



REQUEST FOR PROPOSALS

TRASH REMOVAL SERVICES

AT

MOZINGO LAKE RECREATION PARK

MARYVILLE, MISSOURI

Issued By: City of Maryville, Missouri
415 N. Market
Maryville, MO 64468

Proposals Due By: September 15, 2016
10:00 a.m. local time
Attn: Sheila Smail, City Clerk

**REQUEST FOR PROPOSALS FOR
TRASH REMOVAL SERVICES AT
MOZINGO LAKE RECREATION PARK**

I. PURPOSE OF REQUEST

The City of Maryville (the "City") through this Request for Proposals ("RFP"), invites written proposals from qualified firms (the "firm") to provide Trash Removal Services for Mozingo Lake Recreation Park. Proposals should be submitted as instructed in Section II. The term of the contract will be three (3) years contingent upon annual appropriations of funds by the City Council of the City of Maryville.

II. INSTRUCTIONS TO PROPOSERS

- A. Each firm will submit four (4) copies of their proposal which should be delivered in a sealed envelope as follows:

City of Maryville
415 N. Market
Maryville, MO 64468
Attn: Sheila Smail, City Clerk
Re: "Mozingo Trash Removal"

- B. All proposals must be delivered by 10:00 a.m. local time, on Thursday, September 15, 2016. Requests for extension of time will not be granted. Late proposals be returned unopened. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- C. It is the sole responsibility of the firm to insure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign all four (4) copies. The name, address, and telephone number of the person to contact must be clearly identified. All preparation costs are the responsibility of the firm.
- D. Any questions about the RFP should be directed in writing to:

Ryan Heiland
Assistant City Manager
415 N. Market
Maryville, MO 64468

- E. The City has set the following tentative schedule for the selection process:

Action Item	Date
Request for Proposal Issued	September 1, 2016
Deadline for Questions Regarding RFP	September 8, 2016
Deadline for Proposal Submission	September 15, 2016
Approval by City of Maryville	September 28, 2016
Beginning of Removal Services	October 1, 2016

- F. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.
- G. All bidders shall comply with the requirements of Section 285.530 RSMo, E-Verify. The attached Affidavit of Work Authorization Form shall be completed and made a part of the bid proposal.

III. SELECTION PROCESS AND CRITERIA

The City will evaluate all proposals during which time they may ask questions of a clarifying nature from the firm(s) and/or may contact any references provided. City staff will then present a written recommendation to the City Council for consideration. All proposers will be notified of the results of the selection process.

The City reserves the right to reject any or all proposals, to waive any informality in a proposal and/or to accept that proposal which is in the best interest of the City.

The selection process used for determining the most successful proposal is best described as a "Competitive Proposal" process in which pricing is one of the most important criteria, however not the only criteria. The factors in the evaluation process include:

- A. Experience of the firm. Number of years and type of experience will be considered, as well as specific experience (verifiable through references).
- B. Organization, size, and structure of the firm.
- C. Qualifications of staff to be assigned. Education, position in firm, and years and types of experience will be considered, based on the information provided in the proposal.
- D. Location and accessibility of the firm and of the staff to be assigned.
- E. Responsiveness of the written proposal to the scope of services outlined in the City's request and adherence to the proposal format.
- F. Proposed fee schedule.

IV. TERMS AND CONDITIONS

- A. The City of Maryville is seeking proposals from firms to provide annual Trash Removal Services at Mozingo Lake Recreation Park for a three (3) year period, effective October 1, 2016 – September 30, 2019.
- B. The City reserves the right to reject any or all proposals, or to award the contract to the next most qualified firm if the selected firm does not execute within thirty (30) days after the award of the proposal.
- C. The City reserves the right to request clarification of information submitted and to request additional information from firms submitting proposals.
- D. Any proposal submitted will constitute an irrevocable offer of service, for a period of ninety (90) days, to the City set forth in enclosed specifications.
- E. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- F. Any agreement or contract resulting from the acceptance of a proposal shall be on form either supplied by or approved by the City and shall contain, at minimum applicable provisions of the RFP. The City reserves the right to reject any agreement that does not conform to the RFP and to any City requirements for agreements and contracts.
- G. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.
- H. No reports, information, or data given to or prepared by the firm under the contract shall be made available to any individual or organization by the firm without the prior written approval of the City.

V. SCOPE OF WORK

- A. Invoicing: Invoicing of services shall be in duplicate and forwarded directly to the City of Maryville. Frequency of billings shall be monthly and based on net thirty (30) days.
- B. Taxes: The City of Maryville is exempt from federal, state, and municipal taxes. The City will provide a current Sales Tax Exemption Certificate, which will be supplied at the time the contract is awarded. Bids submitted should not include any of these taxes.

The contractor shall be solely responsible for municipal, county, state, or federal licenses, permits and/or certificates which may be applicable. In the event that the Ordinance, Rules and Regulations apply to the services to be performed as set forth in the Invitation

to Bid, any and all costs of compliance, and/or any fines, penalties, costs and/or expenses arising from non-compliance shall be the responsibility of the successful bidder, and there shall be no additional cost or expenses to the City arising out of such compliance or non-compliance. Bidders, by submitting a bid, agree to indemnify and hold the City harmless with regard to such cost or expense.

- C. Containers: Vendors are responsible for the delivery and set up of containers prior to the effective date of the contract. Containers shall be new or “satisfactory” condition. Containers shall be maintained in a sanitary condition throughout the terms of the contract. Proposals must include the cost of delivery, installation, and/or removal of containers.
- a. All refuse containers must be emptied between 6:00 a.m. and 5 p.m.
 - b. Refuse shall be emptied twice per week during peak season (April 1st thru October 31st)
 - c. Refuse shall be emptied once per week during non peak season (November 1st thru March 31st)
- D. Municipal Ordinances, Rules & Regulations: All bidders are notified that they shall be responsible for reviewing the ordinances, rules and regulations and determining the applicability of the ordinances, rules and regulations to the services to be performed by the successful bidder.
- E. Cleanup: In the event that the agents or employees of the successful bidder shall mishandle garbage and refuse resulting in spillage, the successful bidder shall be responsible for immediate cleanup of such spillage and all costs associated with the spillage. In the event that such spillage is not cleaned up immediately, the City may have the spillage cleaned up by the City personnel, in which event the successful bidder shall be back charged for such costs at the rate of \$25.00 per hour per each individual employee, but not less than \$25.00 per occurrence. The amount of such back charges shall be deducted from subsequent invoices.
- F. Change in Number of Containers: The bid or proposal to be submitted to the City shall indicate the amount to be added to, or deducted from the amount otherwise due the successful bidder in the event that additional containers are required due to the increased need of the City, whether at a particular existing location at Mozingo Lake Recreation Park, or a new location at Mozingo Lake Recreation Park, or in the event that a lesser number of containers is required at a particular location due to the decreased need of the City. Upon ten (10) days notice from the City to the successful bidder, an appropriate adjustment in the number and/or location of containers shall be made, and the payment due to the successful bidders shall be adjusted accordingly. Location of containers is to

be determined by the City (e.g. - an additional 4 cubic yard container is brought in during holiday and peak weekends).

- G. Penalties or Adjustments: In the event that the successful bidder shall fail to perform a pick-up on any particular day during the hours set forth above, there shall be deducted from the amount otherwise due from the City the sum of \$25.00 for each such missed pick-up for each location. No penalty will be applied for adjustments due to recognized holidays when prior notification and arrangements are made with the City by the bidder.
- H. Required Visit to Site: Bidders are required to visit the site and become fully acquainted with the conditions and exact locations. Please contact Ryan Heiland, Assistant City Manager at 660-562-8001 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, for assistance. No claim for relief due to mistakes or omissions in bidding will be entertained and each bidder will be held to the bid provided.
- I. Locations: All locations are within the boundaries of Mozingo Lake Recreation Park located at 32348 245th Street, Maryville, MO 64468 and Mozingo Lake Recreation Park Golf Course located at 25055 Liberty Road, Maryville, MO 64468. Container locations and size requirements are as follows for bidding purposes:

Quantity	Location	Size equivalent
(1)	Golf Course Maintenance Facility	4 cubic yards
(1)	Golf Course Clubhouse	4 cubic yards
(1)	Youth Camp	4 cubic yards
(1)	City Boat Ramp	2 cubic yards
(1)	Reservable RV Park	2 cubic yards
(1)	State Boat Ramp	2 cubic yards
(1)	Host Lions Shelter	2 cubic yards
(1)	Phillips Shelter	2 cubic yards
(1)	Kiwanis Shelter	2 cubic yards
(1)	Family Cabins (#1-5)	4 cubic yards
(1)	Family Cabins (#6-8)	4 cubic yards
(1)	Tent Camping Area	4 cubic yards
(2)	Non Reservable RV Park	6 cubic yards
(1)	Equestrian RV Park	2 cubic yards

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PRICE PROPOSAL FORM

Trash removal services for thirteen (13) total dumpsters, ***including four (4) – four (4) cubic yard containers and seven (7) - two (2) yard containers and two (2) – six (6) yard containers***, twice a week during peak season and once a week during non-peak season. All refuse must be delivered to the Maryville Transfer Station per the Scope of Work.

FY 2016-2017 Bid (\$)	FY 2017-2018 Bid (\$)	FY 2018-2019 Bid (\$)	Total Bid (\$)

Bid for additional containers or reduction of containers per unit according to IV-Scope of Work Item (G).

Size Equivalent	FY 2016-2017 Bid (\$)	FY 2017-2018 Bid (\$)	FY 2018-2019 Bid (\$)
Two (2) Yard			
Four (4) Yard			
Six (6) Yard			

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FIRM INFORMATION

The City is requesting at least five (5) references for Trash Removal Services performed at other locations. The proposer, by submitting a Proposal, hereby authorizes the City to contact such references listed.

References: Please provide at least five (5) current commercial /institutional customers references that have Trash Removal Services of similar type, size, or service schedule.

1. _____
2. _____
3. _____
4. _____
5. _____

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FIRM INFORMATION

Company Name: _____

Company Address: _____

Individual Name: _____

Title: _____

Telephone Number: _____

Fax Number: _____

Email: _____

CERTIFICATION

The person signing this proposal certifies that he/she is fully informed regarding the Request for Proposal and Scope of Work and certifies the accuracy of the statements contained in the bid.

Date: _____

Signature: _____

*Please leave Bid/SFS No. blank

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly sworn on
(NAME) (OFFICE HELD)

my oath, affirm _____ is enrolled and will continue to participate in a
(COMPANY NAME)

federal work authorization program in respect to employees that will work in connection with the

contracted services related to _____ for the duration of the contract, if awarded in
(*BID/SFS NUMBER)

accordance with RSMo Chapter 285.530 (2). I also affirm that _____
(COMPANY NAME)

does not and will not knowingly employ a person who is an unauthorized alien in connection

with the contracted services related to _____ for the duration of the contract, if
(*BID/SFS NUMBER)

awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date