



## REQUEST FOR PROPOSAL

December 1, 2010

FOR

RESIDENTIAL SOLID WASTE COLLECTION,  
RECYCLING AND YARD WASTE PROGRAM

Any alterations to this document made by the Contractor may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the City of Senoia.

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# **Request for Proposals Solid Waste Collection and Recycling Program**

## **Section 1.0 – Introduction/Overview**

### 1.1 Purpose/Objective

The City of Senoia (hereinafter, “City”) has issued this Request for Proposals (hereinafter, “RFP”) for the sole purpose and intent of obtaining proposals from interested and qualified Companies to provide Residential Solid Waste and Recycling Services for a three (3) year period.

### 1.2 Background

The City currently operates its solid waste collection services through a Contractor that collects residential garbage, residential recycling, and residential yard waste. The City has a residential customer base of approximately 1450 homes for once a week garbage, recycling, and yard waste service.

### 1.3 Inquiries

Direct questions related to this RFP to Richard Ferry, City Administrator, and submit such questions in writing, via email to [rferry@senoia.com](mailto:rferry@senoia.com), please include the section and paragraph number for each question in order to ensure that questions asked are responded to correctly. Firms must clearly understand that the only official answer or position of the City will be the one stated in writing.

### 1.4 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 firm whose proposal is most advantageous to the City, taking into consideration the factors set forth in this RFP. The City may, as is deemed necessary, conduct discussions with responsible firms that have been determined to be reasonably suspected of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

### 1.5 Minimum Criteria Response & General Questions

- a. Describe your customer service program in detail.
- b. Provide your most recent audited statement.
- c. Describe your Experience and Qualifications
- d. Describe any NOV's issued within the last five years at any of your Disposal Sites.
- e. List the designated Disposal Site available to your Firm and its expected closure date.
- f. Provide references of cities similar in size and scope. Include the contact name, position, phone number, and email address.
- g. Describe your truck fleet and type of carts/bins that will be utilized.
- h. List of materials that can be recycled.

### 1.6. Projected Timetable

- RFP Issued December 3, 2010
- Last date for inquiries/questions December 27, 2010
- Proposal Closing Date and Time January 3, 2011, 4:00 pm
- Bid Opening January 3, 2011
- Projected Award Date February 7, 2011
- Projected Contract Execution February 14, 2011
- Projected Contract Start Date March 1, 2011**
- Projected Date to begin Yard Waste Collection March 1, 2012**

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

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

### **2.1 Scope of Work**

Service(s) to be provided include residential solid waste, recycling, yard waste collection and disposal services. The recycling program should include but not be limited to cardboard, newspaper, plastic, aluminum and steel items. Recycling shall be single-stream and not require resident to sort the recycling. All solid waste shall be disposed of in a designated, fully permitted Municipal Solid Waste landfill. The Contractor shall be responsible for any additional disposal cost associated with the processing of yard waste and recycling.

The City will pay the Contractor on a monthly basis, based on the timely invoice with details regarding each residence. A tonnage report will be required each month by the Contractor. The City will direct all calls regarding complaints and/or questions to the Contractor.

### **2.2 Educational and Promotional Programs**

The Contractor, as part of its proposal, shall provide, at no cost to the city, educational brochures about the recycling program and waste reduction. Contractor shall include samples of promotional materials. As an alternative, the City of Senoia may accept the Contractor working with, contributing to, or quantitatively supporting organizations that conduct educational activities focused on recycling and waste reduction.

The Contractor shall provide a customer informational brochure to each household describing the service they are providing at the beginning of the contract, and to new City subscribers prior to initiation of service.

2.3 Newly Developed and Annexed areas

The contractor will, within five (5) days of notification of the City, provide collection services of the same frequency and quality otherwise required of this contractor to newly developed and or newly annexed areas. As new residential units are constructed and occupied within the City, the Contractor shall, after proper notification by the City, provide all services as required by the Agreement on the next scheduled day of collection following notification. The Contractor shall be responsible for notifying the City of all collection locations being serviced which do not appear on the billing register.

2.4 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. Contractor may offer City other offerings or service enhancements as part of the proposal.

Monthly Rate for one time per week residential garbage service using Contractor-owned +/- 96 gallon roll-carts \$ \_\_\_\_\_ per month per unit.

Monthly rate for additional +/- 96 gallon roll-carts \$ \_\_\_\_\_ per month per cart at the same address.

Monthly Rate for one time per week residential recycling service using Contractor-owned +/-18 gallon bins or Contractor-owned rolling carts \$ \_\_\_\_\_ per month per unit.

Monthly Rate for one time per month residential yard waste service using resident-owned containers, bags, stacked, tied, bundled yard waste \$ \_\_\_\_\_ per month per unit. \*\*Service to begin in 2012

One time fee for delivery of 20 yard dumpster \$ \_\_\_\_\_

One time fee for delivery of 30 yard dumpster \$ \_\_\_\_\_

Dumping fee per ton \$ \_\_\_\_\_

### **Section 3.0 – Constraints on Contractor**

These include:

- The Contractor shall perform service in accordance with Articles of the City of Senoia’s Solid Waste Management Ordinance.

### **Section 4.0 – Contractor’s Personnel Requirements**

These include:

- The Contractor 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.

### **Section 5.0 – Contractor’s Responsibilities**

Before submitting a proposal, each Contractor 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 Contractor 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 Contractor.

### **Section 6.0 – Terms and Conditions of Contract for Services**

A contract resulting from this RFP shall be offered to the city from the successful contractor and be subject to the terms and conditions set forth herein.

### **Section 7.0 – Instructions for Proposal**

#### **7.1 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.

## 7.2 Acknowledgement of Insurance Requirements

The Contractor shall carry the following types of insurance in at least the limits specified below:

### COVERAGES LIMITS OF LIABILITY

Workers' Compensation Statutory-Minimum	\$100,000/accident
Employer's Liability	\$1,000,000
Bodily Injury Liability	\$1,000,000 each occurrence
Except Automobile	\$1,000,000 aggregate
Property Damage Liability	\$1,000,000 each occurrence
Except Automobile	\$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	\$2,000,000 each occurrence

The Contractor 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 Contractor's proposal.

## 7.3 Delivery of Proposals

All proposals are to be sealed and delivered before **4:00 p.m.** Eastern Standard Time (EST), on **January 3, 2011**, to:

**City of Senoia  
City Hall  
80 Main Street  
P.O. Box 310  
Senoia, GA 30276**

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

Contractors must submit one (1) designated original, and two (2) numbered exact copies of the proposal (total of 3). Proposals will be opened publicly in

a manner to avoid public disclosure of contents; however, only names and proposed rates of Contractors may be read aloud.

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

#### 7.4 Evaluation of Proposals (Procedure)

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

City Officials shall then score all proposals based upon the evaluation factors detailed herein.

The City of Senoia 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 of Senoia or a submission of a proposal to the City of Senoia offers no rights upon the Contractor 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 Contractor from full compliance with the RFP specifications and other contract requirements if the Contractor is awarded the contract.

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

If a Contractor 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. City Officials will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the City Administrator.

The Contractor 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.

#### 7.6 Proposals and Presentation Costs

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

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

#### 7.8 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.

#### 7.9 Requests for Clarification of Proposals

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

#### 7.10 Validity of Proposals

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

#### 7.11 Response Format

Proposals should be prepared simply and economically, providing a straight forward concise description of the Contractor'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.

END OF REQUEST