



**Request for Proposal
Waste (Trash) Removal Services
August 25, 2016**

**PROPOSAL TO BE RECEIVED BY SEPTEMBER 23, 2016 AT 10:00AM
250 Howard Street, Marietta, GA 30060**

The City of Marietta Board of Education (MBOE) invites proposals from qualified vendors for the removal and disposal of general and kitchen waste products from school and office facilities on a daily basis via a front load truck designed to empty standard commercial waste receptacles.

MBOE currently has twelve (12) school facilities and three (3) administrative facilities. The amount of waste generated in a single school is great and requires 5 days a week servicing for trash removal and 1 day a week for recycling containers.

Bidders are instructed to read carefully all Terms and Conditions, Special Terms and Conditions, and Specifications stated within the attached pages before completing their proposal. Proposal forms must be completed in their entirety.

The awarded vendor shall provide service for a seven (7) month period beginning November 1, 2016 through June 30, 2017, with an option to renew for an additional year up to four years with proven quality, performance, and price.

Responses must be in a sealed envelope and marked “**Request for Proposal, Waste (Trash) Removal Services.**” Proposal may be hand delivered or mailed to:

City of Marietta Board of Education
Request for Proposal – Waste (Trash) Removal Services
Attention: Devlin Brewer, Executive Secretary
250 Howard Street
Marietta, GA 30060.

Please allow ample time for delivery of mail by the postal service. Proposals received after 10:00 AM on September 23, 2016 will be considered a “**No Bid**” and will not be opened.

MBOE reserves the right to award by line item, to accept or reject any or all proposals, to waive any irregularity in proposals received, and to accept the proposal that in the district’s best judgment is from the lowest, most responsible and responsive bidder.

STATEMENT OF WORK

The awarded contractor shall provide waste removal services for all MBOE schools, including the Central Office and Transportation Building with service being provided by a minimum of two (2) front load trucks designed to empty commercial waste receptacles. The level of service required during the school schedule may only demand 1 truck; but each perspective vendor ***must have*** adequate equipment to provide uninterrupted service. The schedule for emptying receptacles shall be determined by the MBOE that would best meet the operational and safety needs of the schools.

The City of Marietta has a noise ordinance that reads as follows:

Commercial Sanitation Collection, Transfer and Dumping. Commercial sanitation collection, transfer and dumping and/or garbage collection, transfer and dumping by commercial enterprises between the hours of 9:30 p.m. and 6:30 a.m.; provided, however, that if the city manager or his designee determines that the public health and safety will not be impaired by commercial sanitation collection, transfer and dumping or garbage collection, transfer and dumping by commercial enterprises between the hours of 9:30 p.m. and 6:30 a.m., the city manager or his designee may grant permission for such collection, transfer and dumping to be done within the hours of 9:30 p.m. and 6:30 a.m., upon application being made to him, and such permit may be issued with such conditions as the city manager, or his designee, may determine for the protection of the public.

The Service provider shall provide waste receptacles to meet the daily needs of each school facility. The exact number of units placed, along with location, shall be determined by the Maintenance Director (see attached).

It is the responsibility of the housekeeping team to place trash into waste receptacles. However, in the event trash is outside the container due to inadequate capacity, the service provider will ensure that all trash has been picked up from site prior to departure and notify the maintenance supervisor of any problems.

The service provider shall provide waste containers of good condition with acceptable paint finish and not rust. Each unit shall be equipped with a drain plug and have operational tight-fitting lids, doors and/or covers to minimize insect and rodent attraction.

Containers should be sprayed inside and out in early Spring and early Fall to minimize insect attractions.

The service provider shall follow two schedules for waste disposal and recycle service.

School Schedule

Waste services based on the school schedule shall be Monday – Friday beginning November 1, 2016 through May 31, 2017 (student school year).

NO pickup service is allowed during the start and stop time of each school day due to heavy student and vehicle traffic. Times of **NO SERVICE PICKUP** is as follows:

Marietta High School and Marietta Middle School: 7:00am-8:00am and 2:00pm-3:00pm

Marietta PLC: 7:00am-8:00am and 2:00pm-3:00pm

ALL Elementary Schools: 7:45am-8:45am and 2:45pm-3:45pm

MCAA & MSGA: 8:30am-9:30am and 3:30pm-4:30pm

Summer Schedule

Waste services during summer months can vary according to location(s) and shall be flexible according to various activities and needs within the system with the discretion of the maintenance supervisor and will be determined at that time. A summer schedule will be submitted prior to May 31, 2017 for summer pickup.

PROPOSAL FORMAT

Cost Proposal

The cost proposal must be submitted in a separate, sealed envelope with the responder's name and title of the request for proposal clearly identified on the outside of the envelope.

Responder's are required to submit their cost in the format provided:

Each participating vendor shall provide a total price for waste removal and disposal services for all school system facilities. Each submittal price should reflect a line item breakout of each school facility based on service schedule and number of units. Each vendor price shall reflect the following:

- Monthly cost for each size container
- Extra pickup charge (per container)
- Any additional charges that may be incurred outside of flat rate proposal

The awarded service provider will be contracted for a seven (7) month period at the prices quoted for the line items listed above beginning November 1, 2016 through June 30, 2017, with an option to renew for an additional year up to four years with proven quality, performance, and price.

Additional Pricing Request:

Optional Roll-off container charges for 20 yd., 30 yd., & 40 yd.
(Based on flat rate or rate plus C & D Landfill charge)
Roll-offs are used throughout the year as needed per designated location

CRITERIA FOR SELECTION

The awarded contractor must provide a copy of the following documents for county records:

- State business license / county permits if applicable
- DOT permits for hauling waste material
- State EPD permits for hauling and dumping waste products
- Workers compensation insurance
- Liability and property damage insurance

The awarded contractor must possess general liability and property damage insurance of no less than \$1,000,000 with MBOE named as additionally insured on the policy. A copy of this policy must be on file prior to commencement of services.

Vehicle liability insurance for hired, owned and non-owned vehicles with \$350,000 combined single limits coverage. Georgia statutory worker's compensation insurance and employer's liability of \$100,000 each accident, 100,000 disease and \$500,000 aggregate. Professional liability insurance with a minimum limit of \$1,000,000

All insurance policies shall be with carriers admitted to business in the State of Georgia, and shall carry an A.M. Best rating of "A" or better.

The contractor must provide proof of a background check for all employees that will be on school property. Employees servicing this contract must have an acceptable background as determined by the MBOE.

CERTIFICATION OF NONCOLLUSION

By submitting a bid the bidder certifies: "that this bid is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and with collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

PURCHASING POLICY/INVOICING

- a. The MBOE Purchasing Policy, Purchasing Procedures and Regulations are incorporated to this Request for Proposal (and therefore any contract awarded as the result of the RFP) by reference. By acceptance of this RFP a bidder, potential bidder, or contractor agrees to be bound by the MBOE Purchasing Policy and Purchasing Regulations in any issue to action related to this RFP or subsequent contract resulting from this RFP. A copy of the procedure manual is available upon request.
- b. All invoices and/or financial correspondence should be directed to Accounts Payable, Marietta City Schools, P. O. Box 1265, Marietta, GA.
- c. Invoices must be original. Copies or facsimiles are not acceptable. Invoices will be paid within 30 days of receipt and within 30 days notification receipt of goods or services by receipt.
- d. Purchases of the Board of Education of the City of Marietta are not subject to sales taxes. Tax exempt certificates will be furnished upon request.
- e. A W-9 must be submitted before payment can be made.
- f. Awarded bidder must be in full compliance with all applicable federal and state security and immigration laws including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, et. Seq. Supplier is required to affirm supplier's compliance by completing and returning the enclosed Georgia Security and Immigration Compliance documents.

ADMINISTRATION

Submittal Instructions

Two (2) of Cost Proposal must be submitted to the following address by 10:00 am on September 23, 2016:

The City of Marietta Board of Education
RFP: Waste Removal Services
Attn: Devlin Brewer
250 Howard Street
Marietta, Georgia 30060

Proposals must be clearly identified on the outside of the envelope with the responder's name, RFP: Waste Removal Services. Late proposals will not be considered.

Questions

All questions regarding this RFP should be addressed to Jimmy Pace, Maintenance Director through email only at jp pace@marietta-city.k12.ga.us.

Award of Contract

- a. The award of the contract shall be made to the lowest responsive and responsible bidder complying with all applicable requirements based on the system's requirements.
- b. MBOE may accept or reject any or all bids, parts of bids, may waive informalities, technicalities and irregularities. The judgment of MBOE on such matters shall be final.
- c. The solicitation (including all addenda), bid, contract notification letter or establishing purchase order, attachments (either attached there or by reference), shall constitute the entire binding contract on the terms set forth and is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.
- d. All correspondence, including Notices of Awards and Purchase Orders will be sent to the address appearing on the vendor's bid or proposal.

CONTRACT AGREEMENT

The Contract Agreement must be completed by the vendor and returned with the proposal.

Contractor has carefully examined and fully understands the General and Special Terms and Conditions, Specifications, and other related documents included in RFP, Waste (Trash) Removal Services, for the City of Marietta Board of Education and does agree to all terms and conditions by so signing this document. The awarded vendor shall complete all vendor registration, e-verify, W-9 forms at time of award.

It is understood that all prices quoted include delivery to MBOE individual schools or departments as specified.

The MBOE reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The MBOE reserves the right to waive any technicalities and formalities in the bidding. The Contractor acknowledges that the MBOE has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

The MBOE reserves the option to renew the proposal for an additional year up to 4 years if agreeable to both the successful vendor and the MBOE.

Signing the Contract Agreement affirms that this original document has not been altered in any way.

Representative Signature

Date

Print or Type Name

E-Mail Address

Company Name

Telephone Number and Extension

Address

Fax Number

City, State and Zip Code

INSURANCE REQUIREMENTS

Important – Please Read Carefully & Follow Instructions

Before starting of any service or work, the successful contractor/vendor must furnish to MBOE certificates of insurance from companies doing business in Georgia and acceptable to the District as follows:

The City of Marietta Board of Education requires that all contractors/vendors provide proof of Comprehensive General Liability and Workers Compensation Insurance. The contractor shall procure and maintain an amount not less than \$1,000,000 for bodily injury, property damage, personal injury, contractual liability, independent contractors, and completed operations.

All insurance policies shall be with carriers admitted to business in the State of Georgia and carry an A.M. Best rating of “A” or better.

Certificates of Insurance shall be provided to MBOE prior to commencement of work. Certificates to contain policy number, policy limits and policy expiration date. Certificates shall indicate 60 days notice of cancellation.

The contractor/vendor shall hold harmless MBOE from any and all claims, suits, actions, damages, liability, and expenses in connection with loss of life, bodily or personal injury, or property damage, including loss of use thereof directly or indirectly caused by, resulting from, arising out of or occurring in connection with the performance of this contract. The contractor’s obligation shall not be limited by or in anyway to any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

**MARIETTA CITY SCHOOLS
2016-2017**

HOURS OF OPERATION

Burruss Elementary School	325 Manning Road, S.W. Marietta, GA 30064	770-429-3144
Dunleith Elementary School	120 Saine Drive, SW Marietta, GA 30008	770-429-3190
Hickory Hills Elementary School	500 Redwood Drive, SW Marietta, GA 30064	770-429-3125
Lockheed Elementary School	1205 Merritt Road Marietta, GA 30062	770-429-3196
Park Street Elementary School	105 Park Street, SE Marietta, GA 30060	770-429-3180
M.C.A.A.	311 Aviation Road, SE Marietta, GA 30060	770-420-0822
Sawyer Road Elementary School	840 Sawyer Road Marietta, GA 30060	770-429-9923
West Side Elementary School	344 Polk Street, NW Marietta, GA 30064	770-429-3172
Marietta Sixth Grade Academy	340 Aviation Road, SE Marietta, GA 30060	770-429-3115
Marietta Middle School	121 Winn Street, NW Marietta, GA 30064	770-422-0311
Marietta High School	1171 Whitlock Avenue, SW Marietta, GA 30064	770-428-2631
Performance Learning Center	350-353 Lemon Street Marietta, GA 30060	770-429-3188
Central Office	250 Howard Street Marietta, GA 30060	770-422-3500
Transportation Building	145 Dodd Street Marietta, GA 30060	770-429-3110
Marietta City Community School	368 Wright St. Marietta, Ga. 30060	770-429-3170

School Times:

ALL Elementary	8:30 am – 3:15 pm
MCAA & MSGA	9:15 am – 4:00 pm
PLC	8:00 am – 2:00 pm
MMS & MHS	7:45 am – 2:30 pm

School Location	# Cans	Size
Burruss	1	8 yard
Dunleith	2	8 yard
Hickory Hills	1	8 yard
Lockheed	2	8 yard
Park Street	1	8 yard
MCAA	1	8 yard
Sawyer Road	1	8 yard
West Side	1	8 yard
MSGA	2	8 yard
MMS	4	8 yard
MHS	4	8 yard
Marietta PLC	1	8 yard
Office Facilities	# Cans	Size
Transp/SNP/Bus Barn	1	8 yard
Central Office	1	8 yard
Community School	1	8 yard

ALL School locations have (1) one each 8 yard recycle container
Central Office has (1) one 8 yard recycle container

PROFESSIONAL REFERENCE SHEET

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Company: _____ Contact: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____