

CITY OF TAYLORSVILLE



REQUEST FOR PROPOSAL

Household Waste Collection Services

City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

Proposals Due August 7, 2009 @ 3:00 p.m.

The City of Taylorsville
West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals
Household Waste Collection Services
Due
August 7, 2009 at 3:00 p.m.

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified proposers (“Proposers”) to provide household waste collection services for the City (“Services”).

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Information Background and Detailed Description of Services.** The City has a population of approximately 60,000 people and 13,414 residential units. This includes 17,058 refuse containers and 12,784 recycling containers. Services are currently provided by the Salt Lake County Sanitation District No. 1 (“District”). A more detailed description of the Services is attached hereto as Exhibit “A.”

3. **Proposal Requirements.** One (1) unbound original and six (6) copies of Responses are required to be submitted to Patricia Kimbrough as listed below no later than 3:00 p.m. on August 7, 2009. Guidelines for responses are described in Exhibit “B” attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. Responses may be modified or withdrawn prior to the due date and time provided any such request is submitted to Patricia Kimbrough as listed below in writing prior to the due date and time. No electronic (facsimile, e-mail, or telegraphic) Responses, request to modify, or request to withdraw will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory and Execute Summary.** A title page, table of contents/outline, introductory letter expressing an interest in providing the Services and an execute summary. The introductory letter should be addressed to:

Patricia Kimbrough
City Administrator’s Office
Taylorsville City
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Proposer.

3.2. Price. Describe, in sufficient detail, an all-inclusive fee (not to exceed amount) for the Services, which includes, but are not limited to, all expenses, costs, supplies, as an alternate include costs for direct & residential billing and collection, etc.

3.3. Experience and Qualifications. Describe, in sufficient detail, the Proposer's experience, and qualifications that are relevant with respect to the Services. Listing personnel to provide Services in the Proposal constitutes the Proposer's agreement that such personnel will actually provide the Services.

3.4. Action. Summarize any disciplinary actions and suits by or against the Proposer or related entities during the past three years.

3.5. Certification. Complete, sign, and submit the Certification that is attached to this Request for Proposal.

3.6. Business License. Include a copy of the Proposer's current, valid business license.

4. **Identification of Anticipated Potential Problems**. Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process**. All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

Evaluation Criteria	
Price	60%
Experience & Qualifications	20%
Quality of Proposed Service	<u>20%</u>
Total	100%

6. **Selection**. Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview, provided; however, Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A Review Panel or individual(s) will be appointed by the City (referred to hereinafter as "Review Panel"). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel, and such recommendations will be forwarded to the Mayor. The Mayor will make the final selection. The Mayor may select one or more Proposers to provide the Services or may remain with the Salt Lake County Sanitation District #1.

6.1. **General Information**. The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify, or waive any requirement set forth in

this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable Federal, State, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing or email to the contact person described below no later than Monday, August 3, at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at www.taylorsvilleut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Excess Management Act (Utah Code Ann. § 63-2-101, et seq.). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

7. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys' office are unable to negotiate an acceptable agreement, then such Proposal shall be deemed withdrawn and another Proposer(s) will be selected by the Mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

8. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118 or Patricia Kimbrough (pkimbrough@taylorsvilleut.gov), or telephone number 801-955-2009.

Exhibit “A”

[Services]

- Weekly Residential Refuse Collection Services – Provide and maintain a regular and recycle container.
- Weekly Refuse Collection Services – Provide automated containers at the following locations:
 - **Skate Park** (4750 S. 1700 W. - emptied 1 time per week);
 - **Senior Citizen Center** (4743 S. 1625 W. – emptied 2 times per week, plus Recycling can on a weekly collection schedule 4-yard refuse dumpster emptied 1 time per week;
 - **City Offices** (2600 W. Taylorsville Blvd – 6-yard refuse dumpster emptied 3 times per week Recycling Can on a weekly collection schedule.
- Recycling Program – Empty a curbside recycling container at least every other week on the resident’s regular refuse collection day.
- Curbside Christmas Tree Program - Provided each January.
- Bulk Waste Trailer Program – Provide a bulk waste trailer program for the disposal of large bulky items such as green waste, mattresses, furniture, etc. Bulk waste trailers are to be provided to residents by reservation and paid by the resident or City for neighborhood clean up.
- Annual Area Cleanup Program – Provide and easily accessible containers that are placed conveniently in neighborhoods for the disposal of large bulky items, etc. Notify each resident by mail two weeks in advance of the scheduled day. This service will be provided to residents in the summer at no cost to them.
- Fall Leaf Program – Provide a fall leaf bag program each year. Provide the leaf bags to residents at no cost to the residents. Trailers are placed at various locations for residents to dispose of leaves. The leaf bags are then taken to the landfill.
- Curbside Box Collection Program – New homeowners (boxes collected from packing).
- Handy Assist Program – Assist the elderly and handicapped residents who are unable to wheel their garbage and recycling cans to the curb.

Exhibit “B”

[Guidelines]

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2” x 11” page sizes.

Paginate pages.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Except for unbound copy, bind Responses on left side.

Provide tabs for each section of the Response.

Front and back cover pages.

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____