

ORGANIZATIONAL INFORMATION

FORM A

TYPE OF FIRM () Corporation () Partnership

 () Individual () Other – Describe _____

If a corporation, answer:

Date Incorporated _____

In what State? _____

Please list parent organizations and their address and ownership.

How many years has your firm used its present name? _____

List firm's previous names: _____

Attach printout from corporate information of the Alabama Department of State.

BIDDER'S QUESTIONNAIRE FORM

(If space is not sufficient, please attach information within this section)

1. How many years of experience have your firm had in the following types of work, in which the work listed was the primary task?

		As a Contractor	As a Sub-Contractor
a.	Solid Waste Collection Operations		
b.	Recyclable Materials Collection Operations		
c.	Recyclable Materials Processing and Marketing Operations		
d.	Yard Waste Collection Operations		
e.	Commercial Solid Waste Collections		
f.	Other Transfer Operations		
g.	Public Service Related Contracts		

2. List the contracts in the last three (3) years which fall into the categories listed previously in Question Number 1. Contract Work shall be within 100 miles of City of Ozark and serve 6,400 residential units at a minimum. List the contracts shown in categories a, b and c or Question Number 1 first. If space permits, list the remaining contracts chronologically.

Contract Owner, City, County, etc. (Contact Person Name and Telephone Number)	Name of Contract or Service Agreement	Contract Amount of Gross Annual Revenue	Enter Letter of #1

3. For each contract listed above, provide a brief description of the service provided and your Firm's responsibilities. (Use a separate sheet if required).

4. Describe the organizational structure under which you will manage the services outlined in this RFP process. This should include, but not be limited to, the persons responsible for the following areas of performance: direct supervision, overall project management, personnel, equipment maintenance and acquisition, training, safety, risk management, financial management, customer service, and community relations. Describe the experience of, or include resumes for, persons in these positions. This organizational structure should address all services associated with this

Request for Proposal. It should also define the strategy by which the recyclable materials will be processed and marketed.

5. List the major equipment to be used for these services. The information provided must demonstrate that the equipment will meet the requirements of the various alternatives listed in the RFP. The information shall include such information as the model, age, whether leased or owned, capacity (if loads are combined for long haul as well), quantity payloads (both in weight and length), and a general description of how the equipment will interface during operations. This information should include a detailed description of equipment to be used in the processing and marketing of the recyclable materials.

- 5a. Describe the proposed equipment and operational plans that will be employed to minimize odor, noise, and air pollution and to enhance safety within the City of Ozark.

5b. Describe the schedule to be followed to maintain the equipment in a clean and sanitary condition and the schedule for cleaning vehicles.

5c. Describe the procedure to be followed to address yard waste within the City of Ozark. Specifically, what variations or allowances will be made for yard waste that does not meet the specifications of this contract? How will residents be notified of their non-compliance with the City specifications for yard waste?

5d. Describe the procedure for scheduling garbage and recycling services for City Facilities and City sponsored events.

6. Describe the backup transport system that would be used if the primary system is incapacitated. What corporate resources could be drawn from to meet the terms of the contract?

7. Describe what will be provided to assist with operational and customer service support. Keep in mind residents currently can walk in to the Public Works Department to place an order for garbage cans; report a collection complaint, residents can also telephone a collection complaint.

8. The City is committed to being a "Green Local Government" and taking every reasonable step to become more environmentally conscientious. To this effort, the City wishes to increase recycling efforts throughout the City. Please describe the type(s) of program(s) that would be offered for residential recycling, to encourage increased recycling City wide. Also, please state the preferred method (by use of carts) for increasing recycling and explain why it is preferred.

9. Provide a list of all proposed subcontractors (if applicable), addresses, phone numbers and contact names.

9a. What is the monetary percentage and portion of work to be performed by subcontractors?

IN ORDER FOR THE CITY TO DETERMINE IF EACH PROSPECTIVE CONTRACTOR CAN IN FACT FULFILL ITS PROPOSED TECHNICAL CRITERIA IN ACCORDANCE WITH THE ATTACHED GENERAL COLLECTION INSTRUCTIONS, THE FOLLING DATA SHALL BE SUPPLIED BY THE PROPOSED CONTRACTORS IN THE FULLEST DETAIL. THIS INFORMATION WILL BE USED TO VERIFY THE EACH CONTRACTOR’S COST AND SERVICE CLAIMS VERSUS INDUSTRY AND EXISTING COLLECTION STANDARDS AND WILL REMAIN CONFIDENTIAL FOR USE BY THE CITY’S EVALUATION COMMITTEE.

I. HOUSEHOLD (RESIDENTIAL)/CONTRACTED COMMERCIAL GARBAGE SERVICES

1. Describe your routing concept for residential collection for the City of Ozark.

2. How many days per week would you collect garbage.

3. How many routes/trucks will you use per day?

4. What types of collection vehicles will you use?

5. How many personnel will be manning each collection vehicle?

6. How many stops do you anticipate per hour?

7. How will you ensure a 100% collection rate?

8. How will you handle missed pickups?

9. Describe your litter control plan.

10. What is your plan for efficient exchange of contractor owned containers for city owned containers (to include transport and storage)?

11. How will you manage customer owned cans purchased from and now being collected by the city in your collection system?

12. Where will your garbage (MSW) be disposed.

13. What is the distance to that location?

14. What is your disposal cost (request verified quotation on disposal cost)?

15. Where will your collection equipment be stored?

16. How will you document and report the quantity of garbage (MSW) collected to the City of Ozark.

17. What is your method of communicating information to customers such as change of service days, violations of regulations, improper contents, etc?

18. How will you collect garbage not placed in containers as specified?

19. How will you account for the number of accounts collected per month?

20. Will you provide front loader containers or equivalent 96 gallon roll-out containers for all customers presently using dumpsters?

21. Will the City be charged for exempt customers?

22. Will you provide a field/route audit to the city 60 days prior to executing this contract and at 6 month intervals to reconcile billing of all residential accounts with the City of Ozark? Conducting this field/route audit shall be performed solely at the contractor's expense. Upon acceptance of this audit by the City of Ozark, this will become the basis of payment until the next semi-annual audit.

II. ROADSIDE TRASH AND BULK ITEM COLLECTION

1. Describe your routing concept for trash collection for the City of Ozark.

2. How many days per week will you collect roadside trash.

3. How many routes/trucks will you use per day and what will be your scheduled hours?

4. What type of collection system/trucks will you use?

5. How many personnel will be employed per collection truck?

6. What would be the hauling capacity of your hauling trucks/trailers?

7. How would the trash be hauled to the disposal site?

8. How many transport trucks or trailers will be required?

9. List roadside trash items you will not pick up.

10. What is your plan for the removal of any unauthorized roadside trash?

11. Describe your litter control plan.

12. How will you communicate with customers as to holidays, ordinance violations, improper material sizes or oversize trash loads?

13. Where will your roadside trash be disposed.

14. What is the distance from downtown Ozark to the disposal site (round trip)?

15. What is your disposal cost (request verified quote on disposal cost)?

16. How will you ensure a 100 % weekly collection rate?

17. How will you ensure collection personnel completely clean up all debris piles placed out by residents?

18. How will you document and report to the City of Ozark the quantity of trash collected.

19. How will you notify the City of Ozark of excessive loads collected (as referenced in the City Ordinance)?

III. RECYCLING COLLECTION AND DISPOSAL

1. Describe your routing concept for residential curbside recycling collection for the City of Ozark.

2. How many days per week will you collect recycling?

3. How many routes will you service per day?

4. How many collection vehicles will you employ?

5. Describe the type of collection vehicles you will use in this operation.

6. How many personnel per vehicle/route will you utilize?

7. What type of recycling containers do you propose to use?

8. How will you provide your containers to participating residents and return city owned containers to the City.

9. How will you ensure a 100% collection rate from all participating residents?

10. Do you anticipate collecting any additional types of recyclable materials other than those specified in part E of the Recycling Collection portion of the General Instructions.

11. How will the individual curbside recycling customer be collected-single stream, dual stream, or full sorted.

12. Will all recycling revenue be remitted to the City of Ozark? How will this be managed and documented.

13. Will informational and promotional packets be issued to all existing and new recycling customers? How will this be done?

14. The contractor will be required to provide a field/route audit to the City of Ozark 60 days prior to executing this contract to ensure all customers currently recycling are prepared for the transition and aware of all proposed service changes. Conducting this field/route audit shall be performed solely at the contractor's expense. Upon receipt, verification and agreement by the City of Ozark, this shall become the initial recycling collection list.

15. Will you provide a drop off point for recycling at a centrally located point?

16. How will you report and document the quantity of recycling collected.

17. Where will your recycling collection vehicles be stored?

IV. ROADSIDE WHITE GOODS AND SCRAP METAL DISPOSAL

1. Describe in detail your routing concept for collecting discarded residential white goods and scrap metal on a timely basis within the City of Ozark.

2. What type and how many collection vehicles will you use for picking up roadside white goods and scrap metal.

3. How many days per week will this service be available.

4. How many personnel will be needed per vehicle?

5. Where will you dispose of the above mentioned waste?

6. How will you handle waste of this type containing regulated materials such as refrigerants, flammable or toxic gasses, poisonous liquids or other restricted materials so that the city can be assured you are in compliance with (as a minimum) EPA, ADEM and ADPH guidelines.

7. Will all revenue generated through the sale of material collected in the City of Ozark be remitted to the City? How will this be documented and verified.

V. ELECTRONIC WASTE COLLECTION AND DISPOSAL

1. Describe in detail your routing concept for collecting discarded electronic waste on a weekly or as needed basis as described by the scope of collection general instructions.

2. What type and how many collection vehicles will you use for collection of discarded electronic waste.

3. How many days per week will this service be available.

4. How many personnel will be required per vehicle?

5. Where will you dispose of electronic waste?

6. Will all electronic waste be disposed of in accordance with City, State and Will all revenue generated through Federal Guidelines and Regulations?

7. Will all revenue generated through the sale of material collected in the City of Ozark be remitted to the City? How will this be documented and verified?

8. How will you document the quantity of electronic waste collected in the City of Ozark.

VI. SCRAP TIRE COLLECTION AND DISPOSAL

1. Describe your routing concept for weekly and as needed scrap tire collection in the City of Ozark.

2. What type of collection vehicle will you use to collect scrap tires?

3. How many days per week will this vehicle be available?

4. How many persons will work on this vehicle?

5. How will you dispose of scrap tires and at what location?

6. How will you document to the City the number of scrap tires collected?
