



**REQUEST FOR PROPOSALS  
FOR  
DEBRIS REMOVAL & PICKUP**

**PROJECT NO. OM-22-021**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

**Date Issued: January 7, 2022**

**Date Proposals Due: January 26, 2022 at 3 pm**

**LATE SUBMITTALS WILL NOT BE ACCEPTED**

## **1.0 INTRODUCTION**

The City of Stockton (City) is requesting written proposals from qualified organization(s) (Contractor(s)) to provide services for removal and pickup of all debris, litter and illegally dumped items throughout the City of Stockton.

## **2.0 BACKGROUND**

City of Stockton is located near the San Joaquin River in the northern San Joaquin Valley and serves an area of approximately 65.26 square miles with an estimated population of 312,697 as per the California Department of Finance (2019).

City of Stockton is working with private contractors to provide disposal services for all debris, litter and illegally dumped items throughout the City of Stockton and all City-owned facilities. In the past, City issued annual purchase orders to acquire these services. Moving forward, City is transitioning to multiyear contracts. The selected contractor will enter into a Contractor Services Agreement with the City and perform work as described in the Scope of Services section.

## **3.0 PROJECT DESCRIPTION**

The City of Stockton intends to sign a contract with Contractor(s) to continue providing services for the removal and pickup of all debris, litter & illegally dumped items throughout the City of Stockton and for all City-owned facilities.

The City intends to create a long-term relationship with a Contractor(s) who can provide the above mentioned removal & pickup services in a high quality and customer-focused manner to the City. The City may award a contract to one (1) Contractor or to multiple Contractors whose offer represents the “best value” to the City, price and other factors considered.

## **4.0 SCOPE OF WORK**

The City of Stockton requires Contractor(s) to remove and pickup all debris, litter & illegally dumped items from locations specified by the Public Works Department throughout the City of Stockton, at all City owned facilities, and as directed by the City. The designated area for debris removal is bounded by the City limits of the City and includes all public right-of-way's (ROWS), easements, City parks, alleys, and City debris staging areas within the unincorporated areas of the City. All debris identified by the Public Works Director or their designee shall be removed.

#### **4.1 Services to be Provided**

- Contractor(s) shall provide all labor and equipment needed to complete the cleanup at no additional cost to the City. City will provide bags for the containment of litter as needed.
- Contractor(s) shall provide one (1) or more crews of three to four (3 to 4) workers and one (1) working supervisor and work independently from Monday to Friday without City oversight.
- The City will provide the Contractor(s) with a monthly debris removal schedule in advance and no less than 24-hours' notice, prior to any debris removal activity. The assigned Contractor(s) will be responsible for removal and pickup of all debris, litter & illegally dumped items from these locations.
- Contractor(s) agree to notify City before 6:00 AM on the days that Contractor(s) employees are unable to work due to equipment failures, illness or any other reason. Contractor(s) crew will clean to a level of cleanliness as determined by the City staff.
- Contractor(s) shall transport debris, litter and illegally dumped items to the disposal facility (facilities) designated by the City. City will be responsible for disposal costs.
- Contractor(s) shall transport all appliances, tires and electronics to the City Corp Yard and placed in the proper containers for disposal.
- Contractor(s) shall document services rendered by maintaining a record/log of work completed on the days, dates, times and locations.
- Contractor(s) shall scan dump tags daily and report completed work orders daily to the City of Stockton.
- Contractor(s) shall include work orders completed and tons collected on their invoices for tracking and auditing purposes.
- Contractor(s) shall convert invoice backup files to pdf and upload with the invoice into MUNIS so invoice submission is complete.
- Contractor(s) shall use "Ask Stockton" to input locations with debris piles that are not covered by a work order.
- Contractor(s) agrees to fully participate in community, operational and status meetings as scheduled by City.
- In addition, other duties of a similar nature may be assigned as needed by the City.

## **4.2 Requirements**

- Contractor(s) shall perform all work in a professional manner and be familiar with all best management practices for debris pick-up.
- Contractor's vehicle(s) shall be marked with the Contractor's name (driver and passenger side) and approved by the City.
- Contractor(s) shall furnish any and all Personal Protective Equipment (PPE, including COVID related PPE , including but not limited to masks and a daily supply of hand sanitizer as requested by the City) to their employees for the cleaning task and working in high-speed, high-volume roadways in compliance with the California Manual of Uniform Traffic Control Devices (CA-MUTCD), OSHA and others, including, but not limited to, PPE safety vests (class II/III), nitrile gloves, puncture-resistant gloves, eye protection, ear protection, face masks, safety-toed shoes and other appropriate PPE. City will not supply uniforms or above-mentioned PPE.
- Contractor(s) shall adhere to "Part 6 Temporary Traffic Control" of the CA-MUTCD.
- Contractor(s) shall provide all safe work zone devices for its employees pursuant to the CA-MUTCD, such as traffic control signage, cones, etc.
- Contractor(s) is responsible for ensuring their driver maintains a valid driver's licenses and their equipment legally fit for travel on public roads.

## **4.3 Locations**

Every month the City will provide Contractor(s) a calendar with litter, debris & illegally dumped items removal and pickup schedule, so that Contractor(s) can coordinate its work crew activities for the City.

Contractor(s) agrees to notify City before 6:00 A.M. on days Contractor(s) employees are unable to work due to inoperable equipment, illness, or any other reason. Contractor(s) will also advise the City's designated Contract Manager one (1) week in advance of permanent changes to schedules.

## **4.4 Contract Period**

Any resultant Contract shall be effective from date of contract execution and shall remain in full force and effect for a period of two (2) years, with the option of two (2) one (1) year extension if mutually agreeable.

The City reserves the right to terminate the Contract at any time as a result of unsatisfactory performance, or funding constraints.

#### **4.5 Work Hours**

The Contractor(s) must be able to provide debris removal & pickup services between the hours of 7:00 a.m. and 3:30 p.m. Monday thru Friday excluding City employee holidays. In addition, occasional Saturdays may be necessary to be determined on an as needed basis. Extended debris removal & pickup hours may be requested by the Director of Public Works or designee as needs arise. The selected contractor must reasonably accommodate such requests.

#### **4.6 Materials and Equipment**

The Contractor(s) must furnish all supervision, labor, materials, equipment and transportation required to complete the work at no additional cost to the City. City will provide bags for the containment of litter as needed.

#### **4.7 Price Adjustment**

The proposed hourly labor rates shall remain the same for the first two (2) years of the contract. Hourly labor rates shall be increased by 2.5% on an annual basis for mutually agreed contract extensions.

#### **4.8 Contract Representative**

During the performance of the contract, the City will be represented by the Director of Public Works or their designee. The Contractor shall appoint a Project Manager who shall be responsible for the performance of the work and an alternate(s) who shall act for the Contractor when the Project Manager is absent. The names of the Project Manager and alternate(s) shall be provided in writing to the City.

#### **4.9 Payment Procedure**

Contractor(s) shall provide the City with a monthly itemized invoice in a format and with a level of detail acceptable to the City. Invoices shall be accompanied by documentation of expenses for which reimbursement is sought, as well as other supporting documentation required by the City. Contractor will submit monthly itemized invoices promptly, no later than fifteen (15) days after the end of the reporting month. Contractor will be paid for services rendered after receipt of the itemized invoice for the work completed and once approved by the City.

#### **4.10 Reports and Information**

At such times and in such forms as the City and/or the appropriate funding entity may require, there shall be furnished to the City, such statements, records, data and information as the appropriate funding entity or the City may request pertaining to matters covered by this Contract. Unless authorized by the City, the Contractor(s) will not release any information concerning any work product including any reports or other documents prepared pursuant to the Contract until the final product is submitted to the City.

## 5.0 PROJECT GENERAL INFORMATION

### 5.1 Proposal Submissions

Proposals shall be submitted no later than **3:00 PM on January 26, 2022** to:

Amanpreet Grewal  
CITY OF STOCKTON  
22 E. WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with “**Debris Removal & Pickup**” for the City of Stockton (**Project OM-22-21**). The cost proposal must be in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal should be emailed to Miguel Mendoza at [Miguel.Mendoza@stocktongov.com](mailto:Miguel.Mendoza@stocktongov.com) and Amanpreet Grewal at [Amanpreet.Grewal@stocktonca.gov](mailto:Amanpreet.Grewal@stocktonca.gov) This electronic submittal should not include the cost proposal.

### 5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the Contractor submitting the highest ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

### 5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Amanpreet Grewal at [Amanpreet.Grewal@stocktonca.gov](mailto:Amanpreet.Grewal@stocktonca.gov)

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on bidflash at least two days prior to the proposal due date. It is the proposer’s responsibility to check the website for any addendums or responses to questions. The website address is as follows:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works>

#### **5.4 Causes for Disqualification**

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

#### **5.5 Licensing Requirements**

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. Contractor(s) shall ensure that the insurance and required licenses under both state and local jurisdictions are current during the full term of the contract. Contractor(s) also required to ensure that all services, and materials must, at minimum, meet the specifications for State of California and CAL/OSHA regulations, as applicable.

A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

#### **5.6 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc... Failure to comply with the Instructions to Proposers may be grounds for rejection.



## **6 REQUIRED PROPOSAL CONTENT**

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Firm Profile & Qualifications
- Invoicing and Payment Template
- Cost Proposal (Separate Sealed Envelope)

The body of the proposal shall not exceed four pages with a minimum font size of 10. Proposer shall submit 2 bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than seven pages, including the cover letter.

### **6.1 Cover Letter**

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

### **6.2 Table of Contents**

The proposal should include a table of contents.

### **6.3 Firm Profile & Qualifications**

Describe your organization including the qualifications of the Contractor

The following should be addressed:

- State how many years of experience firm have, providing debris removal and pickup services.
- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience's working with private or public agencies/City staff (if any).
- Ability to be responsive to all issues in a timely manner.

#### **6.4 Invoicing and Payment Template**

In bid package, the Contractor(s) should attach Sample Invoicing and Payment Template that they plan on using to request payments from City.

The Sample Invoicing and Payment Template shall include:

- Contract Number
- Date(s) of Service
- Location(s) of Service
- Names of Crew including Supervisor Name (for each date)
- Number of Hours by Classification
- Hourly Rates

#### **6.5 Cost Proposal**

Proposer shall submit a cost proposal as part of their overall proposal. Identify Lead Person (include name) and all other key members, in a work chart, title, hours per task, hourly rate, total hours, Include total fee for all costs to complete all the tasks.

**The cost proposal must be in a sealed envelope separate from the proposal.**

## **7 PROPOSAL EVALUATION**

The Contractor(s) Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	January 7, 2022
Written Questions submitted by	January 21, 2022
Response to Written Questions	January 24, 2022
Proposals Due	January 26, 2022
Negotiations	February 2, 2022
City Council Approval	To be Determined

### **7.1 Proposal Evaluation**

The selection committee will evaluate all proposals and rankings will be obtained in accordance with the attached Evaluation Scoring Worksheet (See Attachment C).

- Debris removal and pickup “Number of years of experience with similar kinds of work”, will be scored based on following:

2 or more years of experience	20 points
1½ to 2 years of experience	15 points
1 to 1½ years of experience	10 points
6 months to 1 years of experience	5 points
Less than 6 months experience	0 points

- Sample Invoicing and Payment Template category will be scored based on the fact that whether template provided by Contractor(s) have everything that City requested or not. Additionally, template will be scored based on ease of use with most easy to understand template getting five (5) points. If template is not part of the bid package Contractor(s) will get zero (0) for this category.

Cost proposals will not be opened until after other categories have been evaluated.

Local preference will also be a factor, so Stockton firms are encouraged to propose. Points will be weighted based on the amount of work being performed by the local firm and/or businesses.

## **7.2 Negotiations**

Once the highest ranked proposal(s) are selected, City staff will begin negotiations with one or more Contractors on the list. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the Contractor and negotiations will be opened with the next ranked Contractor. The compensation discussed with one prospective Contractor will not be disclosed or discussed with another Contractor.

The selected Contractor will be expected to enter into a Contract with the City. Proposer(s) should direct their attention to Attachment B, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer(s) will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

## **ATTACHMENTS:**

**Attachment A – Vicinity Map**

**Attachment B – Instructions to Proposers – non federally funded projects**

**Attachment C – Evaluation Scoring Sheet**

**Attachment D – Cost Proposal Sheet**

**EXHIBIT C**  
**DEBRIS REMOVAL & PICKUP**  
**CONTRACTOR EVALUATION SHEET**

CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>SCORING</b>		
<b><u>Criteria</u></b>	<b><u>Max Points</u></b>	<b><u>Rating</u></b>
Number of years of experience with similar kinds of work	20	
Cost Proposal	70	
Sample Invoicing and Payment Template	05	
Local Preference	05	
<b>Total</b>	<b>100</b>	

Evaluator:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT D**  
**DEBRIS REMOVAL & PICKUP**  
**COST PROPOSAL FORM**

CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_

	Number of Staff Required	Working Days/Week	Working Hours/Day	Hourly Rate	Cost
Lead	1	5	8		
Staff	4	5	8		
<b>Total Cost:</b>					

Project Manager:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_