



City of Cornelia Request for Proposals

The City Commission of the City of Cornelia invites interested firms and individuals to submit written proposals to provide the City of Cornelia with Residential Sanitation Services.

Submittal Guidelines

Two (2) complete copies of each proposal, as well as an electronic copy, shall be submitted in a sealed envelope bearing the caption: "City of Cornelia-Sanitation Services Proposals" and addressed to:

City of Cornelia
Attn: Donald Anderson
P.O. Box 785
181 Larkin Street
Cornelia, GA. 30531

Proposals may be filed in person at the City Manager's office or by mail, but must in any case be received in the City Manager's office by 10:00 AM on July 14, 2022. Late proposals will not be accepted. All proposals received will be confidential and will be retained by the City of Cornelia.

The City Commission reserves the right to reject all proposals, to request additional information concerning any proposals for the purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interest of the City as determined by the City Commission.

Award of bids: Bids are awarded based on cost, experience, and ability to provide the requested services. A responsive bidder is one that conforms in all material respects to the needs of the city. Responsible means a bidder who has the capability to perform the requirement.

Local bidder preference: Pursuant to the Financial Policy of the City of Cornelia if all other relative factors are met the city is authorized

to negotiate with and select a local vendor if the vendor is within five percent (5%) of the lowest bid. A local vendor must have a City of Cornelia Occupation or Regulatory Permit.

All inquiries regarding this Request for Proposals and current legal services of the City should be addressed to Donald Anderson, City Manager, at the above address or by telephone at 706-894-3060 or by email at danderson@corneliageorgia.org .

Background

The City of Cornelia is located in the Northeast quadrant of Georgia, nestled in the foothills of the North Georgia Mountains. The city operates under the Commission-manager form of government with a five-member Commission which includes a directly elected Mayor. City Commission members are elected to four-year overlapping terms on Ward basis. The City Commission is the legislative body responsible for overall policy development and direction of the city. The Commission appoints the City Manager, who serves as the Chief Executive Officer and is responsible for the day to day operations of the City.

Cornelia provides an extensive array of services including Police, Fire, Public Works, Utilities, Parks, Code Enforcement, and Zoning. Several of these operations function as enterprises within the city organization including water and wastewater systems. The city has a current annual budget of almost \$17 million and a regular staff of approximately 83 full time employees.

Project Description

The City of Cornelia is seeking proposals from qualified companies to collect and dispose of its residential solid waste. The city currently provides this service in house and has 1,550 residential garbage customers. Most of which already have 96 gallon roller carts which have been provided by the city. The city will be responsible for providing addresses for the residents who do not currently have a 96 gallon roller cart so the company can provide one.

Senior citizens, defined as 65 and older, or disabled service will be provided to residents who are determined by the city to live in a residence in which no individual is physically capable of taking garbage to the curb. Disabled service will be determined or verified by the city based on ownership of a Handicap Vehicle Tag, temporary or permanent, or a physician's affidavit stating that all residents of a home is physically restricted from being able to manage a cart to the street.

Contractor shall not charge City more for backdoor service than for curb service as long as the number of residents receiving backdoor service does not exceed ten percent (10%) of the total number of customers serviced under the contract. The city currently has 61 customers with back door garbage collection.

The city currently picks up the garbage at each residence once a week and the selected company would be required to do the same. In 2021, the city collected and disposed of 1,865 tons of garbage from its customers.

Pickup days will not be reduced by holidays but may be rescheduled. Contractor will advertise to all customers schedule changes of holidays at least 7 days before any observed holidays. The city must approve any schedule changes.

Any complaints or missed collections will be the responsibility of the company to resolve with the complainant. It will be the responsibility of the contractor to inform all the customers of the complaint procedures. The city will only get involved if the complaint is not handled by the company in a timely manner. The City's Code Enforcement Division will help the company resolve any excess garbage issues on a case-by-case basis.

The contractor's vehicles must be always clean and in good repair. They must meet all applicable laws and regulations.

The company will be responsible for meeting the following insurance requirements: Worker's Compensation for its employees, General Liability in the amount of \$1,000,000, and Automobile Liability in the amount of \$1,000,000. All insurance policies must be by insurers authorized to do business in the state of Georgia. Prior to the issuance of a contract the contractor will be responsible for providing the city with certificates of insurance or other satisfactory evidence that such insurance is in effect.

All employees of the company must wear a uniform of some sort and display proper work manners at all times.

All proposals shall include a monthly, per customer fee, for the collection of solid waste once per week. The city will be responsible for billing its customers each month.

The city will and the contractor will enter into a 12-month agreement which will automatically renew at the end of the 12 months for a period of 5 years unless either party notifies the other party within 90 days of the contract expiration date each year.

Requested Information

PLEASE NOTE: All proposals must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant.

Proposal Requirements

A. Overview

The Service Provider shall provide detailed information so as to demonstrate its understanding of the services requested.

B. Documents

All documents will be typewritten on standard 8.5 x 11-inch white paper. Exceptions would be schematics, exhibits, photographs or other information necessary to facilitate the City's ability to accurately evaluate the proposal.

C. Cover Letter

The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Service Provider. The cover letter shall provide the name, address, telephone and facsimile numbers of the Service Provider along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to contract with the City. The cover letter shall present the Service Provider's understanding of the Project, a summary of the approach to be undertaken to perform the Services.

D. Executive Summary.

The Service Provider shall submit an executive summary, which outlines its Proposal, including the proposed general management philosophy. The executive summary shall, at a minimum, include an identification of the proposed project team, assign a Company point of contact for the Project, give the responsibilities of the project team, and a summary of the proposed Services. This section should highlight aspects of the Company's Proposal, which make it superior or unique in addressing the needs of the city.

E. Submission

The Service Provider shall package and seal its proposals so that they will not be damaged in mailing. Service Providers are reminded that under Georgia law, all opened documents fall under the open records act and are subject to inspection by the public. Accordingly, proprietary information and/or date cannot be withheld from public inspection. All proposals and supporting documents will

be submitted in accordance with the “Instructions to Service Providers” section.

I. Approach

A. Project Methodology

The Service Provider shall provide, in this section of the proposal, a description of the method(s) that will be used to accomplish the level of services required in Section D, Program Services. Methods for all areas of Section D, Program Services, must be described.

B. Management of Collected Materials

The Service Provider will provide, in this section, the various disposal facilities it intends to use during the contract period(s.)

a. Solid Waste

The Service Provider will provide a list of solid waste disposal facilities and/or waste transfer stations it intends to use to dispose of waste generated within the City. The list will include the disposal facility’s permit number, current address, contact person and telephone number for each facility listed.

b. Yard Trimmings

The Service Provider will identify how it will manage the yard trimming material collected and provide a list of the proposed facilities it intends to use. The list will include the disposal facility’s permit number, current address, contact person and telephone number for each facility listed.

c. Local Presence

The Service Provider will list the addresses of the locations where Contractor maintains an office or operation facility that will be responsible for providing services to the City.

II. Company Experience and Capabilities

A. References

Provide no less than three (3) city references similar in size and scope to the city. Include the city’s name, the contract start date, and name, position, phone number, and email address of the primary contact at each city.

B. Company Organization

C. Company History

Provide pertinent company historical information that will demonstrate your capability to successfully accomplish this project.

III. Fee Schedule

Residential Curbside- 96-gallon cart (1 each) for garbage

- Contractor to provide weekly garbage service, per residence
 - o Cost per month, per residence \$ _____

Residential Yard	\$ _____
Trimming	
Additional Bags (<5)	\$ _____
Additional Bags (<6-10)	\$ _____
Additional Bags (>10)	\$ _____
Chairs	\$ _____
Dryers/Washers	\$ _____
Grills	\$ _____
Mattresses/Box	\$ _____
Springs	
Refrigerators	\$ _____
Sofas	\$ _____
Televisions (<30")	\$ _____
Televisions (>30")	\$ _____

Additional Carts
Garbage Cart \$ _____ per additional cart, per month

During the performance of this contract, the contractor, for itself, its assignees, and successor in interest (hereinafter referred to as the "Contractor"), agree as follows:

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color,

sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color sex or national origin.

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the **(Recipient)** or the Federal Highway Administration to be pertinent to ascertain compliances with such

Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the **(Recipient)**, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of Contractor's noncompliance with the nondiscrimination provisions of this contract, the **(Recipient)** shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

a) Withholding of payments to the Contractor under the contract until the Contractor complies: and/or

b) Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of

materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as the **(Recipient)** or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the (Recipient) enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

E-Verify Requirements

All Contractors and Sub-contractors doing business with the City must be in compliance with O.C.G.A. 13-10-91 which states that the individual firm or corporation is participating in a federal work authorization program. The attached affidavits must be completed by the contractor and any sub-contractors.

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The City of Cornelia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____(city),
____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of contractor) on behalf of The City of Cornelia_ has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in
_____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

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Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

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Executed on _____, ____, 20__ in _____(city),
_____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires: