

# City of Monroe

## INVITATION TO BID SOLID WASTE TRANSPORTATION



Proposal Due Date: October 28, 2022  
2:00 PM (EST)

The City of Monroe currently operates a permitted municipal Solid Waste Transfer Station located at 213 Cherry Hill Road, Monroe, Georgia. The city collects approximately 7,000 tons a month of waste at the transfer station. The transfer station operates Monday through Friday from 5:00 am to 4:00 pm (EST). The city has issued this invitation to bid (ITB) for the intent of obtaining bids from qualified transportation companies to provide transportation services from our Solid Waste Transfer Station to the Oak Grove Landfill located at 967 Carl-Bethlehem Road, Winder, Georgia.

Please make sure upon downloading a copy of the ITB that you email Procurement at [purchase@monroega.gov](mailto:purchase@monroega.gov) with your company's name and information in order to be included on any additional addenda or items of information that may be distributed during the course of the bid. Please direct all questions to Procurement by email at [purchase@monroega.gov](mailto:purchase@monroega.gov).

### SCHEDULE OF DATES

The schedule of dates for this ITB are as follows:

Invitation to Bid (ITB) Issuance	September 21, 2022
Question(s) Due Date	October 5, 2022
Answers/Addendum Issuance	October 7, 2022
Bid Submission Due Date	October 28, 2022
Contract Execution	November 9, 2022
Contract Start Date	January 2, 2023

### SCOPE OF SERVICES

The required and requested scope of services for interested bidders is as follows:

- The proposed bidder must provide solid waste transportation services from the City of Monroe Solid Waste Transfer Station located at 213 Cherry Hill Road, Monroe, Georgia utilizing industry standard tractor trailers and related equipment to the Oak Grove Landfill located at 967 Carl-Bethlehem Road, Winder, Georgia.
- The proposed bidder shall be responsible for all the transportation costs associated with the service,

which is estimated at an approximate hauling distance of 15-17 miles.

- The proposed bidder shall perform service in accordance with Articles of the City's Solid Waste Management Ordinance.
- The proposed bidder must provide a central point of contact person(s) to ensure coordination of service and/or program.
- The proposed bidder must possess the availability of tippers on site at the Oak Grove Landfill, or have the ability to provide walking floor trailers.
- The proposed bidder must provide transportation services in coordination with the Solid Waste Transfer Station, which are currently 5:00 am to 4:00 pm (EST).
- The city will pay the proposed bidder on a net thirty (30) monthly basis, based on the timely invoice with details regarding the daily tons of waste transported.

### **SUBMISSION REQUIREMENTS AND FORMAT**

The required information and format for submission is detailed in this section. All items should be included and clearly defined for ease of location and evaluation. Failure to include any requested items may result in the disqualification of the submission. The items and order of submission are as follows:

- **Firm Description** – a general description of the submitting company to include years in business, years in solid waste transportation services, size and location(s) of offices responsible for any assigned requests for the City of Monroe.
- **References** – provide organization name, contact name, contact information, and the scope of work provided to the client of at least two (2) current solid waste transportation services provided.
- **Developments** – provide any major developments or situations that may affect the ability of your company to serve as the solid waste transportation services company for the City of Monroe.
- **Insurance Coverage** – provide insurance coverage information with limits of liability coverage.
- **Acknowledgement** – provide a simple acknowledgement (**Form A**) of additional material provided as addenda to the original ITB document; such as changes to the bid document, question/answer issuance, and if nothing leave section blank or omit.
- **Cost Submission** – provide costing proposal as requested on the included form (**Form A**) at the end of this ITB document; be sure to note any further details to be considered along with submitted costing proposal.

### **SUBMISSION**

Provide two (2) copies of all submitted bid documents, including one (1) original. Bids may be submitted in person to the City of Monroe or by mail, but must be received no later than **2:00 pm (EST) on Friday, October 28, 2022**. Any late submissions will not be accepted, and will be returned unopened to the original sender. Bids shall be submitted in a sealed envelope, and addressed to:

City of Monroe  
***MSW Transfer Station Transportation Services***  
Attn: Chris Bailey  
215 North Broad Street  
Monroe, GA 30655

The City of Monroe reserves the right to withdraw this ITB, reject any or all responses, and to waive any irregularity, variance, or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This ITB plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation, or submission as a response to this ITB.

Any unauthorized contact regarding the ITB with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

**EVALUATION**

The City of Monroe will select the lowest bid that, in its sole discretion, is the most responsive and responsible to the City of Monroe. The City of Monroe reserves the right to interview and negotiate with the lowest submitting bidder.

We thank you in advance for your submission and welcome any questions you may have during the process.

Chris Bailey  
Assistant City Administrator, City of Monroe  
215 North Broad Street, P.O. Box 1249  
Monroe, GA 30655

**Form A – Acknowledgement and Cost Submission Form**

**ACKNOWLEDGEMENT**

Addendum #1 \_\_\_\_\_

Addendum #2 \_\_\_\_\_

Question/Answer \_\_\_\_\_

**COSTING SUBMISSION**

	1-Year	2-Year	3-Year
Proposed Rate per LOAD for MSW transportation	_____	_____	_____

*\*proposed rates must include all fees, charges, surcharges and be final in nature*