

REQUEST FOR PROPOSALS
CITY OF GENEVA ALABAMA

Notice is hereby given to all interested parties that sealed proposals will be received by the City of Geneva, Alabama 517 S. Commerce Street, Post Office Box 37, Geneva, Alabama 36340 until 10:00 a.m. local time September 1, 2023, for the following:

Residential/Small Commercial Solid Waste Collection

Proposals will be opened in the City Council Room at the Geneva City Hall located at 517 S. Commerce Street, Geneva, Alabama 36340 on September 1, 2023, at 10:00 a.m.

Request for Proposals may be obtained from the City Clerk's office in City Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday excluding holidays or online at www.genevaal.gov.

All proposals MUST be submitted in a sealed envelope marked:

SEALED PROPOSALS and identified by the Submitter Name, and Title along with the Date and Time of Opening and mailed or delivered to the City of Geneva, Alabama, office of the City Clerk 517 S Commerce Street/Post Office Box 37, Geneva, Alabama 36340.

The right is reserved as the interest of the City may require to reject any and all proposals and to waive any informality.



David B. Hayes, Mayor

City of Geneva



REQUEST FOR PROPOSAL RESIDENTIAL/SMALL COMMERCIAL SOLID WASTE COLLECTION SERVICE

I. INTRODUCTION

A. General Information

The City of Geneva services approximately 1600 residential accounts and 105 small commercial accounts.

The City of Geneva is requesting proposals from Solid Waste Collection Services to collect all residential and small commercial accounts within a designated area of the City limits with the following requests:

To be considered, two (2) copies of a proposal must be received by City Clerk at 517 S. Commerce Street, Geneva, AL 36345, by **1:00 p.m. on Friday, September 1, 2023**. The City of Geneva reserves the right to reject any or all proposals submitted.

The City of Geneva reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Submission of the proposal indicates acceptance by the provider of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Geneva and the provider selected.

B. Term of Engagement

A three-year contract is contemplated, subject to satisfactory negotiation of terms and approval of the Geneva City Council.

II. SCOPE OF WORK TO BE PERFORMED

The Contractor will service Residential and small business accounts once per week.

95 Gallon Containers will be provided by the Contractor.

Disposal Fees will be paid by the Contractor.

City will be responsible for billing and collection of accounts.

Payment to Contractor will be based on contract fee per customer for previous month.

General Liability insurance in the amount of \$1,000,000 and Worker's Compensation is required and evidence of insurance must be furnished to the City.

III. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

City Clerk
Lisa Johnson
Post Office Box 37
517 S. Commerce Street
Geneva, Alabama 36340
Phone: 334/684-2485
Email: ljohnson@genevaal.gov

Proposals:

- a. The proposer shall submit a dollar cost bid in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL FOR
CITY OF GENEVA
SOLID WASTE COLLECTION SERVICES

- b. Proposer should mail or hand deliver the completed proposal to the following address:

City Clerk
City of Geneva
Post Office Box 37
517 S. Commerce Street
Geneva, AL 36340

B. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing services engagement as described in this request for proposals on a per can basis. The total all-inclusive maximum price to be

bid is to contain all direct and indirect costs including all out-of-pocket expenses.

Bids should include any CPI adjustments and the dates thereof, if any; any fuel surcharges you would expect to receive, etc.

The City of Geneva will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The sealed dollar cost bid sheet should include the following information:

- a. Name of Collection Service Provider
- b. Certification that the person signing the proposal is entitled to represent the firm empowered to submit the bid and authorized to sign a contract with the City of Geneva.