

**RECYCLABLE MATERIALS PROCESSING SERVICES  
EVENT NO. 9842**

**SECTION II  
SCOPE OF WORK**

**2.0 Broad Description of Project:** The City of Savannah is seeking qualified, licensed vendors for the acceptance, processing, and transfer of **certain recyclable materials as defined herein**. The vendor is expected to provide a materials recovery facility (MRF) **within a direct haul range**, equipment, labor, and services required for processing all single-stream recyclables collected by the City of Savannah.

**Only electronically submitted bids through the supplier portal will be allowed.** To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Large files may need to be split up and uploaded as multiple attachments.

An optional pre-bid conference has been scheduled for this event.

**2.1 Terms**

This is an annual contract and prices are to be held firm. The first term shall begin on the date of the award and end one year after. This agreement may be renewed for up to four (4) additional 12-month periods if all contracting parties agree and the services provided by the vendor have been satisfactory. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.

**2.2 Scope of Services:** The successful proposer shall provide the following services:

- 2.2.1 The proposer shall provide a sufficient size facility, labor, materials, and equipment to accept and process all City of Savannah's single-stream recyclable material.
- 2.2.2 The proposer, at their sole cost and expense, shall continuously operate and maintain the MRF and accept for processing all City of Savannah's single stream recyclable material.
- 2.2.3 The proposed operating hours shall at a minimum be 7:00 am to 5:00 pm, Monday through Friday, except holidays observed by the City of Savannah. Based on workload, some Saturday operations may be required.
- 2.2.4 At a minimum, the proposed vendor's MRF must accept the following materials: aluminum, steel/tin cans, newspaper, mixed paper, wax cartons, cardboard, hard plastic #1 through #7, and glass.
- 2.2.5 The proposer shall conduct all unloading, storage, and processing of recyclable

materials within an enclosed and roofed facility.

- 2.2.6 The proposer's facility must be able to sufficiently accommodate the City of Savannah's rear loader, **front loader, and roll-off trucks**.
  - 2.2.7 The proposer's facility must have the **State of Georgia certified** scale(s) sufficient to weigh recyclable materials.
  - 2.2.8 The proposer is required to provide **documentation** of normal maintenance and calibration of scale systems in accordance with the manufacturer's recommendations.
  - 2.2.9 The proposer shall provide reports with respect to and deemed necessary by the City of Savannah.
  - 2.2.10 The proposer shall provide monthly tonnage reports to the City for all recyclables received and processed.
  - 2.2.11 The proposer shall provide semi-annual reports to include **marketers and locations** where the recyclables are shipped for end-market processing.
  - 2.2.12 The proposer shall be responsible for maintaining all areas of the MRF in a safe, clean, litter-free, and sanitary condition.
  - 2.2.13 **The proposer will acknowledge the City of Savannahs Glass Recycle Program and be willing to meet with City Staff to adjust fees accordingly as glass contamination is reduced.**
  - 2.2.14 **The proposer will offer a price per ton rate for clean corrugated cardboard (OCC) or reduce single-stream fees to reflect the program, whichever is advantageous for both parties.**
- 2.3 Proposal Format:** Proposals shall be submitted in the following format and include the following information.
- a) Cover letter stating the intent of the Proposer for this event.
  - b) Detailed description of processing capabilities as requested
  - c) Fee Proposals per instructions in Section III signed by the responsible party
  - d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- 2.4 Basis of Award:** Proposals will be evaluated according to the following criteria and weight:
- a) Proposer's qualifications and experience, including support capabilities **(40 points)**
  - b) Technical capabilities **(20 points)**  
*(The emphasis of importance will be placed on direct haul under this criteria)*
  - c) Fees **(10 points)**  
*(Fee proposals or references to fees shall not be included in the body of the proposal.)*
  - d) References **(10 points)**
  - e) Savannah First **(20 points)** Vendors within the city limits of Savannah and

have a City of Savannah Business Tax Certificate one (1) year prior to the solicitation release date will receive a total of 20 points. Vendors outside the city limits but located within Chatham County will receive a total of 10 points. Submit a copy of the business tax certificate with the proposal.

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also 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.

**2.5 Copies:** One (1) electronically submitted through the supplier portal of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

**2.6 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 the 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

**2.7 Local Vendor Definition**

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

- a) The bidder 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 bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

**2.8 Insurance Requirements**

Insurance Requirements are non-negotiable.

**2.8.1 Comprehensive General Liability**

The 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.

## 2.8.2 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.

## 2.8.3 Workers Compensation

The 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.

#### 2.8.4 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.

#### 2.8.5 General

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

**2.9 Qualifications:** Each proposer shall submit a summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

**2.10 Schedule:** Each proposer shall submit a proposed time schedule for the project.

**2.11 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.

**2.12 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

**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. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.**

Fee proposals shall be submitted on this form as a separate attachment clearly marked Fee Proposal for Event # 9842 Recyclable Materials Processing Services. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged online under the questions tab when submitting your proposal.

Description	Quantity (Annual Tons)	Unit Price (Per Ton)	Total
Recyclable Materials Processing Services	5200		
Purchase Corrugated Cardboard (OCC) from City of Savanna(Revenue Generating)			

Total Bid \$ \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

FAX: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

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

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

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

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

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”



## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

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

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.