

CITY OF TAYLORSVILLE



REQUEST FOR PROPOSAL

STREET SWEEPING SERVICES

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

Proposals Due August 22, 2008 @ 3:00 p.m.

**The City of Taylorsville
(In Combination with Holladay City
and Cottonwood Heights City)**
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals

Street Sweeping Services due August 22, 2008, at 3:00 p.m.

1. **Introduction.** It is the intent of The City of Taylorsville (“*Taylorsville*”) to enter into an interlocal cooperative agreement with Holladay City and Cottonwood Heights City that provides, among other things, for the joint procurement and combined street sweeping services (“*Services*”) from qualified proposers (“*Proposers*”). It is anticipated that Taylorsville will take the lead with respect to this Request for Proposals (this “*Request*”) with respect to responses (“*Proposals*” or “*Responses*”), contracts, and contract administration.

1.1. **Intent.** It is the intent of this Request to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Services.** The proposer can respond to either/or of the following options: The first option is that Taylorsville will provide a street sweeper (either Pelican Series P or Elgin Eagle F Series) and Proposer will provide all services necessary to provide the Services including but not limited to equipment maintenance, personnel, insurance, dumpsters, contingency, etc. The second option is the Proposers to will provide the street sweeper and all services necessary to provide the Services including but not limited to equipment maintenance, personnel, insurance, dumpsters, contingency, etc. Background and additional information with respect to the Services is attached hereto as Exhibit A.

3. **Proposal Requirements.** Eight (8) copies (1 unbound and 7 bound) of Responses are required to be submitted to Patricia Kimbrough as listed below no later than 3:00 p.m. on August 22, 2008. Guidelines for Responses are described in Exhibit A attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. Responses may modify or withdrawn prior to the due date and time provided any such request is submitted to Patricia Kimbrough as listed below in writing prior to the due dated and time.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.** An introductory letter and completed Certification form attached as Exhibit “C” must be included and a title page, table of contents/outline may be included as appropriate. 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. **Experience, and Qualifications.** Describe, in sufficient detail, the Proposer’s history, ownership information, street sweeping experience, and qualifications that are relevant with respect to the Services. Listing personnel to provide Services in the Proposal constituting the Proposer's agreement that such personnel will actually provide the Services.

3.3. **Cost.** The cost element should include an all-inclusive cost for both options described above, which includes, but is not limited to, all expenses, costs, supplies, etc.

3.4 **References.** Include the name, address, and telephone number of a contact person of at least three entities with which the Proposer has provided similar type Services. Taylorsville may contact such references.

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:

<u>Evaluation Criteria</u>	<u>Weight</u>
Experience and Qualifications	25%
Cost	<u>75%</u>
Total	100%

6. **Selection.** Discussions may be conducted with Proposers determined by Taylorsville 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 Taylorsville (referred to hereinafter as a *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 in consultation with representatives of Holladay City and Cottonwood Heights City will make the final selection. The Mayor may select one or more Proposers to provide the Services.

7. **General Information.** Taylorsville reserves the right to reject any and all Responses. Taylorsville 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, Taylorsville 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 to the contact person described below no later than August 18, 2008 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 Taylorsville's website at www.taylorsvilleut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. Taylorsville 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 Taylorsville and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement to provide the Services. If the selected Proposer and Taylorsville 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.

9. **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.

Exhibit A

[Services]

City of Taylorsville

The City of Taylorsville has a population of approximately 60,000 people. The City of Taylorsville has approximately 150 centerline miles of roads that require sweeping. All such streets must be swept at least four times a year, Winter, Spring, Summer (Taylorsville Dayzz), and Autumn and within one hour after a request by the City of Taylorsville to respond to an emergency or spill.

Holladay City

Holladay City has a population of approximately 25,877 people. Holladay City has approximately 94 centerline miles of roads that require sweeping. All such streets must be swept at least four times a year, Winter, Spring, Summer, and Autumn and within one hour after a request by Holladay City to respond to an emergency or spill.

Cottonwood Heights City

Cottonwood Heights has a population of approximately 37,000 people. Cottonwood Heights has approximately 135 centerline miles of roads that require sweeping. All such streets must be swept at least four times a year, Winter, Spring, Summer, and Autumn and within one hour after a request by Cottonwood Heights to respond to an emergency or spill.

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: _____