

**YARD WASTE MANAGEMENT
EVENT # 5464**

**SECTION II
SCOPE OF WORK**

2.0 Broad Description of Project: The City of Savannah is requesting proposals from qualified vendors to process yard trimmings collected or generated by City operations including residential yard waste and urban forestry debris. Further management of the residuals from these processing operations may also be considered as an option. All yard waste processing operations and residuals management shall be conducted in accordance with all applicable state and local regulations. This request for proposals anticipates processing and residuals management activities which will not take place at the City of Savannah's facility. This request for proposals (RFP) also includes the potential disposal of processed vegetative debris as the result of a natural disaster. All disposed products, including processed material, are owned by the processing contractor. Disposal will be Monday through Saturday 7:00 am - 5:00 pm (EST).

Electronic submissions will not be accepted.

2.1 Definitions: For the purposes of this RFP, yard trimmings shall mean:

- leaves
- brush
- grass
- clippings
- shrub and tree pruning
- discarded Christmas trees
- nursery and greenhouse vegetative residuals
- vegetative matter resulting from urban forestry activities,
- as well as landscaping development and maintenance other than mining, agricultural, and silviculture operations.

2.2 Quantities: The estimated quantity of material to be handled is approximately 12,000 – 15,000 tons annually. Actual quantities may be more or less. Quantities are estimates only.

2.3 Site Visits: Proposers are encouraged to make an appointment to visit the City's landfill site, located at 1327 Dean Forest Road, Savannah, Georgia, 31405 prior to submission of proposals. To make an appointment, please contact Mr. Travis Dawn, Landfill Administrator, at 912-651-6626. All site visits must be made prior to the close of the question and answer period.

2.4 Qualifications: The proposer shall submit a summary of its qualifications and experience. This summary should include, at a minimum, a list and brief description of relevant, on-going projects of similar nature, a list and brief description of relevant previous projects, a list of operative equipment currently owned or leased by the proposer, and the number of permanent employees on the proposer's payroll. Strong preference will be given to proposers with successful experience in municipal yard waste management programs or similar large scale processing operations. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate. This should be submitted through the City of Savannah Supplier Portal by attaching it to this event with your response.

2.5 Methodology: The proposer shall submit the proposed methodology and process outline for yard trimmings processing operations including personnel and equipment resources to be used, proposed processing service interval, and residuals management plan, if any. To be considered, this must be submitted with the proposal.

2.6 Costs: The proposer shall provide a unit cost, priced per ton, for yard trimmings processing and residuals management.

2.7 References: The proposer shall furnish at least four (4) references from accounts worked with of similar size and magnitude for the same type of services proposed. References shall include a contact person and phone number. Failure to provide suitable references shall be cause for rejection of the proposal (See Attachment 1).

2.8 Contract period: This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year. The contract amount of the first term will be based on the unit price and the number of months of service in the first term.

2.9 Fees: Proposer shall submit fees based on the detailed listing in Section III of the RFP. Provide unit price per ton.

2.10 Basis of Award

Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities (30 points)
- b) Methodology and residuals management (20 points)
- c) Fees (25 points)
- d) References (10 points)
- e) MWBE participation goals (10 points)
- f) Local vendor participation (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) (5 points)

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation. The City reserves the right to request a best and final offer (BFO), and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.11 Copies: One (1) unbound, printed and signed original and six (6) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP, along with an electronic copy of the proposal (submitted on a flash drive). All responses must relate to the specifications as outlined.

2.12 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.13 Minority/Woman Business Enterprise Goals

The City of Savannah desires that this project shall have the strongest possible participation of minority and women-owned business enterprises (MWBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation as follows:

A. Prime Contract Level M/WBE Participation – Meaningful MWBE participation may take the form of a teaming agreement, partnership, mentor-protégé relationship, joint venture, or similar relationship wherein the M/WBE partner shares in a significant portion of management responsibility and profit-making potential. The proposer shall:

1. Provide names of M/WBE firms that are part of prime contractor bid team.
2. Provide a copy of teaming, joint venture or other equivalent agreement(s) between parties on a prime contractor bid team, if any, setting forth roles and responsibilities and profit-sharing arrangements.
3. Describe roles and responsibilities of each company and its employees.
4. Provide anticipated percentage of M/WBE/participation for each participant on the team.
5. Provide letter of commitment from lead firm, addressed to the City of Savannah, regarding association with each participant on the prime contractor level team.
6. Provide letters of commitment from each local M/WBE firm, addressed to the City of Savannah regarding association with lead firm.

B. Sub-Contractor Level M/WBE Participation – To the extent the proposer intends to employ sub-contractors it shall provide a written plan for how it will ensure that M/WBE firms have the maximum possible opportunity to participate in prime and second tier sub-contracts that will be available in the completion of this contract.

1. The plan should include the proposer’s best estimate of the percentage of M/WBE participation (based on subcontract values) it expects to be able to achieve in this project from subcontractors.
2. The plan shall include estimated dollar amounts of subcontract values that are used to estimate an overall proposal from the proposer.

Points will be allocated based on each respondent’s proposed M/WBE goal, with the maximum points of four (4) being awarded to the respondent who submits the highest proposed M/WBE goal at the prime contractor level, and six (6) being awarded to the respondent who submits the highest proposed M/WBE goal at the sub-contractor level. Points will be allocated to each respondent by using the following mathematical calculation:

- i. In the case of the award based on the prime contractor level:

$$\frac{\text{Respondent's Proposed M/WBE Goal}}{\text{Highest Proposed M/WBE Goal}} \times 4 = \text{Weighted Score}$$

- ii. In the case of the award based on the sub-contractor level:

$$\frac{\text{Respondent's Proposed M/WBE Goal}}{\text{Highest Proposed M/WBE Goal}} \times 6 = \text{Weighted Score}$$

No proposals will be deemed non-responsive due to this factor.

2.14 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The proposer or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The proposer or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the city, and
- c) The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility

for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

2.15 Insurance Requirements

Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer’s liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

Date

***This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.**

I have read and understand the requirements of this request for proposal RFP Event # 5464 – Yard Waste Management and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

ITEM NO	DESCRIPTION	EST. QTY.	UNIT PRICE	TOTAL PRICE
1	Processed yard waste per specifications	12,000 tons*		

*Quantities are estimates only

\$ _____

CAN YOU MEET THE INSURANCE REQUIRMENTS AS SPECIFIED? YES _____ NO _____

DID YOU INCLUDE YOUR COMPLETED RESPONSE TO ATTACHMENT 1 WITH YOUR PROPOSAL? YES _____ NO _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

INDICATE MINORITY OWNERSHIP STATUS OF PROPOSER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC _____

_____ WOMAN (non-minority)

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ OTHER MINORITY

Describe _____

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain, and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____

Event No. 5464

Project Title: _____

<i>Name of M/WBE Participant</i>	<i>Name of Majority Owner</i>	<i>Telephone</i>	<i>Address (City, State)</i>	<i>Type of Work Sub-Contracted</i>	<i>Estimated Sub-contract Value</i>	<i>MBE or WBE</i>	<i>Certified ? (Y or N)</i>	<i>Certifying Agency? (City of Sav. or Other)</i>
					%			
					%			
					%			
					%			
					%			
					%			

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912)

652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are included in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

ATTACHMENT 1

REFERENCES

As stated in section 2.7: The proposer shall furnish at least four (4) references from accounts worked with of similar size and magnitude for the same type of services proposed. References shall include a contact person and phone number. This attachment must be included in proposal in order to be considered.

1. Name of Company/Municipality: _____
Contact: _____
Phone: _____

2. Name of Company/Municipality: _____
Contact: _____
Phone: _____

3. Name of Company/Municipality: _____
Contact: _____
Phone: _____

4. Name of Company/Municipality: _____
Contact: _____
Phone: _____

5. Name of Company/Municipality: _____
Contact: _____
Phone: _____