

# Memorandum



**Date:** October 16, 2009

**To:** Honorable Carlos A. Gimenez  
County Commissioner

**From:** George M. Burgess  
County Manager

**Subject:** Solid Waste Management Bins and Carts Purchases

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On September 21, 2009 your office requested information regarding purchases of waste bins or carts for the last five years including the sizes and specifications. The Department of Solid Waste Management has compiled the attached package of information for your review. Please find the following documents attached:

- The Request for Proposal For Curbside Recycling Program (RFP #545) – Section G on page 24 addresses recycling containers
- The Invitation To Bid (ITB #7652-2/08/OTR) – specifications are included in Section 3 on page 13
- The Invitation To Bid (ITB #8513-/09) – specifications are included in Section 3 on page 19
- A list of 16 purchase orders issued for waste carts and containers during the past five fiscal years through FY 2009.

Should you require additional information, please call my office at 305-375-1880.

- c. Honorable Carlos Alvarez, Mayor  
Honorable Chairman, Dennis C. Moss  
and Members, Board of County Commissioners  
Denis Morales, Chief of Staff  
Howard Piper, Special Assistant  
Kathleen Woods-Richardson, Director, Solid Waste Management

Attachments



**REQUEST FOR PROPOSALS  
FOR  
CURBSIDE RECYCLING PROGRAM  
RFP No. 545**

PRE-PROPOSAL CONFERENCE TO BE HELD ON  
December 6, 2006 at 10:00 p.m. (local time)

at

Department of Solid Waste Management, 5<sup>th</sup> Floor, Training Room 5600  
Dr. Martin Luther King, Jr. Office Plaza  
2525 NW 62<sup>nd</sup> Street  
Miami, Florida 33147

ISSUING DEPARTMENT:  
DEPARTMENT OF PROCUREMENT MANAGEMENT  
for  
Department of Solid Waste Management

Contracting Officer: Andrew Zawoyski, CPPO, CPPB  
Telephone: (305) 375-5663  
E-mail: [azawoy@miamidade.gov](mailto:azawoy@miamidade.gov)

PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW  
NO LATER THAN

January 5, 2007 at 2:00 p.m. (local time)

at

CLERK OF THE BOARD  
STEPHEN P. CLARK CENTER  
111 NW 1<sup>st</sup> STREET, 17<sup>th</sup> FLOOR, SUITE 202  
MIAMI, FLORIDA 33128-1983

PROPOSALS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO THE CLERK OF THE BOARD ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. MIAMI-DADE COUNTY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE.

MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY.

VISIT THE COUNTY DEPARTMENT OF PROCUREMENT MANAGEMENT  
WEBSITE: <http://www.miamidade.gov/dpm>

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**DEFINITIONS**

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words "Board" or "Board of County Commissioners" or "BCC" shall mean the Board of County Commissioners of Miami-Dade County, Florida.
- b) The words "Contractor" or "Consultant" to mean the Proposer that receives any award of a Contract from the County as a result of this Solicitation, which is also to be known as "the prime Contractor".
- c) The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
- d) The word "Department" and/or "DSWM" to mean Department of Solid Waste Management.
- e) The words "Project Manager" shall mean the person designated by the County who shall act as the County's representative during the term of this Agreement.
- f) The words "Proposer", "Submitter" or "Respondent" to mean the person, firm, entity or organization submitting a response to this Solicitation.
- g) The words "Scope of Services" or "Scope of Work" to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor.
- h) The word "Solicitation" to mean this Request for Proposal (RFP) document, and all associated addenda and attachments.
- i) The words "Subcontractor" or "Subconsultant" to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Work or Services to the County, whether directly or indirectly, on behalf of the Contractor.

- j) The words "Work", "Services", "Program", "Project" or "Engagement" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.
- k) The words "Work Order" to mean a document that defines and describes the parameters of individual projects assigned or awarded by the County to the Contractor in accordance to the terms of the Contract.

## SECTION 1.0 - OVERVIEW AND PROPOSAL PROCEDURES

### 1.1 INTRODUCTION

Miami-Dade County, hereinafter referred to as the "County," as represented by the Miami-Dade County Department of Solid Waste Management ("DSWM", and/or "Department") is soliciting proposals from qualified firms to provide an innovative, effective and economical curbside recycling program in the County's service area and certain municipalities.

Miami-Dade County is home to 2.25 million residents and provides municipal services to unincorporated households as well as a number of municipal residents. The DSWM provides waste collection, waste reduction, recycling programs, and disposal facilities for residents through an integrated waste management system. The Department currently administers one of the nation's largest curbside recycling programs for approximately 320,000 homes located in the County's unincorporated area and approximately 23,000 homes located in municipalities<sup>1</sup>.

Solid waste collected in Miami-Dade County is processed in one of three ways: it is land-filled, incinerated, or recycled. According to 2005 State of Florida Department of Environment Protection (DEP) data, of the 4.36 million tons of solid waste produced by the entire County, 66% is land-filled, 16% is incinerated, and 18% is recycled. In addition to the current curbside collection program, recycling also occurs at neighborhood Trash and Recycling Centers, where white goods are recycled and at the County's Waste to Energy plant, where metals are source-separated from garbage and high-quality yard trash is converted into biomass fuel.

The minimum qualifications required for this solicitation are that the Proposer must have a current contract or one that was completed within the last five years providing curbside collection and recycling services to at least 50,000 residential households and/or commercial customers (any combination is acceptable) within the United States or Canada. This minimum qualification requirement must be met at the time of proposal submission and there are no exceptions allowed for this requirement.

The County anticipates that the term of any agreement issued as a result of this RFP will be for a period of seven (7) years. The County reserves the right to renew such agreement for one additional seven (7) year period, at its sole discretion. The County will advise the Selected Proposer of any such intent twelve months in advance; the Selected Proposer shall have thirty days to submit its proposal to provide Services for the option period and that proposal shall include, but not be limited to a capital investment plan (a complete description of vehicle inventory and expected vehicle life and status of each vehicle) in consideration of such option. The County may entertain a proposal(s) from its employees, as part of any responses it may receive in connection with this RFP solicitation.

### 1.2 TIMETABLE

The anticipated schedule is as follows:

RFP available for distribution:	November 9, 2006
Pre-Proposal Conference:	November 28, 2006 at 10:00 a.m. (local time) (See front page for location.)
Deadline for receipt of written questions:	December 1, 2006 COB
Deadline for receipt of proposals:	January 5, 2007 at 2:00 p.m. (local time) (See Section 1.4 for location.)

<sup>1</sup> In addition to 320,000 households in the unincorporated service area, the current program serves approximately 23,000 municipal residents within Aventura, Cutler Bay, Doral, El Portal, Florida City, Medley, Miami Beach, Miami Gardens, Miami Lakes, Miami Springs, N. Bay Village, Opa-Locka, Palmetto Bay, Pinecrest, South Miami, Sunny Isles Beach, Surfside, Sweetwater, Virginia Gardens, and West Miami.

Evaluation/Selection process: begins January 8, 2007  
Projected award date: May 2007  
Projected contract start date: May 2007

### 1.3 SOLICITATION AVAILABILITY

The solicitation package is available at no cost on-line at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm) or through Department of Procurement Management - Vendor Assistance Unit, 111 NW 1st Street, Suite 1300, Miami, FL 33128-1974 at a cost of \$10.00 for each solicitation package and an additional \$5.00 fee for a request to receive the solicitation package through the United States Postal Service. To request the solicitation package through the United States Postal Service, mail your request with the following information: the solicitation number and title, the name of Proposer's contact person, Proposer's name, complete address to be mailed to, telephone number and fax number, along with a \$15.00 check or money order made payable to: Miami-Dade Board of County Commissioners.

Proposers who obtain copies of this Solicitation from sources other than the County's Department of Procurement Management website or the Vendor Assistance Unit risk the potential of not receiving addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Proposers are solely responsible for those risks (see Section 1.8).

### 1.4 PROPOSAL SUBMISSION

All proposals must be submitted on 8 1/2" X 11" paper, neatly typed on one side only, with normal margins and spacing. The original document package must not be bound and the document package copies should be individually bound. **An unbound one-sided original and 10 bound copies (a total of 11) of the complete proposal, including both the technical and price proposal must be received by the deadline for receipt of proposal specified in the Timetable (see Section 1.2).** The original and all copies must be submitted in a sealed envelope or container stating on the outside the Proposer's name, address, telephone number, the RFP number, RFP title, and Proposal Due Date to:

**Clerk of the Board  
Stephen P. Clark Center  
111 NW 1st Street, 17th Floor, Suite 202  
Miami, FL 33128-1983**

Hand-carried proposals may be delivered to the above address only between the hours of 8:00 a.m. and 4:30 p.m., Mondays through Fridays. However, please note that proposals are due at the Clerk of the Board on the date and at the time indicated in Section 1.2. Additionally, the Clerk of the Board is closed on holidays observed by the County. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Both the Technical (Quality) Proposal and the Price Proposal must be signed by an authorized officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a proposal by a Proposer will be considered by the County as constituting an offer by the Proposer to perform the required services at the stated prices.

### 1.5 PRE-PROPOSAL CONFERENCE

A pre-proposal conference has been scheduled for the date, time and place specified in the Timetable (see Section 1.2). Attendance is recommended but not mandatory. Proposers are requested to inform the Contracting Officer of the number of persons expected to attend no later than 24 hours before the scheduled

date. Proposers are encouraged to submit any questions in writing to the Contracting Officer (see Section 1.6) in advance of the pre-proposal conference.

If you need a sign language interpreter or materials in accessible format for this event please call the DPM ADA Coordinator at (305) 375-1564 at least five days in advance.

**1.6 CONE OF SILENCE**

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time the County Manager issues a written recommendation to the Board of County Commissioners. The Cone of Silence **prohibits any communication** regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants and the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs and the County's professional staff including, but not limited to, the County Manager and the County Manager's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs and any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any correspondence concerning the particular RFP, RFQ or bid with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Proposer shall render any RFP award or RFQ award voidable. Any person having personal knowledge of a violation of these provisions shall report such violation to the State Attorney and/or may file a complaint with Ethics Commission. Proposers should reference Section 2-11.1(t) of the Miami-Dade County Code for further clarification.

This language is only a summary of the key provisions of the Cone of Silence. Please review Miami-Dade County Administrative Order 3-27 for a complete and thorough description of the Cone of Silence.

All Proposers will be notified in writing when the County Manager or designee makes an award recommendation.

The Contracting Officer for this Solicitation is:

Name and Title: Andrew Zawoyski, CPPO, CPPB, Chief Negotiator  
Name of Agency: Department of Procurement Management

Address: 111 NW 1<sup>st</sup> Street, Miami, Florida  
Telephone: (305) 375-5663  
Fax: (305) 375-4726  
E-mail: [azawoy@miamidade.gov](mailto:azawoy@miamidade.gov)

### **1.7 CONTRACT MEASURES**

This Solicitation includes contract measures for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows.

#### **Selection Factor:**

A selection factor applies to this Solicitation.

A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact the Department of Business Development at (305) 375-3111 or access [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd).

The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

### **1.8 ADDITIONAL INFORMATION/ADDENDA**

Requests for additional information or clarifications must be made in writing and received by the County's Contracting Officer for this Solicitation, in accordance with **Section 1.6** above, no later than the deadline for receipt of questions specified in the Timetable (**see Section 1.2**). The request must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, and facsimile number.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this Solicitation or in any written addendum to this Solicitation. Where there appears to be conflict between the Solicitation and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the designated Contracting Officer prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals (**see attached Form A-3**).

Proposers who obtain copies of this Solicitation from sources other than the County's Department of Procurement Management's Vendor Assistance Unit or website risk the potential of not receiving addenda, since their names will not be included on the Vendor List for this particular Solicitation. Such Proposers are solely responsible for those risks.

### **1.9 PROPOSAL GUARANTEE DEPOSIT**

No Proposal Guarantee Deposit is required for this Solicitation.

### **1.10 MODIFIED PROPOSALS**

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date. The County will only consider the latest version of the proposal.

