

# Meeting Agenda & RFI

## White County Pre-Bid RFP Meeting Agenda

**PROJECT No. 2023-RFP-SW102623**

**DATE: November 16, 2023 at 2:00 PM EST**

1. Greetings & Introductions

Everyone sign the Sign in sheet

2. Purpose of Procurement

Obtain services from professional vendors to perform the following functions at the White County Transfer Station.

- a. Pushing, Loading Solid Waste, Recyclables, and other forms of accepted materials/waste
- b. Solid Waste Transportation (Tractor Trailer Services)
- c. Solid Waste Transportation (Roll Off Trucking Services)
- d. Landfill Disposal Fee to an EPD Approved Facility

Note: Bidders may submit proposals on one or more of the four items. Bidders are not required to submit proposals for all four areas of work. White County may choose to select individual firms to provide separate services, or award to a single firm, depending on the best interest of the county.

3. Schedule of Events:

<b>DATE</b>	<b>ACTIVITY</b>
October 26, 2023	Release of RFP
November 16, 2023 @ 2:00 PM EST	Mandatory Pre-Proposal meeting
November 20, 2023, 12:00 PM EST	Deadline for written questions
November 22, 2023, 5:00 PM EST	Answers to written questions and addenda posted to website
November 30, 2023, 10:00 AM EST	Proposals Due
December 11, 2023, 4:30pm EST	Tentative Award Date

4. RFI or Addenda

Outside of this meeting, all questions or Requests for Information will need to be sent via email to Derick Canupp at [dcanupp@whitecounty.net](mailto:dcanupp@whitecounty.net). Questions submitted after November 20, 2023 at 5:00 PM will not be answered. All responses should be listed on the website by November 22, 2023 at 5:00 PM. It is the bidder's responsibility to check the website for any addenda or responses to RFI's prior to submitting proposals.

5. Contract Terms:

The initial contract term between the County and the Contractor(s) shall be from January 01, 2024 to December 31, 2024 and will be eligible for up to two (2) annual renewals. Contractor may include a Not to Exceed limit on rate increases per year during the first three years.

The County and the Contractor shall negotiate potential renewals for the fourth through the sixth years' contract beginning with the submission in writing by the Contractor of its proposed cost for the next year by October 01, 2026. If the County and the Contractor cannot agree on an amount by November 30, 2026, this Agreement shall be cancelled.

White County reserves the right to terminate contract, with 30 days written notice, for any violations in the terms of this agreement, rules, laws or unreconciled issues arising as a result of this agreement. Vendor agrees to provide 30 days written notice and complete any ongoing activity period if Vendor chooses to opt out of an agreement with the County.

6. Bonds

Performance bonds will be required from the selected contractor(s) in the amount of \$100,000 for each scope

7. County Responsibilities

The County owns the Transfer Station including 12.5 acres, more or less, including the tipping floor and station building, weigh station, and scales. The county will provide employees to operate the scale house, as well as supervise the overall operation of the facility, operations, and contractors. The county will also provide general maintenance to the site and improvements as needed, unless stated or negotiated otherwise.

The County will allow Solid Waste to be delivered on a daily (Monday to Saturday) basis to the Transfer Station for handling, transport, and disposal by the Contractor.

## 8. Scopes of Work

- a. Pushing and Loading Solid Waste, Recyclables, or other forms of accepted materials: *(Read from RFP Section 2.3.1)*
- b. Solid Waste Transportation (Tractor Trailer Services) *(Read from RFP Section 2.3.2)*
- c. Solid Waste Transportation (Roll Off Trucking Services) *(Read from RFP Section 2.3.3)*
- d. Landfill Disposal Fee to an EPD Approved Facility *(Read from RFP Section 2.3.4)*

## 9. Proposal Requirements

- a. A transmittal letter that states the Proposal is submitted in response to “**Solid Waste Transfer Station Operations RFP Project# 2023-RFP-SW102623**”. Letter must be signed by a person authorized to enter into a contractual agreement on behalf of the submitting firm. Name, title, email address and phone number shall be included for a contact person.
- b. Completed Pricing Proposal, Appendix C, that addresses all elements of the Scope of Work referenced in Section 2 of the RFP, sealed in a separate envelope/package.
- c. Qualifications Information requested in Section 4 of this RFP.
- d. Evidence of Insurance.
- e. Bidder’s Certification (Appendix A)
- f. E-Verify Affidavit (Appendix B)
- g. Signed Addendum (if any)

## 10. Qualifications

Bidders should review Section 4.0 as part of their proposal submittal which is self-explanatory.

## 11. Proposal Submission and Evaluation

Bidders should review Section 5.0 as part of their proposal submittal and understand the evaluation process, which is self-explanatory.

## 12. Insurance Requirements

Insurance requirements are detailed in section 6.16

## 13. Questions and Comments

- a. Q: How will bagged trash be paid for?  
A: Minimum fee are collected by the county. Contractor will be paid by per haul or by the ton, depending on where the waste goes as outlined in the RFP.
- b. Q: What is the holiday schedule?

A: The holiday schedules are not known at this time. The contractor may include a holiday schedule in the submittal as outlined in section 2.3

c. Q: How should hauling be priced?

A: Appendix C outlines how to price the work

d. Q: How should bids be submitted if someone wants to bid on everything?

A: The contractor can submit a bid for any or all scopes of work

e. Q: What is the expected tonnage per day?

A: The current average daily tonnage is 110 tons per day

f. Q: Will the county pay monthly?

A: The county will bill and pay monthly

g. There was a comment made about trash being left on the floor. Trash should not be left on the floor unless there are special circumstances. In these circumstances, it should be reported to the county for approval.

#### 14. Meeting Adjourn