"Preserving Our Heritage, Shaping Our Future"

Historic Home of Gravel Hill Est. 1815

Paul Hawkins,

MAYOR

CITY OF FLEMINGTON, GA
Chartered 1941

City Hall

156 Old Sunbury Rd.
Flemington, GA 31313

912.877.3223
cityhall@cityofflemington.org

REQUEST FOR PROPOSAL (RFP)

RFP 03-2025
SOLICITATION FOR
RESIDENTIAL SOLID WASTE COLLECTION

For all questions about this bid contact:

Shameka Hawkes, City Clerk
Flemington City Hall
156 Old Sunbury Road

Flemington, GA 31313

912-877-3223
cityhall@cityofflemington.org

RFP Submittal Deadline:
Thursday, November 20th, 2025 @ 5:00 PM

RFP Invitation to Service Providers
Curbside Waste Collection, Yard Waste & Bulk Waste Disposal Services
in Flemington, Georgia

The City of Flemington, Georgia will receive sealed technical and fee proposals until 5:00 PM on Thursday, November 20th, 2025. for the referenced services which are described herein. The City invites Service Providers to submit proposals responsive to the specific requirements set forth in this Request for Proposals (RFP).

Any questions and/or RFP requirements that may need clarification should be submitted in writing, according to the schedule in the RFP, and forwarded to the City point of contact at the contact information below. It shall be the Service Provider's responsibility to seek clarification on any questions in accordance with the RFP requirements as set forth herein.

The Service Providers' RFP response shall include a Technical Proposal and Fee Proposal with all other information requested in this RFP. The fees shall be the full cost per Unit per month with all disposal fees paid by the Service Provider. The submitted envelopes containing the Proposal must be sealed and addressed to:

City of Flemington
RFP 03-2025 Residential Solid Waste Collection
Attention: City Clerk
156 Old Sunbury Road
Flemington, GA 31313

All questions pertaining to any specifics of this RFP should be e-mailed to: cityhall@cityofflemington.org.

All proposals shall be clearly marked: "Proposal for Residential Solid Waste Collection." The envelope must bear on the outside the name of the Service Provider and the Service Provider's address and contact information (name and phone number). No Proposal may be withdrawn or modified in any way after the deadline for Proposal openings. No faxed or electronic submissions of Proposals will be accepted.

Proposals will be publicly opened on Friday, November 21st, 2025 at 10:00 AM at Flemington City Hall and only the name(s) of those Service Providers responding, and Fee Proposal will be mentioned. Proposals must be valid for ninety (90) days following the opening date.

The City may request additional information from the Service Provider, including a presentation if needed, to clarify elements of their Proposal. The City also reserves the right to make independent investigations as to the qualifications of each Bidder, including contacting existing customers or site visits to existing operations.

The City reserves the right to reject any or all proposals, waive technicalities and make the award in the best interest of the City.

BACKGROUND

The City currently contracts with Liberty County Solid Waste for the curbside collection of solid waste, yard waste, and bulk waste collection and disposal services. As of October 1st, 2025, the City has the following cart breakdown: approximately 600 residential customers with one cart; 10 residential customers with an additional trash cart, and 5 light business utilizing a residential cart.

The residents are currently billed $232.85 annually, covering all three curbside services, and this amount is incorporated into their Liberty County property tax bills.

Pursuant to Flemington Ordinance §58-19 – Residential and Commercial Services - All residential and commercial properties are required to maintain continuous municipal solid waste service and yard waste service.

INSTRUCTIONS TO SERVICE PROVIDERS

No Service Provider's employees or anyone representing the Service Provider shall contact by any method any elected officials from the date the RFP is advertised until the time of official award. The primary method of contact that should be utilized is email to ensure that all questions are properly addressed by the City to all prospective Vendors. The email communication approach will ensure that all questions or comments can be addressed by addenda.

EXAMINATION

The Service Provider is advised to examine field conditions within the City to become fully informed as to their existing conditions. Failure to examine the City will not relieve the successful Service Provider of the obligation to furnish all products and services necessary to carry out the provisions of the contract.

DETERMINATION OF SUCCESSFUL SERVICE PROVIDER

If awarded, the contract will be awarded to the most responsive and highest value Service Provider according to the criteria described in this RFP.

RESPONSIVENESS

The City will consider the degree to which each Service Provider has submitted a detailed Technical Proposal and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

SUBMISSION OF PROPOSALS

Proposals received after the scheduled bid opening time and date will remain unopened and will not be considered. The Service Provider shall package and seal its proposals so that they are not damaged in mailing. The Technical Proposal and Fee Proposal are to be combined in a single book/binder/folder (provide three individual copies), with an accompanying thumb drive containing a digital copy of the Proposal.

PURPOSE

The City of Flemington (City) is seeking proposals from qualified Service Providers to provide the resources, labor and equipment necessary to collect municipal solid waste, yard waste (dry trash), and select bulk waste (optional) from residential and light commercial customers on a once per week basis. The Service Provider must be capable of providing billing, customer service, and having the necessary equipment to start pick up service on Thursday, January 1st, 2026 if awarded the contract.

The City is issuing this RFP to secure curbside collection services for residential household and light commercial solid waste, yard waste, and bulk materials (optional) in the incorporated areas of the City.

TERM OF CONTRACT

The Term of the Agreement shall be for four (4) annually renewable terms commencing on January 1st, 2026, and expiring December 31st, 2029. During the initial four-year term, the City shall have the right to terminate the Agreement with cause effective December 31st of each successive annual term by giving Contractor at least one hundred eighty (180) days' advance written notice of the intention to so terminate (by December 31st each year). If not terminated earlier by the City, the initial four-year term can be extended for three (3) automatic extensions of one (1) year each unless either Party gives the other at least one hundred eighty (180) days' advance written notice of the intention to terminate the Agreement at the end of the then-current term. All notices given pursuant to this paragraph shall be served by certified mail, return receipt requested, or by a nationally recognized overnight courier service.

USE OF SUBCONTRACTOR

It is understood that the primary supplier responding to this request for proposal must have the capability to undertake all the tasks outlined. The successful candidate shall not develop agreements with subcontractors to provide and manage the scope of services requested by the City.

ADDENDA TO RFP

The City reserves the right to amend or clarify this RFP by addenda. Addenda may be issued no later than five (5) days prior to the due date of the proposals. All addenda issued will become part of the original or modified RFP document. The addenda will be sent only to those who have received the RFP from the City. Service Provider must acknowledge receipt of each addendum, if any, in the cover letter accompanying their proposal.

SELECTION OF SUCCESSFUL SERVICE PROVIDER

The Evaluation Criteria describes the criteria and procedures for evaluating proposals submitted to the City. The City will select the Service Provider that best serves the interests of the Mayor and Council and the residents of the City. The Mayor and Council reserves the right to waive any irregularities or inconsistencies in the submitted proposals and to reject any or all proposals.

SCHEDULE

This Invitation to Bid will be governed by the following schedule:

ACTIVITY	DATES & TIMES
Release of Solicitation Request by Public Organ	November 4th, 2025
Deadline to Email Questions to City	November 13th, 2025 by 4:00 pm
RFP Due	November 20th, 2025 by 5:00 pm
Public Opening	November 21st, 2025 @ 10:00 AM – City Hall
Service Provider Selection Discussion by Council	Special Called Meeting – Date TBD
Service Provider Contract Award by Council	November 24th, 2025 @ 4:30 pm
Service Provider Begins Trash Pick Up Services	Thursday, January 1st, 2026

SCOPE OF SERVICES

GENERAL SERVICE REQUIREMENTS

Furnish all labor, equipment, materials, billing, and customer service for once weekly collection and disposal of municipal solid waste, with yard waste (dry trash), and optional "bulk goods" in the City of Flemington. Collections will occur at the curb.

Containers will be returned to the designated setout location at each residence, standing upright. The Company's employees will immediately pick up trash, or yard trimmings spilled by the Company as part of their work. The Company will make collections with a minimum of noise and disturbance to the customer. Collection hours are between 6 a.m. and 6 p.m.

This RFP is intended for an exclusive provider responsible for the disposal of municipal solid waste for residential and light commercial refuse within the City of Flemington. However, accounts must be established by the Provider with ***each individual property OWNER only****.*

SERVICE PROVIDER COLLECTION EQUIPMENT

TRUCKS

The Service Provider/Company will be required to use only GPS equipped trucks. Automated side load or rear loaders are acceptable for household waste collection. Trucks should not be older than three (3) years at the beginning of the Contract. Company will keep all equipment in safe operating condition, in proper repair, in a clean and presentable condition. Vehicles must be painted uniformly with the name of the Company; the vehicle identification number and Company's telephone number printed on each side. All vehicles will be secure and prevent the leakage of any fluids or littering of collected materials.

The City of Flemington assumes no responsibility for any damage to residents' property caused by the chosen provider. The City of Flemington will be named as an additional insured party on the provider's insurance policy or policies.

CARTS

The selected Company will provide all carts (a minimum of 95 gallons). Containers will always be maintained in good working condition. All containers will have a proper cover to prevent wind-blown litter and access by birds or animals.

Liberty County Solid Waste, the current refuse provider, is amenable to potential cart acquisition by the selected waste management company. For more information, please contact Liberty County Solid Waste at (912) 884-5353.

The selected waste management contractor will be responsible for efficiently managing waste generated by city facilities and light commercial accounts within the jurisdiction of Flemington.

YARD WASTE DISPOSAL

The Company shall collect all Yard Waste defined as tree limbs not larger than four (4) inches in diameter and no longer than four (6) feet in length and stacked in piles not to exceed four (4) feet in height and four (4) feet in width. Tree trunks larger than four (4) inches in diameter will not be collected. All loose leaf, grass clippings and small shrubbery waste will be picked up provided it is in a pile or is bagged in brown paper bags (no plastic) and set by the street.

If Yard Waste is set out for pick up at a Residential address and does not meet the specifications above and on the City website, the Service Provider shall leave a clearly explanatory printed or written notice/tag for the Customer as to why it was not collected.

Yard waste collection service is intended for normal residential yard maintenance and is not intended for lot clearing, whole tree removal or commercial yard service operations.

BULK WASTE DISPOSAL *(Optional)*

If Bulk Waste disposal is offered as a service to residents, the Provider will outline the collection parameters in the Proposal. The Provider may also provide information as to the method of pricing such service to customers.

Commercial waste resulting from home construction or remodeling such as roofing tiles, bricks, mortar, carpet, sheetrock, boards etc. will not be collected and appropriately tagged.

HOLIDAY SCHEDULE

Pickup days will not be reduced by holidays. Pickups normally scheduled on holidays will be rescheduled for the next collection day. The City must approve any schedule changes and the Service Provider will advise the City of its plans for Holiday services. Care should be taken to notify the citizens should service be delayed.

VENDOR RESPONSIBILITIES

DIRECT COMMUNICATIONS WITH CUSTOMERS

The selected vendor is expected to establish direct communication channels with residents for any compliance issues, concerns, or inquiries regarding the sanitation services provided. This includes but is not limited to addressing service-related complaints, scheduling adjustments, and providing information on service offerings. The chosen provider will possess the necessary capabilities and personnel to handle direct, dedicated customer service.

PAYMENT COLLECTION

The vendor shall be responsible for collecting payments directly from residents for sanitation services rendered. This includes establishing a secure payment system and ensuring timely invoicing and collection of fees.

The City of Flemington will not undertake any aspects of printing, mailing, payment processing, collections of overdue accounts, cart damage, missed pickups, billing disputes, reports of damage to customer property, or any other customer service responsibilities. Any inquiries directed to City Hall will be routed to the provider's customer service phone line or preferred email.

CUSTOMER SERVICE STANDARDS

The vendor shall uphold high standards of customer service in all interactions with residents, ensuring prompt and courteous responses to inquiries and concerns.

TRANSPARENT COMMUNICATION

Transparency in communication with residents and the city is paramount. The vendor must keep both parties informed of any changes to service offerings, schedules, or policies.

PROPOSAL SUBMISSION REQUIREMENTS

Submitted proposals must include the information requested herein. The proposal must be submitted in compliance with the instructions set forth herein. Proposals must be delivered to: City of Flemington, Attention: Jenelle Gordon, City Clerk, 156 Old Sunbury Rd., Flemington, Georgia, 31313. No proposal may be modified, withdrawn, or canceled for a period of sixty (90) days after the time designated for receipt of proposals. The City reserves the right to reject all proposals and to waive irregularities, technicalities, and informalities.

SUBMISSION

The Service Provider shall package and seal its proposals so that they are not damaged in mailing. The Technical and Fee proposals are to be packaged together in the same book/binder/folder and placed in a single package/envelope delivered to the City. Please include three (3) paper copies, with an accompanying thumb drive containing a digital copy of the Proposal as well.

Providers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the instructions set forth herein.

TECHNICAL & FEE PROPOSAL REQUIREMENTS

The Service Provider shall provide detailed information to demonstrate its understanding of the Scope of Services requested.

The City is not interested in elaborate brochures. All documents should be typewritten on standard 8.5 x 11-inch white paper and placed in a simple to follow book or folder or binder. Exceptions to the page size would be schematics, exhibits, or other information necessary to facilitate the City's ability to accurately evaluate the proposal.

The Service Providers Proposal should contain the following (in order):

1. **TECHNICAL PROPOSAL**
2. **FEE PROPOSAL**

The **Technical Proposal** section of the Providers bid should include the following (in order):

A. COVER LETTER: The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Service Provider. The cover letter shall provide the name, address, and telephone numbers of the Service Provider along with the name, title, address, and telephone numbers of the Company executive that has the authority to execute the contract with the City. The cover letter shall present the Service Provider's understanding of the Project and a summary of the approach to be undertaken to perform the Services.

B. EXECUTIVE SUMMARY: The Service Provider shall submit an executive summary, which outlines its Proposal. The executive summary shall, at a minimum, include an

identification of the proposed project team, assign a Company point of contact for the contract, give the responsibilities of the project team, and a summary of the proposed Services to be provided. This section should highlight aspects of the Company's Proposal which make it superior or unique to successfully deliver the requested Scope of Services.

C. COMPANY OVERVIEW & STAFF: Provide an overview of the Company's key personnel. The Service Provider shall provide, in this section of the proposal, a description of the specific staff that will be assigned to effectively meet the requirements of this contract, with their experience and background in the industry. This description will include, at a minimum, the number of permanent employees, part-time employees and an organizational chart reflecting local and corporate assignments and responsibilities. Specifically, the Service Provider must identify what priority will be placed on this contract and how the firm intends to provide the management and staffing for the project.

D. PROJECT APPROACH & METHODOLOGY: The Service Provider shall provide, in this section of the proposal, a description of the method(s) that will be used to meet the requirements of the RFP Scope of Services. This area of the Providers bid should cover items such as route days of collection, type of trucks utilized, methods of how yard debris and bulk will be collected (or if the service is/is not offered), methods of customer communications and how customer service issues are managed. The Service Provider shall provide a plan for the seamless transition of services from the City's current service to the selected Service Provider.

E. SOLID WASTE DISPOSAL: The Service Provider will provide information as to what solid waste disposal facilities and/or waste transfer stations it intends to use to manage and utilize for disposal of City generated waste. All disposal fees will be paid for by the Service Provider. *The City of Flemington prefers a Service Provider who will utilize the Liberty County Transfer Station for tipping.*

F. COMPANY EXPERIENCE, REFERENCES, & CAPABILITIES: The Service Provider shall provide, in this section of the proposal, a detailed description of similar services or contracts in which the Service Provider is presently involved during the past three (3) years. The Service Provider shall also provide, in this section of the proposal, a description of the firm's capabilities. The Service Provider must list local government client references with a contact person and telephone number. List any local government clients that have terminated or discontinued services in the last three (3) years with a contact person, telephone number and explanation for the discontinuation. Any limitations relative to facilities, staff personnel, ongoing projects/contracts, etc. shall be identified.

The **FEE Proposal** section of the Providers bid will include the below table, completed and provided with the Technical Proposal.

CITY OF FLEMINGTON FEE PROPOSAL			
RESIDENTIAL MUNICIPAL SOLID WASTE *("MSW")*	**COST PER MONTH**		
Collection and Disposal of MSW (1 cart)	$	_____	per cart
Collection and Disposal of Yard Waste	$		per house
RESIDENTIAL TOTAL MONTHLY FEE	**$**		(add 3 lines above)

RESIDENTIAL - Other	COST PER MONTH		
Fee for Additional Residential Cart	*$*	_____	*per cart*
Collection & Disposal of Bulk Materials	*$*	_____	*per* _____

LIGHT COMMERCIAL BUSINESSES UTILIZING A RESIDENTIAL CART	**COST PER MONTH**		
Collection and Disposal of MSW (1 cart)	$	_____	per cart
Fee for Additional Residential Cart	$	_____	per cart

PROPOSAL EVALUATION & CONTRACT AWARD

The contract will be awarded to the most responsive Service Provider that offers the best value to the City in terms of service performance record, experience, price, and customer references. Each proposal will be reviewed by the Flemington City Council. The evaluation will involve a holistic review of all material provided with a focus on the following components (in no particular order):

20%	Service Providers depth of experience with at least four (3) years' experience with at least (5) Municipal Solid Waste contracts with local governments of comparable size.
20%	Service Provider having positive references with local communities in close proximity to Flemington or in Liberty County
10%	Service Provider's track record of customer service responsiveness.
10%	Service Provider's successful performance record with other municipal customers.
40%	Service Provider's cost proposal and fee schedule.
ADDITIONAL CONSIDERATION	Additional consideration will be given to Service Providers who will utilize the Liberty County Transfer Station for tipping.

The City reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the City opinion, such rejection is in the best interests of the City. Following the evaluation of the written proposals, the City Council requests the top-ranking Service Providers to make an oral presentation and/or be interviewed in person.

NOTE: The City reserves the right to accept proposals, as submitted, and enter directly into a contractual agreement with a selected Service Provider. Accordingly, it is imperative that all submittals contain both the best Technical and Fee Proposals in their initial submission.

NEGOTIATIONS

The City may negotiate with the highest ranked Service Provider whose proposal is determined to be most advantageous to the City for the purposes of reaching final contract terms. If negotiations with the highest-ranking Service Provider fail, negotiations shall be initiated with the next highest ranking Service Provider, and so on, until acceptable contract terms to the City are reached. The City reserves the right to reject all offers and end the process without executing a contract.

CONTRACT FORMATION

If the negotiation process produces an agreement acceptable to both parties, the Service Provider will submit a draft contract for the City's review. The final and approved contract shall be constructed and forwarded to the successful Service Provider for execution and then to the City's Mayor and Council for acceptance in accordance with the RFP schedule. Contracts will be between residents and the selected Service Provider.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The selected Service Provider agrees to execute an Indemnification and Hold Harmless agreement with the City.