



REQUEST FOR PROPOSALS

For

Trash Hauling Services – Torchwood Reservoir

Proposal Issue Date

October 20, 2021

Proposal Submittal Due Date

November 9, 2021

**LAS VIRGENES MUNICIPAL WATER DISTRICT
REQUEST FOR PROPOSALS**

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I. INTRODUCTION`

A. General Information

The Las Virgenes Municipal Water District (District) serves the western edge of Los Angeles County including the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village. The District occupies 122 square miles and services a population of approximately 70,000. The District provides potable water, recycled water, and sanitation (wastewater) services to its customers through three separate enterprise funds. The sanitation and recycled water services are provided through a Joint Powers Authority with the Triunfo Sanitation District.

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

The District is seeking pricing proposals from firms or contractors who wish to provide refuse collection at the District's Torchwood reservoir site. The site address is:

32601 Torchwood Place, Westlake Village California, 91361

The requested services are for the continuation of the following levels of service:

- Two (2) Yard Dumpster Service, one (1) time per week for general facility refuse.
- Twenty-five (25) yard roll-off service (approximately seven times per year) for disposal of diatomaceous earth filter media (as needed when plant is in operation).

Contracts may be awarded for multiple years but will not exceed a five (5) year term. The selected firm or contractor shall furnish all expertise, labor and resources to provide complete services necessary to fulfill the requirements during the term of the Agreement.

To be considered, one electronic copy of a proposal must be received by **5:00 p.m. on November 9, 2021 by email** addressed to:

Doug Anders
Administrative Services Coordinator
Las Virgenes Municipal Water District
danders@lvmwd.com.

Proposals received after the above date and time will not be considered.

B. Background

The District own and operates the Torchwood Reservoir and Westlake Filter Plant (same address) used for storage and treatment of potable water. The District has the need for monthly trash service and intermittent roll-off service for the disposal of diatomaceous earth filter media.

C. Term of Contract

Waste Hauling Service: The term of the contract shall be for an initial one (1) year period from the date of award, and may, by mutual agreement between the District and the contract awarded proposer(s), be renewable for four (4) additional one-year periods. All prices shall be firm for the term of this contract. The contract awarded proposer(s) agrees to this condition by signing its proposal.

II. SCOPE OF SERVICES

A. General

The District is seeking pricing proposals from firms or contractors who wish to provide refuse pick up and disposal services for waste generated at the District's Torchwood reservoir. The requested services are for the continuation of the following:

- Two (2) Yard Dumpster Service, one (1) time per week for general facility refuse.
- Twenty-five (25) yard roll-off service (approximately seven times per year) for disposal of diatomaceous earth filter media (as needed when plant is in operation).

B. Response to Service Request

The vendor shall provide District with response for availability within 8 hours of a service call request. A dispatch telephone number will be provided to the District, which can be used for emergency work occurring outside of normal business hours (7:00 A.M. – 5:00 P.M. Monday – Friday).

III. PROPOSAL REQUIREMENTS

Each proposal must contain the following:

A. Provide a cover letter describing your interest in this RFP/Q.

1. Provide the name, address, phone number, fax number, and email address of the contact person.
2. Subcontractors. Subcontractors are not allowed on this project. IRS regulations require all employees be issued a W-2 form. Any worker issued a 1099 in lieu of or in conjunction with a W-2 will be considered a sub-contractor. At any time during the contract the District may request payroll records to verify workers are employees and not subcontractors.

B. Waste Hauler Qualifications

1. Proposers shall be identified on the list of authorized commercial franchise waste haulers servicing the City of Westlake Village.
2. Proposers shall be responsible for providing and maintaining equipment necessary for the work requested.

C. Client References.

Waste haulers are encouraged to provide references from similar work performed (references from local government clients are preferred) within the last three years. Information provided should include:

1. Client name, client Project Manager, address, telephone number, and email address. If client is not a local government, please indicate the type of business.
2. Type of service provided to client.

D. Rates

Proposer shall provide the following:

1. Service call amount (minimum once per month) for two cubic yard dumpster service;
2. Service call amount (minimum once per month) for twenty-five (25) cubic yard dumpster service for disposal of diatomaceous earth filter media.
3. If disposal is not included in item number 2, hauler shall indicate proposed disposal facility and current disposal price per ton.

IV. CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS

A. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right to award refuse disposal contracts to multiple vendors. The District reserves right to utilize cooperative contract if terms are deemed more favorable. The District reserves the right without prejudice to reject any or all proposals.

B. Receiving Time / Late Proposals

It is the responsibility of proposer to see that their proposal is submitted with sufficient time to be received by the District prior to the proposal closing time. Late proposals will be returned unopened to the sender. Postmarks are not accepted; all responses must be received by the District by the deadline.

C. Acceptance of Conditions Governing this RFP

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

D. Incurring Cost

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. Any cost incurred by the proposer for set up and demonstration or for interviews shall be borne solely by the proposer.

E. Proposer's Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. Any request must be submitted in writing.

F. Best and Final Offer

The District reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the District. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

G. Award of Agreements

Proposals will be scored on a combination of cost, qualifications, and experience. A copy of the District's standard Contractual Services Agreement is attached as Exhibit A.

H. Disclosure of Proposal Contents

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

I. Insurance

Any vendor performing a service on District property or a District job site is required to have insurance. The District's minimum standard insurance requirements are as follows: General Liability with \$1 million per occurrence and \$2 million aggregate, Insured Autos \$1 million, and Worker's Compensation CA State Statutory Requirements. Additional insurance may be required. If so, it will be stated on front of PO or other related contract documents. Insurance certificates and endorsements specifically naming "Las Virgenes Municipal Water District, its officers, employees, and agents" as additional insured are required before any work is performed.