



CITY OF COSTA MESA
REQUEST FOR PROPOSAL
FOR
SOLID WASTE COLLECTION SERVICE
AT CITY FACILITIES

Released: April 26, 2013
Proposals due: May 28, 2013

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I. CITY OF COSTA MESA

Costa Mesa encompasses 16 square miles and has a population of about 110,000. Since its incorporation in 1953, Costa Mesa has evolved from a semi-rural farming community of 15,000 to a city with a robust local economy that generates tax revenues of about \$100 million annually. A general law city, Costa Mesa has a council-manager form of government and staff of approximately 450 full-time employees.

The City of Costa Mesa requests proposals from qualified solid waste management companies for nine-teen (19) City owned facilities that require refuse removal services.

Proposing Contractors are required to offer a comprehensive integrated waste management system capable of meeting the City of Costa Mesa's objective to comply with the requirements of the Integrated Waste Management Act of 1989 (AB939). The City of Costa Mesa has met and continues to maintain, the 50 percent diversion required as of 2000. In addition to refuse removal, a green waste and recycling program consistent with AB 939 is mandatory.

City Website: www.costamesaca.gov

II. REQUEST FOR PROPOSAL

Overview of the Request for Proposal

Through this Request for Proposal (RFP), the City of Costa Mesa (City) declares its intention to solicit competitive proposals from qualified Contractors to provide the following solid waste collection services:

1. Bin service collection at City Hall, two (2) police facilities, six (6) fire stations, two (2) corporate yards, and nine (9) parks and community facilities (listing provided below);
2. Roll-off container service at the City's main corporate yard for general refuse;
3. Bulky item collection (via roll-off at main corporate yard) for furniture, etc.;
4. Recycling collection (via roll-off at main corporate yard) for 'white goods' i.e. appliances;
5. Recycling collection (via roll-off at main corporate yard) for 'green waste'.
6. Roll-off container service at the City's main corporate yard for street sweeper debris (low boy container)
7. Recycling collection via bins and/or carts at other City facilities (optional);

Proposals must conform to the guidelines and information outlined in this RFP and must be submitted so that they are received by the City **no later than the deadline of May 28, 2013**.

Scope of Work

The City is soliciting competitive proposals from qualified Contractors to continue all established programs for the collection of solid waste generated at City facilities. In addition the City is entertaining proposals to take over an existing source separate paper recycling program at City Hall and potentially expand this program to other interested City facilities.

Service Schedule – Refuse Removal

The locations, bin size, and removal services required for each site are listed below in Table 1 and Table 2.

Table 1.

Location	Service Type	Bin Size	No. of Bins	Frequency
City Hall	Trash	3cyd Bin	2	3/Week
Police Facility	Trash	3cyd Bin	2	3/Week
Fire Station #1	Trash	3cyd Bin	1	1/Week
Fire Station #2	Trash	3cyd Bin	1	1/Week
Fire Station #3	Trash	3cyd Bin	1	1/Week
Fire Station #4	Trash	3cyd Bin	2	1/Week
Fire Station #5	Trash	3cyd Bin	1	1/Week
Fire Station #6	Trash	3cyd Bin	1	1/Week
Downtown Rec Facility	Trash	3cyd Bin	1	2/Week
Baleric Center	Trash	3cyd Bin	1	1/Week
Neighborhood Center	Trash	3cyd Bin	3	3/Week

Old Corp Yard	Trash	3cyd Bin	1	3/Week
TeWinkle/Skate/Bark Park	Trash	3cyd Bin	1	3/Week
Soccer Complex	Trash	3cyd Bin	1	1/Week
Hamilton Community Garden	Trash	3cyd Bin	1	1/Week
Del Mar Community Gardens	Trash	3cyd Bin	1	2/Week
TeWinkle Athletic Complex	Trash	3cyd Bin	1	1/Week
Senior Center	Trash	3cyd Bin	4	4/Week
Westside Substation	Trash	3cyd Bin	1	1/Week

Table 2.

Location	Container Type	No. of Bins	Bin Size	Frequency
New Corp Yard	Furniture	1	40 cyd roll-off	1/Week
Old Corp Yard	Sweeper Debris	1	10 cyd roll-off	3/Week
New Corp Yard	Green Waste	On-Call	30 cyd roll-off	1/Month
*Roll-off bin for trash or bulky items. For “on-call” containers, estimate service levels at once monthly.				

Currently the City is paying a flat monthly fee for roll-off service based upon the schedule above. On-call green waste boxes are charged a fee per emptying. Therefore they should be priced separately. Unit costs for additional service levels beyond those stated above should be provided on a per emptying rate.

The City is currently contracting with a private recycler who provides three (3) bins for the collection of mixed paper. The City pays no fee for this service and receives no share of revenues for the materials collected. If the successful bidder provides an improved paper recycling program the City has the option of including this service in the agreement for trash collection services.

Term of Agreement

The term of the agreement shall commence on July 1, 2013 through June 30, 2015 for a two (2) year term. Upon mutual consent this agreement can be continued for five (5) additional one (1) year extensions. Extensions will only be considered if the Contractor agrees to maintain the rates submitted in its original proposal for the duration of each extension. Maintaining rates alone, however, will not guarantee an extension.

The quality of contractor performance and pricing will be the primary factors under consideration by

the City in determining extensions.

Service Requirements and Qualifications

Proposing Contractors are expected to have all required licenses and permits for the collection, consolidation, and transportation of solid waste in both the State of California and the County of Orange. Contractors must also be currently permitted to haul in the City of Costa Mesa or agree to obtain an "A Tier" hauling permit. This permit level is required to pre-pay \$10,000 per year in franchise fees. City services contract is exempt from franchise fee requirements. However, Contractors must still obtain the required permit to operate and abide by all permit and City non-exclusive franchise requirements. Permit applications and a summary of non-exclusive franchise requirements are available upon request.

Proposing Contractors are expected to provide all vehicles, equipment, staffing and support services required to carry-out waste collection service in the manner and frequency required by the City. Proposing Contractors must be able to clearly demonstrate past performance for similar municipal, institutional, or commercial clients. At minimum Contractor must provide one municipal or county reference for similar projects within the past five (5) years.

Customer service and communication with City staff are a high priority in the City's selection criteria. Successful proposers will be able to demonstrate adequate staffing in this area and detail methodologies used to coordinate scheduling and response to City questions and concerns.

Contractors that can provide complete and comprehensive service are preferred. However the City reserves the right to issue a separate RFP for paper recycling services. The City will not award the waste collection portion of this agreement to one (1) RFP respondent and the paper recycling portion to a separate RFP respondent.

Billing and Reporting

The City is currently invoiced monthly for services provided the preceding month. Please provide a description of your billing procedures along with a sample invoice and any payment terms you require.

In order to avoid unauthorized changes and ensure billing accuracy the City of Costa Mesa requires the following procedures:

1. Contractor must submit written requests to change schedules/service to the City's contract administrator. The City's contract administrator must approve any requests prior to any changes to the schedule and/or service.
2. Contractor must provide the City with a designated contact person for any questions or concerns.
3. Contractor must make all efforts to respond to City staff inquiries in a timely manner.

RFP Schedule

Activity	Date/Time*
Release of RFP	April 26, 2013
Deadline to submit written questions	May 10, 2013
Responses to written questions available from the City Clerk's Office	May 17, 2013
Deadline to submit proposals	May 28, 2013
The City will evaluate proposals and make a determination regarding next steps within ten (10) business days of the deadline to submit proposals.	

* Dates are subject to change at the City's discretion.

Rights of the City

The City's rights include, but are not limited to, the following:

- Issue addenda to the RFP, including extending or otherwise revising the deadline for submittals;
- Request clarifications and/or additional information from any proposer at any point in the procurement process;
- Reject any and all proposals, and accept or reject all or any part of any proposal;
- Discontinue its negotiations after commencing negotiations with a proposer, if progress is unsatisfactory in the judgment of the City, and commence discussions with another qualified proposer; and
- Reissue or modify the RFP.

RFP Inquiries

Questions must be received by the City no later than May 10, 2013. Postmarks will not be accepted as proof of receipt.

Questions regarding this RFP will only be accepted in writing (emails and facsimile transmissions are acceptable) and must be addressed as follows:

Addressed to: City of Costa Mesa
Public Services Department
Attn: Alfa Lopez, Management Analyst
77 Fair Drive, 4th Floor
Costa Mesa, CA 92626
Email: alfa.lopez@costamesaca.gov
Phone: (714) 754-5024
Fax: (714) 754-5028

Proposal Submittal

Proposals must be addressed and submitted to:

Addressed to: City of Costa Mesa
Public Services Department
Attn: Alfa Lopez, Management Analyst
77 Fair Drive, 4th Floor
Costa Mesa, CA 92626

Proposals must be received in the Public Services Department by the submittal deadline of May 28, 2013, to be considered responsive. No oral, telegraphic, facsimile, or telephonic proposals or modification will be accepted. Postmarks will not be accepted as proof of receipt. All responses received after the aforementioned time and date will be returned unopened.

Proposal Format

Proposals must conform to the following formatting standards. Failure to conform is grounds for immediate disqualification.

Number of Submittals

1. Two (2) printed and bound copies of the proposal are required. One (1) of the proposals must bear an original signature and be marked "original proposal."

General Notes

1. Proposal must be straightforward, clear, concise, and provide "layman" explanations of technical terms that are used.
2. A "price sheet" or similar presentation of your proposed charges for service is required. Please include any potential services and charges you feel apply to this scope of services. Contractor will not be allowed to charge any amount or service item that is not contained on your "price sheet" if you are awarded this contract.
3. Annual adjustments to pricing for services must be clearly presented. Since this agreement may include extensions up to an additional six (6) years, the City will assess your pricing proposal over the full term of the agreement, inclusive of your rate increase methodology.
4. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete description of the your proposed services. Proposals that lack technical competence, appear unrealistic in terms of commitments or offers, or indicate failure to comprehend this RFP will be disqualified.
5. Submission of a proposal constitutes acknowledgment and acceptance of the terms and conditions of this RFP unless exception to particular terms or conditions is expressed, in writing, in the proposal. This RFP is not to be construed as a contract of any kind.

Components

1. Transmittal Letter

The transmittal letter must not exceed three (3) pages and must summarize key elements of the proposal. The letter must be signed by an officer of the responding Contractor who has the authority to bind the Contractor to proposals and execute agreements. The letter must state that the proposal prices will be valid for a period of at least 180 days. Indicate the address and telephone number of the Contractor's office located nearest to Costa Mesa, California and the office from which the services will be managed. Explicitly identify any exception the Contractor has with the Scope of Work, agreement, insurance requirements or other matters. If no exception is claimed, the transmittal letter must include a statement to that effect.

2. Scope of Work Summary Section

The Scope of Work Summary Section must describe the Contractor's understanding of the City, the Scope of Work, and the objectives to be accomplished.

3. Methodology and Quality Control Section

Provide a description of the approach and methodology that would be used to accomplish the Scope of Work. The Methodology and Quality Control Section must include:

1) An implementation plan that describes in detail (i) the methods, including controls, by which your Contractor manages the quality of work of the type sought by this RFP; (ii) the Contractor's safety program; and (iii) other management or implementation strategies or techniques that the Contractor intends to employ in carrying out the Scope of Work to maximize cost effectiveness.

2) An explanation of the efforts that the Contractor would undertake to maintain effective communication with the City.

4. Personnel Section

Provide a list of the individual(s) who would be assigned to oversee each service area and indicate the functions that each would perform. Include a resume for each designated individual. Upon award and during the term of the agreement, if the Contractor wishes to assign different personnel, their names and resumes must be submitted to the City for prior approval. The City will exercise sole discretion in approving or denying such requests.

5. Qualifications Section

Describe the qualifications of the Contractor and key personnel, including related experience within the past five (5) years to demonstrate competence in carrying out the Scope of Work. The Qualifications Section must include:

1) A summary of the Contractor's demonstrated competence, including length of time that the Contractor has provided the services being requested in this RFP.

2) At least one (1) municipal or County reference that receives or received similar services from the Contractor within the past five (5) years. **The City of Costa Mesa reserves the right to contact any of the references provided.** Reference information must include:

- ◆ Client name
- ◆ Scope of work
- ◆ Start and end dates of service
- ◆ Client contract manager name, telephone number, and e-mail address

6. Proposer Pricing Form

Please prepare an Appendix B, "Proposer Pricing Form" to detail pricing for each of the required services the City currently receives. For paper recycling please list collection costs (if any) and if your Contractor is offering a percentage of revenue from the sale of this material. If a "revenue share" is offered, please describe how the City's portion will be determined (i.e. a percentage of published market price).

With regards to rate increases, the City requires the successful bidder to freeze proposed rates for the first 2 years of the term of the contract. In years 3, 4 and 5, rate adjustments will be allowed at 100% of the CPI rate adjustment (Los Angeles-Riverside-Orange County, All Urban Consumers) for the immediately preceding 12 month period of April through March. Adjustments would become effective for on July 1st. The contractor must submit a written rate adjustment request by no later than June 1st.

7. Bid Alternates

Please include a brief description of any alternate programs your Contractor recommends, along with pricing, as separate and consecutively numbered bid alternates.

Proposal Evaluation & Selection Criteria

All proposals will be reviewed by City staff. Pricing will be an important criterion; however, the City reserves the right to select a Contractor that presents the best qualifications, but not necessarily at the lowest price. The City also reserves the right to request further information and interview the top-ranked Contractor(s). The City may use some or all of the following criteria in its evaluation and comparison of proposals. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance.

- ◆ Pricing
- ◆ Methodology and quality control
- ◆ Qualifications
- ◆ Ability to provide timely services
- ◆ Completeness of the proposal
- ◆ References

Standard Terms and Conditions

Cost and Disclosure of Proposals

The cost of proposing on this RFP is the sole responsibility of the Contractor. The City shall incur no cost or liability. Submitted proposals become the property of the City and public records. The City cannot protect proprietary data submitted in proposals.

Contract Negotiations

Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Contractors unless an agreement is reached. If negotiations cannot be concluded successfully within seven (7) business days, the City may negotiate a contract with the next highest ranked Contractor or withdraw the RFP.

Insurance Requirements

The City requires that Contractors have approved Certificates of Insurance on-file with the City prior to the execution of an agreement as per City Purchasing Policy Section 1-.2 *Insurance Requirements*. Failure to furnish the required certificates within seven (7) business days of notification of award of the agreement will result in disqualification.

Financial Information

The City is concerned with the Contractor's financial capability to perform and, therefore, may require sufficient information to allow for an evaluation of the Contractor's financial capabilities.

Withdrawal of Proposal

Proposals submitted in advance of the deadline may be withdrawn by written request of the Contractor. Withdrawal of a proposal will not prejudice the right of the Contractor to submit a new proposal, provided there is time to do so. Requests must be delivered prior to the deadline to submit proposals:

Mailing Address: City of Costa Mesa
Public Services Department
Attn: Alfa Lopez
77 Fair Drive, 4th Floor
Costa Mesa, CA 92626

Appendices

Please review the sample agreement (including insurance requirements) before responding to this RFP. Proposals submitted in response to this RFP must indicate if the Contractor is unwilling or unable to execute the agreement as drafted and comply with insurance requirements. The City will consider this in determining responsiveness to this RFP.

- ◆ APPENDIX A: SAMPLE AGREEMENT AND INSURANCE REQUIREMENTS
(15 pages)
- ◆ APPENDIX B: PROPOSER PRICING FORM
(1 page)

City of Costa Mesa
RFP for Solid Waste Collection Service at City Facilities
Addendum #1
5/13/13

ATTACHMENT 2
EXIBIT A

Revised SERVICE SCHEDULE-REFUSE REMOVAL (PG 3)

FACILITY	ADDRESS/LOCATION	BIN SIZE (cyd)	NO. OF BINS	FREQ/WEEK	SERVICE
City Hall	77 Fair Drive	3	2	3	trash removal
Police Facility	99 Fair Drive	3	1	3	trash removal
Fire Station #1	2803 Royal Palm	3	1	1	trash removal
Fire Station #2	880 Baker	3	1	1	trash removal
Fire Station #3	1865 Park	3	1	1	trash removal
Fire Station #4	2300 Placentia	3	2	1	trash removal
Fire Station #5	2450 Vanguard	3	1	1	trash removal
Fire Station #6	2350 Sakioka	3	1	1	trash removal
Downtown Rec Facility	1860 Anaheim	3	1	1	trash removal
Baleric Center	1975 Baleric	3	1	1	trash removal
Neighborhood Center	1845 Park	3	3	3	trash removal
Old Corporate Yard	2300 Placentia	3	1	3	trash removal
TeWinkle /Bark Park	890 Arlington	3	1	3	trash removal
Jack Hammett Sports Complex	2750 Fairview Road	3	1	1	trash removal
Hamilton Community Garden	523 Hamilton	3	1	1	trash removal
Del Mar Comm. Garden	170 Del Mar Ave.	3	1	2	trash removal
TeWinkle Athletic Complex	980 Arlington	3	1	1	trash removal
Costa Mesa Senior Ctr	695 W. 19th St.	4	1	4	trash removal
Westside Substation	567 W. 18th St.	3	1	1	trash removal
New Corporate Yard*	2310 Placentia	40	1	5	trash removal
New Corporate Yard	2310 Placentia	40	1	1	Furniture
New Corporate Yard	2310 Placentia	40	1	on call/1x mo.	Green Waste
Old Corporate Yard	2300 Placentia	40	1	on call/1x mo.	Appliances
Old Corporate Yard	2300 Placentia	10	1	3	Sweeper Debris

*currently the City is paying a flat monthly fee for roll-off service based on the schedule above/