

CITY OF AUSTIN
FLEET SERVICES DEPARTMENT STATEMENT OF WORK FOR
CLEANING, REMOVAL, HAULING, & DISPOSAL OF NON-HAZARDOUS WASTEWATER
SLUDGE

1. PURPOSE

- 1.1 This Invitation for Bid (IFB) is to establish a Contract with a single vendor able to provide cleanup, removal, hauling, and disposal services for the heavy truck wash bay at City of Austin's ("City") Fleet Service Center #11, and other service centers as required. A Contract will be awarded to provide wastewater sludge hauling services on a monthly basis as stipulated in this solicitation. The services acquired through this contract will be used to maintain the cleanliness and safety of the wash bay for use by City personnel.
- 1.2 The Contract will be utilized by the Fleet Services Department. The City reserves the right to allow other City Departments to utilize the Contract.
- 1.3 The City intends to solicit bids in response to this IFB and reserves the right to compare those bids to established cooperative purchasing organization contracts operating within the State of Texas and authorized by the Austin City Council. Examples of City authorized cooperative purchasing organizations include, but are not limited to, the following: U.S. Communities, Houston-Galveston Area Council of Governments (HGAC), Texas Procurement and Support Services, and Texas Local Government Purchasing Cooperative (BuyBoard).
- 1.4 It is the City's preference to award a single contract for the wastewater sludge cleaning, removal, hauling & disposal needs of Fleet Services; however, if the cooperative purchasing prices are lower than the bid prices received, the City reserves the right to reject all bids entirely and make a contract award to a cooperative Vendor. Award may be based on cost, convenience, or any criteria deemed by the City to be most advantageous. The City also reserves the right to award the entire contract to a supplier available through a cooperative purchasing agreement.

2. DEFINITIONS

- 2.1 Services includes all work or labor performed for the City on an independent basis.
- 2.2 Fleet Service Center is a term used to designate any City facility where the services will be needed for cleaning, removal, and hauling of wastewater sludge.
- 2.3 "Delayed delivery of service" for the purposes of this solicitation shall mean that the Contractor fails to provide the monthly service within 30 days after the date of the prior month's service.
- 2.4 Disposal means properly discarding or recycling wastewater sludge at a facility that accepts non-hazardous industrial waste.

3. CONTRACTOR QUALIFICATIONS

- 3.1 The Contractor shall accept payment by credit card, check, or Electronic Funds Transfer ("EFT") for all services provided under the Contract, as indicated in the Invoices and Payment Provision in Section 0400. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
- 3.2 The Contractor shall furnish customer references as required in Section 0700 of the solicitation. In addition, the Contractor shall furnish a minimum of three (3) professional references from current customers. Professional references shall be on suppliers' letterhead and shall provide pertinent information regarding the relationship, such as the length of time the Contractor has worked with the supplier.
- 3.3 The Contractor shall, on a regular monthly schedule, providing cleaning, removal, hauling, and disposal of the non-hazardous wastewater/sludge from the heavy truck wash bay at the prices

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stated on the bid sheet. Contractor and Service Center Manager shall agree upon the date of each month once the contract has been executed.

- 3.4. The Contractor shall provide a listing of equipment and/or vehicle used for hauling sludge (ex. Type of vehicle, tank size, etc.)
- 3.5. The Contractor shall provide the City with a location of where the non-hazardous wastewater sludge is being disposed of. Contractor shall notify the city if and when this location changes throughout the contract term.

4. CONTRACTOR'S RESPONSIBILITIES FOR SERVICES

- 4.1. The Contractor shall have the necessary equipment and qualified personnel required to perform the services described herein.
- 4.2. To be eligible for award, Bidders must be licensed by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA) to haul and dispose of the type of non-hazardous wastewater/sludge that will be removed from the heavy truck wash bay.
- 4.3. The Contractor shall be responsible for any damage by the Contractor or Contractor's Subcontractor to City equipment, buildings, and/or property. Any damage shall be repaired at the Contractor's expense.
- 4.4. The Contractor shall be responsible for risk of loss or damage to all items in the care, custody, and control of the Contractor until accepted by the Fleet Service Center Manager or designee.
- 4.5. The Contractor shall provide an itemized invoice to the Fleet Service Center Manager or designee, upon completion of each service visit.
- 4.6. Costs for recycling or disposal fees shall be factored into the Offer and not charged separately on an invoice. The Contractor shall provide to Fleet Services, upon request, a copy of a standard transportation manifest showing that all hauled off wastewaters were properly recycled and/or disposed.
- 4.7. The Contractor shall comply with all health, safety and environmental laws (see Paragraph 11. in Section 0300).
- 4.8. The Contractor shall submit copies of all documentation related to hazardous waste to both the Fleet Service Center Manager and the City's Occupational Health & Safety Specialist located within Fleet Administration.

5. WORK HOURS

The City will not pay off-shift rates for services performed. Off-shift hours are any hours other than Monday through Friday from 7:30 A.M. through 4:30 P.M. local time.

6. SERVICE REQUIREMENTS

Services shall be performed as specified herein during normal City business hours Monday through Friday between the hours of 7:30 A.M. through 4:30 P.M. except for City-recognized legal holidays and weekends unless requested by Fleet Services in advance (see paragraph 52 in Section 0300 for City Holidays).

7. MILEAGE

Mileage is not reimbursable, and shall not be billed.