

CITY OF MONTICELLO

REQUEST FOR PROPOSALS

**RESIDENTIAL and COMMERCIAL SOLID WASTE
COLLECTION**

RFP 2022-01

**RESPONSES ARE DUE BY 5:00 PM EST OCTOBER 17, 2022
MAIL OR DELIVER RESPONSES TO:**

ATT: Seth Lawless, City Manager
245 S. Mulberry St,
Monticello, FL 32344

CONTACT:

Seth Lawless, City Manager
245 S. Mulberry Street
Monticello, FL 32344
(850) 342-8005
seth.lawless@mymonticello.net

1. OVERVIEW

The City of Monticello, FL (City) is accepting written proposals from solid waste companies to provide residential and commercial solid waste collection services. The selected company will bill the City monthly for services. The cost of services shall include collection at the City's public facilities.

The City reserves the right to reject any and all proposals received, or take any other such actions that may be deemed to be in the best interest of the City. The City of Monticello is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to apply. The City of Monticello enforces open and fair competition.

2. SUBMISSION REQUIREMENTS

Companies authorized to do business in Florida are invited to submit sealed proposals to the City of Monticello to provide residential and commercial solid waste collection services. The cost and services shall include all existing solid waste customers within the city limits of the City of Monticello, including City owned facilities.

All questions pertaining to this Request for proposals should be directed, in writing, to Seth Lawless, City Manager, 245 S. Mulberry Street, Monticello, FL 32344 or by email to seth.lawless@mymonticello.net. Questions are due by October 3, 2022.

Proposers must submit the original and two copies of sealed proposal marked "Monticello Residential and Commercial Garbage Collection RFP 2022-1" addressed and delivered to:

Seth Lawless, City Manager
245 S. Mulberry Street
Monticello, FL 32344

Proposals must be received by Seth Lawless before 5:00 PM on October 17, 2022. Any proposals received after this date and time will automatically be rejected. Proposals may be delivered by Certified Mail, Return Receipt, hand delivered or couriered. Faxed and emailed proposals will be automatically rejected. It is the sole responsibility of the Proposer to ensure their proposal is received in a timely manner.

The City of Monticello reserves the right to reject any and all proposals, to waive informalities in any or all proposals, to re-advertise for RFP's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the City of Monticello.

While every effort has been made to ensure the accurateness and completeness of the information in this RFP, we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned herein. It is the responsibility of the proposing company to include in their proposal all pertinent information.

3. CALENDAR OF EVENTS

RFP 1st Advertisement	September 18, 2022
RFP 2nd Advertisement	September 21, 2022
Questions Due to the City	October 3, 2022
Responses to Questions Due from the City	October 6, 2022
Deadline for Addenda Publication	October 10, 2022
Proposals Due to the City Manager	October 17, 2022 5:00 p.m.
Presentation of Proposals to City Council	November 1, 2022
City Council Vote to Approve Contract	By Special Meeting Or December 6, 2022

***The City reserves the right to alter scheduled dates and times.**

4. INSTRUCTIONS TO RESPONDENTS

- A.** Any person submitting a response to this request must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the responders the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work.

- B.** A person or company who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, submit response/bids on leases or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity, and may not contract business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

- C.** Any company submitting a proposal in response to this RFP must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form in every detail and submit it with your response will result in immediate disqualification of your response.

- D.** Any company submitting a proposal in response to this RFP must execute the attached E-Verify Affidavit.

- E. Any company who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.
- F. Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular RFP, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation; and any City Council Member or any staff authorized to act on behalf of the Council to award a particular contract.

For the purpose of this section, a person's representative shall include but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, oral presentations before selection committees, contract negotiations, presentations made to the Council if requested, and protest hearings.

The provisions of this section shall terminate at time of award.

- G. Each Respondent shall carefully examine the RFP and inform himself or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent in no way relieves the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall notify the City Manager in writing prior to the Response to Questions Due Date.

Any changes or clarifications will be made in writing in the form of an addendum. Each Respondent shall acknowledge receipt of any addenda in their proposal. If the acknowledgement is not included, the response to the RFP will constitute acknowledgement. It is the responsibility of all Respondents to verify all addenda prior to submitting a response to the RFP.

The Respondent is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules and regulations.

- H. The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or business entity, the title of the officer signing the response on behalf of the entity must be stated. The City of Monticello assumes no responsibility for the costs incurred by the submitting company to prepare and/or submit a proposal. The entire cost of preparing and submitting the response to the RFP, or any work in connection therewith will be paid by the submitting company.

5. SCOPE OF SERVICES

The City of Monticello is seeking to contract with a solid waste company to collect all residential, institutional and commercial solid waste within the city limits. Proposals shall include, but are not limited to, at least two options for single family residential service and at least one proposal for pickup of all commercial customers are requested as follows:

Single-Family Residential/ Institutional

Option 1 – The contracted provider will continue the same level of residential service that currently exists, consisting of twice weekly curbside pickup of all single-family homes with occupant provided containers. Approximately 50% of +/- 1,020 residences and institutional customers are now picked up on Monday and Thursday and the remaining 50% are picked up Tuesday and Friday. Allowable times of operation are 6 am – 7pm. Containers are to be emptied and returned curbside upright with the lid on/closed. Any waste that falls from the container or truck must be picked up and disposed of by the contracted provider.

The City and contracted provider will jointly determine the number of homes and institutions in the Monticello service area prior to initiation of service. Accounts and service locations for new homes and institutions and/or demolished properties will be adjusted monthly by available utility and/or Jefferson County Building Department records, in writing by either party with the written consent of the other party.

Residential solid waste collection is household waste in occupant provided containers that comply with the City of Monticello requirements, and does not include yard waste, bulk items or recycling.

Option 2 – The contracted provider will provide every single-family residence and institutional customer with a roll-out cart that will be collected once weekly curbside on a schedule to be agreed upon by the company and the City of Monticello. Carts will be uniform in size, shape, color and markings. They shall have a capacity of 70-90 gallons, be on wheels and have a hinged lid. The City and company will mutually agree on container selection prior to initiation of service.

Commercial and Multi-Family Pickup

The City of Monticello commercial customer base contains +/- 40 dumpsters at +/- 37 locations. Customers provide their own dumpster. Dumpsters are 4, 6 or 8 yards and are picked up according to the attached schedule. (Schedule A). The proposal for

commercial and multi-family customers solid waste pick up shall, at a minimum, follow the existing schedule.

City Properties

The contracted provider will pick up all solid waste at City properties at no charge and on the same basis as its solid waste residential pickup. The provider will also provide trash pickup in downtown Monticello immediately following the Watermelon Festival each year.

Other Requirements

The contracted provider shall maintain a listed Jefferson County telephone number by company name which shall be manned 8:30 am – 4:30 pm Monday-Friday by a responsible person (excluding holidays observed by the City). Answering services are not acceptable, except after business hours.

All customer complaints shall be resolved within 48 hours of notice.

Please include the following information with the RFP

1. Letter from authorized company official submitting RFP.
2. Company overview, including ownership and management.
3. Company equipment list dedicated to the services described in this Invitation to Bid, including spare/backup equipment. Include make and model of collection vehicle(s)
4. Current commercial, institutional and government customer list.
5. Company experience, including years in service and experience with Municipal and County Waste Services.
6. Ability to comply with all local, State and Federal regulations as it relates to Solid Waste collection.
7. Respondent must demonstrate their service approach to providing above described services to the City.
8. List of annual Holidays when collection is cancelled or rescheduled.
9. Executed Hold Harmless Agreement.
10. Executed Non-Collusion Affidavit.
11. Drug Free Workplace Certification.
12. Proof of Liability Insurance
13. Executed Contractor E-Verify Affidavit.
14. Annual charges to the City for providing services described above based on a five (5) year contract.

CRITERIA for SELECTION

The proposals will be ranked based on cost to the City and the qualifications of the Solid Waste Company.

ADDENDUM ISSUANCE

Please Note: From time to time, addenda may be issued to this Request for Proposal. Any such addenda will be posted on www.cityofmonticello.us. The deadline for addenda publication shall be October 10, 2022 at 5:00 p.m.

OPTIONAL PRESENTATION

After an initial review of the proposals, individuals or agencies may be invited to prepare a short presentation and be available for an interview with the City.

SCHEDULE A

<u>COMPANIES THAT HAVE DUMPSTERS</u>	<u># OF DUMPSTERS</u>	<u># OF PICKUPS PER WEEK</u>
A2Z Shop	1	1
AP Smoke Shop	1	1
Badcock Furniture Store	1	
Baptist Church	1	
Bari Liquors	1	1
Bob and Jeff's	1	2
Brynwood Nursing Home	2	2
Burger King	2	2
Capital City Bank	?	
CenturyLink	1	
Chicken Delite	1	2
City of Monticello- Sewer Plant/Shop	2	2
Crystal Nails	1	1
CVS Store	1	2
Dollar General Store- S Jefferson	1	2
Dollar Tree Store	1	2
Duke Energy	1	2
Fantasy Land Apartments	1	2
FTU Holding Plaza Apartments	1	2
Gulf Coast Lumber	1	1
Gumbati	?	
H&R Block	1	1
Health Department	1	1
Heritage Manors	2	1
Israel United in Christ	1	1
Jefferson County Senior Center	1	
Jefferson Place Apartments- Laundry/Office	2	2
Johnstons' Southern Style	1	
Mafia Pizza / Mann's Dog House	1	
Monticello Headstart (Mamie Scott)	1	
O'Reilly's Store	1	2
Payne Apartments	1	2
Pit Stop Store	1	2
Pizza Hut/Subway/Market Liquors	1	2
Raj Store	1	2
Restored Glory Church	1	1
Rosco's	1	1
Shell Gas Station-JP's	1	2
Simpson's Nursery	1	1
Stop-N-Go (vacant)	1	1
The First Bank	1	1
Three Cords	1	2
TMH Family Medical	1	2
Tupelo's Bakery	1	2
Winn-Dixie	2	2

COMPANIES THAT USE CITY DUMPSTER IN

PARKING LOT ON W DOGWOOD

Barber Shop on Dogwood
Brick House (Jackie's)
CowHaus
Dogwood Marketplace
Flossie Mae's Antiques
Gary Wright Attorney
It's Personal
Luckie Pearl/Oh Happy Day Gift Shop
Penny Lane Emporium
Red Elite Door and apartment upstairs
Red Hot Vapes
Republican Party (to be vacated)
Rust and Rose
Soul Shine
Taylor's Massage House/ Décor De France
Two Old Men
Two Sisters
Vintage Treasure
Wag the Dog Thrift Store

COMPANIES WITH TRASH CANS

OF TRASH CANS

Al Hall Funeral	4
All Realty Services	1
Animal Medical Vet Office	1
Beggs Funeral Home	1
Bethal AME Church	2
Big Bend Tire	5
Bob Morris Attorney	1
Brenda Sorensen	1
Calvary Baptist Church	1
Carquest	3
Chamber of Commerce	2
Cherry Commons	1
Church of Christ	1
Church of God	1
Church of God Prophecy	1
Church of God in Unity	1
City Hall	1
Edward Jones Investment	1
Eli Roberts & Son Petroleum	2
Episcopal Church	2
Farmer's Market	4
First United Methodist Church	5
First United Meth. Church Daycare (vacant)	2
FTU Holding Plaze Penguin Ice Machine	2
Gelling's Florist	1
Gerry Building	1
Hairlines	3
Historical Association	1

Jefferson County Courthouse	1
Jefferson County Teachers Credit Union	1
Jefferson Storage	1
Keaton Tires	?
Keystone Insurance	1
Kids Incorporated (E Washington)	5
Little Angels in Training (W Washington)	5
Little Angels Preschool	2
Little Pines Pediatrics	2
Lucy's Christian Academy (Goldberg)	4
Luther Pickles & Associates	1
Marathon Gas Station	5
Monticello Dentistry	1
Monticello Gym	2
Monticello Laundry	3
Monticello Liquor	3
Monticello Milling	1
Monticello News	1
Monticello Police Department	1
Monticello Realty	1
Monticello Storage (N Jefferson)	1
Morgan's Garage	2
North Florida Abstract	2
Opera House	2
Our Blessings	2
Palmer Properties	2
Penguin Ice Machine on E Washington	2
Porch On The Green	3
Presbyterian Church	2
Rancho Grande	7
Rev Cafe	3
Robinson's Gun Shop	2
Splash and Dash Car Wash	2
State Farm	1
Stewart's Gulf	2
Tri-County Electric	1
Trophy Creek Outfitters	2
United States Postal Service	2
Way Point Properties	2
Winston Lee	2

**MONTICELLO RESIDENTIAL AND COMMERCIAL SOLID
WASTE COLLECTION AND DISPOSAL
HOLD HAMLESS AGREEMENT**

I, _____ on behalf of Company, _____,
agree to indemnify and hold the City of Monticello harmless for any and all claims,
liability, losses and causes of action which may arise out of its fulfillment of the contract
awarded pursuant to this RFP. It agrees to pay all claims and losses, including related
court costs and reasonable attorney fees, and shall defend all suits filed due to the
negligent acts, error or omissions of Respondent or employees and/or agents of
Respondent.

Signature

Witness

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical
presence or _____ online notarization, this _____ day of _____, 2022, by

_____, as _____ of
_____, a _____,

on behalf thereof, who _____ is personally known to me, or _____ produced

_____ as identification.

(Notary Seal)

NOTARY PUBLIC SIGNATURE

Printed Name: _____

My Commission Expires: _____

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____, Being first
Duly sworn, deposes and says that:

1. he/she is _____ of _____, the Proposer that has submitted the attached Proposal;
2. he/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposers nor any of its elected and appointed officials, partners, owners, agents, representatives, employees or parties in interest, including this affiliate has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Proposer, firm or person to fix the price or prices in the attached proposal of any other Proposer, or to fix any overhead, profit or cost element of the Proposal Price or the Proposal Price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Monticello or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Proposals are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees or parties in interest, including this affiliate.

Signed: _____

Title: _____

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

(Title)

My Commission Expires: _____

RFP #2022-01 RESIDENTIAL SOLID WASTE COLLECTION SERVICES

DRUG-FREE WORKPLACE CERTIFICATION

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against an employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of, guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this company complies fully with the above requirements.

Signature of Respondent

Witness

**CONTRACTOR E-VERIFY AFFIDAVIT
CITY OF MONTICELLO**

PURSUANT TO STATE OF FLORIDA, OFFICE OF THE GOVERNOR, EXECUTIVE ORDER 11-116 (Superseding Executive Order 11-02) AND SECTION 448.095 F.S.

Executive Order 11-16 requires all agencies under the direction of the Governor to verify the employment eligibility of all new employees through the U.S. Department of Homeland Security's E-Verify system. Further, in conjunction with Section 448.095 F.S., the Contractor is directed to include as a condition of all contracts for the provision of goods or services to the City of Monticello in excess of nominal value, an express requirement that the Contractor utilizes the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that the Contractor include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

In accordance with Executive Order 11-116 and Section 448.095 F.S. the City of Monticello requires all contractors who are awarded state funded contracts to verify newly hired employees using the U.S. Department of Homeland Security's E-Verify system. It is the responsibility of the awarded Contractor to insure compliance. To enroll in the E-Verify system employers should visit www.e-verify.gov.

By affixing your signature below you hereby affirm that you will comply with all applicable E-Verify requirements.

The undersigned has hereunto set his/her hand this _____ day of _____, 2022

(Print or Type Name, Title)

(Signature of Affiant)

(Federal Employer ID Number-FEIN)

(E-Verify Number)

(Firm Name)

(Firm Address)

(City)

(State)

(Zip Code)

NOTARY PUBLIC

STATE OF FLORIDA, COUNTY OF _____

Before me, the undersigned authority, personally appeared _____
Known to me to be the person described herein and who executed the foregoing instrument and acknowledged before me executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this _____ day

My commission expires:

(Date)

(Notary Signature)

(Print, type or stamp name of notary public)

Personally Known to me

Produced ID _____
(Type of ID, If applicable)