

CSB-3291 TRASH DISPOSAL AND RECYCLING SERVICES.

July 17, 2024

1:00 p.m.

PORT HOUSTON



PORT HOUSTON

AGENDA

1. Pre-Proposal Meeting House Rules
2. Introductions
3. Business Equity
4. Procurement Services
5. Selection Criteria
6. Project Scope
7. Questions



PRE-PROPOSAL MEETING HOUSE RULES

- Attendees will begin the meeting in listen-only mode.
- There will be a Q&A session at the end of today's presentation.
- If you have any questions during the presentation, you may submit your Questions through the Teams Chat feature and they will be addressed at the end of the presentation.
- This presentation recording will be posted on the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."



PHA PERSONNEL

- Randy Stiefel– Director, Multipurpose Facility/ Operations
- Jonathan Barra – Project Manager
- Yvette Camel-Smith – Director, Procurement
- Dean Ainuddin – Manager Contracts, Procurement
- Nicole Jones– Contract Administrator, Procurement
- Cassandra Fontenot - Administrative Assistant II, Procurement
- Dr. Sabeeta Bidasie-Singh - Directory, Business Equity
- Brenda Ruiz – Business Equity Supplier Diversity Manager
- Eduardo Mejia - Business Equity Compliance & Reporting Manager



PORT COMMISSION



Ric Campo
Chairman of the Port Commission



Dean E. Corgey
Commissioner



Clyde Fitzgerald
Commissioner



Stephen H. DonCarlos
Commissioner



Wendy Montoya Cloonan
Commissioner



Alan Robb
Commissioner



Thomas Jones, Jr.
Commissioner

BUSINESS EQUITY



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BUSINESS EQUITY S/MWBE INITIATIVE

- Business Equity Division provides resources to small, minority- and woman-owned businesses (S/MWBE) seeking to participate in Port Houston procurements and contracts.
- Port Houston promotes business opportunities for all sectors of the community and recognizes the importance of vendor and supplier diversity in its contracts.
- Port Houston has established an organizational 35% Small Business participation goal and a 30% Minority- and Woman Business Enterprise (MWBE) aspirational goal.

35%

SBE participation
goal

30%

MWBE aspirational
goal



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BUSINESS ENTERPRISE DEFINITIONS

Small Business Enterprise (SBE)

- Gross revenues or number of employees, averaged over the past three years does not exceed the size standards defined by SBA.
- The net worth of the owner must be less than \$2.047 million, excluding the owner's primary residence and assets of the business.

Minority Business Enterprise (MBE)

- At least 51% Owned by one or more Minority Individuals, or at least 51% of the equity is Owned by one or more Minority Individuals.
- Both the management and daily business operations are carried out and controlled by one or more of the Minority Individuals who own it.

Woman-Owned Business Enterprise (WBE)

- At least 51% Owned by one or more Women, or at least 51% of the equity is Owned by one or more Women
- Both the management and daily business operations are carried out and controlled by one or more of the Women who own it.



CERTIFYING PARTNERS

- City of Houston *
- Houston Minority Supplier Development Council
- METRO *
- National Minority Supplier Development Council & Affiliates
- Small Business Administration 8(a) *
- South Central Texas Regional Certification Agency – SCTRCA *
- Texas Comptroller of Public Accounts – HUB Certification
- Texas Department of Transportation – TxDOT *
- Women’s Business Enterprise Alliance
- Women’s Business Enterprise National Council & Affiliates – WBENC

* No fee to apply



PORT HOUSTON S/MWBE ENROLLMENT DIRECTORY

How do I identify Port Houston enrolled small, minority- and woman-owned businesses (S/MWBE)?

Search for businesses in 2 easy steps:

1. Visit <https://porthouston.smwbe.com> Under the section on the left labeled Small, Minority and Woman Owned Business Directory and Online Application select the blue button labeled, "Find a S/MWBE Firm".
2. You will need to complete at least one of the fields in the popup window titled, Port Houston S/MWBE Enrollment Directory and Search.

PORT HOUSTON
BUSINESS EQUITY
COMPLIANCE SYSTEM

Log In

SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION

Search for small, minority, and woman-owned businesses enrolled in Port Houston's Business Equity Programs, and/or apply to become an enrolled small, minority or woman-owned business.

Find a SMWBE Firm

OUTREACH & PROGRAM NOTICES

Business Networking Events

Detailed Description

RSVP For An Event

SYSTEM TRAINING

www.porthouston.smwbe.com



GOOD FAITH EFFORTS- (GFE)



WHAT ARE GOOD FAITH EFFORTS (GFEs)?

“Good Faith Efforts” or “GFE” means efforts to achieve an SBE, MBE or WBE (as applicable) participation goal, which efforts, by their scope, intensity, and appropriateness, can reasonably be expected to fulfill the applicable Program requirement.



GFE- Good Faith Efforts (Attachment 10)

- If your bid meets the contract requirement, then you are encouraged to submit Good Faith Efforts.
- Good Faith Efforts are not required but are highly encouraged.
- If a bidder anticipates it cannot or will not meet the contract goal, and they do not submit GFE (attachment 10), they will be deemed Non-Responsive.
- GFEs must be submitted with the solicitation. GFE cannot be submitted after solicitation due date.



GFE- Good Faith Efforts (Attachment 10)

Example 1: The proposed S/MWBE subcontractor is waiting on notification of Certification approval.

Example 2: The proposed participation level is very close to the required Goal, and the Bidder desires a margin of safety.

Example 3: Port Houston's evaluation of the proposed participation level determines that the participation level that is counted is less than the level that the Bidder expects, with a result that the total participation level counted fails to meet the Contract Goal.



EVALUATING GFE- Good Faith Efforts (Attachment 10)

- Did Bidder attend pre-bid/pre-proposal meetings?
- Did Bidder ask questions about meeting Contract Goal, either at Pre-Proposal meeting or in BuySpeed's Q&A?
- Follow-up with S/MWSBEs attending the meetings to discuss subcontracting opportunities.
- Contact S/MWSBEs found on PHA online directory to discuss subcontracting opportunities.
- Advertise subcontracting opportunities in news media, general circulation, trade, professional association, and/or S/MWBE-focused traditional and social media regarding subcontracting opportunities?



EVALUATING GFE- Good Faith Efforts (Attachment 10)

- Conduct outreach with S/MWBE organizations no less than 10 business days before solicitation due date.
- Does the documentation show that Bidder provided interested S/MWBEs with adequate information about the project's plans, specifications, scope of work, and requirements?

DOCUMENT. DOCUMENT. DOCUMENT. DOCUMENT.



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DOCUMENTATION OF GFE

- Emails, and or copies of documentations sent
- Copies of communication to certified firms
- Phone logs with results of the contact. A phone contact list will NOT suffice. (dates, who, result)
- Negotiations made with certified firms.
- Copies of advertising.

DOCUMENT. DOCUMENT. DOCUMENT. DOCUMENT.



Contractors

- Placing qualified S/MWBEs on solicitation lists; S/MWBEs must perform a Commercially Useful Function (CFU) to be counted towards goals;
- Assuring that S/MWBEs are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/MWBE's;
- Establishing delivery schedules, where the requirement permits, which encourage participation by S/MWBE's;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.



TIPS TO INCREASE S/MWBE PARTICIPATION

- Establish relationships with S/MWBE's in advance
- Use the Port of Houston Directory.
- Advertise opportunities
- Offer assistance and use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- What subcontractor's have you done business in the past and do they qualify?



BUSINESS EQUITY CONTRACT REQUIREMENTS

- Required minimum 20% Small Business Enterprise (SBE) participation.



BUSINESS EQUITY CONTRACT REQUIREMENTS

This project has a required minimum SBE
20% participation.



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- What subcontractor's have you done business in the past and do they qualify?



PROCUREMENT



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PROCUREMENT

- No Contact Period – No communication between interested vendors and Port Houston staff during the active period
 - Technical questions should be submitted via BuySpeed
 - Last day to submit questions: 7 days before due date (7/31/2024)
- Responses are due no later than 11 a.m. on 8/7/2024
- Proposals must be submitted electronically via email to:
procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: September 2024



EVALUATION CRITERIA

I. Small Business Participation: Required Level (Minimum) 20%

Bidders who do not meet the above minimum threshold will not be evaluated

II. Port Commission will award the contract to the **responsible** bidder submitting the **lowest and best bid**. In determining whether a bidder qualifies as “responsible” (i.e., eligible for award), a number of factors, including but not limited to the following, may be considered. A responsible bidder should:


1. have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;
2. have a satisfactory record of performance and integrity;
3. have a satisfactory safety and environmental record; and
4. have satisfactory references; and
5. have the necessary facilities, equipment, material, personnel, organization, experience, authorizations, technical skills, and financial resources to fulfill the terms of the contract for the project.



DOCUMENT CHECKLIST

Proposal Response form:
(Page 33 of Solicitation Package)

Page 2 of the Proposal Response
Form – Required Attachments

 **PORT OF HOUSTON AUTHORITY**
Proposal Response
PURCHASE OF THREE DOCKSIDE ELECTRIC CONTAINER CRANES FOR WHARVES NOS. 2 AND 6 AT BAYPORT CONTAINER TERMINAL

For detailed instructions regarding the completion of this Proposal Response form and other related forms, or the submission, evaluation, or ranking of proposals or bids, see Instructions to Respondents.

If Respondent Company Business Entity is privately held, please list all equity owners and their contact information: <i>(If not enough room, list on separate sheet)</i>	Name	Address	Telephone

Part C: Response Attachments

Complete and attach the following required documents to the Proposal Response in the order listed below. All required attachments are due to be submitted as one package by the Response Due Date. Regardless of delivery method or circumstance, any Response received after the specified time and date will be returned to the Respondent unopened. Any Response submitted using forms other than those provided by PHA, when such forms are provided, or excluding any of the documentation requested, may be rejected by PHA.

Attach to Response	Attachment No.	Attachment Name ^[1]
<input checked="" type="checkbox"/>	Attachment 01	Price Form, including Price Exhibit
<input checked="" type="checkbox"/>	Attachment 02	Services Experience Form
<input checked="" type="checkbox"/>	Attachment 03	Professional References Form
<input checked="" type="checkbox"/>	Attachment 04	Background Information Form
<input checked="" type="checkbox"/>	Attachment 05	Additional Response Submittals – High Tech Equipment*
<input checked="" type="checkbox"/>	Attachment 06	Disclosure of Former Port Authority Employees Form
<input checked="" type="checkbox"/>	Attachment 07	Work Breakdown Form
<input checked="" type="checkbox"/>	Attachment 08	Small, Minority-and Women-Owned Business Enterprise Plan
<input checked="" type="checkbox"/>	Attachment 09	Small, Minority-and Women-Owned Business Enterprise Participation Letter of Intent
<input type="checkbox"/>	Attachment 10	NOT USED
<input checked="" type="checkbox"/>	Attachment 11	Safety Record Data Form
<input checked="" type="checkbox"/>	Attachment 12	Conflict of Interest Questionnaire
<input checked="" type="checkbox"/>		Port of Houston Authority Bid/Proposal Security Form
		Other _____

[1]: Except where noted otherwise by **, each attachment submitted must be on the Port of Houston Authority form included in the proposal documents.



SCOPE OF WORK OVERVIEW



PORT HOUSTON

Scope of Services

- Provide trash disposal and recycling at five Port of Houston Authority locations
- Remove loaded containers from PHA property within 24 hours after receiving notification
- Replace loaded containers with empty dumpsters
- Provide up to 10 truck and drivers as needed to fulfill the 24-hour removal and replacement cycle
- Possess and maintain enough equipment to remove and replace up to 75 loaded containers within a 24-hour period
- Have the ability to provide additional equipment and services as requested by PHA
- Submit documentation to evidence quantities of materials and monthly invoices



Scope of Services

- The service provider will have 24-hour access to PHA facilities 7 days a week
- The service provider is required to conduct operations in a safe and professional manner on all PHA properties and in accordance with PPE standards
- The service provider must have a site or several sites of sufficient size to receive PHA's estimated volume of non-recyclable trash
- All dumpsters must be in good working order with latches, lever, wheels and be conspicuously and uniquely numbered for easy identification



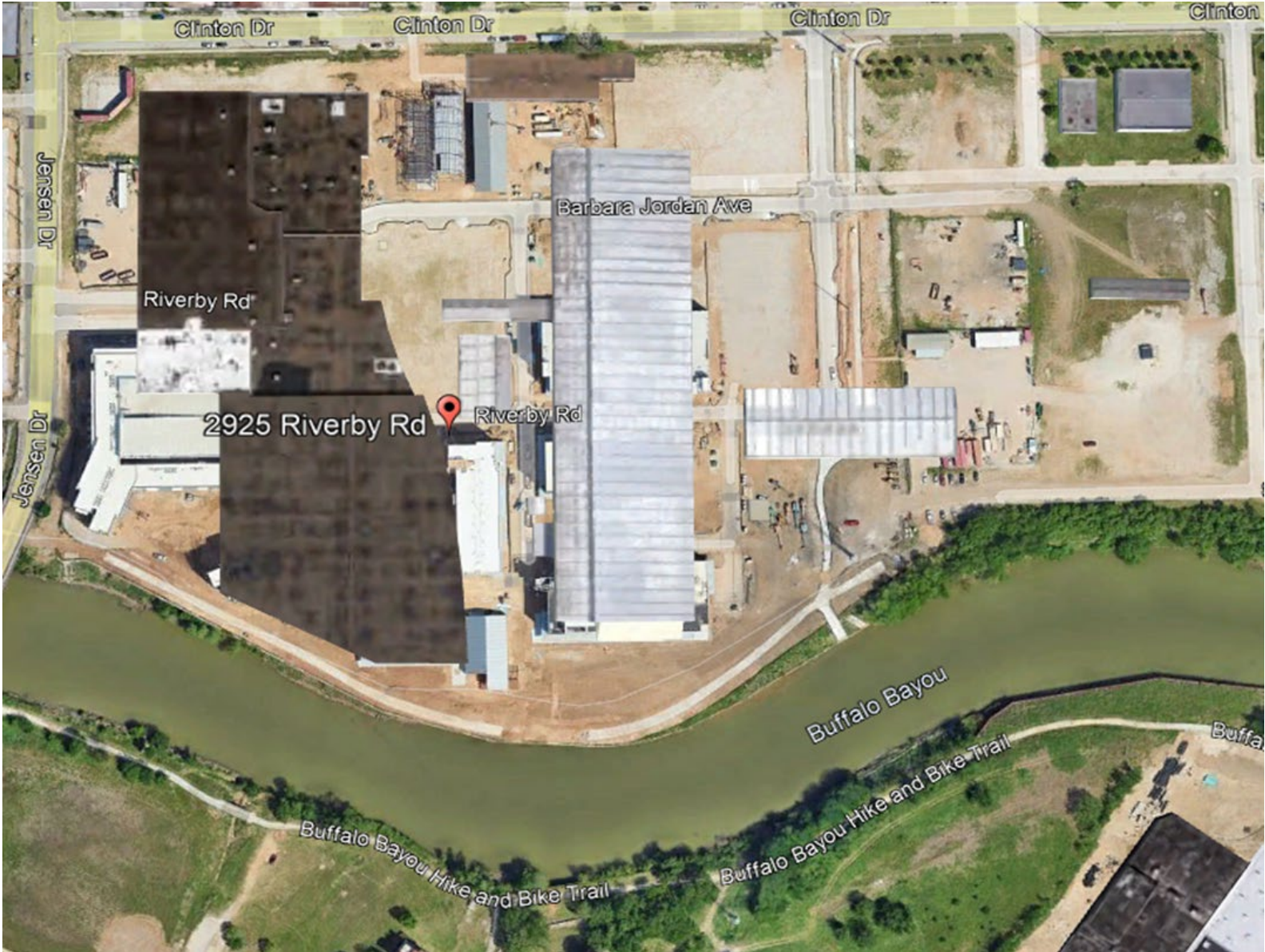
Bayport Locations



Barbours Cut Locations



Future Executive Building at 2925 Riverby Road



QUESTIONS?

Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>



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