

Request for Proposals (RFP)

Solid Waste and Recycling Services



MOUNT PLEASANT

NORTH CAROLINA

RFP Issued: Wednesday, April 17, 2024

Proposals Due By: 3:00 PM on Tuesday, May 7, 2024

Request for Proposals (RFP) for Solid Waste and Recycling Services

1. Proposals Due

All proposals are due by 3:00 PM on Tuesday, May 7, 2024. Interested bidders should submit proposals to Amy Schueneman, Town Clerk/Finance Officer.

Proposals may be submitted via one paper hard copy to be sent to:

Town of Mount Pleasant
Attn: Amy Schueneman
PO Box 787
Mt. Pleasant, NC 28124

And/or electronically by E-mail to:

amy@mtpleasantnc.us

2. Rights

The Town of Mount Pleasant reserves the right to waive any informalities, to reject any or all proposals, and to accept that proposal or proposals which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the Town may include originally submitted proposals for consideration in future RFP processes without requiring resubmittal.

3. Background

The Town of Mount Pleasant is a municipality located at the intersection of Hwy 49 and Hwy 73 in Cabarrus County and is in close proximity to Concord and Albemarle. The Town has an estimated population of 1,711 residents. The Town currently contracts solid waste removal (trash service with bulk waste) and recycling. There are 780 homes and businesses needing trash service now with three developments currently being built or in the approval process that will add another 275 homes. The Town of Mount Pleasant reserves the right to exercise extensions with the current contractor at its discretion, thereby nullifying this RFP process. The Town may also opt not to exercise its option for contract extensions with its current contractor. In the event the Town opts to switch contractors, the new contractor would need to begin providing full service to the Town on September 1, 2024.

4. Scope of Work

The Town of Mount Pleasant is seeking proposals from trash collection, hauling, and disposal contractors to perform the following services:

- Residential Curbside Trash Collection – provide each residential unit located within the corporate limits of the Town of Mount Pleasant with trash service on a once per week basis.
- Residential Curbside Recycling Collection – provide each residential unit located within the corporate limits of the Town of Mount Pleasant with recycling service every other week.
- The selected contractor will be expected to provide a monthly billing statement accounting for tonnage, quantities, and volume of trash and recycling materials collected.
- The Town of Mount Pleasant will continue to provide trash and recycling containers to each resident.
- The selected contractor will be responsible to provide a local toll free number for the use of the customer to communicate with the contractor about any issues that arise during normal business hours.
- The selected contractor will be responsible for effectively responding to service issues including but not limited to calls regarding missed services, failure to follow container handling and placement guidelines, failure to collect all solid waste or recyclable materials. The selected contractor will be responsible for notifying the Town of Mount Pleasant of any delay, mechanical failures, or collection issues that will impact the normal operations schedule. On collection days this notification shall occur within two hours of an issue being discovered by the contractor.
- The selected contractor will be expected to carry general liability insurance, motor vehicle insurance, and workers compensation insurance as required by State law. Certificates of insurance shall be provided to the Town of Mount Pleasant by the Contractor.
- Term of contract – five (5) years for the initial term, option for two (2) one (1) year extensions.
- The Town may include any other provisions, requirements, or expectations within a contract agreement with the selected contractor.
- Any service fee increases will go into effect annually every July 1st to reflect an annual adjustment based on Table 1 of the Consumer Price Index for All Urban Consumers (CPI-U):US Town Average, by expenditure category and commodity and service group, Water and Sewer Trash Collection Services (2).
- The contractor will be required annually to provide a list of all anticipated holidays and/or scheduled service interruptions for the calendar year along with the anticipated pick-up dates for each holiday or scheduled service interruption. This information must be transmitted to the Town of Mount Pleasant by December 1st for the upcoming calendar year.

5. Terms and Conditions

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your company is the successful proposer.

- The Town of Mount Pleasant reserves the right to reject any and all bids, waive informalities and minor irregularities in proposals received and to select proposals which appear to be in the best interest of the Town.
- Invoices for services performed must be issued on a Net 30 (30 day) payment window and provided to the Town in a timely manner.
- The contractor must comply with all local, state, and federal requirements in all stages and aspects of providing the service.
- All inquiries and requests for additional information must be made in writing by email to amy@mtpleasantnc.us

6. Proposal Information & Requirements

Proposals may be mailed to Town of Mount Pleasant PO Box 787 Mt. Pleasant, NC 28124. Electronic proposals must be emailed to amy@mtpleasantnc.us

- Contractor information: Provide contractor information and business type (i.e. partnership, corporation, sole proprietorship, etc.).
- Number of trucks: Provide a description of the number of trucks that will be utilized in the collection process.
- Location of Solid Waste Disposal: Provide the address of the location where solid waste will be disposed.
- Location of Recycling Disposal: Provide the address of the location where recycling will be disposed.
- Examples of other contracts with similar sized municipalities: Provide the names of at least three other municipalities that the contractor currently contracts with.
- Cost Proposal – complete the included cost proposal form, costs included on the proposal form should reflect all anticipated expenses including hauling, disposal, staffing, maintenance, fuel, additional pick-ups for missed residences, etc.

7. Disclaimers

- Town Obligation: There is no expressed or implied obligation for the Town to reimburse contractors for any expenses incurred in preparing proposals in response to this request.
- Late Submissions: Any proposals received after the deadline will not be accepted or considered.
- Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated contractor.

- **Withdrawal of Request for Proposal:** The Town retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFP. Notification will be provided to all contractors involved in RFP process.
- **Applicable laws shall apply:** The contract awarded shall be governed in all respects by the laws of North Carolina, and the contractor awarded the contract shall comply with applicable Federal, State, and local laws and regulations.
- **Equal Opportunity:** The Town of Mount Pleasant seeks to ensure that all segments of the business community have access to supply the services needed. The Town provides equal opportunity for all businesses and does not discriminate against any provider regardless of race, color, religion, age, sex, notional origin, or disability. The Town encourages minority and women owned business participation in the contracting process.
- **Confidentiality:** RFP responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.
- **Contract:** The contract will be awarded to a single contractor. The contract for services will begin once all parties have signed a contractual agreement for the project. This RFP and the contractor's response to the RFP will be incorporated into the contract for the project.

Town of Mount Pleasant Solid Waste and Recycling Services

Contractor Proposal Form

Service Description	Cost per Residential Unit
Once per week residential curbside trash collection	\$
Every other week residential curbside recycling collection	\$
Every other week residential curbside bulk waste collection-i.e. refrigerators, appliances, furniture, etc.	\$
Roll back service for elderly or disabled residents – roll cart from residence to empty and roll cart back to residence after the cart has been emptied. <i>(Only residents providing doctor's note will be served in this manner. Currently applies to 4 homes.)</i>	\$

Submitted By: _____

Title: _____

Email: _____

Phone: _____

Date: _____