



**CITY OF TRAVELERS REST, SOUTH CAROLINA
REQUEST FOR PROPOSALS
SANITATION SERVICES**

The City of Travelers Rest, South Carolina is accepting sealed bids from qualified vendors curbside waste collection and disposal.

Proposals will be received at the City of Travelers Rest City Hall, 125 Trailblazer Dr., Travelers Rest, SC 29690 until **2:00 p.m. February 24, 2023**, from qualified companies. Details of the award will be posted on our website, <https://travelersrestsc.com/>. Proposals received after the time and date set for receipt of proposals will not be accepted and will be returned to the submitter.

No proposal may be withdrawn for a period of sixty (60) calendar days after the opening. Should the proposed fees be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the selected company. Failing an agreement, the City may reject all proposals and resubmit for new proposals or make any decisions it deems to be in its own best interest.

No proposal will be accepted from a company who is not currently licensed as applicable by the South Carolina Department of Labor, Licensing and Regulation in accordance with the Code of Law of South Carolina.

WMBE Statement: It is the policy of the City of Travelers Rest to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Travelers Rest to prohibit discrimination against any person or business in pursuit of these opportunities based on race, color, national origin, religion, sex, age, handicap, or veteran status and to conduct its contracting and procurement programs to prevent such discrimination and to resolve all claims of such discrimination.

City Contact: If you have any questions regarding this Request for bids contact Phillip Tate at tate@travelersrestsc.com

Upon receiving the "Notice of Award", the successful proposal has ten (10) calendar days to submit all required insurance, permits and licenses and meet with the City to discuss any issues or questions pertaining to the project. The successful company shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

I. **Scope of Services**

A. **Residential Collection:** Successful Bidder shall collect trash, refuse, garbage and recycling by curbside pickup from Bidder Provided roll carts that meet the City's specifications. Such collection shall be one time per week per household for approximately 1800 households/businesses in accordance with route schedules prepared by Successful Bidder and approved by the City. Residential bulk waste items, e.g. appliances, furniture, mattresses, etc. when placed adjacent to the roll cart at curbside, will be picked up at the same once per week collection.

B. **Commercial and Institutional Collection:** Successful Bidder shall collect trash, refuse, and garbage from approximately 50 businesses utilizing trash roll carts. The determination as to need for waste container by a business rests with the City in accordance with Title 6, Chapter 6 of the Travelers Rest Municipal Code. There will be no industrial waste collection service by the City. Roll cart service, for businesses who qualify, is to be incorporated into the residential collection routes.

C. **Tree and Yard trimmings, Yard wastes, Brush & Limbs:** Successful Bidder shall collect on a one time per week basis trimmings from trees and shrubs, leaves and grass, brush, limbs, and any other yard wastes, when such items are placed at the curbside.

D. **Transportation:** Successful Bidder shall transport all solid waste collected in the City to Twin Chimneys Landfill site as designated by the City and in a manner as may be directed by the City. Any tipping fees that are currently imposed by the designated landfill, operated by Greenville County, will be paid by the Successful Bidder to the landfill.

E. **Recycling:** Successful Bidder shall collect separated recyclable items at curbside from bidder provided recycling roll carts one time per week and transport them to a managed recycling facility for processing. The City is entitled to any and all proceeds for the recyclable materials. Successful Bidder shall provide proof, upon request, of collection and proper disposition of recyclable materials, and any instance of improper disposition of recyclable materials may constitute a breach of contract.

F. **Compliance with Applicable Law:** Successful Bidder shall comply with all South Carolina regulations and City ordinances as to the collection and transporting of wastes. In the event of a dispute between Successful Bidder and any resident or business entitled to service, Successful Bidder shall accept the decision of the City as an arbitrator resolving such disputes. Successful Bidder shall be responsible entirely for compliance with any State or Federal statutes and regulations applicable to the collection, transportation and disposal of all waste collected under the auspices of this contract. Any fines or penalties imposed for violations of such Federal or State Law shall be borne entirely by the Successful Bidder without reimbursement from the City. In the event a court of law or equity or regulatory authority should impose a fine and/or penalty upon the City for violation committed by the Successful Bidder, the Successful Bidder shall reimburse the City for any expenditures made for such fine and/or penalty including attorney's fees and costs. In the event any court of law or equity or regulatory authority acts to prohibit Successful Bidder from collecting, transporting, or disposing of waste because of violations committed by the Successful Bidder, then Successful Bidder shall reimburse the City for expenses incurred in seeking and obtaining alternative waste collection and disposal services including attorney's fees and costs.

G. Liability for Injuries Sustained by Employees and Any Other Persons: Liability Insurance: Both parties recognize that the Successful Bidder is an independent contractor with the City and that the City is in no way liable for acts of negligence, recklessness, or wantonness by Successful Bidder or its agents which occur in the conduct of the Successful Bidder's duties and which cause injury to any other persons or employees of Successful Bidder or cause damage to any property of such persons. Successful Bidder assumes complete responsibility for any such acts or omissions without recourse against the City. Successful Bidder shall hold harmless the City for any resulting action brought against the City for which recovery is sought, obtained, or for which any reasonable settlement, including the expense for reasonable attorney's fees and costs. To assure the City of protection in this matter, Successful Bidder shall maintain \$1,000,000 in general and vehicular liability insurance with the City as a named insured. The City is to be provided a copy of the policy.

H. Employees: Successful Bidder shall be solely responsible for the hiring, supervision, and termination of its employees. It shall use its best efforts to obtain the services of qualified workers and supervisory personnel. Successful Bidder is responsible for the compensation and all matters incident to the compensation of all workers used to perform the services required by the City, including the provision of benefits, applicable workers' compensation and vehicle insurance coverage, and the withholding of all applicable taxes.

I. Equipment and Operations: Successful Bidder is responsible for ensuring that vehicles, equipment, operations, and transportation methods necessary to perform the services required by the contract comply with all federal and state vehicle safety and environmental requirements and traffic laws. The Successful Bidder shall provide adequate communication capabilities whereby the City can contact the Successful Bidder and its employees in the field twenty-four (24) hours a day. This may be done by cell phone or radio.

J. Quality of Service: The quality of service to be provided by the Successful Bidder shall be good and no less satisfactory than that which a reasonable person would expect to receive in a municipality having the size and location of the City of Travelers Rest. As a component of the delivery of services, the City expects, and it is incumbent upon the Successful Bidder, that the contractor put a tag on any roll carts, trash/debris piles, etc. that do not comply with the City ordinances for solid wastes and to subsequently notify the City by phone of the address and violation for which the tag was issued. This will allow the City to be aware of the violation and to follow up on insuring compliance with the ordinance.

K. Special Calls: From time to time the City receives special calls for special waste collection. The Successful Bidder agrees to collect such items that are occasionally collected under the ordinance, such as small dead animals. Successful Bidder may negotiate directly with any potential recipient of services for the additional collection of items which are not the responsibility of the City. Successful Bidder shall be the recommended provider of service for collection of additional items not the responsibility of the City, however, potential recipients of services are not required to accept the services of Successful Bidder and can contract with another party.

L. Performance Bond: The Successful Bidder shall post a performance bond in the amount of \$100,000 in a form acceptable to the City.

II. Proposal Outline to be Submitted

The proposal shall be organized and submitted with the following elements:

- A. Cover Page.
- B. Executive Summary - provide a summary describing the company's ability to perform the work requested, a history of the company's background and experience providing the products and services, the qualifications of the company's staff to be assigned to this project, any subcontractor, and/or suppliers and a brief history of their background and experience and any

other information called for by this request for bids. This summary should be brief and concise.

- C. Questionnaire/Response to Scope of Work - Each company shall provide responses and information to fully satisfy each item in the Questionnaire. Each question should be reiterated before the company's response to them.
- D. Attachments.

III. Questionnaire

- A. Company and General Information
 - 1. Company name and address.
 - 2. Letter of transmittal signed by an individual authorized to bind the company stating that the company has read and will comply with all terms and conditions of this Request for Bids.
 - 3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.
- B. Qualifications and Experience of the Company
 - 1. Describe your company's history and organizational structure. Include the size of the company, location of offices, years in business, name of owner(s).
 - 2. List the office and members of your team who will be responsible for providing the products and services.
 - 3. What is your company's experience drafting zoning codes and design guidelines? Describe comparable projects performed by your company in the last five years, including the number of projects, scope of work and status of the projects.
 - 4. Comment on other areas that may make your company different from your competitors.
- C. Questions/Response to Scope of Work
 - 1. Provide a statement of the products and/or services that differentiate your company from others.
- D. Fees
- E. References

List the name, address, and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.
- F. Implementation Schedule

Include a detailed implementation schedule and note key project timelines for deliverables. Identify any assumptions used in developing the schedule.
- G. Certificate of Insurance

The City will require the successful company to provide Certificates of insurance evidencing required coverage types and the minimum limits. See the attached City Standard Agreement for more information on the City's insurance requirements.
- H. Business License

The proposing organization does not require a City of Travelers Rest business license to respond to the Request for Bids however, the successful proposer will be required to acquire a City of Travelers Rest Business License during the contracting process and maintain an active license throughout the contracted period.
- I. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City.

IV. Evaluation of Proposals

Proposals will be evaluated on the company's ability to provide the services that meet the requirements set forth in this Request for Proposals. The City reserves the right to make such investigations as it deems necessary to determine the ability of the company to provide the products and services to a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations may be requested if deemed necessary to fully understand and compare the company's capabilities and qualifications.

Proposals will be evaluated based on the following criteria, in no order:

1. Qualifications and Experience
2. Questions / Response to the Scope of Work
3. Fees
4. References and Schedule

As reflected above, the contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating all the proposals received and discussing them further with the finalists, the City reserves the right to further negotiate the scope of work and amount of compensation.