



**REQUEST FOR PROPOSAL (RFP)  
MUNICIPAL SOLID WASTE COLLECTION,  
DISPOSAL AND RECYCLING SERVICES  
FOR THE CITY OF LEON VALLEY**

**Introduction and Instructions**

The City of Leon Valley (City) intends to award a contract for municipal solid waste collection, disposal and recycling services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services and to divert suitable materials for recycling.

Mail or deliver Proposals to the attention of:

Crystal Caldera, MPA, PhD  
City Manager  
City of Leon Valley  
6400 El Verde Road  
Leon Valley, Texas 78238

Five (5) copies of the RFP must be delivered on or before July 18, 2024 at 2:00 p.m. The envelope containing the RFP must be sealed and plainly marked "Request for Proposal Municipal Solid Waste Collection Disposal and Recycling Services for the City of Leon Valley". The RFP must include the following information:

- 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; and
- Draft copy of contract you propose to use

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 City intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection at any, time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

A pre-proposal meeting will be held on July 11, 2024, at 2:00 p.m. in the City Council Chambers at 6400 El Verde Road, Leon Valley, Texas. Following the July 18, 2024 deadline, proposals will be reviewed and we anticipate a recommendation to the City Council in August 2024. The City Council will approve the City Attorney and staff to negotiate the details of the contract, which will be effective January 1, 2025 or as soon as practicable thereafter.

The City of Leon Valley 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 City.

## **Background**

The area of the City to be serviced by this Proposal is that area commonly known as the City limits of the City of Leon Valley. The City of Leon Valley is located approximately 12 Miles northwest of the City of San Antonio and has a population of approximately 11,542. The City has approximately 3,500 solid waste customer accounts. Of these, about 3,000 are residential and about 500 are nonresidential. This house count is subject to an upward adjustment to accommodate the anticipated future development in the City. The City averages new construction of approximately 5 to 10 new single-family homes per year and is approximately 90% developed.

The contractor provides billing to the individual customers.

The City of Leon Valley, through a contractor offers its customers:

- Once a week trash pickup to all residential and variable pickups for commercial customers;
- 96 – gallon wheeled containers are available to all residential customers;
- Once a week curbside residential recycling, including most type of papers, glass of all colors, aluminum cans, steel food cans, #1 to #7 plastic containers, and cardboard. Recycling containers are given to customers who request them and are provided by the contractor. The contractor shares in the proceeds from the sale of recyclable material 50/50 with the City of Leon Valley.
- The contractor provides curb side pickup, twice a year for the semi-annual large item/brush pick-up. 8 Cubic Yards maximum.

Additionally, the City of Leon Valley receives at no charge; a 40 cubic yard roll off for its use, and serviced on an on-call basis. Two eight Cubic Yard containers are provided for cardboard recycling.

The failure or omission of any proposer to familiarize itself with the sites and existing conditions and service levels in the City 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 City. The City makes no representation as to the reliability of its estimates of service levels and growth.

## **Objectives**

The City 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 City, in its desire to provide solid waste services, seeks a firm or qualified organization to: provide solid waste service, both efficiently and economically, twice a week curbside collection (1x garbage; and 1x recycling) and commercial container collection for all residential and commercial routes

- Maximize sanitary and aesthetic living conditions for all residents;
- Maintain positive communications with the City and the customer;
- Collect and transport solid waste from all residential, institutional, and commercial customers within the City of Leon Valley to an environmentally safe and permitted disposal site;
- Collect and transport residential recyclables to a materials recovery facility, and share in the proceeds with the City of Leon Valley;
- Provides billing for waste services;
- Contractor shall make every effort to continue to provide weekly residential collection of solid waste and recyclable services on same day of the City's current collection schedule; and
- Provide alternate service programs as desired by the City and the customers. Indicate your willingness to participate with multiple-entity partnerships.

The City Council, Mayor and staff are dedicated to responsive and customer-focused solid waste and recycling services for the citizens and businesses within the City of Leon Valley. The City of Leon Valley is interested in proposals from companies with a strong commitment to excellent customer service, and who will work well with the City 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 City residents and businesses with quality services. The City desires a partnership, which recognizes quality management driven by value and a strong work ethic and not just the "bottom line."

## Proposal Content Details

**Cover letter:** Include a letter transmitting the proposal to the City of Leon Valley. This letter shall indicate the proposal is for solid waste and recycling 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 City of Leon Valley. The service plan should include, but not necessarily be limited to, the following:

- Firm's emphasis on public relations, customer education; and environmental programs;
- Billing for solid waste services to the individual customer;
- Quality control methods, complaint management and resolution procedures;
- Residential and commercial solid waste collection operation, including hours and days of the week, provide curbside pickup, twice a year, for the semi-annual large item/brush pick-up;
- Non-routine and holiday collection procedures and methods for customer notification;
- When and how recyclables will be collected in relation to normal waste collection and specify which recyclables shall be collected; Indicate potential for sharing of recyclable proceeds;
- 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;
- Discuss the disposition of contaminated recyclables or 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 be used to assure that equipment shall be available to meet the service plan at all times. 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 City in case of equipment breakdown or other event which may delay the picking up of solid waste; and
- Discuss worker-training, 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 and recycling. 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/recycling collection services were provided, and include organization's name, address, contact person, and telephone number. As the City 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 City can be made comfortable with the financial issue.

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

<u>Type</u>	<u>Amounts</u>
1. Worker's Compensation	Statutory
2. Employers' Liability	\$1,000,000 / \$1,000,000 / \$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a stand-alone policy or an endorsement to the Commercial General Liability	\$5,000,000 per claim / \$5,000,000 General Aggregate, or its equivalent in Umbrella or Excess liability coverage

**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 1x week garbage pickup and 1x week recycling pickup.
- 2x year Brush and Bulky Item Curbside Collection (max 8 Cubic Yards).
- Provide a price option for garbage that allows residents to choose what size garbage cart they want based on the amount of garbage they generate (Pay as You Throw).
- Provide a price option for 1x week Organics Collection.
- Provide a price option for 2x year Household Hazardous Waste pickup events, scheduled to coincide with brush and bulky item pickups.
- Provide options to share in the proceeds from the sale of recyclable material 50/50; or 100% with the City of Leon Valley.

### **Proposal Selection**

**Evaluation:** A selection committee, as established by the City Manager, will review the proposals and recommend the most highly qualified submitting firms. In the event of equally qualified firms, the Committee may invite the top matched firms for interviews. The proposal selected for recommendation to the City Council will be the one which best meets the long-range needs of the City in the most cost-effective method possible, and which assures compliance with all federal and state regulations.

Considerations will include:

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

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

The City 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 recycling sites, and credit records.

