

**CITY OF MOUNTAIN PARK
REQUEST FOR PROPOSAL
TRASH/RECYCLE COLLECTION
#2015-01**

Purpose of Proposal

The City of Mountain Park is accepting proposals from qualified contractors to provide collection of trash and recycle for city residents.

A five Member City Council and Mayor govern the City of Mountain Park. The City is administered by a City Administrator/Clerk who reports directly to the Mayor. The City Administrator/Clerk directs and oversees all activities of the City. The City of Mountain Park has a population of 557 residing in approximately 270 homes spread over a one mile radius and served by slightly less than eight miles of roadway.

Interest parties must submit sealed proposals (2 hard copies, 1 original and one copy) to the City of Mountain Park City Hall by the due date for their proposals to be considered.

Schedule

This Request for Proposals is scheduled as follows:

March 11, 2015	Release of RFP
April 10, 2015 2:00 p.m.	Proposals Due Date
April 27, 2015	Contract Award

Questions & Answers

All questions concerning this RFP must be directed to Karen Segars, Clerk/Administrator by phone at (770)993-4231 or email at city.clerk@mountainpark-ga.gov.

Contract Term

The contract term is for three (3) years upon satisfactory service.

Scope of Work

The City of Mountain Park is soliciting proposals from qualified contractors for weekly collection of trash and recycle for city residents. Currently, the City provides service to 270 homes located on eight (8) miles of roadway. Contractor will be responsible for providing trash and recycle bins for residents use. City

residents currently use 65 gallon recycle bins and 96 gallon trash bins. Collection shall be performed by use of a single axle truck to save our narrow city streets from further wear and tear. A roll-off dumpster shall be provided one Saturday per month to allow for dumping by city residents, as well as up to two (2) additional dumpsters for storm debris removal. In 2014, the City generated 242 tons of garbage and 120 tons of recyclables.

Proposal Format

1. Bidder Response Form must be completed and submitted as the first page of the bid fee proposal.
2. Firm Information – Firm name, address, telephone and fax numbers, and the names, addresses and telephone/fax numbers of any sub contractors.
3. Summary of your understanding of the services and your approach to it.
4. Summary of the qualifications of all key personnel assigned to this service.
5. Annotated list of references (with addresses and telephone numbers).
6. Itemized Fee Proposal in a **separate sealed envelope** within the RFP.
7. License Requirements: Firms shall furnish with the proposal documents a copy of the appropriate certification (i.e. Contractor registration with the State of Georgia, County Business License).
8. A copy of the firm's Public Liability Insurance, Workers' Compensation and Commercial General Liability Insurance.
9. List of government clients for which the firm performs similar work.
10. Completed and Signed Immigration Compliance and SAVE Affidavits (as applicable).

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Address proposals to:

City of Mountain Park
Attn: Karen Segars
118 Lakeshore Drive
Mountain Park, GA 30075

The RFP Name & Number must be indicated on the outside of the envelope.

Rejection of Proposals

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in the proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City will not be liable for any cost/losses incurred by the Bidder throughout this process.

Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Bidder. The City will not provide reimbursement for such costs.

BIDDER RESPONSE FORM

Firm Name: _____

Contact Person: _____

Firm Address: _____

Phone: _____

Fax: _____

Email: _____

Proposed Fee: _____

Signature – Firm Representative

Date