

Wilkinson County Request For Proposal

Solid Waste Collection and Disposal

Purpose/Objectives

Wilkinson County (hereinafter, "County") is issuing this Request For Proposal (hereinafter, "RFP") for the sole purpose and intent of obtaining proposals from interested and qualified Offerors to provide Solid Waste Collection and Disposal Services.

Background

The County has a 11 dumpster sites located throughout the county (See "Attachment A"). The successful bidder will be responsible for collecting from each site a minimum of twice a week on Monday and Friday and more times a week as is necessary during the year

Expectations

The County is requesting proposals on garbage pick-up at 11 dumpster sites a minimum of twice a week during the year and three times from December 15 to December 31.

Method of Source Selection

The County is using the Competitive Sealed Proposals method of source selection for this procurement. An award, if made, will be made to the responsible Offeror whose proposal is most advantageous to the County, taking into consideration the factors set forth in this RFP.

Minimum Criteria Used to Determine "Eligibility" of Each Offeror

- (a) Can the Offeror respond to customer service request in a timely manner?

Include a description of your customer service program in detail and communication procedures with the County. Include a description of your transition process and the amount of time necessary to provide services once a contract has been executed.

- (b) Does the Offeror have the ability, capacity, skill, and financial resources to provide the requested service?

Include the most recent financial information and provide a list of the primary Company's contacts. Include information concerning your truck fleet such as age, make, preventative maintenance program, and type of equipment. Does your proposal include rear load or side load automation?

- (c) Does the Offeror demonstrate an exceptional disposal environmental record?

- (d) Does the Offeror have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?

Include a description of your billing procedures to the County.

- (e) Has the Offeror performed satisfactorily in previous contacts of similar size and scope?

Include a list of contracts similar in size and scope with the County's name, address, contact name,
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phone number, and email address.

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 RFP process.

RFP Notice Issued	February 5, 2024
Proposal Close Date	March 11, 2024 (by 10:00am)

General Description of Required Performance Outcomes

At a minimum, the Offeror 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.

Scope of Work

Services to be provided include solid waste collection and disposal. All solid waste shall be disposed of in a designated, fully permitted, Solid Waste landfill.

The County will pay the Offeror on a monthly basis, based on a timely invoice. The County will direct all calls regarding complaints and/or questions to the Offeror.

Proposal Cost Format

Proposals must be in the following format to be considered as a RFP Cost Format. Rates must include all fees, charges, and surcharges.

Offeror may include rates and services that Offeror desires to offer the County in addition to the base services requested in the RFP.

Offeror's Personnel Requirements

The Offeror 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.

Offeror'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.

Terms and Conditions Of The Contract For Services

A contract resulting from this RFP shall be subject to the terms and conditions set forth in a negotiated "Contract for Solid Waste Collection and Disposal Services". This will be a **one- year contract, renewable up to five years.**

Acknowledgment of Insurance Requirements

COVERAGES

Worker's Compensation
Employer's Liability
Bodily Injury Liability
Property Damage Liability
Automobile Bodily Injury
Liability
Automobile Property Damage Liability
Excess Umbrella Liability

LIMITS OF LIABILITY

Statutory
\$1,000,000
\$1,000,000 each occurrence
\$1,000,000 each occurrence
\$1,000,000 each person
\$1,000,000 each occurrence
\$1,000,000 each occurrence
\$10,000,000 each occurrence

By signing its proposal, the Vendor 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 Vendor's proposal.

Instructions for Proposal

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.

Delivery of Proposals

All proposals are to be sealed and delivered before 10:00 a.m. Eastern Standard Time (EST), on **MONDAY MARCH 11, 2024** to:

Via hand-delivery or overnight delivery to:
Wilkinson County Board of Commissioners
100 Bacon Street
Irwinton Ga 31042

Via postal delivery to:
Wilkinson County Board of Commissioners
Tracy D Strange, County Manager
PO Box 61
Irwinton, GA 30142

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 Vendor's personnel or by the Vendor's outside carrier.

Offerors must submit one (1) designated original, and seven (7) numbered exact copies of the proposal (total of 8). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names and proposed rates of Vendors will be read aloud.

List the Request for Proposal (RFP) number on the outside of the box or envelope and note "Proposal Enclosed".

Evaluation of Proposals (Procedure)

The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Vendors should exercise particular care in reviewing the proposal format required for this RFP.

The County may recommend short-listing the proposals that are potentially acceptable.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the County may request presentations by Vendors, and carry out contract negotiations for the purpose of obtaining best and final offers.

Wilkinson 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 Vendor 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 Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the contract.

Ambiguity, Conflict, or Other Errors in the RFP

If a Vendor discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the County Manager 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 Vendor 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.

Proposals and Presentation Costs

The County shall not be liable in any way for any costs incurred by any Vendor 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.

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 Vendor that is determined to be non-responsive. The unreasonable failure of a Vendor to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

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.

Requests for Clarification of Proposals

Requests by the County for clarification of proposals shall be in writing. Said requests shall not alter the Vendor's pricing information contained in its proposal.

Validity of Proposals

All proposals shall be valid for a period of ninety (90) days from the submission date.

Response Format

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor'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.

The Wilkinson County reserves the right to accept or reject any and all proposals.

The Wilkinson County is an EOE and a Drug Free Workplace.