

**REQUEST FOR PROPOSALS**  
Curbside Residential Solid Waste and Recycling Collection,  
Transportation, and Disposal Services for  
Farr West City

Farr West City is soliciting proposals from qualified solid waste and recycling disposal companies interested in providing curbside solid waste and recycling collection, transportation, and disposal services. The City's intent of this RFP is to select a Contractor who can provide Farr West City residents with the appropriate level of curbside waste and recycling service, at a reasonable price, and with a high level of customer service.

**Scope of Services**

The Contractor will be required to provide the following services including, but not limited to those outlined below.

1. Furnish and maintain 90 to 110-gallon recycling containers to Farr West City residences.
2. Furnish one (1) solid waste dumpster at the City Facility located at 2090 North 2000 West and one (1) dumpster at the City Facility located at 1896 North 1800 West, and collect waste from those dumpsters weekly.
3. Collect curbside solid waste and the dumpsters at City facilities weekly.
4. Collect curbside recycling from residents bi-weekly.
5. Provide and collect waste from one roll-off or large front-load dumpsters for the City's annual Fourth or July Celebration at a location designated by the City.
6. Transport the above-named collections to an appropriate solid waste or recycling facility.

Farr West City intends to enter into contract with the Contractor with a start date of September 2021 to fulfil those duties discussed above with an initial a 3-year term period with the option to renew at the end of the initial contract term (September 2024).

The Contractor will be required to maintain, at its own expense, general liability insurance not less than one million dollars (\$1,000,000.00) per incident and three million-dollars (\$3,000,000) aggregate insuring both vendor and the City. In addition to insurance, vendor shall provide the City with a fifty thousand-dollar (\$50,000.00) performance bond during the entire term of this agreement and any extensions.

### **Current numbers of waste and recycling containers:**

Farr West City has approximately 7,385 residents or 2,130 households. As of January 2020, the count of garbage and recycling cans in Farr West City is as follows:

- First Cans – 2,211
- Additional Cans – 756 (730 Second Cans, 24 Third Cans and 2 Fourth Cans)
- Recycling Cans – 1,926

The City furnishes solid waste cans to the residents and provides for the ability of residents to obtain more than one can. The Contractor will not be providing solid waste cans to the residents.

The City operates an opt-in recycling program in which current and new residential customers may choose whether to participate in the recycling program. Currently, the recycle cans are owned and provided to the residents by the Contractor.

### **Current Collection:**

The City currently provides weekly curbside solid waste collection and bi-weekly curbside recycling services. All collection currently occurs on Fridays. It would be preferred, but not required that the collection day remains the same. It would also be preferable that garbage and recycling collection are on the same day(s) of the week. The final schedule will be mutually agreed upon by the Contractor and City and will include changes or modifications necessary for Federal holidays. Pickup times may occur anytime between 5:00 a.m. and 5:00 p.m.

Companies should submit a proposal based on the criteria and assumptions discussed above. However, Farr West City is also willing to review alternative proposal options. If they so choose, companies may present alternative proposals based on the options listed below.

While the City would prefer an initial 3-year contract, it is willing to consider alternative contract term lengths. Interested companies should detail their alternative contract term proposal along with any changes this will mean to can rates.

### **Proposal Content and Format:**

Each response should include a cover letter, signed by an officer of your company, indicating that the response is valid for 90 days and that the officer is legally able to contractually bind your Company. The cover letter should summarize your proposal's key points including price and indicate that your Company is able to fulfill all the requirements outlined in the Scope of Services section of this RFP.

Please disclose any conflict or potential conflict of interest that your Company may have concerning this engagement.

Provide a description of your Company's experience and capability of fulfilling this

contract if awarded.

Provide information describing your Company's financial condition. Include in such description, where applicable, the credit rating of your Company's parent entity or related subsidiaries that would provide services under this RFP.

Describe any relevant changes in your Company within the past year, or anticipated changes, that may affect your capability to perform the services being requested.

Provide references from governmental entities where your Company has performed similar services and any information your Company has on customer service ratings or satisfaction. Provide information regarding your Company's background and experience in providing these services.

Indicate the names, titles, roles, locations, phone numbers, and e-mail addresses, of each member of the team that will be designated to work on this project for your company. Indicate which person and position will serve as the day-to-day contact for the City. Provide brief resumes of the listed person(s).

Provide the location, address, and contact information for the office that will provide customer service to the residents of the City. If this office is a call center, describe how the call center is run including information on the history, management, and training of employees.

Discuss how your Company will provide the services to be performed for the City.

Discuss how your Company handles customer account changes, missed cans, damaged cans, customer complaints, etc. Describe what role your Company expects the city to play in the aforementioned areas.

Please indicate the schedule your Company will use to provide the services to be performed for the City.

The cost basis for collection and billing of solid waste and recyclable materials shall be per residential container. The proposal shall also outline any proposed price increases, transportation fees, etc.

Outline any alternative proposal options your Company would like the City to consider.

### **Proposal Submittal:**

Two (2) hard copies and one (1) electronic copy on a flash drive of each Company's response shall be submitted to Farr West City Hall no later than 12:00 PM MST on September 14, 2021.

In order to be considered for selection, responses must be received by the City on or

before the date and time specified. company's mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered.

Once submitted, proposals may not be corrected or modified. A Company may, without prejudice, withdraw a proposal after it has been deposited with the City, provided written notice is given to the City Recorder.

Farr West City will not reimburse responding companies for any expenses incurred in preparing proposals in response to this request.

Proposals should be as concise as possible while fully responding to the items discussed above.

Any changes in the RFP will be included as an addendum numbered in sequence, dated as of the date of issue, updated on the City website, and transmitted to all companies the City has previously been in contact with.

No verbal agreement or conversation with any officer, agent, or employee of the City or the Contractor, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the City or the Contractor.

The City has tried to provide as much information as possible to all prospective companies in order to allow them to compute fair and reasonable rate quotes. However, it is the sole responsibility of the Company to independently investigate, to calculate, and to be responsible for the prices quoted.

Companies should examine thoroughly the information as set forth in this RFP. If there is any doubt or uncertainty as to the meaning, companies may ask for any explanation or clarification before submitting their Proposal. All requests for explanation or clarification should be directed to:

Rob Spronk or Nate Carver  
Farr West City  
801-731-4187

All questions should be submitted by Thursday, September 9, 2021. The City will distribute any question submitted and the answer to the question to all companies the City has communicated with immediately upon having an answer to the question.

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request for Proposals, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Proposals;
- c. Request clarification and/or additional information from the Company at any point in the procurement process;
- d. Execute a Contract or Contracts with one or more companies, on the sole basis of the original proposal or any additions to proposal submissions;
- e. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal,
- f. Waive any requirements of the RFP, as may be deemed to be in the best interest of the City; and
- g. Reissue the RFP.

It is the intent of the City to conduct a fair and comprehensive evaluation of all proposals received. Proposals, including any supplemental information requested by City, will be evaluated for their overall responsiveness to the requirements and evaluation criteria of this RFP, including the quality of the written proposal submitted. The contract will be awarded to the proposal that is most advantageous to the City. Review criteria include, but are not limited to, the following (listed in no particular order):

- a. Demonstrated ability to satisfy the scope of services
- b. Proposed cost
- c. Qualifications, references and demonstrated competence
- d. Professional qualifications of individuals assigned to the project
- e. Customer service approach and reputation

All materials submitted in response to this RFP will become the property of Farr West City. One (1) copy of each proposal shall be retained for official files and will become a public record and open to public inspection at the end of the period to submit proposals. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the Farr West City.

Any trade secrets or proprietary information submitted by a vendor in connection with a procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that cost proposals are to be protected is not acceptable.