



# **DEL REY COMMUNITY SERVICES DISTRICT Request for Proposal Solid Waste Hauling Services**

**Release Date: April 20, 2020**

**DEADLINE FOR  
PROPOSALS:  
May 11, 2020, 4:00 PM**

The prospective contractor shall submit a fully executed sealed proposal, to be received no later than 4:00 P.M. May 11, 2020.

Sealed proposals shall be submitted to:

**Del Rey Community Services District  
Attention: Carlos Arias  
P.O. Box 186  
10649 E. Morro Avenue  
Del Rey, CA 93616**

**NOTE:** Proposers are required to submit one (1) original RFP signed in ink, four (4) hard copies of the RFP, and one (1) electronic media version email (*in WORD*) or *include a USB Flash Drive*. Original and copies should be identified as such. Failure to provide copies may result in disqualification. Email shall be sent to: [drcsd@pacbell.net](mailto:drcsd@pacbell.net) .

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## I. INTRODUCTION

### COVID-19 (CORONAVIRUS) PANDEMIC WARNING:

**The Del Rey Community Services District (DRCS D) will comply with the State of California Executive Orders N-25-20 and N-29-20, the County of Fresno Declaration of Emergency and the Declaration of Emergency adopted by the DRCS D Board of Directors on March 19, 2020.**

To minimize the spread of the COVID-19 virus the procedures outlined in this RFP may be subject to change to protect the health and welfare of the citizens and customers of the Del Rey community. This may include: a drop box rather than in person delivery of proposals; telephonic rather than “in person” interviews, and adjusted time lines.

The Del Rey Community Services District (“District”) is requesting proposals from proposed qualified waste haulers (“Proposer” or “Vendor”) with experience in providing solid waste hauling services, including but not limited to solid waste hauling, recycling, and disposal in compliance with the California Public Resources Code and applicable regulations. Due to the changing need/requirements of the District’s customers, the need for solid waste hauling may change without prior notice. Proposers should also identify opportunities to improve processes and to reduce operational costs to the District. The selection will be based on a variety of factors, including but not limited to the overall price, performance, reliability, and proximity of the Proposer. The needs and requirements are outlined in the following Request for Proposal (“RFP”).

## II. SCHEDULE OF EVENTS

This RFP will be governed by the following schedule:

<b>Timeline:</b>	<b>Date:</b>
Release of Request for Proposal	April 20, 2020
Deadline for Written Questions	April 27, 2020
Responses to Questions	May 4, 2020
Proposals are Due	May 11, 2020
Interview (if required)	May 12-19, 2020
Approval of Contract	May 21, 2020
Contract Start Date	June 1, 2020

All dates are subject to change at the discretion of the District.

## III. INQUIRIES

All inquiries and/or clarification of requirements of this RFP shall be submitted via e-mail to Carlos Arias, at [drcsd@pacbell.net](mailto:drcsd@pacbell.net) with the subject heading “**RFP Inquiry – Solid Waste Hauling Services.**” **All inquiries and/or requests for clarification must be received no later than 4:00 p.m. (PDT) on April 27, 2020.** Phone calls will not be accepted. Inquiries and/or requests for clarification received after 4:00 p.m. (PDT) on April 27, 2020, will not receive a response from the District. The District expects to respond to all inquiries and/or requests for clarification by 4:00 p.m. (PDT) on or before May 4 , 2020. The District will post a copy of all

questions received and their respective answers on the Del Rey Community Services District Website at [www.delreycsd.com](http://www.delreycsd.com) "Solid Waste Hauling RFP responses." It will be the responsibility of the vendor to check the District's Website to view the questions and responses.

#### **IV. DUE DATE**

Proposers interested in submitting a RFP shall submit one (1) original RFP signed in ink, four (4) hard copies of the RFP, and send a copy in electronic media version in WORD via email to [drcsd@pacbell.net](mailto:drcsd@pacbell.net) or include a USB- flash drive. **The RFP must be received at the District office by 4:00 p.m. (PDT), on May 11, 2020.** The District assumes no responsibility for proposals that are not received by the specified deadline caused by delivery service. The District shall reject late proposals. The RFP must be submitted in sealed envelopes or boxes bearing the caption "**Solid Waste Hauling Services RFP.**" Respondents are advised to carefully review submission instructions contained in the RFP. Sealed envelopes or boxes may be submitted by mail or hand-delivered to the District's Office and placed in the drop box (or as otherwise instructed):

**Del Rey Community Services District  
Attention: Carlos Arias, District Manager  
P.O. Box 186  
10649 E. Morro Avenue  
Del Rey, CA 93616**

#### **V. REQUIRED DOCUMENTS**

Interested entities are to provide the District with a thorough proposal. Proposals need to be specific, detailed, and straightforward, using clear, concise, and easily understood language. Proposals must be typed. No handwritten responses will be accepted. The Proposals should at least include the following:

1. Detailed solid waste hauling program-residential
2. Detailed solid waste hauling-commercial
3. Proposal for once per year community clean up
4. Detailed plan for twice a year educational forum
5. Completed Proposal Questionnaire form
6. Completed References (company name, address, telephone, e-mail, contact person)

Vendor is encouraged to include any comments and/or to attach any information to the Proposal that may assist the District in evaluating its ability to perform this contract. Do not make an assumption that the District will be familiar with your work.

#### **VI. SCOPE OF SERVICES**

See attached Exhibit "A."

#### **VII. EVALUATION CRITERIA AND ADDITIONAL DOCUMENTS**

The District will evaluate submittals with the intent of selecting the most qualified Proposer. Only Vendors with fixed service locations will be considered for contract award. Evaluation criteria include, but are no limited, to the following:

1. Ability of the Vendor to perform the scope of services outlined in this RFP.
2. Ability of the Vendor to provide appropriate insurance in adequate amounts.
3. Location of facility in relation to the District offices (i.e. consideration of travel time to/from District and ease of access from the identified routes.)
4. Quality of waste hauling services to small/ disadvantaged Fresno County communities including educational forums.
5. Reference list with three (3) names and contact information.

To better assist the District during the evaluation process, Vendors shall include the following documents to their proposals:

#### **A. Proposal Questionnaire**

The Vendors shall address the questions presented in the Proposal Questionnaire (Attachment "B") in typed format included in the proposal. The Proposal Questionnaire will be evaluated and scored to determine the Vendor's ability to provide quality service at fair and reasonable prices, while maintaining high standards of customer satisfaction.

#### **B. References**

The Vendor's Proposal shall provide a list of at least three (3) References. Preferably, at least one reference should be from a governmental (public) agency. The Vendor should expect that the District will contact the references.

### **VIII. SELECTION PROCESS**

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers. The District reserves the right to verify any information contained in the proposals. The District reserves the right to investigate and research proposals, including facts and opinions that could be helpful in evaluating the capabilities of the Proposers whether or not they were included in the proposals.

Top ranked Proposers may be requested to attend an in person, telephonic or video meeting with the District to be interviewed. The interviews will allow the designated Proposers an opportunity to answer any questions the District may have regarding their proposals. Participation in the interviews will be at no cost to the District. Subsequently, the District will make the final determination of the successful Proposer.

**NOTE: The DRCSD Board of Directors meets on the third Thursday of every month at 7:00 p.m. at the District Offices however, to comply with COVID-19 (coronavirus) safety precautions the Board may meet via video or telephonic conference call. Adoption of an agreement is expected at the May 21, 2020 regular board meeting. District reserves the right to advance or delay the actual approval of a proposal by Special Meeting conducted in accordance with District Bylaws.**

### **IX. TERMS AND CONDITIONS**

#### **A. Term**

The initial term of the service contract shall be five (5) years. The District, with the consent of the Vendor, shall have the option for one five (5) year extension, under the same terms and conditions. The District reserves the right to terminate the contract at any time for reasons of violations of any term or condition of the contract.

**B. Award**

The contract will be awarded to the Vendor whose proposal best meets the evaluation criteria in the sole and absolute discretion of the District. The selected Vendor will be required to enter into a Contract for Services (see Sample Attachment "C") with the District.

**C. Rejection of Proposal**

The District reserves the right to reject any or all proposals, to waive informalities and irregularities in the proposals received, and to accept any portion of any proposal or all items proposed if deemed to be in the best interest of the District to do so.

**D. Insurance Requirements**

Vendor is responsible for ensuring that it is capable of meeting the District's insurance requirements. The requirements are:

- Statutory Worker's Compensation Insurance, and Employer's Liability Insurance coverage: \$1,000,000
- Commercial General Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate
- Business Auto: \$1,000,000 per occurrence.

**E. Assignment/Subcontracting**

The selected Vendor shall not assign or subcontract services or responsibilities without the prior written consent of the District. The District acknowledges that subcontracting may be in the District's best interest, and reserves the right of final approval.

**F. Payment**

Vendor will be paid for actual service to customers, within thirty to forty-five (30-45) days of the invoice date in a format approved by the District.

**G. Business License**

Vendor shall secure, at the Vendor's own cost, the appropriate business license as required from Fresno County and/or licenses or certifications required from the State of California prior to beginning any work under this specification and proposal.

**H. Undue Influence**

The Vendor declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the District in connection with the award or terms of the contract that will be executed as a result of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the District will receive compensation, directly or indirectly, from the Vendor or from any officer, employee or agent of the Vendor, in connection with the award of the Agreement of any work to be conducted as a result of the RFP. Violation of this Section shall be a material breach of the contract entitling the District to any and all remedies by law or in equity.

#### **I. Confidential and Proprietary Data**

All materials received relative to this RFP will be kept confidential, until such time as the posting of any agenda recommending that the District Board award the services sought in this RFP. If this RFP is canceled confidential materials received will be returned. Proposals received will be subject to Government Code § 6250, the Public Records Act. Proposer should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

#### **J. Proposal Preparation Costs**

The District is not, nor shall it be deemed liable for any costs incurred by Proposer in preparation, submittal, or presentation of their proposals.

#### **K. Professional Licensing**

The professional services provider, and any sub-contractors, shall possess any necessary professional certifications and/or licenses relative to the work to be performed required by appropriate licensing authority of the State of California and shall provide evidence of such to the District with their proposal or prior to commencement of the work in such a form as the District shall require.

#### **L. Independent Contractor**

The selected Proposer will be an independent contractor. All persons employed by the Proposer in accordance with an executed agreement resulting from this RFP will be employees of the Proposer and not of the District.

#### **M. Conflict of Interest**

In submitting a proposal the Proposer represents it is not aware of any actual or potential conflict of interest. No official, officer, or employee of the District or of a local public body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in any potential contract or the proceeds thereof.

#### **ATTACHMENTS:**

- Attachment "A": -Scope of Services
- Attachment "B": -Proposal Questionnaire
- Attachment "C": -Contract for Services

**ATTACHMENT "A"**  
**SCOPE OF SERVICES**

**SOLID WASTE HAULING BINS AND SERVICE REQUIREMENTS**

**A. Bins : Available for Residential and Commercial Customers**

1. Approximately 292 - full sets of 96 gallon cans (residential & commercial) consisting of 1 Trash, 1 Recycle, and 1 Green Waste.
2. Approximately 24 – 96 gallon trash cans (residential and commercial accounts needing more than 1 can)
3. Approximately 5 - Commercial Sets – 1 Trash, 1 Recycle /or 1 Green Waste – Depending on customer needs.
4. Approximately 1 - Commercial Recycling Service (Apartments)
5. Approximately 5 - 3 yard bins (commercial)
6. Approximately 4 - 5 yard bins (commercial)

**B. Service & Pickup: Once Per Year Clean Up, Educational Forum**

1. Weekly Residential and Commercial solid waste service for all customers sets: Example: Solid waste pickup every Wednesday.
2. Every other week: Recycle Waste Pickup: Example: Trash and Recycle alternating Wednesdays.
3. Every other week: Green Waste pickup: Example: Trash and Green Waste, alternating Wednesdays.
4. Hauling of remainder of bins: once a week on Wednesdays except for the 3 yard and 5 yard bins, which are picked up once per week on Fridays.
5. Once per year minimum 5 hour community clean-up. Prepare and distribute a flier explaining types of waste that may be accepted and conduct a "Clean up at the Park" for the community.
6. Missed Pickup as needed.
7. Educational forums twice per year, in English & Spanish, with written materials for community members to learn about trash hauling, recycling, green waste & environmental issues.



**ATTACHMENT “B”**  
**PROPOSAL QUESTIONNAIRE**

Business Name:		Phone
Street Address		Fax
City/State/Zip		E-mail  Website:
Business Owner Name and Contact Information  Type of Business: Corporation, etc. Attach articles of incorporation		
Business Manager Name and Contact Information		
Number of years in business	Number of Employees (include part time)	

1. Describe the business’s history and formation, names of officers.
2. List number of employees and their job titles.
3. Does your company maintain a current written company human resources or personnel manual? If so, attach a copy of the anti-discrimination sections.
4. Describe overall how your business will provide services to the citizens and businesses of DRCSD.
5. How many years has the business been at its current location?
6. How many years has the business been under its current ownership?
7. Total operable waste hauling vehicles by size and year of manufacture.
8. List public & private clients, by year of first service.
9. Attach a sample redacted copy of at least one public contract (exclude proprietary, personal or other information) -This will be attached to the RFP which is a public record.
10. Define “quality service” as it pertains to waste hauling to small or disadvantaged communities.
11. In your business, do you participate in community events? If so, give examples.
12. Describe how you maintain the trucks that will be providing services to the District.
13. List the hours of operation by day of the week. Describe after-hours service if needed.

**ATTACHMENT "C"**  
**CONTRACT SERVICES AGREEMENT**

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