AUSTIN Independent School District | Contract and Procurement Services

Request for Proposals (RFP)
19RFP009 Grease Trap Services

Date	Event
Feb. 5 and 12, 2019	Advertise/Issue Date
February 12, 2019	Due Date for Questions by 5:00 pm
February 14, 2019	Questions and Answers posted on our website
February 19, 2019	**RFP opening / due date at 2:00 pm CST**
May 20, 2019	AISD Board Meeting for review/approval

Deliver Sealed Proposals to:	**Contact:**
Austin ISD **Contract and Procurement Services** **1111 West 6th Street** **Building A, Suite 330** **Austin, TX 78703**	**Donna Magnuson** **Procurement Specialist** **Phone: 512-414-9734** **donna.magnuson@austinisd.org**

- Questions must be submitted via e-mail to the contact person listed below. In the e-mail subject line, type: **Questions, 19RFP009 Grease Trap Services.**
- Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
  - **Required**
    - One (1) hard copy marked "original" – include signed "required" forms
  - **Requested**
    - One (1) digital copy on a flash drive – include signed "required" forms
    - Two (2) hard copies marked "copy"
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with:
  - **Name and address of the Respondent**
  - **RFP number and Title above**

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Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

- ☐ Read entire RFP document, appendices and attachments
- ☐ Review AISD Policy and Instructions on our website: Policy and Instructions
- ☐ Attend pre-proposal conference (if scheduled, but attendance is not required)
- ☐ Submit questions properly before deadline
- ☐ Review addenda, Q&A and other additional attachments
- ☐ Review Proposal Format section of RFP

Forms

Completed | Required

- ☐ | ☑ Bid Certification
- ☐ | ☑ Notification of Criminal History of Contractor
- ☐ | ☑ Debarment, Suspension and Ineligibility Certification
- ☐ | ☑ HUB Utilization Report (HUR) – HUBATT 1
- ☐ | ☐ HUB Compliance Checklist – HUBATT 1A
- ☐ | ☑ Conflict of Interest Questionnaire (CIQ) – electronic
- ☐ | ☐ Strategic Partner Profile
- ☐ | ☐ EDGAR Vendor Certification

Submitting the Proposal

Completed

- ☐ Prepare the proposal in the format specified and sign all required forms
- ☐ Submit required hard copy marked “original”
- ☐ Submit requested quantity of digital copies on flash drive
- ☐ Submit requested quantity of hard copies marked “copy”
- ☐ Package proposal in sealed envelope or carton properly labelled
- ☐ Deliver proposal to delivery address by RFP opening / due date and time

I. Introduction

The Austin Independent School District (herein after referred to as "AISD" or the "District") is seeking proposals from firms qualified and experienced in servicing grease traps. AISD currently has grease traps at 114 locations within the district. The services required by these specifications are to include the furnishing of all labor, equipment, and materials necessary for the removal, transportation and disposal of waste materials from grease traps located at AISD facilities. Refer to **Attachment A** for a list of locations, cycles and volumes.

II. Historically Underutilized Business (HUB) Program Requirements

No Goals

No Goals are appropriate for this project. While no goals have been established for this project, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of subconsulting are identified. Please complete the HUB Utilization Report - HUR form (HUBATT 1). When the HUR Form and Good Faith Effort - GFE documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE. (Reference HUB No Goal Compliance Information Attachment)

III. Contract Term

The agreement(s) resulting from this solicitation will be in effect for an initial term of two (2) years from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to three (3) additional one-year periods. AISD may extend the agreement for an additional sixty (60) days to prevent contract lapse and issue a new solicitation.

IV. Scope of Service and Performance Requirements

1. Servicing of grease traps shall be performed according to a pump cycle and shall be coordinated with and approved by the Assistant Director of Operations for Food Service. Pump cycles are listed on **Attachment A** as once per the number of weeks listed, i.e., servicing once every 12 weeks, once every 4 weeks. Cycles vary depending on size of the school and volume.
2. Unscheduled pumping of specific locations will also be included in this contract. AISD Food Service Department will notify vendor at least twenty-four hours in advance of necessary unscheduled pumping. The vendor will provide unscheduled pumping at the same rate as scheduled pumping with no additional charges.
3. The vendor shall remove wall grease, sludge, solids and water from each grease trap, and scrape the sides and bottom of grease trap with a metal scraper or other suitable implement so that all of waste material deposits are thoroughly removed.
4. The grease traps and surrounding areas shall be left in a clean, deodorized and in sanitary condition.

5. All servicing of grease traps will be performed between the hours of 7:00 A.M. and 3:30 P.M., Monday through Friday.

6. All collected waste material will be disposed of in accordance with local, state and federal regulations and shall be for the sole purpose of disposal as a waste product and shall not be transferred or sold.

7. All invoices shall include school name, school code, and total number of gallons of waste removed per servicing.

8. AISD will only pay the gallon capacity identified in this bid. If the vendor believes there is a discrepancy in gallon capacity identified for a specific location, the vendor must contact the Assistant Director of Operations for the Food Service Department immediately. AISD Food Service Department will coordinate the verification of the actual gallon capacity of locations when made aware of discrepancies and correct listing as necessary.

9. All personnel (service technicians and representatives) shall be appropriately uniformed and readily identifiable with a photo/name ID.

10. Contractor will meet all local, state and federal regulations. Should the contractor fail to meet the regulations, any fines will be the responsibility of the contractor.

11. Contractor shall carry throughout the life of this Contract, at their expense, insurance that meets local, state and federal statutory minimums.

V. Proposal Format

A. Preface

The Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor's proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the Proposer submitting the proposal and a brief summary of the Proposer's corporate experience and individual experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. It is the vendor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.
Include the following:

- Price per gallon
- Minimum charge per trap
- Emergency fee

Disposal services are estimated at 800,000 gallons annually.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

VI. Initial Review of Proposals

Any proposer determined non-responsible or any proposal determined non-responsive will not be evaluated further. The proposer will be notified of a non-responsible or non-responsive determination.

Responsive
In order for a proposal to be responsive:

- ALL required forms listed above shall be included with proposal;
- Proposal shall be received prior to the RFP Opening Date at the address listed on the cover page;
- Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible
In order for a proposal to be responsible, the proposer shall be in good financial standing with the Texas Comptroller of Public Accounts.

VII. Competitive Selection/Evaluation

A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD's requirements, price and other factors considered.

B. AISD will evaluate each Contractor's proposal in the areas of the proposed plan, experience/service capabilities, and best value on the following pre-determined criteria:

PHASE 1

Points	Item	Detailed Description
20 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service.
15 Points	Contractor's Capabilities	The demonstrated ability of the Contractor to provide services, including references.
25 Points	Proposed Services/Products	Quality of items as well as their ability to meet specifications and sustainability requirements and preferences.
40 Points	Financial Proposal	Start-up costs, fixed product costs as well as rebate incentives to determine best value.

PHASE 2 (optional)

Points	Item	Detailed Description
25 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Services and Performance Requirements.
30 Points	Proposer's Capabilities	The demonstrated ability to provide services, including references.
30 Points	Management Information Reporting and Data Processing Capabilities	The ability of the Contractor to process information management requirements of the District and partners.
15 Points	Financial Proposal	All fees associated with providing the services required.

C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.

VIII. Appendices and Attachments

- Attachments
  - HUB Utilization Report (HUR) – HUBATT 1
  - Historically Underutilized Business (HUB) Program No Goals Compliance Information for Commodities & Other Contracted Services
  - Attachment A – List of locations, cycles and volumes, included in RFP
- Appendix
  - Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-(LOCAL) – included in RFP

ATTACHMENT A

AUSTIN ISD SCHEDULED DISPOSAL OF TRAP WASTE				
School Name	**Street Address**	**Zip**	**Volume**	**Cycle/Frequency**
AKINS HIGH SCHOOL	10701 S. First ST.,	78748	1,750	12
ALLAN ELEM	4900 GONZALES	78702	1,000	12
ALLISON ELEM	515 VARGAS RD	78741	1,000	12
Alternative Learning Center	901 NEAL ST	78702	1,000	12
ANDERSON HIGH SCH	8403 MESA DR	78759	2,500	4
ANDREWS ELEM	6801 NORTHEAST DR	78723	1,000	12
ANN RICHARDS SCHOOL	2206 PRATHER LANE	78704	300	12
AUSTIN HIGH SCH	1715 W CESAR CHAVEZ	78703	900	8
AUSTIN HIGH SCH Culinary	1715 W CESAR CHAVEZ	78703	250	8
BAILEY MIDDLE SCH	4020 LOST OASIS HOLLOW	78739	1,500	12
BALDWIN ELEMENTARY	12200 MERIDIAN PARK BLVD.	78739	2,800	12
BARANOFF ELEM	12009 BUCKINGHAM GATE RD	78745	3,000	12
BARRINGTON ELEM	400 COOPER DR	78753	1,000	12
BARTON HILLS ELEM	2108 BARTON HILLS DR	78704	1,000	12
BECKER ELEM	906 WEST MILTON	78704	1,250	12
BEDICHEK MIDDLE	6800 BILL HUGHES RD	78745	1,500	12
BLACKSHEAR ELEM	1712 E 11TH ST	78702	1,000	12
BLANTON ELEM	5408 WESTMINSTER DR	78723	1,000	12
BLAZIER ELEM	8601 VERTEX BLVD	78744	2,000	12
BOONE ELEM	8101 CROFTWOOD RD	78749	1,500	12
BOWIE HIGH SCH	4103 SLAUGHTER LANE	78749	2,250	12
BOWIE HIGH SCH Culinary	4103 SLAUGHTER LANE	78749	1,700	12
BRENTWOOD ELEM	6700 ARROYO SECA	78757	1,000	12
BROOKE ELEM	3100 E 4TH ST	78702	1,000	12
BRYKER WOODS ELEM	3309 KERBY LANE	78703	1,000	12
BURNET MIDDLE SCH	8401 HATHAWAY RD	78757	560	8
CAMPBELL ELEM	2613 ROGERS AVE	78722	1,200	12
CASEY ELEM	9400 TEXAS OAKS DR	78748	1,750	12
CASIS ELEM	2710 EXPOSITION BLVD	78703	1,000	12
CLAYTON ELEM	7525 LACROSSE AVE	78739	1,500	12
COOK ELEM	1511 CRIPPLE CREEK	78758	1,600	4
COVINGTON MIDDLE	3700 CONVICT HILL RD	78749	1,000	12
COWAN ELEM	2817 KENTISH DR	78748	2,500	12
CROCKETT HIGH	5601 MANCHACA RD	78745	2,000	12
CUNNINGHAM ELEM	2200 BERKELEY AVE	78745	1,200	12
DAVIS ELEM	5214 DUVAL RD	78727	1,700	12
DAWSON ELEMENTARY	3001 SOUTH FIRST	78704	1,500	12
DOBIE MIDDLE SCH	1200 RUNDBERG LANE	78753	350	4
FULMORE MIDDLE SCH	201 E MARY	78704	1,700	12
GALINDO ELEM	3800 S 2ND	78704	1,100	12
GARCIA MIDDLE SCH	7414 JOHNNY MORRIS RD	78724	3,500	12
GARZA INDEPENDENCE	1600 CHICON ST	78702	1,000	12
GORZYCKI MIDDLE	7412 WEST SLAUGHTER LANE	78749	3,500	12

ATTACHMENT A

School Name	Street Address	Zip	Volume	Cycle/Frequency
GOVALLE ELEM	3601 GOVALLE AVE	78702	1,000	4
GRAHAM ELEM	11211 TOM ADAMS DR	78753	150	4
GUERRERO-THOMPSON	102 E. RUNDBERG LANE	78758	2,000	12
GULLETT ELEM	6310 TREADWELL BLVD	78757	650	8
HARRIS ELEM	1711 WHELESS LANE	78723	1,750	12
HART ELEM	8301 FURNESS	78753	1,700	12
HIGHLAND PARK ELEM	4900 FAIRVIEW	78731	1,500	12
HILL ELEM	8601 TALLWOOD DR	78759	1,500	4
HOUSTON ELEM	5409 PONCIANA DR	78744	2,000	12
JAIME PADRON	2011 WEST RUNDBERG LN	78758	3,000	12
JOHNSON HIGH SCH	7309 LAZY CREEK DR	78724	3,000	12
Eastside Memorial HS	1012 ARTHUR STILES	78721	3,000	12
JORDAN ELEM	6711 JOHNNY MORRIS RD	78724	1,750	12
JOSLIN ELEM	4500 MANCHACA RD	78745	1,300	12
KEALING MIDDLE HIGH	1607 PENNSYLVANIA AVE	78702	2,800	12
KIKER ELEM	5913 LA CROSSE AVE	78739	1,750	12
KOCUREK ELEM	9800 CURLEW DR	78748	1,500	12
LAMAR MIDDLE SCH	6201 WYNNONA	78757	1,400	12
LANGFORD ELEM	2206 BLUE MEADOW	78744	2,500	12
LANIER HIGH	1201 PAYTON GIN RD	78758	2,000	4
LEE ELEM	3308 HAMPTON RD	78705	1,000	12
LINDER ELEM	2800 METCALFE RD	78741	850	12
MAPLEWOOD ELEM	3808 MAPLEWOOD AVE	78722	1,500	12
MARTIN MIDDLE HIGH	1601 HASKELL	78702	200	12
MATHEWS ELEM	906 WEST LYNN	78703	1,000	12
MCBEE ELEM	1001 WEST BRAKER LANE	78758	1,500	12
MCCALLUM HIGH SCH	5600 SUNSHINE DR	78756	1,500	12
MENCHACA ELEM	12120 MANCHACA RD/BOX 759	78652	1,850	12
MENDEZ MIDDLE	5106 VILLAGE SQUARE	78744	1,250	12
METZ ELEM	84 ROBERT T MARTINEZ JR	78702	2,000	12
MILLS ELEM	6201 DAVIS LN	78749	2,000	12
MURCHISON MIDDLE	3700 NORTH HILLS DR	78731	2,000	8
O.HENRY MIDDLE SCH	2610 W 10TH ST	78703	900	12
OAK HILL ELEM	6101 PATTON RANCH RD	78735	1,500	4
OAK SPRINGS ELEM	3601 WEBBERVILLE RD	78702	1,000	8
ODOM ELEM	1010 TURTLE CREEK BLVD	78745	1,700	12
ORTEGA ELEM	1135 GARLAND AVE	78721	1,000	12
OVERTON ELEM	7201 COLONY LOOP DR	78724	1,500	12
PALM ELEM	7601 DIXIE DR	78744	500	8
PAREDES MIDDLE SCH	1100 S MARY MOORE SEARIGHT	78748	1,000	12
PATTON ELEM	6001 WESTCREEK DR	78749	3,500	12
PEARCE MIDDLE SCH	6401 N HAMPTON DR	78723	150	8
PEASE ELEM	1106 RIO GRANDE	78701	800	12
PECAN SPRINGS ELEM	3100 ROGGE LANE	78723	1,500	12
PEREZ ELEM	7500 S PLEASANT VALLEY RD	78744	3,500	12
PICKLE ELEMENTARY	1101 WHEATLEY	78752	3,500	12

ATTACHMENT A

School Name	Street Address	Zip	Volume	Cycle/Frequency
PILLOW ELEM	3025 CROSSCREEK DR	78757	1,500	12
PLEASANT HILL ELEM	6405 CIRCLE S RD	78745	2,600	12
READ PRE-K CENTER	2608 RICH CREEK	78751	1,400	12
REAGAN HIGH SCH	7104 BERKMAN DR	78752	3,000	12
REILLY ELEM	405 DENSON DR	78757	1,500	12
RIDGETOP ELEM	5005 CASWELL AVE	78751	750	12
RODRIGUEZ ELEM	4400 FRANKLIN PARK DR	78744	2,000	12
SANCHEZ ELEM	73 SAN MARCOS	78702	1,500	12
SIMS ELEM	1203 SPRINGDALE RD	78721	850	12
SMALL MIDDLE SCH	4801 MONTEREY OAKS BLVD	78749	1,750	12
ST. ELMO ELEM	600 W ST ELMO RD	78745	1,700	12
SUMMITT ELEM	12207 BRIGADOON LANE	78727	1,850	12
SUNSET VALLEY ELEM	3000 JONES RD	78745	1,500	12
TRAVIS HEIGHTS ELEM	2010 ALAMEDA DR	78704	1,500	12
UPHAUS EARLY CHILDHOOD	5200 FRIEDRICH LANE	78744	2,000	?
WALNUT CREEK ELEM	401 W BRAKER LANE	78753	1,000	12
WEBB MIDDLE SCH	601 E ST JOHNS	78752	2,700	12
WIDEN ELEM	5605 NUCKOLS CROSSING	78744	1,500	12
WILLIAM B. TRAVIS HIGH	1211 E OLTORF	78704	3,000	12
WILLIAMS ELEM	500 MAIRO	78748	1,500	12
WINN ELEM	3500 SUSQUEHANNA LANE	78723	1,000	12
WOOLDRIDGE ELEM	1412 NORSEMAN TER	78758	1,000	12
WOOTEN ELEM	1406 DALE	78757	1,750	12
ZAVALA ELEM	310 ROBERT MARTINEZ, JR	78702	1,200	12
ZILKER ELEMENTARY	1900 BLUEBONNET LANE	78704	1,200	12

Appendix 1
Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

4 pages including this cover page

Contacting Board Members

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

Restricted Contact Period

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

Prohibited Communications

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

Permissible Communications

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

Other Vendor Participation and Communication

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

Complaints Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).

Violations The following are violations subject to sanctions:

1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
3. Make false reports regarding payments made to subcontractors or sub-consultants.

Sanctions Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:

1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.

Request for Proposal and Bid Invitation Each request for proposal and bid invitation shall include a copy of this policy.