

**CITY OF PANAMA CITY BEACH**  
**REQUEST FOR**  
**STATEMENTS OF QUALIFICATIONS**  
**AND PROPOSALS**  
**FOR RESIDENTIAL SOLID WASTE COLLECTION SERVICES**

The City of Panama City Beach, Florida (the "City"), hereby requests STATEMENTS OF QUALIFICATIONS and specific PROPOSALS from financially secure firms or individuals with extensive experience in collecting and disposing of residential solid waste. The City intends to award a non-exclusive franchise to each responding qualified firm who currently provides residential solid waste collection services in the City or unincorporated Bay County lying between the City limits and Philips Inlet Bridge, the West Bay Bridge and the Hathaway Bridge (the "Island"). A copy of the proposed form of Franchise Agreement is attached (draft date November 20, 2018). INTERESTED FIRMS AND INDIVIDUALS ARE ENCOURAGED TO READ AND STUDY THE PROPOSED FRANCHISE AGREEMENT CAREFULLY. The City currently collects residential yard debris. While the Franchise Agreement contemplates the hauler's provision of solid waste and bulk waste collection services inclusive of yard debris, the City reserves the right to franchise the collection of solid waste only, or the collection of solid and bulk wastes exclusive of yard debris.

The proposed franchise is for an initial term of three years, with 3 optional 2-year renewal terms.

**STATEMENT OF QUALIFICATIONS:**

Interested and qualified firms and individuals desiring consideration should submit to the City eight (8) copies of their statement of qualifications, which must be bound in an 8" x 11 format, and should include:

1. Name and principal address of firm or individual;
2. Experience of firm, including but not limited to, descriptions of the level of service provided, length of service, names of similar communities served and, if the firm has a community wide contract, a name, address and telephone number of a reference to contact with regard to that contract. (Note: An interested firm that cannot demonstrate past experience with lengthy, successful residential hauling business in the City of Panama City Beach or Island, will not be considered and therefore need not respond to this request);
3. Names of management personnel who are or will be assigned to the City and proposed organizational chart to senior management;
4. Evidence of Financial strength, including but not limited to, a copy of the firm's most

recent financial statement, audited if available, and the firm's most recent audited annual report, or if non, then an annual review, or if none, then an annual compilation for the most recent fiscal year;

5. Authorization to do business in the State of Florida and verification of all licenses and certifications required to operate the utility in accordance with all applicable statutes, regulations, and rules;
6. Evidence of availability of insurance and coverages required by the proposed Franchise Agreement;
7. Firm claim and litigation history for past five (5) years where the amount in dispute exceeded \$25,000;
8. Three (3) references with respect to services provided in similar or adjacent communities, including contact information; and
9. Any additional relevant information if desired.

PROPOSAL:

Interested and qualified firms and individuals desiring consideration should submit to the City eight (8) copies of their Proposal which must be in an 8" x 11 format and state:

1. That the bidder is willing, should the City decide to proceed, to enter the proposed Franchise Agreement in substantially the form included in these instructions.
2. Current Pricing Schedule for Residential Solid Waste Collection applicable in the corporate limits of Panama City Beach, inclusive of Bulk Waste Collection Services.
3. Current Pricing Schedule for residential solid waste collection applicable in the corporate limits of Panama City Beach, exclusive of Bulk Waste Collection Services.
4. Current Pricing Schedule for Bulk Waste Collection Services applicable in the corporate limits of Panama City Beach, broken down by Yard Waste, Special Waste and White Goods.
5. Hypothetical Pricing Schedules for residential solid waste collection in the Service Area if the City assumed responsibility for billing the residential solid waste collection services provided by Bidder.
6. Current routing schedule for residential solid waste collection in the corporate limits of Panama City Beach, or on the Island.

EVALUATION OF QUALIFICATIONS and PROPOSAL:

Qualifications will be evaluated using the following criteria:

1. Operational and management experience and reputation.
2. Financial strength.
3. Experience providing residential solid waste collection services in the City or the Island, and ability to provide all required services and assimilate additional workloads.
4. Firm or individual's major claim and litigation history for past five (5) years.
5. Any other information included within or developed from the Interested firm or individual's response.

SELECTION PROCEDURES:

1. All Statements of Qualifications and Proposals will be reviewed by a review committee (the "Committee") composed of the City staff as designated by the City Manager.
2. The Committee serves in a fact finding capacity only and will summarize and report its findings to the City Manager. The Committee may conduct interviews with all or certain selected interested firms or individuals, as the Committee deems appropriate and in the City's best interests.
3. The City Manager, based upon the information provided by the Committee and any other information deemed appropriate in the City Manager's sole discretion, shall then identify and develop an initial recommended listing of the responding firms which he finds to be qualified and reliable to perform the required services.
4. The City Council will then be requested to review the City Manager's recommended list and make a final decision on the firms to be awarded the Franchise Agreements.

PUBLIC ENTITY CRIMES STATEMENT:

Interested firms and individuals must complete and include as a part of the submittal, a Sworn Statement under Section 287-133 (3) (a), Florida Statutes, on Public Entity Crimes.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

RECEIPT OF QUALIFICATIONS, PROPOSALS AND GENERAL INSTRUCTIONS:

Statements of Qualifications and Proposals must be submitted in a sealed package to the **MARIO GISBERT, CITY MANAGER, CITY OF PANAMA CITY BEACH, 110 SOUTH ARNOLD ROAD, PANAMA CITY BEACH, FLORIDA, 32413, ON OR BEFORE 2:00 P.M., CENTRAL TIME, December 5, 2018**, and marked **Statement of Qualifications and Proposal—RESIDENTIAL SOLID WASTE COLLECTION SERVICES**. Statements of Qualifications and Proposals will be publicly opened at 2:00 p.m. on that date at that place.

Statements of Qualifications and Proposals shall be typed or printed. All corrections made by the interested firm or individual prior to the opening shall be initialed and dated by the interested firm or individual. No changes or corrections will be allowed after the Statements of Qualification and Proposals have been opened. Statements of Qualification and Proposals which do not comply with these instructions or that do not include the requested data may be rejected by the City.

Any person requiring a special accommodation at a Submittal Opening because of a disability should call the City Clerk at (850) 233-5100 at least five workdays prior to the Submittal opening. For Hearing Impaired, Dial 1-800-955-8771 (TOO), and 1-800-955-8770 (Voice).

Any question concerning this solicitation must be submitted in writing by email to the City Manager, Mario Gisbert (mgisbert@pcbgov.com) no later than November 29, 2018. During the solicitation process, interested firms are prohibited from making any other contact with the City, its staff, elected officials or consultants concerning the subject of this solicitation and failure to abide by this requirement may lead to disqualification.

In the best interests of the City, the City reserves the right to accept or reject any and all Statements of Qualifications and Proposals, in whole or in part, to waive informalities in the submittals, to unilaterally modify the proposed Franchise Agreement, to obtain new and additional Statements of Qualifications and Proposals, or to postpone the opening of Statements of Qualifications and Proposals or to reject all Proposals and do nothing or to proceed by whatever appropriate means it may elect, without compensation in any event to

firms or individuals participating in the process described in these instructions.

Each firm or individual shall be solely responsible for all costs they incur in responding to this Request. In no event and under no circumstances shall the City be liable or responsible for any such costs. The City is under no obligation, either express or implied, to reimburse responding firms or individuals for any expenses associated with the preparation and submittal of the Statement of Qualifications or Proposal.

The successful firms or individuals shall not discriminate against any person in violation of Federal, State or local law.

Electronic versions of the solicitation documents are available via the City's website [www.pcbgov.com](http://www.pcbgov.com). Solicitation documents, and the City's Code of Ordinances, are also available at City Hall, 110 South Arnold Road, Panama City Beach, FL 32413, and may be obtained at this address.

Proposers shall submit all questions, in writing, to the City Clerk at [jsmith@pcbgov.com](mailto:jsmith@pcbgov.com) or FAX to (850) 233-5116. All questions shall be submitted no later than 7 days prior to the scheduled bid opening.

If any addenda are issued after the initial specifications are released, the City will post the addenda on the City website at: [www.pcbgov.com](http://www.pcbgov.com). It is the responsibility of the proposer prior to submission of any proposal to check the above website or contact the Public Works Department to verify any addenda issued. The receipt of all addenda must be acknowledged on the addenda response sheet.

Any Respondent may withdraw its Proposal, either personally or by written request, at any time prior to the scheduled time for opening Proposals. No Respondent may withdraw its Proposal for a period of 60 days after the date for opening and all Proposals shall be subject to acceptance by the City during this period.

Attachments: Proposed Franchise Agreement (draft dated November 20, 2018)

End.