

Request for Qualification (RFQ)15-02
Paper Shredding Event

1. INTRODUCTION/ PURPOSE

The City of Dunwoody is seeking proposals from recyclers for the secure shredding, transport, and recycling of paper for a single-time event occurring on **Sunday, October 4, 2015**, with the possibility of additional single-time events agreed upon by the appropriate parties over the following two years (for the time period beginning October 2015 and ending September 2016). The City seeks a company to secure shredding, transport, and recycle paper in compliance with all appropriate laws and regulations and in a manner that is beneficial to the communities and environment where the materials are securely shredded and recycled.

2. TIMELINE

Description	Date
Deadline for RFQ Submission Should you have any questions, please contact: Rebecca Keefer City Planner/ Director of Sustainability rebecca.keeper@dunwoodyga.gov Tel: (678) 382-6811	All Proposals Request must be received no later than September 4, 2015 By 2 p.m. Electronically to: rebecca.keeper@dunwoodyga.gov
Selection Date	On or before September 11, 2015
The Recycling Event will be conducted on:	Sunday, October 4, 2015 From 2:00 p.m.-5 p.m.
Event Location	St. Luke's Presbyterian Church 1978 Mt Vernon Rd, Dunwoody, GA 30338

3. SCOPE OF SERVICES

The Contractor must include a scope of work which, at minimum, addresses the items listed below:

3.1 Indemnity and Insurance

- A. The Contractor is an independent Contractor. The Contractor, its officers, agents, or employees are not considered employees of the City of Dunwoody for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a City of Dunwoody employee under state or local law.
- B. The City of Dunwoody assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees, and/or others by reason of the Contract. The Contractor shall protect, indemnify and hold harmless the City of Dunwoody and its officers, agent and employees for and against any and all claims, costs and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor of work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of the Contract.
- C. The Contractor further agrees that it is financially responsible for and will repay the City of Dunwoody all indicated amounts following an audit examination which reveals errors due to the negligence, intentional act and/or failure for any reason to comply with the terms of the Contract by the Contractor, its officers, employees, agents, and/or representative. The Contractor shall protect, defend, indemnify, and hold harmless the City of Dunwoody, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, and/or agents. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by or on behalf of any employees or agents.
- D. The Contractor shall procure and maintain for the entire duration of the event insurance against claims for injuries to persons or damages to property that may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or Sub-contractors. The Contractor or Sub-contractor shall pay the cost of such insurance. The Contractor may furnish separate certificates of insurance and policy endorsements for each Sub-contractor as evidence of compliance with the insurance requirements of the Contract.
- E. The Contractor shall provide a copy of public Liability Insurance covering the period of its occupancy and uses of the premises, obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit of not less than \$3,000,000.00 for all damages to or destruction of property in any one accident. This public liability policy shall insure the City (named as insured), St. Luke's Presbyterian Church (named as insured), and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee's occupancy or use of the premises under this agreement. Licensee shall furnish the City with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and cannot be cancelled prior to

the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the City prior to the occupancy and use of the premises.

- F. Per our standard contract, the Contractor will verify its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91. Per our standard contract, the Contractor will execute an affidavit referenced in O.C.G.A. § 50-36-1 (SAVE AFFIDAVIT, attached).

3.2 Qualifications and Experience of Firm

- The proposal should include Contractor's experience relevant to the requested services and qualifications of key personnel that will be assigned to the management of the Event.
- Contractor should provide a minimum of two (2) References clients that the City may contact to conduct a reference check regarding provision of the proposed service.
- The proposal should include the Contractor's experience relevant to the requested services and qualifications of key personnel.

3.3 Description of Services

- Provide a list of acceptable materials and associated charges to accept said materials, if any.
- Provide descriptions or examples of public educational materials the Contractor will provide.
- Provide documentation of how and where material will be recycled.
- Provide documentation/description of additional relevant certifications as required by law, in addition to any others.
- Indicate the minimum age for volunteers to participate in the event.
- The City does not have an estimate of the volume collected at the 2014 event. Provide a staffing plan to accommodate a volume of at least 300 cars that requires a 15 minute wait or less for participants. Describe your ability to alter the staffing plan (increase or decrease) the week of the event based on pre-registration numbers.
- The Contractor(s) must provide a statement acknowledging familiarity with the City of Dunwoody's sustainability program (http://dunwoodyga.gov/index.php?section=government_boards_commissions_and_committees_sustainability_committee). The Contractor must also identify any key sustainability metrics tracked or supported by the company, including greenhouse gases (GHGs), water and energy consumption, solid waste, volatile organic compound (VOC) and hazardous air pollutant (HAP) production, and whether the contractor has developed sourcing methods, goals, and can report on these metrics.

4. EVALUATION PROCESS

Each proposal shall first be evaluated for completeness and for compliance with the requirements of this RFQ. The City will then evaluate the benefit of the proposed services described in the proposal to the City of Dunwoody and its citizens. The objective of the City is to determine the best option for secure shredding and recycling services. To this end, the City shall consider all relevant factors, including, but not limited to:

- Direct costs/revenue
- Proposer's qualifications and safety record
- References from existing or prior clients
- Any indirect costs, benefits, or risks arising out of the proposal that directly or indirectly impact the Agency's constituents.

The City will evaluate the cost/revenue for services requested in the proposal, including all components of the service fee and other relevant factors including, but not limited to, all costs, benefits and risks to the City and its constituents that may be associated with the proposed services.

5. CONTRACT AWARD:

All proposals must be received no later than 2:00 p.m., September 4, 2015. The City reserves the right to waive any irregularities and to reject any or all proposals and to award a contract upon such basis as is deemed to be in the best interest of the City.

By submitting a proposal, the proposer acknowledges that the company has thoroughly examined and become familiar with the services required under this RFQ and that the company is capable of performing the quality work needed to achieve the objectives of the City.

Issuance of this RFQ and receipt of proposals does not commit the City to the awarding of a contract. The City reserves the right to postpone opening for their own convenience, to accept or reject any or all proposals received in response to this RFQ, to negotiate with other than the selected Contractor should negotiations with the selected Contractor be terminated, to negotiate with more than one Contractor simultaneously, or to cancel all or part of this RFQ.

6. PROPOSAL REQUIREMENTS

A proposal shall be complete and concise and should be prepared in substantial conformance with the format and order described herein. Proposal shall be limited to an aggregate ten (10) pages, inclusive all required documents and information. *A proposal that omits or inadequately addresses any of the topics may be rejected.*