



TOWN OF HOWEY-IN-THE-HILLS
REQUEST FOR PROPOSALS

**RFP: #2022-002 RESIDENTIAL SOLID WASTE,
BULKWASTE, AND RECYCLING SERVICES**

PROPOSALS ARE DUE ON OR BEFORE 2:00 PM EST

MARCH 30, 2022

MAIL OR DELIVER RESPONSES TO:

ATTN: John Brock, Town Clerk
Town of Howey-in-the-Hills
101 N Palm Avenue
Howey-in-the-Hills, FL 34737

CONTACT:

Sean O'Keefe, Town Administrator
101 N Palm Avenue
Howey-in-the-Hills, FL 34737
Office: (352) 324-2290, Cell (352) 705-6100
Email: sokeefe@howey.org

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1. OVERVIEW

The Town of Howey-in-the-Hills is accepting written proposals from solid waste companies to provide Residential Solid Waste, Bulk Waste, and Recycling services to the Town of Howey-in-the-Hills. The cost and services shall include residents and the Town's Public Facilities. The Town of Howey-in-the-Hills levies a non-ad valorem assessment on tax bills for solid waste collection. The selected company will bill the Town monthly for services.

The Town of Howey-in-the-Hills reserves the right to reject any and all proposals received, to solicit new proposals, or take any other such actions that may be deemed to be in the best interest of the Town of Howey-in-the-Hills. The Town of Howey-in-the-Hills is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. The Town of Howey-in-the-Hills strictly enforces open and fair competition.

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2. INSTRUCTIONS:

Companies are invited to submit proposals to the Town of Howey-in-the-Hills to provide Residential Solid Waste, Bulk Waste, and Recycling Services. The cost and services shall include the Town's Public Facilities.

- a. **Deadline and Delivery of the Proposal Packages:** All proposal packages must be received by the Town Clerk on or before **2:00 PM EST March 30, 2022**. Proposals must be sealed in one package and clearly labeled "**RFP 2022-002 Town of Howey-in-the-Hills Residential Solid Waste, Bulk Waste, and Recycling Services**" on the outside of the package. Late proposals will not be accepted by the Town Clerk. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.
- b. **Licenses, Permits, Local Laws and Requirements:** The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to entering into a contract with the Town, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.
- c. **Withdrawal of Proposals:** A vendor may request a proposal be withdrawn from consideration prior to the date and time the proposals are due. Proposals that have been submitted to the Town become a public record, subject to public record retention requirements.
- d. **Preliminary Schedule:** These dates are estimates only and are subject to change by the Town. The schedule of pertinent events for this RFP may be viewed on the Town's website at <https://www.howey.org/rfps> All times listed are EST.

RFP Posted on Town Website	March 3, 2022
Questions Due to the Town (in writing via e-mail)	March 21, 2022
Responses to Questions Posted	March 25, 2022
Proposal Packages Due to the Town	March 30, 2022 at 2:00 p.m.
Proposal Packages Opened and Evaluated	March 30, 2:15pm at Town Hall
Notice to Award Contract Posted on Town Website	April 6, 2022
Contract Negotiated with Town	April 8, 2022
Town Council Approval of Contract	April 11, 2022

*All questions must be submitted by e-mail to the Town Clerk

While every effort has been made to ensure the accuracy and completeness of the information in this RFP we recognize that the information may not be complete in every detail and that all work

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may not be expressly mentioned herein. It is the responsibility of the proposing company to include in their proposal all pertinent information.

3. SUBMITTAL REQUIREMENTS:

The proposal package must be submitted on 8-1/2" X 11" paper. Vendors must submit **two** hard copies and **one** electronic copy on compact disk or USB drive in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. Vendor's proposal shall identify, address, and include, in the same order presented below, each of the following Sections a-d, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as "not applicable" or "there is no information that we wish to present." Failure to follow these instructions may result in a proposal being deemed non-responsive.

a. Title Page: Identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact's title and e-mail address for receipt of notifications and date of submittal.

b. Letter of Transmittal: The letter must be signed by a representative authorized to contractually bind the vendor and include the title or authority of the representative. The letter shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:

1. Type of business (sole proprietorship, partnership, corporation, etc.)
2. State of incorporation.
3. Headquarters location and whether offices are located in the State of Florida, and if so, where.
4. The names and contact information of the persons who will be authorized to make representations for the vendor.
5. A certification that the vendor will furnish the goods and services specified in the proposal package at the prices quoted in the proposal, and that the proposal will remain firm for sixty days after the date that the proposal package is submitted in order for the Town to evaluate the proposal and make an award.

c. Eligibility:

1. Provide proof of legal entity and authorization to do business within the State of Florida.
2. Provide a minimum of three specific references with appropriate contact information for "similar" projects, period of performance for the specific engagement, and the value of services performed.
3. Indicate financial wherewithal and stability of firm.
4. Indicate any potential conflicts of interest with the Town.

d. Schedule and Price: Provide the schedule and price for completing the Project as outlined herein.

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4. METHOD OF AWARD

Proposals will be evaluated based on the lowest-priced responsive and responsible bidder. The contract will be awarded to a single vendor. In the event the Town is unable to reach an agreement with this responsive and responsible bidder, the Town may attempt to negotiate an agreement with the next ranked considered and responsible bidder, and so on, until an agreement is reached.

5. GENERAL

a. Right to Reject Proposals: The Town reserves the right to make an award it determines to be in its best interests or to reject any and all proposals. Further, the Town, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any vendor submitting a proposal. Failure to provide requested information may result in the rejection of the proposal.

b. Compliance with Laws: Vendor shall comply with all laws, rules, codes, ordinances, licensing, and bonding requirements that are applicable to this RFP and the conduct of vendor's business, including those of Federal, State, and local agencies having jurisdiction and authority.

c. Convicted Vendors: Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.

d. Discriminatory Vendors: Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the discriminatory vendor list.

e. Vendor's Cost: Costs for developing a proposal responsive to this RFP are entirely the obligations of the vendor and shall not be chargeable in any manner to the Town.

f. Vendor's Representations: In submitting a proposal, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).

1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

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5. The prices and amounts in the proposal have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the proposals.

6. PRICING

Companies must provide pricing for the following services:

Current total amount of Residential customers - approximately 785

- i. Residential Curbside Service: Approximately - 785 Customers
 1. Curb Side **Garbage & Trash Service (2x weekly): \$ Include Monthly ~~Annual~~ Rate**
 2. **Curb Side Yard Waste Service (1x weekly, coinciding with 1st Garbage collection of the week): \$ Include Monthly Rate**
 3. **Curb Side Recycling Service (1x weekly): \$ Include Monthly ~~Annual~~ Rate**
 4. **MONTHLY TOTAL RESIDENTIAL: \$**
- ii. Commercial Curbside Service: Approximately - 19 Units
 1. Curb Side **Garbage & Trash Service (2x weekly): \$ Include Monthly ~~Annual~~ Rate**
 1. **Curb Side Yard Waste Service (1x weekly, coinciding with 1st Garbage collection of the week): \$ Include Monthly Rate**
 2. **Curb Side Recycling Service (1x weekly): \$ Include Monthly ~~Annual~~ Rate**
 3. **MONTHLY TOTAL COMMERCIAL: \$**
- iii. **White Goods, Bulk Items – On Call: \$ Include additional cost per cubic yard**
- iv. Additional Services: Include **Monthly and/or Annual Rates**. These would be considered as alternatives over the base bid.

Collection of Commercial Dumpsters (including Roll Off) is exclusive to the vendor and will operate on a franchise basis, with billing done by the vendor. The franchise fee will be 10%.

Pricing may be increased by the vendor each year based on the CPI-U Index for Water, Sewer, and Trash Collection Services. Intent of such increase must be made to the Town by the vendor by May 1st to be effective in the following service year, starting on October 1st.

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7. SCOPE OF SERVICES

PROJECT SCOPE

Town of Howey-in-the-Hills is seeking to contract with a company to provide all labor, materials, personnel and equipment needed to provide Residential Solid, Waste, Bulk Waste, and Recycling Services for all residential areas of the Town including Town Public Facilities. ~~The term of this contract would be seven (7) years, with an annual renewal option after the initial term. The term will begin on October 1st, 2022.~~

Services will include the following to the extent approved by the Town Council and/or Town Administrator

- The successful bidder will manage all waste streams from Town of Howey-in-the-Hills Residents and Town Public Facilities. This includes all regularly generated solid, non-hazardous waste, bulk waste, and recyclables.
- The Contractor agrees that it will pick up all garbage and trash at town properties at no charge, and on the same basis as its residential trash pick-up.
- Respondent will agree *at a minimum* to maintain the current collection times and frequency to create a seamless program transition. Those are as follows:
 - Garbage Collection: Mondays & Thursdays
 - Recycling: Wednesdays
 - Yard Waste: Mondays
- ~~○ Respondent will offer special pick-up (large items) twice a year for residents.~~
- Provider will be active in the Community and support local sanctioned events.
- Provider will assist the Town in education and implementing better practices that encourage recycling to Town residents including but not limited to a Downtown Recycling Program.
- Provider shall maintain a listed, local, Lake County telephone number by company name which shall be manned between 8:30am-4:30pm, Monday through Friday, by a responsible person (legal holidays not included). Answering services are not acceptable, except after business hours.
- All customer complaints shall be resolved within 48 hours of notice.
- Provide and maintain a single stall handicap portable toilet at Howey Pier / Griffin Park on a continuous year-round basis. Also provide, 5 single stall portable toilets, 1 single stall handicap portable toilet, and 1 hand washing station at the Town's

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annual Christmas Event. ALTERNATE PRICING PROPOSALS FOR VARIATIONS IN THESE LISTED SERVICES ARE WELCOME.

- Franchise Collector shall collect Yard Trash from all residences on the same day as the first solid waste collection day of the week, placed in accordance with the specifications herein. Yard Trash shall be bundled or bagged and shall be limited to a maximum of four cubic yards or ten bags per resident per week. Bundles and bags shall not exceed fifty pounds each in weight. Yard trash not meeting the specifications herein shall be marked with a non-collection notice and may be collected as a special service at rates proposed by the franchise collector and approved by the Town representative. The Franchise collector is responsible for the billing and receipt of said fees. Holiday vegetation, such as Christmas trees, will be collected as part of normal residential collection service throughout the month of January. ALTERNATE PRICING PROPOSALS FOR VARIATIONS IN THESE LISTED COLLECTION AMOUNTS ARE WELCOME.