



**REQUEST FOR PROPOSAL (RFP)  
MUNICIPAL SOLID WASTE COLLECTION,  
DISPOSAL AND RECYCLING SERVICES  
FOR THE VILLAGE OF SAN LEANNA**

**Introduction and Instructions**

The Village of San Leanna (Village) intends to award a contract for municipal solid waste collection, disposal and recycling services. The Village is requesting proposals for the collection, removal and disposal of municipal solid waste for residential and commercial services and to divert suitable materials for recycling.

Mail or deliver Proposals to the attention of:

Rebecca Howe  
City Administrator  
Village of San Leanna  
P.O. Box 1107  
Manchaca, TX 78652

Three (3) copies of the RFP must be delivered on or before April 30, 2025 at 5:00 p.m. The envelope containing the RFP must be sealed and plainly marked "Request for Proposal Municipal Solid Waste Collection Disposal and Recycling Services for the Village of San Leanna". The RFP must include the following information:

- Cover letter signed by the appropriate authorities;
- Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;
- Firm background, qualifications, experience in performance-based contracts and references;
- Evidence of insurance and security for faithful performance;
- Pricing information; and
- Draft copy of contract you propose to use

It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information, and other proprietary information. The Village intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection at any, time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

A pre-proposal meeting will be held on **April 16, 2025, at 2:00 p.m.** in the Village of San Leanna Community Center at 11906 Sleepy Hollo Rd, Manchaca, Texas. Following the April 30, 2025 deadline, proposals will be reviewed and we anticipate a recommendation to the Board of Aldermen in May 2025. The Board of Aldermen will approve the Village Attorney and staff to negotiate the details of the contract, which will be effective August 1, 2025.

The Village of San Leanna reserves the right to accept any Request for Proposal or to reject any or all Request for Proposals, to waive irregularities and/or informalities in a Request for Proposal, and to negotiate a contract with any proposer in any manner, consistent with law, deemed in the best interests of the Village.

## **Background**

The area of the Village to be serviced by this Proposal is that area commonly known as the city limits of the Village of San Leanna. The Village of San Leanna is located directly south of the City of Austin and has a population of approximately 522. The Village has approximately 230 residential solid waste customer accounts. This house count is subject to an upward adjustment to accommodate the anticipated future development in the Village. The Village averages new construction of approximately 1 to 2 new single-family homes per year and is approximately 94% developed.

The contractor provides billing to the individual customers.

The Village of San Leanna, through a contractor offers its customers:

- Once a week trash pickup to all residential and variable pickups for commercial customers;
- 96 – gallon wheeled containers are available to all residential customers;
- Once a week curbside residential recycling, including most type of papers, glass of all colors, aluminum cans, steel food cans, #1 to #7 plastic containers, and cardboard. Recycling containers are given to customers who request them and are provided by the contractor.
- The contractor provides curb side pickup, twice per year for the semi-annual large item/brush pick-up.

Additionally, the Village of San Leanna may request, at no charge; a 30 cubic yard roll off for its use up to four (4) times per year and a 96-gallon container for trash and recycling, serviced weekly, at all Village of San Leanna public buildings and parks.

The failure or omission of any proposer to familiarize itself with the sites and existing conditions and service levels in the Village shall in no way remove the contractor from any obligations of its proposal. No additional compensation will be granted due to a lack of knowledge of the sites, service levels, or the conditions under which the work will be accomplished in the Village. The Village makes no representation as to the reliability of its estimates of service levels and growth.

## **Objectives**

The Village is seeking a mutually beneficial, long-term public/private partnership based upon an incentive approach, and desire to negotiate a contract for a term 3 to 5 years, to be renewable thereafter.

The Village, in its desire to provide solid waste services, seeks a firm or qualified organization to:

- Provide solid waste service, both efficiently and economically, twice a week curbside collection (1x garbage; and 1x recycling) for all residential routes;
- Maximize sanitary and aesthetic living conditions for all residents;

- Maintain positive communications with the Village and the customer, striving to resolve issues and complaints with 24 hours;
- Collect and transport solid waste from all residential, institutional, and commercial customers within the Village of San Leanna to an environmentally safe and permitted disposal site;
- Collect and transport residential recyclables to a materials recovery facility;
- Maintain a consistent pick-up schedule with the objective of at least 90% of scheduled pickups taking place on the scheduled day;
- Provide billing for waste services;
- Contractor shall make every effort to continue to provide weekly residential collection of solid waste and recyclable services on same day of the Village's current collection schedule (Wednesday); and
- Provide alternate service programs for specific environmental goals (recycling targets, waste reduction, brush pick up etc.) as developed and desired by the Village.

The Board of Aldermen, Mayor and staff are dedicated to responsive and customer-focused solid waste and recycling services for the citizens within the Village of San Leanna. The Village of San Leanna is interested in proposals from companies with a strong commitment to excellent customer service, and who will work well with the Village organization, which promotes and supports core values, trust, teamwork, effective communication, professionalism, and quality of life. The ideal company will be customer-focused, responsive, innovative and friendly, interested in becoming a key player in the healthy community initiatives and projects, and committed to offering the Village residents and businesses with quality services. The Village desires a partnership, which recognizes quality management driven by value and a strong work ethic and not just the "bottom line."

### Proposal Content Details

**Cover letter:** Include a letter transmitting the proposal to the Village of San Leanna. This letter shall indicate the proposal is for solid waste and recycling services, provide the date of submittal, and must be signed by the appropriate authorities. The letter shall include the full name of the proposer, address for service legal notices, name and telephone number of an authorized contact person, and shall indicate the legal status of the proposer, whether corporation, partnership or individual.

**Scope of work/services to be performed:** Provide a plan with details on service methods and descriptions of services, which will be provided for the Village of San Leanna. The service plan should include, but not necessarily be limited to, the following:

- Firm's emphasis on public relations, customer education; and environmental programs;
- Billing for solid waste services to the individual customer;
- Quality control methods, complaint management and resolution procedures;
- Residential and commercial solid waste collection operation, including hours and days of the week, provide curbside pickup, twice a year, for the semi-annual large item/brush pick-up;
- Non-routine and holiday collection procedures and methods for customer notification;
- When and how recyclables will be collected in relation to normal waste collection and specify which recyclables shall be collected;
- Specify any limitations on items to be collected and requirements for preparing unusual items for pickup;
- Describe the containers to be provided, specify the time frame for their provision to new customers, and any related policies regarding distribution and replacements, damage to containers;

- Discuss any complementary or additional services available to improve the value taxpayers are receiving or to enhance their quality of life or address special needs, including any available features such as GPS tracking, customer communication platforms, or digital complaint management system;
- Discuss methods for handling barriers to collection, including blocked streets;
- Describe the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and state how many are from line units and how many are spares. Describe the plan to be used to assure that equipment shall be available to meet the service plan at all times. Describe how leakage or debris from vehicles will be minimized and/or handled;
- Describe how damage to Village trees by vehicles will be avoided and/or mitigated;
- Discuss disposal and processing sites;
- Discuss methods for ensuring customer satisfaction and service quality and related company policies;
- Discuss how the company will notify the Village in case of equipment breakdown or other event which may delay the picking up of solid waste;
- Discuss emergency response plans for service continuity during severe weather events;
- Discuss methods for handling the transition from the current provider, if applicable, to minimize disruption, as well as methods for dealing with new customers and growth in our region.

**Firm background, qualifications, experience and references:** Provide a brief description and history of the firm including current size, and how many persons in the firm are directly engaged in solid waste collection and recycling. Discuss the firm's experience in providing the proposed service to other organizations of comparable size. Provide references from five recent contracts under which solid waste/recycling collection services were provided, and include organization's name, address, contact person, and telephone number. As the Village requires that the successful respondent must have experience providing service in a performance-based contract, list all municipal collection contracts or MUD solid waste collection contracts held within the past five years, which meet these criteria. List the performance standards that you feel should be included in the contract. Include the firm's financial history with current financial statements or a statement on how the Village can be made comfortable with the financial issue.

**Insurance Requirements:** Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts and types, but at least in the limits specified below

Type	Amounts
1. Worker's Compensation	Statutory
2. Employers' Liability	\$1,000,000 / \$1,000,000 / \$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Environmental Impairment/Impact, sufficiently broad to cover disposal liability, either as a stand-alone policy or an endorsement to the Commercial General Liability	\$5,000,000 per claim / \$5,000,000 General Aggregate, or its equivalent in Umbrella or Excess liability coverage

**Pricing Information:** Provide a proposed rate structure, including unit rates for residential and other services for the following:

- Residential rates should be quoted for 1x week garbage pickup and 1x week recycling pickup.
- Provide a price option for 1x week garbage pickup and biweekly recycling pickup.
- 2x year Brush and Bulky Item Curbside Collection (max 8 Cubic Yards).

Optional:

- Provide a price option for garbage that allows residents to choose what size garbage cart they want based on the amount of garbage they generate.
- Provide a price option for 1x week Organics Collection.
- Provide a price option for 2x year Household Hazardous Waste pickup events, scheduled to coincide with brush and bulky item pickups.

## Proposal Selection

**Evaluation:** A selection committee, as established by the City Administrator, will review the proposals and recommend the most highly qualified submitting firms. In the event of equally qualified firms, the Committee may invite the top matched firms for interviews. The proposal selected for recommendation to the Board of Aldermen will be the one which best meets the long-range needs of the Village in the most cost-effective method possible, and which assures compliance with all federal and state regulations.

Considerations will include:

- Cost of Service, cost-effectiveness, and transparency of pricing (30%)
- Firm's background, qualifications, and related experience (20%)
- Ability to meet service and performance standards (20%)
- Quality of service, methods for satisfying customers, company values, management style, and commitment to the Village (20%)
- Environmental sustainability practices (10%)

The Village may also request additional information from Proposers at any time prior to final approval of a selected Proposer. The Village reserves the right to reject any or all proposals, or to negotiate modifications or proposals submitted; and accept part or all of the proposals on the basis of considerations other than process or cost. Final approval of a selected Proposer is subject to the action of the Village of San Leanna Board of Aldermen.

The Village may use sources of information not supplied by the proposer concerning the abilities to perform this work. Such sources may include, but not be limited to, current or past customers of the organization, on-site inspection of the firm's operation, on-site inspection of the landfill and recycling sites, and credit records.

**Disqualification of Proponents:** Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proponent and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of Board of Aldermen members, Mayor, or staff,

- Lack of competency as availed by either financial statements, experience or equipment statements as submitted, or other factors;
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted;
- Use of a questionable disposal site.

**Attachments:**

Conflict of Interest Questionnaire

Form 1295 – Certificate of Interested Parties

Village of San Leanna Contact: Rebecca Howe  
City Administrator  
(512) 280-3898