



CITY OF CORDELE

Request for Proposals **RFP NO. 06122023**

Residential and Commercial Solid Waste Collection and Disposal Services

June 12, 2023



City of Cordele

501 N 7th Street, Cordele, GA 31015
(229) 273-3102

June 12, 2023

ATTENTION INTERESTED CONTRACTORS:

Your firm is hereby invited to submit a proposal for Residential and Commercial Solid Waste Collection and Disposal Services.

A **Mandatory Pre-Proposal Conference** will be held on **Wednesday, June 28, 2023 at 10:00 a.m.**, at the Public Works Department located at 808 E 11th Avenue, Cordele, GA 31015. The purpose of the Pre-Proposal Conference is to provide contractors with detailed information regarding the project and to address questions and concerns. Contractors are urged to attend the Pre-Proposal Conference.

Contractors will be allowed to ask questions during the Pre-Proposal Conference. **The last date to submit questions in writing is Wednesday, July 5, 2023 by 5:00 p.m.** The Department of Public Works will issue any addenda to the RFP. It is the contractor's responsibility to follow up on any addenda to the RFP.

Request for Proposals must be submitted to the Department of Public Works at 808 E 11th Avenue, Cordele, GA 31015, **no later than 2:00 p.m. EST, Monday, July 31, 2023.**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Proposals will be publicly opened and read on July 31, 2023 in the conference room at the Public Works Department located at 808 E 11th Avenue, Cordele, GA 31015.

To be placed on the Plan Holders List to receive any addenda that are issued, email your business name, contact person, address, phone number, and fax number to Steve Fulford at stevefulford@cityofcordele.com and copy Marcia Pridgen at marciapridgen@cityofcordele.com.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals submitted.

Thank you for your interest in doing business with the City of Cordele.

CITY OF CORDELE

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

Cordele, 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 3,500 homes.

1.3 Inquiries

Direct questions related to this RFP should be sent to Steve Fulford, Public Works Director. All questions should be submitted in writing to email address stevefulford@cityofcordele.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.

1.6 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 the RFP process.

<u>Event</u>	<u>Date</u>
RFP Notice Issued	6/7/2023
Mandatory Pre-Proposal Conference	6/28/2023
Last Date for Receipt of Questions	7/5/2023
Addendum Issued for Pre-Proposal Questions	7/7/2023
Proposal Close Date	7/31/2023
Evaluations of Proposals/Interviews	8/30/2023
Projected Award and Contract Execution	9/30/2023
Contract Start Date	1/1/2024

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 include automatic once per week bulk item collection of two items per week per household.

Services include yard waste once per week curbside with a grapple truck collecting limbs no more than 4 foot long and 3 inches in diameter. Yard waste also includes up to six yard waste bags, bushes and shrubs must be tied and bundled at curbside.

The Contractor will invoice the city for residential services and there is a 12% franchise fee back to the city each month.

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 5% franchise fee to city each month.

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.

Monthly Rate for one time per week residential garbage service with Contractor provided 95-gallon carts including yard waste and bulk item collection services \$_____ per month per unit, include the 12% franchise fee

Monthly Rate for one time per week commercial garbage service with 95-gallon cart \$_____ per month per unit

Commercial Front Load Service, insert monthly rate

	1 time per week	2 times per week	3 times per week	4 times per week	5 times 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 5% franchise fee to city.

Optional Scope of Services for City to Consider

City is considering a drop off center for residents, please provide a haul rate and a disposal rate for (2) 30 yard open top containers to be hauled at least once per week. Haul Rate \$_____, Disposal Rate \$_____, Rental Rate \$_____

2.3 Reconciliation of Customer Billing

The number of residential carts at the beginning of the contract will be approximately 3,300. The Contractor and the City will reconcile the number of carts for billing purposes each month.

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 the Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualifications.

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 July 31, 2023, to:

City of Cordele Public Works
Attn: Steve Fulford, Assistant City Manager/Public Works Director
808 East 11th Avenue
Cordele, GA 31015

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 of 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 Proposal (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 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 notifications 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 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 Clarifications of Proposals

Requests by the City for clarification of proposal 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.

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 Collections Services.