

REQUEST FOR PROPOSALS

WOOD AND GREEN WASTE CHIPPING SERVICES

To: Interested Persons and Firms

From: City of Yankton Public Works Department

Date: February 7, 2022

Re: REQUEST FOR PROPOSALS – Wood and Green Waste Chipping Services

The City of Yankton Public Works Department (Public Works) is soliciting proposals from persons and firms experienced in providing wood and green waste chipping services. This Request for Proposal (RFP) will be used to identify, and possibly award a contract, to a person or firm able to provide, upon request of City, the services described in this RFP.

1. Scope of Services

1.1. Interested persons or firms must be able to provide all labor, equipment, materials, supplies, transportation, disposal, taxes, and all other costs required to perform, at a minimum, the following wood and green waste chipping services:

- Upon request of Public Works, chipping of clean construction and demolition wood waste, including but not limited to pallets, lumber, plywood, and particle board;
- Upon request of Public Works, chipping of green waste, including but not limited to logs, limbs, brush, pine needles, and pinecones
- Chipping services must be provided at the following City of Yankton Transfer Station location:

**City of Yankton Transfer Station
1201 W. 23rd Street
Yankton, SD 57078**

1.2 If a contract is awarded pursuant to this RFP, the selected person or firm shall, upon the request of Public Works, coordinate its performance of services with City Public Works Director, Public Works Manager, Solid Waste Superintendent, or an authorized representative of. Interested persons and firms should note that any contract awarded pursuant to this RFP will require the selected person or firm to commence providing green waste chipping services within forty five (45) working days of any request by City Public Works Director, Public Works Manager, Transfer Station Superintendent, or an authorized representative of either.

2. **Proposal Requirements**

To be considered, interested persons and firms must prepare and submit a proposal in response to this RFP that includes the following items and information:

- 2.1. A cover letter with the name, title, address, telephone number, and e-mail address of individual(s) with the authority to negotiate and contractually bind the person and firm.
- 2.2. A statement of the person or firm's qualifications. Any relevant licenses, certifications, education, or experience of key personnel should be identified, and quality control methods should be identified and discussed, if applicable.
- 2.3. Identification of any subcontracting businesses that may be utilized to provide a complete range of the requested chipping services, including (i) each subcontracting business's name, description, and scope of services; and (ii) a brief summary of each subcontracting business's key personnel and relevant experience, qualifications, licenses, and/or certifications.
- 2.4. A brief list of projects and/or services performed by the person or firm that best demonstrates his/its skills and experience in providing the requested chipping services in communities or environments similar to City of Yankton, including climatic conditions with substantial snowfall, wind, and desert/low rainfall conditions. Describe the estimated timelines/deadlines associated with the projects and/or services provided, and whether those timelines were met. Include contact information for a project and/or services reference if available.
- 2.5. A schedule of fees of the person's or firm's rates and fees (or compensation to City) for the provision of the requested chipping services, as well as any indirect charges that might apply to providing the services, and a date for which those rates, fees, and charges shall remain in effect.
- 2.6. A statement disclosing any past or current financial, business, or other relationship that the person or firm has with City of Yankton or any City of Yankton employee that may influence the outcome of the selection process. Alternatively, a person or firm shall provide a signed statement that no disclosure is being made because no such relationship exists.
- 2.7. A statement that the person or firm is able to meet the following minimum insurance limits and requirements:
 - General Liability - not less than One Million Dollars (\$1,000,000.00) per claim or occurrence or Two Million Dollars (\$2,000,000.00) general aggregate; an additional insured endorsement applying to "City of Yankton" will be required upon contract award.
 - Automobile Insurance - not less than One Million Dollars (\$1,000,000.00) per occurrence applicable to all owned, non-owned and hired vehicles.

- Pollution – not less than One Million Dollars (\$1,000,000.00) per claim or occurrence or Two Million Dollars (\$2,000,000.00) general aggregate.
- Workers Compensation – the legally required amount of Workers' Compensation insurance coverage and Employer's Liability coverage for not less than One Million Dollars (\$1,000,000.00) per occurrence for all employees engaged in services or operations under any contract awarded pursuant to this RFP. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of City for all work performed by Contractor, its employees, agents, and subcontractors.

2.8. Any additional information demonstrating the consultant has or firm's capabilities as related to the selection criteria listed in Section 3 below.

3. **Selection Process and Criteria**

3.1. Review and Evaluation. Each proposal will be reviewed to determine if it meets the requirements listed in Section 2. The City Public Works Director, Public Works Manager, Transfer Station Superintendent, or a committee comprised of their department staffs will then evaluate proposals based on the following criteria:

Item No.	Selection Criteria	Value
1	Key personnel's professional qualifications and experience	10 pts
3	Key personnel's knowledge of local environmental characteristics	10 pts
4	Past record of performance, including timeliness and ability to meet deadlines, quality of work, and communication skills	40 pts
5	Fee schedule proposal	40 pts

The committee may select and recommend the award of a contract for the requested services after evaluating persons and firm on the above criteria, and/or the committee may conduct interviews of top-ranked persons and firm prior to recommending the award of a contract.

3.2. Contract Negotiation and Award - The selected person or firm, if any, will be expected to enter into a contract with City that will govern the provision of the requested services. City reserves the right to negotiate a contract with any qualified person or firm. Any contract entered into by City and the selected person or firm will be on an as-needed, on-call basis. Once a contract is executed, if any, Public Works will submit to the selected person or firm requests for chipping services on an as-needed basis. Nothing in this RFP or any contract awarded pursuant to this RFP shall obligate City to request any services or guarantee the selected person or firm that City will request any quantity of service from the selected person or firm.

3.3. Non-Commitment - This RFP does not commit City to award any contract or to procure or contract for any of the services or work described in this RFP. City reserves the right to reject any or all proposals received in response to this RFP.

4. **Proposal Submittal**

4.1 Submission Deadline. To be considered, proposals prepared in response to this RFP must be submitted and **received** by Public Works by March 3, 2022 at 3:00PM (Submission Deadline), at the address provided in Section 4.2. Postmarks will not be accepted.

4.2 Submission Address and Email:

If by Email: (preferred)	If by U.S. Mail, FedEx, UPS:
Corey Potts, Public Works Manager City of Yankton cpotts@cityofyankton.org	City of Yankton Public Works Department Attn: Corey Potts, Public Works Manager 416 Walnut Street P.O. Box 176 Yankton, SD 57078

As specified in the above table, City prefers that interested persons and firms submit proposals electronically via email. However, if a person or firm wishes to submit a hard copy proposal via U.S. Mail, FedEx, UPS, etc., persons and firms should plan accordingly to ensure proposals are received by Public Works by the Submission Deadline.

4.3 Modification or Withdrawal of Submittals - Any proposal received prior to the Submission Deadline may be withdrawn or modified by written request of the person or firm prior to the Submission Deadline.

4.4 Property Rights - All proposals received by City Public Works Department shall become the property of City and all rights to the contents therein become those of City.

4.5 Confidentiality - Before the award of any contract, if any, all proposals submitted will be designated and remain confidential to the extent permitted by the South Dakota Public Records Act. After award of a contract (or if no contract is awarded, after rejection of all proposals), all proposals will be regarded as public records and will be subject to review by the public according to the South Dakota Public Records Act. Any language purporting to render all or portions of the proposals confidential will be regarded as non-effective and will be disregarded.

4.6. Amendments to RFP - City Public Works Department reserves the right to amend this RFP by addendum before the Submission Deadline to update the RFP or address any questions or the need for clarifications.

5. **Schedule**

As tentatively scheduled, all proposals **received** by the Submission Deadline will be opened and reviewed on March 3, at 3:00 PM. A contract may be awarded by or before March 14, 2022. City reserves the right to amend this tentative schedule.

6. **Questions and Inquiries**

Please contact Corey Potts, City of Yankton Public Works Manager by phone at (605) 668-5211 or by email at cpotts@cityofyankton.org with any questions or comments regarding this RFP.