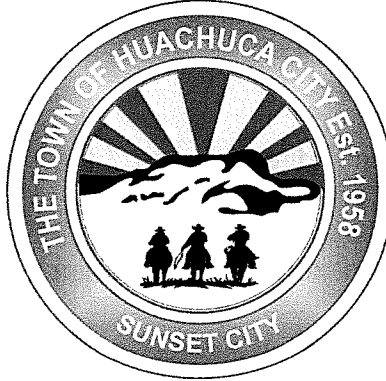


TOWN OF HUACHUCA CITY



Request For Proposals Refuse Collection and Disposal Services on Fort Huachuca

Submission Deadline

1:00 P.M. Local Time

~~January 9, 2023~~

January 23, 2023

Proposal Must be Submitted To

Town Clerk

Huachuca City

Bthorpe2@huachucacityaz.gov

HUACHUCA CITY

REQUEST FOR PROPOSALS (RFP) Refuse Collection and Disposal Services on Fort Huachuca

1. INTRODUCTION

The Town of Huachuca City is soliciting proposals from qualified businesses to provide Refuse Collection and Disposal Services on Fort Huachuca for an initial period beginning on or about March 1, 2023 through March 30, 2028. The contract award will be contingent upon the Town executing an Intergovernmental Agreement with Fort Huachuca Garrison Command. Proposers will be acting as sub-contractors to provide the services.

Proposals will be received by the Town Clerk until 1:00 P.M., local time, January 9, 2023. Proposals must be emailed to the Town Clerk, bthorpe2@huachucacityaz.gov. Proposals which are submitted after the deadline will not be accepted. All proposals shall have "PROPOSAL FOR Refuse Collection and Disposal Services – Fort Huachuca" written in the subject line.

Questions concerning this proposal must be submitted in writing to the Town Clerk at the above email address. Written response(s) will be provided to all firms or individuals who have been provided copies of this RFP.

2. SCOPE OF WORK – Please see attached comprehensive scope of work (Annex 1) and Technical Exhibits 1 - 3

3. SUBMITTAL REQUIREMENTS

Respondent's proposal shall contain the following information. For convenience and clarity of evaluation, please organize your response in accordance with the following outline:

- A. Cover Letter.
- B. Qualifications and background experience in Refuse Services.
- C. Experience operating on Federal Installations.
- D. Applicable team member profiles/resumes.

- E. The final negotiated contract will then be submitted to the Council for review and approval.
- F. The Town reserves the right to reject any and/or all proposals and to re-advertise for any reason the Town determines.
- G. The proposal must be signed by an individual authorized to bind the respondent and shall be a firm offer for a minimum of 90 days following submittal deadline. The submission of a proposal indicates that the proposer understands all the requirements set forth in this request for proposals.

Contract award is subject the execution of an Intergovernmental Agreement between the Town of Huachuca City and Fort Huachuca Garrison to provide the services delineated in this RFP.

The Town is an equal opportunity employer and requires all contractors to comply with policies and laws concerning equal opportunity. The Proposer, in performance of any services, agrees to not discriminate because of race, color, religion, creed, national origin, ancestry, sex, pregnancy, marital status, sexual orientation, gender identity, gender, age, disability, honorably discharged veteran or military status, or other protected status.

SCOPE OF WORK
Refuse Collection and Disposal Services
Fort Huachuca, AZ

C.1. GENERAL. The contractor shall furnish all labor, supervision, tools, materials, and equipment to perform refuse collection and disposal services at Fort Huachuca, Arizona. Services are to be performed at various locations throughout Fort Huachuca. The service area does not include family housing, Bachelor Officer's Quarters (BOQ's) or the on-post Army Lodging Facilities. Contractor shall be responsible for transporting all collected solid waste refuse to the Huachuca City Landfill and activated sludge to the Cochise County Western Regional Landfill. In the collection and disposal of refuse and sludge, the contractor shall ensure that all safety precautions are observed.

C.1.1. THE CONTRACTOR SHALL:

C.1.1.1. The contractor will submit to the Town of Huachuca City a proposed pickup schedule 30 working days before the start of the contract, that will ensure that all dumpsters listed on Technical Exhibit One (TE 1) and 24- to 55-gallon containers listed on Technical Exhibit Three (TE 3) do not become more than $\frac{3}{4}$ full at any time. The pickup schedule will include location, pickup frequency per week and pickup day(s) of the week. Personnel operating the collection vehicles shall be qualified operators possessing such licenses as required by applicable Arizona State Motor Vehicle (Commercial Driver's License) Laws.

C.1.1.2. Provide an on-site Project Manager (PM) to oversee all aspects of the work being performed--safety, quality control, disposal of waste materials, and clean-up.

C.1.1.3. The PM will ensure that all employees are able to read, write, speak, and understand the English language.

C.1.1.4. The PM shall ensure all personnel are properly trained in Antiterrorism (AT) Operations and security.

C.1.1.4.1. AT Level I awareness training will be completed within 45 calendar days of contract award date and within 30 calendar days of new employees commencing performance on the contract. Certificates of completion for each contractor employee will be submitted to the Town of Huachuca City within seven calendar days of completion of training. AT Level I awareness training is available at the following website:

<http://jko.jten.mil/courses/at11/launch.html>

C.1.1.4.2. Contractor shall comply with all installation, facility and area commander installation/facility access and local security policies and procedures. The contractor shall also provide all information required for background checks to meet installation access requirements to the Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area.

C.1.1.4.3. The contractor shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Anti-Terrorism Office (ATO)). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the Town of Huachuca City. This training shall be completed within 45 calendar days of contract award and within 30 calendar days of new employees commencing performance on the contract. Verification of training shall be submitted to the Town of Huachuca City within seven calendar days of completion of training.

C.1.1.4.4. Operations Security (OPSEC). The Contractor shall comply with DoD Directive 5205.02, Army Regulation 530-1, and the requiring activity OPSEC program. The Contractor shall ensure all contractor employees and subcontractors performing work under this contract complete Level I OPSEC training within 30 calendar days of start of employee performance on this contract and annually thereafter. The Contractor shall maintain all OPSEC training records and shall provide copies to upon request.

C.1.2. Environmental Compliance. The contractor shall comply with all federal, state, local and Fort Huachuca laws and regulations. Contractor must be familiar with definitions and handling of inert material, solid waste, special waste, and asbestos containing material, polychlorinated biphenyls (PCB's), hazardous materials, and hazardous

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C.4.2. The contractor, without interruption of service, shall replace worn or defective vehicles and equipment. The contractor shall notify the Town of his inability to restore service within one hour of any disabled vehicle/equipment.

C.4.3. Government representatives as identified by Fort Huachuca will thoroughly inspect all equipment no later than 48 hours prior to the start of full performance of the contract. The contractor shall demonstrate all equipment to be used on the contract during this initial inspection. Failure to have required equipment in good working condition, operating properly and in a safe condition may result in a determination of unacceptable performance and contract termination. Representatives from Fort Huachuca/Town of Huachuca City may also perform additional inspections of any or all vehicles and equipment throughout performance of the contract.

C.4.4. The contractor shall install a temporary water metering device on the potable water (hose connection) spigot at the dumpster storage and steam cleaning area during the phase-in period and remove the device at the completion of the contract. Meter readings are included in the monthly Fort Huachuca water usage statistics.

C.5. SPECIFIC TASKS.

C.5.1. Dumpsters

C.5.1.1. Dumpster Pickup. The contractor shall empty dumpsters according to the pick-up schedule to ensure dumpsters are no more than $\frac{3}{4}$ full at any time. The contractor will submit to the Town of Huachuca City a proposed pickup schedule ten working days before the start of the contract. Dumpsters should be picked up during normal work hours, 6:30 a.m. to 4:00 p.m., Monday through Saturday, safety being the number one consideration. Several dumpster locations may require early morning or late afternoon pickups, due to their location in classroom area parking lots. The Contractor shall notify the Town when severely overloaded dumpsters are encountered. Once the refuse dumpsters are emptied, the dumpster shall be returned to the original position or enclosure (if a cement block enclosure is provided at that dumpster location). Refuse stacked around dumpster bins that are filled and/or overflowing will be picked up by the dumpster truck operator that services the dumpster. The contractor shall ensure that lids of the dumpster bins are securely closed prior to emptying bins, and all dumpster lids will be closed after servicing.

C.5.1.2. Pallets near dumpsters. Pallets placed near or in dumpsters shall be reported to the Town of Huachuca City. Due to environmental concerns, pallets are not to be mixed with other solid waste and placed in the Huachuca City Landfill. The pickup of pallets is not a part of this contract.

C.5.1.3. Size/Painting/Maintenance of Dumpsters. All dumpsters ((except four) identified in TE 1) will be an industry standard, eight (8) cubic yard, front loading, slant front dumpster. The dumpster located at Building 22001 (Reservoir Hill Parking Lot) will be an industry standard, eight (8) cubic yard, side loading dumpster due to wildlife concerns. The three (3) dumpsters located at Building 90722 (Waste Water Treatment Plant) will be an industry standard, three (3) cubic yard, front load dumpster with casters which will be used with the installed separator equipment. All dumpsters will be painted dark brown (the same shade of brown) to match the Fort Huachuca Installation paint scheme. Maintenance of the dumpsters is a contractor responsibility and all dumpsters will be kept in good repair and not present an unsightly appearance. Drain plugs shall be installed in all dumpsters to prevent insect and rodent entry.

C.5.1.4. On-Call Pickups.

C.5.1.4.1. Remote Locations. Due to several remote locations at Fort Huachuca where dumpsters may be emplaced, the Town may request a dumpster on TE 1 be emptied before it reaches $\frac{3}{4}$ full. These remote location pickups are due to low use dumpsters in or near soldier training areas which are prone to problems with insects, rodents and other wildlife (bears, javelinas and skunks). Estimated number per year is 24.

C.5.1.4.2. Unscheduled. Contractor may be asked to empty a dumpster prior to the next scheduled emptying due to an unforeseen Government requirement. The contractor will be called or e-mailed and given the location of the

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C.5.3. 24-gallon to 55-gallon containers. Seven locations on Fort Huachuca have 24- to 55-gallon containers that require servicing and are listed in Technical Exhibit 3 (TE 3). The 24- to 55-gallon containers use disposable plastic bags, and are to be emptied to ensure that the containers do not become more than ¾ full at any time. The proposed pickup schedule (see paragraph C.1.1.1.) will include these locations. No changes to the locations shown on TE 3 are to be made until approved by the Town and Fort Huachuca officials. Replacement disposable plastic bags are a responsibility of the contractor.

C.5.4. Steam Clean Dumpsters/Roll-Off Containers. The contractor shall steam clean dumpsters and roll-off containers identified in Technical Exhibits 1 and 2 and special requirements, to prevent health, safety, insect or wildlife issues and to not present an unsightly appearance. TE 1 identifies by name the dumpster locations which may require additional steam cleanings during the hot or wet months, due to food waste or medical waste spillage and the need to maintain health and safety standards. Transportation of dumpsters / roll-off containers to the contractor's steam cleaning operation and back to the original site shall not be charged as a relocation. Contractor shall not transport dumpsters on the front end of the dumpster dumping truck. Dumpsters and roll-off containers shall be cleaned on the concrete apron. Concrete shall be kept clean at all times and all residues from cleaning operation shall be properly disposed of. Solids shall be picked up and placed in a refuse container.

C.5.5. Repair or Replace Dumpsters/Roll-Off Containers. The contractor shall either repair or replace refuse dumpsters / roll-off containers identified as being worn, unsightly or defective within 48 hours of notification.

C.5.6. Bulk Pickup. Items that are too large to fit into a dumpster or may present a safety hazard if placed in a dumpster are considered to be bulk pickups. These items may consist of couches, large screen televisions, or refrigerant free refrigerators and freezers placed outside of the dumpster. Contractor shall pick up large objects as requested by government officials through the Town of Huachuca City. Notification of locations may be provided verbally, telephonically, or via e-mail. Contractor shall use equipment suitable for type of refuse to be removed. Estimated number per year is 12.

C.5.7. Inclement Weather Schedule. The contractor shall collect refuse material during periods of inclement weather. In cases of severe weather, some exceptions may be granted. When exceptions are granted, the contractor shall maintain the no more than ¾ full standard of service within a reasonable period of time after the severe weather period.

C.5.8. Weighing of Vehicles. All vehicles used in the collection of refuse materials shall be weighed on state certified scales. Incoming and outgoing vehicle weights shall be recorded on weight tickets provided by the operator at the landfill weigh station. The contractor shall submit a monthly report that includes weight tickets that reflect the disposed sludge tonnage figures, date of disposal, type of vehicle and cost of Cochise County Western Regional Landfill tipping fees. The contractor shall invoice for tipping fees according to submitted monthly weight tickets.

C.6. Deliverables.

Deliverable Description	PWS Requirement	Due Date
Pickup Schedule	C.1.1.1.	5 working days prior to full performance
AT Level I Certifications	C.1.1.4.1.	7 calendar days after completion of training
iWATCH Training Verification	C.1.1.4.3.	7 calendar days after completion of training
Operational Security Training	C.1.1.4.4	90 from start of new employees and annually there-after
Weight Tickets	C.5.8.	Monthly—NLT 10th of following month
Water Meter Readings	C.4.4.	Monthly—NLT 10th of following month

C.7. CONTRACTOR PM NOTIFICATION. Fort Huachuca Officials will ensure the Town of Huachuca is informed of contract performance status. The Town of Huachuca City will notify the contractor of any contract discrepancies identified. This notification is for discrepancy correction only and does not indicate concurrence to the discrepancy. Fort Huachuca will also notify the Town of Huachuca of all discrepancies noted during the surveillance.

**Technical Exhibit One
Dumpster Locations**

Fort Huachuca Refuse Collection and Disposal Services

Building Number / Location	Additional Information	Quantity
11640		1
11643		1
11653		1
11656	Dining Facility	2
11672		1
11674		1
11682		2
12508		1
12520A		1
12585	Maverick 2 Bear	2
Site Kilo		1
12605		1
13524		1
13555		1
13559		1
13576		1
14601	ANG	2
14610		1
14658		1
15423	Sportsmans	1
15425	Range	1
15475		1
15476		1
15491	Shoppette	1
15680		1
16205		1
16502		1
White Arch Compound		1
20034		1
21112	Bear	1
22001	(PWS 2.1.4) 8 cu yd side load dumpster	1
22210	Bear	1
22334		1
22408		1
22420	Bear	1

Building Number / Location	Additional Information	Quantity
52038		1
52040		1
52056		1
52060		1
52104		1
52107	Dining Facility	3
52120		1
52132		1
52136		1
52142		1
52145		1
52204		1
52220		3
52307		1
52308		2
52310		2
53320		1
53321		1
54322		1
55326		1
55334		1
55350		1
56301		1
57305		2
57428		2
57428B		1
61610	Commissary	4
61701		1
61730		1
61801 (East Wing)		4
61801 (West Wing)		2
61809		1
62701		1
62702		1
62703		1
62712		1
62715		1
62718		2
62722		1
62723		1

Building Number / Location	Additional Information	Quantity
85302		2
85402		1
86302 (East End)		2
86302 (North End)		1
86302 (West End)		1
86815		1
87850		1
87861		1
90012		1
90206		1
90312 (Back Fenced Area)		1
90312 (Parking Lot)		1
90315		1
90403		1
90417		1
90507		1
90551		1
90722	(PWS 2.1.4) 3 cubic yard dumpsters with casters	3
91110		1
91114		1
91251		1
91302		1
91304		1
94551		1
87001		1
Site Papa	Bear	2
Site Uniform	Bear	2
Additional Dumpsters	(PWS 2.3.4) (do not count in total)	3
Additional Dumpsters	Permanent dumpsters to be placed when needed	5
	TOTAL	230

Total dumpsters on Technical Exhibit One (at time of award) = 230

Technical Exhibit Two
Permanent Roll-Off Locations
Fort Huachuca Refuse Collection and Disposal Services

<u>Building Number</u>	<u>Location</u>	<u>Size (Cubic Yards)</u>
30018	O & M Work/Storage Area (Inside Fenced Area)	30
30018	Northwest of listed building, (Pallet Yard)	30
30134	O & M Glass / Plumbing Shop (No Fenced Area)	20
57428	JITC Compound (Inside Fenced Area)	30
55420	Whitside Clean Landfill Area	30
90509	CTIP (Inside Fenced Area)	30
* 90722	Waste Water Treatment Plant (Inside Fenced Area) Activated Sludge (two containers at this location)	20/20

Technical Exhibit Three
24- to 55-Gallon Container Locations
Fort Huachuca Refuse Collection and Disposal Services

<u>Building Number</u>	<u>Location</u>	<u>Quantity</u>	<u>Type of Container</u>
20036	Post Cemetery	8	Stone with Insert
41331	Credit Union	1	Stone with Insert
43004	Lakeside Ramada Area	8	Metal
51201	Kino Chapel Playground	1	Metal
90008	Main Gate Area	4	Metal or Stone