

**CITY OF
LADUE**

Public Works

**Bid Notice: Municipal Solid Waste and Recycling Services for
The City of Ladue Municipal Properties**

Date of Notice: December 1, 2020

The City of Ladue is requesting bids for Solid Waste and Recycle collection at four (4) municipally owned locations within the City.

Sealed bids must be received by 10:00 a.m. Thursday, January 7, 2021, at the City of Ladue, located at 9345 Clayton Road, St. Louis, MO 63124. Mark bids attention: Anne Lamitola. Bids will be opened by City staff and then the bid tabulation will be uploaded onto the City's website by end of business on Friday January 8, 2021. An optional municipal property tour will take place on Monday December 14, 2020 at 10:00 am. Meet in front of the Public Works Building which is one building north of City Hall on the municipal campus located at 9345 Clayton Road.

Requirements and Additional Information:

- Bidders must submit the certificate of insurance coverage per the City of Ladue insurance requirements (see enclosed).
- City and successful firm will enter into a three-year contract agreement. The contract agreement will include provisions to extend for two additional years. The contract agreement period shall be March 1, 2021 to February 29, 2020.
- Single itemized monthly Invoice for solid waste and recycle service is required.
- City will issue payment within 30 days of invoice date
- Invoice should be itemized to show amount for each of the four locations
- Fire House #1 located at 9213 Clayton Road, is a small site with a narrow driveway to the rear of the building where the dumpster enclosure is located that will house the 2 CY rolled dumpster for solid waste and the 96-gallon recycling cart. Collection vehicle access is tight but permitted.
- Fire House #2 located at 9925 Clayton Road (also known as 9911 Clayton Road) is small site that will not have access to the dumpster enclosure. The 2 CY rolled dumpster for solid waste and the 96-gallon recycling cart will need to be wheeled to the street by the hauler for transfer into the collection vehicle.

Description of Services:

A. Municipal Campus: 9345 Clayton Road

Solid waste (4 cubic yard dumpster) and Recycling (4 cubic yard dumpster). The two dumpsters will be located behind Public Works Building 'C' is to be collected **weekly**.

B. Mulch Site: 9810 South Outer 40

Solid waste (8 cubic yard dumpster) to be collected **monthly**. Monthly collection must be scheduled at a mutually agreed upon date & time (example: First Friday of the month between 8:00 am and 10:00 am) so that the gate located at the entrance of the property can be unlocked for solid waste collection

C. Fire House #1: 9213 Clayton Road

Solid waste (2 cubic yard dumpster) and Recycling (96-gallon rolled cart) is to be collected **weekly**.

D. Fire House #2: 9925 Clayton Road

Solid waste (2 cubic yard dumpster) and Recycling (96-gallon rolled cart) is to be collected **weekly**. As noted above, the collection vehicle will **not** have access to the dumpster enclosure at the rear of the property due to the narrowness of the property and the durability of the pavement. The Solid Waste & Recycling Collection Company will be required to wheel the dumpster and rolled cart to the front of the property for transfer into the collection vehicle.

Bid Proposal for services described above for 3/1/2021 – 2/29/2024:

- A. Municipal Campus: 9345 Clayton Road \$ _____ /month
- B. Mulch Site: 9820 S. Outer 40 \$ _____ /month
- C. Fire House #1: 9213 Clayton Road \$ _____ /month
- D. Fire House #2: 9911 Clayton Road \$ _____ /month

TOTAL MONTHLY RATE FOR ALL SERVICES: \$ _____ /monthly

Bid Proposal for services described above for 3/1/2024 – 2/28/2026:

- A. Municipal Campus: 9345 Clayton Road \$ _____ /month
- B. Mulch Site: 9820 S. Outer 40 \$ _____ /month
- C. Fire House #1: 9213 Clayton Road \$ _____ /month
- D. Fire House #2: 9911 Clayton Road \$ _____ /month

TOTAL MONTHLY RATE FOR ALL SERVICES: \$ _____ /monthly

NOTICE TO PROCEED/SCHEDULE

The tentative schedule for the award of this work by Ladue City Council is January 19, 2021. The projected Start Date for this contract is March 1, 2021.

The City of Ladue will commence with a three (3) year contract for a period of March 1, 2021 – February 29, 2024. The City reserves the right to extend the contract for one (1) additional two-year period through February 28, 2026 in accordance with the bid prices above.

Bidder Information

Company Name _____

Contact Person _____

Address _____

City _____

State _____

Zip _____

Phone _____

Signature _____

Date _____

Please provide three references. Municipal references preferred. Provide name and contact phone number or e-mail address.

Reference 1 _____

Reference 2 _____

Reference 3 _____

All questions should be directed to Anne Lamitola in the Public Works Department at (314) 993-5665 or alamitola@cityofladue-mo.gov

CITY OF LADUE
INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS

Selected Firms must maintain the following basic insurance under any agreement resulting from this Request for Proposal. A valid Certificate of Insurance utilizing the current ACCORD 25 form must be provided to the City before any goods or services can be provided. The City reserves the right to reject any insurance proposed by the Selected Firm. Preference will be given to insurance written on an “occurrence” basis; however, if any Selected Firm or subcontractor can obtain liability insurance only on a “claims made” basis, that entity must provide the City with evidence that the current claims made policy is renewed on expiration with the same carrier or provide the City with evidence of purchase of an extended discovery period (tail) of at least one year or a new policy with a different carrier with a retroactive date concurrent with the retroactive date of the present policy. Depending on the nature of the work to be performed or services provided, the City may require an extended discovery period of up to five years.

Commercial General Liability

The Selected Firm and all subcontractors must maintain a minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per occurrence, with coverage for premises/operations, products/completed operations, personal injury, and contractual liability, and an aggregate liability limit of \$2,854,330. This coverage must be primary and non-contributory. Liability policies must use standard industry ISO forms. Copies of any endorsements that restrict or exclude coverage must be provided with the Request for Proposal.

Automobile Liability Insurance

The Selected Firm and all subcontractors must maintain a minimum combined single limit of liability for bodily injury and property damage of \$2,865,330 per single occurrence or accident and \$429,799 any one person in a single accident or occurrence, including coverage for all owned, hired, and non-owned vehicles.

Worker’s Compensation

The Selected Firm and all subcontractors must maintain worker’s compensation coverage in accordance with the Missouri Worker’s Compensation Act and Employers Liability with limits not less than \$1,000,000/\$1,000,000/\$1,000,000.

Commercial Umbrella/Excess Liability

The Selected Firm and all subcontractors must maintain coverage with a limit of at least \$1,000,000.

Professional Liability

All professional service providers (e.g. attorneys, architects, accountants, engineers, physicians, consultants, etc.) must maintain a minimum combined single limit of liability of \$1,000,000 per occurrence and an aggregate liability limit of \$2,000,000.

The above coverages must be underwritten by insurance companies that have at least an A- Financial Strength Rating and a class VII Financial Size Category with A.M. Best Company, Inc. The following must be added as an additional insured on all liability insurance: **City of Ladue, its officers, employees and agents**. A copy of this endorsement must be provided to the City.

All contracts awarded by the City will include an indemnification provision in favor of the City. All insurance policies issued hereunder shall include a “waiver of subrogation” clause in favor of the City, to the greatest extent allowed by law.

All policies must provide 30 days’ written notice of cancellation or non-renewal to the City Clerk. The Selected Firm must notify the City Clerk of any change, non-renewal or termination of any coverage. Certificates are to be provided to the City Clerk.

Any changes in the above-noted coverages will be noted in the Request for Proposal. The City of Ladue reserves the right to increase, reduce or waive these insurance requirements depending upon the nature of the work to be performed, the service rendered, or the product provided.