



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

**INVITATION TO BID  
(BID) # FY 2014-2015-006**

**DISPOSAL SERVICES FOR  
YARD WASTE  
AND BULK DEBRIS**

**EXHIBIT I SCOPE OF WORK**

**PREPARED BY:  
CITY OF HALLANDALE BEACH  
PUBLIC WORKS DEPARTMENT AND  
PROCUREMENT DEPARTMENT**

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## INTRODUCTION / INFORMATION

### PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach is seeking residential and commercial disposal services for yard waste and bulk debris.

The purpose of this solicitation is to establish a Contract for the City of Hallandale Beach, for the services as specified herein, from an entity that will provide efficient and reliable service.

The City of Hallandale Beach is herein requesting Bids from experienced individual(s), group(s) and (or) company(ies), hereinafter referred to as the “Proposer”, to provide the Services described herein for the City.

The City of Hallandale of Beach has historically provided four (4) Bulk Sweeps and two (2) Yard Waste Sweeps annually with one (1) on demand Yard Waste. We are currently providing a program where all Bulk and Yard Waste are scheduled on demand eliminating quarterly schedules and semiannual pickups. This program requires frequent disposal of both Yard Waste and Bulk Material.

The City of Hallandale Beach is currently disposing of:

- 350 tons of combined Yard Waste and Bulk Material
- 850 tons of Bulk Waste only
- 4,000 cubic yards of Yard Waste

**ALL PROPOSERS SHALL DESIGNATE THE DISPOSAL FACILITY WHERE THE COLLECTED MATERIAL SHALL BE DELIVERED TO BY THE CITY AND THE LANDFILL OR FINAL DISPOSAL SITE AND WHETHER OR NOT RECYCLED FOR REUSE FOR USE IN THE PERFORMANCE OF THE CONTRACT.**

The City does **NOT** mandate the use of any particular Disposal Facility or Landfill, however the proposer shall comply with all Local, State, and Federal mandates.

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**EXAMINATION OF PROPOSER’S FACILITIES BY THE CITY.**

The City may perform an inspection of the Proposer’s facilities. The Public Works Department Director or a delegate of his/her appointment, may perform this inspection. The Public Works Department and the Procurement Department may perform a second pre-award inspection of the Successful Proposer’s facilities and any technical advisors they deem necessary, prior to the award of a Contract. The term facilities as used in this Solicitation shall include, but shall not be limited to, all properties operated by the Proposer, all equipment used in the performance of business by the Proposer, and/or any other evidence, tangible or intangible, that the City may deem necessary to substantiate the technical and other qualifications, and the abilities of the Proposer to perform the Services. The inspection shall include, but shall not be limited to, appearance and cleanliness of facilities, appearance and cleanliness of equipment, and possession and distribution of mandatory equipment. Additionally, inspection shall include verification of some of the (physical) minimum requirements for Proposers. Additionally, the City reserves the right to perform such inspections on the Successful Proposer as often as it deems necessary, to ensure proper performance of the proposed Contract.

**MINIMUM QUALIFICATION REQUIREMENT YEARS OF EXPERIENCE:**

All firms responding to this Bid, in order to be eligible to respond to this Bid, must demonstrate and submit with firm’s response all of the requirements stated below. An affirmative statement and submission of evidence must be included with the firm’s response indicating that firm meets this requirement.

Provide a section with your firm’s response labeled “Minimum Qualification Requirements” addressing all items stated below.

In order for your firm’s response to be considered, firms must have provide the following labeled accordingly:

Years’ in Business:

In order for your firm’s response to be considered, firms must each have three (3) years’ experience having provided the scope of work as outlined in this Bid. Proof of experience may be provided by:

- 1) Sunbiz.org incorporation. Firm must provide a copy of Sunbiz for their firm for this submittal.

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Or

- 2) An affirmative statement and submission of evidence demonstrative of the years' experience.

Licenses:

Firm must be licensed under the appropriate State and Local laws and provide proof with submission of response.

**All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Response, etc., must submit a single response proposal. If the Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the Bid.**

**All firms named under the submission must also submit all forms requested in Exhibit II.**

**All proposals must be submitted in accordance with the Bid which may be obtained online at [www.cohb.org/bidnotifications](http://www.cohb.org/bidnotifications).**

## **BACKGROUND INFORMATION**

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

**PRICING SHEET**

All firms must provide the pricing in response to this Bid utilizing the format below.

PRICE SHEET						
	Material	Unit of Measure	Quantity	Miles per Round Trip	Cost per Unit	Total Cost
1	Bulk Materials	TON	850		\$	\$
2	Windshield Time - \$1.59 Per round trip miles	ROUND TRIP	142		\$ 1.59/mile	\$
3	Loose Yard Waste	CUBIC YARD	4,000		\$	\$
4	Windshield Time - \$1.59 Per round trip miles	ROUND TRIP	200		\$ 1.59/mile	\$
5	Mix Bulk/Yard Waste	TON	350		\$	\$
6	Windshield Time - \$1.59 Per round trip miles	ROUND TRIP	60		\$ 1.59/mile	\$
<b>GRAND TOTAL items 1-6</b>						\$

**COST PROPOSAL:**

I, \_\_\_\_\_,

Name of authorized Officer per Sunbiz Title

of \_\_\_\_\_  
 Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name

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## **CONTRACT PRICE**

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

Any decreases in the final disposal fees shall be passed on to the City. The City will consider price increases if the final disposal fees are increased. Any other consideration for rate increases that may be requested by the Bidder during the contract period shall be included in the bid and the method for justification of the increase for consideration by the City.

Upon the completion of the initial term and again upon the completion of the first optional period, the City will consider an adjustment to the prices based on the Consumer Price Index, *Series CUUR0000SEHG02*, entitled "Garbage and Trash Collection, U.S. City Average – Not Seasonally Adjusted", available from the United States Department of Labor, Bureau of Labor Statistics.

## **CONTRACT TERMS**

The term of the Agreement is for five (5) years.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

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## INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide three (3) thumb drives with your firm’s submittal.

## REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references with knowledge of your firm’s contract performance with local government entities or private sector entities.

Each firm must provide the following information for the references provided and ensure that the contact information provided is up to date and accessible.

- Name of firm-company for which work was provided.
- Name of Reference (Project Manager) charged with managing said project. References shall be employees in senior level management positions.
- Type of services provided. Year services started and was completed.
- Dollar amount of contract.
- Phone # for Reference (Project Manager). Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

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## CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section Exhibit II. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

## I. DEFINITIONS

**"Acceptable Waste"** shall mean all Residential Waste, Commercial Solid Waste, and Construction and Demolition Debris, which may be disposed of at Designated Disposal Facilities.

**"Bulk Material"** shall mean any non-vegetative item which cannot be placed in 95 gallon cart, bagged or bundled including, but not limited to; white goods, discarded refrigerators, pianos, water heaters, bicycles, and any other similar appliances, mattresses, household goods, furniture, large boxes, barrels and crates or any other similar items.

**"City"** the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

**"City's Contract Administrator"** means the City's representative duly authorized by the City Commission and/or City Manager, to provide direction to the Contractor regarding services provided pursuant to this BID and the Contract.

**"Contract" and "Contract Documents"** means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

**"Contractor"** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

**"Disposal Charges"** shall mean the prevailing per-ton rate charged at the Disposal Facility for the acceptance and disposal of Residential Waste, Commercial Solid Waste and other waste materials.

**"Disposal Facility"** shall mean the place or places specifically designated by the Successful Proposer, or the City, for the disposal of bulk material, yard waste and other materials collected under the terms of the contract.

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**“Exempt Waste”** shall mean Bio-Hazardous or Bio-Medical Waste, Hazardous Waste, Sludge, automobiles, automobile parts, boats, boat parts, boat trailers, internal combustion engines, lead-acid batteries, used oil and tires, those wastes under the control of the Nuclear Regulatory Commission and those other materials whose size, weight, or both are in excess of that allowed for Bulk Waste as defined herein.

**“Local City of Hallandale Beach Vendor”** pursuant to Chapter 23, Procurement, Section 23-6 of the Code of Ordinances of the City of Hallandale Beach, Florida.

**“Notice to Proceed”** means the written notice given by the City to the Contractor of the date and time for work to start.

**“Ordinance”** shall mean those parts of the Code of the City of Hallandale Beach governing solid waste Collection, Disposal and Recycling activities within the City.

**“Project Manager”** means the Contractor’s representative authorized to make and execute decisions on behalf of the Contractor.

**“Proposal”** means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

**“Proposer”** means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

**“Proposal Documents”** the Request for Proposals, Instructions to Proposers, Technical Specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

**“Successful Proposer”** means the qualified, responsible and responsive Proposer to whom City (on the basis of City’s evaluation as hereinafter provided) makes an award.

**“Yard waste”** shall mean any vegetative material includes all waste or refuse other than garbage, including but limited to garden and lawn clippings and other waste, grass and other plant clippings, leaves, tree limbs and branches, palm fronds and similar matter.

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**SUBMITTAL DUE DATE:**

Reponses are due: Friday, January 23, 2015 no later than 11:00am.

**RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO AND LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: Bid # FY 2014-2015-006  
DISPOSAL SERVICES FOR YARD WASTE AND BULK DEBRIS

**MANDATORY PRE-BID CONFERENCE:**

**Mandatory Pre-Bid Conference** is being held **December 29, 2014 at 11:00 am**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009. In order for your Firm's Proposal to be accepted a representative from your firm must have attended the Mandatory Pre-Bid Conference and ensure a representative from your firm signs in.

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [alues@cohb.org](mailto:alues@cohb.org) by no later than **January 6, 2015 no later than 11:00 A.M.**

**BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:**

The City's funding available funding for this project is \$125,000.00.

## BID TENTATIVE SCHEDULE

**THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.**

BID ADVERTISING DATE	DECEMBER 19, 2014
BID DOCUMENT RELEASED	DECEMBER 19, 2014
MANDATORY PRE-BID CONFERENCE	DECEMBER 29, 2014 11 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JANUARY 6, 2015 BY NO LATER THAN 11 AM
DEADLINE FOR RECEIPT OF RESPONSES-PROPOSALS	<u>JANUARY 23, 2015</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

## QUESTIONS REGARDING BID:

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

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<b>LIST OF CITY ADMINISTRATORS</b>	
<b>1.</b>	<b>CITY MANAGER</b>
	<b>Renee C. Miller</b>
	<b>400 S. Federal Highway</b>
	<b>Hallandale Beach, Florida 33009</b>
	<b>(954) 457-1300</b>
<b>2.</b>	<b>DIRECTOR OF PUBLIC WORKS</b>
	<b>Steven F. Parkinson, P.E., PWLF</b>
	<b>630 NW 2<sup>nd</sup> Street</b>
	<b>Hallandale Beach, Florida 33009</b>
	<b>(954) 457-1623</b>
<b>3.</b>	<b>PROCUREMENT DIRECTOR</b>
	<b>Andrea Lues</b>
	<b>400 S. Federal Highway</b>
	<b>Hallandale Beach, Florida 33009</b>
	<b>(954)457-1332</b>
<b>4.</b>	<b>SENIOR PROCUREMENT SPECIALIST</b>
	<b>Joann Wiggins</b>
	<b>400 South Federal Highway</b>
	<b>Hallandale Beach, FL 33009</b>
	<b>(954)457-1331</b>
<b>5.</b>	<b>PROCUREMENT SPECIALIST</b>
	<b>Tom Camaj</b>
	<b>400 South Federal Highway</b>
	<b>Hallandale Beach, FL 33009</b>
	<b>(954)457-1374</b>

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**INSURANCE REQUIREMENTS:**

Please see Exhibit II, Agreement, for all insurance requirements.