



**CITY OF WAYCROSS
REQUEST FOR PROPOSALS
ANNUAL YARD TRASH GRINDING SERVICES
FY12-15
JANUARY 19, 2012**

1. Contractor shall provide all equipment and personnel required to load and operate grinding equipment.
2. Grinding is to be performed onsite at our Genoa Street Mulch Yard location and will be on an as needed basis per year. The City anticipates 3 grindings per year. Grinding events will be scheduled when accumulation of brush/limbs reach approximately 1000 cubic yards. Hours of operation are 7:00 a.m. – 4:00 p.m. M-F.
3. Contractor must perform work within 30 days of the issue of a Purchase Order. The Contractor will be responsible to notify the City in a timely manner if the equipment is out of service or will not be available.
4. Based on past experience the City desires to contract with a firm who uses a horizontal grinder with 1050 hp or greater. Make, Model, and age of equipment must be noted on bid. The firm that uses this type of equipment will be awarded (2) extra points in our grading system. Ground material must be no more than 2" in length. Screens shall be 3" or smaller. Equipment must be capable of grinding a minimum of 42" diameter material. Firm is asked to submit a 5 gallon bucket sample of previously processed material for review of size and quality with proposal submittal.
5. The City will retain all processed material to be given to local citizens.
6. Material to be ground is collected curbside and may contain foreign material that could damage grinding equipment. The City of Waycross will not assume liability for damages caused by foreign material.
7. The offering firm guarantees to save the City, its agents or employees, harmless from liability of any nature or kind.
8. Firm must be insured; copies must be submitted with proposal. Insurance must remain in effect the duration of the contract.
9. Pricing shall remain firm for the duration of the contract period.
10. City will provide all fuel for the duration of the grinding. Equipment must arrive with a full tank. City will have onsite fueling as needed. Equipment will depart with a full tank. Do not include any fuel in proposed pricing.
11. Contractor shall provide a loader to keep materials moved & neatly piled in one location using a frontend loader with a (4) yard bucket minimum and a minimum of 160 hp.
12. The City will utilize our excavator and a City employee to load materials into grinder.

SUBMITTALS:

One (1) original and 1(one) copies of the proposal are requested with each addressing the following:

- Description of your firm with brief statement of qualifications as they relate to the scope of services, to include: number of years in business, firms' location to jobsite, company size and organization.
- Description of grinding and loading equipment contractor proposes using, to include at a minimum, manufacturer make, model and age of unit.
- Prior grinding experience of a similar nature.
- 5 (five) references who are familiar with your ability to provide the required services. Include contact name, address, and phone number.
- Quote sheet provided in your packet.
- E-Verify forms included in your packet.
- 5 (five) gallon bucket of ground material as a sample.
- Insurance coverage. Insurance Certificates (minimum 1,000,000.00) must be submitted with proposal.
- Workers Compensations Coverage (if applicable) must be submitted with proposal.

EVALUATION CRITERIA:

Each proposal will be evaluated for full compliance with the RFP instructions to the proposer. Evaluation criteria are set for the City to make an award that will provide the best value. The proposal will be evaluated on the following criteria (listed in order of importance).

- ❖ Over all pricing.
- ❖ Equipment
- ❖ Experience
- ❖ Proposed hours of completion of project.
- ❖ References

Proposals will be evaluated and a firm selected. The City reserves the right to interview and negotiate with the firm of their choosing.

Factors to be considered in making this award will be pricing, experience and ability to provide services. The City will be the sole judge of the weights given these factors.

Contact Linda Jones, Purchasing Director with any questions concerning this proposal.
ljones@waycrossga.com 912.287.2956

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA 13-10-90

TO ALL PROSPECTIVE VENDORS:

If you are providing service, or performing work for The City of Waycross, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal.

- 1) The City of Waycross shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq.,
- 2) In order to insure compliance CONTRACTOR agrees to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.
 - A. Contractor Agreement to Verify the Work Eligibility of its New Hires through the U.S Department of Homeland Security's "Employment Eligibility Verification (EEV) / Basic Pilot Program." CONTRACTOR agrees to verify the work eligibility of all of CONTRACTOR'S newly hired employees through the U.S. Department of Homeland Security's Employment Eligibility Verification (EEV) / Basic Pilot Program, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.
 - B. Contracts Affected by the "Georgia Security and Immigration Compliance Act." CONTRACTOR agrees that the contractor and subcontractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.
 - C. Timeline for Application of the Worker Eligibility Verification Requirements to Contractors and Subcontractors. CONTRACTOR agrees that the following Georgia Security and Immigration Compliance Act contract compliance dates apply to this contract, pursuant to O.C.G.A. 13-10-91:
 - On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;
 - On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and
 - On or after July 1, 2009, to all other public employers, their contractors, and subcontractors.

The prospective CONTRACTOR must initial one of the sections below:

Contractor has 500 or more employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification on July 1, 2007, and execute and send to DEPARTMENT a "Contractor Affidavit and Agreement" attesting to registration with the EEV / Basic Pilot Program];

Contractor has 100-499 employees [CONTRACTOR must register with the Employment Eligibility Verification/Basic Pilot Program and begin work eligibility verification by July 1, 2008];

Contractor has 99 or fewer employees [CONTRACTOR must begin work eligibility verification by July 1, 2009].

3) In the event that the contractor employs or contracts with any subcontractor in connection with a covered contract the contractor will secure from the subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Georgia Department of Labor Rule 300-10-1-.02 or a substantially similar affidavit.

4) Contractor agrees that, in the event the (insert your company's name) _____ employs or contracts with any sub-contractor in connection with the covered contract to Require "Georgia Security and Immigration Compliance Act" Compliance of its Subcontractors Connected with this Contract. CONTRACTOR agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by CONTRACTOR to provide services connected with this contract, as required pursuant to O.C.G.A. 13-10-91., that the (insert company's name) _____ will secure from each sub-contractor the employee-number applicable to the sub-contractor.

CONTRACTOR agrees to obtain from any subcontractor that is employed by CONTRACTOR to provide services connected with this contract, the subcontractor's indication of the employee-number category applicable to the subcontractor.

5) Contractor agrees to provide the City of Waycross with and secure all affidavits from any subcontractor engaged to perform services under this Contract an executed the "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

CONTRACTOR agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13 1 0-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Waycross, 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. 99-6031], 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 the City of Waycross, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13- 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 provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20_____

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

SUBCONTRACTOR AFFIDAVIT

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) _____ on behalf of the City of Waycross 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. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20 ____

Notary Public

My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91

SUB-SUBCONTRACTOR AFFIDAVIT

Contractors shall use the following affidavit form, or an affidavit form that is substantially similar to that provided below, to document a sub-subcontractor's compliance with the requirements of O.C.G.A. 13-10-91:

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of sub contractor) _____ on behalf of the City of Waycross 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. 99-6031], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Project Name

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF, 20__

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Authority O.C.G.A. 13-10-91