

**PROJECT: As-Needed Trash Debris Removal**

**FILE NO.: A20-0853**

**FOR: Infrastructure and Public Services**

## **SPECIFICATIONS AND MAPS**

### **PURPOSE**

The City of Tuscaloosa is seeking bids for services to supplement the Infrastructure and Public Services (IPS) crews that provide residential trash collection in order to maintain collection on regular assigned route days. Trash is defined in the City of Tuscaloosa code or ordinances as *all tree and lawn trimmings, leaves, pine straw, trash that has been burned, rocks, bricks, dirt, ashes, lumber, concrete, bushes, and demolition type waste, generated by family units, except this term shall expressly not include any paper, cartons, cardboard, refuse, garbage, litter, rubbish, sludge, liquids, or toxic or hazardous waste.*

### **BACKGROUND**

Typically, the City of Tuscaloosa department of Infrastructure and Public Services, through the division of Environmental Services, provides the collection of trash weekly from the 21,000 current, active, residential water customers inside the corporate City limits. Trash services is not available to non-residential premises, including commercial business, non-profits, or other governmental agencies. The City collects solid waste from throughout the City on four route days. Trash collection is designed to be on the same days as garbage and curbside recycling collection. Route days and route areas can be found at [www.tuscaloosa.com/garbage-trash](http://www.tuscaloosa.com/garbage-trash). On average, the City collects right under 100,000 cubic yards (CY) of trash per year. Average months produce 7,500 cubic yards, with a range from 6,500 CY to 9,500 CY. The City utilizes knuckle boom loaders (grapple trucks) with detachable 20-yard trailers (figure 1) to collect the debris from in front of residences. Once the trailers are full, a shuttle truck, which is a similar truck without the loader attached, brings an empty trailer to swap out for the full trailer and the shuttle truck takes the load to one of the two approved C&D landfills, depending on location of the load and conditions at the landfill. The City runs 10 routes each collection day (Monday through Thursday) with the knuckle boom trucks and ideally runs five (5) shuttle trucks daily.



*Figure 1. City Trash Truckle with knuckle boom*

At times, the City resources available are not enough to complete the trash routes on their normal scheduled day. This can be due to increase in volume, such as during “leaf season”, from mid-November through mid-January or when small weather events create debris, or when we experience prolonged personnel or equipment shortages. Due to the recent surge in waste volume placed out for trash collection (80-90% increase over the past three months) and the personnel shortages faced by the City due to a hiring freeze and Covid-related cases, the City is experiencing an unprecedented gap in the resources needed to collect the trash debris in a timely manner.

In some instances, the City will seek financial assistance from the State or Federal government to cover debris collection costs. When this occurs, additional requirements will govern the type of eligible debris, the locations for eligible collections, the method for reductions and disposal and the steps necessary to validate the loads are reimbursable, such as debris monitoring by a neutral third party contractor.

## **SCOPE OF SERVICES**

This Invitation for Bids is for Supplemental Trash (Debris) Collection and Transportation. The awarded contractor will provide as-needed services to assist with weekly residential trash collection for a portion of the City’s residential garbage customers. The contractor may be given from 20%-50% of the customer base to service, depending on the volume of trash being generated and the City’s fleet and personnel resources available at the time. The intention of contracting for services to supplement City forces is to maintain trash collection on the regular assigned day. Therefore, the contractor will work alongside City crews to complete the assigned routes on the assigned days. On each occurrence, when activated, the contractor will be utilized for a minimum of two consecutive weeks. Extension of the activation will be determined by the City, with SEVEN (7) days notice given.

The term of the proposed contract will tentatively be August 25, 2020 through August 24, 2021. The City may extend the term of this project for up to two (2) successive periods of 365 days each. This extension shall occur automatically and without notice to the Contractor unless

otherwise communicated to the Contractor by the City at least 30 days before the expiration of the 365-day term. The term of this project will not be automatically extended if, at the then-current expiration of the term, Contractor is in material breach of the contract

It is important to note that this contract is separate from a disaster debris contract that may be awarded for major debris events resulting from disasters, such as, but not limited to tornados, hurricanes or snow or ice events. For purpose of these contacts, a major debris events will include debris events over 20,000 cubic yards.

## **SPECIFICATIONS**

### **1. Material Information and Eligibility-**

- a. Trash is defined in the City of Tuscaloosa code or ordinances as all tree and lawn trimmings, leaves, pine straw, trash that has been burned, rocks, bricks, dirt, ashes, lumber, concrete, bushes, and demolition type waste, generated by family units
- b. The majority of the eligible trash placed at the curb for collection is vegetative or other yard debris (including loose leaves and grass clippings) and bulky waste (such as old furniture, mattresses, and waste from home remodeling projects).
  - i. The City requires vegetative debris to be cut to 8' or less in length and be 8" or less in diameter for collection. It is the responsivity of the homeowner or occupant to meet this standard.
- c. Ineligible materials include:
  - i. Wastes that do not meet the definition of trash, such as paper, cartons, cardboard, refuse, garbage, litter, rubbish, sludge, liquids, or toxic or hazardous waste.
  - ii. Waste generated from a non-residential premises (including non-profits)
  - iii. Wastes generated by contractors or those in the business of landscaping or cutting and pruning trees
  - iv. Debris that does not meet the size requirements or that are too heavy for our equipment to handle safely
  - v. Waste generated from vacant lots or placed in front of them
  - vi. Waste placed on private property
  - vii. White goods with Freon not removed
  - viii. Electronics

### **2. Services Areas & Routes –**

- a. The City has predefined route days established for collection of garbage trash and recycling. The City provides collection of these services on Mondays, Tuesday, Wednesdays and Thursdays. To view the City solid waste route areas and designated days visit [www.tuscaloosa.com/garbage-trash](http://www.tuscaloosa.com/garbage-trash). The awarded contractor will be required to collect trash within the designated route area on the designated route day. Any exceptions must be specifically approved by the City

- b. Covid-19 (Summer / Fall 2020) –**
  - i. The City seeks to supplement its trash crews during the summer and fall of 2020 and expects to utilize a contractor to collect roughly 20-30% of the daily trash at the curb for collection, essentially assigning 2-3 routes daily to the awarded contractor. This amount could increase if work force and equipment resources are depleted.
  - ii. The City does not guarantee any specific cubic yard minimum will be available for collection in the designated areas
  - iii. Estimated contractor work for Summer/ Fall 2020 are show in Appendix A.
- 3. Times of Service – The City provides solid waste services on the four route days with 10 hours shifts. These shifts begin at 6am from Memorial Day through Labor Day, and begin at 7am the rest of the year. The awarded contractor will need to keep the same service schedule. If the route areas assigned to the contractor are completed in less than 10 hours, the contractor must contact the City representative about collecting additional areas or for permission to end their day.
- 4. Equipment Specifications – The contractor must collect the debris with appropriate equipment. No hand loading of debris is allowed.
  - a. The equipment must allow the contractor to provide the same type of service as provided by the City and collect trash from the rights-of ways in front of residential premises throughout the City. Some streets and alleys are narrow. Some streets and alleys have limited area to turn around. Some streets and alleys have low hanging utility lines.
  - b. The equipment needs to be able to handle the type, weight and size of the materials listed above.
  - c. The equipment must utilize rubber tires, exclusively.
  - d. The equipment must be able to transport the trash to the designated Construction & Demolition (C&D) landfills. All loads must be secured to avoid littering.
  - e. The equipment must be able to traverse the C&D landfills and dump out accordingly.
  - f. All contractor trucks and/or trailers must be uniquely numbered and be measured by the City and the landfills to determine capacity on cubic yards.
  - g. All contractor trucks must have GPS installed and functioning and the City must have access to view the trucks in real time.
- 5. Debris Monitoring – Loads may be subject to debris monitoring and inspection, either by the City or by an independent third party contractor. Debris monitoring will consist of inspecting and recording the debris at the place of collections(s) and at disposal. Debris monitoring may be informal or follow the specific requirements provided by the Federal Emergency Management Agency (FEMA) or other local, state of federal agency.
- 6. Volume of Debris – The amount of debris placed out for collection varies daily and is impacted by the season, the weather and other environmental or social events. Depending on the amount of debris being generated as well at the amount of City resources available



for debris collection the City may elect to supplement its crews under this contract to help collect 20%-50% of the trash being placed out for collection.

*Trash yardage (disposed)*

	April	May	June	Combined
2016	8,300	8,506	8,940	16,806
2017	9,130	9,294	8,780	18,424
2018	7,724	8400	7,760	16,124
2019	9,220	9,960	7,534	19,180
2020	14,732	12,422	14,180	27,154

**a. Covid-19 (2020)-**

- i. Trash volumes have increased 60-90% during April, May and June 2020 compared to previous years.
- ii. The City seeks to supplement its trash crews during the summer and fall of 2020 and expects to utilize a contractor to collect roughly 20-30% of the daily trash at the curb for collection, essentially assigning 2-3 routes daily to the awarded contractor. This amount could increase if work force and equipment resources are depleted.
- iii. The City does not guarantee any specific cubic yard minimum will be available for collection in the designated areas

Due to the nature of residential collection, the City cannot guarantee any minimum debris volume under

**7. Service Standards**

- a. The awarded contractor would be required to collect all eligible debris from their assigned daily area. Many items are placed loose at the curb, including clippings, twigs and branches, small toys and remodeling debris. All trash piles must be cleared completely with no trash, unless ineligible, left at the site.
- b. The awarded contractor must make every effort not to damage the ground underneath the trash piles, including not tearing up grass or other substrate and not digging holes with equipment.
- c. The contractor should immediately report any potentially ineligible debris to the City representative for approval. Ineligible debris that is collected without approval will not be paid for by the City.
- d. The contractor should immediately report any blocked or inaccessible piles to the City representative (s). The City will work with the citizen and the contractor to get these piles accessible and arrange collection.

- e. The contractor should immediately report any unsafe conditions to the City representative(s).
- f. The awarded contractor will providing a valuable and necessary service directly to our citizens and, as such, is expected to represent the City of Tuscaloosa in a professional and courteous manner.
  - i. Contactor’s employees must wear uniforms that indicate who they work for and must appear neat. No shorts or open toes shoes are permitted. No logos or words may be worn on uniforms, including hats, except for the contractor’s company information.
  - ii. No smoking is permitted on City property. No smoking is permitted during debris collection. No smoking is permitted at the landfills.
  - iii. Disputes with citizens are not permitted. If a citizen has a question or concern about debris or collection, they must be directed to the City representative.

8. Safety

- a. Face Coverings & Social Distancing – The contractor and its employees are required to comply with any federal, state or local laws regarding mandatory face coverings or social distancing.
- b. The contractor is required to supply and outfit its employees in the proper personal protective equipment (PPE). This includes, but is not limited to, items such as safety vests (ANSI Class 2 or 3), hard hats, boots, eye and hand protection.
- c. The contractors is required to maintain its equipment to a standard that meets all motor safety standards and complete the assigned tasks safely and completely.
  - i. If the contractor has equipment failures or workforce losses, they will still be expected to complete their daily tasks, unless specifically approved by the City representative.
- d. The contractor is required to obey all federal, state and local laws, including those pertaining to seat belts, secure loads and all traffic laws.

9. Scavenging – All trash recycling or garbage placed at the curb belongs to the City of Tuscaloosa. Scavenging is expressly prohibited. Scavenging includes opening any garbage or trash can or other container in which garbage or trash has been deposited for collection or to search in any such can or other container for garbage or trash, or to remove from any such can or other container any garbage, trash or recycling.

10. Damage or Claims–

- a. Awarded contactor will be responsible correcting for any damage caused by contactor employees or equipment, including filling any holes dug on City rights-of-way during collection. (city determines what’s acceptable)
- b. Awarded contractor must notify the City representative of any damage done immediately and remain at the damaged site until a City representative, or Tuscaloosa Police if necessary, can write up an incident or accident report.
- c. If a complaint or claim is filed with the City for an area that the contractor serviced, the contractor will be notified and given the opportunity to investigate the claim or

complaint. The City will make the decision as to who is responsible for paying for any damages.

#### 11. Landfill Procedures

- a. The City utilizes two C&D landfills (Advanced Disposal's Eagle Bluff at 4701 12<sup>th</sup> ST NE, Tuscaloosa, AL 35404 and Unison Environmental at 6315 12<sup>th</sup> Ave East). Loads collected north of 15<sup>th</sup> Street are designated to go to Eagle Bluff and loads collected from south of 15<sup>th</sup> St are designated to go to Unison.
- b. Contractor must comply with all landfill operational procedures and safety rules.
- c. Each load brought to the landfill must be surveyed to determine volume and a landfill ticket must be generated for the actual yardage disposed. Yardage disposed is not determined by the size of the vehicle, but by the estimated yardage of debris in the truck / trailer. Landfill tickets must be brought to the City representative at the end of each day. A copy will be provided to the contractor for their records. The contractor will need to identify the truck that collected each load on the landfill ticket.
- d. If debris monitoring protocols are put into place, the contractor will abide by all these required procedures set forth by the City and the debris monitoring contractor, including
- e. The contractor will alert the landfill that the load being brought in is for the City contract. The charge for the yardage will be placed on the City of Tuscaloosa account. The contractor will not pay the landfill for the tipping fees.

#### 12. Payment and Administration

- a. Only eligible yardage collected will be paid by the City. No payment for ineligible debris will be provided unless specifically approved by the City prior to landfilling.
- b. The City will only pay for debris that was collected and transported in approved vehicles.
- c. The City will only pay for loads with approved landfill tickets.
- d. If debris monitoring is used the City will only pay for the amount of yardage determined by the debris monitor per load.
- e. The contractor will provide the City with a daily load verification report
- f. Contractor will maintain records of personnel, equipment and disposal for a minimum of five (5) years.
- g. The contractor will invoice the City monthly for services rendered.

#### 13. Supervision

- a. The contractor will provide a minimum of one field supervisor at all times services are being rendered. The field supervisor will be responsible for communicating and taking direction and assignments from the assigned City representative. The field supervisor will monitor all field operations to ensure safety and effective operational that meets the City standards. The field supervisor will check in with the designated City representative throughout the day to inform the City of route progress.

- b. The City will not pay an hourly rate, or otherwise, for field supervision. If the contractor wished to recoup these costs they must include them in the per yard cost in the price section.
- 14. Mobilization & Demobilization– Upon each activation, the contractor will be required to mobilize and ready to perform within seven (7) days, unless the City representative agrees to a later date. Less time is preferred whenever possible. On each occurrence, when activated, the contractor will be utilized for a minimum of two consecutive weeks. Extension of the activation will be determined by the City, with 7 days notice given.
- 15. Communications –
  - a. During an operational period - The awarded contractor will maintain constant communications with the designated City contact whenever the contractor’s debris services are being utilized. The City will provide the contractor with a minimum of one push-to-talk radio that will be the primary source of communications between the contractor’s field supervisor and the City representative.
  - b. Annually - The contractor will meet with the City representative(s), regardless of whether services are being utilized at that time, to provide an update on the contractor’s work force and equipment. This meeting will occur between 60-90 days before the renewal date of the contract.
- 16. Operations - Generally
  - a. The contractor will report to and take direction from one or more designated City representative. The City representative will assign areas for collection, communicate with the contractor’s field supervisor(s), approve or disapprove debris eligibility and handle customer complaints and concerns.
  - b. The contractor’s field supervisor will report to the City’s representative (s) on daily progress, any debris eligibility questions, any debris access issues, any customer complaints, and with any route issues, including hazardous or unsafe conditions.
  - c. The City’s designated representative(s) will make the final call as to whether specific debris is eligible, or if generally ineligible, whether the City will authorize collection.
  - d. The City employs a work order system to collect and track citizen requests. The work orders are called SRTs. The City representative(s) will forward SRTs to the contractor’s field supervisor once received and approved for collection. Most often, SRTs are processed and given to the collections team for collection on their normally scheduled pick-up day for the area. At times, a collection must be made in an area on days other than the normal route day. Though we try to minimize this, the contractor will be required to make the collection on the day determined by the City if it falls in the contractor’s area of responsibility. The contractor must have access to an email address throughout the day where these SRTs can be sent.
- 17. Miscellaneous
  - a. Asbestos – occasionally, asbestos-containing material is placed at the curb for collection. If the contractor encounters asbestos, this should be reported to the City representative immediately. The City will communicate with the owner or occupant

the preparation requirements of the asbestos-containing debris that must in place prior to collection. Once these requirements are met, the City will approve the collection and you will make contact with the landfill to notify them of the asbestos-containing load.

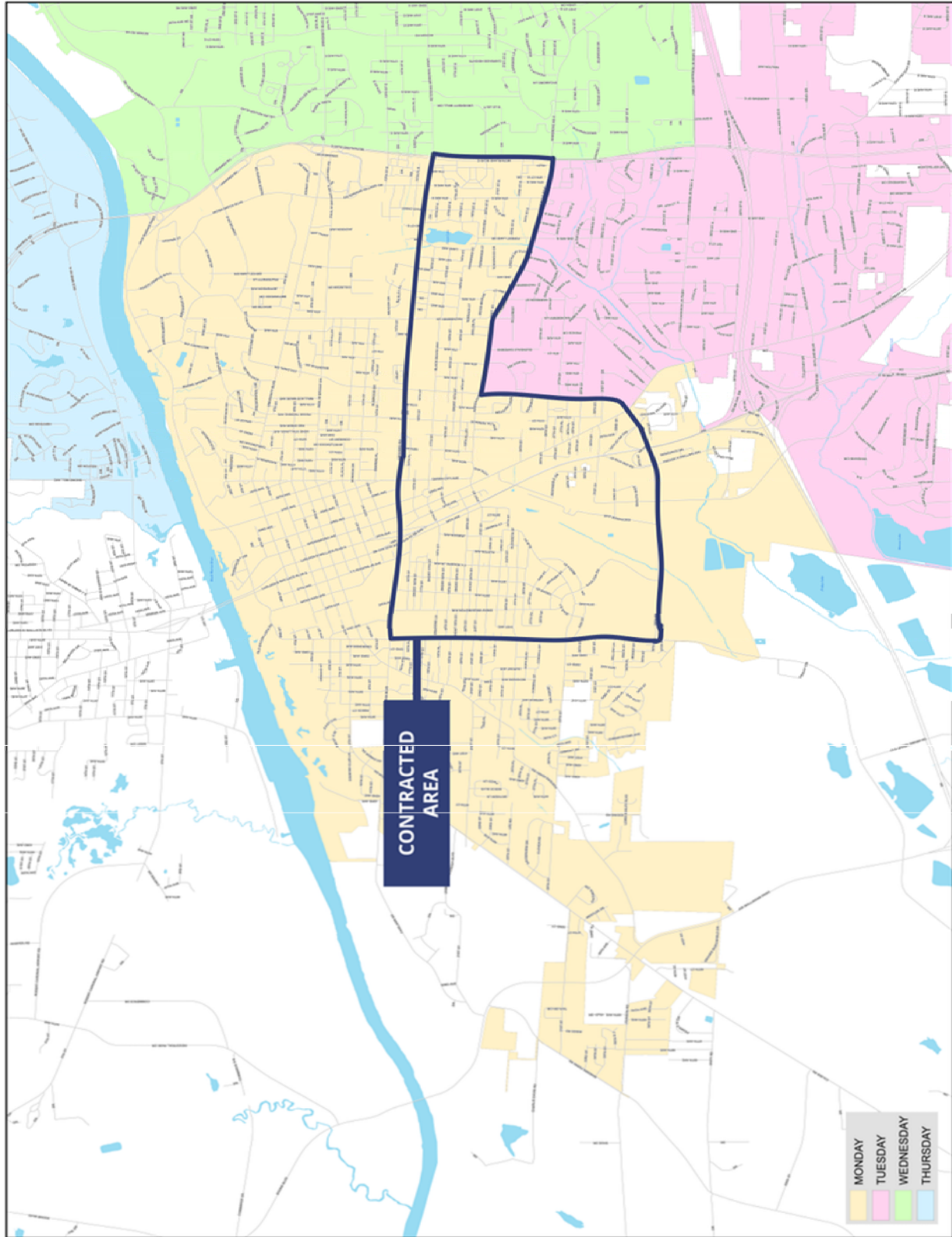
- b. Plate Glass / mirrors – the City requires that plate glass and mirrors are broken and secured in a rigid container (cardboard box or plastic tub). If the contractor encounters plate glass or mirrors that are not prepared, the contractor should notify the City and the City will make contact with the owner / occupant. The City will notify the contractor when the debris is properly prepared for collection.
- c. Paint – The City does not collect liquid paint in the trash or garbage route system. In order for paint cans to be collected with trash/debris the paint must be completely dried. If the contractor encounters paint cans with wet/ liquid paint remaining, the field supervisor should contact the City representative immediately and the City will communicate with the owner/occupant that proper ways to prepare and dispose of paint.
- d. White goods (household appliances, such as refrigerators, stoves, dishwashers) - If the contractor encounters electronics placed out for collection, the field supervisor should contact the City representative immediately and the City will dispatch a crew to collect these items.
- e. Electronics – Electronics are not eligible for trash / debris collection. If the contractor encounters electronics placed out for collection, the field supervisor should contact the City representative immediately and the City will dispatch a crew to collect these items.
- f. Stumps and large tree trunks – Large stumps and tree trunks (over 8” in diameter or over 8’ in length) are not eligible for trash / debris collection. If the contractor encounters large stumps and tree trunks placed out for collection, the field supervisor should contact the City representative immediately and the City will contact the owner /occupant about size requirements and notify the contractor when the size requirements have been met.

#### COMPLETING YOUR BID PROPOSAL:

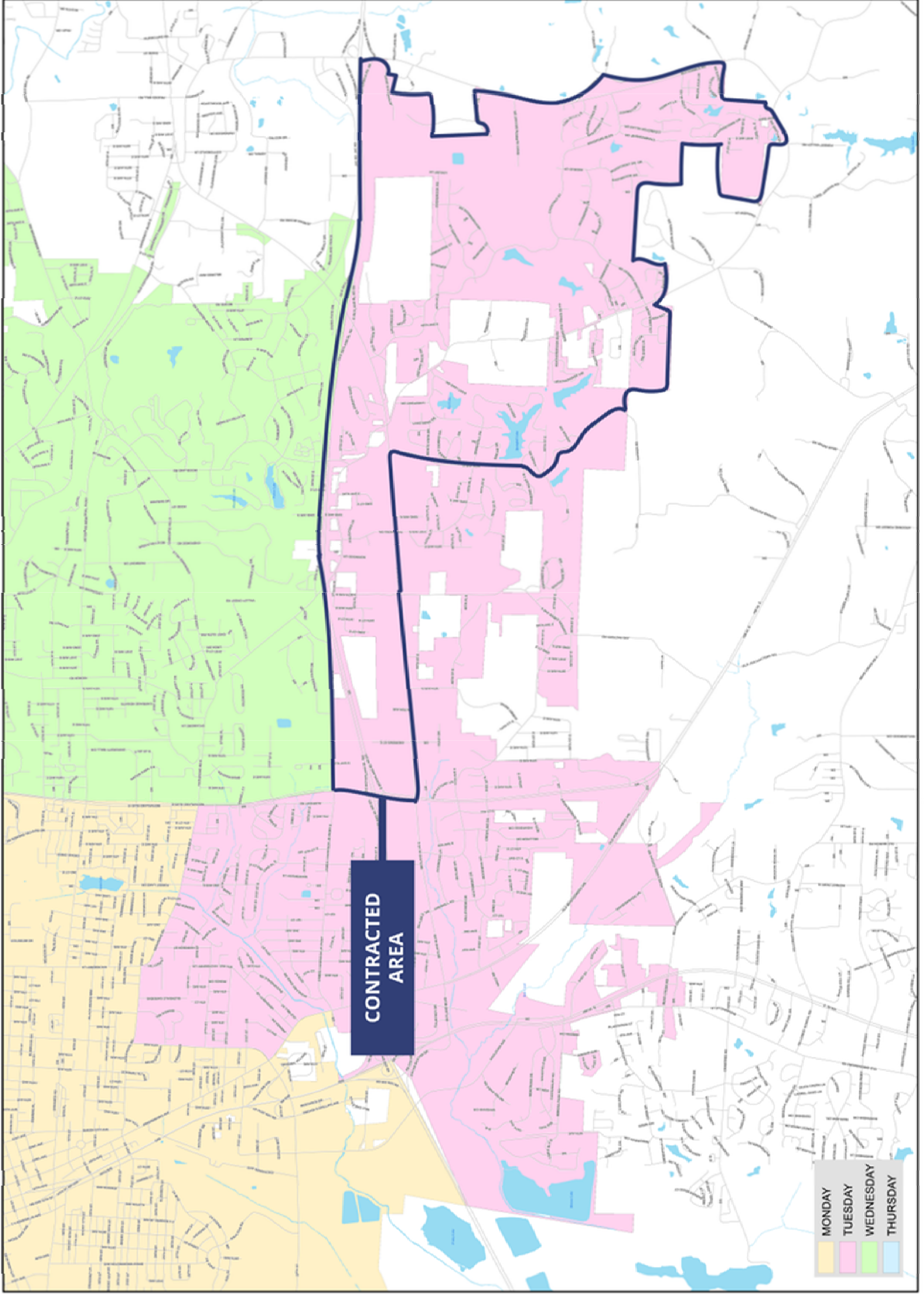
- 1) Provide a unit cost to mobilize. This cost will apply each time this contract is activated.
- 2) Provide a cost per cubic yard to include debris collection and transportation. The cubic yard price should include all costs for collection and transportation to and from and at the disposal site, but should not include any landfill tipping fees or ADEM costs.
- 3) No costs besides mobilization and the cost per cubic yard for collection will be allowed. If the contractor wants to recoup any administrative or personnel costs, those should be factored into the other allowable costs.

APPENDIX A

Monday Pickup Boundary

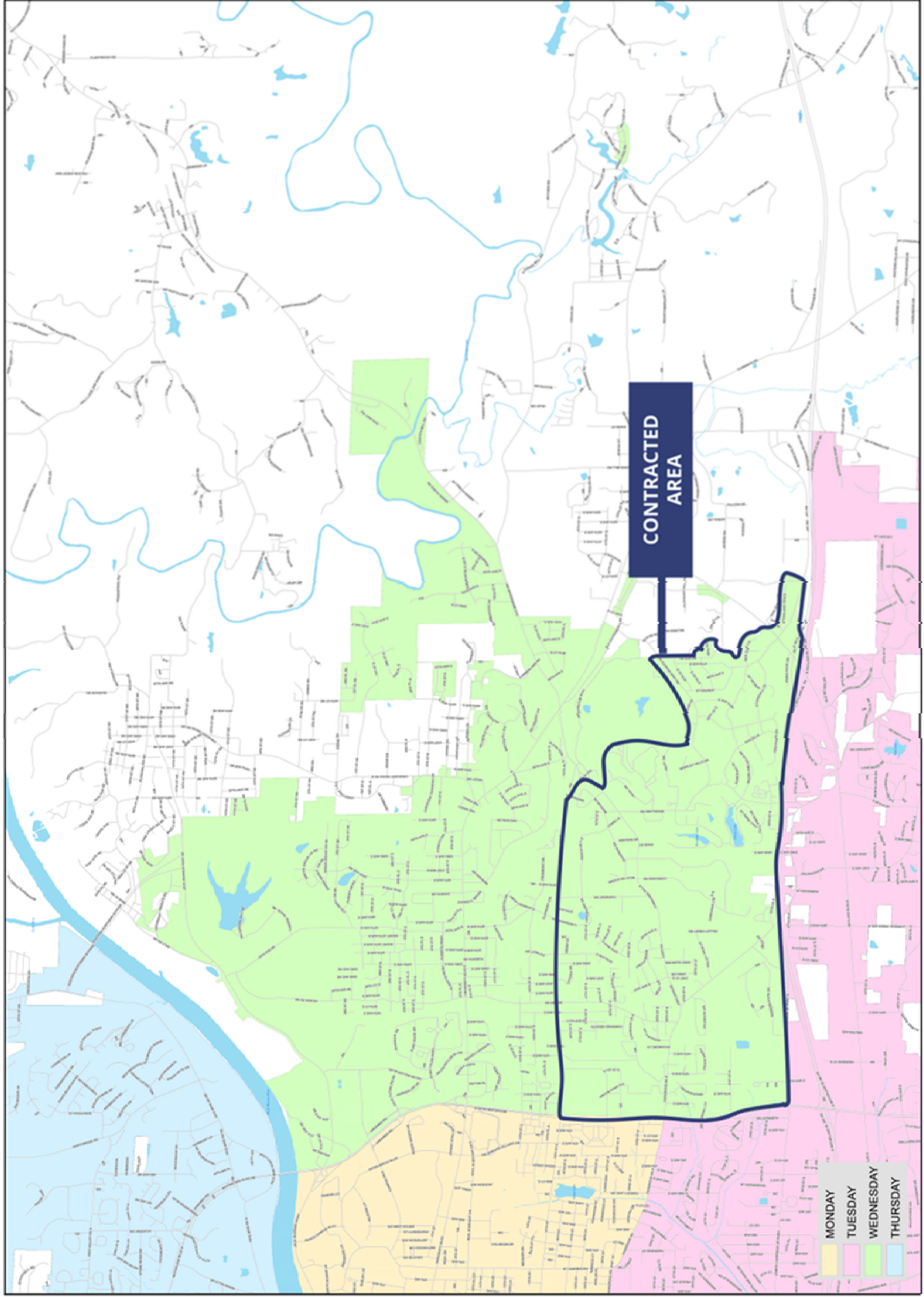


Tuesday Pickup Boundary





# Wednesday Pickup Boundary





Thursday Pickup Boundary

