



PRE-PROPOSAL MEETING AGENDA

1. Announcement of Solid Waste Collection Services

A. Bid Schedule:

1. Date issued: July 19, 2016
2. Pre-proposal conference: August 3, 2016, 2:00 p.m.
3. **All questions must be in to Kim LaPointe no later than August 5, 2016 by 5:00 p.m.**
4. **All proposals are due to City Administrative Assistant no later than 3:00 pm August 17, 2016.**
 - a. All proposals must be time stamped by the Utilities Office at the City of Buda.
 - b. **All proposals received after the deadline will be returned unopened.**

2. Introductions (Staff)

- A. Kim LaPointe, Purchasing Manager - Point of contact for any information until the contract is awarded

Phone: (512) 523-1015 Email: klapointe@ci.buda.tx.us

- B. Chance Sparks, Planning Director – Point of contact after contract award

Phone: (512) 312-5745 Email: csparks@ci.buda.tx.us

3. Sign-In Sheet

- Please use sign-in sheet provided

4. Review of Bidding Procedures

- A. Solicitation, Offer, Award

1. This must be filled out in its entirety

- B. Requests for Proposals – www.texasbidsystem.com

- C. Instructions to Bidders

- D. Notice of Award

5. Technical Specifications

- A. Review of Scope of Work

- B. Drawings/Maps

6. Interpretations

- A. Only addenda can modify documents

7. Items of Note

- A. Hours of Work

1. Working hours are weekdays 8am to 5pm

- B. Holidays

1. New Year's Day

2. Martin Luther King, Jr. Day



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3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Eve
13. Christmas Day

8. Addenda

- Amendment #1- issued 7/25/16 – extended submission deadline to Wednesday, August 17, 2016, no later than 3:00 p.m.
- Amendment #2- issued 7/27/16 – revised contract term to five (5) years. Contract expiration date is September 30, 2021.
- Amendment #3- issued 7/28/16 – to clarify questions 7, 8, and 9 below.
- Amendment #4- issued 8/5/16 – to add the revised cost proposal spreadsheet, remove the move-ins and move-outs requirements of the contract, to address reconciliation of billing and to remove Section 1, c on page 32.
- Acknowledgement of amendment(s) must be submitted with proposal.

9. Questions and Answers

- 1) Is there a date scheduled for questions to be due?
 - Yes, deadline for questions is Friday, August 5, 2016, no later than 5:00 p.m.
- 2) I did not see any specs i.e. home count, commercial polycart hand collect estimate, commercial dumpster container estimate, annual tonnage, number of roll off hauls etc.? This would be very helpful and is common information given for RFP's of this nature. Bidders will need this information to build a pricing model.
 - Residential solid waste customer count = 3,988
 - ☐ Commercial solid waste customer count = 278
 - Number of each service type (96 gal cart, and number of commercial dumpsters by size)
 - Commercial 96 Gal Carts = 82
 - Commercial 96 Gal Recycle Carts = 30



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- TRASH DUMPSTERS:
 - 2yd – 1x = 16
 - 3yd – 1x = 14
 - 4yd – 1x = 15
 - 4yd – 2x = 3
 - 4yd – 3x = 1
 - 6yd – 1x = 16
 - 6yd – 2x = 9
 - 6yd – 3x = 3
 - 8yd – 1x = 20
 - 8yd – 2x = 11
 - 8yd – 3x = 9
 - 8yd – 4x = 4
 - 8yd – 5x = 4
 - 10yd – 1x = 4
 - 10yd – 3x = 2
 - 10yd – 4x = 1
 - 10yd – 5x = 2
- Casters = 2
- Lockbar = 27
- RECYCLE DUMPSTERS:
 - 6YD – 1X = 3
 - 8YD – 1X = 6
 - 8 YD – 2X = 6
 - 8YD – BI WKLY = 1
- Roll off hauls – This is something that TDS provides
- Tonnage: listed is the last six quarters, which will actually be more informative than just providing annual. It also shows the quarter-to-quarter difference so they can get an idea as to growth.
 - January-March 2015:
 - 694.44 solid waste
 - 270.80 recycle
 - April-June 2015:
 - 864.75 solid waste
 - 134.85 recycle
 - July-August 2015:
 - 944.37 solid waste
 - 195.45 recycle
 - October-December 2015:
 - 1,015.10 solid waste
 - 840.90 recycle
 - January-March 2016:
 - 978.72 solid waste
 - 235.94 recycle
 - April-June 2016:
 - 1,213.36 solid waste
 - 257.31 recycle



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- 3) Is it possible to move the due date back to give it least two weeks lead time after the pre-bid meeting?
 - Amendment # 1, issued July 25, 2016, was to extend the deadline for proposal submissions by one week. New deadline for submissions is Wednesday, August 17, 2016, no later than 3:00 p.m.
- 4) I read that the term of the potential contract is one-year with four one-year renewals. Is this correct?
 - Amendment # 2, issued July 27, 2016, was to revise the term of the contract to five (5) years. Contract expiration date will be September 30, 2021.
- 5) On page 9 section 1.14 Commencement Date states August 31, 2015. I assume this is a typo. What is the actual commencement date?
 - Yes, this is a typo. Delete August 31, 2015 from the definition.
- 6) Is the Pre-Bid Meeting still scheduled for 2:00 PM on August 3, 2016?
 - Yes, pre-proposal meeting is scheduled for August 3, 2016 at 2:00 p.m.
- 7) Is the offered price to be held firm for 60 days (Page 3, 2 - e) or 180 days (Page 32 Section 1 –a.)
 - The offered price will be held firm and subject to acceptance by the City Council for a period of one hundred and eighty (180) calendar days from the RFP closing date. (Amendment #3 issued to clarify)
- 8) Is the Franchise Fee 5% or 10%? Conflict is on Page 18 – Franchise Fee.
 - Franchise Fee is 10%. (Amendment #3 issued to clarify)
- 9) Is residential Bulk Waste Collection to be offered once per month (Page 14 – Residential bulk Waste Services) or per Quarter (Page 25 – Additional Fee Residential Services)?
 - Residential Bulk Waste Collection is to be offered monthly and quarterly (see definition of Bulk Waste). Green Waste Collection is to be offered weekly and bi-weekly (see definition of Green Waste). Contractor shall propose each of these services as required on the revised cost proposal spreadsheet. (Amendment #4 issued to address)
- 10) What are the current day(s) of residential trash and recycling collection service? Can you provide a map indicating these collection day area(s)?
 - Trash collection is every Wednesday and recycle is every other Wednesday. Half of the city is serviced on one Wednesday and the other half the next Wednesday.
 - The map we have available is posted at www.texasbidsystem.com, as well as the City's website.
- 11) One section [4(b)] says *"Submit signed offers in Triplicate original (unless otherwise indicated) on the Forms provided. ALL Copies must be manually signed."* And the other section (Pg. 7 at the bottom) says *"Submit Proposals in Duplicate signed original."* How are the proposals supposed to be submitted?
 - Bidder shall submit proposals in duplicate signed originals.
- 12) **Residential Service Set-Out Limits-** For residential services, solid waste set-out limits shall not be enforced for:
 - First collection following a holiday;
 - First collection following a move-out or move-in and
 - Monday of last full week in December to Saturday of first full week in January.



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How much is allowed to be put out, especially move-ins and out?

- Amendment #4, issued August 5, 2016, will remove move-ins and move-outs entirely.

13) Please explain: (p) – Failure to maintain scales in accordance with Contract.

- There is no contract language for maintaining scales, so this fee would only apply if there was something written into the contract for scale maintenance.

14) How far is the City of Buda from a build-out?

- A build-out for the City of Buda isn't expected until 2040 or 2050. The City's annual growth rate is about 12.6%.

15) How are roll-offs for storm/disaster relief to be handled?

- Contractor must provide roll-offs to the City as needed in such situations.

16) Is the Tractor Supply or the US Foods locations, either one, in the City limits?

- No, neither location is within the City limits.

17) Are the roll-off, closed compactors part of the service of this contract (i.e. HEB, Walmart, Cabela's)?

- No, roll-off, closed compactors will not be part of the service of this contract. Those locations will need to keep with their contracted companies.

18) How old are the carts required to be?

- Contractor is required to provide carts that are no more than 1 (one) year old.

19) How will the contractor know if there is a move-in or move-out?

- Amendment #4, issued August 5, 2016, is to remove the requirements for move-ins and move-outs entirely from the contract. These areas will be serviced the same as all others.

20) Are commercial recycling services part of this contract?

- Yes, carts, dumpsters, roll-offs and permanent roll-offs are all included as part of the services for this contract.

21) Are the schools part of the services of this contract?

- No, Hays CISD has an independent contract for all campuses in the district.

22) Are the 3,899 residences, listed in the information, single-family homes or apartments?

- The 3,899 residences listed are single-family homes.

23) Will the 3rd bin be optional or will it be all or none?

- Every residence will receive a 3rd bin. The residence can choose to return it, but no discount will be given if they so choose to do so.



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- 24) Does the holiday schedule listed mean services will be suspended on those days?
- No, the holiday schedule listed in the RFP refer to holidays that the City offices are closed. The provider can perform services as necessary.
- 25) The RFP requires contractor to submit any litigation with proposal submittal, which can mean thousands of files. Can we define this to a certain area or for municipalities?
- Contractor is required to submit the last five (5) years of litigation within the State of Texas, per our City Attorney.
- 26) Will there be an extension to the five year term?
- Contractor performance will be monitored throughout the initial five year term of the contract. As long as both contractor and City agree, most likely a renewal option will be exercised.
- 27) Is there a hard start date for the contract?
- City staff anticipate taking a recommendation to City Council in September and having a contract awarded by October 1, 2016. The main goal of a transition is to make a seamless transition for the customers.
- 28) Are the construction roll-offs to be exclusive?
- Yes, contractor is to provide service for construction roll-offs to avoid multiple franchise agreements.
- 29) Are the city utilities billed through the City?
- Yes, the City handles the billing for utilities.
- 30) Are complaints to be handled by the contractor? How is the contractor to handle late set-outs?
- Yes, per the RFP, all complaints are to be directly relayed to the contractor. Requests for new or discontinued services will be handled by the City Utilities Office.
 - The contractor is expected to propose how to handle late set-outs based on previous experiences.
- 31) Please clarify Section 1, c on page 32.
- Amendment #4, issued August 5, 2016, is to delete this sentence.
- 32) How will the contractor handle the reconciliation of billing differences with the City?
- Amendment #4, issued August 5, 2016, will require contractors to propose some language in the contract to address reconciliation of differences in billing.

Notes:

- The City will provide a map of the City limits and the ETJ. - attached



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ATTENDANCE SHEET

RFP 16-005
Solid Waste Collection Services
August 3, 2016

Name	Company	Phone	Email
Travis McClelland	Progressive Waste Solutions/Waste Connections		travis.mcclelland@wasteconnections.com
Steve Shannon	Progressive Waste Solutions/Waste Connection	512-282-3508	steve.shannon@progressivewaste.com
Tom Evenhouse	Progressive Waste Solutions/Waste Connections	210-452-0787	tom.evenhouse@wasteconnections.com
Paul Daugereau	Waste Management	512-696-0363	pdaugere@wm.com
RL Lantrip	GRS	469-667-2940	llantrip@govrep.com
Daniel Rumsey	Waste Management	512-272-6232	drumsey@wm.com
Nicholas Lemons	Texas Disposal Systems (TDS)	512-968-0946	nlemons@texasdisposal.com
Ron Leahy	Texas Disposal Systems (TDS)	512-421-1343	rleahy@texasdisposal.com
Ray Bryant	Texas Disposal Systems (TDS)	512-487-2716	rbryant@texasdisposal.com