

**ADDENDUM NO. 2 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. 2 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 was Wednesday, August 21, 2019 at 4:00 p.m.

Note 4: The **deadline** has been extended to Friday, **September 13, 2019 at 2:00 pm**. It is expected that the contract will be awarded at the City council meeting on October 2, 2019 with a proposed start date of November 1, 2019 which can be extended to December 1, 2019 provided Applicant includes the request in the RFP.

1) The number of commercial, industrial and institutional customers? *We currently have 141 accounts. These solid waste accounts will be invoiced directly through the solid waste service provider.*

2) The container sizes and service frequency for each of the commercial, industrial and institutional customers? *The current vendor provided the City the following sizes and service frequency for commercial customers:*

2 – 96 GAL FEL TOTER 1 X WK	2
2 YD FEL 1 X WK	7
3 YD FEL 1 X WK	2
4 YD FEL 1 X WK	7
6 YD FEL 1 X WK	7
6 YD FEL 2 X WK	1
8 YD FEL 1 X WK	1
8 YD FEL 2 X WK	2
8 YD FEL 3 X WK	2
8 YD FEL 4 X WK	1
8 YD FEL 6 X WK	1
Grand Total	33

3) The breakdown of all commercial front end load containers (FEL)? *A current review of the actual containers within the city revealed approximately 120 FELs.*

4) The number of annual hauls for each of the requested roll off sizes, 20yd, 30yd, and 40 yd? *For the City, the City is requesting at least one 40 yard roll off which is estimated to have 16-17 hauls per year approximately every 3 weeks. Please keep in mind that the City’s 40 yard roll off(s) is/are being provided to the City at no cost.*

The 20yd, 30yd and 40yd roll offs for the rest of the City noted as “Extra Roll Off Containers” on the bid sheet, Applicant should assume to be for construction debris and the City has approximately 200 builder accounts on an ongoing basis. Please offer your best price per haul based upon that information.

5) Will the City please clarify if Proposers must strictly adhere to the terms of the RFP as currently written or be disqualified for not doing so; or may Proposers take exceptions to aspects of the RFP and suggest alternate language and approaches; those to be considered during negotiations? *The City is willing to consider specified exceptions to the RFP and suggested alternate language and/or approach. The final contract will be based upon the final agreed to terms reached between the parties.*

6) Can the City please clarify if a performance bond is to reflect the total revenue of the term of the contract, which could be 3, 5 or 7 years or is a shorter term of revenue calculation acceptable? Because extensions are possible, a Proposer must assume a potential contract term of 7 years and 7 years of revenue to establish the value of the bond, which is expensive and the cost of which must inevitably be included in the pricing. *The performance bond should be based upon the revenue for one year of the contract but shall be in place for the entire term of the contract.*

7) Can the City please confirm if the 10% franchise fee for residential and commercial pricing is to be included, or not included, in the prices submitted in a Proposal? For example, assume the price that the Proposer requires for a particular size dumpster serviced once-per-week is \$100.00 per month. Should the Proposer quote a price of \$100.00 (Base Rate) or \$110.00 (Base Rate plus 10% Franchise Fee)? In the first scenario (\$100.00) the City would add \$10.00 to the rates that the contractor may charge and reflect \$110.00 in the City Rate Ordinance. In the second scenario (\$110.00) the City would not add any amount to the rates and the \$110.00 would be recorded in the City Rate Ordinance. In either scenario, the contractor would bill the dumpster customer \$110.00 and remit a \$10.00 Franchise Fee to the City. Either method is acceptable. The reason we are asking for clarification is so that the City can compare prices submitted from all Proposers on an apples-to apples basis; avoiding a situation where one Proposal includes the Franchise Fee, and another does not. *The franchise fee should not be included in the prices submitted in the proposal. Base Rate only. The franchise fee shall be in addition to a specified rate for each service provided.*

8) Any other clarifications regarding the RFP and the City’s requirements will be appreciated. *The following questions were asked and answered in Addendum #1, but are being clarified or the answers changed as set forth below:*

(a) Q3. Can you provide the number of commercial, industrial and institutional customers; preferably with the container sizes and collection frequency? *Please see answer to Q2 above.*

(b) Q15. 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. *Please see Note 4 above.*

(c) Q17. 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? *Please see Note 4 above.*

(d) Q21. 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. *Please see answer to Q2 above.*

9) In the RFP, 5.3.3, there is a request for the quantities of trash and recycle picked up at cities each respondent is listing as a reference. Per our discussions yesterday, Waste Management, nor do I believe any competitor has “Dedicated Routes”, meaning that any weight/diversion quantities for an entire city would be “Best Guess” estimates only and the margin for error would be significant +/- 25% or more. I would ask that questions regarding weights for entire cities be struck from the RFP response as the data would be greatly flawed. *The Quantity as requested in 5.5.3 (note: the section referenced in Q9 above is incorrect) is asking about the number of and size of cart that was used to collect solid waste and the number and size of cart that was used to collect recycling. The City is judging the Applicants’ information as to whether they have the trucks, manpower and capacity to serve the community of Manor and Shadowglen, rather than the weight and/or diversion of quantities actually disposed of.*

10) The RFP asks for two (2) originals. Is it possible to provide one (1) original and one (1) copy? Two originals would require any document, bond or form to be ordered in duplicate. Can respondents simply provide an original and a copy? *The City is requesting two originals – one copy ultimately will be for the City and the other will become part of the contract with the successful Applicant. The City will accept a copy of the bonds required only.*

11) Can you indicate how many homes are being serviced on each service day (Monday, Tuesday, Wednesday and Thursday)? *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.*

Monday – Greenbury Village (302 carts) Carriage Hills (246 carts) Bell Farms (421 carts) = 969 carts total

Tuesday – Stonewater (643 carts) Presidential Glen (798 carts) Presidential Heights (237 carts) = 1678 carts total

Wednesday – Downtown (421 carts) Wildhorse Creek (450 carts) Hamilton Point (243 carts) Lagos (33 carts) = 1147 carts total

Thursday – Shadowglen = 1088 carts total

12) What are the current residential and commercial rates for the City of Manor? Many times, the commercial rates are inflated in order to keep residential rates down. If that is the case in Manor, I’ll need to know in order to give the City a more apples to apples proposal? *The residential rates are \$17.50 per 95 gallon cart; and the commercial rates for carts and FELs are as provided below:*

1 cart x once weekly	\$18.04
2 carts x once weekly	\$27.21
1 cart x twice weekly	\$27.21
2 carts x twice weekly	\$45.37

	2018					
	1x	2x	3x	4x	5x	6x
2yd	\$69.86	\$104.79	\$139.73			
3yd	\$79.83	\$119.77	\$159.71			
4yd	\$89.83	\$134.75	\$179.64			
6yd	\$119.76	\$179.63	\$239.52			
8yd	\$159.71	\$239.52	\$319.38	\$415.68	\$519.60	\$623.52

13) Regarding the Roll-Off containers located at the City facilities utilized by residents for bulky items, can you tell me how frequently that Roll-Off box is hauled? Hauls per year?
For the City's 40 yard roll off, the City estimates to have 16-17 hauls per year approximately every 3 weeks. Please keep in mind that the City's 40 yard roll off(s) is/are being provided to the City at no cost.

14) I see that there was a pre-bid meeting advertised in the Q&A addendum. Unfortunately, we did not see the addendum until after the date of the meeting. Can you tell me which companies were in attendance? *Waste Management and Waste Connections.*

15) The RFP indicated the need for approximately 10 temporary cardboard bins for City events. Can you be more specific about the definition of "bin"? are these for trash or for trash and recycle? *The cardboard bins are for trash and recycle. A different color should be used to identify recycle or trash.*

END OF SUBMITTED QUESTIONS

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ADDENDA ACKNOWLEDGEMENT

By signature affixed, the applicant acknowledges receipt of Addendum No. 2 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: _____