

Petersburg Borough  
Request for Proposals

## Petersburg Recycling Collection Services

Advertised: February 6<sup>th</sup> and 13<sup>th</sup>, 2014

**Proposal Submission Deadline: March 3, 2014**

Petersburg Borough – Public Works  
PO Box 329  
Petersburg, Alaska 99833  
907-772-4430

## 1.0 GENERAL INFORMATION

### 1.1 Purpose

The Petersburg Borough is requesting submittal of proposals for the purpose of providing the collection of recyclable materials for the Petersburg Borough. This solicitation is being made to select the most responsible, qualified business to enter into contract negotiations with the Borough for the services required.

### 1.2 Background

The Petersburg Sanitation department has partnered with the Petersburg Indian Association (PIA) since 2005 for the collection and delivery of recyclable materials to the Borough baler facility for processing and shipment to recycling markets in the Pacific Northwest.

Initially, the PIA was operating the program at no cost to the Borough by way of grant monies received by the tribal resources. In 2010, the grant came to an end and the Borough continued the program by contracting for recycling collection through the Sanitation enterprise fund. At that time, PIA was selected, via a public Request for Qualifications process, to contract with the municipality for the collection of residential source separated recyclables, commercial entity cardboard and mixed paper collection and junk mail collection from the Petersburg Post Office.

The Borough was successful in negotiating a long term Solid Waste Disposal and Recycling Contract with Republic Services in 2013. The terms of this contract have paved the way for development of a curbside commingled recycling program which was rolled out to the public in February 2014. The commingled program has changed the scope and needs of the Borough in terms of recycling collection. Additionally, the current recycling collections contract with PIA will expire at the end of March 2014.

It is therefore appropriate that the Borough solicit for recycling collections that meet the needs of the recycling program and offer continuity of service to our recycling customers.

As the expenditure of public funds is dictated by the Petersburg Municipal Code, the Sanitation department is undertaking a publicly competitive solicitation to ensure that any funds expended are done so efficiently and with limited risk. Selection of a qualified contractor to provide services will ensure that the Borough is providing the best service to the community at a price that will be negotiated in the best interest of the Borough.

### 1.3 Questions

Any questions regarding this proposal are to be submitted to:

Karl Hagerman, Public Works Director  
PO Box 329  
Petersburg, Alaska 99833  
Phone: 907-772-4430 x 35

Email: khagerman@petersburgak.gov

8:00 a.m. to noon; 12:30 p.m. to 4:30 p.m. local time Monday through Friday.

The Petersburg Borough has not scheduled a conference to review the RFP conditions and requirements. Prospective proposers shall take all necessary steps to fully understand and comply with requirements of the RFP. The Borough shall provide public responses to all pertinent questions received at least 5 days prior to the submission deadline.

#### 1.4 Preparation Costs

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **2.0 RULES GOVERNING COMPETITION**

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the qualifications being requested, the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Proposal Acceptance Period

Proposals will be accepted until Monday, March 3, 2014 at 1:00 pm local time.

Award of this proposal is anticipated to be announced within 15 calendar days of the submission deadline. Upon determination of the highest ranked proposer, contract negotiations will commence. The final award and approval of the services contract shall be approved by the Borough Assembly.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this

RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

## 2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission

Three (3) copies of the proposal must be received by the Borough prior to the date and time specified in section 2.2. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be mailed to:

Petersburg Borough  
Recycling Collection Services  
PO Box 329  
Petersburg, AK 99833

The specified copies may also be hand delivered to the Public Works Office at 303 S 2<sup>nd</sup> Street in Petersburg prior to the submission deadline.

## 2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of Karl Hagerman, Public Works Director.

## 2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Borough Clerk and will become public record after award of the Contract.

## 2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

## 2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date and time.

Modifications may be submitted by fax to 907-772-4102 as long as the original, signed modification is received by the Borough within seven (7) days of the submission deadline. Modifications offered in any other manner, oral or written will not be considered. Modifications received after the submission deadline, as determined by Borough witness or date/time stamp of the fax machine, will not be considered during the proposal evaluations.

A final proposal cannot be changed or withdrawn after the submission deadline, except for modifications requested by the Borough after the date of receipt and following oral presentations.

#### 2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE RFP ADVERTISEMENT WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

#### 2.12 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

### **3.0 – CONTRACTUAL SERVICES REQUIRED**

**The following information shall be used by the proposer to gain a full understanding of the services required by the Borough in order to offer a meaningful and relevant service proposal.**

#### 3.1 Collection Services

##### 3.1.1 Curbside Recycling Program

- 3.1.1.1 The Borough currently offers a blue bag, commingled curbside recycling program. All acceptable recyclable materials are deposited into Borough supplied bags by the customer, which are sealed and placed at the curb on the same day as garbage is put out.

- 3.1.1.2 As of February 3, 2014 there are 718 residential recycling customers signed up for the blue bag program, who set out recycling once per week. The potential exists for there to be up to 1,100 residential recycling customers per week.
- 3.1.1.3 Contractor shall collect commingled recyclables from all homes that have requested this service.
- 3.1.1.4 Collection shall occur according to established solid waste collection schedules and routes. Recyclables shall be collected on the same day as a customer's regular garbage.
- 3.1.1.5 Daily residential route customer counts divided between four route days, Monday – Thursday. All routes are contained within Borough Service Area 1 except Thursday, which contains customers that reside up to 9.5 miles from downtown Petersburg.
- 3.1.1.6 All commingled recyclables shall be delivered to the baler facility at 1301 Reservoir Road and deposited on the tipping floor. Delivery shall be made on the same day that the collection occurs.
- 3.1.1.7 The contractor is not responsible to sort any recyclables on the route or upon delivery to the baler facility.
- 3.1.1.8 Contractor shall provide collection services according to a recycling collection customer list which shall be updated as needed by the Borough, provided regularly to the Contractor and kept on file at the public works office.
- 3.1.1.9 The Borough shall be responsible for recruitment of new recycling customers and shall inform the contractor of additions to the route list.
- 3.1.1.10 No garbage shall be collected by the Contractor. Only recycled commodities advertised for collection shall be picked up.
- 3.1.1.11 The contractor is expected to enforce acceptability standards of recyclable materials and shall mark bags containing unacceptable materials so that the customer may correct the problem and place the materials back at the curb the following week.

### 3.1.2 Commercial Cardboard Program

- 3.1.2.1 Contractor shall collect corrugated cardboard from all commercial entities that request this service.
- 3.1.2.2 Current number of commercial recycling collection customers is 76 customers, with approximately 45 that are signed up for separated cardboard collection.
- 3.1.2.3 Cardboard shall be collected at least once per week, but shall be dictated by customer volume and need.
- 3.1.2.4 Cardboard shall be kept clean and dry during collection and transport to the baler facility. Cardboard is collected as a "loose" commodity, with no baling, bundling or containers used for collection. Cardboard shall be placed into a designated location at the baler in a neat and orderly manner.
- 3.1.2.5 The Borough shall maintain a customer list for collection of cardboard and shall update the list as needed. The list shall be provided to the Contractor, who shall provide reliable service according to the collection schedule requested by each business customer.
- 3.1.2.6 The Borough shall be responsible for recruitment of new customers and shall inform the contractor of additions to the route list.
- 3.1.2.7 Some commercial customers will also have commingled recycling that will be picked up at the same time that cardboard is collected.

### 3.1.3 Office Paper and Post Office Collection Program

- 3.1.3.1 Contractor shall collect used office paper from all customers that request this service and shall collect the junk mail bins at the post office.
- 3.1.3.2 Office paper and post office bins shall be collected at least once per week, but shall be dictated by customer volume and need. Holiday seasons may require additional pickups at the post office.
- 3.1.3.3 Current number of commercial collection customers is 76 customers, with approximately 15 that are signed up for separated office paper collection.

- 3.1.3.4 Office paper shall be packaged in cardboard boxes by the customer and kept clean and dry during collection and transport to the baler facility. Boxes of used paper shall be stacked on designated pallets at the baler facility.
- 3.1.3.5 Post office junk mail, newsprint and magazines shall be collected by use of Borough supplied cardboard totes. Full totes shall be delivered to the baler facility, where they will be stacked in designated areas by baler facility personnel.
- 3.1.3.6 The Borough shall maintain a customer list for collection of office paper and shall update the list as needed. The list shall be provided to the Contractor, who shall provide reliable service according to the collection schedule requested by each business customer.
- 3.1.3.7 The Borough shall be responsible for recruitment of new customers and shall inform the contractor of additions to the route list.
- 3.1.3.8 Some commercial customers will also have commingled recycling that will be picked up at the same time that office paper is collected.

## 3.2 General Requirements

- 3.2.1 The contractor shall provide all labor and equipment to perform the collection services as described in sections 3.1.1 – 3.1.3, including collection contingency plan resources.
- 3.2.2 The Contract term shall be from April 1, 2014 to June 30, 2015.
- 3.2.3 The contractor shall have no authority to make representations on behalf of the Borough, the Borough's recycling programs or to bind the Borough to any agreements outside of the scope of their contract.
- 3.2.4 The contractor shall be responsible to adhere to set schedules of collection as required by the contract and must have an

approved, written contingency plan to accommodate collection in the event of primary staff unavailability or equipment failure. Failure to collect recycling according to established schedules and policies, without prior approval of the Borough, will result in a contractual penalty for each day that is missed per recycling customer or location.

- 3.2.5 All delivery of recyclables to the baler facility must occur during normal hours of operation of the facility. These hours are Sunday through Friday from 8am to 4pm.
- 3.2.6 On Borough observed holidays, the contractor shall not be responsible for collection services but must seek approval from the Borough for pick up either before or after the observed holiday. Coordination with the Borough garbage collection schedule is encouraged.
- 3.2.7 The Borough shall not provide storage space for any Contractor equipment or supplies.
- 3.2.8 The Borough shall not be responsible for any direct operational or maintenance costs of the Contractors equipment, except as may be negotiated in the final services agreement.
- 3.2.9 The Contractor's collection staff shall be able to communicate with the public works office during working hours. Preferred means of contact is via VHF radio, but cell phones are also acceptable. The contractor will be responsible for providing communications equipment. Public works will provide VHF frequency information to be programmed into contractor provided radios.

### 3.3 Insurance:

3.3.1 Upon award of a contract, the Contractor shall secure and provide certification for insurance coverage for the following types and limits.

3.3.1.1 Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 in aggregate;

3.3.1.2 Commercial Auto Liability: \$1,000,000 combined limit per accident;

3.3.1.3 Worker's Compensation: \$500,000 minimum or as required by law.

3.3.1.4 The Contractor shall name the Petersburg Borough as additional insured on the policy.

3.3.2 The Contractor shall not start work before supplying the specified insurance certificate to the Borough and shall not continue the work when a certificate has expired.

#### **4.0 - PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below.

##### 4.1 Title Page

Show the RFP title, the name of your firm, address, telephone number(s), name of contact person, and date.

##### 4.2 Letter of Transmittal (Limited to one (1) page).

4.2.1 Briefly state your firm or company's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.2.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.2.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm or company.**

##### 4.3 Experience

4.3.1 Detail the firm, company or primary staff member's experience in providing an ongoing service to an established customer base; direct or relevant experience in collecting solid waste or recyclable materials; the firm, company or primary staff member's business history and stability; and its adaptability and commitment to providing the reliable and dependable services.

4.3.2 Provide at least two (2) references for which your firm, company or primary staff member has provided services which can vouch for claims of reliability and dependability. Include a point of contact, telephone number, and a brief description of the services provided.

#### 4.4 Contract Manager

It is expected that the Contractor shall provide a Contract Manager to serve as the primary point of contact with the Borough in regard to the recycling collection contract. Provide detailed information on the qualifications and experience of the Contract Manager as it relates to the required services. Include at least two (2) reference contact name(s) and telephone number(s).

#### 4.5 Key Resources

Provide information on resources available to your firm or company, which indicates that it has access to the equipment and labor to perform the work. Examples include current or proposed staffing levels and description, quantity and capacity of rolling stock that will be used to provide the service. Identify any key sub-contractors expected to provide services on behalf of the proposer.

#### 4.6 Proposed Service Delivery Plan

Provide detailed information on the proposer's methodology in meeting the service requirements identified in Section 3. Management, staffing, daily coordination considerations, general daily and weekly work plan and labor hour estimates for the completion of recycling routes should be addressed. Describe any special considerations which may be envisioned.

#### 4.7 Service Contingency

Provide a written contingency plan that serves to illustrate coverage of all services in the event that primary staffing or equipment is unavailable.

#### 4.8 Alaska Business License

A copy of the proposer's current Alaska Business license, or other documentation that allows the entity to conduct business in the State of Alaska, shall be provided as part of the proposal package.

#### 4.9 Cost

Provide a cost proposal to provide the services requested. The cost proposal shall be presented in a monthly lump sum cost based upon the current number of customers, with a total contract cost noted from April 1, 2014 to June 30, 2015. If requested by the Borough during proposal evaluations, the proposer shall be required to offer a breakdown of the lump sum component costs for labor, equipment, overhead, administrative costs, supplies and profit.

The cost shall include a separate “fee adjustment” proposal that would be applied to the monthly payments for each increase or decrease of 10% of the initial customer base. I.e. If the initial overall customer base is 700 customers, every increase or decrease in multiples of 70 customers will trigger the addition or subtraction of the “adjustment” amount proposed.

All costs shall be subject to negotiations prior to execution of a contract.

## **5.0 - EVALUATION CRITERIA AND PROCESS**

### 5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience	25 points
2. Contract Manager	20 points
3. Key Resources	25 points
4. Proposed Service Delivery Plan	15 points
5. Service Contingency	10 points
6. Alaska Business License	5 points
7. Cost	25 points
Total Points Available	125 points

### 5.2 Qualitative Rating Factor

Proposers will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good

- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (25) and the resulting score of 15 would be assigned to the experience factor. This process would be repeated for each criterion.

### 5.3 Evaluation Process

A committee of staff representing the Borough will perform evaluation of the proposals. The committee will score and rank the proposals as submitted. The Borough reserves the right to award a contract solely on the written proposal.

The Borough also reserves the right to request oral interviews with the highest ranked firms (short list) or to request further information regarding any portion of the proposal submitted. The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of two (2) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Borough for the purposes of contract award.

## 6.0 - SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Borough. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Borough reserves the right to terminate negotiations with any proposer should it be in the Borough's best interest. The Petersburg Borough reserves the right to reject any and all proposals submitted.

## 7.0 - SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract Appendix B. The successful Proposer shall be required to enter into a Contract with the Petersburg Borough, which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The respondent must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE PETERSBURG BOROUGH. CHANGES MADE TO THE SAMPLE CONTRACT SHALL HAVE NO EFFECT ON PROPOSAL EVALUATIONS.

*End of RFP*