



## City of Morrow Request for Bids

### Residential and Commercial Solid Waste Collection and Disposal

Non-Mandatory Pre-Bid Conference May 4, 2017 at 10am

Bid Deadline May 24, 2017 at 10am

*Be advised that any conversations (in reference to this bid) between vendors and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.*

**Purpose:** The City of Morrow is seeking bids for waste management services for all commercial and residential properties.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Vendors." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

**Scope:** The City of Morrow is seeking bids for vendors to provide solid waste collection and disposal for 959 residential customers and 1777 front end commercial customers and 31 open top commercial customers. The City of Morrow is approximately 2.5 square miles and hosts 30 miles of paved roadways. All waste management services are administered by one vendor and they include:

1. Once a week back door residential collection and disposal of solid waste.
2. Once a week recyclable materials collection.
3. Once a week collection and disposal of residential curb side yard waste.
4. Once a week collection and disposal of residential bulk item.
5. Scheduled residential container placement and pick-up.
6. Collection and disposal of commercial waste.
7. Industrial and roll-off service within the statutory limits of the city.
8. Solid waste collection and disposal and recyclable collection at all city owned and Government occupied buildings for no charge.

**City of Morrow Request for Bids**  
**Waste Management Services**  
**Non-Mandatory Pre-Bid Conference May 4, 2017 at 10am**  
**Bid Deadline May 24, 2017 at 10am**

The work under this agreement shall consist of the collection and disposal listed above and includes all supervision, materials, equipment, labor, and any other items necessary to complete all work in accordance with this agreement and to Morrow standards.

As new residents come into the city through annexation, if individuals buy or rent homes and become new residents, or if new homes are constructed, the city will notify the vendor and the contracted rates will apply. As new commercial customers come into the city, the city will notify the vendor, and the new commercial customer will be offered the contracted rate.

Bids should address the following proposed service components:  
*(Please address components in this numeric order to facilitate an easier comparison between vendors)*

1. Commitment to Quality
2. Hours of Collection
3. Holiday Scheduling
4. Complaints/Customer Service
5. Employee Turn-over Rate
6. Organization Chart and Customer Team for Morrow
7. Fleet and Fleet Maintenance
8. Pricing/Rates
9. Requirements for pick up (limit to cans, parameters for yard waste, number of (bulk items per pick-up, etc.
10. Hauling and Disposal
11. Office Location and Hours
12. Point of Contact
13. Reporting and Tracking
14. Invoicing/Payment
15. Insurance
16. Compliance with Law
17. Experience/Company History
18. Other Customers with Same Service (at least three)

The City of Morrow takes pride in offering excellent, consistent, and friendly service to all of its residential and commercial citizens. Service for waste management must include prompt response to complaints or missed pick-ups and when needed weekend service to rectify mistakes made by service provider.

**City of Morrow Request for Bids**  
**Waste Management Services**  
**Non-Mandatory Pre-Bid Conference May 4, 2017 at 10am**  
**Bid Deadline May 24, 2017 at 10am**

**Communication:**

It is the responsibility of the Vendor to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be posted on the city's website as addenda to [www.cityofmorrow.com](http://www.cityofmorrow.com). The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFB must be made to:

Anou Sothsavath  
Public Works Director  
[anou@cityofmorrow.com](mailto:anou@cityofmorrow.com)

**The deadline for all inquiries is May 22, 2017 at noon.**

**Evaluation:** Award will be made to the Vendor considered most qualified who will act in the best interest of the City and whose proposed approach and services meets the demands of the City's service level.

*Evaluation Criteria:* Bids will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Ability to meet needs
- Pricing
- Demonstrated capacity
- Experience in providing the services specified in this RFB

**Pre Bid:** There is a non-mandatory pre-bid conference. At this time, Vendors will have an opportunity to address any questions and to communicate the feasibility of the City's expectations.

**The Non- Mandatory Pre-Bid Conference will be held on May 4, 2014, and begin at promptly 10am at Morrow City Hall – 1500 Morrow Road, Morrow GA 30260.**

**Award:** It is the intent of the City to award this bid all to one Vendor. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept the bid best suites the City and the City's services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

**City of Morrow Request for Bids**  
**Waste Management Services**  
**Non-Mandatory Pre-Bid Conference May 4, 2017 at 10am**  
**Bid Deadline May 24, 2017 at 10am**

It is the responsibility of the Vendor to inquire about any details of this RFB that are not understood. All inquiries must be submitted by email (anou@cityofmorrow.com). Responses to inquiries, **if they change** the RFB in a substantial manner, will be posted on the city's website as addenda.

**Submission:** A Sealed Bid with a **SIGNED** original and three (3) copies of the bid must be received at Morrow City Hall, 1500 Morrow Road, Morrow, and GA 30260 no later than the **Deadline of May 24, 2017 at 10am**. The bid must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

**Envelope:** The signed bid original and copies should be submitted in a **SEALED** envelope or package and identified on the outside of the envelope with contact name, contact email, company name and due date.

**Bid Opening:** The bid packages will be opened and bid amounts recorded beginning shortly after due time of 10am at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260. The list of submitted bids and the amounts will be posted on the city's website,

**Materials to Include:**

1. Information related to all components and services listed under the Scope of this bid;
2. Credentials of Relevant Staff
3. List of Proposed Subcontractors (if any)
4. Basis of Pricing
5. E Verify Affidavit or Statement (attached to this Bid)
6. Certificate of Insurance

**Selection:** All of the bids are due on or before **May 24, 2017 at 10am**. Each bid will be evaluated by the appropriate staff. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all bids can be conducted. If three (3) or fewer bids are received, the City reserves

**City of Morrow Request for Bids**  
**Waste Management Services**  
**Non-Mandatory Pre-Bid Conference May 4, 2017 at 10am**  
**Bid Deadline May 24, 2017 at 10am**

the right to terminate this process and begin again or to choose from the submissions. Staff recommendations will be presented to Mayor and Council for final selection.

**Debarment:** Submission of a signed bids in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

**E-Verify:** All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the bid deadline, and E-Verify affidavit is included in the package.