

**ADDENDUM NO. 1 to
Request for Proposal (RFP) # 2019-33
Solid Waste Collections and Disposal and Recycle Services
Questions and Answers**

Note 1: Per Section 7.8 ADDENDA of the RFP, this document of Questions and Answers constitutes Addendum No. 1 to the RFP. Any changes to specifications will be made in writing and posted on the City's website at: www.cityofmanor.org Applicants shall acknowledge receipt of all addenda.

Note 2: Each of the clarifying questions below has been posed by one or more party expressing interest in this RFP.

Note 3: The deadline for submission of questions is Wednesday, August 21, 2019 at 4:00 p.m.

- 1) Can you provide the number of single-family, duplex and four-plex residences (cart served) currently served? *5085*

- 2) Can you provide the number of residential units in apartments? *We have two apartment buildings: the Travis County building on Carrie Manor (who has a commercial account) that has 33 units; and a 4-plex in the older part of town (who has one cart per residence). We have also issued permits for 2 apartment complexes in 2018 that will have 420 units in total. There are two more sites being considered for apartments that will have approximately 1200 units in total. Apartments have always been considered commercial accounts and have made service arrangements directly with the solid waste service provider.*

- 3) Can you provide the number of commercial, industrial and institutional customers; preferably with the container sizes and collection frequency? *We currently have 141 accounts. These solid waste accounts will be invoiced directly through the solid waste service provider. The City does not have final information and is in the process of pulling the information on the sizes and service frequency.*

- 4) Can you provide the current and anticipated growth rate? *Our population estimates from 2014 – June 2019 has the city/Shadowglen area growing 5,878 people in that time, so 1,306 people a year average. We anticipate the single-family growth rate to be similar to the last two years at about 500-550 RBDs in FY 19-20. There are 1,581 single family lots with subdivision construction documents filed but the sections haven't been built yet, so those are soon to be future lots. There are a couple thousand more with preliminary and concept plans filed. We issued permits for 2 apartment complexes in 2018 that will have 420 units in total. There is discussion for approximately 1,100 – 1,200 more units on two sites.*

- 5) On page 1, Submission Location – asks for two originals. Is this meant to ask for one original and two copies? Only one original is possible due to signatures on various documents. *The City is requesting two originals.*

- 6) 3.2.1 Specifies “take all” but indicates that all waste items (except bundled cardboard for recycling) must be contained in carts. Please clarify. *Poly carts should be left completely emptied.*

- 7) 3.2.1, c. indicates that new carts will be delivered...if required. Please clarify the conditions of “if required”. *The applicant will need to indicate in the RFP if the applicant will continue to use the poly carts customers already have in their possession from the current solid waste provider, if not then new poly carts are required. In addition, brand new house builds coming on route and damaged carts, should be brand new unused carts that will be delivered by the selected solid waste service provider.*

- 8) 3.3.1 requests containers at City facilities and special events and projects. Can you provide the number of carts and other containers currently used at the City facilities, confirm if they are sufficient, and provide an estimate of the size and number of containers needed at special events and projects? *The City currently has: Public Works yard – 40-yard roll-off for bulk waste, City Hall – 4-yard dumpster, Police Department – 4-yard dumpster. For City events, the City estimates the need for approximately 10 temporary cardboard bins and the use of a 20-yard roll-off at each event listed in the RFP at no cost as provided in the RFP.*
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- 9) Please clarify if bulky waste will not be collected at the curb but rather by a community roll off container instead. *Correct, no curb side bulk waste pickup.*
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- 10) 3.3.2, c. – please confirm that a franchise fee is to be paid by the contractor only for commercial, industrial, institutional and multi-family customers and not single-family customers. How much is the franchise fee? Will the franchise fee be added to the cost proposed or be extracted from the base cost? *Our Current Franchise fee is 10% and we collect for all rates and would expect at a minimum the same with a new contract.*
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- 11) If the collection Driver reports that containers are not placed at the curb for collection does this constitute a “miss” subject to re-service within 24 hours and/or penalties? *Being that it is not the Applicant’s fault, that scenario would not be subject to penalties, but new service provider shall make every effort to collect the material on the same day; but it must be collected within twenty-four (24) hours after the complaint is received.*
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- 12) 3.8 Billing – will the City bill for all services or only residential services? Is the contractor required to bill for any of the services? *The City will only bill for residential services. The contractor will bill for any other services.*
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- 13) Is it the intention of the City to award the services to one contractor or to multiple contractors? *One Contractor.*
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- 14) Considering that a draft contract is not included in the RFP and therefore the terms and conditions of the contract are unknown at this time, that a \$10,000 Bond could be at risk, and that it may be possible that a proposer would not entirely accept the terms as presented in the RFP, will the City accept proposals that indicate exceptions and/or additions or changes or is it the intent of the City to strictly adhere to the statement in the second paragraph of 7.11- Award? This is the most restrictive and confining requirement that we have ever seen in a municipal solid waste services solicitation. Normally, a proposer is allowed to provide exceptions (all other conditions accepted unless otherwise noted) and the parties can negotiate the items in question. While we understand the City’s expressed desire to obtain the best arrangement for its taxpayers, it is entirely within the legal purview of a Home Rule City to consider deviations and negotiate to obtain the most advantageous mutually acceptable agreement. *The final contract will be based upon the final agreed to terms reached between the parties. The \$10,000 security deposit will only be used if the applicant, after the parties having negotiated in good faith and having reached the point of executing a final contract, decides not to execute the contract.*
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- 15) Can the City provide an estimated time of contract award? A concern is that ample time is provided to obtain and distribute trucks, dumpsters, carts and other necessary equipment prior to October; activities that normally consume several weeks. *The contract would be awarded September 4, 2019 with a commitment of service start date on October 1, 2019. In the event the commitment of service cannot commence on October 1, 2019, the City has an option for a month to month contract with the current solid waste provider.*
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- 16) Will there be any pre-proposal conference? *The City will conduct a pre-proposal conference on Wednesday, August 14, 2019, 2:00 p.m. at City Hall - Chambers located at 105 E Eggleston St, Manor, TX 78653.*
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- 17) If the answers to these questions are unable to be answered soon will the City issue an extension to the submittal deadline of August 23? *No, an extension to the submittal deadline is not anticipated.*
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- 18) 3.2.1 b – states that the provider must pick up “take all” for trash, recycle and yard waste. It then goes on to state that solid waste and recyclables must go into carts. There is no mention in that paragraph regarding the yard waste. How does the city want the yard waste to be handled? Will yard waste need to be put into carts as well? Will a separate cart be needed for yard waste? If not, how is yard waste to be handled? What size, weight and capacity are allowed for each pickup? *Currently, yard waste is NOT picked up unless in trash cart. We will continue with this regulation for residents. A resident may request a separate cart for yard waste. A 90-95 gallon poly cart for solid waste is required and the same is required for recycling. The size, weight and capacity for yard waste is at the applicant’s discretion.*
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- 19) Is roll off going to be an exclusive part of the franchise award? If so, are both temporary and permanent roll off included? If so, please define permanent and temporary roll off. We would also need the number of annual hauls for each of the requested roll off sizes, 20yd., 30yd., and 40yd. *Yes, roll-off, including temporary and permanent roll-off, will be an exclusive part of the franchise award. The City does not have final information and is in the process of pulling the information on the number of annual hauls for the roll off sizes requested.*
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- 20) There is no listing of house counts in the RFP. Please provide the number of residential carts requested for service for both the City of Manor and Shadowglen. Please have it broken down to number of trash carts and number of recycle carts. These numbers might be different from the house counts some residents may have two containers. Please include the total number of homes for the City of Manor and Shadowglen as well. *The City of Manor currently has 3997 trash carts and 3887 recycle carts. We also have approximately 200 builder accounts that will eventually be added to these counts once completed. That number will continue to grow as permits are being issued daily for new builds. The Shadowglen subdivision has 1088 trash carts and 1088 recycle carts.*
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- 21) Please provide a breakdown of all commercial front end load containers (FEL). We would need the total number of containers, what size the containers are and what their weekly service frequency is. Ex) Five 2-yard FEL containers being serviced 3 times per week. *We currently have 141 accounts. The City does not have final information and is in the process of pulling the information on the number, size and service frequency of the containers.*
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- 22) Please provide information and the container size and frequency for all city facilities that are part of the “Free Municipal Services”. Again, please included the number of containers, address, frequency of service as well as a distinction as to whether or not the container is for trash or recycle. *Public Works located at 547 Llano St yard has a 40-yard roll-off for bulk waste, a 96-gallon cart for trash, and a 96-gallon cart for recycle. City Hall located at 105 E. Eggleston St has a 4-yard dumpster for trash and two 96 gallons recycle carts. The Police Dept. located at 402 W Parsons has a 4-yard dumpster. All trash is serviced once weekly with the exception of the 40 yard which is serviced upon request. Recycle service is provided once every other week.*
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- 23) Would the city be willing to take a bond instead of a certified check for the bid security? *The City will accept a \$10,000 security deposit as provided in the RFP; or a bond of 10% of the first year’s contracted value.*

24) In regard to my question #10 – please clarify – should the prices we propose include the 10% franchise fee? To illustrate: The price we charge the City is \$10 and the City pays us \$9; the City retaining the 10% Franchise Fee? Or, conversely, we do not include the 10% Franchise Fee in our pricing...we charge the City \$9 and the City charges the customer \$10 to obtain the 10%? If we are to include the 10% Franchise Fee in our pricing is it to be included in both residential and commercial pricing? *Contractor shall pay a franchise fee for the term of the contract, equal to ten percent (10%) of its gross receipts from all residential, commercial, roll-off, portable restrooms, and special collection services. The 10% franchise fee shall be in addition to a specified rate for each service provided. Such franchise fee shall be paid to the City by Contractor quarterly in arrears, on or before the twentieth (20th) calendar day after the end of each calendar quarter.*

25) Can you please tell us if the MISD facilities are part of the City Solid Waste Services contract? *No, the MISD facilities are not part of the City's solid waste services contract.*

END OF SUBMITTED QUESTIONS

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ADDENDA ACKNOWLEDGEMENT

By signature affixed, the applicant acknowledges receipt of Addendum No. 1 to Request for Proposal #2019-33.

Applicant Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

REPRESENTATIVE'S NAME: _____

REPRESENTATIVE'S TITLE: _____

AUTHORIZED SIGNATURE: _____

DATE: _____