

REQUEST FOR PROPOSAL  
CARROLL COUNTY BOARD OF COMMISSIONERS  
(Solicitation No 11-A013)

**GRINDING AND REMOVAL OF YARD WASTE SERVICES FOR THE  
CARROLL COUNTY SOLID WASTE MANAGEMENT FACILITY**

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**1. Intent/Background**

The Carroll County Board of Commissioners is soliciting proposals from qualified companies to enter into an annual contract for the **GRINDING AND REMOVAL OF YARD WASTE SERVICES FOR THE CARROLL COUNTY SOLID WASTE MANAGEMENT FACILITY** located at 439 Simonton Mill Road, Carrollton, GA. 30117.

Background: The Carroll County Solid Waste Management Facility is the only location for county residents to dispose of their yard waste. Yard waste is placed in a staging/collection area on the property. The City of Carrollton and the County's Roads Department also use this facility for disposing of limbs, trees and other vegetation.

The County has historically generated approximately 5000 tons of yard waste per year. This number of tons may vary depending on the number of storms, floods, heavy winds, etc. experienced by the County. There is no guarantee of the number of tons in the contract.

The minimum qualifications and the scope of work are described on the following pages. Prior experience in providing these types of services is preferred.

**2. Qualifications of company:**

The County desires to retain a vendor or sole proprietor with prior experience in grinding and removal of yard waste. This successful bidder shall be required to submit such evidence of qualifications as deemed necessary. The County shall consider any evidence available to its financial, technical and other qualifications and abilities of the bidder. Bidders shall be required to show that they have had experience in work of the same nature and supply the County with a list of references, who may be contacted, concerning the results of similar work performed by the bidder. The County shall have the right for final decisions in regard to bidder qualifications.

**3. Submittal Requirements/Format**

Proposals should be simple and economical, providing straight-forward, concise description of the bidder's ability to meet the requirements of this RFP. All

services to be performed shall be carried out by competent, qualified and experienced personnel. Qualified submittals shall include the following.

Three (3) copies of the sealed proposal must be delivered to:

Carroll County Board of Commissioners  
Purchasing Department, Room 410  
423 College Street  
Carrollton, GA 30117  
Attn: Russ Benedict, Purchasing Manager

The proposal shall be delivered no later than **3:00 pm Wednesday, April 27, 2011**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – GRINDING AND REMOVAL OF YARD WASTE FROM THE CARROLL COUNTY SOLID WASTE FACILITY (Solicitation No. 11-A013), April 27, 2011”**.

Any questions regarding this Request for Proposal should be directed to:

Russ Benedict  
Purchasing Manager  
Carroll County Board of Commissioners  
Phone Number – (770)830-5868  
rbenedict@carrollcountyga.com

Carroll County reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of the County. **The County reserves the right to modify the contract after its award.**

No proposals will be received or accepted after 3:00 pm Wednesday, April 27, 2011. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within sixty days after the proposal opening and shall remain firm through this period.

Format: The proposal shall be on 8 ½ x 11 inch paper and organized in sections following the order specified under contents.

Contents: Proposal shall contain the following information:

- A letter of transmittal signed by an individual authorized to bind the proposing entity.

- Complete Bid Sheet, Exhibit A.
- Complete the acknowledgement of compliance for insurance requirements and attach a copy of a valid insurance certificate for the firm's general liability, automobile insurance, and proof of adequate worker's compensation coverage for employees, Exhibit B.
- Complete the Certificate of Qualifications, Exhibit C.
- Complete the Affidavit Verifying Status for Carroll County Public Benefit Application, Exhibit D.
- Complete the Contractor Affidavit and Agreement (E-Verify), Exhibit E.
- Complete the Sub-Contractor Affidavit and Agreement (E-Verify), Exhibit F.
- A listing of Georgia Clients (county, city or state) the bidder has completed projects similar in size and scope. Bidders shall provide the client name, address and phone number. Other non-governmental clients may also be used.
- Degree of work, if any, that is to be subcontracted. Provide names and contact information for the subcontractor(s).
- Provide a list of disposal sights the Contractor will use to dispose of yard waste removed from the property.

#### **4. Pre-Bid Conference**

There will be a pre-bid conference on Thursday, April 14, 2011 at 3:00 pm at the Solid Waste Management Facility, 439 Simonton Mill Road, Carrollton, GA 30117. All bidders are strongly encouraged to attend.

#### **5. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals**

- Does the Provider demonstrate an understanding of the County's needs?
- Does the Provider possess the ability, capacity, skill, and financial resources to provide the requested service?
- Can the Provider take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?

- Has the Provider performed satisfactorily in previous contracts of similar size and scope; has it otherwise demonstrated its capacity to perform the contract the County seeks to establish through this RFP?
- Does the Provider have all necessary certification (if any) to perform stated work?
- Can the Provider start work immediately after award?

## **6. Scope of Services**

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made part of the Agreement. Contractors interested in obtaining a contract with Carroll County for the GRINDING AND REMOVAL OF YARD WASTE FROM THE CARROLL COUNTY SOLID WASTE FACILITY shall prepare a written proposal to include, but not be limited to, the following terms and conditions:

To provide the GRINDING AND REMOVAL OF YARD WASTE from the County's Solid Waste Facility. Service shall include the following:

- Contractor shall be responsible for providing all equipment and labor for the grinding and removal of yard waste from the Solid Waste Management Facility. The County will have no involvement with providing equipment or staff to complete these services.
- The contractor will ensure this service is scheduled and completed on a quarterly basis (every 90 days). The County reserves the right to modify this schedule as needed based on the amount of yard waste held at the facility.
- Contractor shall have complete control of all hiring, discharging, paying, and supervising of all labor and the manner and means for performing all work.
- All services must be performed during regular working hours of the Solid Waste Facility. All times must be scheduled in advance with the Solid Waste Manager.
- All yard waste should be ground and chipped directly into the transfer trucks or trailers. Clean-up is the responsibility of the contractor.
- Contractor shall ensure all yard waste removed from the property is properly disposed of in accordance with all state, local and EPD regulations.

- County reserves the right to suspend the work contemplated hereunder due to weather conditions or at such times as the County may determine.
- All services will be performed in a careful and prudent manner.
- Contractor shall use the scales at the facility to weigh all yard waste leaving the property. These weights will be the only acceptable weights for billing purposes.
- The contractor will be responsible for obtaining all necessary licenses and permits, if needed or required by law.

## **7. Terms**

The Term of the Agreement will be for one (1) year. The County shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than two (2) additional one-year terms.

## **8. Insurance Requirement**

Companies shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Contractor agrees to amend, supplement or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-form property damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.
- (b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.

- (c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100, 000.00 per accident.

A "Certificate of Liability Insurance" showing Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

## **9. Safety Measures**

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

## **10. Price**

The price per ton shall remain firm for the term of the contract. The vendor or proprietor will be required to enter into a formal agreement with Carroll County.

## **11. Payment**

The successful bidder will forward an original invoice within ten (10) days of the completion of each service.

Invoices will be sent to:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30117

Accounts are NET 30 DAYS.

## **12. Knowledge of Conditions**

At the time of the opening of the proposals, each proposer will be presumed to have inspected the properties and to have read or have been made thoroughly familiar with the specifications regarding hay cutting and baling services. Further, the vendor or sole proprietor, has had the opportunity to ask questions regarding any aspect of services that is related to this proposal. No consideration will be granted for any alleged misunderstanding of the services to be furnished, it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein

## **13. Right of Rejection**

The Carroll County Board of Commissioners reserves the right to reject any and all proposals, waive formalities, negotiate with the most responsible bidder, and select the proposal determined in their judgment to be most advantageous to Carroll County Government, taking into consideration the evaluation factors set forth in the Request for Proposal.

The County reserves the right to accept the proposal of an bidder other than that of the lowest bidder

R. Benedict  
Purchasing Manager

CARROLL COUNTY BOARD OF COMMISSIONERS

BID FORM

Company/Proprietor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Management Contact (person responsible for direct contact with Carroll County for services required for this Request for Proposals):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Price per Ton:** \_\_\_\_\_

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**Contractor's Acknowledgement of Compliance with Insurance Requirements**

Contractor agrees, acknowledges and is fully aware of the insurance requirements as specified in Insurance Requirements of the Request for Proposals (Solicitation 11-A013) and accepts all conditions and requirements as contained therein.

Company: \_\_\_\_\_  
Name (Please Print)

By: \_\_\_\_\_  
Contractor's Signature

Date: \_\_\_\_\_

**This executed form must be submitted with proposal.**

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CERTIFICATION OF QUALIFICATIONS**

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Services to the County in accordance with the Request for Proposal (RFP), dated April 6, 2011, and to be bound by the terms and conditions of the RFP.
2. This company has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated April 6, 2011.
5. The proposal shall be valid for 60 days from April 27, 2011.

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Affidavit Verifying Status for a Carroll County Public Benefit Application

By executing this affidavit under oath, as a bidder for **REQUEST FOR PROPOSAL** or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for **11-A013 – Grinding and Removal of Yard Waste Services for the Carroll County Solid Waste Management Facility** for \_\_\_\_\_ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity], a representative for \_\_\_\_\_ [Name of business or corporation].

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:      Date:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ \* \_\_\_\_\_  
Alien Registration number for non-citizens

Notary Public  
My Commission Expires:

**\*Note:** O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provided their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_



**CONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)  
RFP 11-A013 – GRINDING AND REMOVAL OF YARD WASTE SERVICES FOR THE  
CARROLL COUNTY SOLID WASTE MANAGEMENT FACILITY**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is contracting with the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Carroll County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Carroll County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
E-Verify \* User Identification Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_



**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)  
RFP 11-A013 – GRINDING AND REMOVAL OF YARD WASTE SERVICES FOR THE  
CARROLL COUNTY SOLID WASTE MANAGEMENT FACILITY**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
E-Verify \* User Identification Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
  
\_\_\_\_\_