

CITY OF JONESBORO, GEORGIA

September 18, 2023

REQUESTS FOR PROPOSALS

Solid Waste Collection Services



OFFICE OF THE CITY MANAGER
David D. Allen, Interim City Manager
1859 City Center Way
Jonesboro, Georgia 30236
Phone: 770-478-3800 Fax: 470-726-1646

DUE BY 4 P.M. ON OCTOBER 6, 2023



**CITY OF JONESBORO
OFFICE OF THE CITY MANAGER
1859 City Center Way
Jonesboro, Georgia 30236
Phone: 770-478-3800 Fax: 470-726-1646**

**Date Issued: September 18, 2023
Bid Number: 23-001**

**Solid Waste Collection Services
City of Jonesboro, Georgia 30236**

NOTICE IS HEREBY GIVEN that the City of Jonesboro (“City”) is issuing this Request for Proposals (“RFP”) for solid waste collection service by a single private company in the City.

Companies are solely responsible for ensuring proposals are received by the City on or before the submittal deadline. Proposals must be received no later than 4 p.m. on October 6, 2023 at the address below. (Refer to page 7 for all deadline dates.)

**City of Jonesboro
1859 City Center Way
Jonesboro, Georgia 30236
Attn: David Allen, Interim City Manager**

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by email are not acceptable and will not be considered. **The original signed submission with the name of the company and RFP title proposal is to be submitted in a sealed package with the name of the firm and RFP title “Private Solid Waste Collection Services” must be clearly marked on the outside of the package.**

Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The responding company is solely responsible for all costs related to the preparation of the proposal.

The City reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the company who, in the City’s sole discretion, is best able to perform the required services in a manner most beneficial and cost effective to the City.

Introduction

The City of Jonesboro is accepting proposals for a single qualified private company to conduct weekly curbside solid waste pickup for existing and future customers within the City limits of Jonesboro. This is intended to be for the residual of 2023, with full annual renewals, beginning January 1, 2024. For approximately 15 years, the City has provided in-house, curbside solid waste pickup for its residents and some businesses in its own containers. This currently involves 3-day a week service by Public Works employees operating City-owned sanitation vehicles. The City would like to ease the manpower and cost burdens caused by in-house service, while still ensuring high-quality, cost-effective sanitation service for its citizens in the future.

The City of Jonesboro has a total area of 2.6 square miles and a population of approximately 5000. The City currently services 1110 residential sanitation accounts and 72 commercial accounts, with the following breakdown:

Residential Accounts:

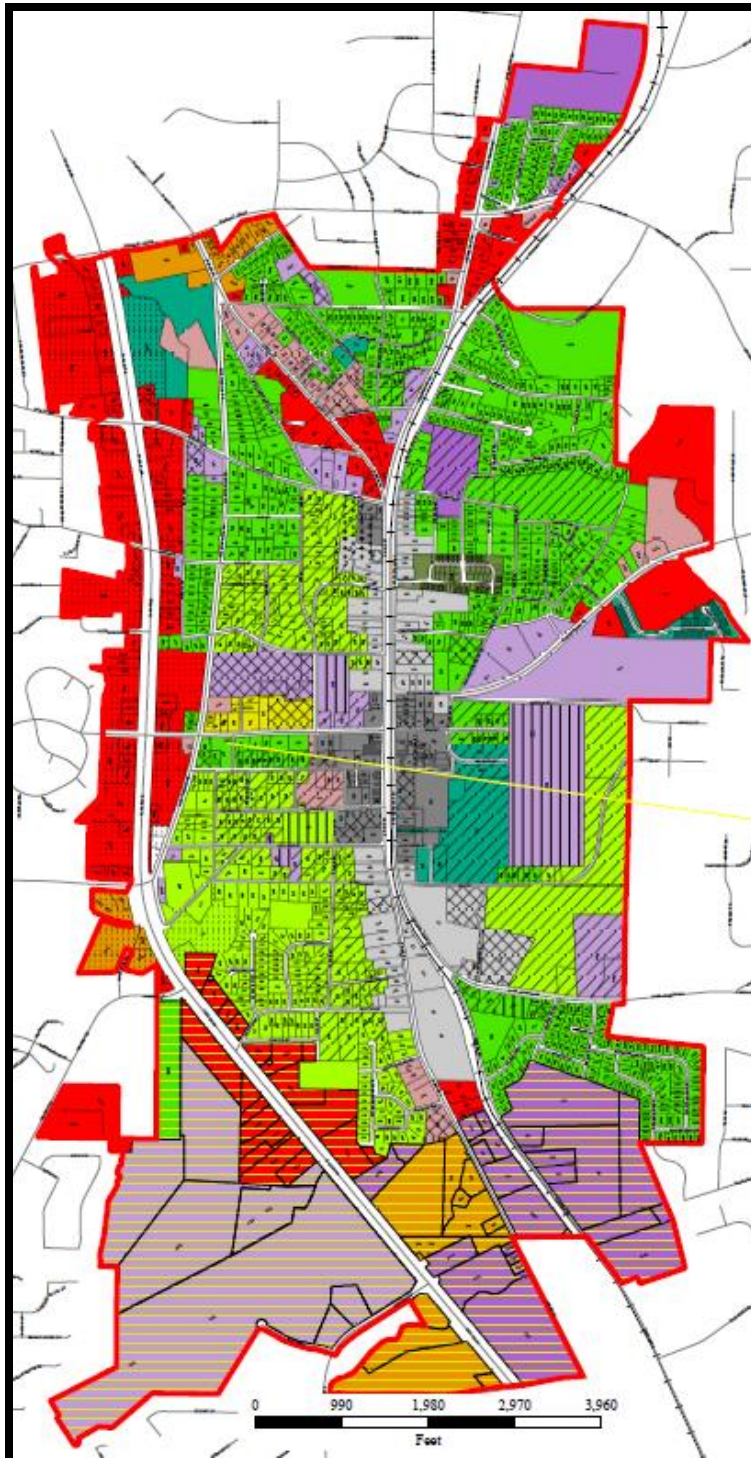
- Total of 1,110 parcels
- 1,012 parcels with 1 trash can on the property
- 42 parcels with 2 trash cans on the property
- 52 parcels with duplexes with 1 trash can per unit
- 1 of the duplexes has 2 trash cans for 1 side of the units
- 2 parcels with triplexes with 1 trash can per unit
- 2 parcels with quadraplexes with 1 trash can per unit

Commercial Accounts:

- 50 customers with 1 trash can
- 20 customers with 2 trash cans
- 1 customer with 3 trash cans
- 1 customer with 5 trash cans
- The Jonesboro Housing Authority has a total of 34 trash cans

These billable accounts include the Jonesboro Housing Authority, but not the City government properties. All of these accounts involve 95-gallon trash cans. The City does not provide any service for dumpsters or roll-offs for business or apartment complexes; these are individually contracted with various private sanitation companies in the area. The City also does not provide a recycling service at this time.

Customers are currently billed annually for sanitation service, as an attachment to their property tax bill. The City could use this same process, in annually billing each account for the private company's sanitation service.



Current City Limits

Streets Occurring With the City Limits of Jonesboro, Public and Private

Tara Boulevard, portion
Highway 138 Spur, portion
Fayetteville Road, portion
North Avenue
North Main Street
South Main Street, portion
McDonough Street, portion
Smith Street
Stockbridge Road/Highway 138, portion
Jodeco Road, portion
Old Morrow Road, portion

Adamson Drive
Arnold Place
Batiste Garden Circle
Batiste Lane
Batiste Park Road
Batiste Way
Broad Street
Brown Leaf Drive
Brown Drive
Burkshire Court
Burnette Street
Burnside Street
Carlton Drive
Carriage Lane
Cecelia Circle
Cecelia Drive
Chestnut Street
Church Street
City Center Way
Cloud Street
College Street
Courthouse Alley / Courthouse Street
Courthouse Way
Crowder Street
Dean Street
Dixon Road
Dixon Street
East Dixie Drive
East Mimosa Drive

Elaine Terrace
Evenview Circle
Evenview Drive
Fayette Avenue
Gloria Drive
Government Circle
Hanes Street
Hightower Street
Huie Street
Ingleside Drive
Irvin Street
Johnson Street
Key Street
King Street
Lee Street
Memorial Avenue
Mercer Court
Mercer Drive
Moore Street
North Lake Drive
Old Stockbridge Road
Pharr Avenue
Pine Circle
Poplar Street
Porter Lane
Raymond Street
Red Briar Way
Rendor Street
Rhett Butler Drive

Riley Way
Roberts Street
Rogers Avenue
Royston Street
Scarlett Drive
Scott Drive
Sims Street
Souder Way
South Avenue
Spring Street
Starr Drive
Stewart Avenue
Sunnybrook Drive
Thornton Drive
Turner Road
Wallis Street
Watterson Street
Wayne Avenue
West Avenue
West Mill Street
West Mimosa Drive
Whiteline Street
Wilburn Street
Williamson Mill Rd.
Woodhaven Drive
Woodland Drive
New Dawn Court

Materials submitted by respondents may be subject to public inspection under the GA Open Records Act.

During the evaluation process, the City of Jonesboro reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Jonesboro and the firm selected.

Following the notification of the selected company, a recommendation and standard contract will be prepared for review and approval by the City Manager. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

Proposals must be responsive to City's request. The City shall determine the most responsive and qualified company providing the best service at the most reasonable cost. Cost alone shall not be the determinative factor.

The request for proposals does not obligate the City to award a contract or complete the project and the City reserves the right to cancel the solicitation if deemed in its best interest.

Scope of Services

Overview

The City desires a high-quality, cost-effective solid waste collection service for its citizens, with no reduction in the level of services during the transition from "in-house" government service to private service. To achieve this, proposals must clearly offer the following mandatory services:

- Weekly curbside solid waste pickup for participating residents, businesses, and City facilities. While the City follows a two to three-day pickup model weekly, the desire would be for a two-day maximum pickup model. The City is electing to keep the pickup of yard trimmings (branches and leaves) as an in-house service at this time.
- Back door pickup for certain customers that have requested this service.
- 95-gallon trash containers to be provided by private company AND incorporating current City trash containers into the private company in a "phase-out" program.
- Transport of collected solid waste to most cost-effective, authorized landfill.
- Customer service representative / liaison between the City and customers.
- Possible quarterly provision of roll-off containers in designated City areas as part of a "community trash day" program. (Not a criteria for disqualification.)
- Any information on recyclable programs already offered by the company in other municipalities. (Not a criteria for disqualification.)

Deliverables

Seven (7) complete copies of the private solid waste collection service proposal in hard copy form, and a flash drive with the proposal. Hard copies shall be distributed for review as follows:

- o The City Manager
- o The Mayor
- o (2) Members of the City Council
- o The Public Works Director
- o The Finance Director

Project Schedule

The City will not give verbal answers to clarifications regarding information in this RFP, or verbal instructions prior to the submission deadline. All clarifications shall be submitted in writing. A verbal statement regarding same by any person shall be non-binding. The City is not liable for any increased costs resulting from the company accepting verbal directions. Any explanation or clarification desired by a respondent must be requested of the City representative in writing no later than September 22, 2023 at 5 p.m.

Below is a desired schedule for initiation of this project; however, dates may be subject to change and adjusted as necessary.

RFP Issued	September 18, 2023
Deadline for submitting questions by email	September 22, 2023, 5 p.m.
Deadline for Responses to Written Questions	September 27, 2023, 5 p.m.
Proposal Submittal Deadline	October 6, 2023, 4 p.m.

Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

David Allen
Interim City Manager – dallen@jonesboroga.com

Submission of Proposal

Proposals submitted by fax or email are not acceptable and will not be considered. An original signed proposal is to be submitted in sealed package with the name of the Appraisal firm, RFP title "Private Solid Waste Collection Services."

The Proposal shall be received by the City of Jonesboro by 4 p.m. on October 6, 2023 for a proposal to be considered. The Proposal should address the items listed below and sent to:

City of Jonesboro
1859 City Center Way
Jonesboro, Georgia 30236

Proposal Content

The company shall be responsible for preparing an effective, clear, and concise proposal. The firm shall submit one (1) original signed proposal, and six copies. The proposal shall be word-processed. The conflict-of-interest statement, comments on or requested changes to contract, work schedule, and staff availability sections shall be inserted at the end of the proposal. The following information shall be included:

1. Letter of Interest: Please include a letter expressing the company's interest in being considered for the service. Include a statement regarding the company's availability and capability to dedicate time, personnel, and resources to this service.
2. Understanding and Approach: Please include a statement demonstrating your understanding of the proposed service. Describe your approach to achieving the service successfully; methodologies and technologies you would employ; and processes you would employ. Describe what information you would expect the City to supply.
3. Relevant Experience: Please include information describing the service experience, particularly with other municipalities. Written references are preferred. Include billing processes with other municipalities.
4. Company Information: This section should contain a copy of the company's business license, registration with the Secretary of State, Proof of Insurance, and description of current company structure including number of managers, drivers, and customer service representatives.
5. Conflict of Interest Statement: The company shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of this contract.
6. Work Schedule: Provide a realistic proposed service schedule designed to meet the City's objectives with daily, weekly, and quarterly tasks.
7. Cost Proposal: The proposal shall include:

a. Breakdown of Service Costs: Separate itemization for - Current annual and / or monthly rates for weekly curbside service (per can), whether or not specially requested back door service is extra, projections for service costs through 2026, recycling costs (if any), quarterly provision for roll-off dumpster at designated City location, and any landfill delivery costs not included in monthly / annual fee.

b. Manner of Billing: State billing processes with other municipalities. The City prefers the current process of billing the customers in an attachment on their annual property tax bill, as currently required by City Ordinance.

8. Proposal Forms: The forms listed below, and attached as exhibits hereto, shall be included in the proposal submission and must be signed by an authorized representative of the Proposer.

- a. E-Verify Affidavit
- b. SAVE Affidavit
- c. Non-Collusion Affidavit
- d. Tax Identification Form W-9

Format for Proposal

To facilitate the review of responses, all responses are required to adhere to the following requirements with regard to their proposal. The City strongly encourages respondents to ensure that RFP submissions are succinct and clearly organized. If the proposal is not in this format or does not include all of the listed items, it may be deemed non-responsive. For ease of handling, all responses are to be provided in a standard 8 ½" x 11" portrait format with binding on the lefthand edge.

1. Title Page showing the request for proposals subject; the company's name; the name, address and telephone number of the primary contact person; and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number.
3. Detailed Proposal following the order set forth in the Proposal Content.

Criteria for Selection

Proposals will be reviewed by designated City staff and evaluated to determine which proposals best meet the criteria of the RFP. Evaluation of the proposals by designated staff is expected to be completed within seven days following the proposal submittal deadline.

The City reserves the right, without qualification, to:

1. Reject all proposals
2. Exercise discretion and apply its judgment with respect to any proposal submitted
3. Select proposals which qualify on the following factors:

- a. Understanding and approach
- b. Relevant experience
- c. Scope of Services
- d. Cost.
- e. Responsibility.

Depending on the initial evaluation, a short list may be selected to meet with the designated staff to discuss their proposals in detail. It is expected that no more than two (2) representatives would provide a presentation on behalf of their company, including the account executive who will be assigned to the project.

A recommendation for company selection will be made to Mayor and City Council based on staff's "best value" evaluation of the proposals/qualifications, which will take into account the company's qualifications, comparable experience, availability, and cost effectiveness.

All interested parties are encouraged to submit proposals to the RFP. Total cost will be taken into consideration, but a company's capabilities, competence and capacity will be considered as well. The City reserves the right to choose the overall best response according to the City's criteria. The City, and its designated representatives, shall be the sole judge of its own best interest, the proposal, and the resulting negotiated agreement. The City's decision will be final.

The above factors, along with other factors that the City may deem appropriate, will be used to identify the proposal that represents the best value, which will be the basis for the contract award, if such award is made. The decision of whether to award a contract and selection of a company will be in the sole discretion of the Mayor and City Council.

Special Conditions

Contract and Insurance Requirements

The selected company shall be required to enter into a city-prepared Professional Services Agreement approved by the City Manager, Mayor, and City Council. The company shall be prepared to accept the terms and conditions of the City's Standard Professional Services Agreement including all Insurance Requirements. The successful proposal and the terms and conditions stated in this RFP will be made part of the contract between the City of Jonesboro and the private sanitation company. This RFP outlines the specifications and requirements, but not necessarily all of the terms and conditions, that will be incorporated into the final agreement between the City of Jonesboro and the successful company.

Company shall disclose to the City and maintain coverage amounts for General Liability, Workers Compensation, Auto Liability and Pollution Liability in amounts typical for sanitation service companies in the State of Georgia.

Reservations

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. No payment of any kind will be provided to the company responding to this RFP, or parties they represent, for

obtaining any of the information solicited.

Public Records

All proposals submitted in response to this RFP become the property of the City. Information in the proposal, unless specified as trade protected, may be subject to public review. Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. Proprietary information submitted in response to this RFP will be handled in accordance with the Georgia Open Records Act.

Right to Cancel and Amend

The City reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, all participating companies will be notified in writing.

Additional Information

The City reserves the right to request additional information and/or clarification from any or all participating sanitation companies.

Conflict of Interest

By submitting a proposal, the sanitation company's covenants that the company, its officers, employees and/or agents presently have no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services requested herein by the City. The company further covenants that, in the performance of any contract or agreement resulting from this RFP, no subcontractor or person having such an interest shall be employed. The company certifies that to the best of their knowledge, no one who has or will have any financial interest under any contract or agreement resulting from this RFP is an officer or employee of the City.

Release of Public Information

Companies who respond to this RFP who wish to release information to the public regarding selection, contract award or data provided by the City must receive prior written approval from the City before disclosing such information to the public.

Non-Assignment

If a contract is awarded, the selected company shall neither assign, nor delegate, in part or in whole, any duties without the prior written consent of the City which shall not be unreasonably withheld.

Collusion

Each company certifies that its organization, officers, employees and/or agents are not a party to any collusive action or fraud. The company certifies that its organization, officers, employees and/or

agents have not offered or received any kickbacks or inducements from any other bidding company, supplier, manufacturer, or subcontractor in connection with the proposal and that the company, its officers, employees and/or agents have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. Any or all bids shall be rejected if there is any reason to believe collusion exists among the bidding companies. More than one bid from an individual, company, partnership, corporation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidding company has interest in more than one proposal for the work being proposed may result in rejection of all bids in which the bidding company is believed to have interest.

Equal Employment Opportunity Compliance

The selected company shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The company shall take affirmative action to ensure that all employees and applicants for employment shall be treated with equality in all aspects of employment processes including, but not limited to, hiring, transfer, promotion, training, compensation and termination, regardless of their race, creed, color, sex, national origin, age, or physical handicap.

Right to Audit

The selected sanitation company shall maintain such financial records and other records as may be prescribed by the City or by applicable federal and state laws, rules, and regulations. The selected company shall retain these records for a period of three years after final payment, or until they are audited by the City, whichever event occurs first. These records shall be made available during the term of the contract or service agreement and the subsequent service period for examination, transcription, and audit by the City or its designees.



PROPOSAL FORM COVER SHEET

SUBMITTED TO:

The City of Jonesboro
Attn: David Allen,
Interim City Manager
1859 City Center Way
Jonesboro, Georgia 30236

Responses must be received by 4 p.m. on October 6, 2023.

The time/date stamp clock located in the Office of the City Manager shall serve as the official authority to determine lateness of any proposal. The above response deadline shall be strictly observed. Under no circumstance shall proposals delivered after the specified time be considered. Such proposals will be returned unopened.

Typed and/or print
information SUBMITTED

BY:

Name: _____

Firm: _____

Address: _____

Telephone: _____

Email _____

I am fully aware of the requirements established by the City for selection of a service provider and accept these requirements. The attached information is complete and accurate.

Print Name and Title

Signature

Date

ACCEPTANCE

I/We, the Undersigned, having examined the RFP and do hereby affirm the acceptance of the requirements of the RFP. I/We do certify that the information supplied on the Proposal Form to be true and complete in all respects.

I, We _____

(Name – Print) (Position)

of _____

(Company Name)

Dated at _____ this _____ day of _____, 20____.

AUTHORIZED SIGNATURE PRINT NAME

STREET ADDRESS

CITY PROVINCE POSTAL

TELEPHONE NO. _____

FACSIMILE NO. _____

EMAIL ADDRESS _____

Signature in the designated space, by an authorized officer of the company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs (where applicable) attributed to the business arrangement between the company and the City of Jonesboro and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

EXHIBIT A - IMMIGRATION AND SECURITY FORM

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to ensure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Jonesboro, Georgia has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Jonesboro, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Jonesboro, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Company Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

EXHIBIT B - Affidavit Verifying Status For Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Jonesboro, Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

* _____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20_____.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

EXHIBIT C

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of company/bidder) and that I am authorized to make this affidavit on behalf of my company, and its owners, directors, and officers.

I state that:

- (1) The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other proposer or potential proposer.
- (2) Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other company or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any company or person to refrain from bidding on this contract, or to submit a proposal higher than this Proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- (4) This Proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any company or person to submit a complementary or other noncompetitive proposal.
- (5) _____ (name of company/bidder), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I hereby affirm that the facts and information contained above are true and correct. I further affirm that _____ (name of company/bidder) understands and acknowledges that the above representations are material and important, and will be relied on by the City of Jonesboro in awarding the contract(s) for which this Proposal is submitted. I understand and my company understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of Jonesboro of the true facts relating to the submission of Proposals for this contract.

[Signature on following page]

(Company/Bidder Name)

(Authorized Signature)

(Title/Position)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

County of: _____

State of: _____

My commission expires: _____