



DATE: October 5, 2017
SUBJECT: Letter of Clarification
RE: Solid Waste Container and Recycling Services RFP
TO: All Prospective Proposers

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the Solid Waste Container and Recycling Services RFP to provide additional information pertaining to optional value-added services and in response to questions timely received from potential proposers.

Subsection “c” of the Response Format and Evaluation provision of the RFP, titled “Strategies and Operational Plan” is amended to include the following:

HFC welcomes proposers to provide or suggest value-added services, such as cash and in-kind sponsorship, at their option. Such opportunities may include multi-year sponsorship payments, cross-promotional support, brand activation and marketing initiatives, and other similar or dissimilar value-added benefits to HFC, which the proposer may value or condition on category-exclusive sponsor designation, signage and branding at mutually-agreeable sites in HFC facilities, and/or activation and promotion inclusion at HFC-owned events.

1. **Question:** Who is the current provider of solid waste and recycling services?
Answer: HFC currently has a contract with Republic Services for solid waste services and Global Waste Services for recycling.
2. **Question:** Could dump trucks work in lieu of trash containers?
Answer: No.
3. **Question:** Does HFC pay the City of Houston a franchise fee?
Answer: No.
4. **Question:** What historical data or estimates for tonnage and frequency can HFC provide?
Answer: The Fee Schedule includes pertinent estimates for each facility and service location.
5. **Question:** In 2017, how many times were the 30 yard compactors over 10 tons per load?
6. **Answer:** No more than 10 times.
7. **Question:** Is the stationary compactor 2 cubic yards or 4 cubic yards?
Answer: The stationary compactor is 4 cubic yards.

8. **Question:** Is participation in the HFC Diversity Program required or does it simply enhance your chances of being the successful proposer?
- Answer:** HFC requires proposers to use good faith efforts to award subcontracts to diversity participants certified by any of the identified certification agencies as defined in the HFC Diversity Program Instructions.
9. **Question:** What is the current diversity goal for dumpsters and recycling? Can HFC provide contact information for the current MWBE/HUB sub-contractor?
- Answer:** The diversity goal for this RFP is 10% of the total solid waste services provided. No diversity goal exist for recycling services. Current sub-contractor information is not available.
10. **Question:** Do the current contractors submit monthly or quarterly tonnage/frequency reports to HFC?
- Answer:** Monthly invoices include all relevant supporting information.
11. **Question:** How much does HFC receive in rebates for recycling services?
- Answer:** Rebates have fluctuated significantly over the term of the expiring contract based on market rates.
12. **Question:** What types of recyclable materials does HFC recycle?
- Answer:** HFC recycles paper, plastic, corrugated containers, aluminum cans, cardboard, wood pallets, and food compost (not included in this RFP).
13. **Question:** Can you share the results of the last waste stream audit performed by your current contractor?
- Answer:** A copy is not available at this time.
14. **Question:** Can we have a copy of the previous bid results?
- Answer:** HFC cannot provide that information.
15. **Question:** Are recycling services part of this RFP?
- Answer:** Yes. Proposers may submit proposals for solid waste or recycling services separately or both services combined.
16. **Question:** How should the contractor communicate overage fees on Section "A" of the Fee Schedule?
- Answer:** Proposers may supplement the Fee Schedule with a separate fee document.
17. **Question:** Where in the Fee Schedule should contractors indicate charges for wood recycling?
- Answer:** In a supplemental document with the Fee Schedule.

18. **Question:** Is the contractor responsible for both hauling and disposal fees, in the event a compactor breaks down?
- Answer:** Yes.
19. **Question:** Are dock load compactors walk-on or can forklift drivers drive on? Is the contractor responsible for providing walk-on equipment or is the equipment being used owned by HFC?
- Answer:** The dock load compactors are walk-on. The walk-on to the compactors is owned by the current vendor and must be supplied by the contractor who is awarded the contract.
20. **Question:** How much should compactors, open-top containers, and front-end load trash cans cost?
- Answer:** Proposers are asked to submit costs by completing the Fee Schedule.
21. **Question:** Does the contractor selected have exclusive rights to all waste services at GRB?
- Answer:** No. Services are not exclusive and may be supplemented by HFC.
22. **Question:** Do companies need to be invited to submit a proposal or may a newly formed business entity submit a RFP?
- Answer:** All highly-qualified businesses capable of providing solid waste or recycling services are welcome to submit a proposal. Contractors are responsible for all licenses, permits, and certificates required by any applicable statute, ordinance, rule, or regulation.
23. **Question:** Are the 4 cubic yard dumpsters for Wortham Theater Center on casters or wheels?
- Answer:** The dumpsters are on wheels. Due to limited space, drivers must get out of their vehicle to access the dumpsters.
24. **Question:** Do contractors have 24/7 access to the dumpsters at Miller Outdoor Theatre and Talento Bilingue de Houston?
- Answer:** No. Contractors should communicate with and get approval from facility managers to create schedules indicating when pick-ups should occur.
25. **Question:** How many wood pallets will be disposed on an average monthly basis?
- Answer:** The number varies based on events at GRB. On average 50-150 wood pallets are disposed monthly. During busy times 200-300.
26. **Question:** What holidays does HFC anticipate compactors and front load dumpsters will need service?
- Answer:** All holidays, except Christmas Day and Thanksgiving Day.
27. **Question:** Does HFC own all guard rails at GRB?

Answer: Yes.

28. **Question:** How do we submit compactor delivery and installation charges?

Answer: Extraneous fees may be included in a supplemental document with the Fee Schedule.

29. **Question:** Will the rates that contractors propose be all inclusive?

Answer: HFC greatly prefers all-inclusive pricing proposals.

30. **Question:** Is HFC a tax-exempt organization?

Answer: HFC is exempt from sales tax.

31. **Question:** Is the estimated collection frequency per month, per container or per the total number of containers?

Answer: The estimated collection frequency per month listed in the Fee Schedule is based on the total number of containers at each facility.

32. **Question:** Can you explain what is required under Exhibit "C," Section 4(B), which states, "Contractor shall deliver the following recycling equipment...a sufficient quantity of seven (7) gallon desk-side recycling containers and beverage container recycling receptacles to contain Recyclable Materials for the Facilities listed in Exhibit "D."

Answer: The requirement may be disregarded and will be deleted from the final contract.

33. **Question:** Approximatley how many recycling facility tours are requested annually?

Answer: No more than once annually.

34. **Question:** If a container must be pulled either by montitor or facility personnel and the driver cannot access the container in a reasonable amount of time, can the contractor assess a dry run cost?

Answer: No.

35. **Question:** Where can we access the Green Meeting information for GRB that was mentioned during the pre-proposal conference?

Answer: Information can be found on the GRB website <http://www.grbhouston.com/>.

When issued, Letters of Clarification automatically become a part of the Request for Proposals and supersede any previous specifications and/or provisions in conflict therewith. By submitting a Request for Proposals, Proposers shall be deemed to have received all Letters of Clarification and to have incorporated them into their RFP.