



**NOTICE:**

**City of Waleska Request For Proposal: Garbage/Solid Waste Collection Service**

Submittal Deadline: Wednesday April 4, 2018 at 1:00 p.m. EST

Start date: July 1, 2018.

The City of Waleska, City Council will accept sealed bids for the following:

Providing all materials, equipment, and labor for Garbage/Solid Waste Curb Side Collection Service for approximately 800 residential and commercial customers, as well as new customers that may be added in the future. Bidders must be licensed by the State of Georgia to perform such service.

Proof of insurance required.

Sealed proposal must be delivered to the City of Waleska, 8891 Fincher Rd, Waleska, GA 30183 no later than 1:00 p.m., April 4, 2018 and bids will be opened at 3:00 p.m. on April 4, 2018 in the City Hall council room at the above address.

The City of Waleska is an equal opportunity service provider and employer.

MUNICIPAL GARBAGE/SOLID WASTE CURB SIDE PICK-UP  
CITY OF WALESKA, GEORGIA  
INVITATION TO BID

**PROPOSAL REQUIREMENTS:**

DATE ISSUED: March 5, 2018

FOR: Providing all materials, equipment, and labor for Garbage / Solid Waste Curb Side Collection Services for residences and commercial businesses of the City of Waleska. Bidders must be licensed by the State of Georgia to perform such service. Proof of license and insurance required.

DEADLINE FOR RECEIVING SEALED BIDS: 1:00 p.m. April 4, 2018

BID RECEIVING OFFICE: City Hall, City Clerk's Office  
8891 Fincher Rd.  
Waleska, GA 30183

SEALED BIDS: shall be submitted in duplicate copy.

BIDS WILL BE OPENED AT: 3:00 p.m. April 4, 2018  
City Hall Council Room  
8891 Fincher Rd.  
Waleska, GA 30183

AWARD OF PROPOSAL/BID AT: Pending evaluations of all bids.  
No later than April 15, 2018  
City Hall Council Room  
8891 Fincher Rd.  
Waleska, GA 30183

START DATE: July 1, 2018

Sealed bids subject to all requirements will be received and opened at the time, date and place shown above. Award of bid will be made at a later date, pending evaluations of all bids submitted.

City reserves the right to reject any or all bids, to waive technicalities and to make a selection and final award as deemed in the best interest of the City, including using any form of contract it deems most advantageous to the City.

Bidders and the general public are invited to attend the bid opening. The City of Waleska is an equal opportunity service provider and employer.

Bids submitted after 1:00 p.m. on the date of the deadline will not be accepted under any circumstances. Delivery of Bid to proper location by date/time of deadline is Bidder's responsibility.

Bid packages must be complete, with all required information. Any incomplete packages will be rejected.

MUNICIPAL GARBAGE/SOLID WASTE CURB SIDE PICK-UP  
CITY OF WALESKA, GEORGIA  
INVITATION TO BID

DATE OF BID: \_\_\_\_\_

The undersigned agrees, if this bid is accepted, within ten (10) calendar days after award of proposal/bid, to meet with the City Clerk to sign the contract and provide any additional documentation required in accordance with the provisions of this Invitation to Bid, according to specifications or other provisions in this bid package.

If the successful bidder does not hold a City of Waleska business license they will be required to obtain such license. Proof of license is required.

**BIDDER INFORMATION:**

|                        |  |
|------------------------|--|
| _____                  | _____  |
| Company Name           | Name of Person Authorized to Sign & Submit Bid |
| Street Address: _____  | Title: _____                                   |
| _____                  | Tax I.D. # _____                               |
| _____                  | E-Verify _____                                 |
| Mailing Address: _____ | Authorization Date _____                       |
| _____                  | Phone _____                                    |
| _____                  | Fax _____                                      |

Name, Phone Number, and Email of Contact Person(s):

\_\_\_\_\_  
\_\_\_\_\_

I hereby agree to provide any further information as requested from the City of Waleska.

\_\_\_\_\_  
Authorized Signature Date: \_\_\_\_\_

MUNICIPAL GARBAGE/SOLID WASTE CURB SIDE PICK-UP  
CITY OF WALESKA, GEORGIA  
INVITATION TO BID

**TERMS AND CONDITIONS:**

For providing all materials, equipment, and labor for weekly Garbage/Solid Waste Curb Side Collection

services for residential and commercial customers and for the government office of the City of Waleska, GA.

- 1) **Contract Term:** Length of contract term is two (2) years. The City of Waleska ("City") requires prices to remain firm for the contract period. Contract is to begin upon execution of the contract documents with a start date of July 1, 2018. The contract may be renewed for additional periods provided fees are firm (or subject to a pre-approved increase by City Council), service is satisfactory, both parties are willing to renew, and renewal is approved by the City of Waleska City Council. Prior to each period of renewal, any increases in renewal rates will be evaluated and compared to the actual rate of inflation and will thereby remain subject to negotiation. To the extent that collection services pursuant to the agreement between the City and the successful contractor ("Company") are started on or after the fifteenth (15<sup>th</sup>) of any given month, then the charge for said service shall likewise be half of the full monthly charge for that portion of the first month, and then shall be subject to a full monthly charge for each month thereafter.
- 2) **Billing:** The City will be responsible for all billing and collection efforts from its residential and commercial customers. Company must provide a proposed pricing schedule for services described based upon a monthly estimate of cost of service for at least once per week pick up of each location. New locations may be added to this contract as needed.
- 3) **Services:** The Company will provide Solid Waste Collection Services to City residential and commercial sanitary service customers. The Company may delineate impermissible items and/or provide for pricing to pick up large items that cannot be contained in the trash containers, such as appliances, for example. Collection shall be completed at least once per week according to regular routes and schedules. It is estimated that the number of customers will be approximately 800 residential and commercial locations, but the number of customers is subject to change.

In addition to the terms outlined in the Request for Proposals,

- Company will collect all solid waste contained in the waste containers on the date scheduled for collection. Company will not unreasonably refuse to collect household waste which, due to refuse volume, must be placed outside of the provided waste container.
  - Company will dispose of all collected solid waste and refuse to a landfill, which is properly permitted by the State of Georgia.
  - Company will provide all equipment and personnel necessary to complete work, including, where applicable, numerically identified trash containers.
  - Billing and collection of fees due will be performed by the City; the City will pay the Company on a monthly basis pursuant to the agreed upon pricing terms.
  - Company and its agents are not allowed to pilfer or rummage through the contents of the waste containers.
  - Company will provide route sheet on a monthly basis to the City.
- 4) **Codes:** All services are to be performed according to all state, county and city codes and regulations and any changes thereto during the contract period.
  - 5) The contract may be canceled by the City if the provider does not meet the required pick up schedule or otherwise comply with the contract terms.
  - 6) In submitting a bid, Company or bidders ("Bidders") shall provide the following:

- a) Cover Letter: Bidders must provide a cover letter to include Company name, address, contact name, how long in business, telephone number, email address, facsimile number, and website, if any.
  - b) Cost of Service: Provide your rate per month per location for pick-up service for at least once per week.
  - c) Proposed Schedule: Provide a preferred pick-up day, proposed route, and start-time / end-time to complete the work.
  - d) Insurance: Proof of current insurance coverage for General Liability, Worker's Compensation, Automobile Liability, and Excess Umbrella Liability on a Certificate of Insurance, with limits as defined by the City and any applicable laws. Then if awarded bid, the City of Waleska shall be listed as Certificate Holder prior to signing the contract and for the life of the contract.
- 7) In submitting a bid, Bidders shall be able to provide the following if requested:
- a) Permits: Bidders must possess or maintain valid state, federal and local permits, which are required to collect and dispose sanitary solid waste and refuse, specifically including any permits to dispose sanitary solid waste in landfills within the State of Georgia. Copies of applicable permits must be provided the City with the submittal of bids, including the name, address and contact information for the landfill(s) that will be used in conjunction with providing this service. (Permit by Rule, Solid Waste Handling Permit, and Landfill Info)
  - b) Licenses: Bidders must possess or maintain valid state, federal and local licenses, which are required to collect and dispose sanitary solid waste and refuse. Copies of applicable licenses must be provided the City with the submittal of bids. (Local Business License, current with Secretary of State, and Certificate of Existence, as applicable)
  - c) Government Clients: Provide a list of any current or past local government clients and include whether the contract for the local government was terminated for default or any other reason. If a contract was terminated, then provide an explanation.
  - d) Qualifications and Experience: Bidders must provide the qualifications and experience of the "Company" and its sub-contractors, as needed, regarding services described.
  - e) Financial Qualifications: Bidders must be financially solvent and have at least 3 years' experience in the collection and disposal of sanitary waste. Please provide a written statement and/or documents evidencing the same.

I certify that I have read the above Proposal Requirements and the Terms and Conditions, as well as the Request for Proposal and Evaluation Criteria and submit my bid acknowledging that they will be adhered to, this \_\_\_ day of \_\_\_\_\_, 2018.

Authorized Signature:

Company: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

REQUEST FOR PROPOSAL  
Solid Waste Services  
City of Waleska, Georgia

The City of Waleska is seeking proposals for performance of Solid Waste Services for the City of Waleska on a contract basis.

The contract period will be for a period of 2 years.

Services to be provided will be as follows:

- 1) Once per week curbside service for trash with a 96 gallon cart provided by the contractor.
- 2) Once per week curbside service for recycling with a 65 gallon cart provided by the contractor. Smaller containers to be supplied by the contractor at the customers request.
- 3) Once per week curbside service for yard waste and bulky waste.
- 4) All curb side services to be provided on the same day.
- 5) Back door service to be provided at no additional charge to disabled persons and senior citizens as validated by the City of Waleska.
- 6) One 8 yard dumpster will be provided to the City of Waleska at no additional charge, to be placed at location specified by the City.
- 7) Four, 40 yard dumpsters to be provided to the City of Waleska on an annual basis for 2 days at a time to be determined by the City, at no additional charge.
- 8) Delivery of containers to customers as notified by the City of Waleska.
- 9) Collection of containers from customers as notified by the City of Waleska.

Coordination required with the City of Waleska as follows:

- 1) Contractor will supply a monthly billing statement to the City of Waleska listing all addresses picked up.
- 2) Contractor will provide to the City of Waleska a weekly listing of all accounts not serviced and the reason why (i.e. container not out, could not locate address etc.)
- 3) Contractor will provide the City of Waleska with a customer service representative point of contact that will be the primary account Manager for the Waleska route.
- 4) Contractor will provide to the City, in writing, the dates of all trash pick ups that might vary from the standard pick up date. (For example, pick up may move from Friday to Saturday because of a holiday).

- 5) Contractor will provide to the city an estimate of the number of tons removed from the City each year for disposal and for recycle.



## EVALUATION CRITERIA

Must provide 100% of the requested services

Criteria for Point based system will be as follows:

|           |   |
|-----------|---|
| 20 points | Experience  |
| 20 points | County / Municipal References                       |
| 20 points | Demonstrated ability to service population increase |
| 20 points | Cost  |
| 5 points  | Demonstrated Community/Civic Involvement            |

## SUBMITTAL WILL INCLUDE

Monthly price to be charged to the City for each active account.

Company policy on fuel surcharges and any surcharge caps the company self imposes.

Company policy on the handling of bulky waste.

Company policy on the handling of yard waste.

Company intent regarding days and estimated times during which service will be provided.

A copy of the submitting entities financial statements as of the end of their most recently ended fiscal year

A statement from the submitting entity certifying that they are compliant with E-Verify requirements for validating citizenship.

Copy of the submitting entities Certificate of Liability Insurance.