

# **REQUEST FOR PROPOSAL**

**From Terrell County Board of  
Commissions**

**SOLID WASTE COLLECTION**

**2016**

This proposal solicitation document is prepared in a Microsoft Word 10.0 (Office XP). Any alterations to this document made by the offeror may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Terrell County.

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#### **ATTACHMENT A**

Sample Contract for Solid Waste Collection Service Program

#### **ATTACHMENT B**

Articles of Terrell County Solid Waste Ordinances

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

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

#### 1.1 Purpose/Objective

Terrell County, Georgia (hereinafter, "County") 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 Solid Waste Collection.

#### 1.2 Background

The County currently operates its solid waste collection services through curbside collection. The County seeks to provide curbside collection services for 1780 homes (the customer base).

#### 1.3 Inquiries

Direct questions related to this RFP should be sent to Sandra O'Stean, Administrative Assistant to the County Clerk, Terrell County Board of Commissioners. All questions should be submitted in writing to facsimile number at (229) 995-4320, or via regular mail at Terrell County Board of Commissioners, P. O. Box 525, Dawson, GA 39842, Attention: Sandra O'Stean. 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 County will be the one stated in writing and that answers will be sent to all Offerors.

#### 1.4 Method of Source Selection

The County is using the Competitive Sealed Proposals Points 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 County, taking into consideration the factors set forth in this RFP.

#### Points Structure Parameters

Experience in GA with curbside service	10 points
References in GA with similar size number of units	10 points
Local Office in or near Terrell County	10 points
Company's Financial Stability	10 points

Approach	10 points
Education Plan	10 points
Pricing	40 points

The County may, as is deemed necessary, conduct discussions with the top two highest ranking responsible Offerors 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

- Does the Offeror demonstrate an understanding of the County's needs?
- Can the Offeror respond to customer service requests in a timely manner?
- Does the Offeror possess the ability, capacity, skill, and financial resources to provide the requested service?
- Can the Offeror take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?
- Does the Offeror have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
- Has the Offeror performed satisfactorily in previous contracts of similar size and scope?

1.6 Projected Timetable

The following projected timetable should be used as a working guide for planning purposes. The County 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	August 22, 2016
Last Date for Receipt of Questions	September 6, 2016
Proposal Close Date	September 6, 2016
Evaluation of Proposals	September 8, 2016
Projected Award and Contract Execution	TBA
Projected Contract Start Date	October 1, 2016

**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 contract

as a result of this RFP. Offerors may also propose additional performance outcomes beyond those minimally required.

2.1 Scope of Work

Service(s) to be provided include weekly collection of residential solid waste from 96-gallon roll-carts provided by the contractor.

All solid waste shall be disposed of at the Terrell County transfer station.

The County will pay the Contractor on a monthly basis, based on the timely invoice with details regarding each household. The County will then invoice customers for solid waste collection, and the County will direct all calls regarding complaints and/or questions to the Contractor. The contractor must provide a local office and a local phone number which it can be contacted.

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.

Monthly Rate for one time per week residential garbage pick up using Contractor owned 96 gallon roll-carts.

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

These include:

- The Contractor shall perform service in accordance with Articles of Terrell County's Solid Waste Ordinances (attached).

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

A contract resulting from this RFP shall be subject to the terms and conditions set forth in the attached "Contract for Solid Waste Collection Service Program" (Attachment A).

### **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

By signing its proposal, the Offeror acknowledges that it has read and understands the insurance requirements for the proposal. The Offeror also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, the County may rescind its acceptance of the Offeror's proposal. See Attachment A for insurance requirements.

#### 7.3 Delivery of Proposals

All proposals are to be sealed and delivered before 3:00 p.m. Eastern Standard Time (EST), on September 13, 2016 to: SEALED SOLID WASTE PROPOSALS, TERRELL COUNTY BOARD OF COMMISSIONERS, P. O. BOX 525, 955 FORRESTER DRIVE, SE, DAWSON, GA 39842.

The County will not accept any proposals received after the date/time stated herein, and shall request Offeror to make arrangements to retrieve late proposals.

The County 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 five (5) numbered exact copies of the proposal (total of 6). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names and proposed rates of Offerors will be read aloud.

#### 7.4 Evaluation of Proposals (Procedure)

The County will first 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 County shall then score all proposals based upon the points evaluation factors detailed above.

Upon completion of the scoring, the County will shortlist the top two highest ranking proposals. At this point, the County may request presentations by Offerors and carry out contract negotiations for the purpose of obtaining best and final offers.

County 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 County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.

The County reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the County. 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.

#### 7.5 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 County Clerk of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.

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.

#### 7.6 Proposals and Presentation Costs

The County 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.

7.7 Rejection of Proposals

The County reserves the right to accept or reject in whole or in part any or all proposals submitted. The County 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.

7.8 Acceptance of Proposals

The County shall accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

7.9 Requests for Clarification of Proposals

Requests by the County for clarification of proposals shall be in writing. Said requests shall not alter the Offeror'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 straightforward concise description of the Offeror's approach and ability to meet the County'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.



**Request for Proposals  
Residential Solid Waste Collection  
Terrell County Georgia**

**Proposal Price Sheet**

Once a Week Curbside Garbage Collection from contractor provided 96-gallon residential roll-carts for 1780 units: \$\_\_\_\_\_ Unit Price/Month

Describe your CPI and Fuel Surcharge Plans in detail