



Request for Proposal

Solid Waste Disposal

Benton Utilities
Procurement Department
1827 Dale Ave.
Benton, Arkansas 72015
501-776-5936
mwright@bentonutilities.com

**Benton Utilities
Request for Proposal
Solid Waste Disposal Services**

Benton Utilities
Procurement Department
1827 Dale Ave.
Benton, AR 72015
Office: 501-776-5936 * Fax: 501-776-5937
Email: mwright@bentonutilities.com



Bidder Information Sheet

If you downloaded this bid from our website, fax or email back this sheet to be added to our bidders list.

Attention: Mollie Wright, Procurement Manager
Fax: 501-776-5937
Email: mwright@bentonutilities.com
RE: RFP – Solid Waste Disposal Services

Benton Utilities Bids/Proposals are available on-line. If you download a Bid/Proposal, you are required to provide the following information via fax or email so that you may be added to the bidders list to receive Addenda to this bid.

Name: _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State/Zip Code: _____

Work Phone: _____

Fax: _____

Email: _____

If you have any question, please email mwright@bentonutilities.com

ADVERTISEMENT & NOTICE

BENTON UTILITIES
REQUEST FOR PROPOSALS
SOLID WASTE DISPOSAL SERVICES

Benton Utilities is hereby soliciting sealed proposals to provide Solid Waste Disposal Services for all Utility Departments. RFP specifications may be obtained during normal business hours (7-4 M-F) by contacting Ms. Mollie Wright at 501-776-5936, email mwright@bentonutilities.com or visiting the Benton Utilities Purchasing Page at www.bentonutilities.com/benton-utilities-purchasing-department.

Sealed Proposals must be clearly marked "RFP for Solid Waste Disposal Services" on the outside of the envelope. Proposals must be submitted by 10:00 a.m., Thursday, August 12, 2021, to Ms. Mollie Wright, Procurement Manager, 1827 Dale Ave., Benton, AR 72015. Faxed and emailed proposals will not be accepted, late ones will be returned to the sender. Proposals will be publicly opened, read aloud, and reviewed.

Mollie Wright
Procurement Manager
Benton Utilities
1827 Dale Ave.
Benton, AR 72015

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 Request for Proposal
 Solid Waste Disposal Services**

SCOPE OF WORK

Benton Utilities desires to contract with one vendor to pick up and dispose of all solid waste from all Utilities sites, as listed below and as needed. The Utility is comprised of three (3) different work sites.

Tentative approval by the Benton Public Utilities Commission will be August 16, 2021. Anticipated start date is September 1, 2021.

I. UTILITY-WIDE SOLID WASTE MANAGEMENT

Please provide pricing on a per container basis.

Containers will be provided by the awarded vendor.

Generally, the Utility requires a waste pick-up at each of the below listed sites one time each week, unless otherwise specified.

Containers must be maintained as required under all applicable requirements. Additionally, the Bidder shall change any bin, provide any cover, and provide lock bars within 48 hours of any request by the Utility. Upon 24-hour notice, the Utility may increase the number of pick-ups for each bin and the Utility will be obligated to pay only for bin services received.

Benton Utilities Current Waste Container and Service Needs

LOCATION	BIN SIZE/SERVICE	M	T	W	TH	F	Other
Water Department 1314 Venturi Dr	Waste Container 8 Cubic Yards			X			
	Waste Container 2 Cubic Yards			X			
Wastewater Dept. 616 W. Hazel St.	Waste Container 4 Cubic Yards					X	
	Waste Container 2 Cubic Yards		X			X	
Electric Department 1827 Dale Ave.	Waste Container 40 Cubic Yards						As needed
	Waste Container 8 Cubic Yards					X	

Terms and Conditions of Proposal

Contractor shall at all times provide sufficient personnel and appropriate equipment to maintain the established schedule of collections.

Contractor shall provide a schedule of collections within your proposal.

The contractor shall pick-up and dispose of waste materials according to the Solid Waste Disposal and Recycling Service Schedule. This schedule may be amended from time to time to reflect changes in Benton Utilities requirements and will become a part of the agreement for this service. The service schedule lists estimated current needs, but the Utilities' reserves the right to change by increasing or decreasing container size or frequency of pick-ups. Fees for service shall be equitably adjusted to reflect changes in container sizes or frequency of pick-ups.

Two weeks prior to the start of the contract, contractor shall be allowed to place containers in the required locations, if needed. The contractor shall furnish covered (hinged at the rear) metal containers of the type, size, and quantity specified herein, and maintain them in a state of good repair and cleanliness. Capacity of containers is shown on the schedule. Bidders may propose alternate sized containers provided that the total volume is met.

All metal containers supplied by the contractor shall be steam cleaned inside and out, disinfected and deodorized as often as required, but no less than once per year, to assure that all containers are sanitary. Cleaning of containers to take place off site. The contractor shall replace bins that the Utilities consider unsafe or unsanitary within 24 hours of the request. Bins must be leak proof.

At the end of each month, an itemized statement and invoice shall be emailed to mwright@bentonutilities.com or sent to Benton Utilities, 1827 Dale Ave., Benton, AR 72015. Invoices must show the sites serviced, and for each site, the number and dates of pick-ups per week.

Special pick-ups shall be invoiced and itemized individually, showing the date, location, containers picked up, applicable rate and total number of special pick-ups.

Payment will be made monthly by the Utilities within thirty (30) days of receipts of proper, undisputed invoice, in accordance with the terms set forth in the contract. Deductions will be made for service missed and not made up.

The contractor will secure and pay for all necessary licenses, permits, taxes, fees, and any other costs which are required by city, county, state and federal government or agencies for the performance of solid waste collection and disposal.

Subject to approval by the Benton Utilities Public Utilities Commission, it is anticipated that the Utilities will award a one (1) year contract with four (4) additional one-year extension periods which shall be

options exercisable at the sole and exclusive discretion of the Utilities. Accordingly, Bidders must propose base pricing for five (5) years. Note: Annual rate adjustment for the four (4) additional one-year extension periods may not exceed the annual percentage change in the Producer Price Index (PPI) or 3%, whichever is lower.

1. Information to be included with proposal

Bidders shall submit the following information:

- a. Cost of collection and disposal of solid waste per:
 - i. Container and size
 - ii. Quantity of pick-ups per week
 - iii. Collection Schedule
 - iv. Pricing basis for five (5) years
- b. Cost for AS NEEDED collection and disposal of 40 Yd Container
 - i. Solid Waste

Other Required Information:

- a. Certification of approval for solid waste collection and disposal of material.
- b. Detailed description of the proposed plan for solid waste program, methods, and exact location of disposal.
- c. A description of Bidder's ability to fulfill the potential contract.
- d. Description of Bidder's ability and past experience in complying with all local, state and federal health and safety laws and regulations.
- e. Statement that the Bidder will comply with the following insurance requirements.
 - i. Worker's Compensation
 - ii. Employer's Liability
 - iii. Commercial General Liability – Personal Injury and Property Damage
 - iv. Commercial General Liability – Personal and Advertising Injury
 - v. Commercial Automobile Liability

2. Proposals

- a. Provide one (1) original signature and one (1) copy of the proposal shall be provided together and submitted no later than Thursday, August 12, 2021 at 10:00 a.m. at which time they will be opened and read aloud. Proposals shall be marked "Solid Waste Disposal Services" on the outside of the envelope or package and delivered to the attention of Procurement Manager, Benton Utilities, 1827 Dale Ave., Benton, AR 72015. The Bidders are responsible to ensure that its proposal is received by Benton Utilities prior to the time and due date deadline and at the designated location. Late proposals will not be accepted.

- b. Benton Utilities may request to meet with the Bidder's authorized representative to request answers and clarifications or it may request that the Bidders answer specific questions in writing.
 - c. Benton Utilities may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.
 - d. All questions regarding this proposal must be submitted by email by 4:00 p.m. on August 6, 2021 to mwright@bentonutilities.com. Questions submitted after this time or in a form other than stated above will not be answered. Reference "Questions-Solid Waste Disposal Services" in the subject line.
- 3. Validity of firm proposal/offer:** Each proposal/offer must be a firm irrevocable offer, and remain open and valid for acceptance for ninety (90) days after proposal opening.
- 4. Submit hard copy proposal:** Telegraphic, facsimile, or electronic offers will not be accepted.
- 5. Proposal evaluation process:**
- a. Benton Utilities will utilize the proposal following evaluation criteria generally consisting of:

Qualifications and service capabilities	(0-25 points)
Experience and past performance	(0-20 points)
Quality of Service/Customer Service	(0-20 points)
Cost	(0-35 points)

Maximum Total points = 100
 - b. A proposal evaluation committee will determine which, if any proposal is in the best interest to accept. During the evaluation process, they may request proposal clarifications, explanations and answers, and other info. from a Bidder.
 - c. Subject to approval by the Benton Public Utilities Commission, it is anticipated that a contract will be made with the Bidders whose proposal is determined by the Utilities to be in the overall best interest by applying the evaluation criteria established in this RFP.

Solid Waste Disposal Service Proposal for Benton Utilities

General Information

1. Firm name, address and contact information:

2. Telephone: _____ Fax Number: _____

Email Address: _____

Website Address: _____

3. Names and titles of all principals/officers of the firm (use additional sheet if needed):

Name: _____

Title: _____

Phone Number: _____

4. How many years has your firm been in business under its present business name: _____

5. How many years of experience does your firm have providing similar services: _____

6. To how many public agencies has your firm provided similar services: _____

7. Please list 3 public agencies as references for which the firm has provided similar services:

8. Have you had a services agreement terminated for convenience or default in the prior five (5) years:

If yes, provide details including the name of the other parts: _____

9. Will your firm comply with all District, Local, State and Federal Legal requirements, policies, rules and regulations and laws? _____

If yes, provide details including the name of the other parts: _____

Fee Schedule for Solid Waste Disposal Services

(Submit price schedule here, Attach additional sheets if necessary)

I certify and declare under penalty of perjury under the laws of the State of Arkansas that the foregoing "Information Required of Bidder", is true and correct.

Print Name _____ Signature _____

Title _____ Dated _____