

**REQUEST FOR PROPOSALS**

**FOR**

**Trash/Recycle Collection**

**RFP Number**

**2019-02**

For all questions about this RFP contact:

Karen Segars, Clerk/Administrator

770-993-4231

**RELEASED ON:**

**Wednesday, March 13, 2019**

**DUE ON:**

**Friday, April 12, 2019, 2:00 PM**

**CITY OF MOUNTAIN PARK  
REQUEST FOR PROPOSAL  
TRASH/RECYCLE COLLECTION  
#2019-02**

**Purpose of Proposal**

The City of Mountain Park is accepting proposals from qualified contractors to provide collection of trash and recycle for city residents.

A five Member City Council and Mayor govern the City of Mountain Park. The City is administered by a City Administrator/Clerk who reports directly to the Mayor. The City Administrator/Clerk directs and oversees all activities of the City. The City of Mountain Park has a population of 557 residing in approximately 270 homes spread over a one mile radius and served by slightly less than eight miles of roadway.

Interested parties must submit sealed proposals (1 original and one copy) to the City of Mountain Park by the due date for their proposals to be considered.

**Schedule**

This Request for Proposals is scheduled as follows:

March 13, 2019	Release of RFP
April 12, 2019	Proposals Due Date
April 22, 2019	Contract Award

**Questions & Answers**

All questions concerning this RFP must be directed to Karen Segars, Clerk/Administrator by phone at (770) 993-4231 or email at [city.clerk@mountainparkgov.com](mailto:city.clerk@mountainparkgov.com)

### **Contract Term**

The contract term is for three (3) years upon satisfactory service.

### **Scope of Work**

The City of Mountain Park is soliciting proposals from qualified contractors for weekly collection of trash and recycle for city residents. Currently, the City provides service to 270 homes located on eight (8) miles of roadway. Contractor will be responsible for providing trash and recycle bins for residents use. City residents currently use 65 gallon recycle bins and 96 gallon trash bins. Collection shall be performed by use of a single axle truck to save our narrow city streets from further wear and tear. A roll-off dumpster shall be provided one Saturday per month to allow for dumping by city residents, as well as up to two (2) additional dumpsters for storm debris removal. In 2018, the City generated 264 tons of garbage and 142 tons of recyclables.

### **Proposal Format**

1. Bidder Response Form must be completed and submitted as the first page of the bid fee proposal.
2. Firm Information – Firm name, address, telephone and fax numbers of any sub-Contractors.
3. Summary of your understanding of the services and your approach to it.
4. Summary of the qualifications of all key personnel assigned to this service.
5. Annotated list of references (with addresses and telephone numbers).
6. Itemized Fee Proposal in a **separate sealed envelope** within the RFP.
7. License Requirements: Firms shall furnish with the proposal documents a copy Of the appropriate certification (i.e. Contractor registration with the State of Georgia, County Business License).
8. A copy of the firm's Public Liability Insurance, Workers' Compensation and Commercial General Liability Insurance.
9. List of government clients for which the firm performs similar work.
10. Completed and Signed Immigration Compliance and SAVE Affidavits (as applicable).

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Address proposals to:

City of Mountain Park

Attn: Karen Segars

118 Lakeshore Drive

Mountain Park, GA 30075

**The RFP Name & Number must be indicated on the outside of the envelope.**

### **Rejection of Proposals**

The City reserves the right to reject any or all proposals, to waive and irregularity or informality in the proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City will not be liable for any cost/losses incurred by the Bidder throughout this process.

### **Cost for Preparing Proposals**

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