

**CITY OF FORSYTH**

**REQUEST FOR PROPOSALS  
RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION AND  
DISPOSAL SERVICES**

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**Request for Proposals  
Residential and Commercial Solid Waste Collection Program**

**Section 1.0 – Introduction/Overview**

1.1 Purpose/Objective

Forsyth, Georgia (hereinafter, “City”) has issued this Request for Proposals (hereinafter, “RFP”) for the sole purpose and intent of obtaining proposals from interested and qualified Offerors to provide residential and commercial solid waste collection and disposal services.

1.2 Background

The city currently operates its solid waste collection services through a private contractor for curbside collection and commercial services. The city seeks to provide residential curbside collection services for approximately 2133 homes. The contract start date is April 1, 2024.

1.3 Inquiries

Direct questions related to this RFP should be sent to Will Campbell, Project Manager. All questions should be submitted in writing to email address [wcampbell@cityofforsyth.com](mailto:wcampbell@cityofforsyth.com). Please include the RFP page number and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Offerors must clearly understand that the only official answer or position of the city will be the one stated in writing and that answers will be sent to all Offerors.

1.4 Method of Source Selection

The city is using the Competitive Sealed Proposals Points Based method of source selection for this procurement.

An award will be made to the responsible Offeror whose proposal ranks the highest among the points received and is most advantageous to the city, taking into consideration the factors set forth in this RFP.

Points Structure Parameters

References	15 points
Qualifications/Experience	15 points
Approach	15 points
Technology	15 points
Pricing	40 points

The city may, as is deemed necessary, conduct discussions with the top highest ranking responsible Offeror that have been determined to be reasonably susceptible of being selected for award for the purpose of

clarification to assure full understanding of, and responsiveness to solicitation requirements.

1.5 Minimum Criteria Used to Determine “Responsibility” of Each Offeror

- Describe your approach to service using Technology.
- Describe your Truck Fleet.
- Describe your customer service plan in detail.
- Describe your company history, experience, and qualifications.
- Provide resumes of key staff that the city will interact with.
- Describe your financial capacity and ability.
- Provide your transition plan in detail.
- Describe your contracts in GA similar size and scope? List three or more current references in middle GA with contact information.
- Describe your hauling facility’s location and capabilities.

**Section 2.0 – General Description of Required Performance Outcomes**

At a minimum, the contractor must achieve and maintain the performance outcomes listed below, and consistent with performance standards agreed to by all parties through a 5-year contract subject to O.C.G.A 36-60-13 (one-year annual renewals each calendar year) as a result of this RFP.

2.1 Current Scope of Work

**Residential Service**

Service(s) to be provided include once a week collection of residential solid waste from 95-gallon roll-carts provided by the contractor. Services also include once per week collection of residential recyclables from a 65-gallon roll carts provided by the contractor. Services may include on-call bulk item collection service of two items per week per household.

**Commercial Service**

Contractor shall collect garbage with front end load service for all Commercial Premises with Contractor owned front end load dumpsters to match Commercial Customer’s needs. Contractor will invoice commercial customers directly and there is a 9% franchise fee to city each month. There are also approximately 35 commercial carts in the downtown area for collection.

2.2 Proposal Cost Format

Proposals must be in the following format to be considered as the RFP Cost Format. Rates must include all fees, charges, surcharges, and extra pick-ups.

1. Monthly Rate for one time per week residential garbage and recycling service with Contractor provided 95-gallon carts \$ \_\_\_\_\_ per month per unit.
2. Monthly Rate for an additional 95-gallon garbage cart \$ \_\_\_\_\_ per month.

3. Monthly Rate for a call-in bulk waste service once per week \$ \_\_\_\_\_ per month per unit of two household items per week.
4. Alternative, call-in bulk item for weekly service up to two items per week at a price \$ \_\_\_\_\_ per item.
5. Monthly Rate for one time per week commercial garbage service with a 95-gallon cart \$ \_\_\_\_\_ per month per unit

**Current Commercial Front Load Service**

	1 time per week	2 times per week	3 times per week	4 times per week	5 time per week	6 times per week
2 yard	1	7				
4 yard	18	1	3	1		
6 yard	12	4	2	1		
8 yard	20	33	21	2	1	2

**Commercial Front Load Service, insert monthly rate**

	1 time per week	2 times per week	3 times per week	4 times per week	5 time per week	6 times per week	Extra PU Charge
2 yard							
4 yard							
6 yard							
8 yard							

Pricing based on contractor bills the commercial premise and include the 9% franchise fee to city.

**Section 3.0 – Contractor’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. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from any obligation to comply with every detail and with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Offeror.

**Section 4.0 – Instructions for Proposal**

- 4.1 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.
- 4.2 Acknowledgement of Insurance Requirements  
The Offeror understands that the evidence of required State Insurance Certificate must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the Offeror’s proposal.
- 4.3 Delivery of Proposals

All proposals are to be sealed and delivered and clearly marked "SEALED RFP" on the outside of the envelope before 2:00 p.m. Eastern Standard Time (EST), on February 23, 2024, to:

City of Forsyth  
Attn: Will Campbell, Project Manager  
23 East Main Street  
Forsyth, GA 31029

The City will not accept any proposals received after the date/time stated herein and shall request Offeror to decide 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 Offeror's personnel or by the Offeror's outside carrier.

Offerors must submit one (1) designated original, and three (3) numbered exact copies of the proposal (total of 4). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud. The city will not read the rates out loud.

#### 4.4 Evaluation of Proposals (Procedure)

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

The City shall then score all proposals based upon the points evaluation factors detailed above.

Upon completion of the scoring, the City may shortlist the top highest-ranking proposals. At this point, the city may request presentations by Offerors.

City 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 Offeror 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 Offeror from full compliance with the RFP specifications and other contract requirements if the Offeror is awarded the contract.

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

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the City 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 Offeror 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.

4.6 Proposals and Presentation Costs

The City will not be liable in any way for any costs incurred by any Offeror 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.

4.7 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 Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

4.8 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.

4.9 Requests for Clarification of Proposals

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

4.10 Validity of Proposals

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

4.11 Response Format

Proposals should be prepared simply and economically, providing a straightforward concise description of the Offeror'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.

**5.0 Contract Draft Conditions**

It is anticipated that the successful proposer will be awarded a contract subject to O.C.G.A 36-60-13 which is one-year periods at each calendar year unless either party gives notice to the other at least 30 days' notice before the close of each year

on each anniversary date. The contract will include a performance bond of 100% of the annual amount of revenue. After the first year of the anniversary date of the agreement, contractor shall be able to receive automatic Consumer Price Adjustments under Water, Sewer, and Trash Collection Services.