

REQUEST FOR PROPOSALS

RFP TITLE:

**COLLECTION OF CURBSIDE RESIDENTIAL SOLID WASTE
CLEVELAND COUNTY, NC**

DATE ISSUED: MARCH 16, 2022

RFP SUBMISSION DEADLINE: 5:00 PM ON APRIL 29, 2022

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RFP Information:

Proposals due: **Before April 29, 2022 at 5:00 PM.**

Projects must be delivered electronically to:

Kim Lester
Purchasing Department
kim.lester@clevelandcountync.gov

Any questions regarding curbside collection may be directed to the Solid Waste Director, Josh Davis, at josh.davis@clevelandcountync.gov.

Project Location:

Cleveland County, NC

Project Description:

Cleveland County (“the County”) is soliciting proposals for a five-year franchise contract for the collection and disposal of curbside residential solid waste for the citizens of the unincorporated areas of Cleveland County.

Evaluation of Proposals:

Proposals, modifications, or corrections received after the closing time on **April 29, 2022** will be considered late and will not be opened.

If only one proposal is received in response to the RFP, the County’s staff may either make an award or re-issue another RFP for the purpose of obtaining additional proposals at their discretion. Cleveland County reserves the right to reject all proposals.

This RFP process is not mandated by statute, ordinance, or County policy, and the County reserves the right to, at any time, choose the contractor who best meets the needs of the County, as determined by the County in its sole discretion. This RFP process is designed to assist the County in choosing the best contractor to meet its needs.

Public Records:

Applicants are advised that any materials submitted in response to this RFP may be considered public records and may be required to be disclosed to third parties. If an applicant believes that any information in its proposal is a “trade secret,” the applicant should consult N.C.G.S. § 132-1.2(1) to review the treatment of trade secrets under the North Carolina public records law *before* submitting the information to the County.

Background

Located in southwest North Carolina, Cleveland County is home to approximately 100,000 residents across 469 square miles and is conveniently located between Charlotte and Asheville. Due in part to its convenient location, the County expects to continue growing and attracting employers, residents, and visitors in the coming years.

Since 2007, the County has operated a single-hauler franchise agreement with a private vendor to provide curbside collection of residential solid waste for citizens in unincorporated areas of the County. This has been done to provide fair and equitable service offerings for residents to have curbside collection in unincorporated areas within the county.

The current franchise contract is set to expire on June 30, 2022, and the County now is soliciting proposals to continue residential solid waste pickup to County residents in unincorporated areas efficient services to customers. Currently, over 3,200 unique residential households participating in curbside residential collection.

Service Zones:

Utilizing service zones, the County can distinguish between areas receiving curbside collection, with each zone listed below having a reasonably similar number of likely customers. Identified in the map below are four (4) service zones, each having a similar number of likely customers and similar household information according to 2020 data from the U.S. Census Bureau.

Residents can choose to participate in residential curbside collection. Residents who do not elect to participate in residential curbside selection must transport their own household garbage to one of the County-operated convenience centers. Per an awarded franchise or franchises, the selected vendor(s) for each zone will be contractually obligated to serve customers in their zone(s) who choose to participate in residential curbside collection.

Zone	Households
Zone 1: Upper Cleveland	7,013
Zone 2: Southeast Cleveland	6,489
Zone 3: South-Central Cleveland	6,096
Zone 4: Western Cleveland	5,282

[ZONE GRAPHIC ON FOLLOWING PAGE]

Company Background

The Company Background should provide vendor information including but not limited to:

- Company Headquarters Information
- Company History
- Description of Products and Services Provided
- Experience with County Government Customers
- Company Insurance Policies

Client References

Each RFP shall include the following information about a minimum of three (3) clients for which the proposer has provided or is providing similar services. References from municipal entities with similar curbside residential services are strongly preferred. Each reference shall list:

- Entity name
- Address
- Contact name

The RFP need not include letters of reference, only the requested info about each reference.

Zone Selection and Fees for Service

Those submitting RFPs can submit proposals as either Option A (entire county) and/or Option B (zone specific services), each of which must include the proposed fee to be charged to customers.¹

Option A: Entire County

Residential Curbside solid waste collection: \$_____per roll out cart per month

Option B: Zone Specific

Zone(s) selected: _____

Residential Curbside solid waste collection: \$_____per roll out cart per month

The proposal must also include any other fees to be charged to customers (unscheduled pickup fees, cart delivery fees, etc.).

The County will cumulatively evaluate the RFP's to determine the most effective manner of providing curbside residential solid waste pickup services to its citizens, which could include a franchise with either one single vendor or multiple vendors.

Mobilization

The County seeks a franchisee or franchisees capable of mobilizing equipment and crews to assure a smooth transition from existing operations (if a change of vendors occurs), with all equipment and curbside collection containers for solid waste in place so as to have service begin

¹ The awarded franchise will include a method of adjusting the fees on an annual basis, based on factors such as increased costs of doing business, changes in fuel costs, and revised laws, ordinances, or regulations.

on or about July 1, 2022. If an applicant cannot be prepared to begin service delivery on July 1, 2022, they should indicate the earliest date on which they could begin providing services.

Operational Plan

Each proposal shall include an operational plan indicating on what days of the week applicant plans to provide curbside residential solid waste services within the County, what kind of trucks will be used (year included), and a sample brochure or similar document showing the type of carts that will be used.

Equipment

All proposals must include an equipment list containing specifications of, at a minimum, the following equipment:

- A. Rear-End Refuse Collection Vehicles OR Side Refuse Collection Vehicles
- B. Tarping or waste covering system
- C. Adequate solid waste container and vehicle cleaning facilities

Scope of Work

All proposals should include an acknowledgment that the applicant has read and can contractually agree to provide the following scope of work. The ideal proposal will describe how the applicant will provide each item in the scope of work for this project.

- A. Providing household roll out containers for solid waste disposal (96 gallon or substantially similar) for interested customers of curbside collection within the unincorporated areas of Cleveland County.
- B. Residential curbside solid waste collections shall occur one (1) time weekly all 12 months of the year for all County residents in a franchisee's zone(s) who wish to participate.
- C. The licensee shall be responsible for the satisfactory collection and transportation of all solid waste in its zone(s) to a county-selected disposal site or county-selected recycling center.
- D. Vehicles or solid waste containers used by the licensee for the collection and transportation of garbage or refuse containing garbage shall be secured or covered, leakproof, durable, and of easily cleanable construction. Containers shall be cleaned as often as necessary, but not less than twice a year, to prevent the causing of a nuisance or insect breeding, and they shall be maintained in good repair.
- E. The franchisee shall have adequate solid waste container and vehicle cleaning facilities. The franchisee shall close all lids on solid waste containers after the containers are emptied and shall plug all drains in solid waste containers where required by local and state regulations. Vehicles shall display, in three-inch numbers and/or letters, in an area visible on the driver's side door or the left front fender, the county-issued identification numbers.
- F. The successful franchisee(s) will be expected to maintain its/their equipment (trucks, dumpsters, and household trash) in a clean, repaired, and presentable status for the duration of the franchise(s).
- G. Vehicles or containers used for the collection and transportation of any solid waste shall be loaded and moved in such a manner that the contents will not fall, leak, or spill therefrom, and they shall be adequately secured or covered to prevent spillage therefrom. Should spillage occur, the material shall be recovered immediately by the solid waste hauler and returned to the vehicle or container, and the area properly cleaned.

- H. The selected franchisee shall submit a monthly report to the county manager or authorized representative, which shall contain but not be limited to the following:
1. The total number of residential customers and the number of residential customers added and dropped;
 2. The total number of industrial customers and the number industrial customers added and dropped;
 3. The number of complaints which are filed, organized in categories such as districts or type of complaints, with a report on each complaint's final disposition;
 4. Changes in routes;
 5. New and replacement equipment;
 6. Any other information which the board of commissioners or the licensee believes to be of importance;
 7. Figures for the month in question of the previous year;
 8. The franchisee shall be responsible for actively soliciting new customers using all available resources, and it shall also be responsible for working toward the goal of one hundred (100) percent collection in its designated area.
- I. Proposals should include descriptive information regarding the type of roll out containers proposed for use in the collection of curbside solid waste in servicing this contract.
- J. The requirements of this “Scope of Work” section are substantially similar to the likely terms of any franchise awarded pursuant to this RFP. However, the County retains the right to modify the terms of any awarded franchise to the fullest extent permitted by law.

Required Insurance Coverage

All applicants must include information about their insurance policies that are related to the services to be performed. The cost of such insurance shall be included within the proposed franchisee’s fee for services as proposed.

- A. The County seeks proposals with insurance coverages that are substantially similar to, or greater than, the following:

<u>Coverage</u>	<u>Amount</u>
Workers’ Compensation	
Statutory	Statutory
Employers Liability	\$1,000,000 each Bodily Injury by Accident \$1,000,000 policy limit Bodily Injury by Disease \$1,000,000 per occurrence Bodily Injury by Disease
Automobile Liability	
Bodily Injury/Property Damage Combined – Single Limit	\$3,000,000 Coverage must apply to all owned, non-owned, hired, and leased vehicles (including trailers).
Pollution Liability Endorsement	MCS-90 endorsement for pollution liability coverage

Commercial General Liability

Bodily Injury/Property Damage	\$2,500 per occurrence
Combined – Single Limit	\$5,000,000 general aggregate

- B. All insurance policies must be primary without the right of contribution from any other insurance coverage maintained by the County.
- C. The County prefers insurance policies written by insurance carriers with a rating of A.M. Bests of at least “A-” and a financial size category of at least VII.
- D. Upon the County’s request, the selected franchisee must be able to furnish the County with a certificate of insurance evidencing that such coverage is in effect. Such certificate must also provide thirty (30) days prior written notice of cancellation to the County, show the County as an additional insured under the Automobile and General Liability policies, and contain waivers of subrogation in favor of the County (excluding Workers’ Compensation policy) except with respect to the sole misconduct of the County.

Term of the Franchise (length in years)

The initial agreement shall span a period of five (5) years with an option upon agreement of both parties to extend the franchise(s) for an additional two three- year terms unless otherwise prohibited by North Carolina General Statutes or modifications thereto during the term of the original or subsequent agreements. The terms of each three-year renewal, if elected, will be negotiated between the county and the successful franchisee(s) prior to the expiration of the then-existing term.

Proposal Evaluation:

In determining the proposal that best meets the needs of the County, the County will consider:

- a. The ability, capacity, applicable licenses, and skill of the applicant to perform the services required under the contract;
- b. Whether the applicant can provide the services promptly, within the specified time, without delay or interference;
- c. The character, integrity, reputation, judgement, experience, and efficiency of the applicant;
- d. The quality of service and level of performance of the applicant under previous contracts or franchises with the County, if any;
- e. The previous and existing compliance by the applicant with North Carolina laws and Cleveland County ordinances relating to the service; and
- f. Any other factor(s) that the County deems relevant to effective and efficient provision of resident curbside solid waste services within the County.

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