



HISTORIC TOWN OF EATONVILLE, FLORIDA

COUNCIL WORKSHOP AGENDA

Tuesday, December 03, 2024, at 6:30 PM

Denton Johnson Center - 400 Ruffel St, Eatonville, FL 32751

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

- I. CALL TO ORDER
- II. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- III. COUNCIL DISCUSSION
 1. Discussion of the Increased Water and Wastewater Service Rates (**Administration**)
 2. Discussion of Award To Waste Pro For Solid Waste Collection For The Town Of Eatonville (**Administration**)
- IV. COMMENTS
 3. Staff Comments
- V. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

DECEMBER 3, 2024, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discussion of the Increased Water and Wastewater Service Rates
(Administration)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none"> • Resolution 2024-40 • Resolution 2024-24 • Resolution 2024-25
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: Respectfully requests discussion of the Increased Water and Wastewater Service Rates.

SUMMARY: The Town Council engaged the Florida Rural Water Association to conduct a comprehensive utility rate study to evaluate the Town’s current water and wastewater service rates. The rate study concluded that the existing rate structure requires updating to reflect increases in operational costs, ensure appropriate levels of service, and provide adequate funding for necessary capital improvements.

On September 3, 2024, the Town Council adopted Resolution No. 2024-4 and Resolution No. 2024-25, which updated the Town’s Asset Management and Fiscal Sustainability Plan (the “Asset Management Plan”) to include the Water System Improvements and Wastewater Utility System Improvements recommended by the Florida Rural Water Association.

The Town Council has since adopted Ordinance No. 2024-10, repealing a prior ordinance that established utility service rates and authorizing the Council to set updated rates by resolution. the Town Council finds that adopting the updated rates will help the Town continue to provide safe, reliable, and high-quality water and wastewater services to its residents and businesses.

RECOMMENDATION: The Administration is recommending the Town Council Discussed the Increased Water and Wastewater Service Rates.

FISCAL & EFFICIENCY DATA: The Town has a proposed cost for public safety to be submitted by P.E.C. per the agreement.

RESOLUTION NO. 2024-40

A RESOLUTION OF THE TOWN OF EATONVILLE, FLORIDA, IMPLEMENTING INCREASED WATER AND WASTEWATER SERVICE RATES; PROVIDING FOR ANNUAL REVIEW AND ADJUSTMENT PROCEDURES FOR MODIFYING WATER AND WASTEWATER SERVICE RATES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council engaged the Florida Rural Water Association to conduct a comprehensive utility rate study to evaluate the Town’s current water and wastewater service rates; and

WHEREAS, the rate study concluded that the existing rate structure requires updating to reflect increases in operational costs, ensure appropriate levels of service, and provide adequate funding for necessary capital improvements; and

WHEREAS, on September 3, 2024, the Town Council adopted Resolution No. 2024-24 and Resolution No. 2024-25, which updated the Town’s Asset Management and Fiscal Sustainability Plan (the “Asset Management Plan”) to include the Water System Improvements and Wastewater Utility System Improvements recommended by the Florida Rural Water Association; and

WHEREAS, the Town Council has since adopted Ordinance No. 2024-10, repealing a prior ordinance that established utility service rates and authorizing the Council to set updated rates by resolution; and

WHEREAS, the Town Council finds that adopting the updated rates will help the Town continue to provide safe, reliable, and high-quality water and wastewater services to its residents and businesses.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Eatonville, Florida, as follows:

SECTION 1. Legislative Findings. The findings set forth in the recitals above are adopted and fully incorporated herein as legislative findings of the Town Council.

SECTION 2. Adoption of Updated Utility Rates. The Town’s updated water and wastewater services rates, attached hereto as **Exhibit “A”** and incorporated herein, are hereby adopted.

SECTION 3. Annual Review. The Town Council shall conduct an annual review of the water and wastewater service rates to ensure that the Town’s utility system is financially self-sustaining.

SECTION 4. CPI Adjustment. The Town Council is authorized to adjust, by resolution, the water and wastewater service rates to reflect changes in the Consumer Price Index (CPI) for

All Urban Consumers (CPI-U), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or any successor index. Any adjustment shall not exceed the percentage change in the CPI-U for the preceding calendar year.

SECTION 5. Conflicts. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, repealed. Specifically, any rates, fees, or charges previously established, including those within the Water and/or Wastewater Asset Management Plans, that conflict with the rates set forth in this Resolution are hereby repealed to the extent of such conflict.

SECTION 6. Severability. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Resolution and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

SECTION 7. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 3rd day of December 2024.

Angie Gardner, Mayor

Attest:

Veronica King, Town Clerk

Approved as to form:

Clifford B. Shepard, Town Attorney

EXHIBIT A
Town Of Eatonville
Utility Services Rates

1. Utility Service Rate Schedule.

1.1. The utility service rate schedule for the Town of Eatonville shall be as follows:

Utility Service Rate Schedule					
	Fiscal Year				
	24-25	25-26	26-27	27-28	28-29
Drinking Water					
01 Residential					
Base Charges Inside City					
5/8-inch	\$15.84	\$16.63	\$17.46	\$17.64	\$17.81
Usage Charges Inside City					
0 to 1,000 gallons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1,001 to 5,000 gallons	\$3.08	\$3.23	\$3.39	\$3.43	\$3.46
5,001 to 10,000 gallons	\$5.23	\$5.49	\$5.77	\$5.82	\$5.88
10,001 gallons or more	\$8.89	\$9.33	\$9.80	\$9.90	\$9.99
04 & 99 Commercial					
Base Charges Inside City					
5/8-inch	\$26.48	\$27.80	\$29.19	\$29.49	\$29.78
Usage Charges Inside City					
0 to 1,000 gallons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1,001 to 5,000 gallons	\$3.44	\$3.61	\$3.79	\$3.83	\$3.87
5,001 to 10,000 gallons	\$4.96	\$5.21	\$5.47	\$5.52	\$5.58
10,001 gallons or more	\$8.42	\$8.84	\$9.28	\$9.37	\$9.47
Wastewater					
01 Residential					
Base Charges Inside City					
5/8-inch	\$26.06	\$27.37	\$28.73	\$30.17	\$30.77
Usage Charges Inside City					
0 to 1,000 gallons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1,001 to 5,000 gallons	\$3.24	\$3.40	\$3.57	\$3.75	\$3.83
5,001 to 10,000 gallons	\$5.51	\$5.78	\$6.07	\$6.37	\$6.50
10,001 gallons or more	\$9.35	\$9.82	\$10.31	\$10.83	\$11.04
04 & 99 Commercial					
Base Charges Inside City					
5/8-inch	\$49.08	\$51.53	\$54.11	\$56.81	\$57.95

Usage Charges Inside City					
0 to 1,000 gallons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1,001 to 5,000 gallons	\$4.87	\$5.11	\$5.37	\$5.64	\$5.75
5,001 to 10,000 gallons	\$8.27	\$8.69	\$9.12	\$9.58	\$9.77
10,001 gallons or more	\$14.07	\$14.78	\$15.52	\$16.29	\$16.62
S02 Sewer Only					
Base Charges Inside City					
5/8-inch	\$39.26	\$41.23	\$43.29	\$45.45	\$46.36

Customers having a Master Meter will be charged based on the same rates as customers inside and outside the town limits, as applicable for each unit/apartment/home/lot serviced by the master meter for both Water and Sewer. The entity responsible for the Master Meter shall be responsible for payment of the monthly bill and required deposits.

RESOLUTION NO. 2024-24

A RESOLUTION OF THE TOWN OF EATONVILLE, APPROVING THE TOWN OF EATONVILLE DRINKING WATER SYSTEM UPDATED UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Eatonville Water System Improvements identified in the Asset Management and Fiscal Sustainability Plan Update, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the Utility is required to implement an Asset Management and Fiscal Sustainability Plan for the Drinking Water System’s Utility Improvements; and

WHEREAS, the Council of The Town of Eatonville has determined that approval of the attached Asset Management and Fiscal Sustainability Plan Update for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Utility.

NOW, THEREFORE, BE IT RESOLVED BY TOWN OF EATONVILLE COUNCIL THE FOLLOWING:

SECTION 1. That the Council hereby approves the Town of Eatonville Drinking Water Asset Management and Fiscal Sustainability Plan Update, attached hereto and incorporated by reference as a part of this Resolution.

SECTION 2. That the Asset Management Team is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Updated Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

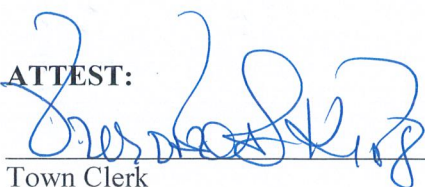
SECTION 3. That the Utility will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendation found in the Updated Asset Management and Fiscal Sustainability Plan or in proportion to the Utility’s needs as determined by the Council in its discretion.

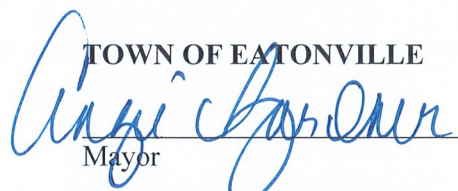
SECTION 4: **CONFLICTS:** All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

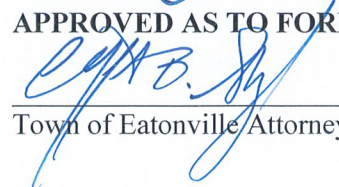
SECTION 5: **SEVERABILITY:** If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION 6: **EFFECTIVE DATE:** This Resolution will take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on this 3rd day of September 2024.

ATTEST: 
Town Clerk

TOWN OF EATONVILLE

Mayor

APPROVED AS TO FORM:

Town of Eatonville Attorney

RESOLUTION NO. 2024-25

A RESOLUTION OF THE TOWN OF EATONVILLE FLORIDA, APPROVING THE TOWN OF EATONVILLE WASTEWATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE PUBLIC WORKS DIRECTOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Eatonville Wastewater Utility System Improvements identified in the Asset Management and Fiscal Sustainability Plan, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the Town is required to implement an Asset Management and Fiscal Sustainability Plan for the Town's Wastewater Utility System Improvements; and

WHEREAS, the Town Council of the Town of Eatonville has determined that approval of the attached Asset Management and Fiscal Sustainability Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF EATONVILLE TOWN COUNCIL the following:

SECTION 1. That the Town Council hereby approves the Town of Eatonville Wastewater Utility Asset Management and Fiscal Sustainability Plan, attached hereto and incorporated by reference as a part of this Resolution.

SECTION 2. That the Town's Public Works Director is authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Asset Management and Fiscal Sustainability Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

SECTION 3. That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendation found in the Asset Management and Fiscal Sustainability Plan or in proportion to the Town's needs as determined by the Council in its discretion.

SECTION 4: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

SECTION 5: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION 6: EFFECTIVE DATE: This Resolution will take effect immediately upon its passage and adoption.

PASSED AND ADOPTED on this 3rd day of September 2024.

Town of Eatonville, FLORIDA
[Signature]
Mayor

REVIEWED AND APPROVED:
[Signature]
Town Attorney

ATTEST:
[Signature]
Town Clerk



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

DECEMBER 3, 2024, AT 7:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discussion of Award To Waste Pro For Solid Waste Collection For The Town Of Eatonville (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none"> • Ranking Sheet • Waste Connection Inc., Waste Pro • Solid Waste RFP
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: The administration is requesting Town Council discuss the ranking and contractual agreement between the Town of Eatonville and Waste Pro, Inc. to perform Solid Waste Collection Services.

SUMMARY: The purpose of this RFP is to select a qualified contractor to provide the Town comprehensive Solid Waste Collection Services with an overall quality exceeding the performance and cost of current services. The RFP is issued by the Town to provide potential service providers with information, guidelines and rules by which to prepare and submit their proposal to perform the services outlined herein. The successful contractor will enter into a Solid Waste Collection Services Contract, hereafter referred as the Contract, to provide residential and commercial solid waste collection services for a period of five (5) years plus, beginning on _____, 2024 and ending on _____, 2029, with an option to renew for additional five-year terms.

The RFP advertised for seal bids to perform general administration services, and the Town received three administration bids. The sealed proposed packages were publicly opened and read on September 30, 2024, at Town Hall Council Chambers, 307 E. Kennedy Blvd., Eatonville, Florida at 3:00 p.m. All bids were evaluated on experience, qualifications, document submittal, and having positive accomplishments with the Town.

RECOMMENDATION: The Administration is recommending the Town Council discuss the award to Waste Pro USA. for the Solid Waste Collection Services.

FISCAL & EFFICIENCY DATA: Fund allocation in current budget line item: 400-0536-536-3400.



TOWN OF EATONVILLE

"THE OLDEST BLACK INCORPORATED MUNICIPALTY IN AMERICA"

November 4, 2024

SOLID WASTE COLLECTION SERVICE REQUEST FOR PROPOSAL REVIEW

Review Team: Demetris Pressley, Valarie Mundy, Vice Mayor Theo Washington, Nichole Bonds

On Monday, November 04, 2024, the Town of Eatonville review committee ranked the two submitted proposal for the Solid Waste Collection Services for the Town of Eatonville. Listed below are the ranking scores from the committee based off experience with similar projects, service level and approach to the project, references and recommendation letters, and service fee.

<i>Evaluation Scope</i>	D. Pressley		V. Mundy		T. Washington	
	WCI	Waste Pro	WCI	Waste Pro	WCI	Waste Pro
<i>Haulers</i>						
<i>Price</i>	8	7	10	5	9	9
<i>Quality of services</i>	5	10	9	10	8	9
<i>Experience and qualifications</i>	7	10	10	10	9	9
<i>Safety and environmental compliance</i>	5	9	10	10	8	9
<i>Financial stability</i>	6	10	10	10	9	9
<i>Total</i>	31	46	49	45	43	45
Waste Pro USA :136						
Waste Connection: 123						

It is the opinion of Town staff that Waste Pro USA, appears to have the top-ranking score and desired experience to perform successfully on this project under the terms of the proposed contract.

If you have any questions or need additional information, please contact Nichole Bonds, CRA Administrator (nbonds@townofeatonville.org) or Demetris Pressley, CAO (dpressley@townofeatonville.org) regarding this request.

Regards,

Demetris Pressley, CSM
Chief Administrative Officer
DCP/bg



THE TOWN OF **EATONVILLE** THE TOWN THAT FREEDOM BUILT EST. 1887

Solid

Waste Collection Request for Proposals

The Town of Eatonville is requesting proposals from qualified contractors for the collection of residential and commercial solid waste. The required proposal packet may be obtained from the Town CAO's Office at 307 East Kennedy Blvd. (407) 623-8913.

Proposals must be sealed and clearly marked "Proposal for Solid Waste Collection Contract" The response must be received at **Town Hall, 307 E. Kennedy Blvd., Eatonville, FL 32751, no later than 3 p.m., September 16, 2024**, at which time they will be opened. Proposal responses received later than the date and time specified will be rejected. The Town of Eatonville will not be responsible for late deliveries of proposals which are addressed incorrectly, delivered by mail, or by any other method.

The Town of Eatonville reserves the right to accept or reject any or all proposals or parts thereof, and if an award is made, it will be made in the best interest of the Town of Eatonville.

Calendar of Events

All times listed in the calendar of events is Eastern Daylight Time

Request for Proposals Advertised	August 21, 2024
Questions Due to the Town (written)	September 02, 2024
Responses to Questions Due from the Town	September 09, 2024
Proposals Due to the Town	3pm EST September 16, 2024
Short List Presentations (if necessary)	September 2024
Contract Negotiated with Town	Sept./Oct. 2024
Board Approval of Company	October / November 2024

- The Town reserves the right to alter scheduled dates and times

Specifications for Request for Proposals for Residential & Commercial Solid Waste, Bulk Waste, and Recycling Services

1.0 Purpose

This **Request for Proposals (RFP)** is issued by the **Town of Eatonville**, hereafter referred to as the **Town**.

The purpose of this RFP is to select a qualified contractor to provide the Town comprehensive Solid Waste Collection Services with an overall quality exceeding the performance and cost of current services.

The RFP is issued by the Town to provide potential service providers with information, guidelines and rules by which to prepare and submit their proposal to perform the services outlined herein. The successful contractor will enter into a **Solid Waste Collection Services Contract**, hereafter referred as the **Contract**, to provide residential and commercial solid waste collection services for a period of five (5) years plus, beginning on _____, 2024 and ending on _____, 2029, with an option to renew for additional five-year terms.

Any written proposal, other submissions, correspondence and records pursuant to the RFP shall be opened to the public and available for public viewing in compliance with Florida open record laws.

1.1 General Provisions

- A. The issuance of this RFP constitutes an invitation to present qualifications and service parameters and to define costs associated with the services required by the RFP. The Town reserves the right to determine, in its sole discretion, whether any aspect of the proposal submitted by each respondent meets the criteria set forth. The Town reserves the right to reject any and all submittals, without cause. The Town reserves the right to reject any proposal if the contractor cannot perform all of the services required. The Town reserves the right to modify the scope of the RFP, at its sole discretion. In the event that the Town "withdraws the RFP, or the Town does not proceed for any reason, the Town shall have no liability to contractors for any cost or expenses incurred in connection with the preparation and submission of the RFP or other related activities.
- B. The respondent shall not assign, transfer, convey, or otherwise hypothecate any interest, right, duties or obligations he or she may have, under the Contract. The Town may, at its option, terminate any agreement immediately upon notice of such action by the contractor.
- C. Any proposal may be withdrawn until the date and time set forth for opening the proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety days, to purchase for the Town, the goods and services described in the contractor's proposal in conjunction with the RFP.
- D. The contractor shall perform any services awarded to it as an independent contractor and, as such, shall have and maintain complete control over all of its employees and operations. Neither the contractor nor anyone employed by it shall represent, act or purport to act or be deemed to be an agent, employee or representative of the Town.
- E. Due care and diligence have been exercised in the preparation of this document, and all information

contained herein is believed to be substantially correct. however. The responsibility for determining full extent of the services required rests solely with those making a response.

- F. All-timely responses. Meeting the intent of the RFP will be considered.
- G. Each contractor is responsible for full and complete compliance with federal, state, and local laws, rules and regulations in connection with the preparation of their response to the RFP. The successful contractor will affirm its intent to comply with all laws relative to conducting business in _____ including, but not limited to licensing, permitting, labor and health laws. The laws of the State of Florida will govern as to interpretation validity, and effect of this process, the proposed Contract, and its award
- H. The Town, at its discretion, reserves the right to waive minor informalities or irregularities in any proposal to reject any and all proposals in whole or in part, with or without cause, and to accept that proposal, if any! which, in its judgment, will be in the Town's best interest.
- I. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the Town Manager. Any oral or other type of communication concerning this document will not be binding.
- J. Proposals must be signed and dated by an individual representing the respondent's organization who is legally authorized to commit the organization to the services contemplated in this document.
- K. All pages included in or attached by reference to this document shall be called and constitute this Request for Proposals.

1.2 Communications

Questions relating to either the Scope of Work contemplated by this RFP or regarding the process for submitting properly, should be directed to:

Demetris Pressley, CSM
 Town Chief Administrative Office (CAO)
 Town of Eatonville
 307 E. Kennedy Blvd. Eatonville, FL 32751
 Telephone (407) 623-8913 Fax: (407) 623-8919

2.0 Pre-qualification Requirements

All prospective respondents must be pre-qualified by the Town of Eatonville before their proposal is approved.

- A. PROOF OF EXPERIENCE- a minimum of five years of pertinent contract experience with municipalities with at least 5,000 residences and with at least 50 commercial establishments.
- B. POSITIVE REFERENCES- positive references from at least three units of government, which have contracted with the proposer for solid waste collection and disposal.

C. CANCELLED CONTRACTS- each proposer shall list all similar contracts or agreements. for which the municipality has cancelled the contract or agreement for any reason.

D. LOCAL OFFICE- a local office must be maintained within 25 miles of the Town.

E. PROOF OF INSURANCE- required limits of insurance coverage as described herein, under 3.0 Required Limits of Insurance.

F. FINANCIAL ABILITY. demonstrates the firm's ability to financially manage the start-up and growth of the systems being proposed.

G. EQUIPMENT AVAILABILITY- demonstrates the firm’s ability to provide back-up equipment and vehicles beyond those assigned to the proposed contract and within reasonable proximity to the Town of Eatonville.

2.1 Required Limits of Insurance The successful contractor will be required to provide a Certificate of Liability Insurance naming the Town of Eatonville as Additional Insured.

- A. **Workers Compensation** must meet or exceed statutory limits in compliance with Workers Compensation Laws of the State of Florida.
- B. **Commercial General Liability** coverage shall provide minimum limits of liability coverage of \$1,000,000 per occurrence combined single limit for bodily injury and property damage, a general aggregate of \$2,000,000 and product liability of \$1,000,000.
- C. **Automobile Liability** coverage shall provide minimum combined single limit coverage of \$1,000,000 per accident.

2.2 Licenses The successful contractor shall be duly licensed by state, regional, and local authorities, which have jurisdiction over any aspect of the scope of work contemplated in this RFP, and the contractor shall be required to determine if any special licenses or permit may be required.

Penalties. damage claims, and/or fines imposed upon the Town or the contractor for failure of the contractor to obtain and keep current any required licenses or permits, or to comply with any law, ordinance, rule or regulation applicable to the contractor's performance of the Contract shall be borne by the contractor.

2.3 Operating Plans

- A. The Contractor must maintain and submit for the Town's approval, an operating plan that adequately describes how the contractor shall maintain the services provided for in the RFP; specifically, a contingency plan, which describes how the contractor shall respond to and correct routine and major service issues. The plan at a minimum shall include remedial action provisions with respect to spill prevention and control, equipment failure and human error.
- B. Additionally, the Contractor must maintain and provide evidence to the Town of ongoing employee safety training and practices. The plan, at a minimum, shall include provisions for the proper training in identifying and handling unacceptable hazardous wastes and worker

safety practices, which prevent damage to human health, the environment and private property.

- C. Preference will be given to Contractors maintaining a Drug Free Workplace. Contractors shall include a statement of compliance or written plan for participating in such a program.

2.4 Required Equipment

The Contractor shall have and maintain adequate inventory of equipment and vehicles necessary to provide the services listed in the RFP. The Contractor shall include a list of equipment and vehicles to be used in their operating plan.

2.5 Required Personnel

The Contractor shall have and maintain adequate staffing to perform the services listed in the RFP. The Contractor shall include a list of personnel by position in their Operating plan.

2.6 Performance Bond

Once the selection process is complete, the successful Contractor shall, within fourteen (14) business days from the execution of the Solid Waste Contract furnish and maintain, throughout the Contract, a Performance Bond in the amount of fifty thousand dollars (\$50,000.00) from a licensed bonding company, as security for performing the Contract.

3.0 Scope of Work, RFP

The Town has determined that it is in its best interest to seek proposals for contracting certain waste collection and disposal services. As the basis for the RFP, the Town is requesting proposals for the collection of residential (household) and commercial waste and designated recycling materials within its jurisdiction. Specifically, the Town seeks proposals for the collection for approximately 850 single and multi-family homes and small commercial establishments.

The residential service requirement is for once per week curbside services for waste and 18-gallon bins for recycling, each provided by the contractor.

The commercial service requirement is for collection of all commercial waste on a schedule via contractor-provided front-end load containers or 95-gallon roll carts for small businesses. Container size and frequency to be determined by the customer.

3.1 Solid Waste Collection Contract

The intent of the RW is to award a Solid Waste Collection Contract. The term of the Contract is for five (5) years with an option to renew the Contract for successive five-year terms by mutual consent. The successful Contractor will be allowed to begin services only after successfully negotiating with the Town, Contract terms agreeable to both parties.

3.2 Procedures for Contract Award

Only proposals submitted by qualified Contractors, which have demonstrated their ability to meet all of the Pre-Qualification Requirements, will be considered. The Town Manager will evaluate all qualified proposals and make his selection recommendation to Mayor and Council. Mayor and Council Will make

the final selection at its regularly scheduled meeting on _____, 2004.

- a. Residential Garbage Collection 1 X week \$_____per residence
- b. Residential Recycling Collection 1 X week \$_____per residence
- c. Residential Yard Waste Collection 1 X week \$_____per residence
- d. Small Commercial Cart Collection 1 X week \$_____per cart
- e. And any other items that will affect the costs of the contract.

3.3 Additional Information

The existing franchise agreement is available for review, if desired; as well as a list of current collection rates.

3.4 Submittals

pre-qualification requirements should be submitted in a separate envelope from the contractor's bids and pricing for these services. Only bids from qualified contractors will be considered.