

**REQUEST FOR PROPOSAL (RFP)
MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL
FOR THE CITY OF EMORY**

The City of Emory (the City) intends to award a contract for municipal solid waste collection and disposal services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential, commercial, and institutional services.

Mail or deliver proposals to the attention of:

Angie Allen
City Administrator
City of Emory
PO Box 100 / 399 N. Texas Street
Emory, Texas 75440

Three (3) copies of the RFP must be delivered on or before **Thursday, March 28, 2024 at 2:00pm**. Submissions received after this time will be rejected and returned unopened. The envelope or box containing the RFP must be sealed and clearly marked **“Request for Proposal Municipal Solid Waste Collection and Disposal Services for the City of Emory”**. There will be a public opening of the proposals on **Thursday, March 28, 2024 at 2:00pm**.

Questions regarding this request must be submitted in writing on or before Thursday, March 14, 2024 to Angie Allen, City Administrator via email at angie@emorytx.com with **“RFP Solid Waste and Disposal”** in the subject line. Upon receipt, sender will receive a read email. It is the sender’s responsibility to verify receipt of the email. Interpretations or clarifications which result in an Addendum will be posted on the City of Emory website at www.cityofemory.com. All addenda must be acknowledged and included in your RFP submission. The names of Contractors who submit proposals will be posted on the City’s website.

The RFP response must include the following:

- Cover letter signed by the appropriate authorities;
- Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;
- Contractor’s background, qualifications, experience in performance for this kind of service, and references;
- Evidence of insurance and security for faithful performance;
- Pricing information;
- Draft copy of contract you propose to use;
- IRS Form W-9 found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>;
- Form 1295-Texas Ethics Commission found at <https://www.ethics.state.tx.us/forms/CIQ.pdf>).

It is the responsibility of the Contractor to clearly mark and identify all portions of the proposal, which, in the Contractor’s opinion, contain trade secrets, confidential information, and other proprietary information. The City intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection, except as required by law, even after the contract has been awarded and executed, and whether or not the Contractor wins the contract. The

Contractor understands that the City is subject to the Texas Public Information Act and its rules and procedures.

A pre-proposal meeting will be held on Thursday, March 21, 2024 at 10:00 a.m. in the City Council Chambers at 399 N. Texas Street, Emory, Texas. A list of city facilities, services needed at commercial facilities will be provided at this meeting. Following the March 28, 2024 deadline, City staff will review all proposals and will make a recommendation to the City Council, anticipated to be at the City Council meeting on Tuesday, April 9, 2024. Staff will request approval by the City Council to negotiate the details of the contract, with services to begin June 1, 2024.

The City of Emory reserves the right to accept any proposal or to reject any or all proposal, to waive irregularities and/or informalities in a proposal, and to negotiate a contract with any contractor in any manner, consistent with law, deemed in the best interests of the City.

The area of the City to be serviced by the Contractor is that area commonly known as the city limits of the City of Emory. The City of Emory is located in Rains County, with an estimated current population of 1,373 occupying 490 households, and approximately 189 commercial establishments. Applicants recognize that these figures are only estimates and the amount of waste and number of households and businesses may vary.

The City seeks a contractor to provide solid waste services, both efficiently and economically, once a week for curbside residential collection, and once a week for commercial hand collection for all routes, and to:

- Maximize sanitary and aesthetic living conditions for residents;
- Maintain positive communications with the City and the customers;
- Collect and transport solid waste from all residential, commercial, institutional and industrial customers within the City of Emory to an environmentally safe and permitted disposal site;
- Provide weekly residential collection of solid waste services on same day of the City's current collection schedule, unless otherwise negotiated with the City;
- Provide alternate service programs as desired by the City; and
- Haul and dispose of sludge from the City's wastewater treatment plant.

The City of Emory through the Contractor, will offer its customers:

- Once a week trash pickup to all residential and commercial hand collect customers unless otherwise negotiated;
- Roll offs delivery and pickup, for the city-wide clean-ups.
- Additionally, the City of Emory will receive, at no charge, collection of waste at city facilities once per week or more often as requested by the City.
- Haul and dispose of sludge from the City's wastewater treatment plant.

The City will submit statements to and collect from all solid waste collection customers served by the Contractor.

The contract term for the solid waste collection services will be Three (3) years, with an option for the City to extend the contract for up to two (2) additional three (3) year terms.

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.

The Emory City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste services for the citizens, businesses, institutions and industries within the City of Emory. The City is interested in proposals from contractors with a proven history of, and commitment to, excellent customer service, and who will work well with the City organization, which promotes and supports core values, trust, teamwork, effective communication, professionalism, and quality of life. The ideal company will be customer-focused, responsive, innovative and friendly, interested in becoming a key player in healthy community initiatives and projects, and committed to offering City residents and businesses with quality services. The City desires a contractor that recognizes quality management driven by value and a strong work ethic and not just the “bottom line”.

Cover letter: Include a cover letter with the proposal, indicating that the proposal is for solid waste services. The cover letter must be signed in ink by the Contractor’s appropriate authorities. The letter shall include the full name of the Contractor, address for service of legal notices, name and telephone number of an authorized contact person, and indicating the legal status of the Contractor as a corporation, partnership, other entity, or individual.

Scope of work/services to be performed: Provide a service plan to the City with details on service methods and descriptions of services. The service plan should include services described in the RFP, and including but not limited to, the following:

- Contractor’s emphasis on public relations, customer education; and environmental programs;
- Billing for solid waste services to the individual customer or business;
- Quality control methods, complaint management and resolution procedures;
- Residential, commercial, institutional, and industrial solid waste operations, including hours and days of the week. Waste collection will not start before 7:00 a.m. or continue after 7:00 p.m., unless otherwise mutually agreed to by the Contractor and the City;
- Non-routine and holiday collection procedures and methods for customer notifications;
- Specify any limitations on items to be collected and requirements for preparing unusual items for pickup;
- Describe the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and state how many are from line units and how many are spares. Describe the plan to be used to assure that equipment shall be available to meet service plan at all times. Describe how leakage or debris from vehicles will be minimized and handled;
- Discuss disposal and processing sites;
- Discuss methods for ensuring customer satisfaction and service quality and related company policies;
- Discuss how the company will notify the City in case of equipment breakdown or other event which may delay the picking up of solid waste; and

- Discuss worker-training, use of temporary drivers versus company drivers.

Firm background, qualifications, experience and references: Provide a description and history of the Contractor including current size and how many persons in the firm are directly engaged in solid waste collection. Discuss the Contractor's experience in providing the proposed services to other entities of comparable size. Provide references from five (5) recent entities for which solid waste collection services were provided, and include the entities' names, addresses, contact persons, and telephone numbers. List all municipal collection contracts or MUD solid waste collection contracts held, at any time, by the Contractor. List the performance standards that you feel should be included in the contract. Include the Contractor's financial history with current financial statements or other documentation acceptable to the City.

Insurance Requirements: Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types, but at least in the limits specified below.

Type	Amounts
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage from the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$20,000,000 per occurrence Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/Leased Vehicles b. Non-Owned Vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a stand alone policy or an endorsement to the General Liability	\$5,000,000 per claim / \$5,000,000 General Aggregate, or its equivalent in Umbrella or Excess liability coverage

Performance Bond: The Contractor will furnish a corporate surety bond as security for the performance of the contract with the City, in the amount of \$200,000, with the premium paid by the Contractor. The surety on the bond will be a corporate surety company authorized to do business in Texas.

Pricing Information: Provide a proposed rate structure, including unit rates for residential, commercial services for the following:

- Residential rates should be quoted for one garbage pickup per week.
- Commercial hand collect and Commercial service rates for various dumpsters as required by commercial customers.

Compliance with Laws: The Contractor will conduct operations in compliance with all applicable federal, state and local laws, ordinances and regulations.

Evaluation: A selection committee established by the City Administrator will review the proposals and recommend the most highly qualified submitting contractors that will provide the best value to the City. The proposal selected for recommendation to the City Council will be the one which best meets the long-range needs of the City in the most cost-effective method, as determined by the City, and which assures compliance with federal and state regulations and laws.

Considerations will include:

- The cost of services;
- The reputation of the contractor and its services;
- The quality of the contractor's services;
- The extent to which the services meet the city's needs;
- The contractor's past relationship with city, if any;
- The total long-term cost to the city to acquire the contractor's services; and
- Any relevant criteria specifically listed in this request for proposals.

The City may also request additional information from contractors at any time prior to final approval of a selected contractor. The City reserves the right to reject any or all proposals, or to negotiate modifications or proposals submitted; and accept part or all of the proposals on the basis of considerations other than process or cost. Final approval of a selected contractor is subject to the vote of a majority of the Emory City Council.

The city may use sources of information not supplied by the Contractor concerning the abilities to perform this work. Such sources may include, but not be limited to, current or past customers of the organization, on-site inspection of the firm's operation, on-site inspection of the landfill, and credit records.

Disqualification of Contractors: Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a contractor and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of City Council members, Mayor, or staff members;
- Dishonest, exaggerated, or incomplete responses to the Request for Proposal;
- Lack of competency as determined by financial statements, experience or equipment statements as submitted, or other factors;
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship, customer service, or compliance with laws and regulations; or
- Use of a questionable disposal sites.

Please contact Angie Allen, City Administrator, with questions regarding this RFP at 903-473-2465 x108 or by email at: angie@emorytx.com