

AMENDED - AGENDA
McCall City Council
Special Meeting
November 30, 2012 at 3:00 p.m.
McCall City Hall (Lower Level)
Legion Hall
216 East Park Street

The times listed are estimated times only. The Council reserves the right to alter the times as necessary.

WORK SESSION

3:00 p.m. AB 12-231 Work Session: McCall Multi-Modal Transit Facility

4:00 p.m. Discussion with Lake Shore Disposal concerning the Waste Management Request for Proposal

AB 12-230 Discussion regarding the Request for Proposal (RFP) Process and review of the Waste Management RFP

5:00 p.m. **ADJOURNMENT**

Americans with Disabilities Act Notice:
The City Council meeting room is accessible to persons with disabilities.
If you need assistance, please contact City Hall at 634-7142.

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**McCALL CITY COUNCIL
AGENDA BILL**

216 East Park Street
McCall, Idaho 83638

**Number AB12-231
Meeting Date November 30, 2012**

AGENDA ITEM INFORMATION				
SUBJECT: <i>Work Session: McCall Multi-Modal Transit Facility</i> <i>Lessons Learned from Ketchum</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		City Manager		
		Clerk		
		Treasurer		
		Community Development	MG	
		Police Department		
		Public Works		
		Golf Course		
			Parks and Recreation	
COST IMPACT:		Airport		
FUNDING SOURCE:		Library		
TIMELINE:		Information Systems		
		Grant Coordinator		
SUMMARY STATEMENT:				
<p>The purpose of the work session is to provide information and updates on the future McCall Transit facility and learn about a similar facility that was proposed in Ketchum. The work session will include a presentation by their team from Mountain Rides, CTAI and the City of Ketchum. Due to the travel distance and potential weather conditions, the presentation will be a video conference. The McCall Area Planning and Zoning Commission have also been invited to attend the work session.</p>				
RECOMMENDED ACTION:				
No action needed- informational only.				
RECORD OF COUNCIL ACTION				
MEETING DATE	ACTION			

McCALL CITY COUNCIL
AGENDA BILL

216 East Park Street
 McCall, Idaho 83638

Number AB12-230
Meeting Date November 30, 2012

AGENDA ITEM INFORMATION

SUBJECT: <i>Discussion regarding the Request for Proposal (RFP) Process and review of the Waste Management RFP</i>		<i>Department Approvals</i>	<i>Initials</i>	<i>Originator or Supporter</i>
		Mayor / Council		
		City Manager		
		Clerk	<i>AW</i>	Originator
		Treasurer		
		Community Development		
		Police Department		
		Public Works		
		Golf Course		
			Parks and Recreation	
COST IMPACT:	Unknown			
FUNDING SOURCE:	N/A	Airport		
		Library		
TIMELINE:	ASAP	Information Systems		
		Grant Coordinator		

SUMMARY STATEMENT:
 In August Lake Shore Disposal approached the City with the idea of offering a contract for waste management services, separate from the County. The original concept was to offer waste management services to McCall at a better rate than what was currently being offered through the County. After three work sessions Council directed staff to develop a Request for Proposal (RFP) as Council wanted to ensure a competitive process that would provide the best value pricing for businesses and citizens. Due to the nature of the Waste Management RFP, Council has requested to review the RFP prior to posting.

The additional purpose of this work session is to work through the RFP process with Council to ensure that staff and Council understand the process. Attached are the Waste Management RFP, a revised RFP time line, and an outline of the RFP process.

RECOMMENDED ACTION:
 Review the RFP for Waste Management Services and review and approve the RFP process.

RECORD OF COUNCIL ACTION

MEETING DATE	ACTION
August 23, 2012	Council directed staff to pursue a contract with Lake Shore, council also requested a work session to discuss options and review a possible contract
September 28, 2012	Council directed staff to do a survey regarding waste management services and collect additional information
October 25, 2012	Council directed staff to develop an RFP for solid waste and recycling services within the city of McCall

**MCCALL, IDAHO
REQUEST FOR PROPOSALS (RFP)
FOR
RESIDENTIAL AND COMMERCIAL
SOLID WASTE AND RECYCLING 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 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 an area of 8.5 miles, with a permanent population of 2991 and a large second home owner population. The City is interested in providing residential and commercial solid waste collection services and residential and commercial recycling services (the City has not yet determined whether the residential solid waste collection services and curbside recycling program will be mandatory, opt-out subscription, or opt-in subscription) to approximately 2,265 households within the City.

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.

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

1. Establish and maintain a continuous and uniform level of solid waste and recycling collection services in order to assure protection of the health, safety and welfare of the community.
2. Provide solid waste and recycling 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 recycling program. The program could potentially be mandatory, opt-in subscription or opt-out subscription.

D. Scope of Services

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

1. Provide weekly solid waste collection service to approximately 3,000 residents (approximately 2,265 households), and at least bi-weekly curbside recycling collection according to the Terms and Conditions contained on the last page of this RFP; and provide an accommodation to service part-time residents.
2. Provide commercial solid waste and recycling collection services to approximately 60 McCall businesses according to the Terms and Conditions on the last page of this RFP.
3. Be responsible to safely and legally transport, process and dispose of the collected materials. Materials will be transported to a facility agreed upon by both the City and the Firm.
4. Commercial and residential certified bear-proof containers shall be furnished by the Firm. The purchase of additional containers will be the responsibility of the Firm that is awarded the Contract for McCall solid waste and recycling collection services. The cost of containers will be built in to the Firm's proposal.

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 no longer than two pages, signed by an officer of your Firm, indicating that the response is valid for 90 days and that the officer is legally able to contractually bind your Firm. The cover letter should summarize your proposal's key points.

B. Firm Qualifications

1. Provide a description of your Firm's experience and capability of fulfilling this contract if awarded.
2. Firm must provide service to McCall from a facility that is located no farther than 10 miles from McCall city limits.
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
5. Describe your Firm's environmental strengths and sustainable practices.

6. Provide information describing your Firm's customer communication and outreach procedures. Share any relevant materials within the 20 page limit.
7. Identify three (3) references from entities where your Firm has performed similar services. Provide information on your Firm's background and experience providing these services.

C. Safety

1. Describe your Firm's safety training and record.
2. Submit an Emergency Preparedness Plan as part of this proposal.
 - a. Spill cleanup
 - b. Transfer station closure
 - c. Natural disasters
 - d. Strikes/labor disputes

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, and other governmental agencies.
3. Give an example of your Firm's hiring criteria, pre-employment qualifications, and hiring process.

E. Cost and services

The cost basis for collection and billing of solid waste and recyclable materials shall be per container collected. Please indicate the cost per container for both trash and recycling collection.

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 December 31, 2012.

City of McCall – Solid Waste and Recycling RFP 2012
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.
2. Expertise of key personnel to be assigned to the contract.
3. Firm's proven safety record and compliance with local, State, and Federal laws.
4. Firm's references.
5. Firm's capacity to perform.
6. Firm's environmental and sustainability practices.
7. Firm's cost proposal.

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 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.
4. **Receipt of Addenda:** 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:

BessieJo Wagner, City Clerk
City of McCall, Idaho
216 East Park St.
McCall, ID 83638
bwagner@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.
7. **Timely Receipts of Proposals:** In order to be considered to selection, responses must be received by the City Clerk on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. 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. The City will be the ultimate decision maker regarding whether a submission is a trade secret or otherwise exempt from disclosure under Idaho's public records law. The City will consider all trade secret and proprietary designations and attempt to accommodate the requested protection.

B. Terms and Conditions

Term: Firm agrees to act as City solid waste and recycling contractor for a period of seven (7) years commencing on March 1, 2013.

Duties applicable to the Firm: The Firm will perform the following work continuously during the entire term of the 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 the 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 at its own expense, 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. Collection of recyclables from each household shall occur at least every-other-week for regular service and once per month for on-call service. Firm shall supply each household with one (1) certified bear proof recycling cart. The City will determine if residential recycling will be part of the mandatory solid waste service or an opt-in/opt-out subscription service after reviewing the Proposals.
- 3. Suspension Policy and On-Call Service:** Firm shall describe, in detail, their suspension and on-call policy.
- 4. Pickup Schedule:** Collection shall be performed each week as 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 service of every-other-week. "On-call" service shall be made available to businesses requiring less-frequent service.
7. **Collection of Commercial Recycling:** Firm shall supply front-load 3, 6 and 8-cubic yard bear-proof recycling containers for commercial establishments in McCall with a minimum regularly-scheduled service of every-other-week. "On-call" service shall be made available to businesses requiring less-frequent service.
8. **Disposal of Waste:** Firm shall dispose of all waste it collects at a site agreed upon by the Firm and City. Firm shall not be responsible for charges associated with residential or commercial disposal.
9. **Commercial General Liability:** The Firm will maintain Commercial General Liability insurance covering all operations by or on behalf of the Firm on an occurrence basis against claims for injuries to persons (including bodily injury, disease, sickness and death) and property damage (including loss of use). Such insurance will have these minimum limits and coverage:
 - a. Bodily Injury: \$1,000,000 Each Occurrence
 \$2,000,000 Aggregate
 - b. Personal and \$1,000,000 Each Occurrence
 Advertising injury: \$2,000,000 Aggregate
 - c. Property Damage: \$1,000,000 Each Occurrence
 \$2,000,000 Aggregate
10. **Automobile Liability:** The Firm will maintain business auto liability insurance covering liability arising out of any auto (including owned, hired, and non-owned autos). Minimum Limits:
 - a. Bodily Injury: \$1,000,000 Each Person
 \$2,000,000 Each Occurrence

- b. Property Damage: \$1,000,000 Each Occurrence
11. **Workers' Compensation:** The Firm will maintain workers' compensation and employer's liability insurance. Minimum Limits:
- a. Workers' compensation – statutory limit in Idaho
 - b. Employer's liability with contractual liability coverage:
 - i. \$1,000,000 Per Accident
 - ii. \$1,000,000 bodily injury by disease for each employee
 - iii. \$1,000,000 bodily injury disease aggregate
12. **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.
13. **Invoicing:** Bidders are required to demonstrate their ability to provide residential and commercial solid waste and recycling invoices.
14. **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.
15. **Monthly Report:** Firm shall report to the City by the fifteenth of every month:
- a. The number of residential customers served
 - b. The total tons of residential trash collected
 - c. The total tons of residential recyclables collected
 - d. The total commercial tons of waste collected
 - e. The total commercial tons of recycling collected.
 - f. A log of customer service inquiries and resolutions.

V. Proposal Forms

All proposals need to include mandatory service pricing and subscription service pricing.

Service Type: Weekly Residential Solid Waste	Service	Container Rent	Total
96-gal. Bear-Proof Refuse Container			
65-gal. Bear-Proof Refuse Container			
48-gal. Bear-Proof Refuse Container			
Second 96-gal. container			
Second 65-gal. container			
Second 48-gal. container			

Service Type: EOW Week Residential Solid Waste	Service	Container Rent	Total
96-gal. Bear-Proof Refuse Container			
65-gal. Bear-Proof Refuse Container			
48-gal. Bear-Proof Refuse Container			
Second 96-gal. container			
Second 65-gal. container			
Second 48-gal. container			

Service Type: Monthly Residential Solid Waste	Service	Container Rent	Total
96-gal. Bear-Proof Refuse Container			
65-gal. Bear-Proof Refuse Container			
48-gal. Bear-Proof Refuse Container			
Second 96-gal. container			
Second 65-gal. container			
Second 48-gal. container			

Service Type: On-Call Residential Solid Waste	Service	Container Rent	Total
96-gal. Bear-Proof Refuse Container			
65-gal. Bear-Proof Refuse Container			
48-gal. Bear-Proof Refuse Container			
Second 96-gal. container			
Second 65-gal. container			
Second 48-gal. container			

Service Type: EOW Residential Recycling	Service	Container Rent	Total
96-gal. Bear-Proof Recycling Container			
65-gal. Bear-Proof Refuse Container			
48-gal. Bear-Proof Refuse Container			
Second 96-gal. container			
Second 65-gal. container			
Second 48-gal. container			

Service Type: On-Call Residential Recycling	Service	Container Rent	Total
96-gal. Bear-Proof Recycling Container			
65-gal. Bear-Proof Refuse Container			
48-gal. Bear-Proof Refuse Container			
Second 96-gal. container			
Second 65-gal. container			
Second 48-gal. container			

Service Type: Commercial Trash	Monthly Rent	EOW	1x/wk.	2x/wk.	3x/wk.	On-call
3 cubic yard						
6 cubic yard						
8 cubic yard						

Service Type: Commercial Recycling	Monthly Rent	EOW	1x/wk.	2x/wk.	3x/wk.	On-call
3 cubic yard						
6 cubic yard						
8 cubic yard						

DRAFT

**Solid Waste and Recycling
Request for Proposals (RFP)**

Task	Staff	Completed by:
Understanding taxing structure	BessieJo	11/9/12
Draft general RFP	BessieJo	11/14/12
Draft categories & EOS	Michelle	
Develop Evaluation criteria and weighing for RFP	Gene, BessieJo and Michelle	11/14/12
Advertise RFP	BessieJo	11/24/12 12/1/12
Closing of RFP	BessieJo	12/10/12 12/11/12
Review proposals	Gene, BessieJo and Michelle	12/11/12 01/24/12
Work Session with the City Council on contract development	Gene and City Council	12/13/12 02/14/13
Waste Collection Providers open house	Michelle	12/17/12 – 12/21/12 02/18/13 – 02/22/13
Draft contract and review by City Attorney	BessieJo and Bill N.	12/14/12 – 1/2/13 02/15/13 – 02/21/13
Contract to City Council	Gene	1/10/13 02/28/13

CITY OF MCCALL'S REQUEST FOR PROPOSAL (RFP) GENERAL PROCESS

1. Staff Identifies a need for service or the need to change, expand, or add services.
2. Staff presents the need to Council.
3. Council reviews the request and gives feedback as to what should be included within the service.
4. Council directs staff to develop a Request for Proposal (RFP) to ensure competitive process for best value pricing for businesses and citizens.
5. Staff develops the RFP.
6. RFP is reviewed by the City Attorney.
7. Staff posts the RFP
8. Staff reviews proposals submitted for the RFP.
9. Proposals are evaluated by a review committee.
10. Interview/open house (optional)
11. Work session with Council on proposals and contract development.
12. Staff makes a recommendation to Council on which firm to pursue a contract.
13. Council directs staff on which firm to pursue a contract with the terms.
14. Staff develops contract.
15. Council approves contract.