



REQUEST FOR PROPOSALS
For

#RCSS2020

RELEASED ON: April 8,2020

DUE ON: May 26, 2020 2pm

The City of Lyons is issuing this Request for Proposals (RFP) for the collection, transporting, and disposal of both (a) household trash and garbage and (b) commercial and industrial trash and garbage. This local government is seeking proposals from qualified companies for a five-year period, with services starting on September 30, 2020.

Lyons is a municipality in Toombs County, with US Hwy #1 running through the city. Toombs County operates a landfill approximately 4 miles from the Center of Lyons.

Currently, approximately 1624 residential customers and 123 Commercial Customers with curbside carts are served by the City of Lyons through a contract with a private sanitation collection and disposal company. Approximately 134 current commercial businesses and industries are also serviced through a contract with a private sanitation collection and disposal company. Currently, the private sanitation collection and disposal company services 24 four-yard containers, 89 six-yard containers, and 21 eight-yard containers. All residential, commercial, and industrial sanitation customers within the City of Lyons must receive their sanitation services through a sole source provider who will have an exclusive franchise agreement with the City of Lyons. -- Through this RFP, the City of Lyons is seeking applicants to be considered by the city for rendering these services under an exclusive franchise agreement

Sanitation services provided under this RFP do not include the collection and disposal of yard waste.

Billing services are the responsibility of the City government. Payments for these sanitation services are made payable to the City of Lyons.

The geographic area for the delivery of Sanitation Services in the City of Lyons is approximately 7.5 square miles. There are approximately 39 miles of streets within Lyons's corporate limits. Less than one mile of the city's street system is unpaved.

Arrangements for the disposal of the collected household trash and garbage shall be the responsibility of the selected sanitation services company. Payment for said disposal shall be the responsibility of the selected sanitation services company.

Schedule

This Request for Proposals is scheduled as follows:

Release of RFP – April 8, 2020

Proposal Deadline – May 26, 2020

All questions concerning this RFP must be submitted via email or writing to the City Manager:

Jason Hall

161 N.E. Broad Street

Lyons, Georgia 30436

jhall@lyonsga.org

No questions other than written will be accepted. Answers to written questions along with necessary corrections or additions thereto, will be sent to all responding vendors in an email notification

The proposal should include:

1. Firm Information: Firm, Name, Business Address, Phone and Fax Number, Principal of Company (Eg., Name of President, General Partner, Owner, etc.), Contractor's Federal Tax I.D. No. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.
2. Summary of your understanding of the services and your approach to it.
3. Overall experience in providing services.
4. The current number of employees and list of equipment to be used to service the City of Lyons.
5. Annotated list of references (with addresses and telephone numbers) in which the bidder provides services similar in scope and nature to the work required in this bid.
6. The per month cost of each 96-gallon cart provided to a customer. Also, the cost per collection for a front-load commercial for a 4-yard container, for a 6-yard container, and for an 8-yard container. (NOTE: There is to be no additional cost to the customer or to the City of Lyons for the delivery and/or removal of containers for commercial/industrial customers.) Proposals are encouraged to use Appendix A or a similar breakdown. Prices must be firm for the first year period
7. The company's proposal should identify the dollar amount increases and/or the percentage increases from year one to year two of the agreement, and from year two to year five of said agreement. The proposal also should set forth any additional charges included in each of the five years of said agreement.
8. A copy of the firm's Certificate of Insurance indicating Worker's Comp/Employer's Liability Insurance.
9. A clear, concise proposal is requested with all the necessary information included.

Please indicate the RFP Number on the outside of the envelope

Address proposals to:

City of Lyons

Attn: Jason Hall

RFP: RCSS2020

161 N.E. Broad Street

Lyons, GA 30436

SCOPE OF SERVICE

Each residence will be provided with one 96-gallon cart. For any residence desiring to have a second 96-gallon cart, there will be an extra charge.

Each residential unit is responsible for placing the cart/carts at curbside no later than 7:00 am on the scheduled date of pickup of residential trash and garbage each week. Except for holidays and weather-related problems, each week's collection for each specific residential unit is to occur on the same day of the week. -- All household trash and the garbage being disposed of by the resident must be placed inside the 96-gallon container. It is not required that a cart's lid be able to be closed totally.

A customer is to notify the City of Lyons Utility Billing Clerk at City Hall if the customer wants to request any change in said customer's sanitation services. The Billing Clerk has the responsibility of confirming the change to the customer and of notifying the sanitation services company of the change.

The sanitation services company is responsible for all cart maintenance. The City of Lyons is responsible for the delivery of carts

If the sanitation services company driver overlooks a cart (or carts) placed at curbside by a residential customer and does not pick up that household trash and garbage as scheduled, the company is to provide this service within 48 hours of notification by the City of Lyons Billing Clerk. Failure to do so will result in a \$25.00 penalty payment to the City of Lyons. However, if the company can document that the cart (or carts) was not at curbside when that section of the street was serviced by the company, the company does not have an obligation to service that customer until the next scheduled pickup day on that street.

Commercial front load services are to be provided to businesses and industries requiring such services from the private sanitation collection and disposal company selected by the City of Lyons. And this selected company shall be the only provider of such services within the corporate limits of Lyons.

Businesses who require cart service can participate in the city's residential curbside collection services program.

The City of Lyons has an active downtown area. Businesses in the Downtown area are required to place their carts on the sidewalk in front of their businesses. Weekly services to the Downtown area must be prior to the normal business hours starting at approximately 8am.

Front-load containers ranging from two (4) cubic yards up to eight (8) cubic yards will be serviced on a weekly schedule of up to five times per week.

The chosen firm shall provide as part of the approved contract, solid waste collection, and disposal service, upon request by the city, for up to four special events of the city annually, To include the "real Squeal," "Soap Box Derby," and "Christmas Parade" events held by the city. These services shall be provided to the city as no additional charge.

TERMS OF THE AGREEMENT

As stated, this RFP is for a five-year initial agreement, starting September 30, 2020, and ending September 30, 2025. The Initial Term of this agreement automatically will be extended for subsequent additional one-year periods unless either party provides written notice to the other of its intention not to extend this agreement. Said written notice must be delivered to the other party via U.S. Postal Service Certified Mail at least 90 calendar days in advance of that year's September 30, date.

In its response to the City of Lyons's RFP, the private sanitation collection and disposal company shall set forth the respective maximum fees it will charge during the first full year of this five- year agreement, as well as any increases it plans to charge during the second full year and during the consecutive years this initial agreement. For each customer, the amount is to be identified as the "Service Fee". Said fee increase each September 30 during this agreement is to reflect the annual adjustment based on Table 1 of the Consumer Price Index for "All Urban Consumers(water, sewer and trash collection services) U.S. City Average, as published by the United States Department of Labor, Bureau of Statistics as of that date

which is 60 days prior to each annual anniversary of the agreement preceding the requested adjustment."

The Service Fee may be adjusted more often than annually if such adjustments are due to changes in direct operational costs related to the provision of services over which the selected private collection company has no control and which are approved by the City of Lyons. In addition, the company will be entitled to implement a fuel surcharge if the per gallon fuel prices exceed the beginning base price by at least 15 percent when averaged over the prior three-month period; and then said fuel surcharge would be removed if the price per gallon, averaged over a three-month period, reduces to an amount less than 15 percent higher than the beginning base price.

This agreement shall be subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).

The selected private sanitation collection and disposal company will be required to carry general liability insurance, worker's compensation insurance, and motor vehicle insurance as required by State of Georgia laws, as well as property damage insurance, employer liability, automobile liability, and excess umbrella coverage. And in each of these, the company must at least carry the minimum limits of liability. Certificates of insurance must be provided to the City of Lyons by the selected company.

The private sanitation collection and disposal company selected by the City of Lyons is prohibited under this exclusive agreement from collecting and/or disposing of any hazardous waste as defined in the Federal government's Resource Conservation, and Recovery Act of 1976, as well as any material that would be in violation of the normal receipt of trash and garbage at a recognized Transfer Station and/or, would not conform to the definition of Acceptable Solid Waste.

Said company selected by the city must show proof of all permits and licenses required by law for the provision of such services and shall maintain such permits and licenses during the life of the agreement.

The company also must comply with all Federal and State requirements concerning fair employment and concerning the treatment of all employees without regard to or discrimination by reason of race, color, religion, sex, national origin, or physical disability.

CHARGES FOR SERVICES DURING THE FIRST YEAR OF THE AGREEMENT

In presenting the proposal to the City of Lyons, a responding company is to identify the per month cost of each 96-gallon cart provided to a customer. Also, the cost per collection for a front-load commercial for a 4-yard container, for a 6-yard container, and for an 8-yard container. (NOTE: There is to be no additional cost to the customer or to the City of Lyons for the delivery and/or removal of containers for commercial/industrial customers.)

The company's proposal should identify the dollar amount increases and/or the percentage increases from year one to year two of the agreement, and from year two to year five of said agreement. The proposal also should set forth any additional charges included in each of the five years of said agreement.

Any deviations from the proposal must be detailed in a separate section of the proposal.

DEADLINES AND DECISIONS

The city reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the city. It is also within the right of the city to reject proposals that do not contain all elements and information requested in this document. The city reserves the right to cancel this RFP at any time. The city will not be liable for any cost/losses incurred by the Offerors throughout this process

The cost of developing the proposal is the sole responsibility of the Offeror. The city will not provide reimbursement for such costs.

The deadline for the City of Lyons to receive a proposal is 2:00 pm May 26, 2020 (This is the deadline for receipt of the proposal, and not for the postmark on a proposal being mailed to the address shown below.) Proposals should be delivered in a sealed envelope, and The City will evaluate the proposals; and, if needed, obtaining additional information from companies who responded.

The City Council will select a company during its regular monthly voting meeting on Monday, June 2, 2020. Services under the new agreement would start on Monday, September 30, 2020.

The bidder must certify that this bid may not be revoked or withdrawn after the time set for opening bids but shall remain open for acceptance for a period of sixty (60) days following such time.

CITY GOVERNMENT CONTACT FOR COMPANIES CONSIDERING PREPARATION OF AN RFP

Jason Hall, 161 N.E. Broad Street Lyons, Georgia. 912-526-3626

APPENDIX A

Service	Year 1	Year 2	Year 3	Year 4	Year 5
96 Gallon Cart					
Front Load Dumpster Service sqyd					