

**PRE-BID CONFERENCE  
CITY OF ABERDEEN  
REQUEST FOR PROPOSALS  
SOLID WASTE FRANCHISE**

**QUESTIONS:**

1. Will the evaluation be subjective?

The City will be using a weighted scoring method to evaluate all proposals in an objective manner. Evaluators will be allowed the flexibility of making sound, factually based decisions for each factor.

2. Does the current provider have a duty to provide current data on customer counts and service levels?

No

3. Section 1.2.2 states that there were 199 mini-can accounts as of September 2015. Is it the City's intent to have a mini-can for the current service level? Is this intended to be a new service?

It is not the City's intent to have mini-cans on the current service level. The City is not requiring a new service, however proposals may include options if the contractor anticipates providing those options to residential or commercial clients.

4. Section 1.3.1.3 states that collection in business districts shall be made before the hour of 7:00 AM each day. Can the time be extended until 8:00 AM each day?

The City would consider amending collection hours for the business districts during negotiations with the selected bidder.

5. What administrative fees will the Franchise fee be expected to cover?

The Franchise Fee will be deposited in the City's General Fund, which is unrestricted and used at the discretion of the City Council.

6. Section 2.7 states that the Affidavit of Affirmative Action Compliance must be completed and submitted with the bid forms however this form was not included in the bid packet.

This was a clerical oversight. The form is attached.

7. What is a proper page numbering system to submit the forms with each bid?

A page numbering system identifying page numbers of each section (1-1, 1-2, 1-3, etc) would be sufficient.

8. Section 3.1.2 states that the contractor has the right to collect and haul on the City streets all garbage and recycle materials placed in cans, detachable containers and drop boxes within the City Service Area. Is this an exclusive right?

It is the City's intent that collection and hauling of garbage and recycle materials from cans, containers and drop boxes provided by the contractor as requested or ordered by commercial and/or residential customers within the City Service Area is an exclusive right.

9. Form 2A lists Service level for a 65/30 Gallon can. Is this accurate?

This was a clerical error. The service level should be for a 65 gallon can.

10. Section 3.1.14 states "failure to collect misses within twenty-four (24) hours of notification to contractor" and "failure to clean or replace Detachable Containers or Drop-Box Containers within 24 hours of notification by the City Public Works Director" is subject to liquidated damages. Does this include weekends? Also, does the per day penalty mean a calendar day or a business day?

It is the intent of the City that remedies for misses and to clean or replace detachable containers or drop boxes as noted in Section 3.1.14 of the RFP are to be implemented within one (1) business day.

11. Section 3.3.2 states that the contractor shall clean or replace all containers ... within twenty-four (24) hours of notification by the City. Is there a fee for this service?

The City anticipates the contractor will not charge an additional fee for maintaining containers; the City would consider amending this term in the event of excessive occurrences during contract negotiations with the selected bidder.

12. Section 3.8.1 states that the Contractor shall provide separate Recycling Containers. Is this accurate?

All recycling, with the exception of glass, may be done in a mixed recycling container.

13. Aberdeen Municipal Code Section 13.08.075 (c) states that all customers using quantity garbage or commercial collection containers which are required to have

a lock, or who elect to have a lock installed, will be assessed a fee of twenty-five (\$25.00) for installation of the lock by the collection contractor. A fee of one dollar and thirty-nine (\$1.39) per container per month for weekly collection, and an additional one dollar thirty-nine cents (\$1.39) per container for each additional pickup per week, will be assessed in addition to those charges set forth in 13.08.110. Will the contractor be allowed to continue these charges?

Yes. Aberdeen Municipal Code may only be amended by the City Council. The City will entertain recommended amendments with appropriate justification.

14. In the definitions a Franchise Fee is defined as meaning an initial fee required at contract execution and a quarterly fee remitted to the City from the Contractor. Is this an accurate statement?

This was a clerical error. There is not an initial franchise fee required at contract execution.

15. Can we get a residential customer list with service levels for 2017?

Below is a detailed residential customer list from December of 2015.

<b>Size and Service Level</b>	<b>Number of Units</b>	<b>Count</b>
65 w/insert	1	215
65 w/insert	2	0
65 Bi-weekly	1	2395
65 Bi-weekly	2	65
65 Bi-weekly	3	3
65 Bi-weekly	4	4
65 Bi-weekly	46	1
65 Monthly	1	329
65 Monthly	2	2
65 Weekly	1	1101
65 Weekly	2	31
65 Weekly	3	6
65 Weekly	4	2
65 Weekly	6	1
65 Bi-Weekly & 95 Monthly	1	2
65 Bi Weekly Tax Exempt	44	1
65 Bi-weekly & 95 Monthly	1	1
65 Weekly & 65	1	3

Bi-weekly		
65 Weekly & 65 Bi-weekly	1	1
65 Weekly & 65 Bi-weekly	4	1
95 Bi-weekly	1	307
95 Bi-weekly	2	6
95 Bi-weekly	3	1
95 Bi-weekly	4	1
95 Monthly	1	239
95 Monthly	2	1
Roll-out Charge Bi-Weekly	1	275
Roll-out Charge Bi-Weekly	2	16
Roll-out Charge Bi-Weekly	3	1
Roll-out Charge Bi-Weekly	1	9
Roll-out Charge Bi-Weekly	2	5
Roll-out Charge Bi-Weekly	4	1
Roll-out Charge Monthly	1	7
Roll-out Charge Monthly	2	1
Roll-out Charge Monthly	3	1
Roll-out Charge Weekly	1	4
Roll-out Charge Weekly	2	1

16. Section 1.3.1.1 states that to eliminate customer confusion about their collection schedule, all regular services will be provided on the same day of the week for each customer for the first 60 days of the contract. Can this be changed?

In lieu of providing the same regular services for the first 60 days of the contract, the contractor may propose a new route, schedule, and service which may be used at the start of the contract with the following conditions: (1) the City has approved the proposed route, schedule and service and (2) the affected customers are provided at least 60 days notice before the changes.

17. Addendum No. 1 lists the customer count for commercial service levels. What is the pickup frequency for these customers?

The pickup frequency for these customers averages once per week, with some seasonal adjustments to frequency.

18. There are no 10, 20, 30 or 40 yard dumpsters of customer owned compactors listed in Addendum No. 1. How many of each of these services are there currently?

The City does not have this information at this time.

19. What are the total gross revenues from the current contractor that are subject to utility taxes?

In 2016, revenues subject to the City's Utility Tax were \$3,249,297.00. In, 2017, revenues subject to the City's Utility Tax were \$3,333,248.00.

20. Can we get the solid waste tonnage for residential and commercial customers for 2017?

The City does not have this information at this time.

21. Can we get a commercial customer list with service levels for 2017?

The following is a commercial customer count:

<b>Size</b>	<b>Customer Count</b>
1 Cubic Yard	165
1.5 Cubic Yard	66
2 Cubic Yard	84
3 Cubic Yard	32
4 Cubic Yard	37
6 Cubic Yard	27
8 Cubic Yard	10
65 Gallon	193

22. Are the fees listed in Form 2A subject to change by the bidder?

No. These will be the rates effective on November 1, 2018.

23. Can we get an example of how the evaluation criteria will be applied?

- a. Franchise Fee – 50% of points from this criterion contribute to total score.
  - Base – 100 points automatically assigned to each bidder.
  - Bonus – 3 additional points assigned for every 0.1% that the average franchise fee for the term (November 1 2018 to October 31 2028) is above the lowest bid.
- b. Collection System/Implementation – 30% of points from this criterion contribute to total score.
  - Compliance with Specs – 100 points max awarded based on the proposal's compliance with the RFP specs.
  - Additional Service Offered – Up to 25 points may be awarded for proposals that exceed the requirements of the RFP specs.
- c. Experience – 20% of points from this criterion contribute to total score.
  - Waste Collection & Handling Experience – 100 points max
  - Fleet Management & Hauling Experience – 50 points max
  - Customer Interaction & Billing Experience – 50 points max

24. Can we get a copy of the sign in sheet for the Pre-Bid Conference?

The sign in sheet is attached.

**AFFIDAVIT OF AFFIRMATIVE ACTION COMPLIANCE**

\_\_\_\_\_ Certifies that:  
Bidder

- 1. If necessary to recruit additional employees, it has:
  - a. Notified relevant minority and women’s organizations, or
  - b. Hired through a union hall with an anti-discrimination policy.
  
- 2. It intends to use the following listed construction trades in the work under the contract:


- 3. In sourcing sub-contract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for sub-contract work.
  
- 4. It will obtain from its sub-contractors and submit upon request, an Affidavit of Affirmative Action Compliance as required by these bid documents.
  
- 5. It has provided a written statement to all new employees or sub-contractors indicating its commitment as an equal opportunity employer.
  
- 6. It has considered all eligible employees for promotion or advancement when promotion or advancement when promotion or advancement opportunities have existed.

By: \_\_\_\_\_  
(authorized signature)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# PRE-BID CONFERENCE

## CITY OF ABERDEEN REQUEST FOR PROPOSALS SOLID WASTE FRANCHISE

February 21, 2018

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