

REQUEST FOR PROPOSALS
FOR
Front Load
Dumpster Service
IN
CURRITUCK, NORTH CAROLINA

Distributed April 30, 2018



REQUEST FOR PROPOSALS

Front Load

Dumpster Service

IN CURRITUCK, NORTH CAROLINA

Proposals must be received by May 23, 2018, by 2:00 P.M.

I. Request For Proposal

The County of Currituck (hereafter, "the Owner"), through this Request for Proposals ("RFP") from an established professional residential trash and recycling firm (hereafter, "the Offeror"), hereby request submission of proposals for the following:

1. Front Load dumpster service in the County of Currituck, North Carolina.

The purpose of the Service is to cleanly and efficiently collect trash and recyclables from Currituck County Offices and properly disposing of the material in a safe and environmentally responsible manner.

II. Service Description

Materials collected are to be hauled by the Contractor to the destinations set forth for each type of material by the County. County's Transfer Station is located at 216 Airport Road, Maple, North Carolina,

The County is to be provided a monthly and an annual report of tonnages collected for trash and recycling (separated). Invoices for service shall be submitted monthly and shall provide a breakdown for each Dumpster the number of times serviced, and the cost of each.

III. General Description of Proposal Submittal, Evaluation and Selection Process

The Owner contemplates that the proposal submittal, evaluation, and selection process will essentially be as follows: The Offeror shall submit a proposal, the contents of which are described in this RFP. Offeror should carefully follow all the instructions in this RFP to ensure that its proposals are considered to be eligible. The Owner will review the proposals and evaluate them in accordance with the evaluation criteria established herein. The Owner may ask the Offeror(s), individually or collectively, for clarifications or further information, may check references and other information, may meet individually with the Offeror(s). At its own discretion the Owner may request oral presentations, or it may base its evaluations on the proposals as submitted and if deemed necessary and conduct negotiations. The Owner will then decide which Service Agreement or Agreements best serves the public interest and will take action to enter into such an agreement or agreements. Award of the contract will be to the Offeror that submits the best value proposal per the evaluation criteria.

IV. Criteria To Be Used In Evaluating Proposals

The Technical and Financial selection criteria used to evaluate the proposals are defined in Section VI, Instructions to Offeror on Proposal Submission. The evaluation criteria are as follows:

- A. Technical Criteria: 60%
 - 1. Experience and qualifications of the service firms, key individuals, as well as previous experience working in similar service environments (50%).
 - 2. Compliance with all federal, state and local laws, ordinances and environmental agencies, service description, scope of services, and terms & conditions of the full RFP (50%).
- B. Financial Criteria: 40%
 - 1. Cost Proposal

V. Terms and Conditions of this Request for Proposal

The following terms and conditions apply to this RFP, and by submitting its proposal, the Offeror agrees to them without exception:

- A. Neither this RFP nor the Owner's consideration of any proposal shall create any contract, express or implied any contractual obligation by the Owner to any Offeror, or any other obligation by the Owner to any Offeror. The Owner makes no promise, express or implied, regarding whether it will enter into a Service Contract with any Offeror or regarding the manner in which it will consider proposals.
- B. The Owner will not be responsible for any expenses incurred by an Offeror in preparing and submitting a proposal, or in engaging in oral presentations, discussions, or negotiations.
- C. Offeror submitting a proposal in response to this RFP may be required to make an oral presentation or oral presentations of their proposal to the County at their own expense. The Owner may request the presence of Offeror(s) representative(s) at these presentations. The Owner will schedule the time and location for these presentations. By submitting its proposal, the Offeror agrees to make these representatives reasonably available to the County of Currituck, and acknowledges that the failure to do so may result in the proposal not being considered.
- D. The Owner reserves the right to waive any informality with respect to any proposal submitted in response to this RFP.
- E. The Owner reserves the right to accept or reject any and all proposals received by reason of this request, in whole or in part, and to negotiate separately in any manner necessary to serve the best interests of the Owner.
- F. Any confidential and proprietary information provided to the Owner by the Offeror pursuant to this RFP shall be subject to disclosure under the North Carolina Public Records laws.
 - 1. To prevent the release of any confidential and proprietary information that otherwise could be held in confidence, the Offeror submitting the information must:
 - a. Invoke the exclusion from Public Record Law when the data or materials are submitted to the Owner or before such submission,
 - b. Identify the data and materials for which protection from disclosure is sought, and
 - c. State why the exclusion from disclosure is necessary.
 - 2. The Offeror may request and receive a determination from the Owner as to the anticipated scope of protection prior to submitting the proposal. The Owner is authorized and obligated to protect only confidential proprietary information, and thus will not protect any portion of a proposal from disclosure if the entire proposal has

been designated confidential by the Offeror without reasonably differentiating between the proprietary and non-proprietary information contained therein.

- G. The Owner will not discriminate against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
- H. This RFP with all attachments and the Offeror's responses may become part of the Service contract as determined by the Owner.

VI. Terms and Conditions of the Service Agreement

The successful Offeror or Offerors shall agree to enter into the Front Load Dumpster service Operation Service Agreement included in Attachment D of this RFP. The Owner expressly reserves the right to modify any provision of the Service Agreement, at its sole discretion, prior to entering into the definitive Agreement.

VII. Instructions to Offeror on Proposal Submission

A. For the Offeror's proposal to be considered:

1. Proposals are to be submitted in sealed envelopes with the words "**Front Load Dumpster Service Open May 23, 2018**" on the face of the envelope. Proposals must be signed in ink by an authorized representative of the Offeror. (Note: Documentation of signature authority shall be provided for both this RFP response and the Service Agreement.) Provide one (1) original and two (2) copies of the Service Proposal. The lower left corner of the face of the envelope shall indicate the Offeror's name and title of the proposal. Deliver proposals to the Owner at the following location:

*Solid Waste Director
County of Currituck
153 Courthouse Road, Suite 302
Currituck, North Carolina 27929*

2. Proposals must be complete when submitted, including a cover sheet and all attachments and in the format specified. Proposals or any amendments to proposals received by the Owner after the closing date and time will not be considered. Actual receipt by the Owner and not the mailing or sending date shall control.
4. **Written questions and requests for clarification shall be submitted no later than May 8, 2018 at 5:00pm.** To the extent Currituck County determines to respond to such questions and requests for clarification, any and all responses and any supplemental instructions will be in the form of a **final written addendum, which if issued, will be emailed to all firms holding this RFP not later than May 16, 2018 at 5:00 pm.** All addenda shall become part of the RFP and the Service Agreement.
5. **Proposals must be received no later than May 23, 2018 at 2:00 pm.** Requests for extensions of this date will not be granted except by written amendment to the RFP applicable to all prospective Offerors.

B. Instructions for Proposals

1. Brevity, clarity, and responsiveness in proposals are encouraged. The inclusion of extraneous information not pertinent to the basic purpose of the RFP is discouraged.

2. Technical proposals shall be limited to 50 letter size (unless otherwise expressed herein), one sided pages, not including cover sheet and tab dividers. All contents of the technical proposal shall be bound in one completed document.
3. Offerors are encouraged to carefully examine the RFP for discrepancies, errors, omissions or ambiguities. Any questions concerning the requirements of the RFP should be directed to Leighton Earwood, Public Works Department, at 252-232-2504 or email (preferred) at leighton.earwood@currituckcountync.gov .
4. The information required by this RFP must be complete and the Offeror's submittal must "stand-alone".
5. A list of all equipment that will be used in this project is to be provided (year, make model, type and number of trucks, type of fuel for each, capacity of each), style of refuse containers and recycling containers (number, size and capacity of each).
6. The term "similar project" shall be defined as having provided successful operational services within the last 10 years. Each similar project will be presented on a separate sheet to include, but not limited to, size of the service area in mileage and units, frequency of service for each type of refuse, with current contact information for reference checks.

FINANCIAL PROPOSAL

7. The Offeror's Financial Proposal will be a cost per month cost proposal for each service to be rendered for equipment to the final destination of the materials. The Financial Proposal will consist of the following:
 - a. Provide a detailed cost proposal for the cost of service using the Cost Proposal Form included in Attachment A.

ATTACHMENT A

The county has front load dumpsters of different sizes and locations throughout the county.

A. Hauling Cost

**Attachment A
Charges for Hauling
Front Load Dumpster Service**

Name	Address	Can Size	Cost
Historic Courthouse	145 Courthouse Rd Currituck NC	8yd Trash 2 X WK	
Judicial Center	2801 Caratoke Hwy Currituck NC	8yd Trash 1 X WK	
YMCA/Parks/Senior Center	130 Community Way Barco NC	8yd Trash 1 X WK	
Powell's Point Senior Center	8011 Caratoke Hwy Powell's Point NC	8yd trash 1 X WK	
Barco Library	4261 Caratoke Highway Barco NC	4yd Trash 1 X WK	
Moyock Library	120 Campus Drive Moyock NC	4yd Trash 1 X WK	
Moyock Welcome Center	106 Caratoke Hwy Moyock NC	4yd Trash 1 X WK	
Moyock Welcome Center	106 Caratoke Hwy Moyock NC	4Yd Recycle 1 X WK	
Social Services Building	2793 Caratoke Hwy Currituck NC	4 yard trash 1X WK	
Pine Island Water Plant	468 Ocean Trail Corolla NC	3 6yd Trash 2 X WK	
Pine Island Water Plant	468 Ocean Trail Corolla NC	3 8yd Recycle 2 X WK	
Corolla Visitors Center	500 Hunt Club Drive Corolla NC	8yd Trash 1 X WK	
Corolla Visitors Center	500 Hunt Club Drive Corolla NC	8yd Recycle 1 X WK	
Southern Outer Banks Water	741 Ocean Trail Corolla NC	8yd Trash 1 X WK	

Rural Center	199 Milburn Sawyer Rd Powell's Point NC	4yd Trash 1 X WK	
Rural Center	199 Milburn Sawyer Rd Powell's Point NC	4yd Recycle 1 X WK	
Waste Water	105 Barco Way Barco NC	4yd Trash 1 X WK	
Ocean Sands Sewer Plant	741 Ocean Trail Corolla NC	8yd Trash 1 X WK	
Whalehead Club	1100 Club Rd Corolla NC	8yd Trash 1 x WK	
Knotts Island Fire Department	327 Knotts Island Road Knotts Island NC	2yd Trash EEO	
Sheriff's office	413 Maple Road Maple NC	8 yard trash 2X WK	
Sheriff's office	413 Maple Road Maple NC	8 yard trash 1X WK	
Animal Shelter	140 Aviation Parkway Barco NC	6yard trash 1 X WK	
Waterlily Fire Station	423 Waterlily Road Waterlily NC	2 yard trash 1 X WK	
Cooperative Extension	120 Community Way Barco NC	8 yard trash 1X WK	
Cooperative Extension	120 Community Way Barco NC	2 yard trash 1X WK	
Knotts Island SR Center	126 Brumley Road Knotts Island	4 yard trash 1X WK	

ATTACHMENT B

SERVICE TEAM: MEMBERS FORM

Firm Name _____
Point of Contact _____
Address _____

Telephone _____
Email _____

Supervisor _____
Point of Contact _____
Address _____

Telephone _____
Email _____

Dispatch Scheduling _____
Point of Contact _____
Address _____

Telephone _____
Email _____

EMERGENCIES _____
Point of Contact _____
Address _____

Telephone _____
Email _____

Invoice questions _____
Point of Contact _____
Address _____

Telephone _____
Email _____

ATTACHMENT C
Service Agreement

Front Load Dumpster Service

SOLID WASTE AND RECYCLING SERVICE AGREEMENT

The County desires for (THE CONTRACTOR) to provide: 1) solid waste collection and disposal services; and 2) recyclables collection and disposal services;

1. Definitions

A. The term "Acceptable Waste" shall mean solid wastes generated from county areas, excluding Unacceptable Waste.

B. The terms "Front Load," "FEL," "Dumpster" or "Front Load Dumpster Service" shall mean area for Acceptable Waste.

C. The terms "Recyclables" or "Recyclable Waste" shall mean any material collected for the purpose of recycling including but not limited to mixed paper, cardboard, glass, plastics, bi-metals, and aluminum.

D. The term "Unacceptable Wastes" shall mean any (a) regulated quantity of a Hazardous Waste or Hazardous Substance as defined by federal, state or local laws or regulations; (b) containerized wastes the contents of which are not able to be identified; (c) sludge's; (d) waste from a pollution control process or cleanup of a spill of a chemical substance or commercial product; (e) white goods with CFC not removed; (f) biohazards or regulated medical waste, (g) friable asbestos, (h) construction and demolition debris; or (l) any special waste or material which may not be lawfully disposed of at the Landfill.

2. Scope of Work

(THE CONTRACTOR) shall be responsible for the following Services: (1) providing the trash collection and disposal for county offices; and (2) providing Recyclables collection for county offices and delivery to selected destinations determined by County; (3) for being responsible for the full and proper equipage, operation and maintenance of the Solid Waste and Recycling dumpsters for the purpose of

collecting Acceptable Waste and Recyclables (collectively "Collected Waste") from the County's offices. Concurrently with this Contract, (THE CONTRACTOR) shall also provide emergency response services options, to be determined (Disaster Contract Rider).

Delivery of recyclable materials will be made in accordance with the destination delivery protocols. Invoices shall list each of the containers on site, size, address and service frequency

A. (THE CONTRACTOR) shall operate to include assuming full operational expense associated with each including, without limitation, providing the necessary personnel, trash collection equipment and containers and/or liners, signage. As needed, (THE CONTRACTOR) shall also provide transportation services necessary for the safe and proper disposal of the Collected Wastes to the Designated Transfer Station and for recyclables to the selected recycling transfer station or recycling processing facilities as directed by County.

B. The County may add/remove additional dumpsters during the Term of this Contract. The County shall be responsible for acquiring the land for each additional dumpster, (THE CONTRACTOR) shall cooperate with the County in developing equipment necessary for each new dumpster will be incorporated herein and reasonable of the same size dumpster and location additional charges will be applied.

C. If reasonably possible, all complaints received by (THE CONTRACTOR) during a workday shall be addressed within twenty-four hours. If the complaint cannot be addressed within twenty-four hours, (THE CONTRACTOR) shall inform the County.

D. (THE CONTRACTOR) shall maintain a local office for operations support to include an Operations/Customer Relations Manager to the County. This individual shall be available and in communication with County personnel to help resolve any customer service problems as they occur. The Manager shall schedule monthly meetings with County personnel to review and discuss any complaints, problems, or ideas for customer service improvement.

3. Insurance

(THE CONTRACTOR) shall obtain and maintain, at its sole cost and expense, at least the following insurance coverage throughout the entire Term of the Agreement and any renewal Term:

- | | | |
|----|--------------------------------|--------------------|
| a. | Worker's Compensation and | statutory minimums |
| | Employer's Liability Insurance | statutory minimums |

- b. General and Public Liability statutory minimums

- c. Vehicle Liability Insurance statutory minimums

These insurance coverage's shall be issued by companies admitted with the State of _____, with a Best's Way Rating of at least A:VI or better, except that insurers of the London Syndicate or other recognized British and European insurers not rated may be allowed. (THE CONTRACTOR) shall provide the County with a Certificate of Insurance evidencing coverage required by this Agreement. (THE CONTRACTOR) shall provide the County with thirty (30) days' notice of any cancellation, non-renewal, material change in coverage, or coverage reduction affecting the insurance required by this Agreement.

4. Performance Bond

(THE CONTRACTOR) shall post and maintain for the entire Term a performance bond in the amount of 100% of the annual contract amount (the "Bond"). The performance bond shall be adjusted on each anniversary date to reflect current Contract totals. Upon ten (10) days written notification to (THE CONTRACTOR) and Bonding Company and subject to the default provisions, the County may access the Bond in order to clean, repair, correct, or remediate any damages resulting from a breach of the terms and conditions of this Agreement.