

CITY OF SAN ANGELO REQUEST FOR PROPOSALS

RFP No: OP-01-14

**Lease and Operation of Sanitary Landfill
And
Waste Collection Services**

Operations Department

RFP SUBMITTAL DEADLINE

March 14, 2014, 2:00 PM Local Time



**City of San Angelo
72 West College Avenue
San Angelo, Texas 76903**

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1. SCOPE OF SERVICES

The City of San Angelo, seeks proposals from qualified Respondents interested in providing the services of waste collections and landfill management.

This proposal request also includes the following Appendixes:

- A. Background and Demographics
- B. Definitions
- C. Landfill Lease and Operations Specifications
- D. Waste Collections Specifications
- E. Pricing Worksheets-Landfill Lease and Operations
- F. Pricing Worksheets-Waste Collections

2. OWNERSHIP AND LICENSES

In accordance with Texas law, Respondent acknowledges and agrees that all local government records created or received in the transaction of official business or the creation or maintenance of which were paid for with public funds are declared to be public property and subject to the provisions of Chapter 201 of the Texas Local Government Code and Subchapter J, Chapter 441 of the Texas Government Code. Thus, no such local government records produced by or on the behalf of Respondent pursuant to this Contract shall be the subject of any copyright or proprietary claim by Respondent.

The term "local government record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by local government or any of its officials or employees pursuant to law including an ordinance, or in the transaction of official business.

Respondent acknowledges and agrees that all local government records, as described in herein, produced in the course of the work required by any contract awarded pursuant to this RFP, will belong to and be the property of City. Respondent, if awarded this contract, will be required to turn over to City, all such records as required by said contract. Respondent, if awarded this contract, shall not, under any circumstances, release any records created during the course of performance of the contract to any entity without City's written permission, unless required to do so by a Court of competent jurisdiction.

In accordance herewith, Respondent, if selected, agrees to comply with all applicable federal, state and local laws, rules and regulations governing documents and ownership, access and retention thereof.

3. PROPOSAL/BID SECURITY

Each proposal must be accompanied by a Security Bond, Certified or Cashier's Check (on a solvent bank in the State of Texas), drawn to the order of the Owner in the sum of not less than five percent (5%) of the total amount of the proposal. The security bond must be executed by a surety meeting the requirements set forth in the General Conditions and in the name of the prime contractor. The bond shall be made payable without condition to the City of San Angelo, Texas.

Security Forfeiture

Failure of the selected Respondent to deliver the required Contract Documents, including the required Bonds and insurance, within thirty (30) days of the Notice of Award to the selected Respondent shall be just cause for the Owner to annul the award and declare the proposal and any guarantee thereof forfeited, not as a penalty, but as liquidation of damages to the Owner.

Return of Security

The security of the successful Respondent will be retained until he has executed the contract agreement and furnished the required Contract Security and insurance, whereupon checks furnished as bid security will be returned. The security of any Respondent whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the day after the required documents are delivered by the selected Respondent to Owner but not to exceed 150 days after the proposal opening. Checks furnished as security by other Respondents will be returned within 60 days of the Proposal opening.

4. TERM OF CONTRACT

See Appendixes C Section C7.1, titled *Landfill Lease and Operations Specifications* and Appendix D Section D7.1, titled *Waste collections Specifications*

5. PROCUREMENT SCHEDULE, DEADLINE AND DELIVERY LOCATION

Procurement Schedule

The City's anticipated procurement schedule is shown below. These dates are subject to change by the City and will be communicated through published addendums.

<u>Activity</u>	<u>Schedule</u>
RFP OP-01-14 Available	February 11, 2014
Pre-Proposal Conference	February 25, 2014
Deadline for Questions on RFP	March 5, 2014
Proposals Due to City	March 14, 2014, 2:00 p.m. CDT
Review Questions/Clarifications to Proposers	March 17-20, 2014
Proposer Interviews	March 27-28, 2014
Council Authorization to Negotiate	April 15, 2014
Negotiations	April 16-29, 2014
Council Agenda Item	May 6, 2014
Lessee/Operator Commences Services	August 1, 2014

Deadline

Sealed RFP submittals must be received and time stamped by **March 14, 2014, 2:00 PM**, Local Time. The clock located in Purchasing will be the official time. Responses received later than the specified time and date will not be considered.

Proposal Copies

Submit one (1) original, nine (9) complete hard copies and one (1) copy in PDF format on CD or USB flash drive in a sealed envelope.

Sealed Envelope Addressing

- Top Left Hand Corner: Business Name and Address
- Lower Right Hand Corner: "RFP NO. OP-01-14 /Landfill and Waste Collection Services"

Delivery Instructions

Place sealed envelope in a delivery container addressed to:

USPS Delivery Address: City of San Angelo
Purchasing Division
72 West College Avenue
San Angelo Texas, 76903

Delivery Service (Fedex, UPS, etc.) Address: City of San Angelo
Purchasing Division, Suite 330
72 West College Avenue
San Angelo Texas, 76903

Note: Ensure delivery container is marked, "Sealed RFP Enclosed"

Points of Contact

Roger Banks, Division Manager
Purchasing Division
City of San Angelo
72 West College Avenue
San Angelo Texas, 76903
Email: sapurch@cosatx.us
Telephone: (325) 657-4219

Shane Kelton, Director of Operations
San Angelo Operations Department
City of San Angelo
72 W. College
San Angelo, TX 76903
Email: shane.kelton@cosatx.us
Phone: (325) 657-4206

6. SUBMISSION OF PROPOSALS

- A. Proposal Format: Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper with original placed inside a three ring binder and each copy to be securely bound in a more economical fashion (i.e. – heat bond, spiral bond, etc.) The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 10-point type. All pages shall be numbered and may be printed two-sided. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites, or URLs shall not be submitted in lieu of the printed proposal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section VII, Proposal Requirements, and each section and attachment must be indexed and divided by tabs and indexed in a Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.
- B. Proposer shall identify any and all exception(s) to this RFP. If proposer identifies an exception(s), proposer shall clearly identify the exception(s) and state the reason for such exception(s). Any exceptions to the RFP or the agreement will be considered and included in the City's evaluation. If proposer fails to list any exceptions, proposer shall not be permitted to raise any exceptions later if selected for award.
- C. In case of ambiguity or lack of clarity in stating prices in the proposal, the City shall have the right to construe such prices in a manner most advantageous to the City or to reject the Proposal.
- D. Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Operations and Purchasing Division Manager shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

- E. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred fifty (150) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.
- F. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- G. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-proposal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

7. PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, tabbed and noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. **The following items are to be included separately and exclusively for each service Respondent wishes to provide a Proposal.**

TABLE OF CONTENTS – LANDFILL LEASE AND OPERATIONS

TAB 1 - EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

TAB 2 – GENERAL INFORMATION FORM: Use the Form found in this RFP as Attachment A.

TAB 3 – EXPERIENCE, BACKGROUND, QUALIFICATIONS & REFERENCES: Submit an explanation of experience, background, qualifications, and lists of references as set out in Appendix C Sections C3-C5.

TAB 4 – PROPOSED PLAN - Use the guidelines found in this RFP Appendix C Sections C7 and C10. Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

TAB 5 – COMPENSATION SCHEDULE - Use the Compensation Schedule that is found in this RFP as Appendix E and in accordance with the terms set out in Appendix C Section C11.

TAB 6 - PROOF OF INSURABILITY: Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in the Appendix C Section C9 of this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

TAB 7 – LETTER OF CREDIT: Submit a Letter of Credit as required by Appendix C Section C8.

TAB 8 - LITIGATION DISCLOSURE: Submit information as required in Appendix C Section C6.

TAB 9 – SAMPLE CONTRACTS: Complete and submit a sample contract for the service proposal. Sample contracts are to be completed with Respondent's appropriate information and with clear designation for placement of City information, negotiated services, negotiated pricing, and insurance requirements.

TABLE OF CONTENTS – WASTE COLLECTIONS

TAB 10 - EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

TAB 11 – GENERAL INFORMATION FORM: Use the Form found in this RFP as Attachment A.

TAB 12 – EXPERIENCE, BACKGROUND, QUALIFICATIONS & REFERENCES: Submit an explanation of experience, background, qualifications, and lists of references as set out in Appendix D Sections D3-D5.

TAB 13 – PROPOSED PLAN - Use the guidelines found in this RFP as Appendix D Sections D7 and D17. Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

TAB 14 – COMPENSATION SCHEDULE - Use the Compensation Schedule that is found in this RFP as Appendix F and in accordance with the terms set out in Appendix D Section D14.

TAB 15 - PROOF OF INSURABILITY: Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in the Appendix D Section D13 of this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

TAB 16 – LETTER OF CREDIT: Submit a Letter of Credit as required by Appendix D Section D12.

TAB 17 – SAMPLE CONTRACTS: Complete and submit a sample contract for the service proposal. Sample contracts are to be completed with Respondent's appropriate information and with clear designation for placement of City information, negotiated services, negotiated pricing, and insurance requirements.

TAB 18 – LITIGATION DISCLOSURE: Submit information as required in Appendix D Section D6.

TAB 19 – SIGNATURE PAGE: Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment C. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

TAB 20 – PROPOSAL CHECKLIST: Complete and submit the Proposal Checklist found in this RFP as Attachment D.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

8. PRE-PROPOSAL CONFERENCE AND SITE TOUR

A MANDATORY pre-proposal conference will be held in the Council Chambers of the Kenneth McNease Convention Center, 500 Rio Concho Drive, San Angelo Texas, 1:00pm Local Time, February 25, 2014. All prospective Proposers who intend to submit a proposal in response to RFP OP-01-14 are REQUIRED to attend. Only written questions regarding this RFP (via fax or mail) will be accepted prior to and after the pre-proposal conference. Both oral and written questions will be accepted at the pre-proposal conference. Changes to the RFP resulting from the pre-bid conference will be provided in the form of an RFP Addendum, and will be provided to every prospective Proposer registering to receive an RFP and attending the pre-proposal conference. No questions will be accepted after March 5, 2014. Written responses will govern. Information regarding this RFP is available from and communication shall be done exclusively through:

Mr. Roger Banks, Purchasing Manager
72 West College Suite 330
San Angelo, TX 76905
E-mail: sapurch@cosatx.us
Telephone: 325-657-4220

Tours of the City of San Angelo Landfill will be available after the Pre-Proposal Conference for Respondents who are interested. Site tours are not mandatory as a requirement to submit a proposal.

9. RESTRICTIONS ON COMMUNICATION

- A. Respondents should not communicate with: 1) elected City officials and their staff regarding the RFP or Proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or Proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Conversations with the current contract holder concerning operations under the current Agreement for Waste Collection and Disposal and Landfill Lease and Operation;
2. Private (non-business) contacts with the City by the Proposer’s employees acting in their personal capacity;
3. Casual social contacts that do not include mention of the Landfill or the potential lease of the Landfill;
4. Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until March 5, 2014, 3:00 p.m., local time. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by email to:

Roger Banks, Purchasing Division Manager
Email: sapurch@cosatx.us

Please ensure the RFP Number and Title is in the Subject Line.

Questions submitted and the City’s responses will be posted in the form of an Addendum to the City’s web site at www.cosatx.us. Respondent is responsible for calling the City to determine if any addendums have been issued prior to their submittal.

5. Communications as allowed by the specifications outlined in Section 7: Pre-Proposal Conference and Site Tour
 6. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
 7. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than seven (7) calendar days from the date letter was sent. The letter will indicate the name and address for submission of requests for review.
- B. The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFP process.
- C. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations initiated by City staff persons, shall not be considered a violation by Respondent of this section.

10. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. The City will appoint a selection committee to perform the evaluation. Each proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated are included in the respective service Appendixes. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Angelo City Council.

- See Appendix C, C21 for Landfill Lease and Operations Evaluation Criteria
- See Appendix D, D18 for Waste Collections Services Evaluation Criteria

11. SELECTION PROCESS

- A. The City will evaluate and rank the proposals in relation to the published selection criteria within 45 days after the opening.
- B. The City reserves the right to revise the Request and request "Best and Final Offers" from the top candidates following the initial evaluation.
- C. The City then will select the proposal that offers the best value based on the published selection criteria and its ranking evaluation.
- D. Following the selection, the contract negotiation process begins and the City will negotiate first with the highest ranked offer. At this stage, the City may discuss modifications to the proposed scope, time and price. Modifications are not required, and if they are discussed but not agreed to by the City and the offeror, a final contract may still be negotiated and agreed upon based on the original response to the RFP. If the two parties are unable to reach a final agreement, the City will inform that offeror in writing that negotiations are ended.
- E. The City may then negotiate with the next ranked offeror. This continues in the order of the selection ranking until a contract is reached or all proposals are rejected.

12. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

- A. City reserves the right to award one, more than one, or no contract(s) in response to this RFP.
- B. The Contract(s), if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, pursuant to the evaluation criteria, as determined by the selection committee, upon approval of the City Council.
- C. City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.
- D. City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- E. This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.
- F. If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

- G. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

13. RFP SUBMITTAL ATTACHMENTS

THE DOCUMENTS THAT FOLLOW ARE FORMS THAT MUST BE COMPLETED BY RESPONDENT AND INCLUDED WITH RESPONDENT'S PROPOSAL **FOR EACH SERVICE THAT THE RESPONDENT WISHES TO SUBMIT A PROPOSAL**. ATTACH THESE DOCUMENTS TO YOUR PROPOSAL IN THE ORDER INDICATED IN RFP SECTION 7, WHICH IS ENTITLED "PROPOSAL REQUIREMENTS".



General Information, Attachment A
To be submitted with Respondent's Proposal as

TAB 2 for Landfill Lease and Operation

TAB 10 for Waste Collection Services

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____
 (NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____ City, _____ State _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Website address: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____
 (NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

_____ Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

_____ Limited Liability Corporation

_____ S Corporation If checked, check one: _____ For-Profit _____ Nonprofit

Also, check one: _____ Domestic _____ Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Total Number of Employees: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. Contact Information: List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____ Fax No: _____

Email: _____

3. Mergers: Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

_____ Yes _____ No If "Yes", list authorizations/licenses.

4. Licenses: Is Respondent authorized and/or licensed to do business in Texas?

_____ Yes _____ No If "Yes", list authorizations/licenses.

5. Headquarters: Where is the Respondent's corporate headquarters located?

6. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

_____ Yes _____ No

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

7. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

_____ Yes _____ No If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

8. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

_____ Yes _____ No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

9. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

_____ Yes _____ No If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

10. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

_____ Yes _____ No If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

_____Yes _____No If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

_____Yes _____No If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

THIS FORM MUST BE RETURNED WITH THE PROPOSAL



CITY OF SAN ANGELO

PURCHASING DEPARTMENT

72 West College Avenue, San Angelo, Texas 76903

Tel: (325) 657-4219 or 657-4220

Attachment B-Reserved

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Signature Page, Attachment C
To be submitted with Respondent's Proposal as TAB 19

The undersigned certifies that (s) he is authorized to submit this proposal on behalf of the entity named below:

Respondent Entity Name	Co-Respondent Entity Name
Signature	Signature
Printed Name	Printed Name
Title:	Title

By signature(s) above, Respondent(s) agrees to the following:

1. If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
2. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Appendix C and Appendix D.
3. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.
4. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
5. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.
6. To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item. The undersigned firm submits the following information (this RFP submittal) in response to that Request for Qualifications (as amended by any Addenda), issued by the City of San Angelo, Texas ("City") to perform Professional Services for Historical Site Development. Enclosed, and by this reference incorporated herein and made a part of this RFP, are the following:
 7. Completed Conflict Of Interest and the Debarment & Suspension forms
 8. Respondent understands that they are responsible for calling the City or checking the City's website to determine if any addendums have been issued.
 9. Respondent also understands that the City is not bound to select any firm for the final pre-qualified list and may reject any responses submitted.
 10. Respondent further understands that all costs and expenses incurred by it in preparing this RFP and participating in this process will be borne solely by the firm, and that the required materials to be submitted will become the property of the City and will not be returned.
11. City will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFP. Firm accepts all terms of the RFP submittal process by signing this letter of interest and making the RFP submittal.
12. This RFP shall be governed by and construed in all respects according to the laws of the State of Texas.

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

Intentionally Left Blank

Proposal Checklist, RFP Attachment D
To be submitted with Respondent's Proposal as TAB 20

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed and appear in the correct order.

Tab No.	Document	Initial To Indicate Document Is Attached To Proposal
	Table of Contents	
1	Executive Summary – Landfill Lease and Operations	
2	General Information <ul style="list-style-type: none"> • Attachment A – Landfill Lease and Operations 	
3	Experience, Background, Qualifications, & References <ul style="list-style-type: none"> • RFP Appendix C 	
4	Proposed Plan <ul style="list-style-type: none"> • RFP Appendix C 	
5	Compensation Schedule <ul style="list-style-type: none"> • RFP Appendix E 	
6	Proof of Insurability <ul style="list-style-type: none"> • Insurance Provider's Letter • Copy of Current Certificate of Insurance 	
7	Letter of Credit	
8	Disclosures <ul style="list-style-type: none"> • RFP Appendix C 	
9	Sample Contracts	
10	Executive Summary – Waste Collections	
11	General Information and References <ul style="list-style-type: none"> • Attachment A – Waste Collections 	
12	Experience, Background, & Qualifications <ul style="list-style-type: none"> • RFP Appendix D 	
13	Proposed Plan <ul style="list-style-type: none"> • RFP Appendix D 	
14	Compensation Schedule <ul style="list-style-type: none"> • RFP Appendix F 	
15	Proof of Insurability <ul style="list-style-type: none"> • Insurance Provider's Letter • Copy of Current Certificate of Insurance 	
16	Letter of Credit	
17	Sample Contracts	
18	Disclosures <ul style="list-style-type: none"> • RFP Appendix D 	
19	Signature Page <ul style="list-style-type: none"> • RFP Attachment D 	
20	Proposal Checklist <ul style="list-style-type: none"> • RFP Attachment E 	
One (1) Original, nine (9) Copies, and one electronic version of proposal in PDF format. *Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.		

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

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CITY OF SAN ANGELO

PURCHASING DEPARTMENT

72 West College Avenue, San Angelo, Texas 76903

Tel: (325) 657-4219 or 657-4220

Disclosure of Certain Relationships

NOTICE TO VENDORS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at <http://www.ethics.state.tx.us/whasnew/confliict forms.htm>.

A current list of City of San Angelo officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or on the City's website at www.cosatx.us. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7th business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By Submitting a response to a City of San Angelo Request for Proposals, Request for Bids, or Request for Qualifications or by conducting business with the City, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

Roger S. Banks, Division Manager
Purchasing Division

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

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Adopted 06/29/2007

LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO
As defined by Chapter 176 of the Texas Local Government Code
(Revised 8/6/13)

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all Vendors who submit bids/proposals), Local Government Officers are:

City of San Angelo City Council:

Mayor: Dwain Morrison, Mayor

- Councilmembers: Mayor Pro-Tempore: Charlotte Farmer, SMD 6
 - Rodney Fleming, SMD 1
 - Marty Self, SMD 2
 - Johnny Silvas, SMD 3
 - Don Vardeman, SMD 4
 - H.R. Wardlaw, III, SMD5

City Manager: Daniel Valenzuela

City of San Angelo Development Corporation officers are:

- Scott Tankersley, President
- John Edward Bariou, Jr. - First Vice President
- Tony Villarreal - Second Vice President
- Daniel Anderson - Director
- Richard Crisp - Director
- Tommy Hiebert - Director
- Pedro Ramirez – Director

Executive Director: Roland Peña



CITY OF SAN ANGELO

PURCHASING DEPARTMENT

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Debarment and Suspension Certification

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Company

By

Title

Address

City, State Zip

Note: Agents must provide evidence of authority to bind corporation.

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