

**REQUEST FOR PROPSOAL  
FOR  
GARBAGE COLLECTION  
2024**

**100 Burkhalter Ave.  
Buena Vista, GA  
MARION COUNTY, GA**

**Marion County Commissioners**

**REQUEST FOR BIDS  
FOR  
COLLECTION OF RESIDENTIAL GARBAGE  
MARION COUNTY, GEORGIA**

The Marion County Board of Commissioners does hereby solicit sealed bids for the collection of garbage for said County.

Bids must be delivered to the office of the Marion County Board of Commissioner on or before Thursday, November 30, 2023, at 2:00 p.m. The bid opening shall be Thursday, November 30, 2023, at 2:00 p.m. in the Conference Room of the Marion County Annex located at 100 East Burkhalter Avenue, Buena Vista, GA, 31803. The envelope containing the bid must be sealed and marked "Bid for Residential Garbage Collection."

The County reserves the right to reject any and all bids and to make an award in any manner, consistent with the law, deemed in the best interest of the County.

**Instructions to Bidders**

**1. Preparation of the Bid**

All bids shall give the amount of the bid for work on a price per unit basis in both words and figures, and must be signed by the Contractor. All schedules must be completed in full in ink or typewritten, in both words and figures.

Each bid together with appropriate schedules must be submitted in a sealed envelope bearing on the outside the name of the Bidder, its address, and plainly marked "Bid for Residential Garbage Collection". If forwarding by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid request.

Any bid may be withdrawn prior to the above scheduled time for the opening of the bids.

Any bids received after the time and date specified shall not be considered.

**2. Proposal Security and Evidence of Insurance**

Each bid must be accomplished by a bid bond in amount of Five Thousand Dollars, \$5,000.00, as a guarantee on the part of the Bidder that it will, if called upon to do so, accept and enter into a contract on such forms as may be mutually agreed upon by the County and the selected Bidder to do the work covered by such bid at the rates stated therein and to furnish a corporate surety for its faithful and entire fulfillment. Bid Bonds will be returned promptly after the County and the selected Bidder have executed the Contract or if no Bidder's proposal has been selected within (30) days after the date of the opening of the bids upon demand on the Bidder at any time thereafter, so long as it has not been notified of the acceptance of its bid.

### **3. Liquidated Damages for failure to enter into contract**

The contract shall be deemed as having been awarded effective upon the vote or resolution of the County Commissioner, and formal notice shall be mailed by the County to the successful Bidder by certified mail, return receipt requested.

The Bidder to whom the Contract shall have been awarded will be required to execute (3) copies of the contract on such forms as may be mutually agreed upon. The selected Bidder must furnish insurance certificates as required including worker's compensation and \$1 million liability. In case of the Bidder's refusal or failure to do so within thirty (30) days after receipt of formal notice of award, Bidder will be considered to have abandoned all rights and interest in the award, and Bidders, security may be deemed forfeited to the County as liquidated damages and the award may then be made to the next best qualified Bidder, or the work re-advertised for proposals. Such forfeited security shall be the sole remedy of the County.

**REQUEST FOR PROPOSAL  
STATEMENT OF WORK  
FOR  
CURBSIDE GARBAGE SERVICES**

**1. DESCRIPTION of SERVICES.** The contractor shall provide all personnel, equipment, tools, materials, vehicles, supervision, and other items and services necessary to perform waste collection as defined in this Statement of Work for Marion County, Georgia. The contractor shall perform to the standards in the contract and comply with all local, state, and federal regulations.

**1.1. COLLECTION REQUIREMENTS.**

**1.1.1. Routes/Schedules Submittals.** The contractor shall establish vehicle routes and collection schedules. Schedules shall be submitted to the county clerk five (5) calendar days prior to start of contract performance. The County Commissioners would prefer Contractor to adhere to current schedule if at all possible. However, if Contractor does not deem current schedule feasible, the County Commissioners must approve the route and collection schedule submittals prior to the contractor starting work. The contractor shall collect all solid waste material. No changes are allowed to the schedule or haul route without the County Commissioners approval.

**1.1.2. Inclement Weather Schedule.** The contractor shall collect garbage material during periods of inclement weather. In cases of severe weather, the County Commissioners may authorize exceptions. When exceptions are granted, the contractor shall make up all missed collections within 24 hours after the severe weather has terminated, unless the County Commissioners authorizes additional time.

**1.1.3. Holiday Pick-up.** The contractor is not required to provide services on Federal Holidays. The contractor shall provide any missed service the next working day following a Federal Holiday in addition to their regularly scheduled collections in accordance with the terms and conditions of this contract.

**1.1.4. Route Parameters.** The contractor shall establish routes and provide a map of these routes to the County Commissioners. The collection schedule shall be established so collection operations shall be made between the hours of 7:30 am and 6:00 pm, Monday through Saturday.

**1.1.9. Points of Collection.** The contractor shall collect garbage materials from all containers

**1.1.9.1.** The contractor shall provide pick-up, transportation and delivery of garbage materials from all Marion County residential units at the curbside on all roads in the county where at all possible. Garbage shall be transported to an appropriate commercial landfill. The Contractor shall provide a 90-gallon container for all residents. After servicing, the contractor shall return the container to its original position with the lid closed.

**1.1.1.2. Maintaining Containers and Collection Areas.** The contractor shall return all containers to their original location after servicing, in an upright position with the lids securely in place (closed). The contractor will also be responsible for immediately cleaning up any spills, debris, etc., which may occur during servicing of containers. All refuse on the ground within ten feet of a container, whether spilled by the contractor or placed there by the resident, shall be picked up by the contractor during collection.

**1.2. EQUIPMENT/VEHICLE MAINTENANCE.**

**1.2.4. Vehicles.** The contractor shall perform all cleaning, painting, repair and other maintenance tasks off-site. All vehicles, trailers and other special vehicles for collection shall be washed as required to ensure they are free of odor, dirt, debris, and pests. If the contractor's vehicle should break down anywhere in Marion County and more than a minor repair is needed, it must be removed, at no additional expense to Marion County. In the event of a system leak, all fluid shall be cleaned from Marion County property within three hours using an approved method for collection and disposal.

**2. SERVICE DELIVERY SUMMARY.** The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These minimums do not relieve the contractor from performing 100% of all work requirements. These thresholds are critical to mission success. Work must be accomplished according to the terms, conditions and specifications stated in the contract and any Work Orders issued for payment.

<b>Performance Objective</b>	<b>Performance Threshold</b>
Collect and Dispose of Garbage in accordance with the established schedule.	No more than 2 unsatisfactory inspections per month.
Maintain all vehicles/equipment in good workable condition. All vehicles/equipment should be washed and free of odors.	No more than 2 unsatisfactory inspections per month.
Perform all work order issued collections required by the County Commissioners.	0 Deficiencies permitted.

**3. General Information**

**3.1. Personnel.**

**3.1.1.** The contract manager and alternate or alternates must be able to read, write, speak, and understand English. The name of this person, and alternate or alternates who shall act for the contractor when the manager is absent, shall be designated in writing to the county clerk's office.

**3.1.2.** Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.

**3.1.3.** The contractor shall ensure employees or subcontractors have current and valid drivers licenses for the appropriate vehicle. The contractor's vehicles shall be maintained with current and proper state inspection and registration.

**3.2.1. Traffic Laws.** The contractor and their employees shall comply with base traffic regulations.

**3.2.2. Weapons, Firearms, and Ammunition.** Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicles or privately-owned vehicle while in Marion County.

**3.3. License Requirements.** The contractor shall ensure their employees are qualified to operate their respective equipment in accordance with the State of Georgia Garbage Management Regulations.

**3.4. Work Schedules.** The contractor shall not deviate from their submitted schedules without prior approval from the County Commissioners.

**3.5. Quality Control.** The Contractor shall develop and maintain a quality control program that ensures refuse collection are performed in accordance with these specifications. The Contractor shall develop and implement procedures to track, identify, prevent, remedy, and ensure non-recurrence of defective services. The contractor shall provide a method to accept and resolve customer complaints and notify the customer of the resolution. The contractor shall immediately notify the Clerk's Office upon receipt of a customer complaint so joint validation may be accomplished. The contractor is responsible for quality control and specification compliance.

**3.7. Re-performance of Service.** When service performed does not conform with contract requirements, or when service was not performed in a specific area, the contractor shall perform or re-perform the service in conformity with contract specifications at no additional cost to the County. Performance or re-performance of these services shall commence immediately upon notification by the contracting officer's representative and the contractor shall have a sufficient workforce dedicated to insure corrections are accomplished that day or by noon the next work day without degradation to normal services. In cases of missed pick-ups, contractor will provide a means to collect the garbage with 48 hours of notification by the clerk's office unless the 48 hours would be on the normal collection day.

#### **4.0 Garbage Removal**

#### **4.1 Residential Units**

- a.** Residential collection will be performed on a county-wide curbside pick-up system
- b.** Households that have excess garbage on a regular basis will be given a second 90-gallon trash can and charged accordingly.
- c.** Households with elderly or disabled that are not able to bring the trash to the curb will have their trash picked up at the house and returned to the same location.

#### **4.2 Commercial Units.**

- a.** Commercial units containing a standard amount of trash (no more than an average household) will be billed and collected as a residential unit.
- b.** Commercial units with a volume of trash greater than a standard household, will be required to be serviced with a commercial dumpster on site.

#### **5.1 Billing.**

- a.** The county will be responsible for all billing of residential units.
- b.** Contractor will bill commercial units directly and Marion County will not be financially liable for any such accounts.

#### **5.2 Non-household Garbage**

- a.** Contractor will provide a commercial roll-off container (30CY) for Non-household garbage.

## **APPENDIX 1**

**Notes:**

1. Frequency Legend. 1W - One time pickup per week, daily Monday thru Saturday.
2. There are approximately 2,250 rural residential households in Marion County.
3. Roll off containers (30 CY) shall be picked up, emptied, and returned within four (4) hours of notification by the clerk's office.
5. The government recommends that the contractor maintain at least a 10% additional inventory of Garbage containers for special events.