1. **Introductions**  
   City of Bastrop Staff or Representatives  
   - Sylvia Carrillo-Trevino, City Manager  
   - Andres Rosales, Assistant City Manager  
   - Ann Franklin, City Secretary  
   - Edi McIlwain, Chief Finance Officer  
   - Jimmie Campbell, Executive Administrative Assistant  

2. **Sign-In Sheet**  
   Please use the sign-in sheet provided. This will be used as proof of attendance. Proposals submitted by a Proposer not signed in to the Pre-Proposal Meeting will be rejected.

3. **Proposal Information**  
   Solid waste and Recycling services within the City of Bastrop, for a contract commencing August 31, 2024, and continuing for an initial five (5) year term through August 31, 2029.

4. **Proposal Schedule**  
   - Release of RFP – **Monday**, April 29, 2024  
   - Mandatory Pre-Proposal Meeting – **Tuesday**, May 7, 2024  
   - Questions Due – **Thursday**, May 16, 2024, at 5:00 PM  
     - All questions must be submitted to Ann Franklin, City Secretary, at afranklin@cityofbastrop.org no later than 5:00 PM on Thursday, May 16, 2024. **Addendum including questions and answers will be posted Friday, May 17.**  
   - RFP Due Date – **Thursday**, May 30, 2024 at Noon  
     - Proposals must be submitted no later than Thursday, May 30, 2024, at 12:00 PM Central Time.  
     - All proposals must be received before the opening date and time.  
     - All proposals received after the deadline will be returned unopened.  
   - Other dates are listed in RFP document on page 6.

5. **Communications**  
   - To ensure that Proposers are treated fairly and equally with respect to any opportunity for discussion of proposals, Proposers should ensure all inquiries and communications from the Proposer to the City regarding this RFP are made in writing (via email) to the City Secretary or during this meeting.  
   - Proposers shall not engage in lobbying City officials or City employees regarding the RFP review or selection process, and shall not otherwise engage in communications regarding the RFP with City officials or City employees outside of the formal methods of permissible communications included in the RFP review process. Any impermissible lobbying or communications by a Proposer with City officials or City employees may result, at the City’s sole discretion, in the rejection of such Proposer’s proposal.  
   - Only addendums can modify or clarify the documents. Addendums will be issued to all who attend this meeting via email and posted to the city website.  
   - Additional information on page 5 of the RFP document.

6. **Review of Submittal Procedures**  
   - PROPOSALS MUST BE submitted on the forms included for that purpose in this packet. Each Proposal shall be placed in a separate sealed envelope, with the letter of intent and the forms manually signed by a person having the authority to bind the Contractor in a Contract and marked clearly on the outside.  
   - Delivery Address:  
     City of Bastrop  
     Attn: Ann Franklin, City Secretary  
     1311 Chestnut Street  
     Bastrop, Texas 78602  
   - Labeled Envelope: “RFP FOR SOLID WASTE AND RECYCLING SERVICES”  
   - Verify all forms are submitted:  
     i. Form 1: Acknowledgement of Addenda
ii. Form 2: Statement of Organization  
iii. Form 3: Conflict of Interest Questionnaire (Form CIQ)  
iv. Form 4: Minimum Qualifications (Attach proof to form)  
v. Form 5: References (1 copy for each reference provided)  
vi. Form 6: Exceptions  
vi. Form 7: Cost Proposals  
  • Review Section 3 for proposal content and format.  
  • Review Proposal Content on page 15 of the RFP Document.

7. Date, Time, and Place for Proposal Opening  
   • ALL PROPOSALS MUST BE RECEIVED BEFORE THE OPENING DATE AND TIME, which shall be Thursday, May 30, 2024, at 12:00 p.m. Central Time at Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas 78602.  
   • No emailed or facsimile proposals will be accepted. Proposals must be dropped off in-person or mailed to the delivery address listed above.

8. Proposal Evaluation  
   • Award for contract will be based on best value for the City.  
   • More information on page 21 of the RFP Document.  
   • Proposals will be evaluated using the following criteria and scoring system.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proposal Content Considered</th>
<th>Forms</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent and Minimum Qualifications</td>
<td>Section 1</td>
<td>Forms 1, 2, 3, 4</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Experience and Financial History</td>
<td>Section 2</td>
<td>Form 5</td>
<td>15</td>
</tr>
<tr>
<td>Proposed Approach</td>
<td>Section 3</td>
<td>None</td>
<td>25</td>
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<tr>
<td>Transition Plan</td>
<td>Section 4</td>
<td>None</td>
<td>10</td>
</tr>
<tr>
<td>Exceptions to Contract</td>
<td>Section 5</td>
<td>Form 6</td>
<td>10</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>Section 6</td>
<td>Form 7</td>
<td>40</td>
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<tr>
<td>Total</td>
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<td></td>
<td>100</td>
</tr>
</tbody>
</table>

9. Site Visit during Proposal Evaluation  
   • City may elect to do site visit with proposers who are determined to be finalists.  
   • If the City conducts site visits, such site visits may include, at the City’s sole discretion, various City staff and/or a subcommittee of or the full City Council. Agenda for quorum will be posted at the facility if full City Council attends site visit.  
   • The Proposer’s Contractor’s Representative shall be present at any site visits. Site visits, if any, would be tentatively scheduled for June or July 2024.  
   • Proposers may be re-scored after the interviews and/or site visits are complete.  
   • More information on Page 21 of the RFP document.

10. Notice of Award  
    It is the City’s intent to make its recommendation to City Council for approval in July 2024 (either second or fourth Tuesday of the month).

11. Questions and Answers  
   • Q: Original signatures on proposals: does City require copies or just one original?  
   • A: City requires one original and will provide copies to staff after bid opening.  
   • Q: Does City prefer a specific color for carts?  
   • A: RFP states no dark blue or dark black, otherwise City does not have a preferred color. Current colors used are green or aqua/light blue.
<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alonso Sifuentes</td>
<td>Republic Services</td>
<td>(737) 235 - 9795</td>
<td><a href="mailto:asifuentes@republicservices.com">asifuentes@republicservices.com</a></td>
</tr>
<tr>
<td>JD Dudley</td>
<td>Texas Pride</td>
<td>(713) 705 - 5981</td>
<td><a href="mailto:jdudley@texaspridedisposal.com">jdudley@texaspridedisposal.com</a></td>
</tr>
<tr>
<td>David Butch</td>
<td>Republic Services</td>
<td>512 - 205 - 5521</td>
<td><a href="mailto:dbutch2@republicservices.com">dbutch2@republicservices.com</a></td>
</tr>
<tr>
<td>Richard Tow</td>
<td>Waste Connections</td>
<td>254 - 815 - 9917</td>
<td><a href="mailto:richard.tow@wasteconnections.com">richard.tow@wasteconnections.com</a></td>
</tr>
<tr>
<td>Denta Davis</td>
<td>Frontier Waste</td>
<td>254 - 652 - 1567</td>
<td><a href="mailto:ddavisd@frontierwaste.com">ddavisd@frontierwaste.com</a></td>
</tr>
<tr>
<td>Rob Brown</td>
<td>Frontier Waste Solutions</td>
<td>830 - 203 - 0421</td>
<td><a href="mailto:rbrown@frontierwaste.com">rbrown@frontierwaste.com</a></td>
</tr>
<tr>
<td>Jay Kline</td>
<td>Texas Pride</td>
<td>636 - 515 - 6890</td>
<td><a href="mailto:jkline@texaspridedisposal.com">jkline@texaspridedisposal.com</a></td>
</tr>
<tr>
<td>Tim Henderson</td>
<td>Frontier Waste</td>
<td>940 - 453 - 8839</td>
<td><a href="mailto:thenderson@frontierwaste.com">thenderson@frontierwaste.com</a></td>
</tr>
<tr>
<td>Ryan Driskell</td>
<td>Texas Disposal</td>
<td>512 - 429 - 4294</td>
<td><a href="mailto:rdriskell@txerd3pos1.com">rdriskell@txerd3pos1.com</a></td>
</tr>
<tr>
<td>Jay Howard</td>
<td>Texas Disposal Systems</td>
<td>512 - 584 - 6195</td>
<td><a href="mailto:jhoward@texasdisposal.com">jhoward@texasdisposal.com</a></td>
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