

City of Walthourville



REQUEST FOR PROPOSAL (RFP)

RFP 01-2024

RESIDENTIAL SOLID WASTE, YARD DEBRIS AND BULK WASTE COLLECTION AND DISPOSAL

For all questions about this Bid contact:

**Walthourville City Hall
Shana T. Moss, City Clerk
P.O. Box K-Mailing Address
222 Busbee Road-Physical
Walthourville, GA 31333
912-368-7501**

cityclerk@cityofwalthourville.com

RFP Submittal Deadline:
Tuesday July 23, 2024 @ 5:00 PM
RFP Invitation to Service Providers
Curbside Waste Collection, Yard Waste & Bulk Waste Disposal Services
Walthourville Georgia

The City of Walthourville, Georgia will receive sealed technical and fee proposals until 5:00 PM on Tuesday July 23, 2024, for the referenced services which are described herein. The City invites Service Providers to submit proposals responsive to the specific requirements set forth in this Request for Proposals (RFP).

Any questions and/or RFP requirements that may need clarification should be submitted in writing, according to the schedule in the RFP, and forwarded to the City point of contact at the contact information below. It shall be the Service Provider's responsibility to seek clarification on any questions in accordance with the RFP requirements as set forth herein.

The Service Providers' RFP response shall include a Technical Proposal and Fee Proposal with all other information requested in this RFP. The fees shall be the full cost per Unit per month with all disposal fees paid by the Service Provider. The submitted envelopes containing the Proposal must be sealed and addressed to:

City of Walthourville
Attention: City Clerk
P.O. Box K
Walthourville, GA 31333
RFP 01-2024 Residential Solid Waste Collection

All questions pertaining to any specifics of this RFP should be e-mailed to:
cityclerk@cityofwalthourville.com

All proposals shall be clearly marked: "Proposal for Residential Solid Waste, Yard Waste & Bulk Waste Collection and Disposal Services." The envelope must bear on the outside the name of the Service Provider and the Service Provider's address and contact information (name and phone number). No Proposal may be withdrawn or modified in any way after the deadline for Proposal openings. No faxed or electronic submissions of Proposals will be accepted.

Proposals will be publicly opened on Thursday July 25, 2024 at 10:00 AM at the Walthourville Police Department and only the name(s) of those Service Providers responding, and Fee Proposal will be mentioned. Proposals must be valid for ninety (90) days following the opening date.

The City may request additional information from the Service Provider, including a presentation if needed, to clarify elements of their Proposal. The City also reserves the right to make independent investigations as to the qualifications of each Bidder, including contacting existing customers or site visits to existing operations.

The City reserves the right to reject any or all proposals, waive technicalities and make the award in the best interest of the City.

Background

The City currently operates its own solid waste and bulk and yard waste collection and disposal services. As of June 1, 2024, the City has the following cart breakdown: 2,013 residential customers with one cart; 29 residential customers with an additional trash cart.

The current rates charged by the City are as follows:

Sanitation Inside: \$15.50 Monthly
Sanitation Outside: \$ 21.50 Monthly

Bulk Inside=\$2.00
Bulk Outside= \$ 3.75

Waste Services \$ 11.00 Monthly Additional Solid Waste Cart \$11.00 Monthly.

Instructions to Service Providers

No Service Provider's employees or anyone representing the Service Provider shall contact by any method any elected officials from the date the RFP is advertised until the time of official award. The primary method of contact that should be utilized is email to ensure that all questions are properly addressed by the City to all prospective Vendors. The email communication approach will ensure that all questions or comments can be addressed by addenda.

Examination

The Service Provider is advised to examine field conditions within the City to become fully informed as to their existing conditions. Failure to examine the City will not relieve the successful Service Provider of the obligation to furnish all products and services necessary to carry out the provisions of the contract.

Determination of Successful Service Provider

If awarded, the contract will be awarded to the most responsive and highest value Service Provider according to the criteria described in this RFP.

Responsiveness

The City will consider the degree to which each Service Provider has submitted a detailed Technical Proposal and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

Submission of Proposals

Proposals received after the scheduled bid opening time and date will remain unopened and will not be considered. The Service Provider shall package and seal its proposals so that they are not damaged in mailing. The Technical Proposal and Fee Proposal are to be packaged together in a single book/binder.

PURPOSE

The City of Walthourville (City) is seeking proposals from qualified Service Providers to provide the resources, labor and equipment necessary to collect municipal solid waste, yard waste (dry trash), and select bulk waste from residential and select light commercial customers on a once per week basis. The City desires to get out of the business by August 30, 2024, so the selected Service Provider must be capable of having the necessary equipment to start pick up service the week of September 1, 2024, if awarded the contract.

The City is issuing this RFP to secure curbside collection services for residential household and selected light commercial Solid Waste, Yard Waste plus Bulk Materials in the incorporated areas of the City.

Term of Contract

The Term of the Agreement shall be for four (4) annually renewable terms commencing on September 1, 2024, and expiring August 31, 2028. During the initial four-year term, the City shall have the right to terminate the Agreement with cause effective August 31st of each successive annual term by giving Contractor at least ninety (90) days' advance written notice of the intention to so terminate (by August 1st each year). If not terminated earlier by the City, the initial four-year term can be extended for three (3) automatic extensions of one (1) year each unless either Party gives the other at least ninety (90) days' advance written notice of the intention to terminate the Agreement at the end of the then-current term. All notices given pursuant to this paragraph shall be served by certified mail, return receipt requested, or by a nationally recognized overnight courier service.

Use of Subcontractor

It is understood that the primary supplier responding to this request for proposal must have the capability to undertake all the tasks outlined. The successful candidate shall not develop

agreements with subcontractors to provide and manage the scope of services requested by the City.

Addenda to RFP

The City reserves the right to amend or clarify this RFP by addenda. Addenda may be issued no later than five (5) days prior to the due date of the proposals. All addenda issued will become part of the original or modified RFP document. The addenda will be sent only to those who have received the RFP from the City. Service Provider must acknowledge receipt of each addendum, if any, in the cover letter accompanying their proposal.

Selection of Successful Service Provider

The Evaluation Criteria describes the criteria and procedures for evaluating proposals submitted to the City. The City will select the Service Provider that best serves the interests of the Mayor and Council and the residents of the City. The Mayor and Council reserves the right to waive any irregularities or inconsistencies in the submitted proposals and to reject any or all proposals.

SCHEDULE

This Invitation to Bid will be governed by the following schedule:

<u>Activity</u>	Dates & Times
Release of Solicitation Request	June 20, 2024
Deadline to Email Questions to City	July 19, 2024 by 5:00 PM
RFP Due	July 23, 2024 by 5:00 PM
Public Opening	July 25, 2024 @ 10:00 AM Police Dept.
Service Provider Selection Discussion by Council	August 13, 2024 @ 6:00 pm
Service Provider Contract Award by Council	August 13, 2024@ , 6:00 pm
Service Provider Begins Trash Pick Up Services	Monday September 2, 2024

SCOPE OF SERVICES

General Service Requirements

Furnish all labor, equipment and materials for once weekly collection and disposal of municipal solid waste, yard waste (dry trash), and "bulk goods". Collections will primarily occur at the curb. Backdoor service will be provided to residents at no additional charge that have secured advanced approval from the City and that are included on a list to be provided to the Company.

Containers will be returned to the designated setout location at each residence, standing upright, and will not be thrown or placed in areas where they become obstructions to pedestrians or traffic flow. The Company's employees will immediately pick up trash, or yard trimmings spilled

by the Company as part of their work. The Company will make collections with a minimum of noise and disturbance to the customer. Collection hours are between 6 a.m. and 6 p.m.

Service Provider Collection Equipment

Trucks

The Service Provider/Company will be required to use only GPS equipped trucks. Automated Side Load or rear loaders are acceptable for household waste collection. Trucks shall not be older than three (3) years at the beginning of the Contract. Company will keep all equipment in safe operating condition, in proper repair, in a clean and presentable condition. Vehicles must be painted uniformly with the name of the Company, the vehicle identification number and Company's telephone number printed on each side. All vehicles will be secure and prevent the leakage of any fluids or littering of collected materials.

The City of Walthourville currently possesses two functioning garbage trucks, which are available for potential acquisition or utilization by the selected waste management contractor. The city welcomes proposals that include options for the disposition or utilization of these trucks as part of the contracted sanitation services.

Proposers are encouraged to provide detailed plans outlining their interest in acquiring, leasing, or utilizing the existing trucks to enhance the efficiency and effectiveness of waste collection operations within the city. Alternatively, proposers may propose other suitable arrangements for the disposition of the trucks in alignment with the city's objectives.

Carts

The Service provider may use the City's existing carts that are currently in place at each residence. It will be the responsibility of the provider to replace carts as needed with their own Company carts once the City's full inventory of remaining carts has been depleted.

City Facilities/Commercial Accounts

The selected waste management contractor will be responsible for efficiently managing waste generated by city facilities and light commercial accounts within the jurisdiction of Walthourville.

Holiday Schedule

Pickup days will not be reduced by holidays but may be combined. Pickups normally scheduled on holidays will be rescheduled on the next regular collection day. The City must approve any schedule changes and the Service Provider will advise the City of its plans for Holiday services.

Customer Service/Cart Deliveries and Removals

The City will advise the Service Provider of needed new customer cart deliveries and removals and this work shall be completed by the provider once per week at least three days from notification by the City. The City and provider will work closely to monitor customer count changes monthly to keep an accurate billing number of carts serviced. The City will provide a listing of all addresses to be serviced and both parties will work together to maintain the accuracy of this list. The Provider will bill the City monthly in arrears for the total cart/customer count and the City shall pay the Provider within 20 days of receiving an invoice.

Yard Waste Disposal

The Company shall collect all Yard Waste defined as tree limbs not larger than four (4) inches in diameter and no longer than four (6) feet in length and stacked in piles not to exceed four (4) feet in height and four (4) feet in width. Tree trunks larger than four (4) inches in diameter will not be collected. All loose leaf, grass clippings and small shrubbery waste will be picked up provided it is in a pile or is bagged in brown paper bags (no plastic) and set by the street.

If Yard Waste is set out for pick up at a Residential Unit and does not meet the specifications above and on the City website, the Service Provider shall leave a clearly explanatory printed or written notice/tag for the Customer as to why it was not collected and notify the City of any address locations that are not collected by the next day. Yard waste collection services is intended for normal residential yard maintenance and is not intended for lot clearing, whole tree removal or commercial yard service operations.

Bulk Waste Disposal

The Service Provider shall collect and dispose of bulk waste or white goods on the customer's weekly pick-up day. Bulk goods shall include up to 2 items, such as appliances and furniture not to exceed greater than 200 pounds and 6 feet x 4 feet x 4 feet. Additional items will require scheduling with both the City and the Company, and these will be billed and collected separately by the Provider directly to the customer based on size, quantity, weight and time required. The Provider may provide information in their bid proposal as to the method of pricing such service to customers. Commercial waste resulting from home construction or remodeling such as roofing tiles, bricks, mortar, carpet, sheetrock, boards etc. will not be collected and appropriately tagged.

Backdoor Service

Backdoor service will be provided for City customers at no additional charge that have made prior arrangements with the City and secured approval. Approval of backdoor customers will be at the sole discretion of the City and should only be allowed if there is not another able-bodied person in the house that can roll the cart to the curbside. Company's employees servicing back door collection will be required to follow regular walking patterns for pedestrians while on private property. Employees will take care not to damage property, shrubs, and other plantings.

Company employees should be careful not to expose themselves to danger such as by vicious animals to accomplish collection.

Carts

Replacement carts provided by the Service Provider, once all City cart inventory has been used and depleted, shall be a minimum of 95 gallons. Containers will always be maintained in good working condition. All containers will have a proper cover to prevent wind-blown litter and access by birds or animals.

PROPOSAL SUBMISSION REQUIREMENTS

Submitted proposals must include the information requested herein. The proposal must be submitted in compliance with the instructions set forth herein. Proposals must be delivered to: City of Walthourville, Attention: Shana T. Moss, City Clerk, 222 Busbee Road, P.O. Box K, Walthourville, Georgia 31333. No proposal may be modified, withdrawn, or canceled for a period of sixty (90) days after the time designated for receipt of proposals. The City reserves the right to reject all proposals and to waive irregularities, technicalities, and informalities.

Submission: The Service Provider shall package and seal its proposals so that they are not damaged in mailing. The Technical and Fee proposals are to be packaged together in the same book/binder and placed in a single package/envelope delivered to the City. Service Providers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the instructions set forth herein.

Technical and Fee Proposal Requirements

The Service Provider shall provide detailed information to demonstrate its understanding of the Scope of Services requested.

General: The City is not interested in elaborate brochures. All documents should be typewritten on standard 8.5 x 11-inch white paper and placed in a simple to follow book or folder or binder. Exceptions to the page size would be schematics, exhibits, or other information necessary to facilitate the City's ability to accurately evaluate the proposal. The Service Providers Proposal should contain the following in order as follows:

Technical Proposal

The Technical Proposal section of the Providers bid should include the following in order:

1. **Cover Letter:** The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Service Provider. The cover letter shall provide the name, address, and telephone numbers of the Service Provider along with the name, title, address, and telephone numbers of the Company executive that has the authority to execute the contract with the City. The cover letter shall present the Service Provider's understanding of the Project and a summary of the approach to be undertaken to perform the Services.
2. **Executive Summary:** The Service Provider shall submit an executive summary, which outlines its Proposal. The executive summary shall, at a minimum, include an identification of the proposed project team, assign a Company point of contact for the contract, give the responsibilities of the project team, and a summary of the proposed Services to be provided. This section should highlight aspects of the Company's Proposal which make it superior or unique to successfully deliver the requested Scope of Services.
3. **Company Overview and Staff:** Provide an overview of the Company's key personnel. The Service Provider shall provide, in this section of the proposal, a description of the specific staff that will be assigned to effectively meet the requirements of this contract, with their experience and background in the industry. This description will include, at a minimum, the number of permanent employees, part-time employees and an organizational chart reflecting local and corporate assignments and responsibilities. Specifically, the Service Provider must identify what priority will be placed on this contract and how the firm intends to provide the management and staffing for the project.
4. **Project Approach and Methodology:** The Service Provider shall provide, in this section of the proposal, a description of the method(s) that will be used to meet the requirements of the RFP Scope of Services. This area of the Providers bid should cover items such as route days of collection, type of trucks utilized, methods of how yard debris and bulk will be collected, methods of customer communications and how customer service issues are managed. The Service Provider shall provide a plan for the seamless transition of services from the City's current service to the selected Service Provider.
5. **Solid Waste Disposal:** The Service Provider will provide information as to what solid waste disposal facilities and/or waste transfer stations it intends to use to manage and utilize for disposal of City generated waste. All disposal fees will be paid for by the Service Provider.
6. **Company Experience/References/Capabilities:** The Service Provider shall provide, in this section of the proposal, a detailed description of similar services or contracts in which the Service Provider is presently involved during the past three (3) years. The Service Provider shall also provide, in this section of the proposal, a description of the firm's capabilities. The Service Provider must list local government client references with a contact person and telephone number. List any local government clients that have terminated or discontinued

services in the last three (3) years with a contact person, telephone number and explanation for the discontinuation. Any limitations relative to facilities, staff personnel, ongoing projects/contracts, etc. shall be identified.

Fee Proposal

The Fee Proposal as provided in the last section of this RFP should be filled out and completed and provided with the technical proposal.

PROPOSAL EVALUATION & CONTRACT AWARD

The contract will be awarded to the most responsive Service Provider that offers the best value to the City in terms of service performance record, experience, price and customer references. Each proposal will be reviewed by an evaluation team selected by the City Clerk. The evaluation will involve a holistic review of all material provided with a focus on the following components (in no particular order):

- 20% - Service Providers depth of experience with at least four (3) years' experience with at least (5) Municipal Solid Waste contracts with local governments of comparable size.
- 20% - Service Provider having positive references with local communities in close proximity to Walthourville or in Liberty County
- 10% - Service Provider's track record of customer service responsiveness.
- 10% - Service Provider's successful performance record with other municipal customers.
- 40% - Service Provider's cost proposal and fee schedule.

The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the City opinion, such rejection is in the best interests of the City. Following the evaluation of the written proposals, the City's Evaluation Team may request the top-ranking Service Providers to make an oral presentation and/or be interviewed in person. If a determination is made that presentations are necessary, the requested Service Providers will be contacted to arrange a mutually acceptable date and time as set forth by the City.

NOTE: The City reserves the right to accept proposals, as submitted, and enter directly into a contractual agreement with a selected Service Provider. Accordingly, it is imperative that all submittals contain both the best Technical and Fee Proposals in their initial submission.

Negotiations

The City may negotiate with the highest ranked Service Provider whose proposal is determined to be most advantageous to the City for the purposes of reaching final contract terms. If negotiations with the highest-ranking Service Provider fail, negotiations shall be initiated with the next highest ranking Service Provider, and so on, until acceptable contract terms to the City are reached. The City reserves the right to reject all offers and end the process without executing a contract.

Contract Formation

If the negotiation process produces an agreement acceptable to both parties, the Service Provider will submit a draft contract for the City's review. The final and approved contract shall be constructed and forwarded to the successful Service Provider for execution and then to the City's Mayor and Council for acceptance in accordance with the RFP schedule. Contracts will be between residents and the selected Service Provider.

Vendor Responsibilities

1. Direct Communication with Residents:

The selected vendor is expected to establish direct communication channels with residents for any compliance issues, concerns, or inquiries regarding the sanitation services provided. This includes but is not limited to addressing service-related complaints, scheduling adjustments, and providing information on service offerings.

2. Payment Collection:

The vendor shall be responsible for collecting payments directly from residents for sanitation services rendered. This includes establishing a secure payment system and ensuring timely invoicing and collection of fees.

3. Compliance Reporting:

The vendor must promptly report to the City any compliance issues or concerns raised by residents and provide documentation of actions taken to address such issues.

4. Customer Service Standards:

The vendor shall uphold high standards of customer service in all interactions with residents, ensuring prompt and courteous responses to inquiries and concerns.

5. Transparent Communication:

Transparency in communication with residents and the city is paramount. The vendor must keep both parties informed of any changes to service offerings, schedules, or policies.”

FEE PROPOSAL

Complete the pricing information below and include it in the Fee Proposal Section of Proposal.

Description

Cost

Residential

Collection and Disposal of MSW (1 Cart) \$----- per month per cart

Collection and Disposal of Yard Waste \$.....per month per house

Collection and Disposal of Bulk Materials \$ _____ per month per house

TOTAL MONTHLY FEE \$ _____ (Add 3 lines above)

Fee for Each Additional Residential Cart \$ _____ per month per cart

Small Commercial Business using carts.

Collection and Disposal of MSW (1 cart) \$ _____ per month per cart

Fee for each additional commercial cart. \$ _____ per month oper cart