

**Request For Proposal  
Bid #2019-02-14  
Solid Waste Collection, Disposal And  
Recycling Services**

**Purpose/Objectives**

The City of Forsyth (hereinafter, “City”) has issued this Request For Proposal (hereinafter, “RFP”) for the sole purpose and intent of obtaining proposals from interested and qualified Offerors to provide Solid Waste Collection, Disposal and Recycling Services.

**Background**

The City has a residential customer base of approximately 1,300 homes and approximately 50 downtown commercial accounts. Residential includes single-family detached, single family attached, and duplexes and excludes the apartment complexes. The commercial accounts are a mixture of individual container and dumpster uses. All refuse shall be collected at curbside or alley. We currently have a schedule of downtown business pickup on Monday, recycle pickup on Tuesday, and residential pickup Wednesday through Friday. The City invoices all residential customers and the downtown business customers through the utility billing system. All commercial accounts outside the downtown business area are contracted and billed through the contractor.

**Expectations**

The City is requesting proposals on household garbage pick-up, curbside recycling, white goods pick-up, and city facility garbage service. The City is also requesting separate proposals for City billing of service and Contractor billing of service.

**Method of Source Selection**

The City is using the Competitive Sealed Proposals method of source selection for this procurement. An award, if made, will be made to the responsible Offeror whose proposal is most advantageous to the City, taking into consideration the factors set forth in this RFP.

**Minimum Criteria Used to Determine “Eligibility” of Each Offeror**

- (a) Can the Offeror respond to customer service request in a timely manner?

Include a description of your customer service program in detail and communication procedures with the City. Include a description of your transition process and the amount of time necessary to provide services once a contract has been executed.

- (b) Does the Offeror have the ability, capacity, skill, and financial resources to provide the requested service?

Include the most recent financial information and provide a list of the primary City contacts. Include information concerning your truck fleet such as age, make, preventative maintenance program, and type of equipment. Does your proposal include rear load or side load automation?

(c) Does the Offeror demonstrate an exceptional disposal environmental record?

(d) Who are the owners of the landfills where the solid waste will be deposited?

Include any environmental violations from the State and provide information concerning the disposal site that you will use to perform the responsibilities of the contract.

(e) Can the Offeror provide a certification letter for landfill disposal capacity for the entire length of contract awarded?

(f) Can the Offeror take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?

Include ideas and plans how your proposal will benefit the City the most.

(g) Does the Offeror have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?

Include a description of your billing procedures to the City.

(h) Has the Offeror performed satisfactorily in previous contacts of similar size and scope?

Include a list of contracts similar in size and scope with the City's name, address, contact name, phone number, and email address.

(i) Will the Offeror forward to the City any revenues generated from recycling?

(j) What steps has the Offeror taken, or proposes to take, to reduce the amount of solid waste going into the landfill?

(k) Provide type and size of solid waste and recycle containers, if containers will be provided by the Offeror, and any cost associated with the containers.

### **Projected Timetable**

The following projected timetable should be used as a working guide for planning purposes. The City reserves the right to adjust this timetable as required during the course of RFP process.

RFP Notice Issued

February 14, 2019

Proposal Close Date

March 15, 2019 (by 5:00pm)

## **General Description of Required Performance Outcomes**

At a minimum, the Offeror must achieve and maintain the performance outcomes listed below, and consistent with performance standards agreed to by all parties through a contract as a result of this RFP. Offerors may also propose additional performance outcomes beyond those minimally required.

### **Scope of Work**

Services to be provided include residential solid waste collection and disposal, residential recycling collection, residential white and bulk goods collection. The recycling program should include newspaper, plastic aluminum, and glass.

All solid waste shall be disposed of in a designated, fully permitted, Solid Waste landfill. The Offeror shall be responsible for any additional disposal cost associated with the processing of yard waste, bulk, and white goods, and recycling.

In order for the City to comply with the Solid Waste Management Plan (hereinafter, "SWMP"), the Offeror must provide the City with a detailed methodology for the measurement of the amount and composition of solid waste and recycled materials generated by the City. These amounts must be reported to the City monthly before the end of the following month.

The City will pay the Offeror on a monthly basis, based on a timely invoice with details regarding each household and business. The City will then invoice customers for solid waste and recycling collection. The City will direct all calls regarding complaints and/or questions to the Offeror.

### **Proposal Cost Format**

Proposals must be in the following format to be considered as a RFP Cost Format. Rates must include all fees, charges, surcharges and rate adjustment plans including CPI and fuel adjustment plans. Offeror can include ideas or options to the City as long as they are listed separately. Offeror must indicate in proposal if using new or used trucks, carts, bins, dumpsters, open tops, and compactors.

Offeror may include rates and services that Offeror desires to offer the City in addition to the base services requested in the RFP.

### **Offeror's Personnel Requirements**

The Offeror must provide a central point of contact person(s) to ensure coordination of each service and/or program, as well as individuals that have the necessary expertise to "trouble shoot" the provided solution.

**Offeror’s Responsibilities**

Before submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract.

**Terms and Conditions Of The Contract For Services**

A contract resulting from this RFP shall be subject to the terms and conditions set forth in a negotiated “Contract for Residential Solid Waste Collection, Disposal, and Recycling Services”. Award of a multi-year contract will be terminable each year under O.C.G.A. Sec. 36-60-13.

**Acknowledgment of Insurance Requirements**

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
Worker’s Compensation	Statutory
Employer’s Liability	\$1,000,000
Bodily Injury Liability	\$1,000,000 each occurrence
Property Damage Liability	\$1,000,000 each occurrence
Automobile Bodily Injury Liability	\$1,000,000 each person
Automobile Property Damage Liability	\$1,000,000 each occurrence
Excess Umbrella Liability	\$10,000,000 each occurrence

By signing its proposal, the Vendor acknowledges that it has read and understands the insurance requirements for the proposal. The Offeror also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the Vendor’s proposal.

**Instructions for Proposal**

**Compliance with the RFP**

Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification.

**Delivery of Proposals**

All proposals are to be sealed and delivered before 5:00 p.m. Eastern Standard Time (EST), on **FRIDAY, MARCH 15, 2019** to:

Via hand-delivery or overnight delivery to:  
City of Forsyth  
68 N. Lee Street  
Forsyth Ga 31029

Via postal delivery to:  
City of Forsyth  
Janice L Hall, City Manager  
PO Box 1447  
Forsyth, GA 30129

The City will not accept any proposals received after the date/time stated herein, and shall request Offeror to make arrangements to retrieve late proposals.

The City shall not bear the responsibility for proposals delivered past the stated date and/or time, or to an incorrect address by Vendor's personnel or by the Vendor's outside carrier.

Offerors must submit one (1) designated original, and seven (7) numbered exact copies of the proposal (total of 8). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names and proposed rates of Vendors will be read aloud.

List the Request for Proposal (RFP) number on the outside of the box or envelope and note "Proposal Enclosed".

### **Evaluation of Proposals (Procedure)**

The City will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Vendors should exercise particular care in reviewing the proposal format required for this RFP.

The City may recommend short-listing the proposals that are potentially acceptable.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the City may request presentations by Vendors, and carry out contract negotiations for the purpose of obtaining best and final offers.

City of Forsyth reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the City or a submission of a proposal to the City offers no rights upon the Vendor nor obligates the City in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining RFP requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract.

### **Ambiguity, Conflict, or Other Errors in the RFP**

If a Vendor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the City Clerk of such error in writing and request modification or clarification of the document. The City will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the City.

The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

### **Proposals and Presentation Costs**

The City will not be liable in any way for any costs incurred by any Vendor in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

### **Rejection of Proposals**

The City reserves the right to accept or reject in whole or in part any or all proposals submitted. The City shall reject the proposal of any Vendor that is determined to be non-responsive. The unreasonable failure of a Vendor to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

### **Acceptance of Proposals**

The City shall accept all proposals that are submitted properly. However, the City reserves the right to request clarifications or corrections to proposals.

### **Requests for Clarification of Proposals**

Requests by the City for clarification of proposals shall be in writing. Said requests shall not alter the Vendor's pricing information contained in its proposal.

### **Validity of Proposals**

All proposals shall be valid for a period of ninety (90) days from the submission date.

### **Response Format**

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor's approach and ability to meet the City's needs, as stated in the RFP. All copies of the proposal should be presented in a three (3)-clasp report cover for uniformity and ease of handling.

The City of Forsyth reserves the right to accept or reject any and all proposals. The City of Forsyth is an EOE and a Drug Free Workplace.