

CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION IFB GLB0023 REBID2  
DESCRIPTION: TRUCKING AND HAULING SERVICES

**1.0 SCOPE AND CLASSIFICATION**

- 1.1. **SCOPE** – This specification covers the requirements for trucking services, which comprise hauling and disposal of construction and excess materials for the City of Austin, Street & Bridge Division of Public Works and Watershed Protection Departments. The City reserves the right to make multiple awards based on individual or groups of specific line items, cost, geographic location, convenience, or any criteria or any combination deemed most advantageous to the City.
- 1.2. **CLASSIFICATION** - The City requires trucking services to supplement the existing fleet of trucks. The services will be utilized on various rehabilitation and reconstruction projects to haul construction materials (e.g., hot mix asphalt concrete, asphalt millings, rock, excess materials produced) within the limits of the City, and nearby areas. The City reserves the right to add or delete other departments as necessary during the term of the contract.

**2.0 APPLICABLE SPECIFICATIONS**

- 2.1. The trucks shall be licensed in accordance with all Federal and state requirements. The vehicles shall be operated in accordance with all state of Texas requirements for the operation of commercial vehicles. The City may request a list of the licenses at any time during the term of the contract.
- 2.2. The drivers shall be licensed in accordance with State of Texas requirements. The Contractor shall comply with all Federal requirements for drug and alcohol testing for the operation of commercial vehicles.
- 2.3. The Contractor shall comply with all laws, ordinances, specifications, rules and regulations, for this service as established by the City of Austin, State of Texas, Texas Commission on Environmental Quality, Texas State Board of Health, U.S Environmental Protection Agency, and any other applicable federal, state, or local governmental provisions prevailing during the term of this agreement. Contractor shall comply with all applicable provisions of the City of Austin Universal Recycling Ordinance (URO) and any future amendments to the URO.
- 2.4. It shall be the Contractor's responsibility to dispose of all **remaining spoils** in accordance with all Federal, state and City requirements.
- 2.4.1. **Diversion Requirement:** The Contractor shall recycle, compost or reuse **remaining spoils** when local recycling opportunities are available.
- 2.4.2. **Waste Management Reports:** The Contractor shall prepare and maintain a record of proper diversion of remaining spoils (see Attachment A for sample of report). The Contractor shall report the following based on calendar year of **remaining spoils** managed:
- 2.4.2.1. Waste sent to municipal solid waste landfills
- 2.4.2.2. Material sent to recycling facilities
- 2.4.2.3. Material sent to reuse/salvage facilities
- 2.4.2.4. The total diversion rate, calculated as diverted material (recycled, reused) divided by total waste hauled (landfilled, recycled, reused)

CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION IFB GLB0023 REBID2  
DESCRIPTION: TRUCKING AND HAULING SERVICES

2.4.2.5. The Contractor shall provide annual waste management reports to the designated Contract Manager by January 31st of each year.

2.4.2.6. The Contractor shall provide a sample of report with bid submission

2.5. The trucks shall be free of foreign debris. Release agents and procedures for cleaning trucks shall be in accordance with all Federal, state, and City requirements. The Contractor shall provide the City with the Material Safety Data Sheet (MSDS) of all releasing agents used prior to start of contract, and to promptly update the City with any changes or additions.

**3.0 SAFETY**

3.1. The Contractor shall be responsible for initiating and maintaining all safety precautions and programs in connection with the work. The Contractor shall take all necessary precautions for safety and shall provide the necessary protection to prevent damage, injury or loss to all persons and property that may be affected by the work.

3.2. The Contractor shall comply with all applicable Federal, state and local laws and regulations intended to protect the safety of persons or property, including but not limited to all applicable OSHA and ANSI Z133 standards, rules and regulations.

3.3. The Contractor shall notify shall notify the City within two (2) hours by phone or radio of accidents involving damage to City and private property and injury to any individual on or near the work. The Contractor shall be responsible for recording the location of the event and the circumstances surrounding the event through photographs, interviewing witnesses, and obtain medical reports and other documentation of their employees that describes the event. The copies of such documentation shall be provided to the City within forty-eight (48) hours of the event.

**4.0 EQUIPMENT REQUIRMENTS**

4.1. The Contractor equipment utilized to perform all work shall be maintained in good operating condition at all times. All safety devices required by OSHA, Federal, state, or local guidelines shall be in place and in proper operating condition.

4.2. The Contractor shall provide the following trucks with qualified drivers:

4.2.1. Dump Truck (12 yards)

4.2.2. Tri-Axles (18 yards)

4.2.3. Belly Dumps (24 yards)

4.2.4. End Dumps (24 yards)

4.2.5. Centipede Trucks (22 yards)

4.3. The trucks shall be equipped with cargo tarps that are in good condition, free of tears and holes.

4.4. The trucks shall tolerate truck hitch rear wheel grab arm rollers to attach to the paver.

CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION IFB GLB0023 REBID2  
DESCRIPTION: TRUCKING AND HAULING SERVICES

- 4.5. The trucks shall be adequately equipped with chutes for unloading hot mix asphalt concrete into a paver hopper.
- 5.0 CONTRACTOR'S PERSONNEL**
- 5.1. The Contractor employees shall be clearly identified on outer garment with proper identification giving both names of the Contractor and the employee.
- 5.2. The Contractor employees shall wear safety vests, protective classes, and any other OSHA required safety equipment.
- 6.0 PERFORMANCE REQUIRMENTS**
- 6.1. The Contractor shall be able to provide a minimum of four (4) trucks and up to a maximum of fifteen (15) trucks, with drivers, per full working day, as required by the City. The number of trucks required will be determined by Street and Bridge Operations or a Watershed Protection representative. A full working day consists of a minimum of four (4) hours to a maximum of ten (10) hours, Monday through Saturday.
- 6.2. The Contractor shall provide the dispatcher's phone number on the space provided on the Bid Sheet and keep the information updated as the need arises.
- 6.3. The Contractor shall designate one (1) person within the firm as a single point of contact, with office phone and cell or pager number for accessibility during business hours. Use the space provided on the Bid Sheet. The Contractor shall notify the Contract Manager in a reasonable amount of time in writing of any changes, temporary or permanent, in either of the contact numbers as soon as they occur.
- 6.4. The Contractor shall pay the fees at landfills and provide the City the pay tickets for reimbursement of those fees at the time of Invoice.
- 6.5. The Contractor shall use the most direct route to location. The City will not pay a mobilization charge to the pick-up site or to return to the Contractors site.
- 7.0 CITY RESONSIBILITIES**
- 7.1. The City will notify the Contractor by phone, fax, or email at least one (1) business day in advance of scheduled arrival time. If notified by email, Contractor shall reply to City within four (4) hour of email receipt to Contractor's mailbox.
- 7.1.1. The notification shall include a description and estimated quantity of the material to be picked up, location of pick up site, delivery destination, size and number of trucks required, schedule of pick-up and delivery, any information (account number, or purchase order number, etc.) to give at the pick-up location.
- 7.2. The City reserves the right to dismiss any of Contractor's driver(s) for misconduct or damage to City Property. This driver shall not work on any resulting contract without written approval by the City.
- 7.3. The City is responsible for loading the Contractor's vehicles.

CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION IFB GLB0023 REBID2  
DESCRIPTION: TRUCKING AND HAULING SERVICES

**8.0 PAYMENT REQUIREMENTS**

- 8.1.** The Contractor shall be paid for actual hours worked. If the City cancels services more than 24 hours prior to service, no compensation will be rendered.
- 8.2.** If the City cancels services within 24 hours, Contractor will be paid two (2) hours for each truck ordered and verified by the City.
- 8.3.** There will be no compensation for, but not limited to, the following scenarios. In the event any of these scenarios occurs, the Contractor shall notify the City immediately upon discovery of delay. The Contractor shall dispatch another truck within one (1) hour of discovery of delay.
- 8.3.1.** Contractor's truck is involved in a traffic accident.
- 8.3.2.** Contractor's truck has a mechanical breakdown.
- 8.3.3.** Contractor's truck is detained by a law enforcement officer for any reason.
- 8.4.** Services will be paid as follows:
- 8.4.1.** Hours actually worked as measured by the time on the a City-specified Materials Vendor's printed ticket of the first load of the day until the ending time documented by the City after final load of the day is dumped.
- 8.4.2.** Hours actually worked as measured by the initial arrival of Contractor's truck at the City specified site, until the last load has been dumped as documented by the City or by a landfill ticket.

**9.0 INVOICING**

- 9.1.** With each delivery of material from a City-specified Materials Vendor, Contractor shall furnish a copy of that Vendor's printed shipping ticket.
- 9.2.** All Invoices shall include the following information
- Unique Invoice Number
  - Invoice Date
  - Order release number (DO number)
  - Delivery Ticket number(s), as appropriate
  - Description of Item
  - Unit Price (per hour)
  - Total Price
  - Current remit to address that matches the remit to address on the City's vendor registration for the Contractor.

CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION IFB GLB0023 REBID2  
DESCRIPTION: TRUCKING AND HAULING SERVICES

- 9.3.** Invoices specifying units of measure other than tons are subject to rejection by the City.
- 9.4.** Landfill ticket shall be attached to the appropriate invoice for reimbursement by the City for dump fees. If Contractor fails to provide ticket at time of invoice then no reimbursement will be made.
- 9.5.** The Contractor shall send all invoices for trucking services to the appropriate department for service rendered:

City of Austin – Street & Bridge  
Attn: Brenda Jimenez  
4411-A Meinardus Dr.  
Austin, TX 78744

City of Austin – Watershed Protection  
Attn: Donna Lee Bliss  
505 Barton Springs Road, #1200  
Austin, TX 78704