



**REQUEST FOR PROPOSAL (RFP)
MUNICIPAL SOLID WASTE
COLLECTION, DISPOSAL AND RECYCLING SERVICES
FOR THE CITY OF KEMAH, TEXAS**

The City of Kemah (City) intends to award a contract for municipal solid waste collection, disposal and recycling services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services and to divert suitable materials for recycling.

Mail or deliver Proposals to the attention of:

Walter Gant, City Administrator
City of Kemah
1401 SH 146
Kemah, TX 77565

Eight (8) copies of the proposal must be delivered on or before **February 6, 2023 at 12:00 p.m.** Submissions received after this time will be rejected and returned unopened. There will be no public opening. The envelope or box containing the proposal must be sealed and clearly marked "**Request for Proposal Municipal Solid Waste Collection Disposal and Recycling Services for the City of Kemah**". Questions regarding this request must be submitted in writing to Walter Gant, City Administrator via email at wgant@kemahtx.gov with "RFP Solid Waste and Recycling" in the subject line.

The proposal 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;
- Company background, qualifications, experience and references;

- Evidence of insurance and security for faithful performance;
- Pricing information;
- Draft copy of contract you propose to use;
- IRS Form W-9
- Form 1295 - Texas Ethics Commission (file online & submit with bid)
- Conflict of Interest Questionnaire
(<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>)

It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer'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 at any time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

Following the **February 6, 2023** deadline, City staff will review all proposals and will make a recommendation to the City Council at a legally posted City Council meeting. The City Council will authorize the City Attorney and staff to negotiate the details of the contract, which will be effective October 1, 2023 or as soon as practicable thereafter.

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

Background

The area of the City to be serviced by this Proposal is that area commonly known as the City limits of the City of Kemah. The City of Kemah is located in north Galveston County, on the western shores of Galveston Bay, and has a population of approximately 2,000. The City has approximately 950 solid waste customer accounts. Of these, about 800 are residential and about 150 are nonresidential.

The City of Kemah, through a contractor, desires to offer its customers:

- Twice a week trash pickup to all residential and variable pickups for commercial customers;
- Once a week curbside residential recycling, including most type of papers, glass of all colors, aluminum cans, steel food cans, #1 to #7 plastic containers, and cardboard. Recycling Containers are given to customers who request them and are provided by the contractor.
- The contractor provides residential curb side pickup for Brush, bulky waste and bundles.
- Contractor provides at least one Polycart to each residential unit that has requested Cart service and at least one Polycart to each Commercial hand collect customer that has requested Cart service.

- Contractor offers commercial and industrial waste collection from Commercial/Industrial units, including providing and emptying dumpsters, compactors or Roll off bins at such frequency as shall be reasonably requested by the commercial/industrial unit customer.

Additionally, the City of Kemah receives at no charge;

- Two contractor-provided and contractor-serviced 40-foot roll off bins for City's use
- Contractor-provided and contractor-serviced dumpsters used by the City at its facilities

The failure or omission of any proposer 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.

Objectives

The City is seeking a mutually beneficial, long-term public/private partnership based upon an incentive approach, and desire to negotiate a contract for a term of reasonable length.

The City, in its desire to provide solid waste services, seeks a firm or qualified organization to:

- Provide solid waste service for curbside collection and commercial container collection for all residential and commercial routes
- Maximize sanitary and aesthetic living conditions for all residents;
- Maintain positive communications with the City and the customer;
- Collect and transport solid waste from all residential, institutional, and commercial customers within the City of Kemah to an environmentally safe and permitted disposal site;
- Collect and transport residential recyclables to a materials recovery facility
- Provide alternate service programs as desired by the City and the customers. Indicate your willingness to participate with multiple-entity partnerships.

The City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste and recycling services for the citizens and businesses within the City of Kemah. The City of Kemah is interested in proposals from companies with a strong 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 the

healthy community initiatives and projects, and committed to offering the City residents and businesses with quality services. The City desires a partnership, which recognizes quality management driven by value and a strong work ethic and not just the "bottom line".

Proposal Content Details

Cover letter: Include a letter transmitting the proposal to the City of Kemah. This letter shall indicate the proposal is for solid waste and recycling services, provide the date of submittal, and must be signed in ink by the appropriate authorities. The letter shall include the full name of the proposer, address for service legal notices, name and telephone number of an authorized contact person, and shall indicate the legal status of the proposer, whether corporation, partnership or individual.

Scope of work/services to be performed: Provide a plan with details on service methods and descriptions of services, which will be provided for the City of Kemah. The service plan should include, but not necessarily be limited to, the following:

- Firm's emphasis on public relations, customer education; and environmental programs;
- Quality control methods, complaint management and resolution procedures;
- Residential and commercial solid waste collection operation, including hours and days of the week;
- Non-routine and holiday collection procedures and methods for customer notification;
- When and how recyclables will be collected in relation to normal waste collection and specify which recyclables shall be collected; Indicate potential for sharing of recyclable proceeds;
- Specify any limitations on items to be collected and requirements for preparing unusual items for pickup;
- Describe the containers to be provided, specify the time frame for their provision to new customers, and any related policies regarding distribution and replacements, damage to containers;
- Discuss the disposition of contaminated recyclables or worthless items found in the customer's recycling container;
- Discuss any complementary or additional services available to improve the value taxpayers are receiving or to enhance their quality of life or address special needs;
- Discuss traffic safety plans for areas around and near schools;
- Discuss methods for handling barriers to collection, including blocked streets;
- 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 the service plan at all times. Describe how leakage or debris from vehicles will be minimized and/or 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.

Storm Debris: City and Contractor shall understand and agree that, in the event of a hurricane or other natural disaster, the cleanup from such events may require Contractor to utilize additional equipment, employ additional personnel, or work existing personnel on overtime hours to clean debris resulting from the event. The collection and disposal of such materials may be governed by a separate, written agreement to be negotiated by City and Contractor or any other storm debris services provider.

Firm background, qualifications, experience and references: Provide a brief description and history of the firm including current size, and how many persons in the firm are directly engaged in solid waste collection and recycling. Discuss the firm's experience in providing the proposed service to other organizations of comparable size. Provide references from five recent contracts under which solid waste/recycling collection services were provided, and include organization's name, address, contact person, and telephone number. As the City requires that the successful respondent must have experience providing service in a performance-based contract, list all municipal collection contracts or MUD solid waste collection contracts held within the past five years, which meet these criteria. List the performance standards that you feel should be included in the contract. Include the firm's financial history with current financial statements or a statement on how the City can be made comfortable with the financial issue.

Insurance Requirements: Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts for types below:

- Workers' Compensation
- Comprehensive & General Public Liability
- Property Damage
- Comprehensive Auto Liability Bodily Injury
- Comprehensive Auto Liability Property Damage

Evaluation: A selection committee, as established by the City Administrator, will review the proposals and recommend the most highly qualified submitting firms. In the event of equally qualified firms, the Committee may invite the top matched firms for interviews. 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 possible and which assures compliance with any federal and state regulations.

Considerations will include:

- Creative rate structure which encourages recycling and responsible disposal of solid waste

- Quality of service, methods for satisfying customers, company values, management style, and commitment to the City
- Cost of Service
- Firm's background and related experience
- Company experience in operating under a performance based contract

The City may also request additional information from Proposers at any time prior to final approval of a selected Proposer. The City reserves the right to reject any or all proposals, or to negotiate modifications of 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 Proposer is subject to the action of the City of Kemah City Council.

The City may use sources of information not supplied by the proposer 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 recycling sites, and credit records.

Disqualification of Proponents: 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 proponent and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of City Council members, Mayor, or staff,
- Lack of competency as availed by either 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 as submitted; and
- Use of a questionable disposal site.

City of Kemah, contact: Walter Gant, City Administrator, telephone number (281) 334-1611, wgant@kemahtx.gov.