



# **CRISP COUNTY BOARD OF COMMISSIONERS**

## **Request for Proposal**

### **Residential Solid Waste Collection and Disposal Services**

Crisp County reserves the right to reject any or all bids. Crisp County is an Equal Opportunity Employer, and a Drug Free Workplace. D.B.E Candidates and Minority Businesses are encouraged to apply.



**Crisp County**  
**Board of Commissioners**  
210 S. 7<sup>th</sup> Street, Cordele, GA 31015  
(229) 276-2672

October 7, 2024

**ATTENTION INTERESTED CONTRACTORS:**

Your firm is hereby invited to submit a proposal for Residential Solid Waste Collection and Disposal Services.

Request for Proposals must be submitted to the Board of Commissioners 210 S. 7<sup>th</sup> Street, Room 301, Cordele, GA 31015, **no later than 2:00 p.m. EST, on November 15, 2024.**

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***

Proposals will be publicly opened and read on November 15th at 2:00 p.m., in room 305, Crisp County Board of Commissioners 210 S. 7<sup>th</sup> Street Cordele, GA 31015.

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

Thank you for your interest in doing business with the Crisp County Board of Commissioners.

**CRISP COUNTY BOARD OF COMMISSIONERS**

**REQUEST FOR PROPOSALS  
RESIDENTIAL SOLID WASTE COLLECTION AND  
DISPOSAL SERVICES**

**TABLE OF CONTENTS**

**Section Number/Description**

- 1.0 Introduction/Overview**
  - 1.1 Purpose/Objective
  - 1.2 Background
  - 1.3 Inquiries
  - 1.4 Method of Source Selection
  - 1.5 Minimum Criteria for "Responsibility"
  - 1.6 Projected Timetable
  
- 2.0 General Description of Required Performance Outcomes**
  - 2.1 Scope of Work
  - 2.2 Proposal Cost Format
  - 2.3 Reconciliation of Customer Billing
  
- 3.0 Contractor's Responsibilities**
  
- 4.0 Instructions for Proposal**
  - 4.1 Compliance with the RFP
  - 4.2 Acknowledgment of Insurance Requirements
  - 4.3 Delivery of Proposals
  - 4.4 Evaluation of Proposals
  - 4.5 Ambiguity of, Conflict, or Other Errors in the RFP
  - 4.6 Proposal and Presentation Costs
  - 4.7 Rejection of Proposals
  - 4.8 Acceptance of Proposals
  - 4.9 Requests for Clarification of Proposals
  - 4.10 Validity of Proposals
  
- 5.0 Draft Contract Items**
  
- 6.0 Estimated Quantities**

**Request for Proposals  
Residential Solid Waste Collection Services**

**Section 1.0 – Introduction/Overview**

1.1 Purpose/Objective

Crisp County, Georgia (hereinafter, “BOC”) 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 BOC currently operates its solid waste collection services through a private contractor for curbside collection. The county seeks to provide residential curbside collection services for approximately 3,000 +/- homes.

1.3 Inquiries

Direct questions related to this RFP should be sent to Clark Harrell, County Administrator. All questions should be submitted in writing to the email address [charrell@crispcounty.com](mailto:charrell@crispcounty.com). Please include the RFP paragraph number for each question 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 BOC is using a point-based selection for this procurement.

An award will be made to the responsible Offeror whose proposal is most advantageous to the BOC, taking into consideration the factors set forth in this RFP.

Points Structure Parameters

References	20 points
Qualifications/Experience	20 points
Approach	20 points
Technology	20 points
Pricing	20 points

The BOC may conduct discussions with the Offeror that has been determined to be reasonably susceptible of being selected for award.

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 BOC 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 three or more current references in middle/south GA with contact information.
- Describe your hauling facility's location and capabilities.

1.6 Projected Timetable

The following projected timetable should be used as a working guide for planning purposes. The BOC 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	10-7-2024
Last Date for Receipt of Questions	11-1-2024
Addendum Issued for Pre-Proposal Questions	11-4-2024
Proposal Close Date	11-15-2024
Evaluations of Proposals/Interviews	11-18 to 12-6
Projected Award and Contract Execution	12-10-24
Contract Start Date	3-1-2025

**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 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

**Residential Service**

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

Customers will call to schedule yard debris pickup.

The Contractor will invoice each customer for residential services plus an additional .50 per month pass through fee payable to the BOC quarterly.

Contractor will provide backdoor/side door service at no additional charge for up to 3% of the total unit count that cannot physically roll the cart to the curb.

If the contractor requires a change in collection day, the contractor must notify the customers at least 3 times via postcard mailer and leave a sticker on the cart with plenty of advanced warning.

Contractor is required to take the solid waste volume generated from this Agreement to Crisp County Landfill at 3354 US 41, Cordele, GA 31015.

## 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 including yard waste.

\$ \_\_\_\_\_ per month per unit, including the pass through

\$ \_\_\_\_\_ per month for additional units/carts

Optional Scope of Services for BOC to Consider  
Yard Debris – pick up service as needed.

## 2.3 Customer Billing

The number of residential carts at the beginning of the contract will be approximately 3,000 +/-.

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

### **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 BOC may rescind its acceptance of the Offeror's proposal. Offeror shall obtain local licenses as applicable.

### **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 2:00 p.m. Eastern Standard Time (EST), on November 15, 2024, to:

Crisp County Board of Commissioners  
Attn: Clark Harrell, County Administrator  
210 S. 7<sup>th</sup> Street, Room 301  
Cordele, GA 31015

The BOC will not accept any proposals received after the date/time stated herein and shall request Offeror to decide to retrieve late proposals.

The BOC shall not bear the responsibility of 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 and will be read aloud.

### **4.4 Evaluation of Proposal (Procedure)**

The BOC 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 BOC shall then score all proposals based upon the points evaluation factors detailed above.

Upon completion of the scoring, the BOC may request presentations by top ranking Offerors.

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

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

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the BOC of such error in writing and request modification or clarification of the document. The BOC will make notifications by issuing a written revision and will give written notice to all parties who have received this RFP from the BOC.

The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in Request for Proposals prior to submitting the proposal or it shall be waived.

4.6 Proposals and Presentation Costs

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

4.8 Acceptance of Proposals

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

4.9 Requests for Clarifications of Proposals

Requests by the BOC for clarification of proposal 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.



**5.0 – Contract Draft Conditions**

It is anticipated that the successful proposer will be awarded a contract subject to O.C.G.A 36-60-13 which is 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, contractor shall be able to receive automatic Consumer Price Adjustments under Water, Sewer, and Trash Collections Services, upon notification to the BOC.

The successful offeror is preferred to have a local presence with an office staffed to sufficiently service the needs of Crisp County residents, including a local phone number.

Residential cans must be clearly identified for unincorporated areas of Crisp County.