

<b>REQUEST FOR PROPOSAL</b>		<b>PROJECT NAME:</b> Waste Removal Services
<b>POSTING DATE:</b>		

The Village of Claycomo, Missouri, is a community of approximately 1,500 and is organized as a Village under a Board of Trustees form of government, per Chapter 80 of the Missouri Revised Statutes. The Village's total annual operating budget is approximately \$2.4 million, and the Village employs approximately thirty-five (35) full time employees. The Village's fiscal year ends March 31.

## **SECTION 1 – GENERAL INFORMATION**

### **1.1 PROJECT PURPOSE AND DESCRIPTION:**

The Village of Claycomo is seeking proposals from qualified vendors for the Waste Removal Services for the Village and residents. Details for the project scope can be found in section 3 below.

### **1.2 GENERAL SUBMISSION INFORMATION:**

The Village of Claycomo's Board of Trustees intends to award a single contract for this project. The proposal should provide the Vendor's proposal for waste removal services with careful consideration for the individual line items as it relates to the entire cost structure. Additionally, the vendor should address capabilities including plans for missed pickups and conflict resolution. The official title for this project is: Waste Removal Services for The Village of Claycomo and residents.

### **1.3 SITE VISITS & PRE-SUBMITTAL MEETING:**

Vendors may visit the sites during regular hours, 8:00 AM to 5:00 PM, view the sites, take pictures, etc. The Village of Claycomo has engaged Schooley Mitchell 816.559.7789 for any vendors who are looking for specific details and/or additional information regarding the process. Schooley Mitchell will be allowing pre-submittal meetings for any vendors wanting one. Please contact Darren Morris or Kelly Wylie to schedule a call or meeting. The cut-off for pre-submittal meetings is December 8, 2021.

### **1.4 QUESTIONS:**

Questions to the Village regarding the proposal shall be submitted to:

Jamie Wright, Village Clerk  
 115 NE 69 Highway  
 Claycomo, MO 64119  
 Phone: (816)452-5539  
 Fax: (816)453-1852  
[jamiewright@claycomo.org](mailto:jamiewright@claycomo.org)

### **1.5 PREPARATION COSTS:**

Proposers shall be solely responsible for proposal preparation costs, including but not limited to the cost of preparing the presentation, site visits and any other pre-submittal cost. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – ANTICIPATED PROCESS**

### **2.1 EXAMINATION OF PROPOSALS**

Proposers should carefully examine the entire RFP, and addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### **2.2 PROPOSAL ACCEPTANCE PERIOD**

Award of this contract is anticipated to be December 27, 2021. It is anticipated that there may be additional questions from Schooley Mitchell during this review period and that may include line-item clarification.

### **2.3 CONFIDENTIALITY**

The content of all proposals and scoring sheets will be kept confidential along with the successful proposer until after the award of the contract, at which time the information will become public information.

### **2.4 PROPOSAL FORMAT**

Proposals are to be prepared in such a way as to provide straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- **Conformance to the RFP instructions**
- **Responsiveness to the RFP requirements**
- **Overall completeness and clarity of content**
- **Complete answers to all line item questions**
- **Any line items not answered, provided with clear explanation**

### **2.5 SIGNATURE REQUIREMENTS**

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

### **2.6 PROPOSAL SUBMISSION**

Six (6) paper copies and one (1) digital PDF copy on a USB drive of the proposal must be received by the Village of Claycomo prior to December 8, 2021. All copies of the proposals must be sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

Village of Claycomo  
Attention: Jamie Wright  
115 NE 69 Highway  
Claycomo, MO 64119

### **2.7 NEWS RELEASES**

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Village of Claycomo's Board of Trustees.

### **2.8 DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP become the property of the Village of Claycomo. One copy shall be retained for the official files of the City Hall and will become public record after award of the contract.

### **2.9 MODIFICATION/WITHDRAWAL OF PROPOSALS**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. Once the proposal is withdrawn, the respondent may submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the Village after the date of receipt and following oral presentations. During or after the process any discussions with Schooley Mitchell may be included with Village approval and oversight.

### **2.10 ORAL CHANGE/INTERPRETATION**

No oral change or interpretation of any provision contained in this RFP is valid whether issues at a pre-proposal conference or otherwise. Written addenda will be issued with the Village deems changes, clarifications, or amendments to proposal documents necessary.

### **2.11 LATE SUBMISSIONS**

Proposals not received prior to the date and time specified will not be considered and will be returned unopened after recommendation of award.

### **2.12 REJECTION OF PROPOSALS**

The Village of Claycomo reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which the village determines, in its sole discretion, is in the best interest of the Village.

## **SECTION 3 – SCOPE OF WORK**

The Waste Removal Services for the Village and residents.

	Needs:
1	Pricing for 96 -gal Waste Containers: Quantity: 428 96-gal waste containers collected once per week for residences.
<b>Note</b>	City will only pay for residence first bin; additional containers are covered by resident
2	Pricing for Fire station 2-yard waste 1x/wk.
3	Pricing for City Hall 2-yard waste 1x/wk.
4	Plan for 2 Scheduled city wide clean up days where residence can dispose of bulk items for pick up
<b>Note</b>	2 20-yards roll offs for each event
	<b>Please address each line item below:</b>
	Reduced cost of extra pick up if needed
	Length of contract options from 12 with two options to negotiate on rates in the month of December each year. If no satisfactory rate can be reached in December, the contract is considered null and void at the end of March and new proposals will be sent out for proposals in January.
	No additional fees for the cleanup dates (no delivery, tonnage, haul, rental, etc.)
	Overage fees outlined if applicable
	No additional fee (fuel, environmental, rental, etc.) - or capped fee %
	Container exchange or cleaning
	<b>Additionally;</b>
	is there a weight limit per bin?
	how would etf's be calculated?

#### **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. The document formatting should include typeface of 12 font or greater and with 1.5 inch margins.

##### **4.1 PROPOSAL NARRATIVE**

All proposal information shall be presented in a single bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in the RFP will not be accepted. It is mandatory that the proposal contains the following five (5) items and that it be presented in the following order:

1. Cover
2. Title Page
3. Letter of Transmittal
4. Table of Contents
5. Answers and pricing using the questions above.
6. If there is a specific topic not covered or no "response" please add that line item in with 'no response'
7. Supporting Attachments

Items 5 and 6 should be in order of the questions above so they can easily be found.

##### **Proposal Section Details**

- A. **Title Page** - Show the RFP title being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.
- B. **Letter of Transmittal**
  - a. Identify the RFP project for which the proposal has been prepared.

- b. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
  - c. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
  - d. A corporate officer other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.
- C. **Table of Contents**
- D. **Details of Core Content (need some help on this section)**
- a. **Recent Experience in similar municipal service.**
  - b. **Capability to Meet Deadlines** – Provide projected workload and timeline to complete the project.
  - c. **Warranty** – Please describe all warranties that will be provided, including any conditions and response time during increment weather.
- E. **Supporting Attachments** - Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

## **SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

The Board of Trustees will evaluate the proposals.

The Village of Claycomo reserves the right to award contract(s) based solely on the written proposals. The Village also reserves the right to request oral interviews. The Village reserves the right to request additional questions to be answered during the interviews, to determine which proposers will be interviewed, to determine the format and content of the interviews, and to establish the maximum number of people who may attend the interview from a proposer. The consultant's project manager identified in the proposal will be required to attend any requested interviews. By submitting a proposal, it is understood that the proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the Village. Additionally, the Village may refer to outside consultants for support and review of all proposals including reaching out for clarification and questions.

## **SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The Village may invite such one or more proposers to enter contract negotiations with the Village. The Village reserves the right to terminate negotiations with any proposer. The Village reserves the right to reject any and all proposals submitted.

The successful firm shall meet with the Village of Claycomo minimum commercial general liability insurance requirements of \$1 million per claim and occurrence, shall provide a certificate of insurance demonstrating that the required policy of insurance is in effect, and shall provide an endorsement to the policy stating that the Village of Claycomo is named as an additional insured party under the policy.