

Request for Qualifications

For

Residential Curbside Solid Waste Collection and Disposal

For

The City of Quitman, GA

November 4, 2022

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I. GENERAL BACKGROUND AND OBJECTIVES

The City of Quitman, GA is soliciting Requests for Qualifications (RFQ) from respondents capable of entering into a public-private “partnership” agreement to provide Residential Curbside Solid Waste Collection and Disposal. The City is interested in maximizing benefits for its citizens from this effort and views the intended relationship as a partnering venture in which issues are quickly and fairly resolved to the mutual benefit of the City, its taxpayers, and the successful respondent. The City and the successful respondent shall enter into a mutually binding operation and management agreement addressing the topics contained in this document. The City of Quitman also reserves the right to expand the scope of services to include additional responsibilities.

The City of Quitman expects to select the highest scoring respondent based on a structured point scoring evaluation. The scoring evaluation will consider each respondent's ability to perform the required services, experience and technical expertise, corporate and technical resources that will support on-site staff, and the respondent’s ability to implement innovative project delivery approaches. The City will begin negotiations with the highest scoring respondent. Should the negotiations fail to result in an executed agreement, the City may elect to terminate negotiations with the first-ranked respondent and begin negotiations with the second-ranked respondent, and so on, or cancel the process.

The City is issuing this RFP to secure curbside collection services for residential household and commercial refuse in the City to include yard waste and bulk trash pickup. The RFP is also to secure Dumpster services for City facilities, parks and special City sponsored solid waste collection events. The purpose of this procurement is to achieve the following goals:

- Secure services at the lowest rate possible by consolidating and contracting for household collection services;
- Extend street and road life by minimizing heavy truck traffic throughout the city.
- Consolidate collection days to minimize the number of days materials are set out and minimize littering.
- Provide a basic level of solid waste management services to meet the waste reduction and disposal needs of residents, the City of Quitman and the State of Georgia.

II. PRE-SUBMISSION CONFERENCE, FACILITY EVALUATIONS AND OTHER PROCUREMENT INFORMATION

The City of Quitman will conduct a **mandatory** pre-submission conference **November 10, 2022**, at 10 a.m. at City Hall; located at 100 W. Screven Street, Quitman, GA 31643. The purpose of the pre-submission meeting is to answer questions regarding the RFQ.

Any information and/or records requested by a respondent will be made available to all other respondents. During the entire RFQ process, all questions must be coordinated through Mr. Raphel Maddox, City Manager at **229-263-4166** or email at rmaddox@quitmanga.gov Any attempt to contact or influence other City staff or elected officials is prohibited and will be considered as grounds for disqualification from the selection process.

All questions must be received at least 10 calendar days prior to the RFQ due date on **November 25, 2022**. Copies of all questions and answers, and any addenda to supplement the RFQ, shall be made available to each respondent no later than 3 calendar days prior to the RFQ due date. Only formal written responses to properly submitted questions will be binding. It is the sole responsibility of the respondents to watch for any addenda the City of Quitman issues pertinent to this RFQ solicitation. The City does not accept any responsibility or liability if respondents fail to check for addenda.

The City reserves the right to request additional data or information after the submittal date, if such data or information is considered pertinent, in the City's sole view, to support the evaluation process. The City reserves the right to supplement, add to, delete from and/or change this solicitation document. The City reserves the right to reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals, or to re-advertise. The City of Quitman will not be responsible for any late receipts of the respondent's proposal package and will not accept proposals sent via FAX or EMAIL.

III. Background

The City of Quitman currently operates its solid waste and recycling collection and disposal services through a contractor. The City of Quitman has a population of **3720**. The City has a utility customer base of approximately **2508** that includes residential and commercial properties.

The City of Quitman is currently being billed for 1397 residential accounts. Out of those accounts, 80 have one (1) or more additional carts totaling 1397 carts. The city is currently billing 191 commercial accounts. Out of those accounts, 4 have one (1) or more additional carts totaling 191 carts.

IV. SUBMITTAL FORMAT AND CONTENT

The RFQs must contain at least the following:

- Transmittal Letter
- Required Standards
- Company Information and Experience
- Operations and Maintenance Plan
- Project Delivery Personnel Experience and Transition Plan
- Draft Operations, Maintenance, and Management Agreement (OM&M)

After selection of the highest scoring respondent, the scope of work shall be clarified, any changes shall be negotiated along with the Agreement, beginning with the draft agreement submitted in the RFQ. **Do not submit any fees with RFQ.**

Following are further discussions relative to the content of each of the suggested chapters of the RFQ.

Transmittal Letter: Convey at a minimum, a commitment by respondent, if selected, to enter into good faith negotiations. An officer of the respondent firm must sign letter.

Required Standards: This section establishes standards of experience and financial stability that the City requires for a respondent to be considered qualified. The City, in its sole discretion, will decide if a respondent meets the standards.

Respondent must:

1. Each Proposer shall have no less than five (5) years of residential curbside solid waste collection experience in the State of Georgia. They must provide references for at least three (3) cities, with which they are currently providing service for. The referenced cities must hold a population that is comparable to, or larger than the population of the City of Quitman. Each city customer must respond favorably to the reference inquiry with no history of unresolved service issues or concerns.
2. The Company shall maintain such insurance as will protect the company from claims under workmen's compensation acts and from any other claims for damages to property, and for personal injury, including death, which may arise from operations under this contract, whether such operations are by the Company or by any sub-contractor or anyone directly or indirectly employed by either Company.
3. Demonstrate successful experience in transitioning facilities of comparable size and complexity as the City's facilities. Cite specific examples of such experience and provide references.

Company Information and Experience: Each respondent must respond to each of the following requests/questions in a clear and comprehensive manner.

1. Provide the full name, tax identification number, and corporate office address of the responding entity (hereinafter referred to as the "respondent") which would ultimately enter into a contract with the City, if selected.
2. Provide the gross revenue for the company and other relevant financial stability information.
3. Provide a listing of all cities that the company provides the services requested herein. Also list the annual contract amount, start/completion date, client contact, contract term, operations services performed.
4. Summarize the experience of the respondent's corporate and technical resources that support your on-site staff at your current projects to address operational, regulatory issues, and evaluate recommended improvements.
5. Describe the insurance policies carried by the respondent (General Liability, Automobile Liability, Pollution Liability, etc.).

V. SCOPE OF SERVICES

5.1 Service Requirements

The Company will collect all properly prepared Refuse, residential yard waste and materials from each Unit on the designated collection day. Collections will typically occur at the curb; however, the Service Provider will, upon request of the City, provide backdoor collection services.

The Company will handle all serviced collection containers in a manner that avoids damage to them. Containers will be returned to the designated setout location at each residence, standing upright, and will not be thrown or placed in areas where they become obstructions to pedestrians or traffic flow. The Company will make collections with a minimum of noise and disturbance to the householder between specified hours. Collection hours are between 6 a.m. and 6 p.m.

The work will be done in a sanitary manner. The Company's employees will pick up trash or recyclables spilled by the Company immediately. All areas where glass has been broken or dropped will be swept clean and glass deposited in the truck. All solid waste hauled by the Company shall be so contained, tied, covered, or enclosed such that leaking, spilling, or blowing are prevented.

5.2 Suspension of Curbside Collection

Curbside collection service may be suspended due to extreme weather or declared emergencies. The Company will stop all work when so directed by the city during severe weather. The Company will complete the work as soon as authority has been granted to proceed. If collection is suspended, Company will perform collection on the next regular collection day.

Pickup days will not be reduced by holidays but may be combined. Pickups normally scheduled on holidays will be rescheduled on the next regular collection day. Company will advertise, a minimum of three (3) times, to all customers schedule changes of holidays at least 10 days before any observed holidays.

The City of Quitman must approve any schedule changes. The following is a list of anticipated holidays:

- New Year's Day
- Thanksgiving Day
- Christmas Day
- Independence Day

5.3 Collection Equipment

Company will be required to use only GPS equipped rear loading trucks. Trucks shall not be older than one (1) year old at beginning of contract and rear loading trucks shall not be older than five (5) years old during any point in the contract. Company will keep all equipment in safe operating condition, in proper repair, in a clean and presentable condition. Vehicles must be painted

uniformly with the name of the Company, the vehicle identification number and Company's telephone number printed on each side. All vehicles will be secure and prevent the leakage of any fluids or littering of materials collected. All vehicles used for the collection of household garbage/trash will have a fully enclosed metal top. All loading doors and cab doors will be closed before a vehicle is placed in motion. Vehicles will not be overloaded as to scatter refuse, but when refuse is scattered for any reason, it is the responsibility of the Company to immediately pick up scattered matter. Drivers of vehicles which break hydraulic hoses and leak on City rights-of-way will be required to immediately stop operation, clean up fluid with either a compound or cover area with sand to soak up this leakage and sweep up the soak-filled compound or sand and place in truck. A call for a replacement vehicle or repair of leaking hydraulic hose will be required before proceeding with the scheduled route. All clean ups must be reported immediately to the Contract Technical Representative. The report will include the address(es) of the area the spilled occurred. If an address is not readily available, the Company will, by its vehicle's GPS device, produce an area ID number. When, in the opinion of the Company, the damaged area is cleaned, the Company will contact the Contract Technical Representative who will be responsible for approving that the clean-up was satisfactory and accepted.

Vehicles are to be washed and maintained in a clean and sanitary condition. Vehicles are not to interfere unduly with vehicular or pedestrian traffic and vehicles are not to be left standing on streets and alleys unattended, except as made necessary by loading operations. Company will promptly repair any damage or injury to any City property, road, right of way, bridge, or highway caused by the Company except through normal wear and tear. Such repair will restore the City property, road, right of way, bridge, or highway to a condition at least equal to that, which existed immediately prior to infliction of damage.

5.4 Missed Collections and Complaint Handling

If a collection from a subscribing address is missed, the City of Quitman will notify the Company who will return to collect the materials. In all cases, the missed collection will be handled within 24 hours of notification or during the next scheduled work shift, whichever is sooner. In the case of complaints regarding collection service or any related activities, the Company will, upon being notified of the complaint either in writing or by phone, resolve the complaint with the subscribing household and/or City personnel submitting the complaint.

The Company will work cooperatively with the subscribing households and/or City to resolve the complaint in a timely manner. The Company will be accessible to the citizens who wish to register a complaint through local telephone service. The Company will provide for prompt handling of complaints from the city or its citizens by maintaining a physical office and office staff that can receive record and handle complaints. Such staff will be available during regular business hours, Monday through Friday. After hours, weekends, and holidays Company must make available a local message service to record citizen complaints. The Company will see to it that its employees serve the public in a courteous, helpful, and impartial manner.

For each complaint received, the Company is expected to maintain a log for all complaints and file with the City of Quitman, on a weekly basis, a notice of the complaint and the actual or planned resolution. It shall be submitted monthly to the City's Technical Representative. The report format

is to be approved by the City's Contract Technical Representative prior to the award of the contract.

The City's goal is the resolution of 98% of all complaints within 24 hours of the complaint. Should the Service Provider fail to perform in accordance with the provisions of the Agreement resulting from this proposal, the City shall deduct damages as per contract from the regular scheduled payment to the Company.

5.5 Payment to Company

The City of Quitman will be responsible for billing its customers and collecting all payments for collection, transportation and disposal of the materials collected. Invoices submitted to the City will be paid on a monthly basis according to the terms and conditions of the Agreement resulting from this proposal.

5.6 Personnel

The Service Provider will assign a qualified person or persons to be in charge of its operations within the city and will provide the name, address and telephone numbers of such person to the city. The person in charge of the Company's operations with the City cannot be changed without the notice to the City's Contract Technical Representative.

5.7 Statement of Work

All garbage collected will be delivered to a permitted solid waste disposal facility operating in compliance with applicable federal, state, and local laws. The Company will be responsible for ensuring the disposal facility is operating and continues to operate in compliance with all applicable laws and regulations. The Service Provider shall perform the work as outlined in this RFQ in a competent, qualified, diligent and efficient manner. The pickup and removal of Hazardous Waste is not included in the Services.

5.8 Reporting

Before disposal, all garbage collected from waste generators in the city will be weighed and recorded. The Company will provide the City upon request with a monthly tonnage report that is to be delivered to the City's designated representative. The Company will maintain, for a period of five (5) years, copies of weight tickets which are to be made available for City inspection.

VI. ANTICIPATED SCHEDULE OF EVENTS

Each respondent must submit **five (5) copies** of the RFQ no later than 4:00 P.M. on **December 1, 2022**, addressed to Mr. Raphel Maddox, City Manager, City of Quitman, 100 W. Screven Street, Quitman GA 31643. The outside of the shipping carton must be clearly marked "STATEMENT OF QUALIFICATIONS FOR RESIDENTIAL CURBSIDE SOLID WASTE COLLECTION AND DISPOSAL FOR THE CITY OF QUITMAN, GEORGIA."

Anticipated Schedule

<u>Item</u>	<u>Date</u>
Advertisement for RFQ	November 4, 2022
Pre-submission meeting and site tours (mandatory)	November 10, 2022
Last day to submit questions regarding RFQ	November 25, 2022
RFQ submittal due date	December 1, 2022
Selection of highest rated respondent	December 9, 2022
Agreement execution	January 2, 2023
Commencement of services	February 1, 2023

VII. SCORING OF SUBMITTALS

The evaluation of the RFQ and of the respondents presenting them will be conducted by an Evaluation Committee (“Committee”) created for this purpose. The Committee will make its decision based on information gathered during the procurement process and evaluation criteria outlined in this section. Failure to provide relevant, required and/or requested information will result in penalties being assessed on the evaluation score.

Respondents will be evaluated as follows:

1. Committee members will individually evaluate each RFQ on the points system identified in Table 1.
2. The Committee will meet to discuss the RFQs and evaluate scores. Consensus will be reached with the Committee agreeing to scores representative of the Committee's overall evaluations. If consensus cannot be reached, the scores will be averaged and these scores will represent the Committee's overall evaluation to that point.
3. Respondents may be further evaluated based on an oral interview with the Committee members. The purpose of this interview would be to clarify the qualifications of the respondents and allow the Committee to verify its evaluation. The City reserves the right to re-score any respondents after interviews are conducted. The City also reserves the right not to conduct oral interviews and begin negotiations with the highest ranked respondent
4. The respondents will be notified of the ranking after recommendation for selection has been made to the Mayor and City Council.

The RFQ evaluation matrix outlined in Table 1 will be used to address the following criteria:

Table 1
EVALUATION MATRIX - - REQUEST FOR QUALIFICATIONS

<u>Criteria</u>	<u>Maximum Points</u>	<u>Points Scored</u>
1. Company Information and Experience	20	
2. Operations and Maintenance Plan	40	
3. Project Delivery Personnel Experience and Transition Plan	40	
TOTAL	100	

In addition to the data and documentation being submitted by the respondent in response to this RFQ, the City reserves the right to make an on-site inspection and evaluation of any facility at which operations, maintenance, and management services are currently being performed by the respondent. If the City chooses to exercise this right, the respondent shall provide a representative to accompany the City or its delegated representatives on any on-site inspection. The inspection is not limited to only one facility.

VIII. NEGOTIATIONS WITH HIGHEST SCORING RESPONDENT

The city regards the submission of the RFQ as the most important factor in selection of a respondent to provide services for the operations, maintenance, and management of the City's multiple utility systems and public works facilities under a public-private partnership. The City reserves the right to reject any and all RFQ's and is under no obligation to award a partnership. The city intends to negotiate an Agreement with the respondent with the highest score, as determined by the Committee. However, should the negotiation with the highest scoring respondent not produce an acceptable partnership arrangement, the City will request the respondent placing second in the evaluation process to begin negotiations, and so on, or cancel the process. The responsibility for the final selection and partnership negotiation rests solely with the City. The City shall not be liable to any respondent for costs associated with responding to the RFQ or the respondent's participation in any oral interview, or for any costs associated with negotiations.