

**CITY OF BYRON**

**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

Byron, 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 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 services. The city seeks to provide curbside collection services for approximately 2636 residential and 97 commercial constituents.

1.3 Inquiries

Direct questions related to this RFP should be sent to Tiffany Sandefur, City Administrator. All questions should be submitted in writing to email address [tsandefur@byronga.com](mailto:tsandefur@byronga.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 five or more current references in GA with contact information and scope of service.
- Describe your hauling facility’s location and capabilities.
- List and describe your disposal sites for solid waste and yard waste.

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	5/22/2024
Last Date for Receipt of Questions	6/5/2024
Addendum Issued for Pre-Proposal Questions	6/21/2024
Proposal Close Date	7/1/2024 at 6:00PM
Evaluation of Proposals/Interviews	7/8/2024-7/11/2024
Projected Award and Contract Execution	8/12/2024
Projected Contract Start Date	1/1/2025

**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 5-year contract subject to and compliant with 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

Service(s) to be provided include weekly collection of residential solid waste from 95-gallon roll-carts provided by the contractor.

Services include once per week automatic bulk item collection.

Services include yard waste once per week curbside up to 10 cubic yards per week with a grapple truck.

The Contractor will invoice the city for services.

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 \$\_\_\_\_\_per month per unit

Monthly rate for extra garbage 95-gallon roll-carts \$\_\_\_\_\_per month

Monthly Rate for one time per week curbside yard waste services \$\_\_\_\_\_per month per unit up to 10 cubic yards per week

Monthly Rate for automatic Bulk item collection once per week for household items that do not fit into the cart at \$\_\_\_\_\_per month

Optional Scope of Services for City to Consider

Monthly Rate for one time per week curbside yard waste services on a **subscription** basis \$\_\_\_\_\_per month per unit

Monthly Rate for call in Bulk item collection service for household items but at a **specified price per item**. Customer would pay by credit card in advance, then hauler would schedule the bulk waste for collection. \$ \_\_\_\_\_per item

Monthly rate for yard waste service once a week **in a 95-gallon gallon cart** \$ \_\_\_\_\_ per month per unit

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

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. Insurance capabilities of workers compensation, auto & liability insurance must be included with the Offeror's proposal. The City may require that any resulting contract from an Offeror shall include appropriate language suitable to the City providing that Contractor shall hold harmless and indemnify the City in the event of any claims, demands, suits, actions, or other claims for injuries or damages to person or property resulting from the negligence of Contractor, its agents, employees, officers, managers, members, contractors, or other persons or entities related to Contractor.

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 6:00 p.m. Eastern Standard Time (EST), on July 1, 2024 to:

City of Byron  
Attn: Tiffany Sandefur, City Administrator  
401 Main Street  
Byron, GA 31008

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 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 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 Proposals (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 the 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 modifications 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 the 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. Nothing contained within this RFP shall act to require the City to accept any Proposal.

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 Clarification of Proposals

\_\_\_\_ Requests by the City for clarification of proposals 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.

4.11 Response Format

Proposals should be prepared simply and economically, providing a straightforward concise description of the Offeror's approach and ability to meet the 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.

4.12 Proposed Contracts

Proposals to this RFP may include proposed Contracts drafted by Offeror for review by the City and its officials.

**5.0 Contract Draft Conditions**

\_\_\_\_ It is anticipated that the successful proposer will be awarded a contract subject to and compliant with O.C.G.A 36-60-13, and its requirements, which include, but are not limited to, 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, [the agreement may include a provision that the contractor may shall be able to receive automatic Consumer Price Adjustments under Water, Sewer, and Trash Collection Services based on the lesser of 2.5% or the inflation percentage as measured by the CPI-U for the annual period ending with the anniversary date of the initial agreement date and that Contractor must notify City well in advance of any price adjustments and annual pricing changes based on CPI.](#)