City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement** gp

DATE: **July 29, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204 approval is requested to utilize the Competitive Sealed Proposal process to select the most qualified contractor for Solid Waste Transfer Station(s) for Public Works Department. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

City of Jacksonville, Florida

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Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

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TO: Gregory W. Pease
Chief of Procurement

THRU: John P. Pappas, P. E.
Director of Public Works

FROM: Bill Joyce, P. E., Operations Director
Department of Public Works

07/29/19 11:18:48
Procurement Division

DATE: July 29, 2019

Request to Advertise – RFP for Solid Waste Transfer Station(s)

This is to request approval to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of solid waste transfer station services. The objective of this request is to make available the services as stated in the RFQ. The following Information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

1. The requested time period of the bid/agreement is for an initial fifteen (15) year period with "Rate Review Process" every three (3) years and CPI increase on "off" years. City will have the option to renew such agreement for up to two (2) additional five (5) year periods upon satisfactory performance by Contractor.

2. Funding will be identified and encumbered at the time Purchase Orders are issued for individual projects.

3. By using the Competitive Sealed Proposal Evaluation selection process, we expect to achieve benefits of timely completion as well as consideration of both price and qualifications.

4. The sub-committee responsible for evaluating the submitted proposals are: Duane Kent, P. E., Project Manager, Engineering and Construction Management Division, 255-8910, and Jeff Foster, Manager, Solid Waste Environmental Engineering, 381-8205.

5. The services requested in this contract will not duplicate existing service.

6. There are no current or prior services directly related to the proposed services.

If you have any questions or concerns regarding this request, please contact Bill Joyce at 904-255-8763.

WJ/ddh

Attachment: RFP sent by email

xc: David D. Hahn, P. E., Engineer Manager
Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Analyst
Lori West, Contract Specialist

APPROVED
By Ann Willis at 2:42 pm, Jul 03, 2019

REQUEST FOR PROPOSAL

SOLID WASTE TRANSFER STATION(S)
For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 **Introduction**

The City of Jacksonville ("**City**") intends to hire an individual or firm ("**Contractor**") to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)

Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements
Attachment D	Service Contract
Attachment E	Protest Procedures
Attachment F	Historic Hauler Tonnage Reports
Attachment G	Feasibility Study
Attachment H	Unacceptable Waste Definitions
Attachment I	Disqualified/Probationary Vendors List
Attachment J	Indemnification
Attachment K	Insurance Requirements

Form 1 - Bid Proposal Form
Form 2 - Conflict of Interest Certificate
Form 3 - No Bid Form
Form 4 - Business/Corporate References
Form 5 - Performance Bond
Form 6 Insurance Agent Acknowledgement

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 **Scope of Services.**

It is the intent of this solicitation to secure the services of a Contractor to accept, weigh, unload, process, sort, reload and transport to the Trail Ridge Landfill residential curbside garbage and yard waste debris collected by municipally contracted haulers that are part of the municipal solid waste collection services within Duval County by operating a Solid Waste Transfer Station at a location and facility owned or controlled by the Contractor. For the purposes of this RFP, municipally contracted haulers shall mean haulers contracted by the City of Atlantic Beach, the City of Jacksonville Beach, the City of Neptune Beach and the City of Jacksonville for the collection and transport of solid waste. The Yard Waste Debris shall be transported to the City vendor's site for processing that has the current yard waste contract with the City. The facility shall only accept solid waste that is required to be disposed of at a Class I Landfill (Trail Ridge Landfill) or solid

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City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
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MEMORANDUM

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Teresa O. Bocchieri, Professional Business Compliance Officer**
Jacksonville Small & Emerging Business Office

SUBJECT: **ESC-XXXX-19: RFP SOLID WASTE TRANSFER STATION revised**

DATE: **June 21, 2019**

EBO Goal: Encouragement

Review Date: June 21, 2019

Introduce and Review –The Jacksonville Small & Emerging Business Office has reviewed the above referenced RFP and scope of work.

Based upon our findings, we recommend approval of the proposal.

If you have questions or need further assistance, please contact totto@coj.net or call 904-255-8833.

cc: Alex Baker, Professional Services Specialist

RN/tb