



HABERSHAM COUNTY BOARD OF EDUCATION
P.O. Box 70, Clarkesville, Georgia 30523
Ph: 706-754-2118 Fax: 706-754-1549

Matthew Cooper, Superintendent

HABERSHAM COUNTY SCHOOLS REQUEST FOR PROPOSAL WASTE MANAGEMENT SERVICES

Habersham County Board of Education wishes to solicit proposals from all interested vendors to provide Waste Management Services at the following locations: Baldwin Elementary, Clarkesville Elementary, Cornelia Elementary, Demorest Elementary, Fairview Elementary, Hazel Grove Elementary, Level Grove Elementary, Woodville Elementary, North Habersham Middle, South Habersham Middle, Wilbanks Middle, Habersham Ninth Grade Academy, Habersham Central High School and Agriculture Center, Administrative Offices, Maintenance and Transportation Departments, Technology Department and Habersham County Food Science Lab.

Proposals will be received until Monday, March 16, 2020 at 10:00 am.

Responses to this Request for Proposal must be in a sealed envelope and must be marked with your company name and “**Request for Proposal – Waste Management**”. Please allow ample time for chosen delivery method. Proposals received late will not be considered. For mailing purposes, please address to:

Habersham County Board of Education
Attention: Denise Gunn
P.O. Box 70
132 Stanford Mill Road
Clarkesville, GA 30523

Copies of the RFP Packet can be obtained by visiting www.habershamschools.com.

All inquiries regarding the specifications and requirements of the RFP shall be directed to Denise Gunn, Maintenance Director by email at dmgunn@habershamschools.com. Perspective respondents shall have until March 6, 2020 to make such inquiries.

Habersham County Board of Education looks forward to your response.

GENERAL TERMS & CONDITIONS

1. PREPARATION OF PROPOSALS

- a. To be entitled to consideration, proposals as stipulated shall be made in accordance with the following instructions, submitted in a sealed envelope marked, **“Request for Proposal – Waste Management”**. The proposal must be sent to Habersham County Board of Education Attention: Denise Gunn, P.O. Box 70, 132 Stanford Mill Road, Clarkesville, GA 30523, no later than the date and time set forth in the “Request for Proposal”.
- b. Proposals received after the date and time specified will not be considered.
- c. Vendors are instructed to carefully read all terms, conditions and specifications as set forth in the Request for Proposal.
- d. Proposals that in any way qualify or vary the terms and conditions and specifications of this RFP may be considered non-responsive and disqualified from consideration of award.
- e. All proposals shall be printed in ink or typewritten as specified. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the proposal shall initial corrections in ink.
- f. The original proposal must be received at Habersham County Board of Education Attention: Denise Gunn, P.O. Box 70, 132 Stanford Mill Road, Clarkesville, GA 30523, no later than the date and time set forth in the “Request for Proposal”. Interested vendors are advised to consider that hand delivery assures timely receipt.
- g. Telephone or faxed proposals will not be accepted.
- h. Interested respondents must include with RFP the Vendor Reference Sheet (Attachment A). References will be utilized in the evaluation of this proposal. Vendor must include all information requested. Failure to do so will reflect negatively in evaluation and may result in vendor’s submission being deemed “non-responsive” and eliminated from consideration.
- i. Georgia Security and Immigration Compliance Act (ACGA 13-10-90) Affidavit (Attachment B) must be completed and submitted along with RFP.

2. SPECIFICATIONS

- a. Vendor must have been in business one or more years and must not be an employee of the Habersham County School System.
- b. Vendor must submit certificates of coverage for Worker’s Compensation and General Liability Insurance as part of the bid package. Insurance must be for a minimum of \$1,000,000.00 and Worker’s Compensation Insurance must be in accordance with Georgia Code. The Habersham County Board of Education assumes no responsibility for accidents occurring while servicing school property.
- c. Vendor is required to perform background checks on any employee who will be working on school property. A comprehensive criminal history background check to include both GCIC and NCIC is required. Minimum findings that warrant exclusion include: any felony conviction, any drug conviction, any crime against children, and any sex-related conviction. Background

check documentation must be submitted to Denise Gunn, Maintenance Director, within ten (10) days of contract award date and prior to commencement of work.

d. Vendor employees and agents working on Habersham County Board of Education property must wear proper identification and must comply with all policies and procedures of the school district related to on-campus work.

e. Pricing should reflect labor, equipment and materials needed to perform the services detailed in section number 6, “**Scope of Work**”.

3. CONTRACT

a. This Agreement shall run for a period of 15 months, commencing April 1, 2020 and concluding June 30, 2021. This Agreement may be automatically renewed for three (3) successive periods of one (1) year, unless either party provides notice to the other party of its intent to terminate, dated and sent at least thirty (30) days prior to the concluding date.

b. Habersham County Board of Education requires that all prices remain unchanged during the contracted period.

c. Habersham County Board of Education reserves the right to review and accept or deny request for price changes due to extenuating circumstances in the economy or marketplace.

d. If the successful vendor wishes to cancel this contract, a written notice of thirty (30) days in advance will be required. If the Habersham County Board of Education wishes to cancel the contract, a written notice of thirty (30) days in advance will be required. In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach with thirty (30) days after receiving notice specifying the breach. Habersham County Board of Education reserves the right to terminate without warning in the event of critical and/or material breach of contract.

4. PURCHASING/INVOICING

a. The Habersham County Board of Education Purchasing Policy DJE, Bids and Quotations Policy DJED, and purchasing procedures are incorporated into this Request for Proposal. By acceptance of this RFP, a respondent, potential respondent, or contractor agrees to be bound by said policies and procedures in any issue or action related to this RFP or subsequent contract resulting from this RFP.

b. Monthly invoices must include the following information for each pick-up location:

- Size of dumpsters
- Number of trash pickups per week, per dumpster
- Days of week trash is picked up
- Time of day trash was picked up.

c. Invoices must be mailed to Habersham County School System, Attn: Accounts Payable, P.O. Box 70, Clarkesville, GA 30523. Invoices will be paid by check within 30 days of receipt and approval by Denise Gunn, Maintenance Director.

d. A completed IRS Form W-9 must be submitted with the first invoice. Payment will not be issued until W-9 is received.

5. AWARD

a. Habersham County Board of Education may accept or reject any or all proposals, parts of proposals, may waive informalities, technicalities and irregularities. The judgment of Habersham County Board of Education on such matters shall be final.

b. Habersham County Board of Education reserves the right to qualify and award any or all of this contract in any manner deemed to be in the best interest of the school system.

c. The solicitation (including all addenda), proposal, award notification letter, memorandum of understanding or establishing purchase order, attachments (either attached there or by reference), shall constitute the entire binding agreement on the terms set forth and is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

d. All correspondence, including Notices of Awards and Purchase Orders will be sent to the address appearing on the vendor's bid or proposal.

6. SCOPE OF WORK

Provide Waste Management Services at the following locations: Baldwin Elementary, Clarkesville Elementary, Cornelia Elementary, Demorest Elementary, Fairview Elementary, Hazel Grove Elementary, Level Grove Elementary, Woodville Elementary, North Habersham Middle, South Habersham Middle, Wilbanks Middle, Habersham Ninth Grade Academy, Habersham Central High School and Agriculture Center, Administrative Offices, Maintenance and Transportation Departments, Technology Department and Habersham County Food Science Lab.

a. The contractor shall provide Direct Dispatch Information, to include account contact name and phone number. Dispatch must be accessible from 6:00am – 6:00pm.

b. The contractor shall place state and federally approved covered containers at all locations as noted in the Schedule. The contractor is responsible for the care and maintenance of all containers under this contract.

- All containers will be painted uniformly and kept in a professional appearance.
- All containers must bear signage stating , “NO PARKING” and “PRIVATE-NO OUTSIDE DUMPING ALLOWED”
- Containers at facilities without loading docks must have slide door access on the side as well as top lid access.
- Containers at loading docks must have back side, slanted top lid access.
- Any container that becomes unfit for refuse storage, or loses its protection against vermin, shall be replaced at no cost to the school district.
- Should a container need replacing a replacement container must be on-site within 24 hours.
- Should a container need repairing it must be repaired as requested within 24 hours or a replacement container must be provided within 24 hours of the initial request.
- Should additional containers be required at a later date, vendor agrees to provide at existing contracted pricing.

c. Habersham County Schools will not be required to pay an additional dump fee at any time. At time of pick-up, a re-fill and additional dump will be accommodated at no additional charge.

d. The contractor shall be responsible for any damage to a building or other property caused by his workers while performing the work indicated in these specifications

e. It shall be the responsibility of the bidder to pay all costs incurred from a cleanup associated with an environmental hazard created by way of release, spill, leak or other means of contamination caused by accident or negligence.

f. The contractor shall attach a schedule showing times of pick-up at each location as part of the bid packet.

- This schedule must be followed daily within a 1 hour perimeter. (Ex: North Habersham, serviced Monday-Friday between the hours of 6:00 am and 7:00 am, with no exceptions)
- In case of an emergency and set schedule is unable to be followed, the contractor must notify Denise Gunn immediately at dmgunn@habershamschools.com.
- In case of a vehicle break down, the contractor must have a back-up vehicle available within 4 hours.
- Schedule may only be altered due to Holidays observed by the school district. The Schedule would resume as normal on the following day.
- This Service is for the entire year. Each site must be serviced **daily** as contracted, to include Summer Break.
- If Vendor fails to service daily as contracted, the contract will become null and void.

SCHEDULE

VENDOR:			
	DESCRIPTION	AMOUNT	
	Waste Management Service		
	<u>LIST OF SCHOOLS/FACILITIES</u>		
1	Baldwin Elementary 894 Willingham Avenue Baldwin, GA 30511	One (1) 8 yard – Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
2	Clarksville Elementary 6539 State Hwy 115 West Clarksville, GA 30523	Two (2) 6 yard – Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
3	Cornelia Elementary 375 Old Cleveland Road Cornelia, GA 30531	Two (2) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access.</i> X 52 weeks	\$
4	Demorest Elementary 3116 Demorest Mt. Airy Hwy Demorest, GA 30535	One (1) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access.</i> X 52 weeks	\$
5	Fairview Elementary 2925 Cannon Bridge Road Demorest, GA 30535	One (1) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access.</i> X 52 weeks	\$
6	Hazel Grove Elementary 6390 Dicks Hill Parkway Mt. Airy, GA 30563	Two (2) 6 yard – Monday, Wednesday and Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
7	Level Grove Elementary 2525 Level Grove Road Cornelia, GA 30531	Two (2) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access.</i> X 52 weeks	\$
8	Woodville Elementary 911 Historic Old 441 Hwy Clarksville, GA 30523	Two (2) 6 yard – Monday, Wednesday and Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$

SCHEDULE - CONTINUED

VENDOR:			
		DESCRIPTION	AMOUNT
		Waste Management Service	
		<u>LIST OF SCHOOLS/FACILITIES</u>	
9	North Habersham Middle 1500 Wall Bridge Road Clarkesville, GA 30523	One (1) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access, no slant top.</i> X 52 weeks	\$
10	South Habersham Middle 237 Old Athens Hwy Cornelia, GA 30531	One (1) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access, no slant top</i> X 52 weeks	\$
11	Wilbanks Middle 3115 Demorest Mt. Airy Hwy Demorest, GA 30535	Two (2) 8 yard – Monday thru Friday Weekly cost	\$
		<i>Loading dock access.</i> X 52 weeks	\$
12	Habersham Ninth Grade Academy 171 Raider Circle Mt. Airy, GA 30563	Two (2) 8 yard –Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
13	Habersham Ninth Grade Academy JLB Field House 171 Raider Circle Mt. Airy, GA 30563	Two (2) 8 yard –Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
14	Habersham Central High 2059 State Hwy 197S Mt. Airy, GA 30563	Two (2) 8 yard – Monday thru Friday – <i>Twice a day</i> Weekly cost	\$
		<i>Loading dock access.</i> X 52 weeks	\$
15	Habersham Central High Gymnasium 2059 State Hwy 197S Mt. Airy, GA 30563	One (1) 8 yard –Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
16	Habersham Central High Agri-Science Center 2059 State Hwy 197S Mt. Airy, GA 30563	One (1) 8 yard –Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
17	Habersham County BOE Food Science Lab 901 Fairview School Road Demorest, GA 30523	One (1) 8 yard – Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$

SCHEDULE - CONTINUED

VENDOR:			
	DESCRIPTION		AMOUNT
	Waste Management Service		
	<u>LIST OF SCHOOLS/FACILITIES</u>		
18	Habersham County BOE Administrative Offices 132 Stanford Mill Road Clarkesville, GA 30523	One (1) 8 yard Tuesday and Thursday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
19	Habersham County BOE Maintenance Department 3200 Demorest Mt. Airy Hwy Demorest, GA 30535	One (1) 8 yard Tuesday and Thursday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
20	Habersham County BOE Technology Department 165 Raider Circle Mt. Airy, GA 30563	One (1) 8 yard –Monday thru Friday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
21	Habersham County BOE Transportation Department 3208 Demorest Mt. Airy Hwy Demorest, GA 30535	One (1) 8 yard Tuesday and Thursday Weekly cost	\$
		<i>No loading dock access.</i> X 52 weeks	\$
	GRAND TOTAL		\$
Direct Dispatch:	Name:	Phone:	

I, the undersigned, acknowledge that I have read the Request for Proposal in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit or execute this bid in the exact manner requested will be just cause to reject any or all of my bid.

Company Name

Authorized Representative Signature

Address

Contact Number

FAX Number

E-mail Address

Attachment A)

VENDOR REFERENCE SHEET

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Email: _____

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Email: _____

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Telephone: _____ Email: _____

(Attachment B)

E-Verify Affidavit

Georgia Security and Immigration Compliance Act: E-Verify and SAVE Program Overview
[OCGA§13-10-91]

Pursuant to the “Georgia Security and Immigration Compliance Act,” Habersham County Board of Education is required to have all of its contractors register and participate in the federal work authorization program to verify information of all new employees. Contractors or subcontractors cannot enter a contract with the Board of Education for the physical performance of services unless the contractors or subcontractors register and participate in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91. Each contractor is urged to complete the attached Affidavit.

Affirmative language will be included in contracts for the performance of services regarding the above requirement. The Board of Education will require an affidavit from a contractor showing its compliance with the requirements of O.C.G.A. §13-10-91 at the time a contract for the performance of physical services is executed. The contract shall include language referencing this obligation and providing that failure to supply an affidavit evidencing such compliance (or to continue to meet the statutory obligation during the life of the contract) shall constitute a material breach of the contract.

To register for the E-Verify Program, visit www.uscis.gov. Your bid will not be accepted without this E-Verify number.



CONTRACTOR AFFIDAVIT AND AGREEMENT

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 Habersham County Board of Education, 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 Habersham County Board of Education, contractor will secure from such subcontractor(s) similar verification of compliance with OCGA13-10-91 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 to provide a copy of each such verification to the Habersham County Board of Education at the time subcontractor(s) is retained to perform such services.

EEV/Basic Pilot Program User Identification Number

BY: Authorized Office or Agent (Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

____ DAY OF _____, 20____