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**TOWN OF BENSON
REQUEST FOR PROPOSALS
SOLID WASTE COLLECTION SERVICES**

Town Contact Information

Jay Murray – Project Manager
Town of Benson
303 E. Church Street
Benson, NC 27504
919-894-3553 ext. 228
jmurray@townofbenson.com

Issue Date: August 6, 2024
Last Date for Questions: August 16, 2024
Bids Due: August 23, 2024 2:00 PM EST
Estimated Award Date: August 27, 2024
Services Begin: January 1, 2025

PROJECT

The Town of Benson is requesting proposals from qualified firms for residential solid waste collection/disposal, recycling services and yard waste from within the town limits. The town seeks to enter into an agreement with a contractor that has the resources and ability to provide such services. The initial contract term shall be for three (3) years (a town option for two-year renewal terms, unless earlier terminated as provided in the agreement. Bids are due to the town on August 23, 2024 by 2:00 PM EST. The town reserves the right to reject any and all bids.

SCOPE OF WORK

Services: Contractor shall be the exclusive provider of residential solid waste, recycling and yard waste collection services within the town limits of the Town of Benson. Contractor will be responsible for the disposal of solid waste and processing of the recyclables collected in a manner that meets all county, state, and federal regulations. Special event containers and collection, Spring and Fall Clean-up (April and October respectively) Main St. cans, 4 yard dumpster at Vyas Park, a 20 yard roll- off dumpster at public works, a 4 yard dumpster at waste water, and three (3) each trash and recycling dumpsters off of Main St. Service to begin January 1, 2025.

• **Collection schedules:**

1. All residential services shall be provided Monday through Friday, between the hours of 7:00am and 7:00pm, unless it's a holiday catch-up day as specified within "Additional Information." Each Residential Service Unit (RSU) shall receive solid waste, recycling and yard waste services on the same scheduled collection day, which must be maintained, except in the case of adverse weather events that require an adjustment. (Holiday schedules are addressed within "Additional Information.") The town has a preference for one residential schedule day during the week.
2. Residential curbside solid waste collection shall occur once each week.
3. Residential curbside recycling collection shall also occur bi- weekly.
4. Waste and Recycling collection shall both occur on the same day each week.
5. Yard waste collection shall occur bi- weekly, opposite of recycling.

- **Containers (carts):** Contractor shall provide each RSU three (3) roll-out containers (one each for waste, recycling, and yard waste.) Containers shall be polycart with a 96-gallon capacity and clearly marked for waste, recycling and yard waste. Customers may purchase additional carts as necessary at a contract-specified price. (If the contractor has a smaller cart option, this could be utilized when requested by individual citizens.)

• **Services related to town-owned properties:**

1. Contractor will supply 96 gallon polycarts for Benson Public Library and Benson Community Center, of waste and recycling. Contractor to provide waste and recycling dumpsters for Town Hall, Public Works, Parks and Rec, and two locations in back parking lots off of Main St. The dumpsters to have a four (4) yard capacity. The contractor will collect, transport, and dispose of materials on the same schedule as specified for RSUs.

- **Special Events:**

1. The Town of Benson hosts Mule Days in late September, Thursday to Sunday yearly. The contractor shall provide 12 (8) 4 yard, five (5) 20 yard, and seven (7) 30 yard capacity dumpsters to locations provided by the town. Dumpsters to be delivered Wednesday of Mule Days week. Dumpsters to be removed the following Monday.
2. There may be other events where dumpster(s) may be needed. The Town will notify contractor in advance of such needs and will pay the per unit costs for dumpster(s).

- **Contractor equipment:** Contractor, at its sole cost and expense, agrees to furnish all trucks, equipment, machines, and labor, which are reasonably necessary to adequately, efficiently, and properly collect and transport solid waste and recyclables. Such equipment shall not be allowed to leak or scatter waste within the limits of the town or while in route to the disposal/dump site. Contractor shall clean any spillage and power wash all hydraulic oil and vehicle fluid leaks from public and/or private property resulting from its collection activities by the end of the next business day after noticing the spill or receiving a complaint of such spillage or leak.

ADDITIONAL INFORMATION

- One service agreement contract shall be awarded to the vendor through completion of the term.
- Subcontracting is allowed but must be approved by the town.
- Should Contractor observe a holiday, successful bidder shall for the remainder of the calendar week provide collection service to customers one day after their normal collection day, including Saturday, as its catch-up day.
- At a minimum, customer complaint procedure shall provide that the customer complaint shall be addressed within 24 hours of receipt and shall be promptly resolved. The contractor shall be responsible for maintaining a log of complaints and provide these to the town on a monthly basis, with copies of all complaints indicating the date, nature, address, customer name, and manner and timing of its resolution. Any missed pick-up of solid waste or recyclables will be collected the same business day if notification to the Contractor is provided by 2:00pm. If later, material will be collected the next business day. The contractor will provide and maintain one point of contact with the town for all customers.
- Estimated 1,600 customers. The Town will invoice customers and pay contractor on monthly basis. Any changes must be approved by the Town.

REQUIREMENTS TO BID

1. Bidder must provide two professional references that can attest to its company's professional service. Each must be listed within the submitted proposal as "References" with the following:
 - a. name and location of municipality or community with brief description of services;
 - b. contact person, telephone number, and nature of relationship.

2. Bidder must provide the following narrative organized to address, describe, or provide the following:
 - a. any noteworthy approaches to the scope of work/services to be performed, including any methods for ensuring customer satisfaction and service quality and copies of relevant company policies;
 - b. the firm's background, qualifications, and experience;
 - c. evidence of insurance; and,
 - d. a draft copy of a base contract you would use as a starting point to contract negotiations.This narrative is not to exceed five (5) double-sided pages in length. A cover letter, copies of stand-alone company policies, evidence of insurance, and the draft contract will not count as part of the page limit.
3. Bidder must agree by signing the "Vendor Form" that it will comply with all local, state, and federal laws regarding the legal status of all employees and the business (proper filing, payment of taxes, business location, etc.).
4. An authorized representative of the company must fully complete the "Proposed Pricing Form." By doing so, the bidder acknowledges understanding of the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be clearly listed on a separate numbered sheet.

REQUIREMENTS FOLLOWING AWARD OF SERVICE AGREEMENT CONTRACT

1. Vendor must have a current \$1,000,000 general liability insurance policy naming the Town of Benson as an additional insured party.
2. If applicable, awarded vendor will provide a current Workman's Compensation insurance policy, naming the Town of Benson as an additional insured party.
3. Vendor must provide the following: Certificate of Insurance, W-9, and E-Verify forms. If you do not have worker's compensation insurance, you must complete an Independent Contractor Agreement and Independent Contractor vs. Employee Checklist.
4. Vendor must provide a Sales Tax Certification form upon invoice submission.

BID SUBMITTAL

In a sealed envelope, provide two (2) complete copies of your proposal for furnishing services outlined within this Request for Proposal (RFP). Each copy must consist of a complete copy of this RFP + professional references + narrative + the signed Vendor and Pricing Form. Proposals will be received until 2:00pm, August 23, 2024 and are subject to the conditions within this document.

The submittal can take any written form, provided that the outlined requirements are met and instructions are followed.

1. Proposals must be submitted directly to the Town of Benson (issuing agency) with the sealed proposal envelope or package addressed as follows:

If delivered by Person, US Postal Service/ FedEx/similar:

Town of Benson
Jay Murray
Ref: Solid Waste & Recycling RFP
303 East Church St.
Benson, NC 27504

Emailed or faxed bids will not be accepted.

2. Direct all RFP and submittal/RFP inquiries in writing to Jay Murray, PM.
jmurray@townofbenson.com
3. If needed, an addendum will be issued and posted on town's website 5 days before submission of bids.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a vendor will be selected:

1. Request for Proposals (RFP) is issued to prospective vendors.
2. Copies of the proposal must be provided as described within the "Bid Submittal" section of this RFP. Documents must be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the town not later than the date and time specified on the RFP cover sheet.
4. Bids will be reviewed for completeness and compliance with the instructions. An expected award of the winning bidder will be August 27, 2024.
5. Vendors are cautioned that this is a request for offers or a proposal, not a request to contract, and the Town of Benson reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the Town.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

VENDOR FORM

(Must be completed and submitted with proposal for consideration.)

In compliance with this RFP and subject to all outlined conditions, the undersigned offers and agrees to perform the scoped work if its proposal is accepted within 90 days of the bid opening.

Vendor name _____

Address _____ *City* _____ *State* _____ *Zip* _____

Phone _____ *Cell* _____ *E-mail* _____

Federal Employee Identification Number _____

Principal place of business (if different)

(Typed or printed name)

(Date)

(Signature)

PROPOSED PRICING FORM

(Must be completed and submitted with proposal for consideration.)

Provide quarterly charges for each residential item below.

Weekly curbside collection of solid waste with <u>contractor-supplied</u> , 96-gallon roll-out polycarts + bi-weekly curbside collection of recyclables and yard waste with <u>contractor-supplied</u> , 96-gallon roll-out polycarts	\$
Mule Days Dumpsters	\$
Town year round waste and recycling 4 yard dumpsters (5) each	\$
Spring and Fall clean- up dumpsters;	\$
Total Quarterly Charge for Each Residential Customer	\$