



**REQUEST FOR PROPOSALS (RFP 02-17)
MULTIFAMILY DUMPSTER CONTRACT
CITY OF FOLLY BEACH**

1. GENERAL

The City of Folly Beach (“City”) is requesting proposals from qualified and insured service providers (Contractor) for the purpose of providing contracted dumpster removal service within the City of Folly Beach (City). The scope of the work below requires the contractor to provide all tools, labor, materials, equipment, and supervision necessary to perform the services as detailed in the scope of work. The contract period will be for one year beginning July 1, 2017 and ending on June 30, 2018 with the possibility of 4 additional one year extensions at the discretion of the City.

The purpose of this Request for Proposals (RFP) is to solicit proposals from various contractors, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City.

2. SCOPE OF WORK

To provide a “per pull/per dumpster” price to service the Multi Family areas below. Dumpsters are to be serviced once per week and paid for by City of Folly Beach. Any additional pick-up’s, if requested by individual Home Owner Associations (HOAs), will not be paid under this contract. All additional service requested by the HOA will be paid by the requesting HOA and negotiated directly with the Contractor.

For estimating purposes location and sizes of existing rear load dumpsters are as follows:

<i>Location</i>	<i>Quantity</i>	<i>Type</i>	<i>Size</i>
201 W. Artic, Charleston Ocean Front Villas	4	Dumpster	8 yard
177 W Mariner’s Cay, Marsh View Villas	2	Dumpster	8 yard
1 Mariners Cay, Mariners Cay	2	Dumpster	8 yard



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2395 Folly Road, Turn of the River	1	Dumpster	8 yard
2393 Folly Road Marsh Winds	1	Dumpster	8 yard
2262 Folly Road, The Palmettos at Oak Island	1	Dumpster	8 yard
231 Little Oak Isl. Dr, Little Oak Island Condos	2	Dumpster	8 yard
Total City Services	13	Dumpster	8 yard

3. OTHER REQUIREMENTS OF THE CONTRACTOR

If contract is awarded, Contractor must be prepared to provide and agree to the following, at his or her own expense, prior to beginning work and at all times during performance of services.

- a. Maintain all required current Federal, State, and Local waste disposal permits and licenses.
- b. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage and (ii) personal injury coverage. Policy must name the City of Folly Beach as an additional insured.
- c. Workers' Compensation Insurance in the amounts as follows:
 - Bodily Injury by accident, \$500,000 each accident.
 - Bodily Injury by disease, \$500,000 policy limit.
 - Bodily Injury by disease, \$500,000 each employee.
- d. Commercial motor vehicle liability Insurance in the amount of \$500,000 if the company owns automobiles. No endorsement limiting or excluding a required coverage is permitted. Policy must name the City of Folly Beach as an additional insured.
- e. Maintenance of state and local licenses necessary to operate a business in the City of Folly Beach. These costs are not to be paid in whole or in part by the City.



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- f. Indemnify and hold the City of Folly Beach harmless for any and all claims arising out of its performance of its duties under this contract.
- g. Comply with all applicable federal, state and local laws, ordinances and regulations.

4. PROPOSAL PROCESS

- a. Bid packets can be picked up at the Municipal Clerk's Office, 2nd Floor, 21 Center Street or by emailing the Municipal Clerk, Colleen Jolley, for an electronic copy: cjolley@cityoffollybeach.com.
- b. Proposals must be received by 2 p.m. on June 8, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled RFP 02-17, City of Folly Beach Multifamily Dumpster Contract. Sealed proposals may be hand-delivered to 21 Center Street, Colleen Jolley, 2nd Floor, or mailed to P.O. Box 48, Folly Beach, SC 29439, Attn: Colleen Jolley, Municipal Clerk.
- c. Each company shall submit the following documents with the proposal:
 - i. Oath of Non-Collusion (form in bid packet) signed by a principal of the firm or an officer authorized to bind the corporation
 - ii. Qualifications to meet the City's objectives. This shall include the size of the business, office location from which the service is being performed, and a list of project personnel and equipment available
 - iii. Prior work performed, including names of prior and current clients and number of years operating in the field.
 - iv. Name and contact information for three references
 - v. Indicate and list any pending legal actions
 - vi. Provide current copy of IRS Form W9
 - vii. Outsourcing Statement: if your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include a name and description of the organization being contracted.



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- d. The proposals will be opened at 2:01p.m. on June 8, 2017. All submitters are invited to be present or send a representative. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions, will become public information.
- e. Evaluation of proposals will be conducted from June 8, 2017 through June 13, 2017. The selection decision for the winning bidder will be at the regularly scheduled Council meeting on June 13, 2017 and the selected contractor will be notified by June 15, 2017.
- f. All contractual terms and conditions will be subject to review by the City of Folly Beach. This will include scope, budget, schedule, and other necessary items pertaining to the contract. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation of a response to this request.

5. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using, but not limited to, the following criteria. The City reserves the right to reject, in whole or in part, any proposal submitted which the City believes would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject all proposals. To ensure consideration for this Request for Proposals, your proposal should be complete and include all of the following criteria:

- a. Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- b. Previous work and references: bidders will be evaluated on examples of their experience, qualifications, and references, the City will give preference to firms normally engaged in performing the type of work specified.
- c. Proposed contract costs.



CITY OF FOLLY BEACH

Vendor Name: _____

Non-Collusion Oath

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this ____ day of _____, 2016

Notary Public in and for South Carolina
My Commission Expires: