



**REQUEST FOR PROPOSALS
FOR
MIXED DEBRIS DISPOSAL

PROJECT NO. OM-22-022**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: December 20, 2021

Date Proposals Due: January 19, 2022 by 3:00 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 disposal services for all debris, litter, and illegally dumped items picked up 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 removal and pickup services for all debris, litter and illegally dumped items throughout Stockton and for all City-owned facilities. In the past, City issued annual purchase orders to acquire these services. As disposal volume continues to increase, City is transitioning to multi-year contracts. City has allocated \$95,000 annual budget for the debris disposal program. The selected Contractor(s) 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 disposal of all debris, litter & illegally dumped items picked up 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 disposal 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 provide disposal services for all debris, litter & illegally dumped items throughout the City of Stockton and for all city-owned facilities. All waste should be disposed of at a permitted site or transfer station in an appropriate manner approved by the State of California. City personnel reserve the right to inspect the facility prior to awarding a contract. City contracted crew will transport waste to the contracted facility using compacted and non-compacted equipment. During normal operations, equipment will be weighed upon entering the facility and exiting the facility. Difference in weight shall be the amount of tonnage billed. All debris identified by Public Works Director or their designee shall be disposed.

4.1 Services to be Provided

- Disposal of clean corrugated cardboard
- Disposal of contaminated cardboard
- Disposal of mixed glass (no plate glass)
- Disposal of mixed debris (including plate glass)
- Disposal of small passenger tires
- Disposal of medium and large tires
- Disposal of bicycle tires

4.2 Requirements

All proposers must be primarily engaged in materials handling and disposal and have been engaged in this field for a period of at least one year.

4.3 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.

If the contract is extended beyond the initial two years, contract extensions shall be increased by 2.5% on an annual basis.

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

4.4 Work Hours

The Contractor(s) must be able to receive debris between the hours of 6:00 a.m. and 6:00 p.m. Monday thru Friday, and between the hours of 6:00 a.m. and 2:30 p.m. Saturday. Extended disposal hours may be requested by the Director of Public Works or designee as needs arise. The selected contractor must reasonably accommodate such requests.

4.5 Site Visit

City personnel shall be allowed to visit the disposal site during normal working hours upon request. Purpose of such site visits is to verify any recycling operations and amount of space at disposal site is sufficient to accommodate waste material for duration of the contract.

4.6 Quantity

Estimated annual quantity of material to be disposed of is 1400 tons. The City cannot guarantee the volume of material to be disposed as the generation of debris, litter and illegally dumped items are extremely variable. Actual amounts may vary significantly.

4.7 Disposal of Materials

The Contractor(s) shall be responsible for proper and lawful disposal of all materials into a State of California permitted site or provide evidence of a permitted recycling facility.

4.8 Price Adjustment

Price adjustments shall only be made if the contract is extended. Contract extensions shall be increased by 2.5% on an annual basis.

4.9 Contract Representative

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

4.10 Payment Procedure

Contractor(s) shall provide the City with at most a weekly 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 itemized invoices promptly Contractor will be paid for services rendered after receipt of the itemized invoice for the work completed and once approved by the City.

5.0 **PROJECT GENERAL INFORMATION**

5.1 **Proposal Submissions**

Proposals shall be submitted no later than **3:00 PM on December 22,2021** 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 “**Mixed Debris Disposal**” for the City of Stockton (**Project OM-22-021**). 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 and Amanpreet Grewal at 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

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](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 service 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 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.

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

6 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Firm Profile & Qualifications
- 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 (clearly state disposal facility address) and provide evidence that your organization is licensed/permitted in the State of California to provide debris disposal services. Also, provide evidence of permitted disposal facility.

6.4 Cost Proposal

Proposer shall submit a cost proposal outlining the unit cost for the disposal of the following items:

- Disposal of clean corrugated cardboard
- Disposal of contaminated cardboard
- Disposal of mixed glass (no plate glass)
- Disposal of mixed debris (including plate glass)
- Disposal of small passenger tires
- Disposal of medium and large tires
- Disposal of bicycle tires

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	December 20, 2021
Written Questions submitted by	January 10, 2022
Response to Written Questions	January 12, 2022
Proposals Due	January 19, 2022
Negotiations	January 26, 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).

Distance of disposal facility from Stockton City Hall (located at 425 N. El Dorado St., Stockton, CA 95202), will be scored based on following:

0 to 15 miles distance	45 points
15 to 20 miles distance	35 points
20 to 25 miles distance	25 points
25 to 30 miles distance	15 points
Greater than 30 miles distance	5 points

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.

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(s) and negotiations will be opened with the next ranked Contractor(s). The compensation discussed with one prospective Contractor will not be disclosed or discussed with another Contractor.

The selected Contractor(s) 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
MIXED DEBRIS DISPOSAL
CONTRACTOR EVALUATION SHEET

CONTRACTOR: _____

SCORING		
<u>Criteria</u>	<u>Max Points</u>	<u>Rating</u>
Distance of Disposal Facility from Stockton City Hall (located on 425 N. El Dorado St., Stockton, CA 95202)	45	
Cost Proposal	50	
Local Preference	05	
Total	100	

Evaluator

Print Name: _____

Signature: _____ Date: _____

Comments: _____

EXHIBIT D
MIXED DEBRIS DISPOSAL
COST PROPOSAL FORM

CONTRACTOR: _____

Items	Unit	Cost
Old Corrugated Cardboard <i>(Clean / Loose/Store Bales)</i>	NT	
Contaminated Cardboard <i>(Contaminated) (Slip Sheets) (Non-OCC)</i>	NT	
Mixed Glass	NT	
Mixed Debris	NT	
Tires- Small	EA	
Tires- Medium/Large	EA	
Tires- Bicycle	EA	

Project Manager:

Print Name: _____

Signature: _____ Date: _____

Comments: _____

