

**City of Grayson**  
475 Grayson Parkway  
Grayson, Georgia 30017



**REQUEST FOR PROPOSALS**

**COLLECTION OF RESIDENTIAL REFUSE,  
RESIDENTIAL RECYCLABLE MATERIAL,  
RESIDENTIAL YARD WASTE and  
RESIDENTIAL WHITE WASTE**

**City of Grayson**  
475 Grayson Parkway  
Grayson, Georgia 30017

**Request for Proposals for  
Collection of Residential Refuse, Residential Recyclable Material,  
Residential Yard Waste and Residential White Goods**

Sealed Proposals are requested and will be received by the City of Grayson, Georgia (hereinafter “City”) for the collection of refuse (including but not limited to garbage, solid waste, recyclable materials, refuse, rubble, rubbish, trash, yard waste, yard trimmings, white goods and other similar forms of waste) generated by the residents of the City including residential refuse and programs for the collection of recyclable materials, yard waste and white goods. Proposals will be accepted for the following collection services: (1) Residential refuse pickup (including recycling, yard waste or trimmings and white goods collection at no additional charge), (2) Residential refuse pickup excluding recycling (including yard waste or trimmings and white goods collection at no additional charge), and (3) Residential recycling only. A proposer may submit a sealed proposal for any single service or any combination of services.

The City hopes to provide refuse, recyclable and white goods collection services to its citizens through a franchisee as its instrumentality. Grayson hopes to provide a cost savings to the City and its citizens, to ensure a reduction of collection vehicles utilizing its streets, assure that service providers providing refuse collection services are insured and capable of performing the service in a competent manner, provide for recourse by the City against service providers should complaints be received and a financial benefit to the City in the form of franchise fees to the City for use of its streets, alleys and public right-of-ways and for it providing billing service for the franchisee.

The current provider services approximately One Thousand Five Hundred Seventy-five (1575) customers and of those customers approximately One Hundred Fifty-five (155) are Senior Citizen (65 years of age or older) customers. The City anticipates an average total customer base in the range of 1800 to 2200 customers.

Proposals for the services outlined in this RFP will be received on one proposal form. The proposer shall provide a price for Senior Citizen customers and a price for Regular customers (non-senior citizens). A proposer may complete one, two or all three categories found on the proposal form. The awarded proposer(s) will enter into a five (5) year contract to provide the services with three renewal options of two years each.

Proposals must follow the proposal instructions and be made on the proposal forms furnished by the office of the City Administrator located at 475 Grayson Parkway, Grayson, GA 30017.

**Proposed Timetable**

Request for Proposal Issued	Tuesday, June 21, 2022
Issue Addendum (if needed)	Friday, July 1, 2022
Proposal Due	Thursday, July 14, 2022 by 10:30 am
Opening of Bids City Hall	Thursday, July 14, 2022 by 11:00 am
Council to Award Contract	Monday, July 18, 2022

Proposals must be delivered to, and be on file with, the office of the City Administrator located in Grayson City Hall. The envelope containing the proposal must be sealed and plainly marked “Residential Solid Waste and Recycling Service” and contain the name of the bidder and the date and time of the bid opening. Proposals will be publicly opened on Thursday, July 14, 2022 at 11 a.m. at the Grayson City Hall. The selected proposer(s) will be awarded the Contract through a vote of the City’s Governing Body.

A proposal bond or certified check must accompany the proposals, in accordance with the proposal instructions.

The City reserves the right to reject any or all Proposals, to waive irregularities, technicalities and/or informalities in any Proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the City. Price shall not be the sole consideration in awarding the contract.

## **INSTRUCTIONS TO PROPOSERS**

### **1. Receipt and Opening of Proposals**

The City invites and will receive Proposals on the form attached hereto; all information must be appropriately completed. A proposer may complete one, two or all three categories found on the proposal form. The proposal categories include: Residential Collection – All, Residential Collection – Excluding Recycling, and Residential Collection – Recycling Only. Proposals will be received at the office of the City Administrator, until 10:30 a.m. on Thursday, July 14, 2022 and will be publicly opened at 11:00 a.m. The envelope containing the proposal must be sealed and plainly marked “Residential Solid Waste and Recycling Service” and contain the name of the bidder and the date and time of the bid opening.

### **2. Preparation of the Proposal and Criteria**

All Proposals shall be made on the proposal form provided and shall clearly show the amounts and costs in both words and figures and must be signed by the proposer as proposer. Additional copies of the proposal form may be obtained from the City. All blank spaces in each proposal form must be completed in ink or typewritten, in both words and figures.

A proposer shall be permitted to submit a proposal on any one, two or all three types of services: (1) Residential Collection – All (refuse pickup including recycling, yard waste or trimmings and white goods collection at no additional charge), (2) Residential Collection – Excluding Recycling (reuse pickup including yard waste or trimmings and white goods collection at no additional charge), and (3) Residential Collection - Recycling Only. The proposer shall provide a price for Senior Citizen customers and a price for Regular customers (non-senior citizens).

If a unit price or lump sum already entered by the proposer on the proposal form is to be altered, it shall be crossed out with ink and the new unit price or lump sum bid entered above or below it, initialed by the proposer in ink.

Proposals will be compared on the basis of the total cost amounts given the relative financial benefits to the City. Additional criteria for award will be the experience of the proposer in the market, the quality and number of references provided by the proposer, the City's own experience with various proposers, the ability of the proposer to perform the services and the proposer's financial viability and stability. Cost will not be the sole criteria for awarding the contract.

If forwarding a Proposal by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed as follows: City Administrator, Grayson City Hall, 475 Grayson Parkway, Grayson, GA 30017. The City may consider as irregular any Proposal not prepared and submitted in accordance with the provision hereof and may waive any informalities or irregularities or reject any and all Proposals.

Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposals or authorized postponement thereof. Any Proposal received after the time and date specified above shall not be considered.

### **3. Proposal Security and Evidence of Insurance**

Each Proposal must be accompanied by a bond or a certified check of the proposer, drawn on a national bank, in an amount equal to Ten Thousand Dollars (\$10,000.00) as a guarantee on the part of the proposer that it will, if called upon to do so, accept and enter into a contract as mutually agreed upon by the City and the selected proposer(s) to do the work covered by such Proposal and at the rates stated therein and to furnish a corporate surety for its faithful and entire fulfillment. Checks and bonds will be returned promptly after the City and the selected proposer have executed the Contract, or, if no proposal has been selected within ninety (90) days after the date of the opening of the proposal, upon demand of the proposer at any time thereafter, so long as it has not been notified of the acceptance of its Proposal.

Each Proposal must be accompanied by a certificate of insurance evidencing the coverage then in effect for the proposer. The proposer will be required to have insurance throughout the duration of the contract.

### **4. Liquidated Damages for Failure to Enter Into the Contract**

The Contract shall be deemed as having been awarded upon the vote or resolution of the Governing Body of the City. Formal notice of such award will be mailed to the proposer by certified mail, return receipt requested.

The proposer or proposers to whom the Contract is awarded will be required to execute four (4) copies of the Solid Waste Management Ordinance, which shall serve as the Contract between the parties, and to furnish insurance certificates as required. In case of the proposer's refusal or failure to do so within ten (10) days after its receipt of formal notice of award, proposer will be considered to have abandoned all rights and interest in the award, and proposer's proposal security shall be declared forfeited to the City as liquidated damages, and the award may then be made to the next best qualified proposer of the work, or re-advertised for Proposal as the City may elect. Such forfeited security shall be the sole remedy of the City.

5. **Security for Performance**

The Proposal shall be accompanied by a letter from a corporate surety satisfactory to the City stating that a Performance Bond will be furnished by it to the person submitting the Proposal in the event it is the successful proposer. Such letter is to be signed by an authorized representative of the surety together with a certified and effectively dated copy of the Power of Attorney attached thereto.

The successful proposer will be required to furnish a Performance Bond as security for the faithful performance of this contract. Said Performance Bond must be in an amount of Fifty Thousand Dollars (\$50,000.00).

Premium for the bonds described above shall be paid by the proposer. A certificate from the surety showing that the bond premiums are paid in full shall accompany the executed contract.

The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Georgia

6. **Power of Attorney**

Attorneys-in-fact who sign bonds must file with each bond a certified and effectively dated copy of their Power of Attorney.

7. **Scope of Work**

The work required by this proposal shall be substantially the same as set forth in the proposed Solid Waste Management Ordinance (“SWMO”), which is attached hereto. If awarded to a single proposer, that proposer shall be responsible for performing all duties and obligations contained in the SWMO. If awarded to a recycling proposer and a refuse proposer, the SWMO shall be divided in a manner that the applicable provisions apply to each successful proposer. The successful proposer(s) shall enter into and agree to be bound by the SWMO attached hereto. If the proposer has any objections to the SWMO, such objections shall be contained in the proposer’s submission of the proposer’s bid form.

8. **Conditions**

Each proposer shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the contract. Proposers shall thoroughly examine and be familiar with the specifications. It is also expected that the proposer will obtain information concerning the conditions at each location that may affect its work.

Proposers shall specifically be aware of the conditions in Pine Grove Village, Dove Lake, and The Brownstones at The Railyard, where smaller alley ways must be utilized to collect solid waste, refuse and recycling. Other special or restrictive conditions may exist now or in the future that may affect the manner of collection and proposer shall be solely responsible for accommodating such special conditions at no extra cost to the City.

The failure or omission of any proposer to receive or examine any form, instrument, addendum or other document, or to acquaint itself with existing conditions, shall in no way relieve it of any obligations with respect to their proposal or to the contract. The City shall make all such documents available to the proposers.

Except with respect to conditions which are not discoverable by a visual examination of thoroughfares, the proposer shall make its own determination as to existing conditions and shall assume all risk and responsibility with respect to such conditions and shall complete the work in and under conditions it may encounter or create, without extra cost to the City.

The proposer's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the work to be performed shall apply to the contract throughout, and they will be deemed to be included in the Contract as though written out in full in the contract.

Proposers shall provide solid waste and/or recycling (as applicable) collection for City sponsored events on a yearly basis at no extra cost to the City. Proposer shall provide such solid waste and/or recycling collection services at a maximum of seven (7) City sponsored events per year. These services shall include providing the appropriate number of solid waste and/or recyclables receptacles for the event and pick up and disposal of said materials at the conclusion of the event.

#### **9. Addenda and Explanations**

Explanations desired by a prospective proposer shall be requested of the City in writing, and if explanations are necessary, an explanation shall be made in the form of an Addendum, a copy of which shall be forwarded to each proposer. Every request for such explanation shall be in writing addressed to the City Administrator. Any verbal statements regarding same by any person prior to the award shall not be authoritative and shall not be binding.

In order to receive copies of any Addendum issued under this proposal, each potential proposer shall be required to register with the City Administrator. Any potential proposer that fails to appropriately register with the City Administrator will not receive a copy of any Addendum issued. The proposer is responsible for ensuring that its final proposal submission is based on all information provided by the City.

Addenda issued to proposers prior to the date of receipt of proposals shall become a part of the Bid Specifications and Solid Waste Management Ordinance, and all proposals shall include work described in the Addenda. No inquiry received within seven (7) days of the date fixed for submission and opening of Proposals will be given consideration.

Any and all such interpretations and any supplemental instructions will be in the form of written Addenda which, if issued shall be mailed by certified mail, return receipt requested, to all prospective proposers (at the respective addresses furnished for such purposes), no later than five (5) days prior to the date fixed for the opening of proposals.

**10. Name, Address and Legal Status of the Proposer**

The proposal must be properly signed in ink and the address of the proposer given. The legal status of the proposer, whether a corporation, partnership or individual, shall be stated in the proposal.

A corporation shall execute the proposal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership proposer shall give full names of all partners. Partnership and individual proposers will be required to state in the proposal the names of all persons interested therein.

The place of residence of each proposer, or the office address in the case of a firm or company, with country, state and telephone number, must be given after their signature.

If the proposer is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the Proposal.

Anyone signing a Proposal as an agent of another or others must submit with their Proposal, legal evidence of their authority to do so.

**11. References**

Proposers should provide references in the proposal that can attest to the experience, qualifications and character of the proposer.

**12. Competency of Proposer**

The opening and reading of the proposal shall not be construed as an acceptance of the proposer as a qualified, responsible proposer. The City reserves the right to determine the competence and responsibility of a proposer from its knowledge of the proposer's qualifications or from other sources.

In the event that the City shall require additional certified supporting data regarding the qualifications of the proposer in order to determine it is a qualified responsible proposer, the proposer may be required to furnish any or all of the following information sworn to under oath:

- A. A copy of the latest available financial statement of the proposer (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) certified by a nationally recognized firm of independent certified public accountants.
- B. Evidence that the proposer is in good standing under the laws of the State of Georgia, and, in the case of corporations organized under the laws of any other state, evidence that the proposer is licensed to do business and in good standing under the laws of the State of Georgia or a sworn statement that it will take all necessary action to become so licensed if its proposal is accepted.

- C. Evidence in form and substance satisfactory to the City, that proposer (or proposer's subsidiaries or affiliates) has been in existence as a going concern for in excess of five (5) years and possesses no less than five (5) years actual operating experience as a going concern in refuse collection and disposal; or meets acceptable, equivalent qualifying experience. Also, proposer possesses no less than two (2) years recyclable materials collections, marketing experience, and utilization of a facility for processing of recyclable materials.
- D. The proposer must submit a signed letter from the proposed disposal site that shows that a minimum of five (5) years of disposal life exists at the site and that the proposer has access to a disposal site during the five (5) year period.
- E. Evidence that the proposer is capable of commencing performance as required in the Bid Specifications or Solid Waste Management Ordinance.
- F. Evidence, in form and substance satisfactory to the City, that proposer possesses as a going concern, the managerial and financial capacities to perform all phases of the work called for in the Bid Specification or Solid Waste Management Ordinance.
- G. Evidence in the form and substance satisfactory to City, the proposer's experience as a going concern in refuse collection and disposal derives from operations of comparable size to that contemplated by the Bid Specifications or Solid Waste Management Ordinance.
- H. Such additional information as will satisfy the City that the Proposer is adequately prepared to fulfill the contract.

The Proposer may satisfy any or all experience and qualification requirements of this Section by submitting the experience and qualifications of its parent organization and subsidiaries or affiliates of that parent.

### 13. **Disqualification of Proposers**

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the qualification of a proposer and the rejection of its Proposal.

- A. Evidence of collusion among proposers.
- B. Lack of competency as revealed by either financial statement, experience or equipment statements as submitted or other reports.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
- D. Default on a previous municipal contract for failure to perform.



14. **Refuse, Recycling, Yard Trimmings and White Goods Proposal**

Proposals for refuse collection, recyclable materials collection, yard trimmings collection and white goods collection are solicited based on the following frequencies:

- A. Residential Refuse Collection one (1) time weekly per household;
- B. Residential Recyclable Collection one (1) time weekly per household;
- C. Residential Yard Waste or Yard Trimmings one (1) time weekly per household; and
- D. White Goods Collection upon special request arranged through the City.

15. **Method of Award**

The City reserves the right not to accept any Proposal or to reject any or all Proposals, and to waive defects or irregularities in any Proposal. In particular, any alteration, erasure or interlineations of the Bid Specifications, Solid Waste Management Ordinance and/or Proposal shall render the accompanying Proposal irregular and subject to (but not requiring) rejection by the City. The City intends, but cannot guarantee, that the contract shall be awarded within thirty (30) days following the date that Proposals are publicly opened.

16. **Disposal Site**

The proposer shall provide evidence reasonably satisfactory to the City that the proposer, if awarded the Contract, will have the right to use a valid Disposal Site(s) under and for the duration of the Contract.

17. **Collection Method for Residential Refuse and Yard Waste**

The proposer shall provide all residential customers and those commercial customers that are eligible for residential collection services under the Solid Waste Management Ordinance with one (1) ninety (90) gallon roll-a-way poly-cart free both existing and future and shall provide an option for a ninety (90) gallon roll-a-way cart at the request of the customer. Collection practices for Residential Refuse and Yard Waste are covered in Paragraphs 3 through 8 of the Solid Waste Management Ordinance. If proposer desires to recommend a different method of collection, said recommendation shall be included in the proposal and shall specifically detail the proposed manner and method of collection.

18. **Collection Method for Recyclable Materials**

The proposer shall provide one (1) recycling bin, no smaller than 65-gallon roll-a-way, for recyclables free to all households both existing and future. Collection practices are covered in Paragraph 19 of the Solid Waste Management Ordinance. If proposer desires to recommend a different method of collection, said recommendation shall be included in the proposal and shall specifically detail the proposed manner and method of collection.

**19. Collection Method of White Goods and Special Bulk Items**

The proposer shall pick up white goods and special bulk items at no charge to the residents. Collection practices are covered in Paragraph 20 of the Solid Waste Management Ordinance.

**20. Sale of Recyclable Materials**

The proposer, pursuant to this contract shall be responsible for transporting all recyclable materials to a recognized processing facility where all materials will be recycled. All proceeds from the sale of the materials shall be property of the proposer. The proposer will accept ownership and Title of the Recyclable materials at the point in the time in which the residential or commercial customer places the recyclable materials on the curbside.

BID FORM

Collection of Residential Refuse, Residential Recyclable Material  
Residential Yard Waste, Residential White Goods and Residential Yard Waste

TO: City Administrator Daniel J. Pruehs, of the City of Grayson, Georgia

Proposal of

\_\_\_\_\_ (an  
individual) (a partnership) (a corporation) duly organized under the State of

\_\_\_\_\_.

The undersigned having carefully read and considered the terms and conditions of this agreement for collection of residential refuse, recyclable material, yard waste, and white goods for the City of Grayson, Georgia, does hereby offer to perform such services on behalf of the City, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Bid Specifications and the Solid Waste Management Ordinance at the rates (expressed in words and figures) hereafter set forth:

*Additional instructions: Proposer may bid on any combination of the three (3) services found below. Proposer may choose to bid on only one (1) service, on two (2) services or on all three (3) services. The Governing Body of the City shall determine in its sole discretion the most beneficial and cost effective manner of collection for the City.*

**Residential Collection - All**

Once weekly curbside refuse collection; once weekly curbside recyclable materials; once weekly curbside yard trimmings or yard waste; and curbside bulk or white goods collection as requested.

Proposer shall provide a list of all materials that will be collected as recyclables.

Price in figures and words

Regular Customers:

\_\_\_\_\_

Senior Citizen Customers:

\_\_\_\_\_

**Residential Collection – Excluding Recycling**

Once weekly curbside refuse collection; once weekly curbside yard trimmings or yard waste; and curbside bulk or white goods collection as requested.

Price in figures and words

Regular Customers:

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Senior Citizen Customers:

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**Residential Collection – Recycling Only**

Once weekly curbside recyclables.

Proposer shall provide a list of all materials that will be collected as recyclables.

Price in figures and words

Regular Customers:

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Senior Citizen Customers:

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Proposal  
By:

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Telephone Number:

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Principal Office  
Address:

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