

**MCCALL, IDAHO
REQUEST FOR PROPOSALS (RFP)
FOR
RESIDENTIAL AND COMMERCIAL SOLID WASTE, RECYCLING, AND
COMPOSTING SERVICES**

I. Purpose, Background and Scope of Service

A. Purpose of Request for Proposal

McCall, Idaho, hereinafter referred to as “City”, is soliciting proposals from qualified Firms, hereinafter referred to as “Firm”, interested in providing residential and commercial solid waste, composting and recycling collection services.

B. Background

McCall is a mountain town community located in Valley County, Idaho, 100 miles north of Boise. Incorporated in 1913, McCall has grown to a permanent population of 3,686 and a large second homeowner or tourist population, which can grow to up to approximately 10,000 people at peak season time periods. The City is interested in providing residential and commercial solid waste collection services. A composting program should also be included in the proposal as a bid alternate. To date, McCall has had an optional opt-in subscription for various services to approximately 3,000 of 3,791 housing units and 143 of 449 commercial or multi-family units within the City. The City would like to consider pricing, options and opportunities of mandatory models for solid waste, recycling, and composting collection with an emphasis on effective waste diversion and sustainability.

C. Intent

The City’s intent and the requirements of the RFP are to provide citizens and businesses with the appropriate level of service, at the best value and with the highest quality and care for the environment.

The specifications contained within this RFP document are designed to establish an effective, sustainable, efficient, uniform, and safe system of solid waste and recycling services that provides for the following intended purposes:

1. Establish and maintain a continuous and uniform level of solid waste, composting collection and transfer, and recycling collection services in order to assure protection of the health, safety and welfare of the community.
2. Provide solid waste, recycling and composting collection services in a coordinated manner, through a routing system that will improve current solid waste collection while minimizing impacts to service rates.

3. The City Council has yet to determine the manner of the composting program depending on cost, logistics, and opportunities for treatment/processing within City Limits

D. Scope of Services

The selected Firm will be required to provide the following services, including, but not limited to:

1. Provide solid waste, recycling, and composting collection service to approximately 3,791 household units*; and provide options for services to accommodate local residents, second home owners, including short-term rentals in residential areas.
2. Provide commercial solid waste, composting and recycling collection services to approximately 443 McCall businesses or multi-family developments.
3. Be responsible to safely and legally transport, process and dispose of the collected materials. Materials will be transported to a facility or the facilities agreed upon by both the City and the Firm.
4. Be responsible for ongoing community education and stewardship of appropriate waste disposal, proper recycling and composting and communication of challenges to successful waste diversion being observed throughout service.
5. Commercial and residential certified bear-proof containers shall be furnished by the Firm. The Firm shall not be liable for damage caused to containers by previous Firms. The purchase of additional containers will be the responsibility of the Firm that is awarded the Contract for McCall solid waste, recycling and composting collection services. The cost of containers will be built into the Firm's proposal.
6. Wildlife carcass removal as a proposal alternate. Proposal for hazardous materials collection on an annual or more frequent basis.
7. The proposal should include services and cost for mandatory solid waste and recycling services and also for optional services (currently McCall the solid waste program is optional).

II. Proposal Requirements/Proposal Format

In addition to other items specified below, all proposals are limited to a maximum of 20 pages. This page limit does not include the Firm's cover letter.

A. Cover Letter

Each response should include a cover letter not longer than two pages, signed by an officer, or majority owner of your Firm, indicating that the response is valid for 90 days and that the signer is legally able to contractually bind your Firm. The cover letter should summarize your proposal's key points in response to this Request for Proposals.

B. Firm Qualifications

1. Provide a description of your Firm's experience and capability of fulfilling this contract if awarded, including any experience in Greenhouse Gas Emissions Inventory monitoring and reduction, Firm's sustainability goals, or examples of innovative, rural waste handling solutions utilized elsewhere.
2. Firm must provide service to McCall from a facility that is located no farther than 10 miles from McCall city limits unless adequately justified and agreed upon by the City and the Firm to respond providing adequate response time.
3. Provide information describing your Firm's financial condition. Include the credit rating of your Firm's parent entity or related subsidiaries that would provide service under this RFP.
4. Provide minimum Liability Insurance in the amount of \$3,000,000 per occurrence with an aggregate of \$15,000,000.
5. Describe your Firm's environmental strengths and sustainable practices that would help meet the vision and goals of the City of McCall and the community it serves.
6. Qualified proposals should include time-based goals relating to the following: Scope 1 and Scope 2 greenhouse gas emissions reduction goals; materials circularity goals, biogas reuse goals, local economic impact goals, and vehicular fleet emissions reductions goals.
7. Provide information describing your Firm's customer communication and outreach procedures. Share any relevant materials such as web-based services, average response time, or customer satisfaction metrics.
8. Identify three references from entities where your Firm has performed similar services. Provide information on your Firm's background and experience providing these services relating to population served, solid waste managed, cost of service, and experiences which challenged your Firm to adapt to change in the industry or the environment.

C. Safety

1. Describe your Firm's safety training and record.

2. Submit an Emergency Preparedness Plan as part of this proposal.
 - a. Spill and Hazardous Materials cleanup
 - b. Transfer station closure
 - c. Natural disasters (Wildfire, Snow event with greater than 12 inches per 24 hour period)
 - d. Strikes/labor disputes
3. Submit a Sustainability or Climate Plan for operations into the future to reduce Firm Greenhouse Gas Emissions. Emissions reductions goals based on the international standards for 2030 and 2050 targets for reduction are preferred.

D. Staffing Plan

1. Indicate the names, titles, phone numbers, fax numbers and e-mail addresses of each member of the team that will be designated to work on this project for your company.
2. Provide an example of the Operational Training Program used by your Firm to ensure compliance with all DOT, OSHA, EPA, DEQ and other governmental agencies.

E. Cost and services

The total cost basis for collection and billing of solid waste and recyclable materials known as “Program 1”. Please indicate the cost per container for trash and recycling respectively, their frequency of collection, types of materials, and the likely destination(s) for disposal or treatment. Also, include the cost of compost collection or another composting program being proposed known as “Program 2”.

The proposal should include multiple cost options differentiating mandatory collection from opt-in or opt-out services or fees, or include bid alternates for composting, and identify each cost-basis clearly. The containers for solid waste shall be acceptable bear proof containers.

F. Submittal Requirements

Three (3) copies of your Firm’s response shall be submitted to McCall City Hall no later than 5 p.m. on August 9, 2024.

City of McCall – Solid Waste and Recycling RFP 2024
Attn: BessieJo Wagner, City Clerk
216 E. Park Street
McCall, Idaho 83638

III. RFP Evaluation, Schedule, and Other Matters

A. RFP Evaluation

RFPs will be evaluated based on the following criteria (not listed in any order of importance):

1. Firm's proven ability with similar projects (10 points).
2. Expertise of key personnel to be assigned to the contract (10 points).
3. Firm's proven safety record and compliance with local, State, and Federal laws (10 points)
4. Firm's references (10 points)
5. Firm's capacity to perform (10 points).
6. Firm's environmental and sustainability practices (10 points).
7. Firm's cost proposal (40 points)

B. Schedule

City Staff will make a recommendation to negotiate with the Firm whose proposal is determined to be the most advantageous to the City, considering the evaluation factors set forth in the RFP. Recommended contract awarded, if any, resulting from this RFP is subject to the approval of McCall City Council.

City Staff reserves the right to recommend a Firm based upon the Firm's written proposal, without further discussions. Should Staff determine further discussions would be in the best interest of the City; Staff shall establish procedures and schedules for conducting discussions and will notify qualified Firms. When in the best interest of the City, Staff may permit qualified Firms to review their proposals by submitting a "best and final" proposal.

C. Other Matters

1. **Changes in the RFP:** Any communication from the City to a Firm will be transmitted simultaneously to all Firms or made public via a webpage along with written questions submitted. Any Firm who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified from the RFP process. All addenda will be numbered in sequence, dated as of the date of issue, and sent via e-mail to all Firms.

2. **Oral Agreements:** No oral agreement or conversation with any officer, agent, or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such oral agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Firm.
3. **Pre-Bid Meeting:** City will host a pre-bid meeting for all Firms wishing to bid to ensure that all bidders have the opportunity to ask questions and hear all the same information; and to ensure that all bidders know what the expectations of the City are. A pre-bid meeting date is tentatively scheduled for July 17th, 2024 at 10:00am via Microsoft Teams. Contact Michelle Groenevelt at the information below to RSVP.
4. **Receipt of Addenda:** In the event that the City issues an addendum to this RFP, the Firm shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal. Responding Firms shall also sign and return the cover page of each addendum to the City Clerk via e-mail to acknowledge receipt.
5. **Clarifications:** Firms are notified to examine thoroughly the instructions, specifications, and the service requirements as set forth in this RFP. If there is any doubt or uncertainty as to the meaning of the same, Firms may ask for any explanation or clarification before submitting their proposal. All requests for explanation or clarification must be presented to the City in written form. All inquiries related to this RFP shall be submitted in writing to:

Michelle Groenevelt, CED Director
City of McCall, Idaho
216 East Park St.
McCall, ID 83638
mgroenevelt@mccall.id.us

6. **Reservation of Rights:** The City reserves and holds at its discretion the following rights and options:
 - a. Issue addenda to the Request for Proposals including extending or otherwise reviewing the timeline for submittals;
 - b. Withdraw the Request for Proposals;
 - c. Request clarification and/or additional information from the Firm at any point in the procurement process;
 - d. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal; waive any requirements of the Request for Proposals, as may be deemed to be in the best interest of the City; and Reissue or modify the RFP.

In order to be considered to selection, responses must be received via email by the City Clerk on or before the date and time specified. Proposals received after the stated time shall not be considered. No fax transmittals will be accepted.

IV. Disposition of Proposals

A. Disclosure

All materials submitted in response to this RFP will become the property of the City of McCall. Any trade secrets or proprietary information submitted by a Firm in connection with procurement shall not be subject to public disclosure. However, the Firm must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that cost proposals are to be protected is not acceptable. There is no expressed or implied obligation for the City of McCall to reimburse responding Firms for any expenses incurred in preparing proposals in response to this request.

B. Terms and Conditions

Term: Firm agrees to act as City solid waste and recycling contractor for a period of ten (10) years commencing on [Date]

Duties applicable to the Firm: The Firm will perform the following work continuously during the entire term of this agreement and during any extension(s) thereof:

- 1. Collection of Residential Solid Waste:** Firm shall collect at its own expense, all waste which is contained within the provided waste disposal container (cart) from each household within McCall city limits according to a pick-up schedule which Firm shall determine and which shall be subject to City approval. Collection of solid waste from each residence shall occur at least once each week for the duration of this agreement and during any extension(s) thereof. Firm shall supply each household with one (1) certified bear-proof cart.
- 2. Collection of Residential Recyclables:** Firm shall collect all recyclables contained within the recycling container (cart) from each household within McCall city limits according to a pick-up schedule which Firm and City negotiate
- 3. Collection of Residential Compost:** Firm shall supply residential and commercial composting containers or submit a plan to develop a composting program in cooperation with the City, Private Organizations, and Residents. The City prefers any compostable material generated by the Community be available for reuse in the McCall Area.

4. **Pickup Schedule:** Collection shall be performed on one (1) day each week unless otherwise approved by the City. The City shall have thirty (30) days to approve or reject any schedule presented by Firm. If rejected, Firm shall propose an alternative pickup schedule acceptable to the City. All proposed pickup schedules shall provide that residential waste and recyclables will be collected between 6:00 a.m. and 7:00 p.m. on the day(s) appointed for collection.
5. **Modification of Pickup Schedule:** All pickup schedule changes made by Firm shall be made only after Firm submits such changes as set forth in paragraph 3 of this section. Furthermore, Firm shall not make any such pickup schedule changes until it has notified the residents of the City, at its own expense, of such approved changes at least two (2) weeks prior to implementing the said changes, excluding any Federal holidays or as otherwise agreed upon by both parties in writing.
6. **Collection of Commercial Solid Waste:** Firm shall supply front-load 3, 6 and 8-cubic yard bear-proof dumpsters for commercial establishments in McCall with a minimum regularly-scheduled services. "On-call" service may be made available to businesses.
7. **Collection of Commercial Recycling:** Firm shall supply appropriate sized containers for commercial establishments in McCall with a minimum regularly-scheduled service. "On-call" service may be made available to businesses.
8. **Collection Commercial Compost:** Firm shall supply residential and commercial composting containers or submit a plan to develop a composting program in cooperation with the City, Private Organizations, and Residents. The City prefers any compostable material generated by the Community be available for reuse in the McCall Area.
9. **Disposal of Waste:** Firm shall dispose of all waste it collects at a site or multiple sites, agreed upon by the Firm, Private Owners and the City. Firm shall not be responsible for charges associated with residential or commercial disposal.
10. **Insurance Coverage:** Firm shall maintain, at its own expense, general liability insurance by providing minimum Liability Insurance in the amount of \$3,000,000 per occurrence with an aggregate of \$15,000,000 insuring both Firm and City.
11. **Bond:** In addition to insurance, Firm shall provide the City with a one-hundred thousand dollar \$100,000 performance bond during the entire term of this agreement and any extensions.
12. **Invoicing:** Bidders are required to demonstrate their ability to provide residential and commercial solid waste and recycling invoices; and provide the customer service necessary to accommodate the payment needs of diverse customer groups. Bidders may consider invoicing through the Water Utility Billing process subject to agreement on terms by the Firm and the City.

13. **Number of Residents:** Firm and City shall agree on the number of households to be served, and the number of households shall be updated every month.
14. **Monthly Report:** Firm shall report to the City every month on a date agreed upon by the City and the Firm:
 - a. The number of residential customers served
 - b. The total tons of residential trash collected, location of disposal, and number of vehicles required for transport
 - c. The total tons of residential recyclables collected, location of transfer, and number of vehicles required to transport.
 - d. The total commercial tons of waste collected, location of disposal, and number of vehicles required to transport
 - e. The total commercial tons of recycling collected, location of transfer, and number of vehicles required to transport
 - f. Scope 1 and 2 Greenhouse Gas Emissions report corresponding to deliveries as reported.
 - g. A log of customer service inquiries and resolutions.
15. **Annual Report:** The Firm shall provide an annual report to the City Council with a recap of the year with statistics from the service provided and any information regarding the next year of service. The Firm and City will agree upon the month of the annual report.
16. The City of McCall reserves the right to allow alternative haulers to operate within the city for hauling services like construction and other debris and is not subject to the franchise agreement.