

**REQUEST FOR PROPOSAL  
FOR CONVENIENCE CENTERS  
MEIGS COUNTY, TN**

# Request for RFP'S Convenience Centers in Meigs County

## Purpose/Objective

The County of Meigs (hereinafter, referred to as "County") has issued this request for Proposals (hereinafter, RFP) for the sole purpose and intent of obtaining RPFs from interested and qualified Offerors to provide three Convenience Centers for Meigs County.

## Inquiries

Direct questions related to RFP should be sent to the Meigs County Finance Director, Lesley Lyle. All questions should be submitted in writing to Lesley Lyle at P.O Box 38, Decatur, TN 37322 or [Financedirector@meigscounty.org](mailto:Financedirector@meigscounty.org).

## Method of Source Selection

The County uses the Competitive Sealed RFP method for source selection, for bid procurement. Taking into consideration the factors set forth in this RFP; a decision may be made to accept the submission of the responsible party, whose bid is the most advantageous to the County. Meigs County reserves the right to decline any and all bids put forth. The county may, as is deemed necessary, conduct discussions with the selected party, for the purpose of clarification to assure full understanding of, and responsiveness to the solicited requirements.

## Insurance Requirements

The contractor shall at all times during the Agreement maintain Employer's Liability, Workmen's Compensation, Public Liability, and Property Damage Insurance, including contractual liability coverage for all provisions of work. All insurance shall be by insurers and for policy limits acceptable to the County, and before commencement of work, hereunder; the contractor agrees to furnish the County certificates of insurance. The certificates shall contain the following express obligation: For the purpose of this RFP, the Contractor shall carry the following types of insurance in at least the limits specified below:

### Coverages

Worker's Compensation  
Employer's Liability  
Bodily Injury Liability  
Except Automobile  
Property Damage Liability  
Except Automobile  
Automobile Bodily Injury  
Liability  
Automobile Property Damage Liability  
Excess Umbrella Liability  
Pollution Liability

### limits of liability

Statutory  
\$1,000,000 each accident  
\$1,000,000 each occurrence  
\$1,000,000 aggregate  
\$1,000,000 each occurrence  
\$1,000,000 each occurrence  
\$1,000,000 each person  
\$1,000,000 each occurrence  
\$1,000,000 each occurrence  
\$5,000,000 each occurrence  
\$10,000 each occurrence

## Performance Bond

A letter from a corporate surety satisfactory to the County with nothing less than a A.M. Best, Class XI for \$500,000 stating that a Performance Bond will be furnished by it to the person/company submitting the Proposal in the event it is the selected person/company. 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.

**Licenses and Permits**

The Contractor shall obtain all licenses and permits including local and state approval for the convenience centers and transfer station and promptly pay all taxes required by the County and State.

**Projected Timetable**

The following projected timetable should be used as a working guide for planning purposes. The County reserves the right to adjust the timetable as required during the course of the RFP process.

**Event**

Bid Notice Issued (DPA)	March 12,14,16, 2024
Bid Notice Posted (Vendor Registry <a href="http://www.meigscounty.org">www.meigscounty.org</a> )	March 12-April 8 2024
Bid Close Date	April 8
Sealed Bid Opening	April 8 @ 10:30
Projected Contract Start Date	July 1, 2024

**Scope of work**

Service(s) to be provided include three convenience centers for solid waste. Ten Mile location must include a container for our compactor and one open top container. Bowman Lane location must include a container for our compactor and two open top containers. Operating hours for East View location must include a container and two open top containers. Operating hours for East View location shall be Tuesdays 9am- 5pm, Thursdays 9am- 5pm, and Saturdays 9am- 5pm. Bowman Lane and Ten Mile location shall be Tuesdays 9am- 5pm, Thursdays 9am- 5pm, Fridays 9am-5pm and Saturdays 9am- 5pm. Each convenience center will be fenced with a gate and lock.

**RFP Cost Format**

RFPs must be in the following format to be considered as the RFP Cost Format. **Rates must include all fees, charges, surcharges.**

- Per Ton Rate for 40-yard Containers
- Rental Rate for 40-yard Containers
- Per Ton Rate for Open top 30-yard containers
- Rental rate for Open top 30-yard containers

**Contractor's Responsibilities**

Before submitting an RFP, the bidding party shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the selected party from any obligation to comply with every detail and with all provisions and requirements of the contract documents, or will be accepted as a base for any claim whatsoever for any monetary consideration on the part of the contracted party.

**Terms and Conditions of Contract for Service**

The term of this contract is 5 years.

**Instructions for Proposal**

**Compliance with the RFP**

RFP's must be in strict compliance with this request for the RFPs. Failure to comply with all provisions of the RFP may result in disqualification.

**Acknowledgement of Insurance Requirements**

By signing the RFP, the contracted party acknowledges that it has read and understands the insurance requirements for the RFP. The party also understands the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, the County may rescind its acceptance of the Party's proposal. Offeror must show evidence of meeting or exceeding Insurance Requirements with Offeror's Proposal.

**Delivery of Proposals**

All proposals are to be sealed and delivered before 10am EST April 8, 2024 to 17214 State Hwy. 58 N., Decatur, TN 37322 at the office of the Finance Director.

The county will not accept any proposals received after the date/time stated herein, and shall request the Offeror to make arrangements to retrieve late RFP's.

The County will not bear the responsibility for RFP's delivered past the stated date and/or time, or to an incorrect address by the party's personal or outside carrier.

Contractors must submit one designated original, and two exact copies of the RFP (total of three).

**Evaluation of RFPs (Procedure)**

The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Parties should exercise particular care in reviewing the format required for the RFP.

Price is not the sole determining factor.

**Presentation Costs**

The county will not be liable in any way for any costs incurred by any party in preparation of its response to this RFP, nor for the presentation of its RFP and/or participation in any discussion or negotiations.

**Response Format**

RFPs should be prepared simply and economically, providing a straight-forward concise description of the Offeror's approach and ability to meet the County's needs, as stated in the RFP.

Company Name: \_\_\_\_\_

Company Representative print: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Requests for RFP'S  
Operations for Convenience Centers  
Price Sheet

Rent for 40 cu yd Receiver Box	Qty 3	\$ _____ per month
Rent for 30 cu yd Open Top	Qty 6	\$ _____ per month
Haul Price for 30 yd OT	Qty 6	\$ _____ per Pull
Disposal Price for Acceptable Waste		\$ _____ per Ton

\*\*\*\* The above Rates are to be inclusive of ALL fees, surcharges, and taxes (excluding any published governmental fee increases on the waste industry including Federal, State, and Local will be passed through at proven cost) \*\*\*\*

The fees charged by the Contractor for the second and subsequent years of the contract shall be adjusted upward or downward based on changes in the CPI-W All items from March to March of each year. All rates, charges and fees are capped at 3% per year.