The CONTRACTOR is responsible for providing a hand delivered notice to single-family residential units prior to scheduled brush and bulky item collections by the CONTRACTOR. Notices must be delivered at least one week in advance of scheduled services.
  - a. The CONTRACTOR shall develop a door hanger notice for approval by the CITY
  - b. The CITY reserves the right to approve any revision to the method, schedule and format of the notification.
3. **Brush and Bulky Item Collection Areas:** The CONTRACTOR shall divide and arrange the service area so that the collection event for each scheduled area is completed within a one-week period.
4. CONTRACTOR shall notify the City of any modification of parameters to brush and bulky item collection areas, brush and bulky item collection schedule, or notification schedule at least one week in advance of such modifications.
5. The CONTRACTOR shall notify the CITY if CONTRACTOR is unable to complete collection in the scheduled area within a one-week period. If a second delay occurs so that the CONTRACTOR is unable to complete collection in the scheduled area within a second one-week period, the City reserves the right to use CITY personnel and equipment to complete collection within the scheduled area and shall charge the CONTRACTOR for the CITY'S cost to address this lapse in service. The CITY may take into consideration delays due to inclement weather conditions.