



REQUEST FOR PROPOSALS

RFP # 25-01

Installation, Maintenance, Cleaning of Commercial Trash Bins/Receptacles, and Provide Advertising Services to Display on Trash Bins/Receptacles in the City of Socorro

SUBMITTAL DEADLINE: Monday, February 3, 2025, @ 2:00 PM

City of Socorro, Texas
Attention to: City Clerk-Olivia Navarro
RFP#: 25-01
124 S. Horizon Blvd.
Socorro, TX 79927
(915) 858-2915

**REQUEST FOR PROPOSALS FOR THE INSTALLATION, MAINTENANCE,
CLEANING OF COMMERCIAL TRASH BINS/RECEPTACLES, AND PROVIDE
ADVERTISING SERVICES TO DISPLAY ON TRASH BINS/RECEPTACLES IN THE
CITY OF SOCORRO**

INTRODUCTION

The City of Socorro, Texas is seeking proposals from qualified advertising agencies, businesses or organizations interested in installing, maintaining, cleaning, and providing advertising services on commercial trash bins/receptacles. This initiative aims to create a sustainable advertising platform while supporting community programs and offsetting waste management costs.

SUBMITTAL INSTRUCTIONS

Please submit proposal documents in a sealed envelope that is marked and labeled:

RFP: INSTALLATION, MAINTENANCE, CLEANING OF COMMERCIAL TRASH BINS/RECEPTACLES, AND PROVIDE ADVERTISING SERVICES TO DISPLAY ON TRASH BINS/RECEPTACLES IN THE CITY OF SOCORRO

Sealed bids shall be mailed or hand-delivered to the City of Socorro, Texas, Administrative Building 124 S. Horizon Blvd. Socorro, TX 79927, attention to City Clerk: Olivia Navarro by **2:00 PM MST on Monday, February 3, 2025**. Bids received **after** the specified time and date will be disqualified. Bids will be publicly opened and read aloud at the City of Socorro, TX, Administrative Building 124 S. Horizon Blvd. Socorro, TX 79927 on **Monday, February 3, 2025, at 2:15 PM MST**.

- Proposals will be accepted on or before the deadline identified above.
- Proposals received after that time will be rejected.
- Proposals will be opened and read publicly.
- Contact with elected officials, commission members, and other staff members is grounds for disqualification.
- **Faxes are NOT acceptable means of submission.**
- **Any submittal that is incomplete or received after the above-stated date and time will NOT be accepted.**

Until the City awards the final contract, the City reserves the right to reject any and all proposals, waive technicalities to re-advertise, and proceed otherwise when in the City's best interest to do so.

RFP responses must be signed and submitted by principals, officers, and directors of submitting parties, having the authority to bind their company to a contract.

For more information or questions regarding submission requirements, please contact the City Clerk's Office at 124 S. Horizon Blvd, Socorro, TX 79927 (915) 858-2915 or by email at CityClerk@costx.us

SELECTION PROCESS MILESTONES

The following projected dates are set forth for your knowledge and understanding:

- First Publishing: Sunday, January 19, 2025
- Second Publishing: Sunday, January 26, 2025
- Submittals Due: Monday, February 3, 2025, @ 2:00 PM
- Bid Openings: Monday, February 3, 2025, @ 2:15 PM
- Bid Scoring by Tuesday, February 4, 2025
- City Council Review & Possible Award: Thursday, February 20, 2025

SCOPE OF WORK

The selected Proposer will:

1. Provide, Install, maintain and clean commercial trash bins/receptacles at locations identified by the City.
2. Design, implement, and manage an advertising program on designated trash bins/receptacles.
3. Ensure all advertising complies with local regulations and is in alignment with the City's values and standards.
4. Coordinate with the City to identify and approve bin locations and advertisement layouts/designs.
5. Maintain cleanliness, visibility, and quality of the advertisements over the contract period.
6. Share revenue with the City of Socorro as per agreed terms.

The City reserves the right to accept one or more proposals. Any selection will be based on the best interests of the City.

PROPOSALS

The response must include **five (5) hardcopies** and be submitted in bound volume on standard 8½" x 11" paper, **with an electronic pdf version submitted on a flash drive**. Hardcopy charts and exhibits for the hardcopy original may be larger but must be folded to the standard size. Any such foldout pages will count as one (1) page, but the response shall be limited to two (2) foldout pages. The proposal shall be limited to twenty-five (25) pages, single-sided and double-spaced, and may include typed text, graphics, charts, and photographs. The minimum type or font size for text is 12-point. The minimum for non-text portions, such as graphics and charts, is 10-point. All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail with clear identification of the Section and Page Number. **Proposals that do not comply with the instructions in this RFP will not be accepted.**

It is mandatory that the proposal contains the following items and be organized in the following order:

1. **Cover Page**
 - Show the proposed RFP title, the name of your firm, address, telephone numbers, name of a contact person, and date.
2. **Letter of Transmittal**
 - Identify the RFP project for which the proposal has been prepared.

- Briefly state your firm's understanding of the services to be performed and commit positively to providing services as specified.
- A corporate officer or another individual with authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown below the signature.

3. Project Approach

- A detailed outline of the company, firm or individual proposing to provide such services and products for installing, maintaining, cleaning, and providing advertising services on commercial trash bins.
- A description of availability to provide the services, including the current workload. It is recommended personnel have a thorough knowledge and understanding of the Municipal Government operations to provide perspective related to comprehensive planning analysis and recommendations.
- Include a list of equipment, products, and any contracted services for installing, maintaining, cleaning, and providing advertising services on commercial trash bins.
- Provide a detailed plan of how revenues will be shared with the City by the Proposer.

4. Experience

- A summary of experience with similar services, including reference information. Provide the names, addresses, current telephone numbers, and brief project descriptions of three past or current clients who can comment on aspects of your work relevant to this proposal.

5. Personnel

- Identify the number of personnel or workforce available to provide such services to the City of Socorro, Texas.
- Specific background information for key individuals assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability; their certifications, licenses, and other training pertinent to the execution of services.
- Firms shall fully disclose and identify subcontractors or partners and their representative roles in providing all relevant and related services.

6. Rates & Expenses

- Provide an itemized cost breakdown for the proposed city-wide services to be provided that will remain in effect for the duration of the contract.

7. Liability Insurance

- The Proposer must have professional liability insurance coverage of not less than \$1,000,000. If the present coverage is insufficient, the Proposer must obtain additional coverage before initiating the work. The coverage must extend to three (3) years beyond completing the Services.

8. Contract Termination

- Identify if your Firm has terminated any contracts due to non-performance over the last five (5) years.

EVALUATION CRITERIA AND SELECTION PROCESS

A committee of individuals representing the City shall evaluate the proposals and will rank the proposals as submitted. The City reserves the right to request oral interviews with the highest-ranked firms. The purpose of the interviews with the highest-ranked firms is to allow expansion upon written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each Firm. If interviews are conducted, a maximum of three firms will be shortlisted. The Proposer's project manager must be identified in this proposal.

SCORING OF PROPOSALS

Proposals will be evaluated based on the following factors:

- | | |
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| 1. Experience and qualifications | 20 Points |
| 2. Creativity and alignment with the City's image | 20 Points |
| 3. Revenue-sharing potential | 20 Points |
| 4. Feasibility and implementation strategy | 20 Points |
| 5. Cost-effectiveness | 20 Points |

TOTAL

100 Points

GENERAL CONDITIONS

The following information is furnished to the Proposers for consideration while preparing their response to this RFP. The information is representative of specific provisions that the City of Socorro expects to incorporate into the Agreement for Consultant Services but should not be considered an exhaustive list or final language of such anticipated provisions.

Professional Services Contract

- If your proposal is accepted and a contract is issued, then this RFP and all documents attached hereto, including any amendments, and any other written offers/clarifications made by the Proposer and accepted by the City of Socorro, will be incorporated into a contract between the City of Socorro and the Proposer, it shall contain all the terms and conditions agreed upon by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

- The submission of a proposal shall be considered as a representation that the Proposer has carefully investigated all conditions, has complete knowledge of the scope, nature, and quality of work required, and is familiar with all applicable Federal and Local regulations that affect or may at some future date affect the performance of this contract. The following information is furnished to the Proposers for consideration while preparing their response to this RFP. The information is representative of specific provisions that the City of Socorro expects to incorporate into the Agreement for consultant services but should not be considered an exhaustive list or final language of such anticipated provisions.
- Acceptance of this proposal will take place only upon the award by the City of Socorro's City Council, execution of the contract by the proper City officials, and delivery of the fully executed contract to the Proposer. Acceptance may be revoked at any time before the fully executed contract is delivered to the successful Proposer. The contract may be amended only by written Agreement between the Proposer and the City of Socorro.

Termination Of Contract

- The City of Socorro may terminate the contract at any time, for the City's convenience and without cause.

Indemnification Hold-Harmless Agreement

- The Proposer agrees to hold harmless the City of Socorro from any lawsuits or litigation which may arise at any time from its negligence, gross negligence, or willful misconduct while under contract to the City and also agrees to indemnify the City from liability imposed upon it as a result of any of its activities hereunder.

Payment Terms

- All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the final agreement between the Proposer and the City of Socorro, Payment will be issued on a monthly schedule.

Assignment or Subcontract

- The contract may not be assigned or subcontracted by the Proposer without the written consent of the City. If all or a portion of the contract work is proposed to be assigned or subcontracted, the proposer will provide the name of the individual(s) to complete the work and address which shall be submitted within the scope of the proposal.

Independent Contractor Status

- The Proposer agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

- This contract may be modified only by written amendment to the contract signed by both parties.
- Amendment of proposals may be done as follows:
 - By the City: Proposals may be amended by the City of Socorro in response to the need for any further clarification, specifications and/or requirements change, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

- By Proposer: Proposals may only be amended after receipt by the City of Socorro by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.
- Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

Waiver

- One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such.

Non-Discrimination

- In connection with the work performed under this Agreement, the Proposer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.