

City of Cochran
112 W Dykes St
Cochran, GA 31014
Richard Newbern
City Manager

Phone: (478) 934-6346
Fax: (478) 934-3230

REQUEST FOR PROPOSAL
RESIDENTIAL CURBSIDE SOLID WASTE COLLECTION SERVICES
RESIDENTIAL CURBSIDE RECYCLING COLLECTION SERVICES
COMMERCIAL COLLECTION SERVICES

You are invited to submit a proposal to the City of Cochran, Georgia for the following:

- Residential Curbside Solid Waste Collection Services
- Commercial Collection Services
- Residential Curbside Recycling Collection Services (as an alternate)

Attached hereto are the general conditions, technical specifications, and submittal format. The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from the City of Cochran. Failure to comply with the written requirements for this RFP may result in the disqualification of the submittal by the City of Cochran.

Submittals are to be sealed, marked with the vendor's name and address, and labeled:

Residential Curbside Solid Waste Collection Services

and delivered to:

City of Cochran - City Clerk
112 W Dykes St
Cochran, Georgia 31014

The City of Cochran reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the City.

SECTION I. REQUEST FOR PROPOSAL OVERVIEW

1.0 Purpose

The City of Cochran is issuing this Request for proposal (RFP) for Residential Curbside Solid Waste Collection Services, Residential Curbside Recycling Collection Services, and Commercial Collection Services.

1.1 Information and Timetable

The anticipated schedule for the Request for Proposal is as follows:

- **Request for Proposal Available: Friday, August 1, 2025**
- **Submittal deadline: Friday, September 19, 2025, by 2:00 PM EST**
- **Anticipated Award of Contract: No more than ninety (90) days following submittal deadline**

1.2 Request for Proposal Submission

All copies (See Section 1.17) of the complete signed submittal must be received by the deadline listed in Section 1.1. Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the Request for Proposal Title (Residential Curbside Solid Waste Collection Services) to:

**City of Cochran – City Clerk
112 W Dykes St
Cochran, Georgia 31014**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 AM and 4:30 PM EST, Monday through Friday, excluding holidays observed by the City of Cochran.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

1.3 Contact Person and Inquires:

Vendors are encouraged to contact Richard Newbern, City Manager, by e-mail at rnewbern@cityofcochran.com and/or Candace Summerall, City Clerk, by e-mail to csummerall@cityofcochran.com to clarify any part of the Request for Proposal requirements. All questions that arise must be submitted prior to ten (10) business days before the submittal due date of September 19, 2025, by 2:00 PM EST (see 1.1) and shall be directed to the contact person in writing via email (csummerall@cityofcochran.com). Any unauthorized contact shall not be used as a basis for responding to this RFP and may result in the disqualification of the vendor's submittal.

1.4 Additional Information / Addenda

The City of Cochran will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued seven (7) days prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this Request for Proposal or in any addendum to this Request for Proposal. Where there appears to be a conflict between the Request for Proposal and any addenda issued, the last addendum issued will prevail.

Addenda will be published on the City of Cochran's website cityofcochran.com and the Georgia Procurement Registry website at <https://ssl.doas.state.ga.us/gpr/>. Vendors are encouraged to check this site regularly for immediate access to issued addenda. Request for Proposal information can also be requested as stated above (1.3).

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements.

1.5 Late Submittal, Modifications, and Withdrawals

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Cochran assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

1.6 Rejection of Proposals

The City of Cochran may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. Submittals

received after said time or at any place other than the time and place as stated in the notice will not be considered.

1.7 Minimum Acceptance Period

Valid submittals shall not be withdrawn without written permission from the City of Cochran and shall remain valid for a period of ninety (90) days from the date specified for receipt of submittals. Requests for withdrawal must be submitted in writing.

1.8 Non-Collusion Affidavit

By submitting a response to this Request for Proposal, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of the City of Cochran has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

1.9 Costs Incurred by Vendors

All expenses involved with the preparation and submission of the Request for Proposal to the City of Cochran, or any work performed in connection therewith is the responsibility of the vendor(s).

1.10 Request for Proposal Opening

Request for Proposal submittal package(s) will be opened at the time proposals are due at City Hall, 112 W Dykes St, Cochran, GA, 31014.

1.11 Taxes

The City of Cochran is tax exempt. The selected vendor will be provided with the State of Georgia Sales and Use Tax Certificate of Exemption number upon request.

1.12 Vendor Information

All submissions shall include a current **W-9**. Vendors whose place of business is other than the State of Georgia may be required to provide the Finance Director with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to

provide this information will result in the disqualification of the vendor from submitting a proposal.

1.13 Insurance

The selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin in the City of Cochran. The minimum requirements are listed in Section 2.5.

1.14 Termination

Federal, State, and other Local government agencies may terminate this Agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this Agreement.

1.15 Anti-Discrimination

By submitting a response to this Request for Proposal, all perspective vendors certify to the City of Cochran that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. In every contract of over \$10,000.00 the provisions in 1.15.1 and 1.15.2. apply:

1.15.1 During the performance of this contract, the vendor agrees as follows:

1.15.1.1 The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1.15.1.2 The vendor, in all solicitations or advertisements for employees placed by or on behalf of the vendor, will state that such vendor is an equal opportunity employer.

1.15.1.3 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1.15.1.4 The vendor will include the provisions of the above in every subcontract or purchase order of over \$10,000.00 so that the provisions will be binding upon each sub-vendor or vendor.

1.16 Illegal Immigration Reform and Enforcement Act of 2011

Vendors submitting a response to this Request for Proposal must complete the Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the Request for Proposal package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

1.16.1 The form must be signed by an authorized officer of the vendor or their authorized agent.

1.16.2 The form must be notarized.

1.16.3 The vendor will be required to have all sub-vendors and sub-sub-vendors who are engaged to complete physical performance of services under the final contract executed between the City of Cochran and the vendor complete the appropriate sub-vendor and sub-sub-vendor affidavits and return them to the City of Cochran a minimum of five (5) days prior to any work being accomplished by said sub-vendor or sub-sub-vendor. Format for this affidavit can be provided to the vendor if necessary.

1.17 Submission Requirements

To facilitate evaluation of proposals please submit the following:

1.17.1 One (1) fully executable (signatures included) electronic copy of the response in PDF format.

1.17.2 Three (3) paper versions of the Request for Proposal. The original shall be clearly marked "original".

1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this Request for Proposal.

1.18 Acceptance

Submission of any proposal indicates acceptance of the conditions contained in the Request for Proposal unless clearly and specifically noted otherwise in the proposal.

1.19 Municipal Government

The City of Cochran operates with a Mayor and six (6) member City Council. It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. Vendors must be prepared to attend the Council Work Session scheduled for **Thursday, October 9, 2025 at 6:00 p.m.** in the City Auditorium at 102 North Second Street. Vendors who, after due consideration, are short-listed for further consideration are eligible to make a presentation to the City Council. A vendor representative will be asked to attend a monthly department head meeting (if

requested). The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes. The City of Cochran is approximately five (5) square miles with a population of **5,026** (2020 U.S. Census) The sanitation service area is approx. six (6) square miles, because the City does provide sanitation pick-up service to some unincorporated residents. The city serves approximately **2,068** different solid waste accounts. Residential and commercial poly carts account for a total of **1,818** and there are **250** total commercial dumpsters (June 1st billing). and commercial accounts are billed for solid waste per city ordinance.

SECTION 2. SUBMISSION REQUIREMENTS

Purpose: The purpose of this document is to provide information to Proposers for submitting a proposal to supply the City of Cochran with the services contained within.

2.0 How to Prepare Proposals:

2.1 All proposals shall be prepared on the forms enclosed, along with written explanations where applicable.

2.1.1 Typewritten or completed with pen and ink and signed by the Proposers' authorized representative. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

2.1.2 Completed in their entirety containing all information required by the Request for Proposal.

2.1.3 Submitted in a sealed package, plainly marked with the title "Residential and Commercial Curbside Solid Waste Collection Services." along with the name and address of the Proposer.

2.1.4 Mailed or delivered in sufficient time to ensure receipt by the City of Cochran on or before the date and time specified. Request for Proposal's not received by the time and date specified will not be opened or considered.

2.1.5 Contained and organized in a three-ring binder that shows the name of the Proposer and the title of the Request for Proposal on the front cover. The contents of the proposal shall be identified with eight (8) tabbed sections, as follows:

1. **Proposal Forms:** This section should include the Proposal Pricing Form, Non-Collusion Affidavit, and the Employment Eligibility Form.

2. **Company Information:** This section should contain the name, address, history, and current description of Proposer.
3. **Financial Information:** This section should contain a copy of the Proposers' Business License, Tax Identification Form **W-9**, Proof of Insurance, and evidence of bond ability.
4. **Experience and References:** This section should contain a description of curbside solid waste collection experience in the State of Georgia. Include at least three (3) references for City contracts with the same or a greater population than Cochran, Georgia. Each reference must include the number of homes served and a summary of the type and frequency of service.
5. **Service Proposal:** This section should describe the Proposers' approach to each of the required services including the type of equipment to be used, routing strategy, intended disposal site(s), customer service plan, implementation plan, and any operational standards related to hiring, training, and safety. This should also include details of the proposed method of electronic reporting and communications as well as adjustments to service on holidays.
6. **Promotion and Education:** This section should include a description of the Proposers' commitment to promoting, educating, and informing residents of program information and any changes in service. Samples of materials used in other Georgia cities and counties should be included.
7. **Alternate Proposals and Exceptions:** This section should contain a list of items from the standard service requirements that the Proposer is not capable of, or willing to, deliver. This section may also include alternative approaches to the management and service delivery of the City of Cochran's solid waste program. Pricing for alternative proposals must also be included in this section.
8. **Miscellaneous:** This section should contain any additional information that the Proposer would like to present.

2.2 Forms Requiring Signature

The following forms shall be included in the proposal submission and must be signed by an authorized representative of the Proposer.

2.2.1 Proposal Pricing Forms (Exhibit A): By signing and submitting the proposal forms, Proposer acknowledges that it understands and accepts, other than those listed as "Exceptions", all of the conditions, requirements and specifications of this Request for Proposal.

2.2.2 Non-Collusion Affidavit (Exhibit B): By signing and submitting this affidavit, Proposer declares that its agents, officers or employees have not directly, or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

2.2.3 Immigration Compliance Requirements:

2.2.3.1 E-Verify Requirements (Exhibit C): The vendor hereby verifies that it has, prior to executing this Agreement, executed an E-Verify Affidavit (to be sworn under oath under criminal penalty of false swearing pursuant to O.C.G.A. § 16-10-71), a form of which is attached hereto as Exhibit C, and submitted such affidavit to the City of Cochran in person, electronically, or by mail.

2.2.3.2 SAVE Requirements (Exhibit D): Pursuant to O.C.G.A. § 50-36-1, the City of Cochran must obtain a SAVE Affidavit and a secure and verifiable document evidencing the vendor's legal status in the country each time that vendor obtains a public benefit, including any contract, from the City of Cochran.

2.3 Bonding Requirements

Upon execution of the agreement the Proposer shall have 14 days to provide to the City of Cochran a valid Performance Bond in an amount equal to the annual revenue. The validity of the Performance Bond is subject to City acceptance. The Performance Bond shall be renewed annually.

2.4 Indemnification and Hold Harmless

The vendor covenants and agrees to take and assume all risk and responsibility for the work rendered in connection with this Agreement. The vendor shall bear all losses and damages directly or indirectly resulting to on account of the performance or character of the work rendered and materials used pursuant to this Agreement. Vendor shall defend, indemnify and hold harmless the City of Cochran, its officers, boards, commissions, elected and appointed officials, employees, servants, volunteers and agents from and against any and all claims, injuries, suits actions, judgments, damages losses, costs, expenses and liability of any kind whatsoever, including but not limited to attorney's fees and costs of defense.

2.5 General Insurance and Workers' Compensation

2.5.1 Requirements

The vendor shall have and maintain in full force and effect for the duration of this Agreement, insurance protecting against claims for injuries to persons or damages to

property which may arise from or in connection with the performance of the work or the materials used by the vendor, its agents, representatives, employees or sub-vendors. All policies shall be subject to approval by the City of Cochran's City Attorney as to form and content.

2.5.2 Minimum Limits of Insurance

The vendor shall maintain insurance policies with coverage and limits no less than:

- **Commercial General Liability:** \$1,000,000.00 (one million dollars) per occurrence for bodily and personal injury, sickness, disease, or death, injury to or destruction of property, including loss of use resulting therefrom.
- **Commercial Automobile Liability (owned, non-owned, hired):** \$1,000,000.00 (one million dollars) per occurrence for bodily and personal injury, sickness, disease, or death, injury to or destruction of property, including loss of use resulting therefrom.
- **Workers' Compensation:** limits as required by the State of Georgia and Employers Liability limits of \$1,000,000.00 (one million dollars) per accident or disease.

SECTION 3 - GENERAL CONDITIONS

3.1 Legal Compliance

The successful Proposer will conform to all Federal, State, and Local laws and ordinances regarding solid waste and recyclables collections services.

3.2 Exclusivity

The successful Proposer will receive the exclusive right to solid waste collection services performed within the city limits for solid waste collection services. Materials included in this exclusivity is residential solid waste collection as they have been defined in the Georgia Comprehensive Solid Waste Management Act of 1990.

3.3 Independent Vendor & references

The vendor hereby covenants and declares that it is an independent business and agrees to perform the Work as an independent vendor and not as the agent or employee of the City of Cochran.

Vendors or municipal solid waste firms must furnish at least three (3) complete and relevant references of cities of similar size to Cochran who use the vendor's services.

3.4 Contract Term

The initial contracted term of service will begin on Sunday, March 1, 2026 and end on February 28, 2029.

3.4.1 The term of service shall be three (3) years with a potential additional term of three (3) years being added by the City of Cochran at the conclusion of the original contract term. Should either the City of Cochran or vendor elect not to renew and extend the contract for an additional three (3) year period, notice must be given, by certified mail (return receipt requested) to the other party in writing not less than ninety (90) days prior to the expiration of the Contract. If the City chooses to extend the contract with the additional term of three (3) years, it must notify the Vendor in writing of its desire at least one hundred twenty (120) days prior to the expiration of the Agreement period.

3.5 Performance Bonds

A Performance Bond with a corporate surety, or cash, shall be provided to the City of Cochran in the amount of \$100,000. It shall be executed by a surety company licensed to do business in the State of Georgia.

3.6 Prosecution of Work

The vendor will begin work upon receipt and acknowledgement of the "Notice to Proceed" as disseminated by the City of Cochran, within ten (10) working days of said notice.

3.7 Coordination of Work

Within ten (10) working days following the "Notice to Proceed", the vendor will provide a projected collections schedule.

3.8 Definitions:

3.8.1 **Residential Dwelling Unit:** Any single home, two-family unit, four-family unit, all condominiums, and all apartment complexes.

3.8.2 **Curb Collection:** The vendor shall provide solid waste and collection removal and disposal service to all residential dwellings (including condominiums) within the water/sewer service area of Cochran. There shall be once a week collection of solid waste from the curb of the premises. On collection days all refuse containers and items of refuse shall be placed at a designated collection point. The vendor will not be required to collect refuse from the inside of the buildings.

The vendor, at no additional cost, shall make available to customers that are handicapped, over 65 years of age, or infirm, a backyard service. Qualification under this section shall be

based on the customer providing the City of Cochran with a letter from a physician, licensed in the State of Georgia, and the verification the customer is handicapped, over 65 years of age, or infirm.

3.8.3 Solid Waste: All semi-solid and solid waste derived from and during the procurement, storage, processing, cooking, and consumption of food materials of animal, vegetable or synthetic origin which are intended for and are used by residents, for the refreshment or sustenance of human beings or animals. Solid waste shall not include human bodies, body parts, dead animals, animal parts, household hazardous waste such as wet paint, pesticides, strong clean air agents, tires, auto batteries, and combustibles of all kinds.

3.9 Rate Adjustments

Consumer Pricing Index: Rates shall be submitted for consideration to the City of Cochran by October 1st of each year beyond 2026 and reviewed against the rate of inflation as reported by the Department of Labor's Consumer Pricing Index for All Urban Consumers - U.S. City Average - Garbage and Trash Collection. Service fees for the first year of the contract, from March 1, 2026 to February 28, 2027 shall be increased on the basis of 100% of the increase with a 3% cap, in the Department of Labor's Consumer Pricing Index for All Urban Consumers - U.S. City Average - Garbage and Trash Collection

3.9.1 Adjustable Fuel Surcharges: The base rate for fuel will be based on the average, on highway, price of diesel over the most recent 12-month period as reported by the U.S. Energy Information Administration for the Lower Atlantic Region. If the average cost of fuel increases over 10% a fuel surcharge may be added. Once the rate drops below the 10% threshold the surcharge will be removed. Calculations and adjustments shall occur quarterly.

3.9.2 Unforeseen Increases: In the event that the vendors' operational costs are increased due to changes in governmental regulations or disposal fees, the vendor may submit a request for an increase including a cost analysis that demonstrates a proof of need. The City will have the sole discretion as to whether an increase is justified.

3.10 Licenses, Permits, Etc.

The vendor covenants and declare that it as well as its employees, agents and sub-vendors (inclusive of sub-vendor's employees and agents) have obtained and possess all diplomas, certificates, licenses, permits, or the like required of the vendor by any and all national, state, regional, county, local boards, agencies, commissions, committees or other regulatory bodies in order to perform the work contracted for under this Agreement.

3.11 Exception or Waivers

No failure by the City of Cochran to enforce any right or power granted under this Agreement, or to insist upon strict compliance by vendor with this Agreement, and no custom or practice of the City of Cochran at variance with the terms and conditions of this Agreement shall constitute a general waiver of any future breach or default or affect the City of Cochran's right to demand exact and strict compliance by vendor with the terms and conditions of this Agreement.

3.12 Holiday Schedule

Collections shall be required on all holidays except Thanksgiving , Christmas, New Year's Day, Memorial Day, July 4 and Labor Day if they fall during a normal business day (M-F). Following Thanksgiving , Christmas, New Year's Day, Memorial Day, July 4 and Labor Day, collection will occur the day following (excluding Sunday).

3.13 Assignability

The contract shall not be assignable or transferable by the vendor, nor shall any service be performed by a sub-vendor for the vendor without the prior written consent of the City of Cochran.

3.14 Complaint Resolution

Should the vendor miss the collection of any of the services from a customer and fail to resolve the complaint on the same day as reported, then the vendor shall take sole responsibility to ensure that corrective action takes place as soon as possible. Additionally, the vendor shall maintain complaint forms indicating the time and date a complaint or request is received, the nature of the complaint or request, the name and address of the persons making the complaint or request and the disposition of the same. Such records are to be transmitted to the City of Cochran monthly.

3.15 Force Majeure

The vendor shall not be liable for failure to perform for reasons beyond its control which may include, but are not limited to, acts of the government, fires, floods, strikes, epidemics, quarantine restriction, freight embargoes, unusually severe weather or other Acts of God.

3.16 Emergency Failure to Perform

In the event of an emergency or failure by the vendor to be able to adequately perform residential waste collection services, the vendor shall immediately contact the City Clerk's office and the Public Works Director of the City of Cochran. This is very important. If a live voice-to-voice conversation is not possible, the vendor shall contact the Public Work's Director's office or the Police Department of the City of Cochran. The vendor shall follow the instructions of the City Clerk and Public Works Director of the City of Cochran to insure the public health, safety, and welfare of the City of Cochran.

3.17 Damages

The vendor shall be responsible for all damage or injuries to property of any character, resulting from any act, omission, negligence, or misconduct in the prosecution of the work or resulting from the materials used. When any direct or indirect damage or injury is done to public property by or on account of any act, omission, negligence, or misconduct in the execution of the work, the vendor shall either restore at its own expense such property to a condition similar, or equal to that existing before such damage or injury occurred; or shall make good such damage or injury in a manner acceptable to the owner of the damaged property, and to the owner's representative.

3.18 Liquidated Damages

The vendor shall pay as liquidated damages in the amount of five hundred dollars (\$500) per day for failure to comply with the provisions of the contract for service.

3.19 Failure to Perform

In addition to the provisions of the Performance Bond, if the vendor fails to service the city on a timely basis, the vendor shall forfeit payment for services not performed unless remedied to the satisfaction of the City of Cochran or caused by an act of God.

SECTION 4. SCOPE OF SERVICES

The City of Cochran requires residential curbside solid waste collection services for homes contained within its water/sewer service area. The equipment to be used, materials to be collected, service frequencies, and all other requirements are listed below.

4.1 Residential Curbside Garbage Collection

The vendor will be required to provide a cart of not less than ninety-six (96) gallons for each occupied home to be serviced on a weekly basis.

4.2 Cart Contents

Only bagged Municipal Solid Waste as is defined by the Georgia Comprehensive Solid Waste Management Act of 1990 may be placed in the container for collection.

4.2.1 Cart Placement: Containers must be placed at the curb no later than 7:00 AM on the morning of collection and should be placed as close to the curb as is safely possible without interfering with the flow of traffic.

4.2.2 Cart Overflow: Cart overflow is not allowed.

4.3 Curbside Recycling

The vendor shall (If available) provide a curbside recycling program for residential customers with allowable commodities being picked up in containers provided to the customers through the vendor. Curbside recycling is being bid as an **alternate**, and the City needs to review this program activity relative to the costs and benefits of the program. The company shall provide curbside collection of recyclable materials from each residential unit once per month in conjunction with the collection of household waste. It shall be single stream and include, at a minimum, non-glossy cardboard, aluminum, one (1) and two (2) plastics. It should be noted that the materials may change from time to time based upon the wishes of the receiving recycling center.

4.4 Disposal Requirements

All waste collected from the city shall be delivered to a solid waste facility that has been permitted in accordance with applicable laws, rules, and state regulations for the disposal of solid waste.

4.5 Collection Vehicles

Vendor is to furnish the necessary vehicles for the collection of solid waste. The vehicles must not leak and must be provided with tops or coverings to guard against spillage and shall conceal said contents from view; said vehicles are to be kept covered or closed at all times except when being loaded or unloaded.

4.6 Customer Service Standards

All complaints received by the vendor, or the City of Cochran shall be addressed in a timely manner (by the end of business on the next business day). The vendor shall maintain a daily log of all complaints received and time that complaint was resolved. The vendor shall provide a monthly report to the City of Cochran, which will include copies of the daily reports for the prior month.

4.7 Customer Service Center

The vendor will operate and maintain a Customer Service Center with that can communicate immediately with the City regarding unscheduled interruptions in service.

The vendor's Customer Service Center will operate with the following minimum requirements:

4.7.1 Open between the hours of 8:00 AM and 5:00 PM, Monday through Friday, during such time calls must be answered by a Customer Service Representative.

4.7.2 During all other times, calls to the Customer Service Center will be received by an answering service or machine.

4.7.3 The vendor should implement procedures approved by the City of Cochran whereby complaints can be received via fax, e-mail and website.

4.8 Routing and Software Requirements

The vendor shall utilize routing software to create a routed service strategy that limits truck traffic through the community while maximizing productivity to minimize fuel consumption and the City of Cochran's carbon footprint. Prior to service implementation, the vendor must submit service route maps that are color-coded by zone for final route approval. Route maps shall be delivered in an electronic format that enables the City of Cochran to display on its website.

4.9 Collection Routes

The vendor shall propose a schedule and routes for the collection of solid waste, including residential and yard trash pick-up, and commercial pick-up, subject to City approval.

4.10 Collection Route Schedule

The vendor shall establish with the City of Cochran a schedule addressing the days of the week each collection shall be executed. This schedule will not vary or change without the written permission of the City of Cochran, except in situations as allowed in other passages of these specifications (for example, holiday schedule, etc.).

No collection shall be made before 7:00 AM or after 7:00 PM, except by express authorization of the City of Cochran. No collections shall be made from any types of premises on Sundays. Saturdays will only be allowed for missed pick-ups and holiday weeks as described above.

The vendor shall pick-up bulk-waste, including discarded furniture and household appliances, on the second Saturday of every month.

4.11 Personnel

All personnel associated with the delivery of service shall be hired, trained, and receive on-going safety training through an organized human resource management process that includes, but is not limited to, background checks, driving record reviews, and a committed drug-free workplace program.

The Sanitation Services Company shall ensure the following, regarding personnel:

- Must be in a company uniform (shirt, at least), to be defined by the vendor in the bid submittal and must be recognizable as representative of the vendor's company. The uniform must be maintained, clean, and in good repair.
- Personnel must maintain a clean appearance.
- The vendor must maintain a courteous demeanor when dealing with the residents and businesses of the City of Cochran.
- At no time will the vendor or its personnel search through the garbage that is collected in the City of Cochran.

4.12 Cleanliness

In the collection of solid waste, the vendor and its employees shall not place the same upon or suffer the same to be placed, or scattered upon any public place, or private street, alley, or drive, and agrees to replace any receptacle, can or lid damaged by it or its employees and upon collection leave the premises in a neat, upright, and clean condition. In addition, the vendor will not be allowed to store containers of any kind in common areas or in the City of Cochran right-of-way. If an unsightly or unsanitary condition results from an action of the vendor, the vendor shall respond within four (4) hours of receipt to the satisfaction of the City of Cochran.

4.13 City Owned Facilities

The vendor will be required to provide solid waste collection services to all City of Cochran owned facilities and designated special events at no additional cost to the city. Said trash containers will be emptied once per week, or as requested by the City of Cochran. Any new facilities constructed or purchased during the duration of the contract shall be provided the same service at a mutually agreeable price. Additional locations may be added as needed by the city.

4.14 Communications and Reporting

Vendor shall provide an internet/e-mail based system for the communication of all service requests from the City of Cochran's customer service representatives to the vendor. All requests shall be tracked, recorded, and reported monthly showing the date, type, and resolution of each request.

4.15 Volume Report

Prior to the fifteenth of the following month, the Vendor shall complete the trash and recycling monthly volume report. In addition, the Vendor shall make recommendations as to how they can increase the tonnage of recyclable material. No payment shall be sent to the Vendor where the city pays the bill unless the volume is current.

4.16 Publicity

The vendor will assist the City with advertising and marketing any change in service resulting from this new contract. In the event the City Council chooses to proceed with a recycling program, the Solid Waste Collection. Vendor shall provide information promoting recycling and reduction of solid waste and adequate publicity to all dwelling units within the City as to the change-over of collection service prior to the initiation of said service. This publicity shall include, but not be limited to, advertisement in a local newspaper of general circulation; at least one mailing to each residential dwelling unit within the service area of the City indicating the date of change-over, the day of collection for the three types of collections, what items are collected and how they are to be stored, and the telephone number, fax number, e-mail address and web site of the Vendor's office where questions or complaints can be handled. Such publicity shall be approved by the City Clerk of the City of Cochran prior to distribution publication. The Vendor must distribute annually to the customers information promoting recycling and source reduction. This publication must be approved by the city.

4.17 Billing & Payments

The City will be responsible for billing each resident. The Vendor will invoice the city monthly. The city bills its customers one month behind.

4.18 Dispute Resolution

Any dispute between Owner and Vendor, if possible, should be resolved between the two parties without resorting to litigation. In the event that the two parties cannot resolve the conflict, all dispute resolution actions must be pursued within the boundaries of the City of Cochran.

SECTION 5 – SUBMISSION FORMS

5.1 The following forms must be included with each proposer's submission.

1. Execution of Proposal
2. Addenda Acknowledgment
3. Proposal Pricing Forms (must complete both forms) (Exhibit A)
4. Non-Collusion Affidavit (Exhibit B)
5. Georgia Security and Immigration Compliance Act Affidavit (Exhibit C)
6. SAVE Affidavit (Exhibit D)

See next page-

EXECUTION OF PROPOSAL

DATE: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

- ☐ That this proposal was signed by an authorized representative of the firm.
- ☐ That the potential Vendor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ☐ That all labor costs associated with this project have been determined & detailed in the proposal, including all direct and indirect costs.
- ☐ That the potential Vendor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Contact Representative: _____

Operational Contact Representative: _____

Vendor's Name: _____

Federal ID #: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Authorized Signature: _____

Date: _____

Typed Name & Title: _____

ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title: _____ Date: _____

(Print or Type)

Authorized Representative (Signature): _____

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

(Exhibit A)

PROPOSAL PRICING FORM

Proposal for Curbside Collection Services – City bills customers (cost and rates must include all fees, charges, and surcharges.) Initial pricing listed will be maintained through December 31, 2027.

96 Gallon (at a minimum) Cart

Once per week, per unit, per month, for residential curbside garbage collection

\$ _____

Rate per month, per additional unit

\$ _____

96 Gallon (at a minimum) Cart

Once per month, per unit, for residential curbside recycling collection

\$ _____

Monthly rate, per unit, for residential curbside recycling collection

\$ _____

Roll Off Haul Rate for Convenience Center (if applicable)

As needed every day of the week except Sunday

\$ _____

PROPOSAL PRICING FORM
FOR COMMERCIAL COLLECTION SERVICES

1 X W 2 X W 3 X W 4 X W 5 X W 6 X W

4 YD Total

6 YD Total

8 YD Total

4 YD Total 6 YD Total 8 YD Total

Rate	1XW	2XW	3XW	4XW	5XW	6XW
4 YD total						
6 YD total						
8 YD total						

Extra Dump Rate

4 YD total	6 YD total	8 YD total

Exhibit B

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Cochran or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Cochran or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name: _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ **day of** _____, **20.**

Notary Public: _____

EXHIBIT C

E-VERIFY AFFIDAVIT

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1.

Please check only one:

_____ **Business License Account No.**

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If the employer selected Section 1(A), please fill out Section 2 below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer: _____

Federal Work Authorization User Identification Number: _____
(Also called E-verify#, usually 4-7 digits)

Date of Authorization: _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 202_, in _____ (city), _____ (state).

Signature of Authorized Officer or Agent: _____

Printed Name and Title of Authorized Officer or Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 202.

NOTARY PUBLIC: _____

My Commission Expires: _____

¹To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

Exhibit D

SAVE AFFIDAVIT

CITY OF COCHRAN

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Cochran, Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit, or other Public Benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Cochran, Occupational Tax Certificate, Building Permit, Alcohol License, Taxi Permit or other Public Benefit for

(NAME OF NATURAL PERSON APPLYING ON BEHALF OF INDIVIDUAL, BUSINESS, CORPORATION, ETC)

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 of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF __, 20__

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, provide 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: