

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

Questions Deadline: April 10, 2023, 4:00 p.m., CST

Proposals Due: April 24, 2023 at 4:00p.m. CST

Sealed proposals for the services specified will be received by the City of Marfa until the date and time indicated above. Please submit five (5) printed and bound copies of the proposal and one (1) copy of the proposal in pdf format on a flash drive.

Delivery and Mailing Address:

City of Marfa
Attn: Mandy Roane
113 S. Highland Ave. (UPS/FedEx/Hand Delivery)
PO Box 427
Marfa, TX 79843

Late submissions will not be considered. Proposals must be submitted with the RFP name and Proposer's name and address clearly indicated on the front of the envelope. Additional instructions for preparing a proposal are provided within.

For questions regarding this RFP contact:

Mandy Roane, City Manager
mroane@cityofmarfa.com

NO QUESTIONS OR COMMUNICATION SHOULD BE DIRECTED TO ANY ELECTED OFFICIALS OR OTHER CITY EMPLOYEES.

**CITY OF MARFA RFP
MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES**

NOTICE TO VENDORS

Sealed proposals will be received by the City of Marfa, Texas until 4:00 p.m. CST, April 24, 2023 for the purchase of services as follows per proposal instructions and specifications:

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

Qualified prospective Proposers may obtain a copy of the RFP at 113 S. Highland Ave., Marfa Texas 79843 or online at <https://cityofmarfa.com/rfps>. Proposals received late than the date and time above will not be conserved in the proposal process. Facsimile or electronic transmittals will not be accepted.

For questions regarding this RFP, please contact:

Mandy Roane, City Manager
mroane@cityofmarfa.com

The City of Marfa reserves the right to accept or reject any proposals or any part thereof or any combination of proposals and to waive nay or all formalities in any proposal and to make an award in any manner, consistent with law, deemed in the best interests of the City.

**CITY OF MARFA RFP
MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES**

Tentative Schedule of Events

March 23, 2023	Post RFP to City's website
March 23, 2023	First Publication of the Request for Proposals in the Big Bend Sentinel
March 30, 2023	Second Publication of the Request for Proposals in the Big Bend Sentinel
April 10, 2023	Deadline for questions, clarifications, or interpretations
April 17, 2023	Deadline for responses to questions, clarifications, or interpretations
April 24, 2023, 4:00 p.m. CST	Proposal Deadline
April 27, 2023	Council consideration of award of contract
May-August 2023	Public Education, Announcements and Coordination
October 1, 2023	Commencement of Services

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

The City of Marfa (City) intends to award a contract for municipal solid waste collection and disposal services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services from within and the City Limits ("Service Area") and Extra-Territorial Jurisdiction (ETJ) to a disposal or processing site identified by the applicant.

Mail or deliver Proposals to the attention of:

City of Marfa
Attn: Mandy Roane
113 S. Highland (UPS/FedEx)
PO Box 787 (USPS)
Marfa, TX 79843

Five (5) printed and bound copies and one (1) pdf on a flash drive of the proposal must be delivered on or before **April 24, 2023 at 4:00 p.m. (CST)**. 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 and Disposal Services for the City of Marfa.**" Questions regarding this request must be submitted in writing to Mandy Roane, City Manager via email at mroane@cityofmarfa.com with "RFP Solid Waste " 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 **April 24, 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 Marfa 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 and ETJ of the City of Marfa. The City of Marfa is located in north Presidio County, and has a population of approximately 1,700. The City has approximately 1300 solid waste customer accounts. Of these, about 1070 are residential and about 230 are nonresidential.

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

- Once a week trash pickup to all residential and variable pickups for commercial customers
- 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 Marfa receives at no charge;

- Two contractor-provided and contractor-serviced 40-foot roll off bins for City's use two times per year
- Contractor-provided and contractor-serviced dumpsters used by the City at all 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 partnership based upon an incentive approach, and desire to negotiate a contract for a term of reasonable length of up to five (5) years.

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

- Provide solid waste service 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 and ETJ to an environmentally safe and permitted disposal site;
- 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 Marfa. The City of Marfa 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 Marfa. This letter shall indicate the proposal is for solid waste and recycling services, provide the date of submittal, and must be signed 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 Marfa. 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;
- 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 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 storm 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 Manager, 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 Marfa 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 Marfa, contact: Mandy Roane, City Manager, telephone number (432) 729-4315, mroane@cityofmarfa.com