

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No.

Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Requisition/Project No: RQPW1600004

TERM OF CONTRACT: 1 year with 1 (one) year options-to-renew

Requisition/Project Title: AUTOMATED GARBAGE/RECYCLING CARTS

Description: This contract is being accessed to purchase and deliver mobile refuse carts and lids for Miami-Dade public works and waste management.

User Department(s): PWWM

Issuing Department: ISD

Contact Person: Allan M Garcia

Phone: x5650

Estimated Cost: \$224,500.00

Funding Source: Proprietary Revenue

REVENUE GENERATING: No

ANALYSIS

Commodity/Service No: 45034		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Allan M Garcia

Date to SBD: April 8, 2016

Date Returned to DPM: _____

POST OFFICE BOX 296,
LARGO, FLORIDA
33779-0296

CITY *of* LARGO



LARGO, FLORIDA EST. 1905

CITY COMMISSION LARGO, FLORIDA REQUEST FOR PROPOSAL

Proposal #: 13-P-434

Date: December 26, 2012

Sealed proposals will be received by the City of Largo Office of Management and Budget, located at Largo City Hall, 201 Highland Ave., Largo, Florida 33770, until:

**4:00 p.m., local time
January 30, 2013**

FOR

AUTOMATED GARBAGE/RECYCLING CARTS

Said proposals should conform to the specifications outlined in the request for proposal. The City reserves the right to reject any and all offers and to waive minor informalities.

If you are interested in responding, please prepare **one (1) marked original and (3) copies** of a proposal and submit them to the Office of Management and Budget by the date indicated. Late offers will be rejected.

If you have any questions of a technical nature, please contact Eugene Ginn, Assistant Solid Waste Manager, at 727-587-6760.

If you have any questions regarding the Request for Proposal, please contact Joan Wheaton, Office of Management and Budget, (727) 587-6727.

PROPOSAL and ADDENDUM DOCUMENTS CAN BE DOWNLOADED FROM THE CITY WEBSITE

www.largo.com - click the Business Tab - click Bid/Rfp listings - click View List of current bids/rfps.

**BY ORDER OF THE CITY COMMISSION
LARGO, FLORIDA**

Joan Wheaton, Procurement Analyst
Office of Management and Budget

**Please indicate RFP number
on your response envelope.**

REQUEST FOR PROPOSAL

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**PART III
CITY OF LARGO, FLORIDA
MINIMUM REQUIREMENTS
FOR
AUTOMATED GARBAGE/RECYCLING CARTS
RFP #13-P-434**

Scope of Work

Manufacturing Process

Each cart and lid must be made from the injection-molded process only.

Plastic Material

Base plastic resin for the cart body and lid must be first quality high-density polyethylene (HDPE) supplied by a national petrochemical producer such as Dow Chemical or Exxon Mobil. Off-spec or wide spec material and dry blending of material is not acceptable.

Resin Additives

The plastic resin must be enhanced with color pigment and ultraviolet inhibitor, which must be uniformly distributed throughout the finished cart. All plastic parts shall be specifically prepared to be colorfast so that the plastic material does not alter or fade appreciably in normal use. The cart shall be protected against ultraviolet rays with an ultraviolet stabilizer additive with no less than one and one half percent (1.5%) by weight.

Interior Construction

The interior surface must be smooth and free from crevices, recesses, projections, and other obstructions where material inside the carts could become trapped.

Rim of Body

The top of the cart body shall be molded with a reinforced rim to add structural strength and stability to the cart and to provide a flat surface for lid closure. This reinforced rim shall have a raised inner perimeter to serve as a barrier to escaping odors, intrusion of pests, and to prevent moisture from entering the cart from under the edge of the lid. The rim of the cart must not be designed to have an inward radius to obstruct free flow emptying of material out from the cart.

Abrasion Protection

The carts must be designed with a double drag rail on the cart bottom. The cart base must be reinforced in the area that contacts the ground with a molded-in wear strip.

Stability

Each cart shall be stable and self-balancing when in the upright position, either loaded or empty. The cart must be designed to withstand winds averaging 25 mph when empty (based on the average wind resistance of the four sides of the cart).

Maneuverability

To ensure that the proposed cart(s) is easily operated by the citizens of Largo, the proposer must state the average tipping forces required to maneuver a fully loaded cart when tilted to the roll position. Any cart that is judged based on its documented maximum average force, as too difficult to tilt when loaded to maximum capacity of material will be disqualified.

ANSI Conformance

The roll-carts must be compatible with standard American semi-automated bar-locking lifters (ANSI type B) as well as automated arm lifters (ANSI type G). Carts proposed herein must meet the requirements of ANSI Z245.30 and ANSI Z245.60 standards for "Type B/G" carts.

Lift System

Each cart shall be equipped with attachment points, which make it compatible with standard American semi-automated bar-locking lifters and fully-automated arm lifters. The upper lift point must be integrally molded into the body of the cart with sufficient support under the lifting pocket for 95 and 65 gallon carts. The lower metal bar of 35, 65, and 95 gallon carts must come pre-installed from the manufacturer, must be designed to withstand over ten (10) years of lifter attachment, and must be a 1" diameter galvanized free floating metal bar. The length of the bar must not exceed 9½ inches. The steel bar must be held in place by pre-installed hardware. The hardware must be located on the inside of the cart to avoid interaction with the cart tippers and shall not interfere with materials being emptied from within cart. The lower bar cannot be attached by means of screws, bolts, fasteners, pins, etc. Carts with bolted-on lower bars are NOT acceptable. Lid shall include an in-mold label, as described below.

Lid

The lid shall be of one piece construction, injection molded of high density polyethylene resin (HDPE) and must be manufactured of the same material as used in the cart body. The lid shall be configured to ensure that it will not warp, bend, slump, or distort to such an extent that it no longer fits the cart properly or becomes otherwise unserviceable. The lid must be crowned in shape and designed to disallow entry of rain when in the closed position. The manufacturer may not attach lids to carts using metal hinges, brackets/bolts and/or screws, metal bars, PVC, plastic glued connections, or any hidden bars. Lid attachments must be constructed of weather resistant plastic only. Attachments must be easily installed during cart assembly and uninstalled during cart dis-assembly. Lid must be capable of being imprinted with a custom hot stamp, heat transferred label, or in-mold label technology. Lid attachment hinge must be no less than 1.25" in width.

Lid Stop

The lid must open from a closed position to a minimum 110° in the open position without stressing the lid or cart body. The lid stop must be molded into the lid or cart body and can not be a separate part from the lid or cart body.

Handles

Each cart must be equipped with a handle that is a minimum of 1" diameter. The handle and handle mounts must be an integrally molded part of the cart body. The handle shall be designed to afford the user positive control of the loaded cart at all times. The handle must not have the ability to rotate on its own axis at any time. Bolted-on handle mounts or bolted-on handles are unacceptable.

Axle

The axle must be a minimum of 3/4" diameter, high strength steel fully supported by cart body. Axle must be plated or coated for corrosion protection. Axle must slide through a sufficient amount of molded-in plastic journals in the cart bottom to support the axle and must not be exposed to contents inside of cart. Journals molded into the bottom of the cart for the axle to slide through must ensure proper weight distribution of the contents of the cart. Axles attached by means of bolts or rivets are unacceptable.

Wheels

Wheels shall be minimum 10" in diameter and 1.75" wide with knobby treads. Wheels must be extra high molecular weight polyethylene capable of supporting a minimum of 200 lbs. Wheels must be snap on style wheels. Wheels that require the use of pal nuts, washers or other means of connection will be considered unacceptable.

Color

Carts must be a distinctive color impregnated into the plastic. Painted carts are unacceptable. Carts are to be of one equivalently matched color. The lid and cart color must match. The final proposed color shall be approved in advance by City.

Load Rating

The load rating must conform to ANSI Standard Z245.30. The cart(s) must be designed to regularly receive and dump the following pounds of recycled materials, excluding the weight of the cart, without permanent damage or deformation:

- 95-Gallon – minimum 332 pounds
- 65-Gallon – minimum 227 pounds
- 35-Gallon – minimum 122 pounds

Resin Weight

The quoted cart must be manufactured to achieve a minimum resin weight of the following:

- 95-Gallon – minimum 33 pounds
- 65-Gallon – minimum 25 pounds
- 35-Gallon – minimum 17 pounds

Wall Thickness

The quoted cart must have a nominal wall thickness of .175 inches throughout the body of the cart and a minimum wall thickness of .185 inches in the critical wear points (i.e. cart bottom, handle and lift mechanism). The minimum wall thickness of the lid must be .140 inches.

Capacity

The total capacity of the cart body, excluding the lid, must be a 95 U.S. gallons (+/- 3%) and 65 U.S. gallons (+-3%). Proposer must include an independent test result according to ANSI Z245.30, Appendix A (Volume Test), certified by an accredited professional engineer, showing the exact capacity of the cart body (to the nearest 0.1 U.S. gallon).

Dimensions:

The minimum exterior dimensions of the completely assembled cart should be designed to pass through standard residential doorways and are as follows:

	Height	Depth	Width
95-Gallon	45.00 inches	33.00 inches	28.50 inches
65-Gallon	40.25 inches	28.00 inches	26.50 inches
35-Gallon	39.00 inches	22.00 inches	20.00 inches

B. Marking Requirements

Serial Numbers

Each cart shall be permanently marked with a serial number or bar code branded in white on the front face of its body. The final serial number shall be determined by Largo, , must coincide with existing inventory currently in use, and will contain 8-9 alphanumeric digits. The serial number must be pre-associated with an installed ultrahigh radio frequency identification (UHF RFID) tag at the cart manufacturer's facility. The proposer will maintain a file that will identify the date of manufacture and other pertinent manufacturing data by the serial number or bar code. In addition to the RFID tag, the use of an additional automated inventory tracking mechanism, such as bar codes, is encouraged to insure, in the event of a failed or incorrect RFID tag read, that the assembly and distribution database, that is the list of correctly associated carts to addresses, is not compromised or suspect in any way.

Cart Logo

The Largo logo shall be affixed by hot stamp onto both sides of the cart body and shall be approved in advance by the City. The logo shall be white and include the City's name and official logo. The logo size shall be aesthetically pleasing, adequate for the cart size, and clearly visible. The City shall provide the logo in electronic format to vendor upon bid award.

User Instructions

Instructions for the safe use of the cart must be molded into each lid. Instructions shall be approved in advance by the City.

Load Rating

The load rating of the cart must be raised-relief molded into the lid. Load rating shall be stated in both pounds and kilograms.

In-mold Label (IML) Requirements

The City may decide to purchase carts with IML as an option. Therefore, any IML developed at the City's request must comply with the following listed specifications

- a. **Pricing**
IML for carts shall be one price per cart for label design, layout, proofing, color printing, ultra violet ray protection, placement on the lid of the cart, for specified cart order quantities. As part of this unit pricing, City will have the ability to utilize different preapproved and designed labels on a per-order basis. For example, an individual cart order will be for a residential application, and therefore will require shipping with a residential IML installed. At least one additional label will require developing (e.g. commercial or multi-family).
- b. **Manufacturing Process**
In-Mold Label shall be permanently molded into the cart lid. It should not wear or peel from normal uses. It shall have ultra-violet and other protection from the effects of the sun.
- c. **Color and Graphics**
The In-Mold Label shall be 4-color and contain images and language representing recycling instructions designed by or approved in advance by Largo. All proofs for the label shall be submitted to Largo for approval as part of any order process.
- d. **Size**
The size of the label for the 95-gallon and 65-gallon lid shall be at a minimum 8 inches by 12 inches. The size of the label for the 35-gallon lid shall be at a minimum 4 inches by 8 inches.

C. RFID Integration

Each cart must be equipped and shipped with a UHF RFID tag that has been pre-associated with the cart serial number at the manufacturer's production facility. The RFID tag must be installed, or molded within the cart body, with no exposure to the outside elements. The serial number must be the same number as what is used to identify the cart for warranty purposes. Adhesive or sticker RFID tags will not be acceptable. To avoid interference with the cart contents/materials, RFID tags placed inside of the cart are unacceptable.

RFID Tag and Serial Number Association

It is the responsibility of the cart manufacturer to provide and maintain a data base for Largo which includes each cart's RFID tag, serial number, date of manufacture, location of manufacture, cart size and type. The manufacturer shall maintain this database for the life of the contract and provide additional association information for future cart purchases. The City may at any time request this information during the production of carts which shall be provided within 24 hours of request.

RFID Inlay Requirements

The RFID inlay must be passive UHF and have an optimal operating frequency of 860 - 960 MHz and have an operating temperature of -40°F to +149°F. The dry inlay must meet ISO/IEC 18000-6C and EPCglobal C1G2 protocol. The antenna dimensions must not exceed 3.741 in x .302 in. with a thickness over chip not to exceed 11 mills. The inlay substrate must be heat treated PET (polyethylene terephthalate). The inlay must be sandwiched between a minimum of two-0.005" polyester Smart Card material using a heavy duty P7 permanent adhesive.

RFID Tag Testing

The RFID tag must be tested at the manufacturing facility to ensure that it is working properly prior to shipment.

RFID Tags During Delivery

Whether the City chooses to perform the delivery of carts internally or requests that the delivery be performed by the Contractor, in addition to the RFID tag, the use of an additional automated inventory tracking mechanism, such as bar codes, is encouraged to insure, in the event of a failed or incorrect RFID tag read, that the assembly and distribution database, that is the list of correctly associated carts to addresses, is not compromised or suspect in any way. The proposer shall demonstrate in the proposal a system or process that guarantees in no way carts can be incorrectly associated to a delivery address.

Optional Proposal Items

The "Asset Management, Work Order, Reporting System" and the "Assembly, Distribution, and Tracking Services for Carts" sections of this RFP are options that City may implement at anytime during the life of this contract. The Contractor shall provide pricing and detailed information on the following sections to aid the City in the evaluation of this RFP.

Asset Management, Work Order, and Reporting System

Software

As part of the cart system being proposed and throughout the term of this contract, the Contractor shall provide an asset and work order management system as outlined.

Web-Based Asset Tracking Software

The software must be web based and customized for the City. Access to this software must be 24/7/365. The cart asset management software system shall be web-based, and accessible from any internet enabled computer via web-browser software. The only elements required for this software is a web browser and live internet access. For security purposes, the software should include various user-defined levels of security access by user. The software shall accommodate up to ten (10) multiple users, simultaneously.

Data Management

Software must manage the initial cart delivery, any work orders generated and/or completed, and any additional information changes made during the course of the program. The data will be monitored daily to ensure accuracy and consistency in reporting. The software shall be capable of managing an asset from the point of manufacture to point of disposition (end of life), and shall include a warranty management component. Proposer shall describe its data management system and how they propose to manage City assets cradle to grave, including warranty recovery.

Custom Reports

Software must have the ability to generate reports daily, weekly, or monthly based on cart activity, such as inventory reports, maintenance reports, and any others requested by the City. Reports should be able to be viewed in PDF format or downloadable in an Excel format.

Hand Held Scanner Integration

The asset tracking software must include a minimum of two (2) handheld scanners (for City use) that run the software in order to manage cart inventories, repairs, deliveries, pickups, size swaps, and other service requests in the field. These handhelds shall synchronize with the software in order to maintain an accurate inventory/account database. Handheld data, once synchronized, shall be available to RFID event capture system within 24 hours.

Online Web Reports

The asset tracking software must have the ability to enter work orders, close out work orders, run work order reports, run inventory reports, access and enter data, adjust inventory, and run collection tracking reports.

Data Integration

The Contractor is responsible for migrating manufacturing data directly from their cart manufacturing facility to the asset and work order management system. The data included in the specified file format from the manufacturer would need to include information on each individual cart including but not limited to, cart size, color, type, serial number, RFID value, date of manufacture and plant of manufacture. At the time of cart production, the manufacturer must transmit the electronic file directly to the City's asset and work order management system. In order for the City to monitor and track status of carts on order with the manufacturer, the Contractor must provide visibility of cart production, which must be available to the City within 24 hours of manufacture.

The cart asset management software system shall be web-based, and accessible from any internet enabled computer. The software shall include a transaction-based work order system capable of creating and printing or transferring electronically, work orders for the purposes of equipment deliveries, removals, or exchanges including cart size changes, repairs, or replacements. Proposal shall include at a minimum two (2) handheld RFID readers for the purposes of City-managed cart inventory. Proposer will insure readers integrate with asset management software and provide adequate training and support as part of the quoted price.

The proposed asset management software system must integrate with the RFID event capture system that will be used in City's recycling incentive program and installed on current and future City collection equipment. Transfer of data must be seamless, fully integrated and not require any manual intervention to push/pull data across various platforms to keep the RFID tracking Systems Visualization Layer program up to date and accurate, including street addresses. Correct addresses must update within the RFID tracking system within 24 hours of a cart delivery or exchange.

Assembly, Distribution, and Tracking Services for Carts

The City anticipates at least one large scale order if single stream collection was implemented citywide. Large scale orders will require the Contractor to conduct assembly and distribution (A & D) services to areas as designated by the City. In these A & D cases, the contractor shall be responsible for coordinating the delivery of carts from the manufacturing plant, unloading loads of carts, assembling necessary parts, and distributing the carts to homes throughout Largo. It is preferred that the Contractor shall have its own assembly and distribution division of its company. If the Contractor utilizes third party contractors to conduct the service, proposals must demonstrate the contractor's ability to insure the A & D process meets or exceeds the following City criteria.

The City will provide a hard-surfaced, secured, and accessible staging area within the delivery area no more than five (5) miles from the most distant delivery address. The Contractor shall unload all delivery trailers in a timely manner. Any damage to the carts during any phase of the delivery, unloading, assembly, distribution, or exchanging shall be the responsibility of the Contractor to replace in kind.

Carts shall be assembled in a timely manner and once assembled shall be placed at the resident's curb per the City's implementation schedule. Carts shall not block driveways, mailboxes, or provide any other similar inconvenience to residents.

The Contractor will be required to attach any literature to the carts required by the City. The literature will be provided to the Contractor two (2) calendar weeks prior to commencement of A & D. Contractor will be responsible to enclose literature in a plastic newspaper-type bag to protect it from inclement weather, and attach to cart at the time of delivery.

Contractor shall assemble and deliver carts per the City's implementation schedule in all conditions except as a result of extreme weather, Acts of God, or other unsafe conditions that prevent Contractor from providing service.

City will provide Contractor with accurate detailed maps of Largo at least four (4) weeks prior to the A & D event start date.

The Contractor will record the cart serial number and RFID tag for each and every address where the carts are delivered. At the time and point of delivery, the Contractor will capture the date, time, and latitude and longitude of the cart as it is being delivered and assigned to a residential address. The Contractor will keep an electronic file of the address assignments of carts by serial and RFID tag number, date, time, latitude, and longitude and present it to the City in an acceptable electronic format upon completion of the delivery. Cart delivery data as listed here will be uploaded and available to the City through both the asset management system and the RFID tracking system within seven (7) days of A & D to an address. In addition to the RFID tag, the use of an additional automated inventory tracking mechanism, such as bar codes, is encouraged to insure, in the event of a failed or incorrect RFID tag read, that the assembly and distribution database, that is the list of correctly associated carts to addresses, is not compromised or suspect in any way. Manual written serial numbers are not acceptable.

The Contractor shall provide a qualified assembly and distribution staff. In addition to a Contract Administrator, in the event a proposer subcontracts the A & D process, the proposer shall provide locally-based supervisor-level full-time employees of its company to work directly with City staff during the entire A & D event, and will be responsible for supervising and managing A & D employees, including any subcontractors. Supervisor(s) will have authority to make decisions on behalf of the proposer and will be capable of solving any problems resulting from distribution services while that service is being provided.

All Contractor employees or sub-contractors representing proposer shall be dressed in an appropriate manner with uniforms that identify the proposer. Appropriate personal protective equipment such as reflective clothing, rain gear, and proper footwear shall be worn at all times by the A & D staff. City may require the Contractor to remove an unacceptable employee from these services who is wanton, negligent, or discourteous in performance of duties as outlined in the contract. Contractor personnel shall be courteous with the public and City personnel at all times. Contractor employees shall answer questions from the public, but direct them to City staff for details.

The Contractor shall immediately pick-up and/or clean-up any materials dropped on the roadway or parking lot while in the process of assembly or distribution.

All vehicles used by the Contractor in the distribution of carts shall be kept clean and presentable. All vehicles shall prominently display Contractors company logos and phone numbers.

All A & D services shall start no earlier than 7 AM EST/EDT and end no later than 7 PM EST/EDT Monday through Saturday. No distribution or exchange services shall take place outside of those times unless approved in advance by the Contract Administrator or designee.

The Contractor shall propose an electronic tracking system where the City can track the progress of cart distribution services. The tracking system shall be web-based and the City will be provided with access to reports detailing delivery of carts by address each day. The reports shall be as real time as possible, but be available to the City no later than 24 hours after A & D. The reports shall detail addresses delivered with associated cart size, serial and RFID tag number, and latitude and longitude. Information must be made available in this system within 24 hours of A & D.

Contractor will provide a timeline for the complete production, assembly, and distribution of carts. The timeline shall comply with the City's schedule. In the event of a large-scale A & D event, City will make every effort to provide contractor with a 90-day advance notice of the start of A & D. In circumstances where advance notice may be less than 90 days, City and contractor will mutually agree on event start dates, but contractor will make every effort to comply with City's schedule.

PART II
INSTRUCTIONS TO PROPOSERS AND GENERAL PROVISIONS

Definitions (as used herein)

- a. The term "Request for Proposal" means a solicitation of proposals. The acronym "RFP" means Request for Proposal.
- b. The term "proposal" means the offer of qualitative evaluations by the proposer.
- c. The term "professional services" means those services of architects, auditors, dentists, engineers, landscape architects, lawyers, physicians, psychologists, surveyors and any other professional service as determined by the City.
- d. The term "proposer" means the one making an offer.
- e. The term "Change Order" means a written order signed by the Office of Management & Budget or authorized representative directing the vendor to make changes to a contract or purchase order resulting from the RFP.
- f. The term "City" means the City of Largo, Florida.
- g. The term "City Commission" means the governing body of the City of Largo.

Preparation of Request for Proposals

- a. Proposers are expected to examine the minimum requirements and all special and general conditions. Omission on the part of the proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract document, will not be accepted as a basis for varying the requirements of the City or the compensation to the vendor. Failure to do so is at the proposer's risk. The proposer shall sign the Request for Proposal and print or type his/her name, address, and telephone number on the face page.
- b. The apparent silence of any supplemental minimum requirements as to any details or the omission from it of a detailed description concerning any point will be regarded as meaning that only the best commercial practices are to prevail. All workmanship is to be first quality. All interpretations of the minimum requirements shall be made upon the basis of this statement.
- c. Proposals shall be submitted in the format described in this document, other formats will be rejected. Unless otherwise stated within the minimum requirements, responses to the RFP shall have (1) marked ORIGINAL and (3) copies submitted for evaluation purposes.
- d. The firm should retain a copy of all documents for future reference.
- e. All proposals must be signed with the firm name and by an officer or employee having authority to bind the firm by his/her signature.
- f. Failure to follow the instructions in the Request for Proposal is cause for rejection of offer.

Submission and Receipt of Proposals

- a. Proposals must be received before the specified time as designated in the RFP. A list of firms who submitted proposals will be furnished, upon request.
- b. Proposals shall be submitted in a sealed envelope. The envelope shall show the hour and date specified for receipt of RFP, the RFP number, and the name and address of the firm.
- c. The City of Largo is not responsible for the U.S. Mail or private couriers in regard to mail being delivered by the specified time so that a proposal can be considered.
- d. Telegraph and Facsimile (FAX) proposals will not be considered however, proposals may be modified by telegraphic and FAX notice, provided such notices are received prior to the hour and date specified.
- e. Late proposals will be rejected.
- f. Proposals having any erasures or corrections must be initialed by the offerer in ink. Proposals shall be signed in ink. All amounts shall be typewritten or completed in ink.
- g. Overnight or Express mail should not be addressed to the PO Box.

Acceptance of Offer

The signed proposal shall be considered an offer on the part of the proposer; such offer shall be deemed accepted upon issuance by the City of a Purchase Order, Blanket Purchase Order, or other contractual document.

The contract will be awarded to the most responsible and responsive proposer whose proposal meets the minimum requirements, and criteria set forth in this RFP.

The City reserves the right to accept or reject any and all proposals or parts of proposals, waive minor informalities.

The City reserves the right to award the contract on a split-order, lump-sum, or individual-item basis, or such combination as shall best serve the interest of the City unless otherwise specified.

Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the Request for Proposals or addenda (if any) should be reported in writing to the City's Purchasing Manager. Should it be found necessary, a written addendum will be incorporated in the Request for Proposals and will become part of the Purchase Agreement (contract documents). The City will not be responsible for any oral instructions, clarifications, or other communications.

Right to Reject Proposal

Right is reserved to reject any or all proposals and to disregard typographical, mathematical, or obvious errors. The City will not pay costs incurred by any proposer in the preparation of proposals.

Evaluation Criteria

Proposals will be evaluated by the City and the contractor will be selected based on, but not limited to, the following criteria:

- a. Ability, capacity and skill to perform the contract or provide the service required.
- b. Experience on similar projects in Florida and in the Tampa Bay Area.
- c. Experience of personnel assigned to the project and qualifying credentials to perform.
- d. Sub- contractors, if utilized, experience in providing services required.
- e. Location of office to perform the proposed service.
- f. Cost

The selected proposer(s) response to stated criteria may be verified by the City. This verification may consist of reference checks, interviews, and site visits.

Compensation

Compensation which is determined to be fair, competitive and reasonable will be considered during the negotiations of a final contract with the selected proposer.

Payment

Payment for the project will be on a lump sum basis. Progressive payments will be made but will not exceed the percent as listed for each level.

Fiscal Non-Funding Clause

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

Conflict of Interest

The proposer certifies that, to the best of his knowledge or belief, no elected/appointed official or employee of the City of Largo, a spouse thereof or other person residing in the same household, is financially interested, directly or indirectly, in providing the goods or services specified in this proposal. Financial interest includes ownership of more than five percent of the total assets or capital stock or being an officer, director, manager, partner, proprietor, or agent of the business submitting the proposal or of any subcontractor or supplier thereof providing goods or services in excess of ten percent of the total proposal amount.

Additionally, the proposer, on company letterhead, must divulge at the time of proposal submittal, any relative, other than those already specified, of an elected /appointed official or employee of the City of Largo who has a financial interest, as defined herein, in providing the goods or services specified in the proposal. The City, at its sole discretion, will determine whether a conflict exists and whether to accept or

reject the proposal.

References

This form should contain name of organization, contact person, phone number and date of services.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Options

When the City requests proposals with options regarding the extent of services to be provided, the City requests all proposers to provide a cost breakdown for each option proposed. Although all options may be purchased, some may not. The City reserves the right to decide, at its discretion, which options shall be purchased.

The City reserves the right to engage more than one firm if it is believed that different firms might best serve the City's interests in performing different segments of the work (e.g. one firm to provide building estimates, and another to provide infrastructure estimates).

Subcontracting

Where proposers do not have the "in-house" capability to perform work desired in the Request for Proposal, subcontracting may be permitted with prior knowledge and approval of the City. The City must be assured and agree that any proposed subcontractor(s) can perform work of the desired quality and in a timely manner. Therefore, the name(s) of any intended subcontractor(s) should be given in the Proposal.

Failure to Submit Proposal

If you do not wish to submit a proposal, return the RFP and state reason; other-wise, your name may be removed from our mailing list.

Default of Contract

In case of default by the proposer, the City may procure the services from other sources and hold the proposer responsible for any excess costs occasioned or incurred thereby.

Modification for Changes

No agreement or understanding to modify this RFP and resultant purchase order or contract shall be binding upon the City unless made in writing by the Office of Management and Budget.

Order or Precedence

In the event of an inconsistency between provisions of the RFP, the inconsistency shall be resolved by giving precedence in the following order: (a) Instructions to Proposers and General Provisions; and, (b)

the minimum requirements.

Examination of Records

The proposer shall keep adequate records and supporting documentation applicable to the subject matter of this RFP to include, but not be limited to, records of costs, time worked, working paper and/or accumulations of data, and criteria or standards by which findings or data are measured. Said records and documentation shall be retained by the proposer for a minimum of one year from the date the contract is completed and accepted by the City. If any litigation, is started before the expiration of the one year period, the records shall be retained until all litigation, claims, or audit findings, involving the records have been resolved, unless otherwise instructed by the City. Should any questions arise concerning this contract, the City and its authorized agents shall have the right to review, inspect, and copy all such records and documentation during the record retention period stated above; provided, however, such activity shall be conducted only during normal business hours and shall be at City expense. Proposers shall be authorized to retain microfilm copies in lieu of original records, if they so desire.

Any subcontractor(s) employed by an proposer who is subject to these requirements and the proposer is required to so notify any such subcontractor(s).

Hold Harmless

The parties recognize that the Contractor/Vendor is an independent contractor. The Contractor/Vendor agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising out of the execution, performance, nonperformance, or enforcement of the terms and conditions of this Agreement, Invitation for Bid or Request for Proposal, whether or not due to or caused by the negligence of the City, its commissioners, mayor, officers, employees, agents, and attorneys excluding only the sole negligence of the City, its commissioners, mayor, officers, employees, agents, and attorneys. The Contractor's/Vendor's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the Contractor/Vendor against the City and the Contractor/Vendor hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may be entitled to under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

Qualification of Proposer

A proposer may be required, before the award of any contract, to show to the complete satisfaction of the City that he has the necessary facilities, equipment, ability and financial resources to perform the work in a satisfactory manner within the time specified.

Disqualification of Proposer

Any or all proposals will be rejected if there is any reason for believing that collusion exists among the proposers, and participants in such collusion will not be considered in future proposals for the same work.

Licenses and Permits

The Proposer shall secure all licenses and permits and shall comply with all applicable laws, regulations and codes as required by the State of Florida, or by the City of Largo. The Contractor must fully comply with all Federal and State Laws and County and Municipal Ordinances and Regulations in any manner affecting the performance of the work.

The Proposer shall supply documentation of compliance with Section 471.003, Florida Statutes for all design build projects and/or projects meeting the thresholds provided in Section 471.003(h), Florida Statutes.

Provisions for Other Agencies

Unless otherwise stipulated by the proposer, the proposer agrees to make available to the Government agencies, departments, and municipalities the prices submitted in accordance with said terms and conditions therein, should any said governmental entity desire to buy under the proposal.

Applicable Law and Venue

This Request for Proposal shall be construed by and controlled under the laws of the State of Florida. Venue for the purposes of any suit, action or other proceeding arising out of, or relating to, this Invitation for Bid/Request for Qualifications/Request for Proposal shall be exclusively in the Sixth Judicial Circuit in and for Pinellas County, Florida for state actions and in the United States District Court for the Middle District of Florida, Tampa Division for federal actions.

Additional Information

Additional information may be obtained from the Office of Management and Budget, (727) 587-6727, or from the individual listed on the RFP cover letter.

Period of Contract

Contract shall be for a period of two years effective the date of award.

Option of Renewal

The contract may be renewed for two additional one year periods by mutual agreement only if all prices, terms, and conditions remain the same.

**PART III
SPECIFIC PROPOSAL REQUIREMENTS
FOR
AUTOMATED GARBAGE/RECYCLING CARTS
RFP # 13-P-434**

Format

To assure consistency, proposals must conform to the following format:

Cover Letter
Table of Contents
Sections

- A. Introduction
- B. Qualifications
- C. Other Information
- D. References
- E. Cost and Time

Section A - Introduction

This section should contain information about your firm's experience and background. Include complete information regarding experience in this type of commercial service, number of years, number of employees, etc.

Section B - Qualifications

This section should contain qualifications of personnel. Please submit resumes of key personnel who will be assigned to this contract.

Section C - Other Information

This section should address any other information necessary for a full understanding of your services. Please provide information on any additional services offered by your firm. Please include all information about sub-contractors.

Section D - References

This form should contain organization name, contact person, phone number and date of services.

Section E - Cost and Time

This section must clearly state the cost and estimated completion time associated with the project.

**CITY OF LARGO, FLORIDA
PROPOSAL FORM
FOR
AUTOMATED GARBAGE/RECYCLING CARTS
RFP # 13-P-434**

The undersigned proposer does hereby agree to furnish the City of Largo, Florida, the items listed in accordance with the Specifications shown by the Invitation for Proposal to be delivered to the specified site for the price indicated.

Item	Unit Price
35 Gallon Cart with Lid Stop	\$
In-Mold Label Option	\$
Truckload Quantity	
Minimum Order Requirement	
65 Gallon Cart with Lid Stop	\$
In-Mold Label Option	\$
Truckload Quantity	
Minimum Order Requirement	
95 Gallon Cart with Lid Stop	\$
In-Mold Label Option	\$
Truckload Quantity	
Minimum Order Requirement	
Assembly and Distribution Services (Multiple locations within City limits) (Optional)	
Truckload (Any combination of sizes)	
Less than Truckload, (Not less than minimum order requirement)	
Asset Management and Inventory Software (Optional)	
Implementation and Initial Integration with RFID Event Capture System	\$
Annual Maintenance	\$
Software:	

**CITY OF LARGO, FLORIDA
PROPOSAL FORM
FOR
AUTOMATED GARBAGE/RECYCLING CARTS
RFP # 13-P-434
PAGE 2**

**IT IS THE PROPOSERS RESPONSIBILITY TO CHECK THE WEBSITE www.largo.com
FOR FINAL DOCUMENTS AND ADDENDUMS BEFORE SUBMITTAL**

THIS PROPOSAL MUST BE SIGNED BY A PERSON AUTHORIZED TO ACT FOR THE COMPANY IN HIS/HER OWN NAME.

PROPOSER NAME: _____

TAX ID# SSN or EIN: _____

PROPOSER ADDRESS: _____

PURCHASE ORDER ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

COMPANY WEB SITE: _____

COMPANY CONTACT (REP): _____

EMAIL ADDRESS(REP): _____

SIGNATURE: _____

**CITY OF LARGO, FLORIDA
REFERENCE INFORMATION
FOR
AUTOMATED GARBAGE/RECYCLING CARTS
RFP # 13-P-434**

Organization _____
Contact Person _____
Address _____
City _____ State _____ Zip _____
Phone Number (_____) _____
Project Cost _____ Date Performed _____

~~~~~

Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Project Cost \_\_\_\_\_ Date Performed \_\_\_\_\_

~~~~~

Organization _____
Contact Person _____
Address _____
City _____ State _____ Zip _____
Phone Number (_____) _____
Project Cost _____ Date Performed _____

~~~~~

Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number (\_\_\_\_\_) \_\_\_\_\_  
Project Cost \_\_\_\_\_ Date Performed \_\_\_\_\_

~~~~~

Representative Typed Name/Title _____
Representative Signature _____
Firm _____

**INSURANCE REQUIREMENTS CHECKLIST
FOR RFP #13-P-434
Items marked "X" must be provided**

<u> X </u>	General Liability	Minimum Limits Required
	<u> x </u> Commercial General Liability	\$ <u>2,000,000</u> General Aggregate
	<u> x </u> Occurrence Form	\$ <u>1,000,000</u> Product/Completed Operations Agg.
	_____	\$ <u>1,000,000</u> Personal & Advertising Injury
	_____	\$ <u>1,000,000</u> Each Occurrence
	_____	\$ _____

<u> X </u>	Automobile Liability	
	Owned, Hired & Non-Owned	\$ <u>1,000,000</u> Combined Single Limit per Occurrence

<u> X </u>	Worker's Compensation and Employer's Liability	Statutory
		\$ <u>100,000</u> Each Accident
		\$ <u>500,000</u> Disease - Policy Limit
		\$ <u>100,000</u> Disease - Each employee

_____	Professional Liability - Errors & Omissions	(*To be completed by Bidder)
	* Deductible: \$ _____	\$ _____ Aggregate
	* Claims Made (Y/N): _____	\$ _____ Each Claim
	* Occurrence (Y/N): _____	
	* Defense included in Limits (Y/N): _____	

_____	Builder's Risk/Installation Floater	(* To be completed by Bidder)
	* Flood Included \$ _____ Limit	\$ _____ 100% of Completed or Installed Value
	* Transportation Included \$ _____ Limit	All-Risk Form
	* Storage Included \$ _____ Limit	

City Must Be A Named Insured. Copy of Policy Will Be Required.

_____	Other	
	_____	\$ _____
	_____	\$ _____

 X The Certificate of Insurance must show "The City of Largo, its elected officials and employees" as an additional insured. The Certificate shall bear the requisite endorsements providing that the City is an additional insured and providing for waiver of subrogation by the Vendor/Subcontractor when applicable.

 X Vendor/Subcontractor shall provide immediate notice of any Vendor/Subcontractor initiated cancellation, non-renewal or adverse change to the policies required to be obtained or maintained pursuant to this RFP. Vendor/Subcontractor shall immediately forward to the City any notice it receives of cancellation, non-renewal or adverse change to any policy that is initiated by a policy provider(s).

 X Certificates must identify bid number and bid title.

 x Subcontractors must carry same Insurance limits.

 x Insurance Carrier should be A rated.

 x The City reserves the right to request any additional information it deems necessary, and at a frequency it deems necessary, to confirm the requisite insurance remains in effect, at the required levels, for the duration of any contractual agreement entered into pursuant to this RFP and/or any Purchase Order issued in accordance with this RFP.

Statement of Bidder:
We understand the requirements requested and agree to comply fully.

Bidder - Authorized Signature

_____ **A complete copy of this form with original signature must accompany RFP**

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,