



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

tradition • purpose • excellence

Request for Proposal

For

Solid Waste Collection and Disposal

For The

Whitfield County Schools

Purchasing Department

1030 Hill Road

Dalton, GA 30721

RFP # WCS-FA-2021-008

March 9, 2021

Contents

| | |
|---|----|
| SECTION 1.0 | 4 |
| NOTICE TO INTERESTED COMPANIES | 4 |
| SECTION 2.0 | 5 |
| GENERAL INSTRUCTIONS | 5 |
| 2.1 QUESTIONS | 5 |
| 2.2 MANDATORY PRE-PROPOSAL MEETING | 5 |
| 2.3 SUBMISSION | 5 |
| 2.4 SUBMISSION DEADLINE | 5 |
| SECTION 2.0 | 6 |
| 2.5 EVALUATION | 6 |
| 2.6 FUNDING | 6 |
| 2.7 COSTS | 6 |
| 2.8 SIGNATURE | 6 |
| 2.9 SELECTION | 6 |
| 2.10 SITE INSPECTION | 6 |
| 2.11 E-VERIFY AFFIDAVIT | 6 |
| SECTION 2.0 | 7 |
| 2.12 AWARD | 7 |
| 2.13 CONTRACT | 7 |
| 2.14 TERMS AND CONDITIONS | 7 |
| SECTION 3.0 | 8 |
| PROPOSAL FORM | 8 |
| SECTION 3.0 | 9 |
| SECTION 4.0 | 10 |
| SELECTION CRITERIA | 10 |
| 4.1 COST | 10 |
| 4.2 MET RFP RESPONSE REQUIREMENTS | 10 |
| 4.3 SUITABILITY FOR PURPOSE | 10 |
| 4.4 REFERENCES / EXPERIENCE WITH COMPANY | 10 |
| 4.5 MANAGEMENT EXPERTISE | 10 |
| SECTION 5.0 | 11 |
| PROPOSAL REQUIREMENTS | 11 |

| | | |
|---|--|----|
| 5.1 | Proposal Requirements:..... | 11 |
| SECTION 6.0 | | 13 |
| PRODUCT / SERVICE REQUIREMENTS | | 13 |
| 6.1 | GENERAL REQUIREMENTS | 13 |
| 6.2 | SERVICE LEVEL AGREEMENT | 13 |
| 6.3 | THE WORK/PRODUCT | 13 |
| 6.4 | THE FACILITIES WHERE WORK IS TO BE PERFORMED | 13 |
| SECTION 7.0 | | 14 |
| ADDITIONAL INFORMATION | | 14 |
| SECTION 8.0 | | 15 |
| ADDITIVE / ALTERNATE | | 15 |
| SECTION 9.0 | | 16 |
| EVALUATION MATRIX / COMMITTEE | | 16 |
| SECTION 10.0 | | 17 |
| PRICING SHEET EXAMPLE | | 17 |
| EXHIBIT A | | 18 |
| Dalton-Whitfield Solid Waste Authority Letter | | 18 |

SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **Solid Waste Collection and Disposal**
- 1.2 Owner: **Whitfield County Board of Education**
1306 South Thornton Ave.
Dalton, Georgia 30720
- 1.3 Representative of Owner: **Jim Fugate**
Procurement Officer

1.4 Anticipated Time Frames:

| | |
|---|----------------|
| Issue RFP to market | April 9, 2021 |
| Pre-Proposal meeting | N/A |
| Questions on RFP due | April 22, 2021 |
| Response to questions posted | April 24, 2021 |
| RFP responses due in Procurement Office by 2:00pm | April 30, 2021 |
| Proposal Evaluations | TBD |
| (Optional) Vendor Presentation/Interview | TBD |
| Recommendation to Whitfield County Board | May 3, 2021 |

Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.

END OF SECTION

SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

<https://wcsга.net/purchasing> -> Open Solicitations

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

N/A

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-FA-2021-008 Solid Waste Collection and Disposal”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

<https://wcsга.net/purchasing> -> Open Solicitations

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on April 30, 2021**

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board; 4) award purchases on an individual item or combined item basis, whichever is in its best interest.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract in whole or in part. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered. Whitfield County School District reserves the right to award the contract in whole, or in part to one or more vendors.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included. The Contract shall terminate immediately and absolutely at such time as appropriate and otherwise unobligated funds are no longer available to satisfy District's obligations under this Contract.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at www.wcsga.net/TermsAndConditions

END OF SECTION

SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Solid Waste Collection and Disposal

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

Titled: Solid Waste Collection and Disposal
Dated: March 9, 2021

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Contact person email address / phone number

Business Address

Federal I.D. Number

END OF SECTION

RFP # WCS-FA-2021-008
Page 8 of 18

SECTION 3.0
PROPOSAL FORM (Continued)

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP **Solid Waste Collection and Disposal** and submits the proposal of:

_____ (Dollars) for annual cost of services rendered.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Facilities Director**.

Additional Cost Items

_____ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____ Additional pickups if needed.

For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.

BuyBoard
E&I Cooperative Services
OMNIA Partners
NCPA – National Cooperative Purchasing Alliance
Sourcewell
TIPS – The Interlocal Purchasing System

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS
TAB 5 Cost

END OF SECTION

RFP # WCS-FA-2021-008
Page 9 of 18

SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Cost, 2. Response, 3. Suitability, 4. References and 5. Management.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 MET RFP RESPONSE REQUIREMENTS

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 SUITABILITY FOR PURPOSE

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE WITH COMPANY

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

4.5 MANAGEMENT EXPERTISE

4.5.1 Management experience and education sufficient for success

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:

TAB 1 Company and contact information

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

TAB 2 Understanding and Ability to meet all RFP Requirements

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 3 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

TAB 5 Cost

1. Submit total cost of proposal by completing the Pricing Sheet Excel spreadsheet posted on the Vendor Registry site.

TAB 6 Additional information not requested.

END OF SECTION

SECTION 6.0
PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

- 6.1.1 Provide Collection and Disposal of Solid Waste at the addresses provided Section 6.4 / Section 10 in accordance with all federal, state and environmental laws and ordinances.
- 6.1.2 Dispose of waste in accordance with ordinances of the Dalton-Whitfield Solid Waste Authority (the Authority). See Exhibit A.

6.2 SERVICE LEVEL AGREEMENT

- 6.2.1 Provider must have a Solid Waste Collector Permit from Dalton-Whitfield Regional Solid Waste Management Authority.
- 6.2.2 Provide Whitfield County Schools with documentation that Solid Waste has been delivered to one of the Authority's facilities.
- 6.2.2 Provide collection services on a regular basis (see schedule below)

6.3 THE WORK/PRODUCT

- 6.3.1 Provide dumpsters as detailed below.
- 6.3.2 Collect Solid Waste and properly dispose of it.

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

See Section 10.0 Pricing Sheet

END OF SECTION

SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

SECTION 9.0 EVALUATION MATRIX / COMMITTEE

RFP Respondent Selection Matrix Solid Waste Collection and Disposal WCS-FA-2021-008

Categories

| Respondents | Ranking | Weighted | Ranking | Weighted | Ranking | Weighted |
|-------------------------------|---------|----------|---------|----------|---------|----------|
| Price | 30% | 0 | | 0 | | 0 |
| Met RFP Response Requirements | 25% | 0 | | 0 | | 0 |
| Suitability for Purpose | 20% | 0 | | 0 | | 0 |
| Experience with Company | 15% | 0 | | 0 | | 0 |
| Management Expertise | 10% | 0 | | 0 | | 0 |
| Total Points | | <u>0</u> | | <u>0</u> | | <u>0</u> |

Note: All RFP requirement must include Certificate of Insurance that meets RFP stated requirements.

Signed

Date

Jim Fugate - Procurement Officer

Eric Patterson - Facilities Director

SECTION 10.0 PRICING SHEET EXAMPLE

PRICING SHEET SOLID WASTE SERVICES

| NAME | ADDRESS | CITY | ST | QUANTITY | EQUIP | WASTE TYPE | FREQ | MONTHLY RATE |
|-------------------|--------------------------|-------------|----|----------|-------|------------|--------|--------------|
| ANTIOCH ELEM | 1819 RIVERBEND RD | DALTON | GA | 1 | 8YD | MSW | 5X/WK | |
| ANTIOCH ELEM | 1819 RIVERBEND RD | DALTON | GA | 1 | 6YD | MSW | 5X/WK | |
| COHUTTA ELEM | 254 WOLFE ST | COHUTTA | GA | 1 | 6YD | MSW | 5X/WK | |
| DAWN ELEM | 1380 DAWNVILLE NE | DALTON | GA | 1 | 8YD | MSW | 5X/WK | |
| DAWN ELEM | 1380 DAWNVILLE NE | DALTON | GA | 1 | 4YD | MSW | 5X/WK | |
| DUG GAP ELEM | 2032 DUG GAP RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| EASTBROOK MID | 1382 EASTBROOK RD | DALTON | GA | 3 | 6YD | MSW | 5X/WK | |
| EASTBROOK ELEM | 102 HILL RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| NEW HOPE ELEM | 1175 NEW HOPE RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| NORTHWEST HIGH | 1651 TUNNEL HILL VARNELL | TUNNEL HILL | GA | 3 | 8YD | MSW | 5X/WK | |
| N. WHITFIELD MID | 3264 CLEVELAND HWY | DALTON | GA | 3 | 6YD | MSW | 5X/WK | |
| PLSNT GROVE ELEM | 2725 CLEVELAND HWY | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| SOUTHEAST HIGH | 1954 RIVERBEND RD | DALTON | GA | 3 | 8YD | MSW | 5X/WK | |
| TUNNEL HILL ELEM | 203 E SCHOOL ST | TUNNEL HILL | GA | 2 | 6YD | MSW | 5X/WK | |
| VALLEY POINT ELEM | 3798 S DIXIE RD | DALTON | GA | 1 | 8YD | MSW | 5X/WK | |
| VALLEY POINT MID | 3796 S DIXIE RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| VARNELL ELEM | 3900 CLEVELAND HWY | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| WESTSIDE MID | 508 LAFAYETTE HWY | ROCKY FACE | GA | 2 | 6YD | MSW | 5X/WK | |
| WESTSIDE ELEM | 1815 UTILITY RD | ROCKY FACE | GA | 2 | 6YD | MSW | 5X/WK | |
| CAREER ACAD | 2300 MADDOX CHAPEL RD NE | DALTON | GA | 3 | 8YD | MSW | 5X/WK | |
| CENTRAL OFF | 1306 S THORNTON AVE | DALTON | GA | 1 | 4YD | MSW | 2X/WK | |
| BEAVERDALE ELEM | 1350 PRATERS MILL RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| NEW HOPE MID | 1325 NEW HOPE RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| CEDAR RIDGE ELEM | 285 CEDAR RIDGE RD | DALTON | GA | 2 | 6YD | MSW | 5X/WK | |
| MAINT & TRANS | 1030 HILL RD | DALTON | GA | 1 | 30YD | MSW | ONCALL | |
| MAINT & TRANS | 1030 HILL RD | DALTON | GA | 1 | 8YD | MSW | 5X/WK | |
| STUDENT SERV CNTR | 201 TYLER ST | DALTON | GA | 1 | 30YD | MSW | ONCALL | |
| STUDENT SERV CNTR | 201 TYLER ST | DALTON | GA | 1 | 53YD | MSW | ONCALL | |
| COAHULLA CREEK | 3361 CROW RD | DALTON | GA | 3 | 8YD | MSW | 5X/WK | |
| | | | | | | | | |

Total Monthly 0

Total Annual 0

EXHIBIT A
Dalton-Whitfield Solid Waste Authority Letter



October 20, 2020

Mr. Jim Fugate
Procurement Officer
Whitfield County Schools
1030 Hill Road
Dalton, GA 30721

Dear Jim,

In light of your upcoming request for proposals for waste collection and disposal services, the Dalton-Whitfield Solid Waste Authority is reminding local agencies to support the Authority's efforts to continue to provide our community with recycling and solid waste management programs by ensuring their waste collection contractors are complying with local ordinances.

The ordinances direct solid waste generated in the City and County to facilities designated by the Authority, thus ensuring the economic sustainability of the solid waste system and protecting the City and County from financial risk. The benefits of this approach are threefold: (1) solid waste is disposed of in a facility that meets environmental requirements, (2) fees that are charged when solid waste is delivered to the landfill support recycling and solid waste management programs in Whitfield County rather than elsewhere, and (3) the potential for lower user fees results from all the solid waste in the County being delivered to the Authority's facility.

The Authority operates as an enterprise fund, lowering the tax burden for local residents while still providing local access to high quality recycling and solid waste programs in a cost-effective manner.

Please confirm that your solid waste hauler has received a solid waste collector permit, issued by the Authority and request your hauler to provide you with documentation that your waste has been delivered to one of our facilities. Allowing the hauler to determine the final destination of your waste violates the ordinances and exposes your agency to additional risk and future liability associated with other landfills.

Please ensure that your hauler is complying with these local ordinances.

Sincerely,

Dirk Verhoeff, Executive Director

DALTON-WHITFIELD REGIONAL SOLID WASTE MANAGEMENT AUTHORITY
P.O. Box 1205 Dalton, GA 30722-1205 706-277-2545 Fax 706-277-2546

RFP # WCS-FA-2021-008
Page 18 of 18