

**REQUEST FOR QUALIFICATIONS**

**RFQ 20-01-PW**

**RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**



**RFQ DUE DATE: August 3, 2020 2:00 P.M. CST**

**MARYANNE SCHRADER, CITY CLERK  
CITY OF DEFUNIAK SPRINGS  
71 US HWY 90 West  
PO BOX 685  
DEFUNIAK SPRINGS, FL 32435**

**REQUEST FOR QUALIFICATIONS  
RFQ 20-01-PW  
RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

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Sealed Requests for Qualifications (RFQ) will be received in City Clerk's Office, City of DeFuniak Springs, 71 US HWY 90 West, PO Box 685, DeFuniak Springs, FL 32435 on or by: **August 3, 2020, No Later Than 2:00 P.M. (CST).**

RFQ's will be opened in: **CITY HALL COUNCIL CHAMBERS  
71 US Hwy 90 West, DeFuniak Springs, FL 32435**

**One (1) original, so designated, nine (9) copies (total of ten (10) submissions) and one digital copy** of the response shall be submitted in a sealed package clearly marked on the outside: "(RFQ Residential & Commercial Solid Waste Services)" and addressed to: Maryanne Schrader, City Clerk, City of DeFuniak Springs, 71 US Hwy 90 West, PO Box 685, DeFuniak Springs, FL 32435.

All RFQ's will be publicly opened and only the names of the Respondents will be disclosed. RFQ's received after the assigned date and time will NOT be considered.

**ATTENTION ALL INTERESTED RESPONDENTS:**

Prospective respondents should contact the City Clerk's Office to obtain either an electronic or paper version of the bid documents by calling 850-892-8500 or e-mail: [cityclerk@defuniaksprings.net](mailto:cityclerk@defuniaksprings.net)

**SCOPE OF SERVICES:**

The City of DeFuniak Springs is issuing a Request for Qualifications from interested parties to provide exclusive contract services for the collection of residential and commercial solid waste to include: garbage, rubbish, recyclable materials, bulk waste and yard waste (horticultural) from City of DeFuniak Springs residences as well as garbage and rubbish from commercial establishments, and deliver said materials to a site or sites permitted by the State of Florida for disposal.

The City of DeFuniak Springs intends to award a contract and an Exclusive Franchise for the collection and disposal of said solid waste within the corporate limits of the City of DeFuniak Springs. The City intends to enter into a five (5) year Exclusive Franchise beginning on October 1, 2020 through September 30, 2025 for residential and commercial establishment solid waste removal services, with the option to renegotiate an additional five (5) year term, nine (9) months prior to the end of the term of this Exclusive Franchise.

**NO CONTACT CLAUSE**

All prospective Respondents are hereby instructed NOT to contact any member of the City of DeFuniak Springs, City Council, City Manager, or City of DeFuniak Springs staff member other than the authorized City contact person identified in this Solicitation, or the City's designated procurement staff member, regarding this solicitation package, or the Respondent's submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. Any such contact may be cause for rejection of your submittal.

Any questions relative to any item or portion(s) of this solicitation should be directed to City Clerk's Office at 850-892-8500. Office Hours: MONDAY-FRIDAY, 8:00 A.M. TO 5:00 P.M. or email at [cityclerk@defuniaksprings.net](mailto:cityclerk@defuniaksprings.net)

CITY OF DEFUNIAK SPRINGS

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CITY MANAGER

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**REQUEST FOR QUALIFICATIONS**  
**RFQ**  
**RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

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**SECTION 1 –INTRODUCTION**

**1.1 INTRODUCTION**

The City of DeFuniak Springs is issuing a Request for Qualifications (RFQ) to secure qualifications from contractors interested in providing, via an exclusive franchise, the collection and disposal of solid waste, to include: residential garbage, rubbish, single stream recyclable materials, bulk waste and yard waste from City of DeFuniak Springs residences as well as garbage and rubbish for commercial establishments, and deliver said materials to a site or sites permitted by the State of Florida for disposal.

It is the Respondent's responsibility to read and understand the requirements of this request for qualifications. Respondents are required to state exactly what they intend to furnish the City of DeFuniak Springs via this solicitation and must indicate any variances to the terms, conditions and specifications of this qualifications, no matter how slight. If variations are not stated in the qualifications, it shall be construed that the qualifications fully complies with all conditions identified in this qualifications.

Before submitting qualifications, each respondent will, at respondent's own expenses, make or obtain any additional examinations, investigations and studies, and obtain any additional information and data that may affect costs, permitting, progress, performance of furnishing of the project and that the respondent deems necessary to determine its qualifications.

Respondents will examine all documents included in this Request for Qualifications (RFQ) carefully and shall make a written request to the City's authorized representative for interpretation or correction of any ambiguity, inconsistency, or error herein.

Any interpretation or correction will be issued as an Addendum by the City. Only a written interpretation or correction by Addendum shall be binding. Respondents are cautioned against relying up on any interpretation or correction given by any other method.

The submission of qualifications shall not be deemed an agreement between the respondent and the city. The qualifications is a contractual offer by the respondent to perform services in accordance with the qualifications. The city shall not be obligated to respond to any qualifications submitted nor be bound in any manner by the submission of the qualifications.

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**SECTION 2 –INSTRUCTION TO RESPONDENTS AND  
SCHEDULE OF EVENTS**

**2.1 INSTRUCTION TO RESPONDENTS**

- A. The City of DeFuniak Springs will accept RFQ responses until **August 3, 2020 at 2:00 P.M. (CST)** at City Clerk's Office located at City Hall, 71 HWY 90 West, PO Box 685 DeFuniak Springs FL. 32435, to provide the City with Qualified Respondents for **RFQ 20-01-PW RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES.**
- B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the Respondent to have their RFQ submittal **delivered to City Clerk's Office** for receipt on or before the above stated time and date. RFQ responses which arrive after the above stated deadline as a result of delay by the mail service shall not be considered, and arrangements shall be made for their return at the Respondent's request and expense. The City reserves the right to consider submittals that have been determined by the City to be received late due solely to mishandling by the City after receipt of the RFQ and prior to the award being made.
- C. All RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **August 3, 2020 no later than 2:00 P.M. (CST).** All Respondents or their representatives are invited to be present. The City Hall Boardroom is located in City Hall, 71 HWY 90 West, DeFuniak Springs, FL 32435.
- D. Respondents may request information regarding the RFQ in writing from City Clerk Maryanne Schrader, cityclerk@defuniaksprings.net. Such a request shall be received in writing at least five (5) days prior to the submittal deadline.
- E. If any addendum(s) are issued to this Request for Qualifications, the City will attempt to notify all prospective respondents. It shall be the responsibility of each Respondent, prior to submitting the RFQ response, to contact the City Clerk's Office, at (850) 892-8500 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFQ response.
- F. **One (1) original, so designated, nine (9) copies (total of ten (10) submissions), and one digital copy** of the RFQ responses shall be submitted in a sealed package clearly marked on the outside "**RFQ 20-01-PW RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**" and addressed: City of DeFuniak Springs, City Clerk's Office, 71 HWY 90 West, PO Box 685, DeFuniak Springs, FL 32435.
- G. Complete and submit **Respondent Acknowledgement,** form herein as an attachment. Clearly indicate the legal name, address and telephone number of the Respondent. Responses shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Respondent to the submitted RFQ. Respondents must note their Federal I.D. number on their RFQ submittal.

- H. Submissions shall be portrait orientation, "8 1/2 X 11" where practical and double-sided. One sheet of paper printed on both sides is considered 2 pages.
- I. All expenses for making RFQ responses to the City are to be borne by the Respondent.
- J. Responses shall be evaluated by the Bid Committee based on all information submitted, a list of ranked qualifiers will be generated according to evaluation criteria listed within this document. A ranked list of qualifiers will be submitted to the City Council for approval. Respondents may be required to provide a presentation at a City Council meeting.
- K. The Bid Committee shall consist of City of DeFuniak Springs staff members.
- L. Each Respondent, by submission of an RFQ response, acknowledges that in the event of any legal action challenging the award of a RFQ; damages, if any, shall be limited to the actual cost of the preparation of the RFQ.

## **2.2 SCHEDULE OF EVENTS**

The schedule as listed below is the City's intended course of action for this project. The City will follow the schedule to the extent possible; however, the City reserves the right to change both the sequence and timing if deemed necessary.

July 13, 2020	RFQ Release
July 27, 2020	Deadline for Addenda
August 3, 2020	Public Bid Opening
August 5, 2020	Evaluation of Qualifications by Bid Committee
August 10, 2020	City Council Consideration of Qualifications

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**SECTION 3 – SCOPE OF SERVICES AND PROJECT INFORMATION**

**3.1 SCOPE OF SERVICES TO BE PERFORMED**

The Franchisee shall collect garbage, yard waste (horticulture), rubbish, recyclables and certain materials from residential and commercial customers within the corporate limits of the City of DeFuniak Springs, which may from time to time be expanded or contracted by action of the State of Florida, or the DeFuniak Springs City Council.

The following is a description of the services to be provided.

A. General Conditions:

1. The City will continue to place commercial garbage services and charges on the monthly City utility bill. Franchisee shall provide the City a listing of billing charges for commercial customers in ample time to be included in the monthly bill. Failure to comply will not generate any additional charges to the City. Customers for both residential and commercial may include either the property owner or tenant of each customer generating solid waste. The Franchisee will stop residential service after an account is ninety (90) days delinquent. Monthly reports of solid waste service disconnections will be provided to the City. Other service and collection reports may be requested by the City.
2. The Franchisee is responsible for paying to the City a Franchise fee of (2%) two percent of gross revenues, payable to the City in quarterly payments. The franchise fee rate can be changed with approval by City Council once per contract year (Oct 1 - Sept 30). The Franchisor must provide notice of the change to the Franchisee sixty (60) days before the next billing period.

B. Residential Solid Waste: For this RFQ, residential units are considered to be single family residences, mobile homes, duplex and triplex units or multiple dwelling of four (4) units or less. There are approximately 2,500 customers that will receive curbside solid waste collection once (1) time per week.

1. Regularly scheduled household garbage collection shall be picked up once per week on Monday through Friday. Garbage carts furnished by the Franchisee with capacities of 96 gallons designed for automated collection. Smaller carts of 64 gallons will be made available to special needs customers (elderly or handicapped) upon request. The Franchisee is responsible for picking up spillage and/or litter resulting from the collection operation. The Franchisee shall maintain sufficient carts for new customers and replacement or lost or damaged carts.
2. Pickups will not be reduced by holidays therefore pickups normally scheduled to be made on a holiday must be rescheduled.
3. Yard waste (horticultural) collection will be collected one (1) time per month. Current yard pickup routes are shown in a map in section 3.2.C. Yard waste may

be containerized, bundled or stacked/piled with no dimension over 6 feet in length or 4 inches in diameter each. Items not easily containerized or bundled are to be collected unbundled.

4. Once per week collection of bulk waste. Bulk waste collection shall include up to six (6) cubic yards, excluding individual items of furniture and white goods, per week at no charge. If excess (greater than six (6) cubic yards) or non-compliant bulk waste is placed curbside, Franchisee shall make additional bulk waste collection available to the customer at a rate to be proposed by Franchisee. Franchisee shall invoice customer directly for additional bulk waste collection.
5. All collections shall normally be made in residential areas no earlier than 7:00 a.m. and not later than 6:00 p.m., with no service on Sunday except in declared emergencies. Adherence to the City's Noise Ordinance is required.
6. The Franchisee will provide, without charge to the City and within the public right of way, pickups of illegally dumped materials such as yard waste (horticultural), furniture, bulk items, appliances, etc.
7. The Franchisee will provide basic service schedule, bulk pickup and yard waste instructions, as well as customer service contact information on the garbage cart.
8. Franchisee must cure missed pickups and minor items within twenty-four (24) hours; all other problems must be resolved within seven (7) days.
9. For items requiring roll-off service or any special handling, all charges are to be negotiated between the Franchisee and customer. All fees collected from said special services are subject to the City's Franchisee Fee.
10. Any and all disputes that cannot be settled between the City and Franchisee will be resolved by court action, the venue of which is Walton County, Florida.

C. Residential Recycling:

1. The Franchisee shall provide all services necessary to provide a complete single-stream residential recyclable materials program. Collection of recyclables shall be at curbside and on the same day as solid waste collection. The Franchisee shall collect all residential recyclable materials to include paper, glass containers, steel cans, aluminum, plastics and such other additional materials as may be added upon written agreement between the City and Franchisee during the term of the franchise. The City wishes the Franchisee keep all recycle revenue with the premise that such an arrangement will provide the City with the lowest overall price structure.
2. The Franchisee shall distribute to each residence one (1) 96 gallon cart to hold recyclable materials without cost to the customer. Smaller carts of 64 gallons will be made available to special needs customers (elderly or handicapped) upon request. The collection of recyclables shall be conducted using the single cart for a commingled system. The Franchisee shall maintain sufficient containers for new customers and replacement of lost or damaged containers.
3. All collections shall normally be made in residential areas no earlier than 7:00 a.m. and not later than 6:00 p.m., with no service on Sunday except in declared emergencies. Adherence to the City's Noise Ordinance is required.



4. The Franchisee will provide recycling information and instructions on the recycling cart.
  5. The Franchisee shall be responsible for providing the City quarterly waste diversion rate reports.
- D. Commercial Establishments: For the purpose of this RFQ a commercial establishment means any public or private place, building, or enterprise devoted in whole or part to business purposes, whether profit or not-for-profit, and also includes all multi-family residence containing five (5) or more units. There are approximately 175 commercial customers that will receive commercial container services. The sizes of the commercial containers range from two (2) cubic yards to eight (8) cubic yards, with several entities having more than one commercial container at their site. Collection for VIP Compactors is required. Several entities also require casters (wheels) and secure access to containers. (See figure 3.2.E for current service levels)
1. The Franchisee shall pick up from commercial establishments all garbage and wastes on a regularly scheduled day. Pickups shall not be reduced by holidays, but pickups normally scheduled to be made on a holiday may be rescheduled upon approval by the commercial establishment.
  2. Collections shall normally be made in commercial establishments no earlier than 7:00 a.m. and not later than 6:00 pm., with no service on Sunday, except in declared emergencies. Adherence to the City's Noise Ordinance is required.
  3. At the request of the City or its designee, the schedule may be modified due to the proximity of residential units, new commercial establishment and other concerns. The approval of such requests will not be unreasonably delayed or withheld.
  4. For all items requiring roll-off service or any special handling, all charges are to be negotiated between the Franchisee and customer.
  5. The Franchisee is to provide solid waste removal and recycling services to all of the City's facilities, including parks at no cost. The Franchisee will provide commercial containers of not less than six (6) cubic yards at no cost to the City for city sponsored events.
  6. The Franchisee will provide, at no cost, an eight (8) yard roll off container to the Public Works Facility for use by residents and visitors at the request of the City.
  7. The Franchisee will provide, at no cost, a six (6) yard roll off container to the Public Works Facility for the disposal of street sweeping debris considered special waste.
  8. The City will continue to place commercial trash charges on the monthly City utility bill. Franchisee shall provide the City a listing of billing charges for commercial customers in ample time to be included in the monthly bill. Failure to comply will not generate any additional charges to the City. Customers may include either the property owner or tenant of each commercial establishment generating solid waste.
  9. The Franchisee is responsible to remedy missed pickups and minor items within twenty-four (24) hours; all other problems must be resolved within seven (7) days.
  10. Any and all disputes that cannot be settled between the City and Franchisee will

be resolved by court action, the venue of which is Walton County, Florida.

E. Required Contact Information:

1. For residential customers, the Franchisee shall maintain a local calling area phone line, or toll-free number, to receive customer inquiries and complaints on weekdays from 8:00 a.m. to 4:00 p.m. For commercial establishment customers, the Franchisee shall maintain a local calling area phone line, or toll-free number, to receive customer inquiries and complaints Monday through Friday from 7:00 a.m. to 5:00 p.m., and on Saturday from 8:00 a.m. to 4:00 p.m.

The Franchisee shall appoint a single point of contact for City employees to correspond to solve service issues. Person should be knowledgeable of the contract, familiar with the City layout and have the authority to resolve service related issues. The Franchisee will not refer a caller back to the City for resolution.

F. Work and Service excluded from the Scope of Work:

The following services are excluded from the Scope of Work and are not required to be performed by the Franchisee.

1. The collection and disposal of biohazardous waste.
2. The collection and/or disposal of industrial or manufacturing waste and scraps, construction trash and rubbish on permitted job sites, ashes, dirt or sand.
3. Should the Franchisee choose to perform such additional work set forth in paragraphs 1 through 2 above, the City has no restrictions that prohibit the Franchisee from negotiating with persons or firms requiring said work or service. The Franchisee is solely responsible for the collection of payments for any and all services performed as well as the assumption of all liabilities that may arise from the Franchisee's performance or neglect.

### 3.2 SUPPLEMENTAL PROJECT AND SERVICE LEVEL INFORMATION

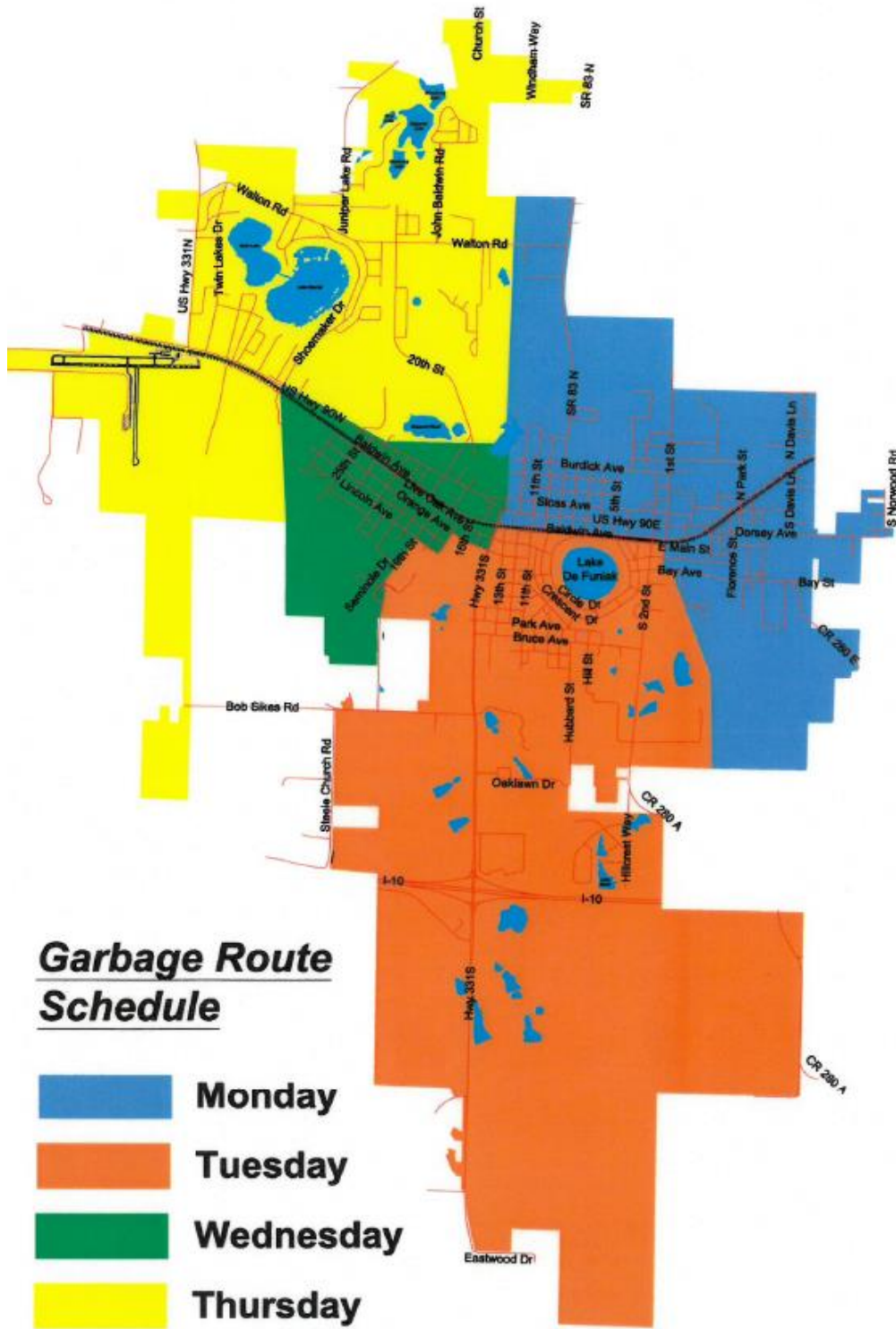
- A. All Respondents are encouraged to read City Code Chapter 9 for a comprehensive perspective of the scope of service existing in the City Exclusive Franchise for the collection and disposal of residential and commercial solid waste.

B. Containers

All solid waste and recyclable carts/containers are provided and owned by the current solid waste provider.

C. Current residential route information

All residential garbage and yard waste is picked up on designated days Monday through Thursday. (see image below)



## Garbage Route Schedule

- Monday**
- Tuesday**
- Wednesday**
- Thursday**

#### D. Monthly Tonnage 2018-2019

Monthly Tonnage 2018 and 2019													
2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018 Total
Residential / Commercial Cart Collection	160.95	153.58	159.03	152.39	177.29	163.85	181.32	172.51	151.62	153.59	172.95	168.71	1967.79
Recycle Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Knuckle Boom Collection	238.39	323.51	366.64	314.42	326.95	262.92	274.23	321.59	254.98	336.32	288.02	209.2	3517.17
Commercial Dumpster Collection	190.09	214.91	211.17	235.13	250.41	222.18	238.03	250.32	231.51	269.68	249.5	247.3	2810.23
2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019 Total
Residential Cart Collection	176.15	129.63	148.27	161.63	149.14	154.03	145.41	164.67	132.69	164.89	143.51	205.12	1875.14
Recycle Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Knuckle Boom Collection	230.63	208.53	270.3	244.73	309.55	211.47	237.7	234.73	209.8	245.17	214.06	225.9	2842.57
Commercial Dumpster Collection	247.65	219.85	214.59	273.26	263.82	240.5	289.45	273.63	385.13	283.05	230.03	268.2	3189.16

#### E. June 2020 commercial customer information

Commercial Customer Information					
Size	1 Pick Up	2 Pick up	3 Pick up	4 Pick up	5 Pick up
6 Yard	89	55	20	0	11

F. Current Rate Sheet

Below is a list of garbage service and prices that are available for commercial collection.				
<b>96 Gallon Roll Out Cart</b>				
Pick up per week	Number of Carts	Price per month		
1	1	\$23.20		
2	1	\$31.45		
3	1	\$39.75		
1	2	\$46.35		
2	2	\$74.50		
3	2	\$92.75		
1	3	\$69.55		
2	3	\$110.95		
3	3	\$140.75		
<b>6 Yard Dumpster</b>				
Pick up per week	Number of Dumpsters	Price per month		
1	1	\$114.25		
2	1	\$216.95		
3	1	\$313.00		
4	1	\$432.00		
5	1	\$526.60		
<b>Residential</b>				
Residential Service with Recycling and Cart	\$0.00		Rate Monthly Franchise Fee Billing Fee	\$0.00
Senior Citizen Residential Rate	\$0.00		Total Rate Quarter Annual	\$0.00
Second Cart Residential Rate	\$0.00			
<b>VIP Compactors</b>				
1	\$23.20			
1	\$23.20			

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**SECTION 4 – RESPONSE SUBMISSION REQUIREMENTS**

**4.1 SUBMISSION OF RESPONSES**

**General Requirements.** The purpose of the response is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the requirements of this RFQ. As such, the substance of the response will carry more weight than their length, form or manner of presentation. The response should demonstrate the qualification of the firm and the particular staff to be assigned to this engagement. It should also specify an approach that will meet or exceed the RFQ requirements.

The selected firm shall provide sufficient organization, personnel, and management to carry out the requirements of this RFQ in an expeditious and economical manner, consistent with the needs of the City. Additionally the selected firm will be required to demonstrate recent experience with the successful completion of services similar to those specified within this RFQ.

**Detailed Response.** The City requires a uniform format to ensure that all qualifications are fairly evaluated. Qualifications shall be organized as outlined below and shall include the information specified.

**Cover Letter**

Provide a cover letter indicating your company's understanding of the requirements, scope of services and specifications of this RFQ. The letter must be a brief formal letter (no more than two (2) pages; a single sheet of paper printed double-sided is considered two (2) pages) from the Respondent that provides information regarding the company's familiarity and interest in providing the proposed services. A person who is authorized to commit the Respondent's organization to provide the goods/services included in the response must sign the letter.

**Tab 1: Qualifications, Experience & Performance**

This section shall be no more than twenty (20) numbered pages not including financial statements, and at a minimum, shall include the following:

**Firm's Qualifications**

- a) Complete and submit **Respondent Qualification Statement**, form herein as an attachment in Appendix A.
- b) Describe the Firm and provide a statement of the Firm's qualifications for performing solid waste services.
- c) If the Principal Place of Business is different than the location specified in the Respondent's Qualification Statement, then

Respondent shall specify office location where services will be managed.

Qualifications of Project Team (key project members) and availability of specialty resources

Provide an overview of the qualifications of the specific project team to be submitted by the Firm/Individual to perform the requested services including:

- a) An organizational chart that clearly defines the lines of authority and specifically lists the Project Manager and Transition Manager (if applicable). These project team members are hereafter referenced as "key project members". This information shall be contained on a maximum of one (1) page.
- b) Provide a maximum of four (4) resumes for key project members outlining the relevant experience and education for this project. Each resume is limited to one (1) page.

References

Complete **Collection Service Reference Forms 1-3**, forms herein as attachment in Appendix A.

**Tab 2: Operations & Project Approach - Demonstrated skill set, and innovative ideas that will be used to address the Scope of Work**

RESPONDENT shall clearly and succinctly describe how it will perform the services requested in this RFQ. The City is looking for qualifications that are compatible with the scope and services; maintain a high level of customer service while maximizing diversion, efficiency, and cost-effectiveness. This section of the qualifications shall be no more than twenty (20) numbered pages and, at a minimum, shall include the following information:

Collection Services

- a) RESPONDENT shall explain how it plans to provide the Residential Collection Service as described herein. At a minimum, RESPONDENT shall describe the primary methods by which Solid Waste, Program Recyclables, Yard Waste, and Bulk Waste will be collected, including level of automation (manual rear load, semi-automated rear or side load, fully-automated side or front load); a list of the types (make, model, and fuel used) and number of vehicles that would be used to provide collection services; number of collection and customer service staff; and how materials would be handled following collection.
- b) RESPONDENT shall explain how it would transition into providing these services and how it would maintain customer service and satisfaction throughout the term of this Agreement. RESPONDENT shall provide a basic transition timeline.

Solid Waste Processing/Disposal:

- a) RESPONDENT must identify where Solid Waste will be disposed and any transfer stations to be used.

Recyclables Delivery:

- a) RESPONDENT shall describe the methods and means for transporting and delivering Recyclables, including the types of equipment and vehicles used as well as the methodology to retain the integrity of the materials for optimum recovery.

Billing

- a) RESPONDENT shall explain the methods and means for providing billing service for residential customers and commercial customers; how delinquent accounts will be handled, how 90 day delinquents will be disconnected and how reactivation of an account will occur.

Customer Service:

- a) RESPONDENT shall describe the methods for dealing with collection problems such as missed pickups, missed setouts, excessive contamination, customer complaints, billing questions and similar issues.

**Tab 3: Public Education and Outreach:**

- a) RESPONDENT shall describe the methods and means for public education and outreach to customers for service information.
- b) The RESPONDENT shall describe its strategy to reduce environmental footprints, increase sustainability and educate the public.
- c) The RESPONDENT shall demonstrate local commitment and community involvement in other jurisdictions for which it provides similar services.

**Tab 4: Appendix A - Submittal of General Information, Procurement Forms and other Forms and Documents**

Forms can be found in Appendix 'A' and must be completed, signed and notarized, when required, and submitted. In addition, all other request and supporting documentation should be included in this Chapter.

- a) Respondent Acknowledgement
- b) Respondent Qualification Statement
- c) Collection Service Reference Forms 1-3
- d) Rate Sheet
- e) Addenda Acknowledgement
- f) Confirmation of Drug Free Workplace
- g) Certification and Licenses: Respondents must include with their responses, copies of all applicable certificates and licensing or business permits related to the work specified herein.
- h) Liability Insurance: Franchisee shall at all times provide and keep in force, at its sole cost and expense, a comprehensive general public liability insurance policy and property damage insurance policy in a sum



of at least five million dollars (\$5,000,000) for each person with a total liability of at least five million dollars (\$5,000,000) for each accident, indemnifying the City and Franchisee as their interests may appear against public liability and property damage claims.

**Worker's Compensation and Employer's Liability Insurance:** Franchisee shall at all times provide and keep in force, at its sole cost and expense, a worker's applicable compensation insurance policy in a sum of at least one million dollars (\$1,000,000) for each employee, including disease. The Franchisee shall also at all times, provide and keep in force, at its sole cost and expense, an employer's liability policy in a sum of at least one million dollars (\$1,000,000) for each employee, disease, and disease aggregate.

**Automobile Liability:** Franchisee shall at all times provide and keep in force, at its sole cost and expense, automobile liability insurance, with coverage pertaining to ownership, maintenance, and use of all its owned, non-owned, leased or hired vehicles with limits of not less than two million dollars (\$2,000,000) for bodily injury and property damage liability, with a combined single limit of two million dollars (\$2,000,000) for each accident.

Each Respondent shall submit, with the qualifications, proof of insurance in the types and amounts required by the City, including the foregoing and any additional coverage's, as may be defined at the time of award of contract and Exclusive Franchise. The City shall be named as an additional insured party and all binders, policies or certificates of insurance shall provide for at least ten (10) days notice to the City of any cancellation or amendment to any of the binders, policies or certificates of insurance.

- i) Qualifications Bond: Proposer must submit a bond made payable to the City of DeFuniak Springs in the amount of twenty-five thousand dollars (\$25,000.00).
- j) Submit any supplemental information relative to this RFQ.

**REQUEST FOR QUALIFICATIONS  
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RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

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**SECTION 5 – EVALUATION OF RESPONSES**

**5.1 SELECTION PROCESS**

- A. The Bid Committee consisting of City staff will review each written submission for compliance with the requirements of the RFQ, including verifying that each response includes all documents required. In addition, the Committee will ascertain whether the provider is qualified to render the required services according to State regulations and the requirements of this RFQ.
- B. The Bid Committee members will individually score and rank all responses based on the requirements of the RFQ and determine the firms deemed to be the most highly qualified to perform the required service.
- C. The Bid Committee will conduct a public meeting chaired by the City Manager's designee to discuss the individual scores, summarize the scores in a ranking matrix to be forwarded to the City Council. Upon request, Respondents may be required to provide a presentation at a City Council meeting.
- D. After a ranking of firms has been approved by the City Council, the City Manager or designee will begin negotiations with the top ranked firm developed from information from this RFQ. The City reserves the right to include additional provisions if the inclusion is in the best interest of the City, as determined solely by the City. If an agreement cannot be reached with the top ranked firm, then negotiations will begin with next highest ranked firm from the council approved list until successful negotiations occur, or the firms on the council approved list is exhausted. Assuming the successful negotiation of an agreement, the final contract will be submitted to the City Council for their consideration and approval.

**5.2 EVALUATION METHODOLOGY**

The City has approved a set of evaluation criteria. The evaluation criteria are designed to evaluate qualifications by considering all aspects that will impact the quality and level of service. Criteria were formulated to consider qualifications, operations, project approach and public education and outreach. Respondents should note that each of these three categories will be evaluated by the Bid Committee. Failure to provide adequate information listed on any criterion may result in rejection of the qualifications as non-responsive. A sequential ranking of all firms will be developed. The final Bid Committee ranking will be presented to the City Council.

The criteria and weighting to be used in the evaluation process are listed below. Following each criteria are examples of questions the Bid Committee will consider and respondents shall provide, as a minimum, the information listed under each criterion.

<b>Qualifications, Experience &amp; Performance</b>	<b>30%</b>
<b>Operations and Project Approach</b>	<b>50%</b>
<b>Public Education &amp; Outreach</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

**A. Qualifications, Experience & Performance (30%)**

1. Company Qualifications. Does the company have demonstrated experience providing similar services in a comparably-sized service area? Does the company have experience with similar beach resort communities?
2. Staff Qualifications. Does the background and qualifications of individual key team members provide proven technical, operational, and managerial experience needed to handle the proposed services? Are the company structure and the relation of the project team clearly shown?
3. Financial Background. Do financial qualifications clearly demonstrate financial stability of the Proposer?
4. References. Do the client references demonstrate the company's ability to maintain long-term relationships with counties/municipalities where the county/municipality is satisfied with the service received including quality of service, customer service, reporting and billing capabilities?
5. Insurance. Is insurance coverage and indemnification adequate?
6. Billing Experience. Does the qualifications demonstrate the company's experience and capacity to perform the billing function if needed?

**B. Operations and Project Approach (50%)**

1. Collections. Has the proposed methodology/technology been successfully demonstrated by the Respondent in applications elsewhere? Does overall methodology appear technically viable? Does the collection schedule and account information presented provide a reasonable system for collection including the number of collection days, hours per day, number of routes, accounts per route and crew size? Do proposed containers, equipment, and vehicle specifications provide for sound reliable collection services? Are adequate solid waste collection contingencies provided for? Did the Respondent meet the requirements of the scope of services? How compatible is the Respondent's QUALIFICATIONS with the RFQ? Are solid waste disposal locations identified?
2. Support Facilities. Data Management, Customer Service and Billing. Are reasonable plans provided for how these services will be provided to the City? Are minimum requirements of the scope of services met?
3. Transition Plan. Is the plan well thought out, provide continuity of service and clearly communicated?

4. Does the Respondent include detailed information that demonstrates the Respondent's understanding of the scope of work and how they intend to meet the goals and objectives of the project?
5. Innovation. Does Respondent have any innovative ideas relating to the scope of work and deliverables?

**C. Public Education and Outreach (20%)**

1. Public Education. Does the Respondent have demonstrated experience with public education programs? Were copies of materials produced for past programs submitted for review? Was an adequate public education strategy presented to reduce environmental footprints and increase sustainability (i.e. green initiatives/waste reductions)? Does the Firm have strategies to increase the City's waste diversion rate through increased recycling by residential, commercial or multi-family customers?
2. Community involvement. Has the respondent demonstrated local commitment and community involvement in other jurisdictions for which it provides similar services?

**5.3 NEGOTIATION**

Upon ranking of all applications, and identification of the most qualified applicant, the City shall either reject all applications or enter into negotiations with the most qualified applicant on terms of price, level of service, and all related matters under the scope of this RFQ. If terms are reached, a franchise agreement will be drafted for execution. If terms are not reached, the City shall elect to proceed with negotiations, in order of ranking, or shall otherwise reject all remaining applicants.

**REQUEST FOR QUALIFICATIONS  
RFQ 20-01-PW  
RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

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**SECTION 6 – GENERAL CONDITIONS FOR RESPONDENTS**

**6.1 GENERAL CONDITIONS**

- A. FAMILIARITY WITH LAWS: The Respondent is presumed to have full knowledge of and be in compliance with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the equipment and the services provided to the City. Ignorance on the part of the Respondent will in no way relieve Respondent of responsibility to adhere to such regulations.
- B. RFQ FORMS: The Respondent will submit a RFQ in the specified format and on the RFQ forms provided. All RFQ prices, amounts and descriptive information must be legibly entered. The Respondent must state the price and the time of delivery for which they propose to deliver the equipment or service requested. All RFQ forms must be executed and submitted for easy identification. The face of the envelope shall contain the company's name and address, RFQ title, number, RFQ date and time. RFQs not submitted on RFQ forms herein may be rejected. All RFQs are subject to the conditions specified within this solicitation document. RFQs which do not comply with these conditions are subject to rejection.
- C. EXECUTION OF RFQ: RFQ must contain a manual signature of an authorized representative in the space provided on all affidavits and Response sheets.
- D. RFQ DEADLINE: It is the Respondent's responsibility to assure that the RFQ is delivered at the proper time and place prior to the RFQ deadline. The City of DeFuniak Springs is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by a specified time so that a Response can be considered. RFQ's which for any reason are not delivered by the deadline will not be considered. If no award has been made, the City reserves the right to consider RFQ's that have been determined by the City to be received late due to mishandling by the City after receipt of the RFQ. Offers by telegram or telephone are not acceptable.
- E. RIGHTS OF THE CITY: The City expressly reserves the right to:
1. Waive any defect, irregularity or informality in any RFQ or RFQ procedure;
  2. Reject or cancel any or all RFQ's;
  3. Reissue an Invitation to RFQ;
  4. Extend the RFQ submission deadline time and date;
  5. Consider and accept an alternate RFQ as provided herein when most advantageous to the City.
- F. STANDARDS: Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective Respondent has:

1. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain such, necessary to indicate its capability to meet all contractual requirements;
  2. A satisfactory record of performance;
  3. A satisfactory record of integrity;
  4. Qualified legally to Contract within the State of Florida and the City of DeFuniak Springs;
  5. Supplied all necessary information in connection with the inquiry concerning responsibility.
- G. INTERPRETATIONS: Any questions concerning conditions and specifications should be directed to the authorized personnel identified in the RFQ document in writing no later than ten (10) days prior to the RFQ deadline. Inquiries must reference the date by which the RFQ is to be received.
- H. CONFLICT OF INTEREST: The award hereunder is subject to all conflict of interest provisions of the City of DeFuniak Springs, Walton County, and the State of Florida.
- I. ADDENDA: From time to time, the City may issue an addendum to change the intent or to clarify the meaning of the Contract documents. It is each Respondent's responsibility to check with the City of DeFuniak Springs and immediately secure all addenda before submitting RFQs. Each Respondent shall acknowledge receipt of ALL addenda by notation on the Addenda Acknowledgement form herein and shall adhere to all requirements specified in each addendum prior to submission of the RFQ.
- J. ANTITRUST CAUSE OF ACTION: In submitting a RFQ to the City of DeFuniak Springs, the Respondent offers and agrees that if the RFQ is accepted, the Respondent will convey, sell, assign or transfer to the City of DeFuniak Springs all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of DeFuniak Springs. At the City of DeFuniak Springs's discretion, such assignment shall be made and become effective at the time the Finance Department tenders final payment to the Respondent.
- K. LEGAL REQUIREMENTS: Federal, State, County, and City laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
- L. ON PUBLIC ENTITY CRIMES – All Invitations to RFQ's as defined by Section 287.012(11), Florida Statutes, requests for qualifications as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, qualifications, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, qualifications, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, qualifications, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”.

- M. ADVERTISING: In submitting a RFQ, the Respondent agrees not to use the results there from as a part of any commercial advertising.
- N. ASSIGNMENT: Any Purchase Order issued pursuant to this RFQ invitation and the funds which may become due hereunder are not assignable except with the prior written approval of the City.
- O. INDEMNIFICATION: The selected Respondent shall hold and save harmless the City of DeFuniak Springs, Florida its officers, agents, volunteers and employees from liability of any kind in the performance of this Contract. Further, the selected Respondent(s) shall indemnify, save harmless and undertake the defense of the City, its City Council Members, agents, servants and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this Contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Respondent's operation pursuant to this Contract and from and against all costs, counsel fees, expenses and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The City shall notify the Respondents within ten (10) days of receipt by the City of any claim, suit or action against the City arising directly or indirectly from the operations of the Respondents hereunder, for which the City may be entitled to a claim or indemnity against the Respondent, under the provisions of this Contract. Respondent shall have the right to control the defense of any such claim, suit or actions. The Respondent shall also be liable to the City for all costs, expenses, attorneys' fees and damages which may be incurred or sustained by the City by reason of the Respondent's breach of any of the provisions of the contract. Respondent shall not be responsible for negligent acts of the City or its employees.
- P. CONTRACT AGREEMENT: An Agreement outlining the Scope of Services with the intent of accomplishing a timely, cost-effective completion of a given project will be provided. Specific Task Order stipulating the Scope of Work to be provided will be issued after the execution of said Agreement. The Agreement will be based on successful negotiation.
- Q. FUNDING OUT: The resultant Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Council for the City of DeFuniak Springs in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.
- R. PUBLIC RECORDS: Sealed documents received by the City in response to an invitation are exempt from public records disclosure until thirty (30) days after the opening of the Response/bid unless the City announces intent to award sooner, in accordance with Florida Statutes 119.07.

However, certain exemptions to the public records law are statutorily provided for in Florida Statutes 119.07. If the Respondent believes any of the information contained within their response is exempt from the Public Records Law, then the Respondent must identify in their Response, the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Respondent agrees to defend, indemnify, and hold harmless the

City and the City's officers, employees, and agents, against any loss or damages by any person or entity as a result of the City's treatment of records as public records.

The City of DeFuniak Springs is a public agency subject to Chapter 119, Florida Statutes. The contractor shall comply with Florida's Public Records Law. Effective July 1, 2013, Section 119.071, Fla. Stat., the contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology of the agency.

Failure of the contractor to comply with the provisions set forth in this General Condition shall constitute a Default and Breach of the Agreement with the City.



**REQUEST FOR QUALIFICATIONS  
RFQ 20-01-PW  
RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

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**SECTION 7 – SPECIAL CONDITIONS**

**7.1 SPECIAL CONDITIONS**

- A. It shall be the responsibility of the successful Respondent to maintain workers' compensation insurance, professional liability, and property damage liability insurance and vehicular liability insurance; during the time any of his personnel are working on City of DeFuniak Springs property. The successful Respondent shall furnish the City with a certificate of insurance after award has been made and prior to the start of any work on City property. Said insured companies must be authorized to do business in the State of Florida.
  
- B. The City of DeFuniak Springs reserves the right, before awarding a Contract to require a Respondent to submit such evidence of qualifications as it may deem necessary, and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Respondent, including past performance (experience) with the City in making the award in the best interest of the City.

***APPENDIX “A”  
THE DOCUMENTS  
BEHIND THIS PAGE  
MUST ACCOMPANY RESPONSE  
IN ORDER FOR SUBMITTAL  
TO BE CONSIDERED  
COMPLETE AND ACCEPTABLE***





**RESPONDENT ACKNOWLEDGEMENT**

**Submit RFQ's To: City of DeFuniak Springs  
CITY CLERK'S OFFICE  
71 US HWY 90 West, PO Box 685  
DeFuniak Springs, Florida 32435  
Telephone: (850) 892-8500**

**RFQ Title: RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

**RFQ Number: RFQ 20-01-PW**

**RFQ Received By: AUGUST 3, 2020, NO LATER THAN 2:00 P.M. (CST)**

RFQ's will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: AUGUST 3, 2020, no later than 2:00 P.M. (CST) and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

A Corporation of the State of: \_\_\_\_\_

Area Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Area Code: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Vendor Mailing Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name Printed



## RESPONDENT QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of DeFuniak Springs  
CITY CLERK'S OFFICE  
71 US HWY 90 West, PO Box 685  
DeFuniak Springs, Florida 32435  
Telephone: (850) 892-8500

Check One

Submitted By:	Corporation	<input type="checkbox"/>
Name: _____	Partnership	<input type="checkbox"/>
Address: _____	Individual	<input type="checkbox"/>
City, State, Zip: _____	Other	<input type="checkbox"/>
Telephone No.: _____		
Fax No.: _____		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Respondent is:

\_\_\_\_\_

The address of the principal place of business is:

\_\_\_\_\_

\_\_\_\_\_

2. If Respondent is a corporation, answer the following:

a. Date of Incorporation: \_\_\_\_\_

b. State of Incorporation: \_\_\_\_\_

c. President's name: \_\_\_\_\_

d. Vice President's name: \_\_\_\_\_

e. Secretary's name: \_\_\_\_\_

f. Treasurer's name: \_\_\_\_\_

g. Name and address of Resident Agent: \_\_\_\_\_

3. If Respondent is an individual or a partnership, answer the following:
- a. Date of organization: \_\_\_\_\_
  - b. Name, address and ownership units of all partners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. State whether general or limited partnership: \_\_\_\_\_
4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.  
\_\_\_\_\_
6. How many years has your organization been in business under its present business name?  
\_\_\_\_\_
- Under what other former names has your organization operated?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

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10. State the name of the individual who will have personal supervision of the work:

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11. State the name and address of attorney, if any, for the business of the Respondent:

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12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

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13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

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14. Annual Average Revenue of the Respondent for the last three years as follows:

		Revenue Index Number
a.	Government Related Work	
b.	Non-Governmental Related Work	
	<b>Total Work (a +b):</b>	

**Revenue Index Number**

1.	Less than \$100,000
2.	\$100,000 to less than \$250,000
3.	\$250,000 to less than \$500,000
4.	\$500,000 to less than \$1 million
5.	\$1 million to less than \$2 million
6.	\$2 million to less than \$5 million
7.	\$5 million to less than \$10 million
8.	\$10 million to less than \$25 million
9.	\$25 million to less than \$50 million
10.	\$50 million or greater

15. Bank References:

<b>Bank</b>	<b>Address</b>	<b>Telephone</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. What will be your turnaround time for written responses to City inquiries?

\_\_\_\_\_

17. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's qualifications to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Signature)

My Commission Expires: \_\_\_\_\_





**COLLECTION SERVICE – REFERENCE #1**

Municipality/County: \_\_\_\_\_

Contact (Name/Title): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Email: \_\_\_\_\_

Term of Current Contract: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Type of Service Provided:  Residential  Commercial

Services Provided (check all that apply)	Type of Service	Type of Service (U/S) (U =Universal; S =Subscription)	Residential Units Serviced	Commercial Units Serviced	Automated Collection? (check if yes)	Frequency of Collection		
						1x per week	2x per week	Other
<input type="checkbox"/>	Solid Waste				<input type="checkbox"/>			
<input type="checkbox"/>	Recycling				<input type="checkbox"/>			
<input type="checkbox"/>	Yard Waste				<input type="checkbox"/>			
<input type="checkbox"/>	Bulk Waste				n/a			

Other relevant information:

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**COLLECTION SERVICE – REFERENCE #2**

Municipality/County: \_\_\_\_\_

Contact (Name/Title): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Email: \_\_\_\_\_

Term of Current Contract: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Type of Service Provided:  Residential  Commercial

Services Provided (check all that apply)	Type of Service	Type of Service (U/S) (U =Universal; S =Subscription)	Residential Units Serviced	Commercial Units Serviced	Automated Collection? (check if yes)	Frequency of Collection		
						1x per week	2x per week	Other
<input type="checkbox"/>	Solid Waste				<input type="checkbox"/>			
<input type="checkbox"/>	Recycling				<input type="checkbox"/>			
<input type="checkbox"/>	Yard Waste				<input type="checkbox"/>			
<input type="checkbox"/>	Bulk Waste				n/a			

Other relevant information:

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**COLLECTION SERVICE – REFERENCE #3**

Municipality/County: \_\_\_\_\_

Contact (Name/Title): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Contact Email: \_\_\_\_\_

Term of Current Contract: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Type of Service Provided:  Residential  Commercial

Services Provided (check all that apply)	Type of Service	Type of Service (U/S) (U =Universal; S =Subscription)	Residential Units Serviced	Commercial Units Serviced	Automated Collection? (check if yes)	Frequency of Collection		
						1x per week	2x per week	Other
<input type="checkbox"/>	Solid Waste				<input type="checkbox"/>			
<input type="checkbox"/>	Recycling				<input type="checkbox"/>			
<input type="checkbox"/>	Yard Waste				<input type="checkbox"/>			
<input type="checkbox"/>	Bulk Waste				n/a			

Other relevant information:

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A D D E N D A

CITY OF DEFUNIAK SPRINGS  
FLORIDA

**RFQ TITLE: RESIDENTIAL & COMMERCIAL SOLID WASTE SERVICES**

RESPONDENT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

We propose and agree, if this submittal is accepted, to contract with the City of DeFuniak Springs, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

\_\_\_\_\_  
CITY OF DEFUNIAK SPRINGS

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

<u>ADDENDUM NO.</u>	<u>DATE</u>	<u>ADDENDUM No.</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID**



## CONFIRMATION OF DRUG-FREE WORKPLACE

### IDENTICAL TIE SUBMITTALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals which are equal with respect to price, quality, and service are received by the City of DeFuniak Springs or by any political subdivision for the procurement of commodities or contractual services, a submittal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie submittals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under submittal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under submittal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or- plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**As the person authorized to sign the statement, I certify that this integrator complies fully with the above requirements.**

Vendor's Signature: \_\_\_\_\_