

**REQUEST FOR PROPOSAL (RFP)**  
**SOLID WASTE COLLECTION AND DISPOSAL SERVICES**  
**FOR THE TOWN OF WEBER CITY, VA**

The Town of Weber City, hereafter known as, "Town", intends to award a contract for solid waste collection and disposal services. The Town is requesting proposals for the collection, removal, and disposal of solid waste for residential services for Town citizens.

Mail or deliver Proposals to the attention of:

Penney Capps, Town Clerk  
Town of Weber City, VA  
2758 U.S. Highway 23N  
Weber City, VA 24290

The RFP must be delivered on or before **Monday, May 1ST, 2023, at 4:00 p.m.** Submissions received after this time will be rejected. The envelope containing the RFP must be sealed and clearly marked "Request for Proposal Solid Waste Collection Disposal and Services for the Town of Weber City". Questions regarding this request must be submitted in writing to Penney Capps, Town Clerk, via email at [clerk@webercityva.org](mailto:clerk@webercityva.org), with "RFP Solid Waste Services" in the subject line. Upon receipt, the sender will receive verification of the received email. It is the sender's responsibility to verify receipt of email. Interpretations or clarifications which result in an Addendum will be made available to you. All addenda must be acknowledged and included in your RFP submission.

**The RFP must include the following:**

- Cover letter signed by the appropriate authorities;
- Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;
- Firm background, qualifications, experience in performance-based contracts and references;
- Evidence of insurance and security for faithful performance;
- Pricing information;
- Draft copy of contract you propose to use;
- IRS Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>);

It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information, and other proprietary information. The Town intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection or public information request(s) at any time, even after the contract has been awarded and executed, and whether the proposer wins the contract.

The Town of Weber City reserves the right to accept any Request for Proposal or to reject any or all Request for Proposals, to waive irregularities and/or informalities in a Request for Proposal, and to negotiate a contract with any proposer in any manner, consistent with law, deemed in the best interests of the Town.

## **Current Service Area & Services**

The area of the Town to be serviced by this Proposal is that area commonly known as the Town limits of the Town of Weber City. The Town has a population of approximately 1300. The house count is subject to an upward adjustment to accommodate the anticipated future development in the Town.

The Town of Weber City provides billing to the individual customers. The Town of Weber City, offers its residents:

- Once a week trash pickup to all residential customers
- An up to 96-gallon, wheeled, container provided for each residence by the Town

Additionally, the Town of Weber City shall receive, at no charge, a 40-foot roll off for its use and its services on a call basis.

The failure or omission of any proposer to familiarize itself with the sites and existing conditions and service levels in the Town shall in no way remove the contractor from any obligations of its proposal. No additional compensation will be granted due to a lack of knowledge of the sites, service levels, or the conditions under which the work will be accomplished in the Town. The Town makes no representation as to the reliability of its estimates of service levels and growth.

The Town is seeking a mutually beneficial, long-term public/private partnership based upon an incentive approach, and desire to negotiate a contract for a term of reasonable length. The Town, in its desire to provide solid waste services, seeks a firm or qualified organization to:

- Provide solid waste service, both efficiently and economically, once a week curbside collection and residential routes;
- Maximize sanitary and aesthetic living conditions for all residents;
- Maintain positive communications with the Town and the customer;
- Collect and transport solid waste from all residential customers within the Town of Weber City to an environmentally safe and permitted disposal site;
- Contractor shall make every effort to continue to provide weekly residential collection of solid waste services on same day of the Towns current collection schedule if a Federal Holiday the garbage collection should be picked up on the next business day.

## **Objectives**

The Town Council, Mayor and staff are dedicated to responsive and customer-focused solid waste services for the citizens and businesses within the Town. The Town of Weber City interested in proposals from companies with a strong commitment to excellent customer service, and who will work well with the Town organization, which promotes and supports core values, trust, teamwork, effective communication, professionalism, and quality of life. The ideal company will be customer-focused, responsive, innovative, and friendly, interested in becoming a key player in the healthy community initiatives and projects, and committed to offering the Town residents. The Town desires a partnership, which recognizes quality management driven by value and a strong work ethic and not just the "bottom line".

## Discussion of Proposal Contents

**Cover letter:** Include a letter transmitting the proposal to the Town of Weber City. This letter shall indicate the proposal is for solid waste and services, provide the date of submittal, and must be signed in ink by the appropriate authorities. The letter shall include the full name of the proposer, address for service legal notices, name, and telephone number of an authorized contact person, and shall indicate the legal status of the proposer, whether corporation, partnership or individual.

**Scope of work/services to be performed:** Provide a plan with details on service methods and descriptions of services, which will be provided for the Town of Weber City. The service plan should include, but not necessarily be limited to, the following:

- Firms' emphasis on public relations, customer education; and environmental programs;
- Quality control methods, complaint management and resolution procedures;
- Residential solid waste collection operation, including hours and days of the week, provide curbside pickup, once a year, for the semi-annual large item/brush pick-up;
- Non-routine and holiday collection procedures and methods for customer notification;
- Specify any limitations on items to be collected and requirements for preparing unusual items for pickup;
- Describe the containers to be provided, specify the time frame for their provision to new customers, and any related policies regarding distribution and replacements, damage to containers

## Other Proposal Content Details

- Discuss the disposition of worthless items found in the customer's recycling container;
- Discuss any complementary or additional services available to improve the value taxpayers are receiving or to enhance their quality of life or address special needs;
- Discuss traffic safety plans for areas around and near schools;
- Discuss methods for handling barriers to collection, including blocked streets;
- Describe the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and state how many are from line units and how many are spares. Describe the plan to ensure that equipment shall be available to always meet the service plan. Describe how leakage or debris from vehicles will be minimized and/or handled;
- Discuss disposal and processing sites;
- Discuss methods for ensuring customer satisfaction and service quality and related company policies;
- Discuss how the company will notify the Town in case of equipment breakdown or other event which may delay the picking up of solid waste; and
- Discuss worker training, and use of temporary drivers versus company drivers.

**Firm background, qualifications, experience. and references:** Provide a brief description and history of the firm including current size, and how many persons in the firm are directly engaged in solid waste collection. Discuss the firm's experience in providing the proposed service to other organizations of comparable size. Provide references from five recent contracts under which solid waste collection services were provided, and include organization's name, address, contact person, and telephone number. As the Town requires that the successful respondent must have experience providing service in a performance-based contract, list all municipal collection contracts or MUD solid waste collection contracts held within

the past five years, which meet these criteria. List the performance standards that you feel should be included in the contract. Include the firm's financial history with current financial statements or a statement on how the Town can be made comfortable with the financial issue.

**Insurance Requirements:** Provide general commitment to the general indemnity of the Town. Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types, but at least in the limits specified below.

**Types & Limits:**

Coverage	Limits of Liability
(1) Workmen's Compensation	Statutory
(2) Employer's General Commercial Liability	\$1,000,000
(3) Bodily Injury Liability (except automobile)	\$500,000 per occurrence; \$1,000,000 in the aggregate
(4) Property Damage Liability (except automobile)	\$500,000 per occurrence; \$1,000,000 in the aggregate
(5) Automobile Bodily Injury Liability	\$500,000 per occurrence; \$1,000,000 in the aggregate
(6) Automobile Property Damage Liability	\$500,000 per occurrence
(7) Excess Umbrella Liability	\$5,000,000 per occurrence

**Pricing Information:** Provide a proposed rate structure, including unit rates for residential, commercial, and other services for the following:

- Residential rates should be quoted for one garbage pickup per week.
- Commercial rates should be quoted separately for once a week pickup or/as required by the business
- Provide a price option for residents who want multiple carts.

**Evaluation:** The Town council, will review the proposals, and recommend the most highly qualified submitting firms. In the event of equally qualified firms, the Council may invite the top matched firms for interviews. The proposal selected will be the one which best meets the long- range needs of the Town in the most cost-effective method possible and which assures compliance with any federal and state regulations.

Proposal Selection Considerations will include:

- Creative rate structure which encourages responsible disposal of solid waste (30%)
- Quality of service, methods for satisfying customers, company values, management style, and commitment to the Town (30%)
- Cost of Service (25%)
- Firm’s background and related experience (10%)
- Company experience in operating under a performance-based contract (5%)

The Town may also request additional information from Proposers at any time prior to final approval of a selected Proposer. The Town reserves the right to reject any or all proposals, or to negotiate modifications or proposals submitted; and accept part or all the proposals based on considerations other than process or cost. Final approval of a selected Proposer is subject to the action of the Town of Weber City Council.

The Town may use sources of information not supplied by the proposer concerning the abilities to perform this work. Such sources may include, but not be limited to, current or past customers of the organization, on-site inspection of the firm's operation, on-site inspection of the landfill, and credit records.

**Disqualification of Proponents:** Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proponent and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of Town Council members, Mayor, or staff,
- Lack of competency as availed by either financial statements, experience, or equipment statements as submitted, or other factors;
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted; and
- Use of a questionable disposal site.