



City Council

*YT Bell
Jamie Carroll
Ahmed Hassan*

*Awet Eyasu, Vice Mayor
Laura Hopkins
Debra Johnson*

City Manager

Robin I. Gomez

**REQUEST FOR PROPOSALS (RFP)
RFP 02-20**

**CURBSIDE RECYCLING
SERVICES**

ISSUE DATE & TIME:

**FRIDAY, JULY 24, 2020
10:00 am, Local Time**

ISSUED BY:

**CITY OF CLARKSTON
CITY MANAGER'S OFFICE
1055 ROWLAND ST
CLARKSTON, GA 30021**

INQUIRIES:

**ROBIN I. GOMEZ, CITY MANAGER
rgomez@cityofclarkston.com**

**PRE-BID MEETING
Q&A SESSION:**

**TUESDAY, AUGUST 4, 2020
11:00 am
CITY HALL ANNEX CONF ROOM
1055 ROWLAND ST
CLARKSTON, GA 30021**

PROPOSALS DUE:

**FRIDAY, AUGUST 14, 2020
2:00 pm, Local Time**



REQUEST FOR PROPOSALS (RFP)
RFP 02-20
CURBSIDE RECYCLING SERVICES

JULY 24, 2020

NOTICE IS HEREBY GIVEN that Requests for Proposals (RFP) will be received by the City of Clarkston (CITY) until **2:00 pm, Local Time, Friday, AUGUST 14, 2020**, to provide **Curbside Recycling Services**.

Brief Description: The City of Clarkston (CITY) is soliciting proposals from qualified firms to establish a city-wide, single-stream curbside recycling collection service for single-family dwellings and small commercial entities in the corporate limits of the City of Clarkston.

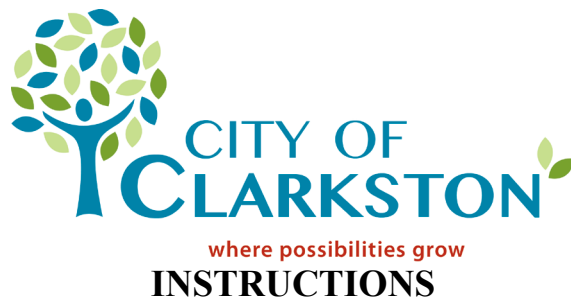
Responses must be in accordance with the provisions, specifications, and instructions set forth herein and will be received by the City until the above noted day and time, when they will be publicly acknowledged and accepted.

This Request for Proposals is available for download at www.clarkstonga.gov.

Please read the entire document (RFP information) and submit the response per the instructions. This document (less this invitation and the instructions) and any required documents, attachments, and submissions will constitute the response.

Any and all questions concerning this solicitation should be directed, IN WRITING VIA ELECTRONIC MAIL (email), to the below contact:

Robin I. Gomez,
Clarkston City Manager
rgomez@cityofclarkston.com



1. **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the Contact listed on Page One (1). Questions should be submitted in writing via letter or email. Questions received less than seven (7) calendar days prior to the due date and time may be answered at the discretion of the City.
2. **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the City website and will be submitted to anyone requesting such addenda or having submitted their contact information expressing interest in this RFP. Vendors may review the City's website for addenda and any clarifications prior to submitting their response. The City will not be held responsible for any vendor not receiving any addenda.
3. **DUE DATE & TIME FOR SUBMISSION OPENING:**
Date: August 14, 2020
Time: 2:00 pm (local Clarkston time)
4. **SUBMIT RESPONSES TO:**

**City of Clarkston
City Manager's Office – Robin I. Gomez
1055 Rowland St
Clarkston, GA 30079**

Responses will be received publicly at this address. Respondents may paper mail, hand-deliver (must call to schedule a day/time for hand delivery as City offices are closed to the public), or electronically mail (email) responses.

No responsibility will attach to the City of Clarkston, its employees, or agents for premature opening of a response that is not properly addressed and identified.

5. **LATE RESPONSES:** The respondent assumes responsibility for having the response delivered on time at the place specified. All responses received after the date and time specified shall not be considered and will be returned unopened to the respondent. The respondent assumes the risk of any delay in the mail or in the handling of the mail by employees of the City of Clarkston, or any private courier, regardless whether sent by mail or by means of personal delivery. It shall not be sufficient to show that the respondent mailed or commenced delivery before the due date and time. All times are Clarkston, Georgia, local times. The respondent agrees to accept the time stamp in the City Hall Annex office as the official time.
6. **LOBBYING PROHIBITION:** Any communication regarding this solicitation for the purpose of influencing the process or the award, between any person or affiliates seeking an award from



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this solicitation and the City, including but not limited to the City Council, employees, and consultants hired to assist in the solicitation, is prohibited.

This prohibition is imposed from the time of the first public notice of the solicitation until the City cancels the solicitation, rejects all responses, awards a contract or otherwise takes action which ends the solicitation process. This section shall not prohibit public comment at any City Council committee meeting, Council worksession, and/or Council meeting.

This prohibition shall not apply to communication with the contact(s) identified in the solicitation or City-initiated communications for the purposes of conducting the procurement including, but not limited, to clarification of responses, presentations if provided in the solicitation, contract negotiations, protest/appeal resolution, or surveying non-responsive vendors.

Violations of this provision shall be reported to the City Manager. Persons violating this prohibition may be subject to a warning letter or rejection of their response depending on the nature of the violation.

7. **RESPONSIBILITY TO READ AND UNDERSTAND:** Failure to read, examine, and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission, or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) businesses days in advance of the due date notify the contact on Page One (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the response. Respondents are cautioned to verify their responses before submission, as amendments to or withdrawal of responses submitted after time specified for opening of responses may not be considered. The City will not be responsible for any respondent errors or omissions.
8. **FORM AND CONTENT OF RESPONSES:** An original and the designated number of copies of each response are required. Responses including modifications must be submitted in ink, typed, or printed form and signed by an authorized company, firm, or other representative. The City may require that an electronic copy of the response be submitted. The response must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the response.
9. **DEBARMENT DISCLSOSURE:** If the respondent has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a (sub)contractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the respondent shall include a letter with its response identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the



suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided. A response from a respondent who is currently debarred, suspended, or otherwise lawfully prohibited from any public procurement activity may be rejected.

10. **RESERVATIONS:** The City reserves the right to reject any or all responses or any part thereof; to reissue the solicitation; to reject non-responsive or non-responsible responses; to reject unbalanced responses; to reject responses where the terms and/or awards are conditioned upon another event; to reject individual responses for failure to meet any requirement; to award by part or portion, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities, or form errors in any response. The City may seek clarification of the response from respondent at any time, and failure to respond is cause for rejection. Submission of a response confers on respondent no right to an award or to a subsequent contract. The City is responsible to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms, and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the respondent and the city until the City executes a written contract or purchase order.
11. **OFFICIAL SOLICITATION DOCUMENT:** Changes to the solicitation document made by a respondent may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition, or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.
12. **ETHICS:** It is the intention of the City to promote courtesy, fairness, impartially, integrity, service, professionalism, economy, and government by law in the procurement process. The responsibility for implementing this policy rests with each individual who participates in the procurement process, including respondents and contractors.

To achieve the purpose of this Article, it is essential that respondents and contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
- b. Intentionally invoice and/or request any amount greater than provided in the agreement/contract or to invoice and/or request for Materials or Services not provided.
- c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification, or other requirement of a City Contract.



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13. **GIFTS:** The City will accept no gifts, gratuities, or advertising products from respondents or prospective respondents and affiliates.
14. **PROTESTS AND APPEALS:** If a respondent believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its response, and/or believes the selected response is not in the City's best interests, the respondent may submit a written protest to the City of Clarkston. Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the opening must be filed with the City Manager no later than five (5) business days before the opening. Protests that only become apparent after the opening must be filed within five (5) business days following the opening.
15. **EVALUATION PROCESS:** Responses will be reviewed by a screening committee comprised of City employee and/or authorized agents. City staff may or may not initiate discussions with respondents for clarification purposes. Clarification is not an opportunity to change the response. Respondents shall not initiate discussions with any City employee or official.
16. **CRITERIA FOR EVALUATION AND AWARD:** The City evaluates three (3) categories of information: responsiveness, responsibility, and the technical response. All responses must meet the following responsiveness and responsibility criteria.
 - a) **Responsiveness.** The City will determine whether the response complies with the instructions for submitting responses including completeness of the response which encompasses the inclusion of all required attachments and submissions. The City must reject any responses that are submitted late. Failure to meet other requirements may result in rejection.
 - b) **Responsibility.** The City will determine whether the respondent is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: past performance, references (including those found outside the response), compliance with applicable laws, respondent's record of performance and integrity, i.e., has the respondent been delinquent or unfaithful to any contract with the City, whether the respondent is qualified legally to contract with the City, financial stability, and the perceived ability to perform completely as specified. A respondent must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.
 - c) **Technical Response.** The City will determine how well responses meet its requirements in terms of the response to the solicitation and how well the offer addresses the needs of the project. The City will rank offers using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation.



The criteria that will be evaluated and their relative weights are:

<u>Evaluation Criteria</u>	<u>Points</u>
Technical Approach to Recycling Services-Work Plan	50
Experience and Qualifications of Firm and Staff	25
Management Approach	25

17. CONTRACT NEGOTIATIONS AND ACCEPTANCE: Respondent must be prepared for the City to accept the response as submitted. If respondent fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject response or revoke the award, and may begin negotiations with another Respondent. Final contract terms must be approved or signed by the appropriately authorized City official. No binding contract will exist between the respondent and the City until the City executes a written contract or purchase order.

18. NOTICE OF INTENT TO AWARD: Notices of the City’s intent to award an Agreement/Contract will be posted on the City’s website available for the general public to view.

19. RFP TIMELINE: All dates are tentative and subject to change.

Release RFP:	JULY 24
Advertise Champion News:	July 23, 2020
Response Due:	August 14, 2020
Review:	August 18 – August 25, 2020
Contract Negotiations/Finalize:	August 31 – September 10, 2020
Award Recommendation:	September 29, 2020
Council Authorization:	October 6, 2020
Contract Begins:	November 1, 2020
Contract Ends:	October 31, 2023



DETAILED SPECIFICATIONS

1. **PROJECT MISSION.** The City of Clarkston is dedicated to continue providing the most exceptional municipal services to all its customers to continue improving the quality of life and public safety of all Clarkston residents, businesses, and visitors. The City is looking for vendors who share that similar dedication and will help the City achieve those goals.
2. **INTRODUCTION.** The City of Clarkston is seeking a **CURBSIDE RECYCLING SERVICE** provider, qualified and experienced in collecting recyclables curbside from customers within the identified (by the City) and designated service area; delivering collected materials to designated processing facilities; purchasing, receiving, storing, delivering, and maintaining recycling set-out containers; participating in public education of the recycling program; and providing reports to the City concerning recyclable quantities and participation.
3. **BACKGROUND.** On January 7, 2020, the Clarkston City Council adopted a second amendment to the service agreement between the City of Clarkston and Georgia Waste Systems, Inc, (Waste Management) to the agreement dated July 26, 2011, that continued weekly curbside residential units and curbside small commercial entities trash/garbage collection, but eliminated weekly curbside residential recycling collection. The Jan 7, 2020, amendment extended the original agreement for an additional three years ending December 31, 2022. Additionally, the amendment included a provision for the City and its provider to work cooperatively to provide a remote recycling location comprising containers for Clarkston residents, businesses, and visitors to deposit at their own process various recycling materials. To date, this has not occurred mainly due to the onset of the COVID-19 and its impact on the City's and the provider's operations. Main reasons for the City to make the decision to end its weekly curbside recycling program, included:
 - (a) a proposed 20% cost increase by Waste Management, total per unit monthly cost to increase from \$15.39 to nearly \$19; would have exceeded City's 2020 sanitation budget by over \$25,000;
 - (b) Waste Management advising the City that a very large percentage of recycling collected ends up in the landfill due to contamination;
 - (c) Massive changes in the recycling industry (world-wide) that have significantly increased costs due to fewer countries importing US recycling materials combined with fewer companies reusing paper, aluminum/tin cans, and plastics due to increased costs and fewer profits.

Up until January 7, 2020, the City's agreement provided a weekly curbside recycling (single stream) service via the usage of a provider-provided & maintained 65 gallon recycling container in which participants could deposit paper, plastic, aluminum, and cardboard.



4. **SCOPE OF SERVICES.** The selected respondent will be required to collaborate, interact, and report to the City Manager all work performed under the agreement agreed to by the selected respondent and the City. Selected respondent will provide a monthly report by no later than the 15th of each month of all services provided in the prior month including metrics on collections by type/volume/weight, total & missed routes, containers serviced/collected, details of materials disposal, and any other details pertinent to the provision of a very successful recycling collection program. All respondents must be able to adhere to the following specifications:
- a. **General Requirements** –collect recyclable materials once per week, curbside from customers within the established designated service area (estimated at 1,070 units); deliver collected materials to designated processing facility; purchase, receive, store, deliver, and maintain recycling set-out containers; participate in public education; and provide reports on recycling quantities and participation.
 - b. **Collection Vehicle Equipment** – selected respondent will be solely responsible for operating and maintaining vehicles and equipment to provide the curbside recycling collection services. All vehicles will be designated to accommodate collection of recyclable materials as specific by the contract. All equipment and vehicles will be registered with the City on an annual basis to include the year, make, model of the chassis and body, registration, and license number. Additionally, all collection vehicles used in the performance of the contract will be:
 - Insured
 - Titled and registered in the State of Georgia
 - Operated within the allowable weights
 - Permanently identified, at a minimum, with the Contractor’s name visible on each side of the vehicle/truck
 - Maintained clean, sanitary, and in proper working order
 - Secured, preventing any leakage of fluids or littering of materials
 - Equipped with a two-way communications device, a first aid kit, an approved fire extinguisher, warning flashers, backing alarms to indicate movement in reverse, and a broom and shovel for cleaning up/removing spills
 - c. **Personnel Requirements** – Selected respondent will be solely responsible for all costs and expenses of furnishing labor and equipment to provide the recycling collection services and will retain sufficient personnel and equipment to fulfill the requirements and specifications of the services described in the Contract. Selected respondent will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state, and local laws



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and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation or safety violations and standard operating procedures.

Selected respondent will provide a route supervisor to oversee the recycling route driver(s) servicing the City. The Route supervisor will be available to address customer concerns/complaints/accolades each day. Selected respondent will provide on duty Monday to Friday from 8 am to 7 pm a dispatch customer service representative to receive customer calls as well as a 24-hour answering service line or device to receive customer calls. All personnel will be trained in program operations, safety practices, and customer service to insure that personnel maintain a positive attitude with the public and in the work place. Personnel will:

- Conduct themselves at all times in a courteous manner and avoid the use of abusive, foul, derogatory, and/or inappropriate language
- Perform their duties pursuant to all existing laws and ordinances
- Wear appropriate safety clothing/gear and employee identification badge or name tag
- Drive in a safe and considerate manner
- Manage recycling bins and containers in a careful manner to avoid spillage and littering or damage
- Monitor for any spillage and be responsible for cleaning up any litter or breakage
- Avoid damage to property

- d. **Collection Day and Hours/Holidays** – The City requires all weekly curbside recycling collections to take place on Monday to begin no earlier than 7:00 am (Eastern Standard Time) and complete by 5:00 pm (Eastern Standard Time). Selected respondent will follow same holiday collection schedule as followed by the City's solid waste collection contractor.
- e. **Severe Weather** – Collection services may be suspended due to inclement weather only upon order of the City. The City will notify the selected respondent of any directives regarding delay, modification, or suspension of serves as soon as a decision is made. If collections are suspended, the selected respondent will, as directed, perform collections on an alternate day agreed upon by both the City and the selected respondent. The City will issue the service suspension notification to the public/media.
- f. **Missed Collections** – Selected respondent agrees to pick up all missed collections on the same day the selected respondent receives notice of a missed collection, provided notice is received by the selected respondent before 11 am on Mondays. All notices of a missed collection after 11 am, selected respondent will pick up all



missed collections before 5 pm on the following business day. The City reserves the right to withhold monthly payments to selected respondent in increments of \$100.00 for each missed collection not collected by 5 pm on the following business day.

- g. **Complaint Handling** – City will provide staffing of a telephone-equipped office and email to receive missed collection concerns/complaints between the hours of 8:30 am and 5:00 pm (Eastern Standard Time), on weekdays, except City-observed holidays. The City will have an answering service for all calls after hours and will log all concerns/complaints including their nature, names, addresses, contact information, the dates and times of the response.
- h. **Publicity, Promotion, Education** – Selected participant shall participate in the City’s development of a comprehensive outreach and education program to facilitate the implementation of the referenced curbside recycling collection service. The City intends to use all its available electronic media/mediums to promote the new curbside recycling collection service. Selected respondent will publish and distribute a public education flyer introducing and encouraging participation on the program to include instructions on all matters such as what materials may be recycled and all other pertinent information. Selected respondent will submit a draft of any public education literature for approval by the City at least 2 weeks prior to distribution. Such literature will include at a minimum:
- Annual calendar of curbside recycling schedule
 - List of materials to be included for recycling collection
 - List of materials that CANNOT be included for recycling
 - How to prepare materials for set out/collection

Selected responded will create and distribute “education tags” to be left by respondent collection crews for all non-recyclable materials rejected and left at the curb. Please provide samples of education materials you have distributed.

- i. **Weighing of Loads** – Selected respondent shall keep accurate records consisting of an approved weight slip with the date, time, collection route, driver’s name, vehicle number, tare weight, gross weight, and net weight for each loaded vehicle that has collected recyclable materials. Collection vehicle(s) shall be weighed after route completion or at the end of the day, whichever occurs first. A copy of each weight ticket shall be kept on file and made available for inspection upon request by the City.
- j. **Recyclable Material Required to be Transported to Markets** – Selected respondent will deliver all recyclable materials to a Material Recovery Facility, an end-market for sale or reuse, or to an intermediate collection center for later



delivery to a Material Recovery Facility or end-market. No recyclable materials will be transported to a landfill or other sole trash facility for disposal.

- k. **Material Recovery Facilities Must be Specified** – selected respondent will assure the City that adequate material processing capacity will be provided for recyclable materials collected in Clarkston. Selected respondent must clearly specify location(s) of its recyclables processing facility or alternate location where materials will be delivered to at least 30 days in advance of a start date and/or any changes to locations. All proposed locations must be approved by the City and subject to review, inspection during this RFP process and after the execution of a contract.
- l. **Lack of Adequate Market Demand** – In the event the market demand for a particular recyclable material ceases to exist or becomes economical depressed such that it becomes economically unfeasible to continue collection, processing, or marketing of that particular recyclable material, the City and the selected responded will both agree in writing that it is no longer appropriate to collect such item before collection ceases. The selected respondent will the City as much advance notice as possible about the indications of such market condition changes.
- m. **Records and Reports** – Selected respondent will prepare and maintain proper, accurate, and complete records and accounts of all transactions related to all recycling services provided, at a minimum to be submitted monthly no later than the 15th of each month, and an annual report by January 31 of each year, to include the following:
 - Total quantities of recyclable materials collected by material type in tons
 - Net quantities of materials marketed, by material type, in tons
 - Number of set outs per collection day
 - Complaint log noting location, problem, resolution
 - Log of all address where “education tags” were left
 - Safety and accident reports
 - Regulatory inspections
- n. **Annual Performance Review Meeting** – City will meet with selected respondent on an annual basis to review reports including collection/participation rates, market trends, over-all contractor performance, and all other information pertinent to a successful recycling operation.
- o. **Responsibility for Providing and Maintaining Recycling Containers** – selected respondent shall purchase, distribute/provide, and maintain an adequate sized container for all customers to place recyclable materials in (container) for



collection. City is leaving the size, type, composition, and all other container details to the respondents to submit with their proposal.

- p. **Compensation/Payment Terms** – City agrees to pay selected respondent for recycling collection services as described in the respondent’s proposals, and made part of an agreed/executed contract, based on the number of customers (units) certified by the City. Selected respondent will provide a monthly invoice by the 20th of each month, for the prior month’s services, for the City to pay within 30 days of receipt. Each respondent will provide their proposed pricing schedule and related details in a format sufficient for the City to make the most effective and efficient decision to provide a curbside recycling collection program to its residents and small businesses in the City of Clarkston.
 - q. **Revenue Sharing** – all respondent proposals shall include a revenue sharing component/formula for all recyclable material collected, or adjust their pricing based on the sale of recyclable materials.
 - r. **Term of Contract** - Initial term of three (3) years, with a two (2) year renewal option.
- 5. QUALIFICATIONS.** Respondents must demonstrate the necessary ability, financial resources, and relevant experience to perform the work in a satisfactory manner. A minimum of five (5) years’ experience in curbside recycling services.
- 6. INSURANCE REQUIREMENTS.** Selected respondent shall, at their own cost and expense, acquire and maintain (and cause any subcontractors, representatives, or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. In addition, the City has the right to review the Contractor’s deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically, the selected respondent must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an occurrence basis with a minimum three (3) year tail following the termination of the agreement.

- a. Commercial General Liability Insurance coverage, including but not limited to, premises, operations, products, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.



- b. Commercial Automobile Liability Insurance coverage for any owned, non-owned, hired, or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. Unless waived the State of Georgia, statutory Workers' Compensation Insurance coverage and Employer's Liability Insurance in the minimum amount of \$100,000 (one hundred thousand dollars) per each employee each accident.
- d. Professional Liability Insurance coverage appropriate for the type of business engaged with minimum limits of \$1,000,000 (one million dollars) per occurrence.

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

RESPONSE FORMAT

1. **RESPONSE SUBMISSION-** Submit one (1) signed original (identified as ORIGINAL) response that can be emailed in lieu of delivered in person.
2. **RESPONSE FORMAT** – Qualifications shall be submitted as one document on standard 8 1/2 x 11” paper, a single 8 1/2 x 11” sheet printed on both sides is two (2) pages. All information shall be assembled and indexed in the order indicated below. The page count shall not exceed fifteen (15) total pages, including typed text, graphics, charts and photographs, but does not include supporting documents for Tab 4, any tabbed or similar separator pages, cover page, table of contents, and back page.

TAB 1 Letter of Interest (no more than 2 pages) Cover letter should briefly introduce firm, organization, consultant and also include:

- A statement confirming that all information contained in the response is complete and accurate
- Signature from the firm's owner/principle/chief executive certifying that sufficient resources in personnel, equipment, and time are available and will be committed to the agreement
- Contact information for the firm's owner/principle/chief executive including email address and phone number

TAB 2 Work Plan & Technical Approach to Manage and Provide a Recycling Services Program (no more than 10 pages) Provide a detailed work plan describing the company's plan and response to all the detailed scope of services.



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TAB 3 Experience and Qualifications of Firm and Staff (no more than 3 pages)
Describe the firm's background, experience, and qualifications of key personnel proposed to work on the recycling services program.

TAB 4 Other Forms (not part of the total 15 page count referenced above). The following forms and/or information should be completed and signed and submitted with this RFP:

- a. Company Information Form
- b. Copy of the Firm's current Georgia Secretary of State, Division of Corporations corporation document registration (if firm is a corporation)
- c. Response Certification Form
- d. W-9 Form
- e. Selected Respondent must obtain and show proof of City of Clarkston Business License



COMPANY/FIRM INFORMATION

Company Legal/Corporate Name: _____

Doing Business as (if different than above): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Website: _____

Remit to Address (if different than above)

Address: _____

City: _____ State: _____ Zip: _____

Contact for Questions about this response:

NAME: _____

Phone: _____ E-Mail Address: _____

Day-to-Day Contact (if awarded):

NAME: _____

Phone: _____ E-Mail Address: _____

_____ Certified Small Business; Certifying Agency: _____



_____ Certified Minority, Woman, or Disadvantaged Business Enterprise

Certifying Agency: _____

RESPONSE CERTIFICATION

By Signing and Submitting this Response, the Company/Firm certifies that:

- a. It is under no legal prohibition to contract with the City of Clarkston.
- b. It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c. It has no known, undisclosed conflicts of interest.
- d. No offer of gifts, payments, or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and/or goods/materials covered by this agreement/contract.
- e. It understands the City of Clarkston may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public/open records request pursuant to Georgia Code and/or Federal Freedom of Information Act.
- f. Respondent hereby warrants to the City that the respondent and each of its subcontractors will comply with, and are contractually obligated to comply with all Federal Immigration Laws and regulations that related to their employees.
- g. Respondent certifies that they have not been debarred by any Federal or public agency.
- h. It is current on any and all obligations due the City.
- i. It will accept such terms and conditions in a resulting agreement/contract if awarded by the City.
- j. The signatory is an officer or duly authorized agent of respondent with full power and authority to submit binding offers for the services specified herein.

ACCEPTED AND AGREED TO:

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____