

REQUEST FOR PROPOSALS



VILLAGE OF CORRALES NEW MEXICO

Request for Proposals Number 2024-001

SOLID WASTE COLLECTION

SUBMITTAL DEADLINE: 4:00 pm local time on May 6, 2024

Mail or hand-deliver proposals to the following address:

**VILLAGE CLERK'S OFFICE
Village of Corrales
4324 Corrales Road**

Corrales, New Mexico 87048

Proposals must be received by the Submittal Deadline

VILLAGE OF CORRALES SOLID WASTE COLLECTION SERVICES REQUEST FOR PROPOSALS NUMBER 2024-001

The Village of Corrales is requesting competitive sealed proposals for residential and commercial solid waste collection and disposal services under a franchise agreement to be entered into between the successful offeror and the Village of Corrales.

PROJECT DESCRIPTION

The Village of Corrales, New Mexico requires solid waste collection and disposal services for participating residential and commercial customers within the Village of Corrales.

The service contractor shall collect and remove roadside residential solid waste material at each contracted residence and commercial sites one time per week, or such other frequency as may be determined by agreement between the contractor and individual residential and commercial customers, consistent with the franchise agreement.

PROCUREMENT MANAGER

The Village of Corrales has designated a Procurement Manager who is responsible for this procurement and whose name, address, and telephone number are listed below. Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other Village employees do not have the authority to respond on behalf of the Village of Corrales.

Melanie Romero
Village of Corrales, Clerk

<u>Delivery Address</u>	<u>Mailing Address:</u>
(Including proposal delivery): 4324 Corrales Road, Corrales NM 87048	4324 Corrales Road, Corrales NM 87048

Phone: (505) 897-0502 ext. 208
Fax: (505) 898-7217
E-mail: mromero@corrales-nm.org

SCOPE OF SERVICES

Firms submitting proposals shall have the capabilities to render services as follows:

1. Collect and remove roadside residential solid waste material at each contracted residence and commercial sites at least one time per week. This includes service on public and private roads. Service is by subscription and not mandated by the Village of Corrales. Preference will be given to those proposals that limit truck total weight to 33,000 GWT.

2. Collect and remove commercial solid waste material at each contracted commercial site at least one time per week. Service is by subscription and not mandated by the Village of Corrales. Preference will be given to those proposals that limit truck total weight to 33,000 GWT.
3. Provide the ability for residents to obtain manure waste collection bins.
4. It has been suggested that some potential residential and commercial customers may prefer collection on a more or less frequent schedule than once per week.
5. Provide drive back collection services on request.
6. Provide special collection services to residences and commercial sites for removal of solid waste or construction debris not covered by regular collection. Preference will be given to proposals that limit dumpster size to 30 cubic yards.
7. Provide roll-off containers for municipal use, not to exceed five times a year.
8. Transport all refuse in such a manner as to preclude scattering debris and damaging personal and municipal properties including roadways.
9. Provide solid waste and recycling at building locations and collection service to Village Municipal properties at no cost to the Village. The properties are: Village Complex, Senior Center, Library, Recreation Center, two Fire Stations, Historic Old Church, the Old Bank Building, Public Works and at designated Bosque collection points and any future developments at the Jones property, Anderson property, and Gonzales property.
10. Contractor shall remit Gross Receipts Tax from subscribers to the benefit of the Village of Corrales.
11. Provide the collection of recyclables in coordination with 1 and 2 above, and whether the Village may receive any proceeds from the sale of recyclables collected.

TECHNICAL CONTENT

The proposal shall include as a minimum, but need not be limited to, the following information:

1. A company profile describing the organizational objectives, services available, years of operation, qualifications, and any other information useful in determining the capabilities of the firm.
2. The names and addresses of the principal members or officers of the firm who will be responsible for administration of the contract.
3. Description and schedule of all work proposed, including the service, operational and managerial approach, and a statement of services to be provided.
4. Proposed rate schedule.
5. A reference list of a minimum of two (2) and up to four (4) other entities for which similar services have been performed, with names and telephone numbers of contact persons.
6. The firm's Equal Employment Opportunity practices.

7. Statement of understanding that if awarded the contract a Village of Corrales Business License will be required annually.
8. Contractor shall provide a certificate of insurance with minimum of \$1,000,000 General Liability, \$2,000,000 Auto, and \$3,000,000 Umbrella Liability coverage. The contractor shall also show proof of Statutory Workman's Compensation insurance and Pollution Liability for Transportation exposure at a minimum amount of \$1,000,000.
9. The Contractor shall provide a performance bond in the amount of \$500,000.
10. A completed Campaign Contribution Disclosure Form, as provided herein.
11. This contract is subject to a five (5%) franchise fee. A statement of understanding is required.

Proposals received which do not include all of the above listed requirements shall be considered incomplete. All proposals will be submitted to the Village Clerk who will not consider incomplete proposals.

Technical Requirement	Pass/Fail
Company Profile	Pass/Fail
Names and Addresses of principals	Pass/Fail
Description and schedule of all proposed work	Pass/Fail
Proposed Rate Schedule	Pass/Fail
Reference list minimum of 2 maximum of 4	Pass/Fail
Equal Employment Opportunity practices	Pass/Fail
Statement of understanding business licensing requirements	Pass/Fail
Certificate of Insurance	Pass/Fail
Performance Bond	Pass/Fail
Campaign Disclosure form	Pass/Fail
Statement of understanding franchise fee	Pass/Fail

COST SUBMITTAL:

Offerors shall submit their proposed costs and fees for solid waste collection and disposal, for the collection of recyclables and manure in the form of a rate schedule that clearly sets forth the proposed fees for (a) residential solid waste collection; (b) commercial solid waste collection; (c) special collection services; and (d) collection of recyclables, along with the offeror's proposed options for capacity of solid waste collection bins and containers and the offeror's proposed options for collection frequency.

EVALUATION OF PROPOSALS

Proposals should address each of the following criteria. Each proposal may be awarded points up to the amount listed in parentheses.

1. Competence and demonstrated abilities: The company's proven experience and ability to provide the services requested: (50)
2. Competitive rate structure: The company's ability to provide the required services at a competitive cost. (25)
3. Capacity and capability: The company's ability to perform services efficiently and effectively. (25)
4. Past record performance: The company's past performance record on similar projects with respect to such factors as control of costs, quality of work and ability to meet schedules and hold down fees (25)

Evaluation of Proposals	Points
Competence and demonstrated abilities	50
Competitive rate structure	25
Capacity and capability	25
Past record performance	25
Total	125

AWARD AND CONTRACT TYPE:

CONTRACT TYPE: Fixed fee schedule for the first 24 months of contract term; thereafter, all rate increases shall be requested in writing, not less than ninety (90) days prior to the proposed rate increase date and shall be subject to approval of the Governing Body of the Village.

CONTRACT TERM: Four (4) years. The Village has the option to renew the contract for an additional four (4) year term.

The Village Administrator and a Selection Committee of his choosing shall evaluate the proposals and make a recommendation to the Mayor taking into consideration the evaluation factors set forth in this request for proposals.

The Mayor will present his recommendation to the Village Governing Body which will award the Franchise Agreement.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS:

Any questions regarding this Request for Proposal or the proposal process shall be directed **in writing** to the Village Clerk, Village of Corrales, 4324 Corrales Road, Corrales, New Mexico 87048, Fax: (505) 897-7217, or by email to mrromero@corrales-nm.org . Offerors may contact ONLY the Village Clerk regarding the procurement. Other Village employees do not have the authority to respond on behalf of the Village of Corrales. **The deadline for questions is April 25, 2024, at 4:00 pm local time** The Village Clerk will respond in writing to any such questions, and shall also distribute copies of the question(s) presented and the response(s) thereto to all potential offerors who are known to the Village at the time the response is made. Offerors are encouraged to return the Acknowledgment of Receipt Form on the last page of the RFP to ensure all answers to questions are received. The Acknowledgment of Receipt Form is due no later than **April 25, 2024, at 4:00pm local time**

SUBMITTAL OF PROPOSALS

All proposals submitted to the Village must be sealed prior to delivery to the Village. Proposals shall not be opened until the time specified in the Request for Proposals.

A public log will be kept of the names of all Offerors submitting proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

The sealed proposal envelope shall be clearly marked on the outside of the envelope.

Competitive Sealed Proposal No. 2024-001 SOLID WASTE COLLECTION

Any amendment to a submitted proposal made prior to the expiration of the proposal submission deadline must be acknowledged as having been received by the Village of Corrales.

PROPOSAL DEADLINE

All potential bidders are advised that the Village of Corrales will accept proposals until **4:00 pm local time, May 6, 2024**, at the Village Administrative Offices at 4324 Corrales Road, Corrales, New Mexico. Submit one (1) original and five (5) copies of the proposal. Proposals submitted after the deadline will not be considered and will be returned unopened to the offeror. The offeror takes full responsibility for the timely submittal of any

proposal sent to the Village by mail or courier, and the Village shall not bear any responsibility in the event such proposal is not timely received in the Village Administrative Offices.

VILLAGE RESERVATIONS

The Village Governing Body reserves the right to cancel this procurement at any time prior to acceptance of an offer, to reject any or all proposals, to waive any technicalities, to accept in whole or in part such proposal as may be deemed in the best interest of the Village of Corrales.

The Village may enter discussions with offerors who submit proposals deemed reasonably susceptible of being selected for award, but a proposal may be accepted or rejected without any such discussions.

NOTICE

The New Mexico Procurement Code, Sections 13-1-28, through 13-1-199 NMSA 1978, as amended, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

PROTEST DEADLINE

Any protest by an Offeror must be timely, in conformance with, and will be governed by Sections 13-1-172 through 13-1-176 NMSA 1978 and Village of Corrales Procurement Regulations adopted April 22, 2014, Revised May 11, 2021. The protest period lasts for fifteen (15) calendar days after an aggrieved Offeror becomes aware of a fact or facts that could give rise to a protest. For counting purposes, the day a party becomes aware of what they consider to be a protestable fact is counted as day #0. The following day is counted as day #1. Such protest period ends at 4:30 PM Local Time on day #15 unless that day falls on a weekend or a holiday recognized by the Village of Corrales in which case the deadline is extended until 4:30 PM the next business day.

Protests must be written and must include the name and address of the protestor and the Request for Proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Procurement Manager. The protest must be delivered to the Procurement Manager.

The Village of Corrales

Attn. Melanie Romero

4324 Corrales Road

Corrales, New Mexico 87048

NOTE: Protests received after the deadline will not be accepted.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if:

- 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or
- 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal. For the purposes of this procurement, “Applicable public officials” are the following elected officials of the Village of Corrales:

Mayor James F. Fahey, Jr. MD
Councilor Rick Miera
Councilor Bill Woldman
Councilor Mel Knight
Councilor John P. Alsobrook II
Councilor Zachary Burkett
Councilor Stuart Murray

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS

Prospective Contractor: _____

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

ACKNOWLEDGEMENT OF RECEIPT FORM

REQUEST FOR PROPOSALS

SOLID WASTE COLLECTION

**Village of Corrales
RFP #2024-001**

In acknowledgment of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the title page ending with Acknowledgment of Receipt form.

The acknowledgment of receipt should be signed and returned (by fax, e-mail, courier or hand delivery) to the Procurement Manager no later than April 25, 2024 at 4:00pm local time to ensure your company is included on all answers to received questions.

The firm listed below (check one) does _____ does not _____ intend to respond to this Request for Proposals.

FIRM: _____

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposals.

Please return to:

The Village of Corrales
Attn. Melanie Romero,
4324 Corrales Road
Corrales, New Mexico 87048
Phone: (505) 897-0502 EXT 208
Fax: (505) 898-7217

E-mail: mromero@corrales-nm.org