

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

MAR 20 2014

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 solutions to current problems and working to prevent others. Unsecured, uncovered waste containers are not suitable on the Homer Spit. Bird and wind proof dumpsters are desired. For upland locations, container options that deter bears should be considered. Safety for users and litter control are a concern as well; large, high-sided containers are difficult for normal public use when they are unable to reach the top. We have also found that these units are difficult to bird and wind proof. The City encourages proposals that keep in mind our prime goals of public safety, and keeping the trash in the dumpsters while also keeping wildlife out.

Plan holder registration forms, and Plans 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, April 17, 2014**. Please direct proposal submission questions to Jo Johnson, City Clerk, at (907) 235-3130. Please direct technical questions regarding this proposal to the City Manager's Office in writing at abrowning@ci.homer.ak.us, or to 491 E Pioneer Avenue, Homer, AK 99603.

There will be a mandatory meeting/teleconference held prior to the closure of the RFP. This will give all proposers involved the opportunity for questions and answers with City Staff to ensure all information is open and concise. **The Pre-Close RFP meeting/teleconference will be held Thursday, April 10, 2014 at 2:00 pm at the Homer City Hall Conference Room.**

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 the 20th day of March, 2014.

CITY OF HOMER

Walt Wrede, City Manager

Account #: 400-0600-5227

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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 the normal volumes of waste must be removed in as safe and efficient way as possible.

TERM OF CONTRACT:

Successful proposer will be required to enter into a contract with the City of Homer no later than May 1, 2014. This contract will expire December 31, 2017.

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, exact 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.
- Submit monthly billing to the Finance Department of the City of Homer for approval of payment. The City shall make payment on the approved invoice within 21 days from the date received.

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 project's duration.

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 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

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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 professional services specified, and give the name, title, address, and phone number of the person(s) authorized to make representations for 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	40 points
2. Required Equipment	25 points
3. Proposed Contract to Fulfill RFP Requirements	20 points
4. Proposed Contract Manager & Team, & their Experience	10 points
5. 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	March 27 & April 3, 2014 – Homer Tribune
	April 5, 2014 – Peninsula Clarion
Mandatory Pre-Closing Meeting	April 10, 2014 at 2:00 pm
Proposals Due	April 17, 2014 at 4:30 pm
Review of Proposals & Choosing of Firm	April 18 – 22, 2014
City Council Award	April 28, 2014
Contract Signing/Notice to Proceed	May 1, 2014

Solid Waste Billing Rubric/Collection Schedule

Location: Homer Spit	Address	Dumpster Size	Qty.	Frequency
Fish Dock	Fish Dock Road	8 Yard	2	4 x Weekly, or as needed
Fishing Hole	Homer Spit Road	8 Yard	2	April 1 – October 31 Only Seasonal: 4 x Weekly, or as needed
Load & Launch Ramp	Freight Dock Road	8 Yard	1	April 1 – October 31 Only Seasonal: 4 x Weekly, or as needed
Deep Water Dock	Freight Dock Road	8 Yard	1	1 x Weekly, or as needed
Ramp 1	Homer Spit Road	8 Yard	2	4 x Weekly, or as needed
Ramp 2	Homer Spit Road	8 Yard	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	April 1 – October 31 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	2	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