

REQUEST FOR PROPOSALS
By the City of Homer, Alaska
For a Solid Waste Collection & Disposal Contract

The City of Homer, Alaska is requesting proposals from qualified firms for solid waste collection and disposal. Successful proposer will be contracted to collect and dispose of solid waste from designated City facilities, and to furnish the necessary labor, material, equipment, tools, supervision, and other facilities to perform under such contract.


The City is seeking dumpsters with bird and wind proof lids that are user friendly for the Homer Spit. The City encourages proposals that respond to our needs of public safety, convenience of use, economic responsibility, and systems that offer us the best chance of keeping the trash in the dumpsters while also keeping wildlife out.

Plan holder registration forms, and specifications are available on line at <http://www.cityofhomer-ak.gov/rfps>. All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Sealed proposals shall be received at the Office of the City Clerk **no later than 4:30 pm, Thursday, March 1, 2018**. Please direct proposal submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130. Please direct technical questions regarding this proposal in writing to Public Works at, slaplante@ci.homer.ak.us , or to 3575 Heath St, Homer AK 99603, for City facilities located throughout the City uplands. Please direct technical questions regarding this proposal for solid waste collection locations on the Homer Spit in writing to Bryan Hawkins, bhawkins@ci.homer.ak.us , or to 4311 Freight Dock Rd, Homer AK 99603.

The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria and the City's needs.

Dated January 12, 2017.

CITY OF HOMER



Katie Koester, City Manager

Account #: 400-0600-5227

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The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the **proposals, and to award a contract to the respondent that best meets the selection criteria and the City's needs.**

SCOPE OF WORK:

Successful proposer agrees to furnish all labor, materials, equipment and other facilities as required to provide containers and hauling services for solid waste disposal. This includes the Homer Spit and specific locations around the City of Homer. The priorities for this contract are that all refuse collected at the dumpster locations will be removed from City Property to the Borough Transfer facility in as safe and cost efficient a manner as possible.

TERM OF CONTRACT:

Successful proposer will be required to enter into a contract with the City of Homer no later than April 1, 2018. This contract will expire December 31, 2021 with two (2) one year options for extension if agreed upon by both parties.

FUNCTIONAL REQUIREMENTS:

Successful proposer is responsible for the following:

- Collecting and removing of solid waste from the designated City facilities and transporting it to the Kenai Peninsula Borough Baycrest Transfer Facility. The attached billing rubric/schedule outlines the locations, approximate amounts of solid waste to be collected, and the frequency.
- Clean up any garbage that has spread, due to the failure of the cover, within one hour of being notified by the City. An overflow penalty of \$250 per dumpster, per day, per location to be charged if trash is not kept in the dumpsters.
- Dumpster fire clean-up, repair, and replacement is the responsibility of the contractor within 24hrs of the fire.
- Submit two separate invoices for monthly billing in the following manner for approval of payment:
 - (1) Homer Spit dumpsters, shall be submitted monthly to the Port & Harbor Office, 4311 Freight Dock Road, Homer AK 99603 and
 - (2) Upland dumpsters (Airport, Animal Shelter, City Hall, Fire Department, Police Department, and Public Works) shall be submitted monthly to the City of Homer Finance Department, 491 E. Pioneer Ave, Homer AK 99603The City shall make payment on the approved invoices within 21 days from the date received.
- Annual costs based on the Solid Waste billing Rubric/Collection Schedule.

- Additional- call out service rate for 8 yard dumpster, tipping fee, delivery-return rate. Also, show costs for adding additional cans for peak flow and or cost reduction if city has additional cans removed due to seasonal demand/flow.

INSURANCE:

Prior to commencement of work, the Proposer shall be required to provide proof of insurance and to keep it in full force and effect, at its own expense, the following minimum policy limits. Also, the City of Homer shall be named as additional insured during the duration of contract.

1. General Liability Insurance in the minimum amount of \$500,000.00 for any one person and not less than \$1,000,000.00 for any one accident or occurrence, for death, bodily injury, personal injury, and/or property damage.
2. **Worker's Compensation in accordance with the laws of the State of Alaska, and Employer's Liability** Insurance with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Property damage liability which shall include any and all property whether or not in control, custody or care of the contractor, in an amount of not less than \$1,000,000.00 on account of any one accident.
4. Automobile Liability Insurance covering owned, non-owned, or hired vehicles used by the firm, with limits not less than \$1,000,000 combined single limit for bodily injury and property damage.

RFP GENERAL REQUIREMENTS:

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this request may be considered incomplete and may be deemed non-responsive by the City. Interested firms should submit the completed proposal using the following instructions:

One digital file, One original and two copies of the completed proposal in an opaque envelope marked as follows:

SOLID WASTE COLLECTION & DISPOSAL CONTRACT RFP
Homer, Alaska
PROPOSAL DATED: _____

Hard copy Proposal submittals shall be addressed to:
City of Homer, City Clerk
491 E. Pioneer Ave.
Homer, Alaska 99603

Proposals shall be received at the Office of the City Clerk no later than 4:30 pm, Thursday, March 1, 2018. Please direct proposal submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130. Please direct technical questions regarding this proposal in writing to Public Works at, slaplante@ci.homer.ak.us , or to 3575 Heath St, Homer AK 99603, for City facilities located throughout the City uplands. Please direct technical questions regarding this proposal for solid waste collection locations on the Homer Spit in writing to Bryan Hawkins, bhawkins@ci.homer.ak.us , or to 4311 Freight Dock Rd, Homer AK 99603.

PROPOSAL FORMAT AND CONTENT:

Letter of Transmittal (one page maximum): **The transmittal letter shall briefly state the firm's understanding of the City's request, make a positive commitment to provide the services specified, and give the name, title, address, and phone number of the person(s) authorized to represent the firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.**

Proposal Narrative (five pages maximum): The proposal narrative shall provide the following information:

1. Proposed Cost Schedule: The attached billing rubric/schedule outlines the locations, amounts of solid waste to be collected, and the frequency. Each Proposer shall submit a standard, all-inclusive cost schedule per the attached billing rubric that they propose to use in this contract.
2. Required Equipment: This section shall list the necessary equipment the firm must provide to accomplish the requirements outlined in this RFP, including containers and trucks.
3. Proposed Contract: **Specify in detail the firm's ability to fulfill the Scope of Work, Functional Requirements, Contract Term, and Insurance**, that has been outlined in this RFP, including any additional contractual requirements the firm chooses to propose.
4. Proposed Contract Manager and Team Members: This section shall introduce the contract manager (Single Point of Contact) and members of the firm that will be performing the work under this contract and their experience with this type of work. Full resumes are not needed; one or two paragraphs on each member of the team will be sufficient. Note which members are licensed and qualified to operate **the firm's equipment**.
5. References: List the names, titles, and phone numbers of at least three businesses that are familiar **with your firm's experience in maintenance and knowledge in the specified field**.

EVALUATION CRITERIA AND SELECTION PROCESS:

The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.

A selection committee will evaluate the proposals and make a recommendation to the City Council. Evaluators **may discuss factual knowledge of, and may investigate proposer's prior work experience and performance**. This includes information referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules may be addressed during the evaluation. Submittals will be evaluated and scored in accordance with the following criteria:

- | | |
|--|-----------------|
| 1. Proposed Cost Schedule per Billing Rubric and "call out price" | 45 points |
| 2. Required Equipment | 40 points |
| 3. Proposed Team & references (5% preference for local business) | 10 points |
| 4. Proof of Insurance | <u>5 points</u> |
| Maximum Score | 100 points |

The City of Homer reserves the right to award a contract to the highest ranked firm based solely on the written **proposal or request oral interviews with a "short list" of the highest ranked firms**. The highest ranked proposer will be invited to enter into negotiations with the City of Homer for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Homer reserves the right to terminate negotiations with any proposer should it be in **the City of Homer's best interest**.

PROPOSED TERM CONTRACT AWARD SCHEDULE:

RFP Advertisement	February 1 & 8, 2018 – Homer News
Proposals Due	March 1, 2018 at 4:30 pm
Review of Proposals & Choosing of Firm	March 2- 9, 2018
City Council Award	March 12, 2018
Contract Signing/Notice to Proceed	Before April 1, 2018

Solid Waste Billing Rubric/Collection Schedule

Location: Homer Spit	Address	Dumpster Size	Qty.	Frequency
Fish Dock	Fish Dock Road	8 Yard *(2 cans)	2	4 x Weekly, or as needed
Fishing Hole	Homer Spit Road	8 Yard	2	May 1 – Sept. 30 Only Seasonal: 4 x Weekly, or as needed
Load & Launch Ramp	Freight Dock Road	8 Yard *(1 can)	2	May 1 – Sept. 30 Only Seasonal: 4 x Weekly, or as needed
Deep Water Dock	Freight Dock Road	8 Yard *(1 can)	1	1 x Weekly, or as needed
Ramp 1	Homer Spit Road	8 Yard *(2 cans)	2	4 x Weekly, or as needed
Ramp 2	Homer Spit Road	8 Yard *(2 cans)	2	4 x Weekly, or as needed
Ramp 3	Homer Spit Road	8 Yard	1	4 x Weekly, or as needed
Ramp 4	Homer Spit Road	8 Yard	3	May 1 – Sept. 30 Only Seasonal: 4 x Weekly, or as needed
Ramp 5	Homer Spit Road	8 Yard	1	4 x Weekly, or as needed
Ramp 6	Freight Dock Road	8 Yard	2	4 x Weekly, or as needed
Ramp 7	Freight Dock Road	8 Yard	1	4 x Weekly, or as needed
Ramp 8	Freight Dock Road	8 Yard	2	4 x Weekly, or as needed
Location: City Uplands	Address	Dumpster Size	Qty.	Frequency
Airport	Airport Avenue	4 Yard	1	1 x Weekly
Animal Shelter	3575 Heath Street	2 Yard	1	1 x Weekly
City Hall	491 E. Pioneer Avenue	2 Yard	1	2 x Weekly
Fire Department	604 E. Pioneer Avenue	2 Yard	1	3 x Weekly
Police Department	4060 Heath Street	6 Yard	1	1 x Weekly
Public Works	3575 Heath Street	6 Yard	1	1 x Weekly

*show costs for adding additional cans for peak flow and or cost reduction if city has additional cans removed due to seasonal demand/flow.