

Request for Proposal RFP 16-103

The Housing Authority of Columbus, Georgia (HACG) is soliciting proposals for:

DESCRIPTION: Annual Contract for Refuse Collection

RFP NUMBER: RFP 16-103

ISSUE DATE: July 13, 2016

PROPOSAL DUE DATE: August 22, 2016

PROPOSAL DUE TIME: 11:00 a.m. Eastern Standard Time

DIRECT INQUIRIES TO: Lisa L. Walters
Chief Financial Officer
PO Box 630
Columbus, GA 31902
Phone: 706-571-2884
Fax: 706-571-2849
E-mail: lwalters@columbushousing.org

All inquiries concerning this RFP must be made in writing to the Chief Financial Officer (CFO). Violation of the foregoing may result in disqualification of the Proposer to participate in this RFP. No oral conversations or agreements with any officer, agent, or employee of HACG regarding this RFP are authorized, and no other person other than the CFO shall affect or modify any terms of this RFP. Proposers may submit written questions concerning this RFP by mail or email. Telephone inquiries will not be accepted.

HACG reserves the right to, and may, amend, modify or cancel this RFP without prior notice, at any time, at its sole discretion. In the event that it becomes necessary to revise or supplement any part of this RFP, vendor will be notified by phone, fax, or certified mail. Additionally HACG reserves the right to increase, reduce, add or delete any item to this solicitation as deemed necessary where it is consistent with HACG's policies to do so.

HACG reserves the right to reject any and all bids where it is determined to be in the best interest of HACG to do so.

1. INTRODUCTION

The Housing Authority of Columbus, Georgia (HACG) is a public body and a body corporate and politic organized under the laws of the State of Georgia by the City of Columbus for the purpose of providing adequate housing for qualified low-income individuals in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development (HUD).

HACG is governed by a Board of Commissioners appointed by the City of Columbus and has governance responsibilities over all activities related to the Authority. The Board of Commissioners has full decision-making authority and the power to designate the management of the Authority. The Authority's Board elects its own chairperson. The City of Columbus has no influence over the management, budget, or policies of the Authority. The Authority is a legally separate entity that is fiscally independent of other governments. The Authority is not included in the City of Columbus' financial reports. Therefore, the Authority reports independently.

2. GENERAL REQUIREMENTS

The Housing Authority of Columbus, Georgia (HACG) is soliciting proposals from qualified vendors (herein referred to as the "Proposer") for refuse collections per the property addresses referenced on Attachment F.

The contract period shall be for thirty-six (36) months from the Effective Date of the Contract.

The contract shall have an option to extend for up to two (2) additional twelve (12) month periods if agreed upon by each party. The total contract period shall not exceed sixty (60) months from the Effective Date of the Contract, i.e., the date on which the original contract is executed by HACG.

HACG will consider price increases for contract extensions beyond the original thirty-six (36) month contract period. Such price increases are normally attributed to an index (i.e. Consumer Price Index) and will be analyzed prior to contract extensions.

3. SCOPE OF WORK

Vendor must pick up trash for the containers as per the properties and days of service on Attachment F. Some trash containers enclosures have doors. These enclosures must be opened and closed manually by the Vendor's workers. Also, some containers may have plugs in the bottom of the container to prevent rodents from entering the container. If the lids on these containers are inadvertently left open and the container fills with water, it is the responsibility of

the Vendor to remove the plug, drain the water, reinsert the plug and close the lids.

4. ADDITIONAL VENDOR RESPONSIBILITY

The Vendor shall be responsible for all damages to persons or property that occur as a result of the Vendor's fault or negligence, and shall take proper safety and health precautions to protect the work, the public, and the property of others. The Vendor shall hold and save HACG, its officers and agents free and harmless from liability of any nature occasioned by the Vendor's performance. The Vendor shall be responsible for all work performed until completion and acceptance by HACG.

5. SUBMISSION OF PROPOSAL

Proposer must submit all required documents of the proposal in a sealed envelope marked:
"ANNUAL REFUSE COLLECTION RFP 16-103"
ORGANIZATION NAME: _____

Before submitting its proposal, the Proposer will examine the entire RFP. The submission of a proposal will be construed as evidence that such an examination has been made.

Mail all proposals to:
The Housing Authority of Columbus, Georgia
Attn: Lisa L. Walters
PO Box 630
Columbus, Georgia 31902

Or hand-deliver to:

The Housing Authority of Columbus, Georgia
Attn: Lisa L. Walters
1000 Wynnton Road
Columbus, GA 31906

Any proposal received after the due date and time will not be accepted and will be returned to the Proposer unopened.

6. SUBMISSION REQUIREMENTS

A. VENDOR INFORMATION

The Vendor must indicate the name, address, telephone number, email

address, fax number, and Employer Identification Number (EIN) of the legal entity with which the contract is to be written. (Attachment A)

B. PRICING PROPOSAL

Provide pricing as per the Pricing Proposal Sheet. Pricing shall be on a firm fixed basis for the contract period. Discounted payment terms will be considered in lowering quoted pricing. (Attachment B)

C. NON-COLLUSIVE AFFIDAVIT

Vendor must complete Attachment C and it must be notarized.

D. CERTIFICATION REGARDING DEBARMENT

Each Vendor must include in his/her proposal a certification signed by a company officer indicating that neither it nor its principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (Attachment D)

E. REFERENCES

Vendor should provide references according to Attachment E.

7. EVALUATION FACTORS

The award of the contract will be made to the lowest responsive, responsible bidder. Factors which will be considered in determining the lowest responsive, responsible bid include: price, quality, conformity with specifications, discounts, and other charges.

HACG reserves the right to: (a) waive technicalities; (b) reject any and all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all Proposers; and (d) request resubmissions from all Proposers.

8. PREVIOUS CONTRACT TERMINATION

The Proposer must indicate whether the Proposer or any principal officers of the company have had any contract for the provision of products or services similar to those contemplated in this RFP terminated for default within the last five years. "Terminated for default" shall mean that a notice to stop performance was delivered to the Proposer or any of its principal officers due to the Proposer's or any principal officers' non-performance or poor performance. If the Proposer has had a contract terminated for default in this period, then the Proposer must submit full details including the other party's name, address and telephone

number, and whether the issue of performance was either:

- Not litigated due to inaction on the part of the Proposer, or
- Litigated and determined that the Proposer was in default, or
- Litigated and determined that the Proposer was not in default, or
- Not litigated and settled out of court.

9. WITHDRAWAL OF PROPOSALS

Proposals submitted early may be withdrawn by the Proposer prior to the proposal due date specified in this RFP. After the proposal due date, the proposals cannot be withdrawn by the Proposer prior to the award.

10. ACCEPTANCE OF RFP TERMS

Once the proposal due date has passed, a proposal submitted in response to this RFP shall constitute a binding offer. A submission in response to this RFP acknowledges acceptance by the Proposer of all terms and conditions of participation in this procurement as set forth in this RFP. The Proposer, by signing the proposal letter, certifies that it accepts all of the terms and conditions of participation in this procurement as set forth in this RFP, in full, without reservations, limitations, assumptions, restrictions, caveats, or any other type of qualification, except for those exceptions noted in writing and submitted in the proposal.

11. COST OF THE PREPARATION

HACG accepts no obligation for costs incurred by any Proposer in the preparation of a response to this RFP.

12. RFP RESPONSE MATERIAL OWNERSHIP

All material submitted regarding the RFP becomes the property of HACG and will not be returned to the Proposer.

13. CONTRACT

HACG reserves the right to negotiate, delete or add other provisions consistent with the successful Proposer's offer as needed to assure that the final executed agreement accurately reflects the parties' intent, the procurement/lease and the award. Any contract awarded under this RFP will be made in accordance with the provisions of this RFP.

Prior to award, the apparent winning Proposer may be required to enter into

discussions with the HACG to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved with ten (10) business days of notification of intent to award or such other period mutually agreed to be the parties, if the negotiations are not finalized within such time frame, the proposal may be rejected and discussions may be initiated with the next highest scoring Proposer as set forth in the RFP.

14.INSURANCE

Vendor must have and keep in force during the term of services the following insurance as a minimum and name HACG as an "Additional Insured" by endorsement to the policy.

- a. Minimum Professional Liability Insurance of \$1,000,000.

Provide HACG one certified copy of the insurance policy(ies) prior to commencement on the work or services to be provided.

Provide a listing of applicable insurance coverage maintained with relevant coverage limits. Provide the name of your primary insurance carrier and their related AM Best rating.

15.EQUAL OPPORTUNITY EMPLOYER

Provide a statement of your firm's affirmative action policy. Prior to being awarded a contract, the Proposer will provide HACG with an acceptable Affirmative Action/Equal Opportunity Employment Plan that documents all necessary and required steps to assure equal opportunity under the law.

16.ADVERTISING

In submitting a proposal, proposer agrees not to use the results from it as a part of any commercial advertising.

17.NOTICES

All notices, demands, requests, and claims pertaining to the award of this RFP must be addressed in writing to:

Lisa L. Walters
Chief Financial Officer
The Housing Authority of Columbus, Georgia
PO Box 630
Columbus, GA 31902

Any actual or prospective Proposer may protest the solicitation or award of a contract. All protests of the solicitations must be received ten (10) days prior to the proposal closing date. An actual or prospective Proposer has ten (10) days to protest after the basis of the protest is known or after the actual or prospective Proposer is notified of the award. All bid protests shall be in writing, submitted to the CFO, who shall issue a written decision on the matter. The Chief Executive Officer may, at his discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

18. COMPLIANCE WITH LAW

The Proposer shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity programs, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3)), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning refuse collection, and shall provide for such compliance in the contract documents. To the extent the work required under this contract is related to development, Vendor shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, Vendor shall comply with the provisions of 24 CFR § 941.208. The Vendor shall obtain, at Vendor's expense, such permits, certificates and licenses as may be required in the performance of the work specified.

19. CODE OF CONDUCT

No employee, officer, Commissioner, or agent of HACG shall participate in the selection or in the award or administration of any contract if a conflict, real or perceived, would be involved. Such conflict would arise when a substantial financial or other interest in a firm selected is held by:

- a. An employee, officer, Commissioner, or agent involved in making the award;
- b. Any member of his/her immediate family;
- c. His/her partner;
- d. An organization in which any of the above is a partner, owner, or significant shareholder (i.e., controls more than 10% of outstanding stock).

HACG officers, employees, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from its vendors, suppliers, contractors, potential contractors, or parties to subcontractors, and shall not knowingly use confidential

information for actual or anticipated personal gain.

20. FUND LIMITATIONS

HACG will not be bound to any contract (in whole or in part) if funding has been disallowed by HUD.

21. GOVERNMENT RESTRICTIONS

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful proposer to immediately notify HACG in writing specifying the regulation which requires an alteration. HACG reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to HACG.

****END OF PROPOSAL****

ATTACHMENT "A"

VENDOR INFORMATION FORM

Date: _____

RFP Contract #: _____

Vendor Name: _____

Payment Terms: _____

Authorized Signature: _____

Print or (type) Signature: _____

Title: _____

Telephone #: _____

Fax #: _____

Address: _____

Email Address: _____

Employer Identification Number (EIN): _____

ATTACHMENT "B" – PRICING PROPOSAL

1. Total monthly cost for refuse collection for all addresses on Attachment F.

2. Please indicate the normal hours for refuse collection.

3. Monthly cost for the 30 yard open container:

A. Monthly rental _____

B. Haul charge _____

C. Disposal charge _____

4. Vendor must indicate alternative pick up plan when scheduled days fall on a Holiday.

5. Describe the Vendor sanitation process for the containers.

6. Vendor must indicate any charge for return trip if access to the containers was blocked on the regularly scheduled pick up day.

7. Vendor should indicate any other additional charges not listed above.

ATTACHMENT C

NON -COLLUSIVE AFFIDAVIT

(To be modified if law requires other form)

AFFIDAVIT

(Prime Bidder)

State _____)

_____) ss

County of _____)

_____ being first duly sworn,
deposes and says:

That he is _____
(A partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the

HOUSING AUTHORITY OF COLUMBUS GEORGIA or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the bidder is an individual;
Partner, if the bidder is a partnership;
Officer, if the bidder is a corporation;

Subscribed and sworn to before me

this _____ day of _____, 20_____.

_____.

My Commission expires _____, 20_____.

ATTACHMENT D – CERTIFICATION REGARDING DEBARMENT

Each Vendor must include in his/her bid a certification signed by a company officer indicating that neither it nor its principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The signature below indicates that I am compliant with Attachment D:

Signature

Title

Date

ATTACHMENT E

REFERENCES

List at least 5 references that you are currently servicing. List by company name, point of contact and telephone number.

| | <u>Company Name</u> | <u>Point of Contact</u> | <u>Telephone Number</u> |
|----|---------------------|-------------------------|-------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

ATTACHMENT F

Warren Williams - 1200 Warren Williams Road

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 100 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 101 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 112 | 2- 6 yard | 2 x week | Mon & Thur |
| Bldg # 204 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 206 - Office | 6 yard | 2 x week | Mon & Thur |
| Bldg # 207 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 209 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 300 | 6 yard | 2 x week | Mon & Thur |

Rivers Homes - 1050 Adair Avenue

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 706 | 6 yard | 2 x week | Mon & Thur |

Nicholson Terrace - 1313 14th Street

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 706 | 6 yard | 3 x week | Mon Wed Fri |

Luther C. Wilson - 3400 8th Avenue

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 104 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 109 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 201 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 208 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 304 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 308 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 316 | 8 yard | 2 x week | Mon & Thur |

| | | | |
|------------|------------|----------|------------|
| Bldg # 318 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 407 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 407 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 409 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 415 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 418 | 2 - 6 Yard | 2 x week | Mon & Thur |
| Bldg # 422 | 6 yard | 2 x week | Mon & Thur |

Louis T. Chase - 120 20th Street

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 501 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 503/505 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 605 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 701 | 4 yard | 2 x week | Mon & Thur |
| Bldg # 703 | 6 yard | 2 x week | Mon & Thur |

Elizabeth E. Canty - 100 20th Avenue

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 104 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 106 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 205 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 206 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 407 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 505 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 603 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 608 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 702 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 806 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 902 | 8 yard | 2 x week | Mon & Thur |

Farley Homes - 1901 Nina Street

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|---------------------------|----------------|----------------------|
| Bldg # 500 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 510 | 8 yard | 2 x week | Mon & Thur |

| | | | |
|------------|----------|----------|------------|
| Bldg # 512 | 2-8 yard | 2 x week | Mon & Thur |
| Bldg # 611 | 8 yard | 2 x week | Mon & Thur |
| Bldg # 618 | 8 yard | 2 x week | Mon & Thur |

EJ Knight - 3610 Youman Street

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| Bldg # 101 | 6 yard | 1 x week | Wed |
| Bldg # 102 | 6 yard | 1 x week | Wed |
| Bldg # 107 | 6 yard | 1 x week | Wed |
| Bldg # 108 | 4 yard | 1 x week | Wed |
| Bldg # 111 | 6 yard | 1 x week | Wed |
| Bldg # 112 | 8 yard | 1 x week | Wed |
| Bldg # 202 | 6 yard | 1 x week | Wed |
| Bldg # 206 | 6 yard | 1 x week | Wed |

Columbus Villas - 6016 Georgetown Drive

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| Bldg # 1-8/Office | 6 yard | 2 x week | Mon & Thur |
| Bldg # 17-24 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 33-40 | 6 yard | 2 x week | Mon & Thur |
| Bldg # 62-72 | 6 yard | 2 x week | Mon & Thur |

Willow Glen - 2971 Buena Vista Road

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| | 8 yard | 1 x week | Wed |

Legacy Terrace - 801 9th Street

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| | 2 yard | 1 x week | Tue |

Gentian Oaks - 4503 Reese Road

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| | 6 yard | 2 x week | Mon & Thur |
| | 8 yard | 2 x week | Mon & Thur |

Tenant Selection Office - 1180 MLK Blvd.

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| | 6 yard | 2 x week | Mon & Wed |

Senior Citizen Center - 1121 Fort Benning Road

| <u>Building Numbers</u> | <u>Container Size</u> | <u>Service</u> | <u>Days Serviced</u> |
|-------------------------|-----------------------|----------------|----------------------|
| | 20 yard roll off | | |