



# Westworth Village

**REQUEST FOR PROPOSAL  
RFP 2023-01 SOLID WASTE COLLECTION, DISPOSAL AND RECYCLING SERVICES  
FOR THE CITY OF WESTWORTH VILLAGE, TEXAS**

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

**Mail or deliver proposals to the attention of:**

**City of Westworth Village  
Elisa Greubel, Deputy City Secretary  
311 Burton Hill Road  
Westworth Village, Texas 76114**

The City of Westworth Village 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 contractor in any manner, consistent with law, deemed in the best interests of the City.

## CRITICAL DATES INCLUDING ON OR BEFORE TIMES:

<b>January 26, 2023</b>	Publish date
<b>February 17 at 10:00 a.m</b>	A pre-proposal meeting will be held in Community Room at City Hall, 311 Burton Hill Road, Westworth Village, TX. In addition to answering questions about this RFP, desired services, a list of residential and commercial service addresses and known cart sizes and handicapped services, as well as city facilities service needs, will be provided at this meeting.
<b>Through March 17, 2023 5:00PM</b>	<p>Questions will be accepted through this date regarding this RFP. They must be submitted in writing to via email at <a href="mailto:bbarrett@cityofwestworth.com">bbarrett@cityofwestworth.com</a> with " <b>RFP 2023-01 Solid Waste Services</b>" in the subject line. Upon receipt, sender will receive a read email. It is the sender's responsibility to verify receipt of the email</p> <p>Interpretations or clarifications which result in an Addendum will be posted online at <a href="http://www.cityofwestworth.com/bids">http://www.cityofwestworth.com/bids</a>.</p>
<b>March 21, 2023 5:00PM</b>	All addenda to the RFP will be posted online and must be included in your RFP submission.
<b>April 17, 2023, at 2:00PM</b>	Three (3) copies of the RFP must be delivered. <i>Submissions received after this time will be rejected and returned unopened.</i> The envelope or box containing the RFP must be sealed and clearly marked " <b>RFP 2023-01 Solid Waste Collection, Disposal and Recycling Services</b> ".
<b>April 17, 2023, at 2:00 PM</b>	There will be a public opening and reading of the proposals in the Westworth Village City Hall Community Room; following the bid opening a list of responding contractors will be posted on the website.
<b>April 17 – May 5</b>	City staff will review all proposals, request follow up interviews, submit clarification questions and select a recommended contractor to be submitted to for council approval.
<b>May 9, 2023 7:00PM</b>	Staff will request approval by the City Council to negotiate and execute the contract for services. A public hearing will be held at this time on the submitted bids.
<b>August 31, 2023</b>	Prior contract ends and new contracted services begin including but not limited to: <i>(removal of old carts/bins, delivery of new carts, individual commercial account set up, etc)</i>
<b>September 2, 2023</b>	<i>Anticipated first date of collection</i>

## RFP SUBMISSION RESPONSE MUST INCLUDE:

<b>1. Cover Letter</b>	Include a cover letter with the proposal, indicating that the proposal is for solid waste and 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.
<b>2. Scope of work/services to be performed:</b>	Provide a service plan to the City with details on service delivery methods and descriptions of services. The service plan should include services described in this RFP, and including but not limited to, the following: <ul style="list-style-type: none"><li>• Contractor's emphasis on public relations, customer education; and environmental programs.</li><li>• Sample of monthly invoice for solid waste services to the city and individual business.</li><li>• Quality control methods, desired complaint management and resolution procedures.</li><li>• 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 7:45 a.m. or continue after 7:00 p.m., unless otherwise mutually agreed to by the Contractor and the City.</li><li>• Mechanism for non-routine and holiday collection service interruption procedures and methods for customer notification.</li><li>• 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.</li><li>• Specify any limitations on items to be collected and requirements for preparing unusual items for pickup.</li><li>• 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.</li><li>• Discuss the disposition of contaminated recyclables or worthless items found in the customer's recycling container.</li><li>• 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.</li><li>• Discuss traffic safety plans for areas around and near schools or other areas you have identified as part of your review of services. Include the planned collection route(s) to be used and note potential issues on each route.</li></ul>

	<ul style="list-style-type: none"> <li>• Discuss methods for handling barriers to collection, including blocked streets, parked cars, downed trees, etc.</li> <li>• 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 always meet the service plan.</li> <li>• Describe how leakage or debris from vehicles will be minimized and handled.</li> <li>• Discuss disposal and processing sites.</li> <li>• Discuss methods for ensuring customer satisfaction, service quality and related company policies.</li> <li>• 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.</li> <li>• Discuss worker-training, use of temporary drivers versus company drivers.</li> </ul>
<p><b>3. Contractor's background, qualifications, experience</b></p>	<p>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 municipalities of comparable size in Tarrant County.</p> <ul style="list-style-type: none"> <li>• Provide references from four (4) recent entities for which solid waste/recycling collection services are provided, and include the entities' names, addresses, contact persons, and telephone numbers.</li> <li>• Provide at least two (2) recently former entities for which solid waste/recycling collection services are no longer provided, and include the entities' names, addresses, contact persons, telephone numbers and reason services were cancelled.</li> <li>• List the performance standards that you feel should be included in the contract.</li> </ul> <p>Include a financial history with current financial statements or other acceptable documentation</p>
<p><b>4. Evidence of insurance and security for faithful performance</b></p>	<p>Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types at no less than the minimums listed in Attachment A.</p>
<p><b>5. Pricing information</b></p>	<p>Preferred pricing structure response is provided in Attachment B. Provide a proposed rate structure, including unit rates for residential, commercial, and other services for the following:</p> <ul style="list-style-type: none"> <li>• Residential rates should be quoted for twice garbage pickup per week, once weekly recycling pickup and once monthly bulk, brush, and non-hazardous material pickup.</li> <li>• Alternate pricing option may also include a rate structure for once</li> </ul>

	<p>monthly bulk, brush, and non-hazardous material pickup, one garbage pickup and one recycling pickup per week with statistics on how recycling reduces the quantity of solid waste.</p> <ul style="list-style-type: none"> <li>• Cost for 2 (fall and spring) city sponsored brush and bulky Item collection at designated sites (excluding hazardous materials) <i>(typically 5 roll off dumpsters set the night before and picked up the day of or day after the event in the city hall parking lot).</i></li> <li>• Preference will be given to those who provide an al-a-cart pricing options thereby allowing residents choices on size and counts of solid waste and recycling carts.</li> <li>• Commercial service rates for carts and various sized dumpsters as required by commercial customers.</li> </ul>
<b>6. Proposed contract</b>	Include a proposed contract*. Upon selection of the top contractor(s) a word document of the proposed contract will be required to be submitted via email for review by the city attorney and redlined for adjustments.
<b>7. IRS Form</b>	Form W-9 is available on the IRS website
<b>8. Texas Ethics Commission</b>	Confirmation of electronic filing of Form 1295; and Copy of Conflict-of-Interest Questionnaire.
<b>9. Compliance with Laws:</b>	Provide a statement and supporting evidence that the Contractor currently and will continue to conduct operations in compliance with all applicable federal, state and local laws, ordinances and regulations.

**\*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. Failure to identify this information will waive your right to have them restricted.**

**NOTICE: The contract may be awarded either to the lowest responsible bidder or to the bidder who provides the services at the best value for the City.**

## **CURRENT SERVICES BEING PROVIDED:**

The Westworth Village City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste and recycling services for its citizens, businesses, institutions and industries. To that end we are seeking proposals from contractors with a proven history of, and commitment to, excellent customer service, and who will work well with the City, promoting and supporting our core values, including integrity, teamwork, 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."

The service area includes everything inside the city limits of the City of Westworth Village. The City of Westworth Village is located in Tarrant County, with an estimated current population of 2700 occupying approximately 900 households and 3 multifamily businesses, and approximately 30 commercial establishments. This is anticipated to increase by the end of 2024 to approximately 5000 residents occupying 1000 households and 6 multifamily businesses and approximately 35 commercial establishments. Applicants recognize that these figures are only estimates and the amount of solid waste and number of households and businesses may vary as the city continues to redevelop.

The City seeks a contractor to provide solid waste services, both efficiently and economically, curbside residential collection, and commercial, institutional and industrial container collection for all routes, 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 to an environmentally safe and properly permitted disposal site.
- Collect and transport residential recyclables to a material a properly permitted recovery facility.
- Provide residential collection of solid waste and recyclable services on same day of the City's current collection schedule, unless otherwise negotiated with the City and/or suggested alternate service programs to accomplish the desired outcome at a financial savings.

The City of Westworth Village, through the Contractor, will offer the contracted services to its customers. Preference will be given to those who keep the same collection dates and/or offer more than the minimum services currently provided, a detailed list of trash services currently provided is available on our website at: <http://www.cityofwestworth.com/utility>.

## EVALUATION AND SELECTION PROCESS:

**Evaluation:** A selection staff and citizens chosen by the Mayor and City Administrator will review the proposals and recommend the most highly qualified submitting contractors that provide the best value to the City. In the event of equally qualified contractors, both contractors may be invited for follow up interviews and discussions. The proposal selected for recommendation to the City Council will be the one that assures compliance with federal and state regulations and laws, in the most cost-effective method, service driven manner, best meeting the long-range needs of the city.

Considerations will include (*in no particular order or ranking*):

- The reputation of the contractor and it's services.
  - The quality of the contractor's services.
  - The cost of the services.
  - Any relevant criteria specifically listed in this request for proposals.
  - The extent to which the services meet the city's needs.
  - The contractor's past relationship with city, if any.
  - The total long-term cost to the city to acquire the contractor's services.
  - The impact on the ability of the city to comply with the laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities.
1. The City may request additional information from contractors at any time prior to final approval of a selected contractor.
  2. 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, credit records and state records.
  3. The City reserves the right to reject any or all proposals, or to negotiate modifications to submitted contracts; and accept part or all of the proposals on the basis of considerations other than process or cost.
  4. Final approval of a selected contractor is subject to the vote of Westworth Village City Council.

**NOTICE: The contract may be awarded either to the lowest responsible bidder or to the bidder who provides the services at the best value for the City.**

**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.
- Use of a questionable disposal sites.

## ATTACHMENT A:

**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.

<b>Type</b>	<b>Amounts</b>
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	\$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 \$500,000, with the premium paid by the Contractor. The surety on the bond will be a corporate surety company authorized to do business in Texas.



## ATTACHMENT B:

**Pricing Evaluation Form:** Use of this form is optional, if not used, a minimum of the information contained in this form should be provided. 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 Proposal amount is for a base proposal. It is the intent of the Proposal to determine the lowest possible cost without regard to potential franchise fees and/or administrative billing fees. All franchise fees and/or administrative billing fees will be determined by the City and added to the base proposal provided by Applicant. One rate will then be established for the Customer which includes the base proposal, franchise fee (if applicable) and/or administrative billing fee. The undersigned having carefully read and considered the terms and conditions of the contract documents for solid waste collection and disposal for the City of Westworth Village, Texas, does hereby offer to perform such services on behalf of the City, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the contract documents at the rates hereinafter set forth:

Residential Solid Waste and Recycling Collection Rate  
 (90 - 95 gallon poly cart for solid waste and poly cart for recycle materials)      \$\_\_\_\_\_

Additional solid waste poly cart      \$\_\_\_\_\_

Additional recycling poly cart      \$\_\_\_\_\_

For the solid waste services provided to Commercial, Industrial, Institutional, and Multi-Family sites the Applicant shall charge per month for each container utilized the following rates:

<u>Container Size</u>	<u>Collections Per Week</u>	<u>Monthly Rate</u>
1 yard	One	\$_____
2 yards	One	\$_____
2 yards	Two	\$_____
3 yards	One	\$_____
3 yards	Two	\$_____
4 yards	One	\$_____
4 yards	Two	\$_____
6 yards	One	\$_____
6 yards	Two	\$_____
8 yards	One	\$_____
8 yards	Two	\$_____
10 yards	One	\$_____
10 yards	Two	\$_____

For the recycle material services provided to Commercial, Industrial, Institutional, and Multi-Family sites the Applicant shall charge per month for each container utilized the following rates:

<u>Container Size</u>	<u>Collections Per Week</u>	<u>Monthly Rate</u>
1 yard	One	\$ _____
2 yards	One	\$ _____
2 yards	Two	\$ _____
3 yards	One	\$ _____
4 yards	Two	\$ _____
4 yards	One	\$ _____
4 yards	Two	\$ _____
6 yards	One	\$ _____
6 yards	Two	\$ _____
8 yards	One	\$ _____
8 yards	Two	\$ _____
10 yards	One	\$ _____
10 yards	Two	\$ _____

For any collection that the Applicant is required to make in excess of the above weekly figures, the Applicant shall charge an additional \$ \_\_\_\_\_ per month per solid waste container and an additional \$ \_\_\_\_\_ per month per recycle materials container. The foregoing rates apply to all Commercial, Industrial, Institutional, and Multi-Family sites that are located within the city limits.

Subject to adjustment by the Applicant in its sole discretion, for the services provided the Applicant shall charge for each roll-off utilized for Commercial, Industrial, Institutional, and Multi-Family sites the following fees:

Delivery Fee	\$ _____
Rental Fee	\$ _____ per day
Haul Fee – 20 yard	\$ _____
Haul Fee – 30 yard	\$ _____
Haul Fee – 40 yard	\$ _____
Disposal Fee	\$ _____ per ton

**EXTRA ROLL OFF CONTAINERS:**

20 Cubic Yard Per Haul	\$ _____
30 Cubic Yard Per Haul	\$ _____
40 Cubic Yard Per Haul	\$ _____
Delivery and Exchange	\$ _____
Daily Container Rental	\$ _____

Additional Rates or Fees not covered above: (attached additional information)

*Include fee schedule for additional services required for successful implementation not already specifically identified in the RFP or optional services that may be of benefit to the City.*