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**Request for Proposals No. 13-03**

**RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING**

**Addendum 1**

Date Issued: May 16, 2013

**THE FOLLOWING LIST INCLUDES CLARIFICATIONS AND RESPONSES TO QUESTIONS EMAILED BY BIDDERS.**

Respondents are strongly encouraged to thoroughly read all of the material provided below. Receipt of this addendum should be acknowledged in your proposal. **Failure to do this may result in rejection of proposal.**

1. Q - Is there is an estimated value available and a planholders list is available?  
A - We do not have an estimated value on this RFP. After the deadline for proposals, we will publish a list of companies that submitted proposals on the City's Purchasing Page.
2. Q - Page 3 (section 1.1. Purpose/Objective) is it possible to go straight to the City-wide program and by-pass the pilot program given our 154 successful municipal examples we can share?  
A - The City may consider bypassing the Pilot Program however we still require pricing for the Program.
3. Q - What is the rate structure Dekalb County is charging for waste services? The website quoted 2006 pricing so we felt we should clarify that those numbers are still correct?  
A - Dekalb County currently charges \$265/year for residential service, however they are currently considering changes to their pricing and level of service.
4. Q - Page 4 Section 1.5 Minimum Criteria Used to Determine "Responsibility" of Each Contractor. How is the City operating now? Number of trucks/types of trucks currently in use? Personnel? Route schedule (residential and commercial)?  
A - The City currently receives its sanitation services through Dekalb County. We do not have operational details on the area of the County attributed to the City.

5. What is the current level of service?  
A – The RFP Section 2.1 (1) details current levels of service.
6. Q - What are the statistics on all annual tonnage of various waste streams? (Yard waste, recycling, commercial and residential)?  
A – The City of Brookhaven is a very new city and we do not have that detail from the County.
7. Q - Page 5 & 6 (1.6 Projected Timetable) Do you have a specific start date for the pilot?  
A – We do not have a firm timetable set at this time; however the earliest start date for the Pilot or any type of service would be January 1, 2014.
8. Q - Can the City clarify the number of months of the expected delay of payment in year one?  
A – Our First year tax collections would not be expected until October when our property tax revenues arrive, however there may be other financing considerations.
9. Q - Please provide a detailed list on the free services expected (size/frequency/locations) for City properties and buildings.  
A – We anticipate the size/frequency to be determined at a later date. Our City Hall and Court would be handled through our landlords, so free service would not be required; however our parks would probably require pickup from a dumpster at each park. A list of parks may be found on our City website at [www.brookhavenga.gov](http://www.brookhavenga.gov). In addition, we anticipate having a dumpster for our Public Works Department at a location to be determined in the future.
10. Q - Page 7 (2.2 Proposal Cost Format) Matrix on page 8 is missing a slot for extra pick up charges and the RFP asks for it to be included. Was this an oversight on the Matrix?  
A – Yes
11. Q - Attachment A (page 13) the last "Whereas" on Attachment A contradicts language on page 6 (middle paragraph) regarding the billing of commercial properties. Can the City clarify?  
A – We expect the vendor to bill commercial customers. Page 6 defines what we expect. The sample contract will most likely be amended prior to being awarded.
12. Q - Page 16 (3.2 Elderly and Disabled) the fourth paragraph down has a contradiction reading "two percent (3%)." Which number is correct?  
A – Two (2)
13. Q - 3.3 (Location of Containers for Collection) 3.3.1 Is the contractor only responsible for picking up the carts or if residence sets out extra bags is contractor responsible for getting out of the truck and picking up?  
A – Yes, we would expect extra bags to be picked up occasionally but not on a recurring basis. The respondent should indicate when and how much an extra charge would be billed to a customer in their proposal.

14. Q - Pg. 3, 1.1 reads “Any city-wide program would be contingent upon successful completion of the pilot program.” Will there be multiple pilot programs? If not, will the successful completion of the pilot program result in a city-wide contract for the chosen pilot program contractor? If so, how will the city evaluate successful completion of more than one pilot program?  
A – We expect there to be a single pilot program. A city-wide contract would be partly based on the results of the pilot program.
15. Q - Will DeKalb County’s program be considered as a possible continuation program for Brookhaven?  
A – Yes
16. Q - Pg. 4, 1.5 7<sup>th</sup> Bullet Does the city anticipate full cooperation from DeKalb County in making a smooth transition – i.e. coordination in delivering and collecting carts, FEL containers, and roll-offs, routing information, volume information?  
A – The cooperation of Dekalb County is unknown, as the County has never had a city handle its own waste collection. The County currently does not use carts.
17. Q - Pg. 5, 1.6 Timeline Is the January 1, 2014 start date for the pilot program or the city-wide program?  
A – The January 1, 2014 timeline is the earliest start date of any program.
18. Q - Pg. 6, 6<sup>th</sup> Paragraph – City Properties receiving FREE service. Please provide a list of current city properties and service levels required – ex: City Hall, 200 Ashford Center North, Suite 150, Dunwoody – 1 – 8 yard FEL 3x per week MWF  
A – See Question 9
19. Q - Pg. 8, Commercial / Industrial Service Matrix. Please provide, if available, the current breakdown of container sizes and service frequency for the City’s approximately 1,100 commercial / industrial customers?  
A – See Questions 4 and 6. The service levels are unknown.
20. Q - Please indicate how many of the commercial/industrial compactors are customer owned?  
A - See Questions 4 and 6. The service levels are unknown.
21. Q - Please provide the current price matrix for each service level indicated on Page 8?  
A - The RFP Section 2.1 (1) details current levels of service.
22. Q - Pg. 10, 5.4 2<sup>nd</sup> Paragraph. Does the Finance Director have a “score” sheet available for review by proposers?  
A – No
23. Q - Pg. 12, Sample Contract – Final whereas seems to indicate the City will bill commercial customers.  
A – See Question 11

24. Q - Is the hauler responsible for billing and collecting from all non-residential accounts within the City?  
A – Yes
25. Q - Pg. 13, 1.1 should the cart size be 95-gallon?  
A – Yes
26. Q - Pg. 13, 1.4 should “unincorporated” read “incorporated?”  
A – Yes
27. Q - Pg. 13, 1.9 should “County” read “City?”  
A – Yes; the sample contract is provided for information only. The final contract will be negotiated with the successful bidder.
28. Q - Pg. 16, 3.2 Please clarify two percent (2%) or three percent (3%)?  
A – Two (2)
29. Q - Pg. 17, 4.2 please provide, if available, the current route map?  
A – This information is not available.
30. Q - Pg. 19, 5.6 please clarify. Is it correct to understand the contractor will bill the City for residential services only and is entitled to payment for those residential services whether or not the City collects from the residential customer?  
A – Yes
31. Q - Does the contractor bear the full burden of billing, collecting, and any bad debt from non-residential (commercial / industrial) customers within the City?  
A – Yes
32. Q - Pg. 26 Recyclables Should Styrofoam be included as a recyclable?  
A – Yes; we expect the same levels as what DeKalb County is currently providing. Please see the County’s Recyclables website at [http://www.dekalbcountyga.gov/dekalb\\_recycles/what\\_to\\_recycle.html](http://www.dekalbcountyga.gov/dekalb_recycles/what_to_recycle.html)
33. Q - The City’s website includes a survey of residents regarding sanitation services. Would you please provide the responses tabulated from that survey?  
A – See the survey results at the end of this document.
34. Q - What is the current recycling participation rate within the city?  
A – DeKalb County is currently providing that service. The City currently does not have information on the recycling rates within the Brookhaven City area.
35. Q - Page 3, Section 1.1 “Purpose/Objective,” is the successful vendor required to provide 96, 65 or 18-gallon carts for the pilot program?  
A – Yes; we expect the successful vendor to provide us with information on the type/size/dimensions, etc. of the containers they will provide. We anticipate the vendor will provide at a minimum; 95 gallon containers for solid waste, and 18 gallon containers

for recycling. Any additional information such as container branding (“City of Brookhaven”) should be included in the proposal.

36. Q - Page 3, Section 1.3 “Inquiries,” please send a copy of all of the questions submitted by the May 16<sup>th</sup> deadline.

A – All questions submitted by the deadline will be published by May 17, 2013 as a “Questions Addendum.” As we publish all questions, there may be duplicate questions from different proposers.

37. Q - Page 5, Section 1.6 “Projected Timeline,” we would like to request at least a 30-day extension. The additional time is needed to audit the City’s residential and commercial properties to create an accurate pricing model.

A – At this time, there is no plan to extend the Proposal Close Date.

38. Q - Page 7, Section 2.2 “Proposal Cost Format,” requests that we submit rates based on the size and frequency of the container. To ensure that you receive the most accurate information we will need the number of commercial containers within the City limits of Brookhaven. This should include 2-8 yard front-end waste and recycling containers, 20-40 yard temporary and permanent roll off containers as well as 30-40 yard compactors.

A - See Questions 4 and 6. The service levels are unknown.

39. Q - Page 7, Section 2.2 “Proposal Cost Format,” requests that residents shall use biodegradable yard waste bags as well as stacked, tied, bundled yard waste no more than four feet in length or 50 pounds in weight. Is the successful vendor required to pick up materials from professional lawn maintenance crews? Typically, we find that they generate yard waste in excess of the feet in length or 50 pounds in weight mentioned in this RFP.

A – The vendor would not be expected to pick up yard waste that does not conform to established specifications.

40. Q - Page 26, Attachment C, states that the City has approximately 13,200 households. According to the 2000 Census, there are 15,886 households, a difference of over 2,000 households. Should we create a pricing model based on the 13,200 households or use the 2000 Census as a model.

A – The difference is due to multi-family residences and condominiums which may have more centralized collection.

41. Q - Page 6 Section 2.0-General Description of Required Performance Outcomes 2 Delayed payment to Contractor until such revenue is received from annual tax bill in the 4<sup>th</sup> Quarter of the Calendar year. In subsequent terms the city expected to pay monthly for service rendered.

A – Yes; after year 1

42. Q - Is City certain that will have to delay payment to Contractor for 1<sup>st</sup> year of contract service until 4<sup>th</sup> quarter for services rendered? To confirm in subsequent Years City will pay monthly for service rendered?

A – No, the City is not certain about this year 1 delay. There are several factors that may allow for early payment

43. Q - Page 14 Section 3.0-Collection -3.1 Service Provided A - This section states Contractor shall not be responsible for collection of Garbage and Rubbish not placed in a Cart or any Cart not in the proper location at Curbside. Will City enforce cart content only through code enforcement?

A – No, the vendor would assist and coordinate with the City on enforcement. See Question 13.

44. Q - Page 15 Section 3.0-Collection -3.1 Services Provided - This section only gives specifications of containers to place yard waste/Trees in for pick up and where to place but does not mention amount that can be placed on curb weekly. Would the City consider limitations on the amount of yard waste that is placed on curb one time per week? Example 10 bags of yard waste, 5 boxes of yard waste etc.?

A – Vendors should include any restrictions to amounts in their pricing; including extra charges.

45. Q - Page 22 Section 16.0-Exclusive Contract. This section states Contractor is granted exclusive contract, license and privilege to provide Residential and Commercial collection and disposal services to all Residential and Commercial Premises in the incorporated area of the City. Could the City place language that- City grants the Contractor exclusive Industrial collection for temporary and permanent (roll-off and compactors) collection and disposal services. Does the exclusive contract granted to Contractor also include Residential and Commercial and Industrial recycling collection? If yes, could language be added to contract?

A – The City will only grant exclusive licensing for residential solid waste and recycling. It is not the City's intent to provide exclusive licensing for commercial customers. The sample contract will be amended and is only for informational purposes.

46. Q - Page 22 Section 17.0-Ownership this section states Residential Solid Waste to be collected under this Contract shall pass to the Contractor once it's placed in the vehicle under control of the Contractor. Could language be added to also include- Commercial Solid Waste, Industrial Solid Waste. Residential Recycling materials, Commercial Recycling Materials and Industrial Recycling material Collected under this Contract shall pass to the Contractor once it's placed in the vehicle under control of the Contractor?

A – Yes; ownership will pass to the contractor, however the City is ultimately responsible for the contractor's actions when disposing of the solid waste. There will be some type of reporting required by the City to be determined at a later date.

47. Q - Are the Residential, Commercial or Industrial solid waste or recycling materials collected by Contractor required to be disposed at the DeKalb County Landfill and for the recycling is the recycling material collected by Contractor required to be taken to DeKalb County Recycling Facility for processing?

A – The proposer should indicate where all material should be disposed of. Please refer to Section 2.1 Scope of Work Page 6.

48. Q - Page 23 Section 19.0 19.2 Entire Agreement. Will the City accept additions to the sample contract to further define waste streams and Contractor's duties under the contract?  
A – The sample contract is for informational purposes only. The final contract will be negotiated with the winning vendor.
49. Q - Page 26 Attachment C Could City please provide Annual tons for Residential yard waste? Could City please provide Annual tons for Residential recycling tonnage?  
A - See Questions 4 and 6. The service levels are unknown.
50. Q - Could City please provide a list of Commercial and Industrial business and size container that is located at each business?  
A - See Questions 4 and 6. The service levels are unknown.
51. Q - What are the current days of service for Curbside Residential Service for trash, recycling and yard waste?  
A - The RFP Section 2.1 (1) details current levels of service.
52. Q – Will the City allow a dual stream recycle collection?  
A – The vendor should propose what type of recycling they provide. We would anticipate dual stream recycling.
53. Q - Regarding Section 2.2 of the solicitation, are we to include a cost for both 95 gal Refuse containers and the possibility of 95, 65 and 18 gallon recycling containers in each monthly unit price?  
A – Yes; the cost of containers is to be included in the unit pricing.
54. Q - What is the percentage or number of Single family homes and Townhomes for residential pick up?  
A – We do not have the breakdown of the residential units at this time.
55. Q - Regarding the Commercial Front End pricing, are we to enter a monthly price or a per lift price in each cell block?  
A – Weekly pricing.
56. Q - Regarding temporary and permanent Roll-Off pricing, should the disposal charge be a "per ton" figure or a monthly flat rate figure, assuming the tonnage for each size container?  
A – Monthly with assumed tonnage.
57. Q - Regarding Section 1.1 What will happen to the pilot program after the 120 day period?  
A – There are different options, however the City has not decided at this time.

**Sanitation Survey Results  
(As of 5/16/13)**

**1. In light of DeKalb County's consideration of sanitation service adjustments, how many times per week would you like garbage pick-up from DeKalb County?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
One time per week (\$265/year)	376	66.5%
Two times per week (\$305/year)	189	33.4%
No Responses	0	0.0%
<b>Total</b>	<b>565</b>	<b>100%</b>

**2. Which is more important to you, the cost of sanitation services or the number of times per week that garbage is collected?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Cost of sanitation services is most important to me	267	47.2%
Number of times per week that garbage is collected is most important to me	104	18.4%
They are equally important to me	184	32.5%
Neither is important to me	6	1.0%
No Responses	4	<1%
<b>Total</b>	<b>565</b>	<b>100%</b>