

City of Helotes Solid Waste and Recycling Services RFP - Question Submission – Pre-Bid Meeting

Due date/time: 1/20/2022 @ 12:00pm

1. This was mentioned in the pre-bid but wanted to clarify because the RFP and Agreement have conflicting language: It is the city's intention to include temporary roll off dumpster services (Collection of Construction and Demolition Material via temporary roll off dumpsters) under the exclusivity of the Solid Waste and Recycling Agreement that is executed, correct? **Yes – See Addendum #1**
  
2. Looking for a Residential Service clarification to be certain what the city is looking for in terms of residential service proposal, as the RFP and Agreement have slightly different language, and the request appears to differ slightly from current services:
  - a. It appears that the city is looking to enhance current services ( Current: Contractor supplied cart + 3 bags of trash/yard waste + bundled brush + 2 x year brush collection) and requests pricing for: 2 x week "take all" trash (unlimited) that is either placed out in bags, placed in Contractor supplied cart, or placed in residents' personal cans plus weekly unlimited bundled brush/bagged yard trimmings (leaves, grass, small branches) and NO weekly bulk. Correct?  
Note: C-6 Website for the City of Helotes shows 2 x week trash with 2 x per year bulk and brush pickup. No mention of bundled brush or extra bags picked up 2 x week with trash. **See Addendum #1**
  - b. As an alternate proposal (Alternate #1), the city wants 1x month bulk and brush collection with a total of 12 cubic yards of brush/bulk, correct? **Yes**
  - c. If Alternate #1 is selected, does the weekly bundled brush collection, that coincides with the trash collection, go away? **Please indicate this within the proposal.**
  - d. If Alternate #2, which shows 24 yards per resident 6 x per year – 12 yards Brush AND 12 yards Bulk, is selected does the weekly bundled brush collection that coincides with the trash collection go away? **Please indicate this within the proposal.**
  - e. Alternate # 3 – please clarify if the max 30 yards per year coordinated between the City and the Contractor is collected at each residents home? If so this will be a full sweep of the city on two specific days of the year? **Yes, it is. The collection schedule is an 8-week schedule for brush pickup and a 5-week schedule for bulk. Visit <https://www.helotes-tx.gov/notices/c6-bulk-and-brush-pickup-schedules/> for sample schedule.**
  - f. If Alternate #3 is selected, does the twice weekly brush collection, that coincides with the trash collection, go away? **No**
  - g. Will the city accept other service options as additional alternatives? **Yes – add as Alternate #4 in proposal.**
  
3. The RFP reflects different language regarding household hazardous waste collection frequency: RFP and Agreement reflects On call (pg 20), At least once per year (pg 6), and twice annual (pg 24, 29). **See Addendum #1**
  - a. Can the City clarify what HHW services they would like pricing on? **Annual Drop Off Event at City Location.**

- i. Annual Drop Off Event at City location?
- ii. 2 x Year Drop Off Event at City location?
- iii. On-Call curbside collection monthly, annually?

4. Can the city provide detail on the current commercial dumpster services provided to Helotes customers such as the quantity of each container by size and frequency of service?

**Trash**

Size	1 x week	2 x Week	3 x Week	4 x Week	5 x Week
2 CY	2		1		
3 CY	9	1			
4 CY	19	2		1	2
6 CY	12	6	3	1	6
8 CY	9	14	10	3	2

**Recycle**

Size	1 x week	2 x Week	3 x Week	4 x Week	5 x Week
2 CY					
3 CY	1				
4 CY	2				
6 CY	1	1			
8 CY	2	2			

5. Can the city provide detail on free commercial dumpster services provided with locations, size and # of pickups per week? **These amounts below do not count towards the 800 cubic yard total.**

Location	Quantity	Size	Frequency
City Hall	1	8 CY	1 x week
Police Station	1	8 CY	1 x week

6. Can the city provide detail on the free roll off services (cleanups, 4 city events, etc..) including the # of dumpsters at each location and # of services per week/month/or year?

**800 cubic yards of roll-off debris removal which is facilitated through the use of 30 yd and 40 yd open top containers, 2 - 8 CY dumpsters service once a week (listed above), 10 – 95-gallon carts collected 2x/week for trash, 8 – 95-gallon carts collected 1x/wk. for recycling, 17 – 95-gallon carts serviced once a month for Marketplace at Old Town Helotes. A 30 yd roll-off a year for 4<sup>th</sup> of July event.**

**Example:** Annual Cleanup                      4 – 30 yards                      8 total hauls  
                   Public works                              2 – 30 yards                      4 hauls per month

City Event 1 - BBQ Cook Off	1 - 30 yard	1 Haul
City Event 2 – Festival	2 – 30 yards	4 Hauls

Pg 7, Section 6 City Services: Can the city provide more specifics on the “Disposal of 800 cubic yards of compacted brush, trees, and other plant materials per municipal fiscal year”? **The 800 cubic yard amount is bi-product of Public Works activities. The department loads the roll of container provided by the solid waste contractor and calls for collection as needed. (No regularly scheduled collection but the City does keep a roll onsite at all times). The only curb side collection will be the residential bulk/brush pickups or potentially in the case of emergency response. Emergency response collections are on a per incident basis and do count towards the 800 cubic yard total. If the city exceeds 800 cubic yards through daily activities or emergency response the city will be responsible for additional disposal fees.**

- a. Will this material be collected by the city and placed at a city yard for pickup by contractor? **See above**
  - b. Collected curbside by the Contractor throughout the year on specific dates? **See above**
7. How many handicapped residents are currently signed up for assisted service (trash picked up at garage/back door)? **None**
  8. The city’s website reflects a senior citizen discount on solid waste services. How many seniors currently receive the discount? **159**
  9. Can the city provide the current rate sheet(s) for commercial, roll off, and residential services?

**\*See Price Matrix City of Helotes 2020**

10. Page 3 of the RFP requires a Performance Bond is required in the full amount of the contract price and provided for a pro rata reduction therein annually. A Performance Bond of this size is going to be very costly to all proponents and will impact the rates that each proponent submits. We would request that the City consider a Performance Bond in the amount of the first year of the contract prices that is renewable annually and the contractor required to provide the City with the renewal bond annually? **This can be negotiated within the agreement.**
11. This was requested at the meeting but could the City (from its current service provider) provide additional information on the commercial accounts that includes the number of commercial dumpster accounts broken down by container size and service frequencies? **See Question #4**
12. Page 3, under City Services of the RFP and in Sections 6.1 & 6.2 of the draft contract requires provision of solid waste services for all City Facilities. Would the City be able to provide a list of all City Facilities and their services that are provided at no charge by the current service provider? **See Question #5**

13. Page 7 in Specifications Section 6. City Services, it requires roll off services for four City events per year during the spring, summer, fall and winter. Would the City be able to provide data on the number of roll off containers and volumes of bulky trash and brush collected during these events? **See Question #6**
14. Page 5 under Residential Services of the RFP states that the current service for residents is provided 2 x week for solid waste and 1 x week for recycling and the residents provide their own containers for solid waste and the service provider provides 65-gallon carts for recyclables. For clarity, does the City prefer to retain this current service arrangement, or would you like to evaluate the option of contractor providing the 96-gallon carts for solid waste and 96-gallon carts for recyclables? **The City would like to evaluate all options to include the contractor providing 96-gallon carts for solid waste and 96-gallon carts for recyclables.**
15. Page 6 under Specifications A. Residential Services Add-alternates you have requested three alternate bulk trash and brush services. Would the City consider an option for a fourth alternate proposal for bulk trash and brush collection services? **Yes**
16. Page 40 Section 24.2 the Franchise Fee of the draft agreement it states the City will be entitled to receive 6% "Franchise Fee" for all services rendered by contractor, including residential, commercial and roll-off services based on the gross billings for services rendered. However, on Page 40 Section Billing under 25.1 it states contractor shall be responsible for all billing and collection matters and shall pay the City 6% of its gross collections thereof as a gross receipts franchise fee. For clarity, are these two 2 separate franchise fees – 1) 6% Franchise Fee based on Gross Billings + 2) 6% Gross Receipts Franchise Fee based on Gross Collections? **Only on Gross Collection - See Addendum #1**
17. With the cost of vehicles, fuel, labor, increasing over the last several years, most communities have moved away from 2x/week trash. They've found they can solve their trash problem with just 1x/week, and it's the most cost effective trash solution. Very few of our current customers do 2x/week trash. Would you consider moving to 1x/week trash service? **As stated in the RFP, preference will be given to maintaining the greatest portion of existing collection days. However, the City is open to proposals presenting alternate schedules.**
18. These bulk volumes are fairly high compared to some other cities - most homes are around 3-6 cubic yards each year. With the current proposal, it looks like a lot of residents are paying for a service they won't fully use. Would you be able to provide the current bulk pickup cubic yardage each year from your current provider? **2018 – Spring Brush 4026 Cubic Yards, Fall Brush 2684 Cubic Yards = Total 6710 Cubic Yards ; 2019 – Spring Brush 4506 Cubic Yards, Fall Brush 3004 Cubic Yards = Total 7510 Cubic Yards; 2020 – Summer Brush (only one pickup) Total 6000 Cubic Yards**

19. On number 8, on page 7, you specify unlimited trash volume after a holiday, move out, or last week of the year. I'm not sure what kind of reporting you currently have, but do you have weekly volume breakdowns so that we know what to expect for the unlimited pickup weeks? **The City's current contract does not require that the vendor track this information but they did share that during the week May 10th thru 14th of this year they performed an affirmation audit related to recycling. During that week we collected 23,900 lbs. of commingled recycling product which averaged out to 7.66 pounds per resident.**
20. What is your current residential rate? **\*See Price Matrix City of Helotes 2020**
21. How many residents currently have extra carts at their homes? **The current vendor has supplied a 64-gallon cart to each resident and there are many residents that place extra material in customer-owned containers at the curb – no residents pays for a second cart.**
22. Can you share the details of your commercial customers, specifically container sizes and frequencies for each customer? **See Question #4**
23. Would the city consider removing the word "compacted" from the description of brush to be collected? **Yes**
24. For the 30 yard option is this now and "either or" situation or is it to remain two separate collections like is described in Alt 1 and Alt 2? **Remain two separate collections.**
25. Is it the intention of this solicitation for the contractor provide citizens of Helotes with unlimited waste collection on each and every collection day? **Updated - See Addendum #1 – See Question #2**
26. Was it the city's intent to exclude both roll-off services and commercial recycling from the franchise agreement? **Updated – See Addendum #1 – See Question #1**
27. Most collection vehicles have a capacity of 25 yards or greater. Is the city willing to modify the specification to reflect standard operating size for collection units (25yds for residential and 40 yards for frontload)? **Yes**
28. On pages 24 and 29 of this solicitation it reads that HHW and Electronics collection will occur twice a year. Is it the desire of the city that this service occur once a year or twice a year? **See Addendum #1 – See Question #3**
29. **Page 7 item 6 - City Service - Roll-off containers provided for four City events to be held in the spring, summer, fall, and winter.**
- **Is this separate of the Disposal of a minimum of eight hundred (800) cubic yards of compacted? Yes**

- Is this separate of the Disposal of a minimum of eight hundred (800) cubic yards of compacted brush, trees and other plant materials per municipal fiscal year? **Yes**
  - By 800 cubic yards to you mean the use of twenty (20) – 40 yard open top containers? **See Question #6**
30. Is it the intent of the city to eliminate Saturday from the residential collection schedule?  
**Provide the proposed scheduled within your proposal.**
31. Carts for recycle may be of smaller size. What size is acceptable? **Provide proposed size within your proposal**
32. On page 6 under Specifications item 3 Residential services section ref solid waste services Twice a week collection of unlimited solid waste contained in bags/cans/carts and yard trimmings in bags/bundles. Is there a set out limit or is it to be unlimited collection? **Updated - See Addendum #1 – See Question #2**
33. Proposal Evaluation - What is meant by additional consideration to the city/community? **Any additional services provided within the proposal.**
34. On page 6 under program household hazardous waste and electronic service it mentions that the service will be conducted once a year then on page 24 it mentions that the service will be conducted twice a year. What is the frequency, once a year, twice a year or on call? **Updated – See Addendum #1 – See Question #3**
35. There is no language addressing late set outs – meaning trash that was placed out after the trash truck has driven by. Please clarifying this? **The agreement is just a draft, once RFP are evaluated and agreement will be finalized to include and address late set outs.**
36. There are different frequency of collections mentioned with respect to HHW and electronics collection. Clarification is needed. Will HHW and Electronics be performed once a year or twice a year? **Updated – See Addendum #1 – See Question #3**
37. Page 29 Residential Services - in the section the word all is mentioned twice. Please confirm you are looking for unlimited collection. - **Updated – See Addendum #1 – See Question #2**
38. Is the city limiting collection of carts for commercial customers to one (1) day per week? **No**
39. Page 31 Section 6.3 - Is this part of the 800 cubic yards identified earlier on page 7? **No**

40. Page 31 - This section is in contradiction to language on page 6 where it states the collection shall be unlimited. Is there a limit on regular collection? **See Addendum #1 – See Question #2**

**For the following questions #41 to #45 - The agreement is just a draft, once RFP are evaluated and agreement will be finalized to address all disposal and processing requirements.**

41. Page 32 item 9.3 Disposal and processing capacity  
I believe this language was meant for someone that owns their own landfill. Will the city consider removing this from the agreement?
42. Page 32 item 10 Disposal and processing locations  
I believe this language was meant for someone that owns their own landfill. Will the city consider removing this from the agreement?
43. Page 33 item 11 - Processing Requirements  
I believe this language was meant for someone that owns their own processing center. Will the city consider removing this from the agreement?
44. Page 33 item 11.1 Program Recyclable Materials Processing Requirements:  
I believe this language was meant for someone that owns their own processing center. Will the city consider removing this from the agreement?
45. Page 33 item 11.2 Program Household Hazardous Waste and Electronics Processing Requirements:  
I believe this language was meant for someone that owns their own processing center. Will the city consider removing this from the agreement?
46. Page 33 item 12. ADDITION AND DELETION OF PROGRAM RECYCLABLE MATERIALS  
Does this mean that the contractor will be able to pass thru Recycle Processing Fees?  
**This would need to be evaluated during the process of adding or deleting the program.**
47. Page 33 item 13. COMMINGLING OF MATERIALS PROHIBITED:  
What does the city mean by other materials? **Non-Recyclables**
48. Page 35 item 17.2 Holidays  
This language above appears to have been written for a contract that operates under a once a week trash and recycling collection schedule. Please clarify how this would work for a contract that requires twice a week service. **The agreement is just a draft, once RFP are evaluated and agreement will be finalized.**
49. Will the city allow the carts to be brown with green lids? **Yes**
50. Page 37 item 20 Equipment and Labor section 20.1 Recycling Carts for Residential Service units and Solid Waste for Commercial Cart Service units  
Contractor shall deliver, at Contractor's sole cost,

**(i) an additional Recycling Cart or (ii) replacement Cart if the assigned Cart is stolen or damaged beyond repair for any reason .**

**Does this mean that the contractor will not be able to charge resident for damaged or stolen carts? **The agreement is just a draft, once RFP are evaluated and agreement will be finalized to address damaged and stolen carts.****

**51. Page 39 item 22.2 Collection Stats**

Contractor shall provide the City with monthly reports that shall include the cubic yardage of materials collected per month. These reports shall be due the 10th day following the month of service.

**Did you mean tons? **Depending on the what is being collected solid waste, brush, bulk, recycling, etc.****

**52. Page 40 item 24 Recyclable Materials Revenue, Billing Fee and Franchise Fee section 24.2 Franchise fee**

The City shall be entitled to receive a six percent (6%) franchise fee (the "Franchise Fee") for all services rendered by Contractor hereunder including Residential Services, Commercial Services, and Roll-off Services. Contractor shall pay the City the Franchise Fee based on gross billings for services provided via the Agreement within the City within thirty (30) calendar days after the last day of the month Contractor provided such services. The franchise rights do not include Special Waste.

**On page 28 city states that roll-off service is not part of the exclusive agreement and therefore not subject to franchise fees. Does the city want to include roll-off as part of franchise agreement? **Updated – See Addendum #1 – See Question #1****

**53. Franchise fees are typically based on gross collections not gross billing. Does the city want to change this to reflect gross collections? **See Addendum #1 – See Question #16****

**54. Page 41 item 26.3 The fuel cost adjustment**

**Can you explain and give example of how to calculate using items referenced above?**

**Beginning on October 1, 2023, and on each October 1st thereafter, the Contractor shall adjust all the rates herein if, during the previous Cost Adjustment Year, the average price of diesel fuel exceeded \$3.70 per gallon (the "Base Price"). Each adjustment shall become effective on October 1 and remain effective throughout such Cost Adjustment Year. The average price of diesel fuel will be determined by reference to the U.S. Energy Administration / Department of Energy published price for diesel fuel – Gulf Coast Region. The following website (or any successor website) will be the source for such information: [https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_r30\\_a.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r30_a.htm).**

**The average price of diesel fuel for each Cost Adjustment Year (each, an "Annual Average Price") shall be the average of the weekly fuel prices published for each week during the**



**Cost Adjustment Year.** The fuel cost adjustment for any Cost Adjustment Year (each, a “Fuel Cost Adjustment”) shall be the product of (i) 13.20%, and (ii) a fraction the numerator of which is equal to the difference between the Base Price and the Annual Average Price and the denominator of which is the Base Price. In the event the Annual Average Price is greater than the Base Price, the Fuel Cost Adjustment shall be an upward adjustment to all rates herein. In the event the Annual Average Price is less than the Base Price, the Fuel Cost Adjustment shall be a downward adjustment to all rates herein; provided the rates never fall below the current fuel rates per the U.S. Energy Information Administration website.

**55. Page 46 item 35.2 Contractor Insurance Requirements**

Will the city remove this from the requirement? **The agreement is just a draft, once RFP are evaluated and agreement will be finalized.**

**56. Page 50 item 40 Most Favored Nations**

What area of the county/state would this cover? **The agreement is just a draft, once RFP are evaluated and agreement will be finalized.**

**57. Page 60 item form 3.5.1 proposed monthly fees for dumpster services**

The rate for the three Dumpster Compactors at the bottom of this page will reflect the cost of the Compactor within the cost for emptying the container? Or is it assumed that the Customer will own the Dumpster Compactor? **Nothing is assumed within the proposal. The City provided standard Proposed Fee Forms. Provide your proposed fee scheduled within your proposal.**

**Form 3.4.4 – Proposed Other Fees for Commercial and Roll-off Services**

Description of Service	Fee <sup>1</sup>
Lock	per month
Set of Casters	per month
Opening and Closing of Enclosures	per month
	per _____
	per _____
	per _____
	per _____

1. Proposed fee excludes 6% franchise fee.

**Is the use of an Auto Lock assumed for each container here? Nothing is assumed within the proposal. The City provided standard Proposed Fee Forms - Provide your proposed fee scheduled within your proposal.**

**Comment** - on page 31 section 8.2 it states The Commercial Container shall be located at a location reasonably acceptable to Contractor and Customer and subject to approval by Contract Administrator. Contractor shall open the enclosure for the Commercial Container and unlock the Commercial Container prior to Collection. Upon completion of Collection, Contractor shall return all Commercial Containers to approximately original location, lock the Commercial Containers, and close the enclosure for such Commercial Containers.

**Shouldn't the fee for opening and closing a dumpster enclosure be priced per pick-up? Otherwise, a stop getting serviced one time per week will pay the same additional fee as a dumpster being emptied every day. Nothing is assumed within the proposal. The City provided standard Proposed Fee Forms - Provide your proposed fee scheduled within your proposal.**