

City of Saint Hedwig

Request for Proposals Municipal Solid Waste Services



**Maria Hernandez
City Manager
City of Saint Hedwig
13065 FM 1346
PO Box 40
Saint Hedwig, Texas 78152**

REQUEST FOR PROPOSAL (RFP)

MUNICIPAL SOLID WASTE COLLECTION, DISPOSAL AND RECYCLING SERVICES FOR THE CITY OF SAINT HEDWIG

The City of Saint Hedwig (the City) intends to award a contract for municipal solid waste collection and disposal, and is considering recycling services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential, commercial, and industrial services, and for recycling services.

Mail or deliver proposals to the attention of:

**Maria Hernandez
City Manager
City of Saint Hedwig
P.O. Box 40
13065 FM 1346
St. Hedwig, Texas 78152**

Seven (7) copies of the RFP must be delivered on or before Monday, May 29, 2023 at 5:00 p.m. Submissions received after this time will be rejected and returned unopened. The envelope or box containing the RFP must be sealed and clearly marked "Request for Proposal Municipal Solid Waste Collection Disposal and Recycling Services for the City of Saint Hedwig".

Questions regarding this request must be submitted in writing on or before Friday, May 26, 2023 to Maria Hernandez, City Manager via email at citymanager@sainthedwigcity.com with "RFP Solid Waste and Recycling" in the subject line. Upon receipt, sender will receive a read email. It is the sender's responsibility to verify receipt of the email. Interpretations or clarifications which result in an Addendum will be posted on the City of Saint Hedwig's website at sainthedwigcity.com. All addenda must be acknowledged and included in your RFP submission.

The RFP response 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;
- Contractor's background, qualifications, experience in performance for this kind of service, and references;
- Evidence of insurance and security for faithful performance;
- Pricing information;
- Draft copy of contract you propose to use;
- IRS Form W-9 found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> ;
- Form 1295--Texas Ethics Commission found at <https://www.ethics.state.tx.us/forms/1295.pdf>);
- Conflict of Interest Questionnaire found at(<https://www.ethics.state.tx.us/forms/CIQ.pdf>).

It is the responsibility of the Contractor to clearly mark and identify all portions of the proposal,

which, in the Contractor'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, except as required by law, even after the contract has been awarded and executed, and whether or not the Contractor wins the contract. The Contractor understands that the City is subject to the Texas Public Information Act and its rules and procedures.

Following the May 29, 2023 deadline, City staff will review all proposals and will make a recommendation to the City Council, anticipated to be at the City Council meeting on Thursday, June 1, 2023. Staff will request approval by the City Council to negotiate the details of the contract, with services to begin on July 1, 2023.

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

The area of the City to be serviced by the Contractor is that area commonly known as the city limits of the City of Saint Hedwig. The City of Saint Hedwig is located in Bexar County, with an estimated current population of 2,227.

The City seeks a contractor to provide solid waste services, both efficiently and economically, and to:

- Maximize sanitary and aesthetic living conditions for all residents;
- Maintain positive communications with the City and the customers;
- Collect and transport solid waste from all residential, commercial, and industrial customers within the City of Saint Hedwig to an environmentally safe and permitted disposal site;
- Collect and transport residential recyclables to a materials recovery facility, if the City accepts this proposed service;
- Provide weekly residential collection of solid waste and recyclable services on same day of the City's current collection schedule, unless otherwise negotiated with the City;
- Provide alternate service programs as desired by the City and the customers; and
- Haul and dispose of sludge from the City's wastewater treatment plant.

The Contractor, will offer the residents:

- Once a week trash pickup to all residential and twice a week pickup for commercial, and industrial customers unless otherwise negotiated; 96-gallon wheeled containers available to all residential customers;
- Roll offs delivery and pickup, twice a year, for the semi-annual large item/brush pick-up.
- Additionally, the City of Saint Hedwig will receive, at no charge, collection of waste at city facilities once per week or more often as requested by the City.
- Extra collection services at special events in the City.
- Please Note: The City also is considering 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 would be given to customers who request them and would be provided by the Contractor. This recycling service shall be a

separate line item in each proposal with separate pricing. The City may accept or reject this service as part of its acceptance of a winning proposal.

The contract term for the solid waste collection service will be Five (5) years, with an option for the City to extend the contract for up to two (2) additional five-year terms.

The failure or omission of any contractor 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.

The Saint Hedwig City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste and recycling services for the citizens, businesses, and industries within the City of Saint Hedwig. The City is interested in proposals from contractors with a proven history of, and 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 healthy community initiatives and projects, and committed to offering City residents and businesses with quality services. The City desires a contractor that recognizes quality management driven by value and a strong work ethic and not just the "bottom line."

Cover letter: Include a cover letter with the proposal, indicating that the proposal is for solid waste, as well as possible recycling services. The cover letter must be signed in ink by the Contractor's appropriate authorities. The letter shall include the full name of the Contractor, address for service of legal notices, name and telephone number of an authorized contact person, and indicating the legal status of the Contractor as a corporation, partnership, other entity, or individual.

Scope of work/services to be performed: Provide a service plan to the City with details on service methods and descriptions of services. The service plan should include services described in this RFP, and including but not limited to, the following:

- Billing for solid waste services to the individual customer or business;
- Quality control methods, complaint management and resolution procedures;
- Residential, commercial and industrial solid waste collection operations, including hours and days of the week, and curbside pickup, twice a year for the semi-annual large item/brush pick-up. Waste collection will not start before 7:00 a.m. or continue after 7:00 p.m., unless otherwise mutually agreed to by Contractor and the City;
- 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 (recycling will be considered by the City, but may be accepted or rejected);
- 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, replacements, and 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 will receive, to enhance their quality of life, or to 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 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

Firm background, qualifications, experience and references: Provide a description and history of the Contractor including current size and how many persons in the firm are directly engaged in solid waste collection and recycling. Discuss the Contractor's experience in providing the proposed services to other entities of comparable size. Provide references from five (5) recent entities for which solid waste/recycling collection services were provided, and include the entities' names, addresses, contact persons, and telephone numbers. List all municipal collection contracts or MUD solid waste collection contracts held, at any time, by the Contractor. List the performance standards that you feel should be included in the contract. Include the Contractor's financial history with current financial statements or other documentation acceptable to the City.

Insurance Requirements: Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types, but at least in the limits specified below.

Type	Amounts
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000 / \$1,000,000 / \$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: _a. Premises/Operations _b. Products/Completed Operations _c. Personal/Advertising Injury	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$20,000,000 per occurrence Umbrella or Excess Liability Coverage

4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a standalone policy or an endorsement to the Commercial General Liability	\$5,000,000 per claim / \$5,000,000 General Aggregate, or its equivalent in Umbrella or Excess liability coverage

Performance Bond: The Contractor will furnish a corporate surety bond as security for the performance of the contract with the City, in the amount of \$200,000, with the premium paid by the Contractor. The surety on the bond will be a corporate surety company authorized to do business in Texas.

Pricing Information: Provide a proposed rate structure, including unit rates for residential, commercial and other services for the following:

- Residential rates should be quoted for one garbage pickup per week, and separately for one recycling pickup per week. Also, please provide a rate structure for one garbage pickup and one recycling pickup per week with statistics on how recycling reduces the quantity of solid waste.
- 2 x year Brush and Bulky Item collection at designated sites.
- Provide a price option for residents to have two or more solid waste carts.
- Provide separate pricing for recycling service as described in this RFP.
- Commercial service rates for standard 96-gallon carts and various sized dumpsters as required by commercial customers.

Compliance with Laws: The Contractor will conduct operations in compliance with all applicable federal, state and local laws, ordinances and regulations.

Evaluation: 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, as determined by the City, and which assures compliance with federal and state regulations and laws. Considerations will include:

- The cost of the services;
- The reputation of the contractor and it's services;
- The quality of the contractor's services;
- The extent to which the services meet the city's needs;
- The total long-term cost to the city to acquire the contractor's services; and
- Any relevant criteria specifically listed in this request for proposals.

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

vote of a majority of the Saint Hedwig City Council.

The City may use sources of information not supplied by the Contractor 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 Contractor: 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 contractor and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of City Council members, Mayor, or staff members;
- Dishonest, exaggerated, or incomplete responses to the Request for Proposal;
- Lack of competency as determined by 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, customer service, or compliance with laws and regulations; or
- Use of a questionable disposal sites.

Please contact Maria Hernandez, Saint Hedwig City Manager, with questions regarding this RFP at

210-667-9568

Or citymanager@sainthedwigcity.com

City Manager
Attn: Maria Hernandez
13065 FM 1346
P.O. Box 40
Saint Hedwig, Texas 78152

SCHEDULE OF EVENTS

Following is a list of projected dates with respect to this RFP:

RFP Solicitation Period	05/12/2023-05/29/2023
Final Questions Accepted	05/26/2023
Proposals Due	05/29/2023
Contract considered by City Council	06/01/2023 @ 7:30 p.m.
Commencement of Contract	July 1, 2023

Attachment B Map of Contracted Area

City of Saint Hedwig Ordinance 2023-06

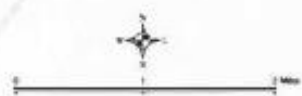


"This is to certify that this official zoning map supersedes and replaces the official zoning map adopted August 28, 2014 as a part of the zoning ordinance of the City of St. Hedwig, Texas."

Passed and approved on this 2nd day of March, 2023

Dieter Grimm
Dieter Grimm, Mayor

Attest
Jessie Stauch
Jessie Stauch, City Secretary



DISCLAIMER:
The maps and/or data on this map are not warranted or guaranteed to be accurate for a legal or other purpose. The City of Saint Hedwig is not responsible for any errors or omissions on this map. The City of Saint Hedwig is not responsible for any errors or omissions on this map. The City of Saint Hedwig is not responsible for any errors or omissions on this map. The City of Saint Hedwig is not responsible for any errors or omissions on this map.