**Municipal Waste Services ITQ**

**Request for Quote**

**Technical Submittal**

1. **Statement of the Project.** The requirement of this project is to provide the removal of waste from the specified location. Services may include providing and maintaining containers, in addition to removing, hauling, and disposing of the waste materials.
2. **Term of the Project.** The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor (“Effective Date”) and shall expire [specify number of years/months] after the Effective Date, unless it is terminated earlier pursuant to the terms of the Contract or Purchase Order. The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued needed exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.
3. **Qualifications**.
4. **Requirements.** In response to this RFQ, contractor is required to upload all relative licensures, accreditations, narratives etc., specified below or as identified in the Terms and Conditions, under the Question tab, located in the JAGGAER.

* Domestic Workforce Utilization Form
* Iran Free Procurement Certification Form
* Worker Protection & Investment Certification
* Proof of Insurance
* Municipal Waste Hauler Permits [if desired remove if not]

1. **Experience.** Contractor must provide three (3) detailed examples of projects that your company performed that are similar in nature and scope to the services stated in this RFQ. Contractor should provide a detailed narrative that includes the following:
   1. Project Name;
   2. Scope and Size of Project;
   3. Project Start and End Dates;
   4. Company Name;
   5. Company Address;
   6. Contact Person;
   7. Contact Phone Number; and
   8. Contact Email Address.

**Contractor Response**

1. **Personnel.** Contractor must provide the names and resumes of the individuals who will be assigned to this project showing a minimum of two (2) years of experience and demonstrating the qualifications and skills required to successfully develop and implement the project. It is very important that the proposed individuals have all proper and current certifications. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents. [Agencies can build upon this criterion.]

**Contractor Response**

1. **Subcontracting.** If applicable, Contractor shall provide a subcontracting plan for all subcontractors, including small and small diverse business subcontractors, who will be assigned to the Project. Subcontractors, under this RFQ, do not need to be a qualified ITQ Contractor since the prime contractor assumes responsibility for all services whether or not it provides them directly. A Contractor cannot sub-contract more than 49% of the services. Upon award of the contract resulting from this RFQ, subcontractors included in the quote submission are deemed approved. For each position to be subcontracted provide:
2. Name of subcontractor;
3. Primary contact name and email;
4. Address of subcontractor;
5. Description of services to be performed;
6. Number of employees by job category assigned to this project; and
7. Resumes (if appropriate and available).

**Contractor Response**

1. **Project Work Plan.** Contractor will be responsible for performing the following tasks. Contractor shall describe in narrative form its approach for accomplishing the tasks.
   1. Type(s) of Waste Disposal. [Agencies shall modify this section to identify the types of municipal waste services which are required and their annual estimated tonnage, if known.]
   2. Equipment. The awarded Contractor shall:
      1. Equipment Type. Provide the following waste container equipment. [Agency to identify the types, sizes, and quantities, be sure to include any special requirements such bear-proof dumpster, etc. Agency must also identify if any equipment is commonwealth-owned or if they intend to rent or lease containers.]
      2. Other. [Agency should identify any other specific or special requirements regarding their container requirements, i.e., providing deodorizers, container colors, labeling, etc.]
   3. Service Requirements.
2. Delivery. Provide initial installation of equipment no later than [agency to identify date of delivery], unless otherwise agreed to and identified on the purchase order.
3. Pickup Service Schedule. [Agency should describe their frequency of pickups for each waste removal service and container type. Identify any requirements specific to top load/roll-offs in relation to removal and return. ]
4. Waste Container Placement. [Agency to describe in detail the specific location and placement details for their needed waste containers. Agencies should provide pictures or drawings, if available, to better show location and placement.]
5. Agency/location hours of operation are [agency to complete and modify as needed]. All pickup and delivery services must be completed within these hours.
6. The Contractor must be available to respond to weekend and holiday service needs and/or problems. [Agency shall remove if not applicable or provide further guidance.]
7. Emergency Services [Agency shall remove if not applicable or modify as required]. Contractor shall provide a 24-hour emergency phone number for after hours and weekend service needs. Contractor to provide the number to the using agency. Emergency calls will be charged at the Emergency Service rate identified in the cost sheet.
8. **Damages.** 
   1. Contractor assumes all risk of theft, loss, damage, or destruction to the Equipment while on Commonwealth property, except for damages that the COPA has caused from misuse or negligence.
   2. Contractor shall be responsible to repair damage done to Commonwealth-owned containers and/or compactors while the container and/or compactor is in the possession of the Contractor during loading onto a transport vehicle, hauling to an approved processor/dump site, emptying, and off-loading from transport vehicle upon return to the respective agency.
   3. Contractor shall be responsible for providing repairs or reimbursement for repairs for damages to Commonwealth property while performing waste removal services as further described in the terms and conditions
9. **Acceptance**. The ordering office reserves the right to refuse acceptance of an emptied container and/or request that a replacement container(s) be provided if any are determined by ordering office to be leaking, in disrepair, soiled, malfunctioning, broken, or not meeting the ordering office’s sanitary standards and waste container needs.
10. **Transportation of Waste:** Transportation of all municipal waste services under this Contract shall comply with all applicable local, state, and federal regulations. The Contractor shall dispose of recyclables at appropriate recycling facilities and shall be prohibited from disposing of this waste at a landfill.
11. **Waste Disposal Fee Adjustments.** In the event that a waste removal contractor’s disposal site, i.e., local water or sewer authority, increase their fees and this increase presents a hardship, the Contractor may submit a request to the ordering agency to increase their pricing to compensate for that hardship. Supporting documentation from the local authority and justification for the hardship will need to accompany the request for an increase. All requests and supporting documentation must be submitted to the ordering agency for consideration. If approved, the ordering agency will adjust their purchase orders to reflect the new pricing.
12. **Site Clean-up.** Contractors are responsible for cleanup of any spillage, loose bags, boxes, or loose trash that may be around the containers or may result when emptying the waste containers. Contractors shall have appropriate equipment on their trucks, such as rakes and broom, for site clean-up. All container lids must be closed subsequent to solid waste removal.
13. **Funds Commitment.** [Agencies shall remove if not applicable]

In the event an agency receives approval to make payment for services via a Funds Commitment rather than an agency PO, all references to “purchase order” or “purchase orders” in the CONTRACT TERMS and CONDITIONS shall be replaced with the term “Contract.” A formal written notice to proceed issued by the agency will constitute the Contractor’s authority to make delivery and shall evidence the existence of an executed contract.