



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division  
1800-3 N. Blair Stone Road  
(corner of Miccosukee and  
Blair Stone Roads)  
Tallahassee, Florida 32308  
(850) 606-1600

### Commissioners

BILL PROCTOR  
District 1

JANE G. SAULS  
District 2

JOHN DAILEY  
District 3

BRYAN DESLOGE  
District 4

KRISTIN DOZIER  
District 5

MARY ANN LINDLEY  
At-Large

NICK MADDOX  
At-Large

VINCENT S. LONG  
County Administrator

HERBERT W.A. THIELE  
County Attorney

January 16, 2013

RE: Solicitation Title: Request for Proposals (RFP) for the Operation and Management of the County's Solid Waste Transfer Station  
Solicitation No: BC-01-23-13-21  
Opening Date: Wednesday, January 23, 2013 at 2:30 p.m. Eastern Time

### ADDENDUM #3

Dear Vendor:

This letter serves as Addendum #3 for the above referenced project.

1. RFP document, Section II., X. Performance Bond, is revised to read as follows:

Performance Bond: A Performance Bond in the amount of 100% of the annual estimated project cost shall be supplied by the successful Contractor prior to contract execution.

The Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond must contain a clause stating the following:

"In the event of non-performance on the part of the contractor this performance bond can be presented for honor and acceptance at \_\_\_\_\_ (address) \_\_\_\_\_, which is located in Tallahassee, Florida."

2. Replace Insurance Certification Form (pages 26 & 27), with Revised Insurance Certification Form (Revised pages 26 & 27). The Revised Insurance Certification Form is attached to this addendum.
3. The following questions were submitted by vendors and the answers are provided for your consideration.

**Q1.** Commercial General Liability insurance – p. 18 – There is language that requires the contractor to continue the CGL policy for 3 years after the termination of the contract. This is unusual. Will the County consider deleting same?

**Answer:** The contractor must maintain the 3-year "tail coverage" as required in the solicitation.

**Q2.** Professional liability insurance – p.26 – The insurance certification form references professional liability insurance but that coverage is not required in the specifications. Should this be deleted from the form?

**Answer:** Professional liability insurance is not required. See revised insurance form.

**Q3.** RFP - B. Background - page 3 – Does the table represent Transactions or Tons?

**Answer:** As stated on the table, it represents transactions.

- Q4.** RFP - X. Performance Bond – Please define “estimated project cost”? Is it based on the estimated 10 year life of the contract or a portion thereof or some other method of calculation?
- Answer:** The performance bond is for 100% of the annual value of the contract. Please see the revision in this addendum.
- Q5.** RFP - III. Scope of Services – Will the Contractor be required to pay property taxes?
- Answer:** No, the vendor will not be required to pay property taxes.
- Q6.** RFP - F. Permits – At commencement of the contract will the County be responsible for the FDEP modification transferring operations to the Contractor?
- Answer:** The Contractor shall prepare the permit modification on behalf of the County and pay any resultant fees. It is expected the permit modification will be deemed minor.
- Q7.** RFP - F. Permits – Will the Contractor be required to use the County’s Engineer of Record?
- Answer:** No.
- Q8.** RFP - F. Permits – Will the Contractor have access to all permitting information, in addition to the Operating Permit document?
- Answer:** Yes.
- Q9.** RFP - G. Material Recovery – What was the time period used for the Waste Generation Study? What was the amount of waste sorted?
- Answer:** A copy of the waste composition study report is attached and includes the methodology utilized in completing the study. The Leon County Solid Waste Management Division’s 2011 Waste Characterization Study has been uploaded to the County website at <http://www.leoncountyfl.gov/purchasing/plans&specs>.
- Q10.** Draft Contract - 1.2.26. “Recovered Materials” according to the definition these materials can be stored outside. With FDEP approval, would you allow this?
- Answer:** The definition of Recovered Materials on page 2 of the RFP does not mention storing such materials outside. As stated in Section 3.6.4 of the draft agreement, the County will only allow the Contractor to store Recyclables or Recovered Materials in the Transfer Station’s outdoor areas if they are fully contained and protected from the elements within a vehicle or container. Storage on the ground or use of tarps is not acceptable.
- Q11.** Draft Contract - 2.2.1. Will the scalehouse operator be allowed to accept and route incoming business calls?
- Answer:** No.
- Q12.** Draft Contract - In order to comply with this section, can the Contractor refuse loads of Bulky Waste, C&D and Yard Waste?
- Answer:** Any loads of bulky waste, C&D or yard waste that also contain solid waste are considered solid waste and may not be refused by the Contractor. Loads containing only Bulky Waste or C&D are to be directed to the County-designated facility for such materials. Loads containing only Yard Debris are to be directed to the Apalachee Solid Waste Facility.
- Q13.** Draft Contract - Will the County provide 12 months of utility costs and telecommunication costs for the Transfer Station and the Scalehouse?
- Answer:** For FY 2012, the utility costs were \$44,027.32 and phone charges were \$248.02
- Q14.** Draft Contract - At the Pre-Bid Conference it was stated that a new wheel washing system would be in place prior to the contract date. Is water or other utility consumption expected to increase as a result?
- Answer:** Yes, there will be an increase in water use with the new wheel washing system. The new system will use 225 gallons per 30 second wash cycle.
- Q15.** Draft Contract - With the approval of all parties, can hours of operation be reduced?
- Answer:** For purposes of response to this RFP, the answer is no. If future circumstances warrant, an amendment to the Agreement to reduce operating hours may be considered.
- Q16.** Draft Contract - Will more frequent reports be available upon request?

**Answer:** If this is in reference to Section 4.1, which states the County will provide the Contractor with a report of the previous month's tonnage, the County may provide more frequent reporting as negotiated by the selected vendor and the County.

**Q17.** Draft Contract - Often mills do not pay on a net 30 basis; can accommodations for payment of recyclables be negotiated?

**Answer:** Recycling revenue is to be deducted from payment due to the Contractor as stated in the draft agreement.

**Q18.** Fuel Tanks – Who is allowed to use on-road fuel? Who is allowed to use off-road fuel other than Transfer Station equipment?

**Answer:** The use of fuel for on-road versus off-road purposes is governed by federal and state laws, which the Contractor must understand and comply with. Currently, the County uses off-road fuel for transfer station equipment only. All other County vehicles use on-road fuel.

**Q19.** What is the approximate fuel consumption per month for on-road and off-road fuel?

**Answer:** On-road - 1,109.5 gallons/month. Off-road - 1,707.3 gallons/month.

**Q20.** Do the utilities stay in the name of Leon County?

**Answer:** The County prefers that the utilities be in the vendor's name; however, this matter may be negotiated with the selected vendor.

**Q21.** Who will have access to the property through the security system?

**Answer:** Scalehouse attendants, the Solid Waste Director or designee, a Contract Compliance technician and a representative from Leon County's Management of Information (Information Technology) Services.

**Q22.** What are the operation and maintenance costs of the odor control system?

**Answer:** The system is serviced quarterly at \$375/quarter. That fee includes preventive maintenance on the current wheel washing system. Annual cost for odor control chemicals for the misting system is \$9,350.00, and the annual cost of odor control granules is \$5,696.40.

**Q23.** Does the vendor pay for disposal going to Springhill landfill or does the County get billed directly by Waste Management?

**Answer:** The County has a transport and disposal contract with Waste Management, and will continue to make payment to Waste Management.

**Q24.** Does the transfer station only use one loader? Volume indicates use for 2, however there is only one on the asset list for sale?

**Answer:** The County utilizes two loaders, a primary and a backup. Under normal conditions one loader is in use on the tip floor. When volume demands, two loaders are used. The backup loader, CAT 966H, is scheduled for "buy back" and will not be replaced, thus one loader appears on the asset list.

**Q25.** Is the material recoverable portion of the bid required to be implemented?

**Answer:** The material recoverable portion of the RFP must be completed in order to be considered responsive. A proposer may submit a proposal with a 0% guaranteed diversion rate and 0% revenue share; however, the proposal will be evaluated according to the evaluation criteria specified in Section V.F.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,



Shelly W. Kelley, PMP  
Leon County Purchasing Director

Attachment

**REVISED INSURANCE CERTIFICATION FORM**

To indicate that the Proposer understands and is able to comply with the required insurance, as stated in the bid/RFP document, Proposer shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES     NO

Commercial General  
Liability:

Indicate Best Rating:  
Indicate Best Financial Classification:

---

Business Auto:

Indicate Best Rating:  
Indicate Best Financial Classification:

---

Pollution Liability and/or  
Environmental Impairment  
Liability:

Indicate Best Rating:  
Indicate Best Financial Classification:

---

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES     NO

Indicate Best Rating:  
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES     NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by Leon County. At the option of Leon County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Leon County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -  
General Liability & Automobile Liability

Primary and not contributing coverage-  
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers) - General Liability,  
Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability,  
Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided.

Please mark the appropriate box:

Coverage is in place  Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name \_\_\_\_\_  
                    Typed or Printed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_  
(Company Risk Manager or Manager with Risk Authority)