

CITY OF CEDAR KEY, FLORIDA

REQUEST FOR PROPOSALS

#RFP-2022-01

DUE DATE: February 25, 2022
OPEN DATE: February 11, 2022



Request For Proposals, Specifications & Instructions

YARD WASTE REMOVAL AND DISPOSAL SERVICES

Potential Proposers: Please read this packet completely before submitting a proposal. Incomplete proposal packet may result in automatic rejection of proposal

**REQUEST FOR PROPOSALS
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SCOPE OF WORK AND SPECIFICATIONS

The scope of work and specifications for this RFP shall be as follows:

1.0 GENERAL.

1.1. The purpose of a Contract awarded pursuant to this RFP is to remove, reduce and dispose of all yard waste generated debris from City and private property within the City. The Contract is to cover handling, processing and disposal of yard waste debris from curbside to final disposal.

2.0 SERVICES.

2.1 **Yard Waste** means vegetative waste resulting from landscaping maintenance and includes, but is not limited to, materials such as tree and shrub trimmings, grass clippings, palm fronds, and leaves generated by the City and residents.

2.2 Once monthly – 2nd Tuesday of each month

2.3 Contractors shall note that a portion of the project will occur in residential areas. Contractors should exercise due care to minimize any damages to trees, shrubs, landscaping and general property. The Contractor shall repair any damages caused by the Contractor's equipment in a timely manner. The debris work area shall be left clear of debris and clean, as reasonably and practical under the conditions of the work order governing the applicable services being provided.

2.4 The Contractor shall use equipment and perform work in a manner to prevent damages to infrastructure facilities and adjacent right-of-ways, including all landscaped areas. No tracked equipment shall be allowed in residential areas unless approved by the City. All loading equipment shall be required to operate from the street/road using buckets and/or boom and grapple devices to remove and load the debris.

2.5 The City reserves the right to inspect any site, verify quantities and review operations at any time.

2.6 All work shall be accomplished in a safe manner in accordance with OSHA Safety Standards.

2.7 Debris may be reduced by mechanical means using chippers, grinders, or shredders if approved by the City. The storage area and processing area for the debris reduction operation shall be designated by the City based upon the site opportunities and constraints. The size of the debris pile allowed at the designated location shall be specified prior to the start of debris reduction. All reduced debris to be removed by Contractor.

TERM OF CONTRACT

The term of any Contract entered into pursuant to this RFP shall be for five (5) years from date of award.

This agreement may be terminated at any time by written notice given to Contractor under the authority of the City Commission.

PRICING

Prices must be quoted based on a per customer, per month price, and shall be FIRM for five (5) years. Customer count to be provided to the Contractor by the City.

INSURANCE REQUIREMENT

Prior to commencement of services on any work order under the Contract, the Contractor shall, at its sole cost and expense, procure and maintain throughout the term of the Contract work order insurance in the types and limits set forth as follows:

- a. Commercial General Liability
 - 1. General Aggregate \$1,000,000
 - 2. Products and Completed Operations Aggregate \$1,000,000
 - 3. Personal and Advertising Injury \$1,000,000
 - 4. Each Occurrence \$1,000,000
 - 5. Fire Damage (any one fire) \$ 50,000
 - 6. Medical Expense (any one person) \$ 5,000

- b. Automobile Liability
 - 1. Any automobile-combined bodily injury/property damage, with minimum limits for all additional coverages as required by Florida law \$1,000,000

- c. Workers Compensation/Employers Liability
 - 1. Workers Compensation statutory limits