



REQUEST FOR PROPOSALS

FOR

RESIDENTIAL SOLID WASTE COLLECTION

AND DISPOSAL

RFP-26-004

Proposal Due Date and Time:
November 3rd, 2026 @ 2:00 p.m.

I. INTRODUCTION & OVERVIEW

The City of Springfield is soliciting proposals from qualified companies experienced in and able to perform municipal Residential Solid Waste Collection and Disposal Services within the City. The City of Springfield is expected to ensure waste management and trash removal and does so through service contracted with a responsible and responsive company or other governmental entity.

This Request for Proposals is an invitation by the City of Springfield for companies to submit an offer, which shall be subject to evaluation and subsequent discussion(s). All prospective companies will be afforded full opportunity to submit responses to this Request for Proposals (RFP) by submitting in the form and manner as indicated in this RFP their interests, complete details on how they would provide the services, statements of experience and costs to provide the services, along with other requested information.

Submittal of a proposal does not create any right or expectation to a Contract with the City of Springfield. The City reserves the right to reject any or all proposals and the City further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal. The current solid waste contract held by the city is set to renew or expire on 3/31/2027 based on the outcome of this proposal.

All respondents to this RFP in order to be considered shall acknowledge and commit to the City's Equal Employment and Non-Discrimination policies. The City is an Equal Employment Opportunity ("EEO") employer committed to providing equal opportunity in all of our employment practices, including but not limited to, recruitment, selection, hiring, assignment, re-assignment, promotion, transfer, and compensation, discipline and termination. The City prohibits discrimination, harassment, and/or retaliation in employment based upon race; color; religion; national origin; sex (including same sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; public assistance status; or any other category protected by federal, state or local law.

This policy applies to all of the City's employees, elected officials, member of boards and commissions, volunteer firefighters, police reserve and other personnel as well as consultants rendering professional services to the City and any contractor delivering services including but not limited to the waste management services described in this RFP.

This RFP may use several words in an interchangeable manner and for purposes of this document are meant to have the same meaning:

- Company, Potential Proposer, or Offeror are used to reference the private and/or governmental entities who are invited to submit a proposal in response to this RFP.
- City and City of Springfield are used to reference the same entity issuing this RFP.

Questions related to this RFP should be submitted in writing to Jennifer Smith, City Clerk via email (NO PHONE CALLS) to jsmith@springfieldga.org and must be received by **Wednesday, October 21st, 2026 at 11:00 a.m.** at which time the City will compile all the answers and issue an addendum by **Friday, October 23rd, 2026** before close of business. Please include the RFP number, page and paragraph number in question in order to ensure that questions asked are responded to correctly. The only official answers or positions of the City will be stated in writing and all answers will be sent to all offerors. Firms are advised that from the date of the release of this RFP until award of the contract, NO contact with City personnel or City officials is permitted regarding this RFP, except as authorized

by the contact person listed above. Any such unauthorized contact will result in the disqualification of the firm's submittal.

Companies wishing to bid must submit complete and concise proposals. Proposal packages must be sent in a sealed package, which shall be clearly marked "**SEALED PROPOSAL - RFP-26-004 Residential Solid Waste**", as well as include other information as required in Section 3.2 of this RFP. Within the proposal package, companies shall submit one (1) hard copy and one (1) digital copy on a flash drive of its technical proposal and its sealed cost proposal; both prepared according to the instructions provided in this RFP. The City will evaluate all technical proposals first and then evaluate the cost proposals. An offeror may be eliminated on the basis of its technical and/or cost proposal if deemed unresponsive at the sole discretion of the City.

The City must receive proposal packages **no later than 2:00 pm, November 3rd, 2026**. The City will not consider proposals received after the time and date specified for the opening; the City will discard late proposals unopened. Furthermore, proposals are legal and binding when submitted. Proposals will not be accepted if sent by e-mail.

Proposal packages must be mailed or hand delivered to:

City of Springfield
Attn: Jennifer Smith
130 S. Laurel Street
Springfield, GA 31329

The City, at its sole discretion, may short-list companies that the City deems best meet the requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible companies, or only from those companies that are short-listed.

All responsive bidders should be prepared to participate in an interview if shortlisted. Shortlisted interviews are anticipated to be held on **Thursday, November 5, 2026, between 10:00 a.m. and 4:00 p.m.** Companies selected for an interview will be provided a specific interview time and any additional instructions.

Following the interviews, the evaluation committee will develop a recommendation for presentation to the City Council at its **November 10, 2026 City Council Meeting**. Council will be asked to select the preferred proposer and authorize the City Manager to proceed with contract negotiations.

Selection by Council does not constitute final contract award. Following successful negotiations, the proposed final contract is anticipated to be presented to City Council at its **December 8, 2026 City Council Meeting** for consideration and approval.

The anticipated contract commencement date is **April 1, 2027**. All dates are subject to change at the discretion of the City.

All proposals at an appropriate time may be subject to public inspection under Georgia law. All proposals submitted in response to this RFP will become the property of the City of Springfield and a matter of public record. Companies must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any company claiming such an exemption must also state in its proposal that the company agrees to hold harmless, indemnify and defend the City and its agents, officials and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to

any party making a request. Any company failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

If awarded, the company awarded the Contract must provide proof of liability insurance, along with any other required insurance coverage and evidence of a business or occupational license, as outlined in the RFP.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any company, or to reject any or all proposals and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

To ensure the proper and fair evaluation of proposals, except as expressly authorized herein, the City prohibits any communication regarding this solicitation, initiated by a proposer or its agent with a City elected official or employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a final decision has been made with respect to the Contract award. Unauthorized communication by a proposer may disqualify the proposer from consideration.

Thank you in advance for your interest in providing services to the City of Springfield, Georgia.

II. SCOPE OF WORK REQUESTED

2.1 Objective of the RFP

The selected company shall provide Residential Solid Waste Collection and Disposal Services to the City.

2.2 Specific Services Requested

Scope of Service

At a minimum, the Offeror must achieve and maintain the performance outcomes listed below, and consistent with performance standards agreed to by all parties through a contract as a result of the RFP. Offerors may also propose additional performance outcomes beyond those minimally required.

- A. The work and services to be provided under the contract shall consist of providing all the equipment and labor for once per week residential solid waste collection. All containers provided should be 96 gallons and brand new. No used containers will be accepted. The current provider may opt to provide updated pricing based on keeping existing containers and separate pricing for replacing with new. The city should be provided with two cardboard dumpsters for public use and three City use solid waste dumpsters to be emptied weekly.

i. Dumpsters for City Facilities Currently Provided at no cost to the City

- a. City Hall/Police Department
 - a. Plus two residential carts.
- b. WWTP (excluding sludge)
- c. Public Works
- d. Mars Theatre
- e. Second Street Parking Lot – 2 Cardboard Only Dumpsters for Public
- f. Fall Festival November - 75 Cardboard Trashcans & 2 Short Wall 20 Yard Dumpsters

- B. All solid waste shall be disposed of in designated fully permitted, Subtitle D Municipal Solid Waste landfill. The Offeror shall be responsible for all disposal cost of residential solid waste. The Offeror must provide monthly to the City a detailed measurement of the amount and composition of solid waste and recycled materials generated by the City. These amounts must be reported to the City by the 15th of each month for the previous month's collections.
- C. Program and Continuous Improvement Efforts
 - a. Provide suggestions and recommendations for revisions to existing practices, local codes, ways to enhance the quality of neighborhoods through the collection and disposal of residential solid waste and recyclables to keep communities in good condition.
 - b. Identify and bring to the attention of the City state-of-the-art practices waste management programs.
 - c. Provide information on the Offeror's environmental protection policies and practices and describe any program it will conduct Springfield or at its landfill and recycle location to protect the environmental and enhance natural resources.
 - d. Provide voluntary corporate events to promote the elimination of litter and blight from the city such as, but not mandated, educational programs, printed materials and community cleanup days.

III. INSTRUCTIONS TO COMPANIES

3.1 Proposal Submission

Each proposal shall be prepared simply and economically, providing straightforward and concise delineation of the Company's capabilities to satisfy the requirements of this RFP. Emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that companies follow the format and instructions contained herein. The City factors the proposal itself when considering the Company's ability to deliver high quality services.

All prospective proposers shall thoroughly examine and become familiar with this RFP and carefully note the items, which must be submitted with the Proposal. Submission of a Proposal shall constitute an acknowledgment that the Proposer has read and understands the required Proposal Documents. The failure or neglect of an offeror to receive an addendum or examine fully the RFP Document shall in no way relieve it from any proposal submission requirements.

3.2 Proposal Format

The outside of the proposal envelope must be clearly labeled with the Company's name, address, contact information and labeled "**SEALED PROPOSAL - RFP-26-003 Residential Solid Waste**". The entire package should be sealed. The proposal envelope must only contain one (1) hard copy and one (1) digital copy on a flash drive of the Company's response.

The City expects proposals to be well organized. Companies shall use tabs clearly marking the section headings of the proposal. A tab should indicate where to find the bid bond, addendum acknowledgement, and pricing. The proposal must include a Table of Contents and list and number the sections in the sequence as indicated below. Failure to follow the proposal format and content requested by this RFP may result in proposal disqualification.

A. Technical Portion

Section I. Transmittal Letter

A letter of transmittal that provides the following information must accompany the technical proposal:

- Identify the submitting organization. All Proposals must contain the name and business address of the individual, company, corporation, or other business entity submitting the Proposal and shall be subscribed by either the individual, a general partner, a member of a member-managed LLC, a manager of a manager-managed LLC, or an authorized officer or agent of a Corporation or business entity, and should be properly witnessed or attested. If any officer or agent other than the signatories described in the preceding sentence shall sign any Contract Document on behalf of the Proposer, the City should be furnished with satisfactory evidence of such officer's or agent's authority to bind the Proposer with respect to the contents of the subject Proposal Documents so signed by him or her. If the Proposer is an LLC, the Proposer should submit with its Proposal its Articles of Organization or other evidence satisfactory to the City, indicating whether the LLC is member-managed or manager-managed, and indicating that the person executing the Proposal is authorized to bind the LLC.

If the Proposer is a partnership, joint venture, or sole proprietorship, the City, reserves the right to require the Proposer to submit to the City at any time the name and business address of each owner, principal, partner, or member of the Proposer having an ownership or management position with the Proposer.

If the Proposer is a corporation or other state-chartered business entity, the City reserves the right to require the Proposer to submit to the City at any time, the name and business address of each officer, director, and holder of ten percent (10%) or more of the stock or other ownership interests of such corporation or other business entity. If the Proposer is a corporation, the Proposal should have the corporate seal affixed and include the name of the state in which it was incorporated. If the Proposer is a foreign corporation or other state-chartered business entity and is the successful Proposer, the Proposer will be required to submit evidence prior to the execution of the Contract, if awarded, that the corporation or other state-chartered business entity is authorized to do business in the State of Georgia and the City. If the Proposer elects to use a fictitious name in its Proposal, a copy of the Proposer's fictitious or DBA name registration should be provided to City.

- Identify the name, title, telephone number and an e-mail address of the contact person of the organization.
- Include a statement acknowledging no proposal may be withdrawn for a period of one hundred-twenty (120) days after the time and date of proposal opening.
- Other executive summary statements.
- The transmittal letter should be no more than 1 ½ pages long.

Section II. Corporate Background and Qualifications

This section shall include information on the company's corporate organization (history, size, mission and vision statements), experience, and skills regarding the company's record of accomplishment, reputation, and past performance in providing services to municipalities of similar or larger size and indicate the capabilities for the successful completion of this work. Also include the company's Dunn & Bradstreet rating, if available. Other financial ratings may be included. The City reserves the right to verify Proposer's financial statements and information provided to ensure that Proposer has the necessary financial resources to perform the contract in a

satisfactory manner.

Additionally, companies shall provide information pertaining to the following:

- Describe attributes, special capabilities, techniques, or resources that make the company uniquely qualified to provide requested services.
- Discuss the company's involvement with similar projects at the federal, state, and/or local government levels.
- State whether the Proposer has any pending litigation and state whether the company has had any litigation in the last five (5) years and the outcome of such litigation.
- Provide the City with a high-level organizational chart and provide resumes or professional profiles of key corporate personnel.

Section III. Response to Scope of Work Requested

Clearly state your understanding of the service delivery objectives, work activities, and deliverables requested by this RFP. Companies shall respond in detail to the requirements listed and shall address each listed item in order as it appears, (i.e. 3.2 A. through H. of the Scope of Service). Companies should not merely affirm an item but rather expand (concisely) how each scope of work item will be addressed throughout the duration of the Contract and key performance indicators to measure the company's performance in a contract with the City for each item. Failure to address any item listed below may result in rejection of proposal. Additionally, provide the following information in this section of the proposal:

- Describe your company's approach and methodology to ensure delivery of high-quality services.
- Describe your company's methodology to ensure collaboration with City staff to research, evaluate, and, if authorized, implement efficiency and cost-saving improvements.
- Describe your company's approach to maintaining appropriate and timely communication with the City's requests.
- Describe your company's methodology for addressing transition issues at both the beginning and conclusion of a contract with the City.
- Describe the approach to ensure staff is adequately trained and up-to-date at the beginning of the contract, as well as your methodology for ensuring staff stays up-to-date throughout the term of the contract.
- Explain the Company's practices for ensuring a drug-free workplace.

Section IV. References

Companies shall submit a minimum of five (5) references for its performance of similar services to other cities. No more than 30% of the reference may be outside of the State of Georgia. Companies must also provide a complete list of clients during the last three (3) years for which services comparable in scope and size to those requested in this RFP have been rendered, a brief description of the services rendered, the dates of services, and the name, address, telephone number and email of the prospective vendor's contact person in that agency. Reference contact must have agreed to provide a complete and uncensored testimony.

Section V. Required Forms

The City requests companies complete, sign and return as a part of the proposal an executed Proposal Submission Form (Attachments to this RFP).

Section VI. Optional Materials

Each Proposer may, but is not required to, include **limited** other materials the company deems necessary to illustrate its qualifications, such as one corporate promotional brochure and/or its latest annual corporate report.

B. Cost Portion

Cost Proposal Format

Proposals must be in the following format to be considered (See Attachment II). Rates must include all fees, charges, surcharges, and rate adjustment plans including CPI and fuel adjustment plans. Offeror can include ideas or options to the City as long as they are listed separately. Offeror must indicate in the proposal if new or used trucks, carts, bins, dumpsters, open tops, roll-offs, and compactors are being proposed.

Offeror must include monthly rates for residential service for approximately 1200 customers for each of the following services:

- Curbside pickup of garbage in NEW Contractor owned containers: Once per week service.

Offeror may include rates and services that Offeror desires to offer the City in addition to the base services requested in the RFP.

Acknowledgement of Insurance Requirements

By signing its proposal, the Offeror acknowledges that it has read and understands the insurance requirements for the RFP. The Offeror also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted: otherwise, the City may rescind its acceptance of the Offeror's proposal.

COVERAGES

Worker's Compensation
Employer's Liability
Bodily Injury Liability except Automobile
Property Damage Liability except Automobile
Automobile Bodily Injury
Liability
Automobile Property Damage Liability
Excess Umbrella Liability

LIMITS OF LIABILITY

Statutory
\$500,000
\$1,000,000 each occurrence
\$1,000,000 each occurrence
\$1,000,000 each person
\$1,000,000 each occurrence
\$1,000,000 each occurrence
\$1,000,000 each occurrence

Payment and Performance (Bid) Bond

Upon award of contract the Offeror shall furnish the City a Payment and Performance (Bid) Bond for the faithful performance of this agreement and all obligations arising hereunder in the amount of Twenty-five Thousand Dollars (\$25,000). It shall be executed by a surety company licensed to do business in the State of Georgia.

IV. EVALUATION CRITERIA FOR SELECTION

4.1 Statement of Qualifications and Approach

To be considered, a company must have expertise in residential solid waste collection and disposal services in a municipal setting; and be able to provide staff, vehicles and equipment on a continuous basis. The company must be able to provide references from other municipalities or government agencies where similar work was performed.

4.2 Evaluation Criteria

All proposals submitted will be evaluated using the following criteria:

A. Compliance with the RFP (10 Points)

Clarity and quality of the proposal. Proposers are requested to facilitate efficient evaluation of proposals by adhering strictly to the City's response format and limiting standard marketing materials. The Offeror's proposal is compliant with all the requirements of the RFP including details of pick-up, containers and trash receptacles, days of pick-up and other appropriated details pursuant to the regulations in Chapter 26 of the City Code of Ordinances, which the City expects each Offeror to be familiar with.

B. Understanding of the Needed Services (20 Points)

Responsive approach(s) as presented in the proposal and the congruency and perceived effectiveness of the proposal.

C. Services to be Provided (25 Points)

Quality of staff, relative and relevant experience and provision of support services, vehicles and equipment; database management and reporting techniques.

D. Company's Qualification (10 Points)

Company's performance as based on checks of references submitted detailing work with other current or past clients in the public sector.

E. Effingham County Performance (5 Points)

The City may award points to a Company with a demonstrated record of quality performance providing comparable services within Effingham County, Georgia. Consideration for these additional points must be supported by letters of recommendation or support from public-sector entities in Effingham County that currently contract with, or have previously contracted with, the Company for comparable services.

Letters should be submitted by or on behalf of the contracting entity and should address the Company's performance under the applicable contract.

F. Cost and Fee Proposal (30 Points)

Cost proposal must be submitted in the format identified and must include all charges for providing the service, any expense reimbursements, and/or pass-through provisions and profit ratio.

Specifically, the following factors will be considered as A. through F. above is evaluated, in the form of answers to the following questions shall be answered:

- (a) Can the Offeror respond to customer service complaints in a timely manner?
- (b) Does the Offeror have the ability, capacity, skill and financial resources to provide the

requestedservice?

- (c) Does the Offeror demonstrate disposal record that complies with all environmental regulations?
- (d) Who are the owners of the landfills where the solid waste will be deposited?
- (e) Can the Offeror provide a certification letter for landfill capacity for the length of the contractawarded?
- (f) Can the Offeror produce the required outcomes in this RFP?
- (g) Has the Offeror performed satisfactorily in previous contracts of similar size and scope?
Include a listof contracts of similar size and scope with the City's name, address, contact person, phone number, and email address.
- (h) Will the Offeror share with the City revenues from the sale of recyclable materials collected andprocessed?

V. TIMETABLE FOR SUBMISSION

The City must receive proposal packages no later than **2:00 pm, November 3rd, 2026**, at which time all technical proposals will be publicly opened. The City will open, identify if bid bond and addendums are acknowledged, and record receipt of the package. Bid packages will be uploaded to Georgia Procurement for public inspection. The city will evaluate all technical proposals first and then evaluate the cost proposals. Bid pricing will not be read aloud however, all proposals at an appropriate time may be subject to public inspection under Georgia law. The City will not consider proposals received after the time and date specified for the opening; the City will shred late proposals unopened.

The City shall not consider a postmark date on the proposal package but shall be guided to determine if the deadline has been met based on the physical receipt of the proposal package by the Appointed Procurement Point of Contact.

Responses to this RFP may be modified or withdrawn by written or e-mail notice **prior** to the deadline date and time specified for receipt of proposals. Telephone withdrawals are not permitted. No proposal may be withdrawn after the proposals are opened.

If a company no longer believes it can fulfill its proposal after the RFP submission deadline but before the intent to award is announced by the City, it may submit a letter so stating its inability to perform its proposal. The company will be removed from further consideration by the City however depending on the reason for not being able to fulfill the proposal, the City reserves the right to also deem the company ineligible for consideration for providing any other RFP submission for any other services for no less than two years.

VI. PRE-CONTRACTUAL EXPENSES

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. The City of Springfield shall not, in any event, be liable for any pre-contractual expenses incurred by any proposer. In addition, no proposer shall include any such expenses as part of its price proposed.

VII. COMPANY'S INDEPENDENCE

The successful company awarded a contract shall be and will be required to acknowledge as part of the contract that the company is independent of the City and accepts full and exclusive liability for the payment of any and all premiums, contributions, or taxes for worker's compensation, Social Security, unemployment benefits, health benefits, sick leave or other employee benefits now and hereinafter imposed under any state or federal law which are measured as wages, salaries or other remuneration paid to persons employed by company on work performed under the terms of a Contract.

The Company will be required to defend, indemnify, and hold harmless the City from any claims or liability for such contributions or taxes.

Nothing in a contract with the City, nor any act of the City, or company, shall be deemed or construed to create any third-party beneficiary or principal and agent association or relationship involving the City.

7.1 Sub-Company and Joint Ventures

A joint venture or the use of any sub-company must be clearly explained in the primary company's proposal. The explanation shall include why there is a joint venture and/or use of sub-companies. Use of sub-companies must be clearly explained in the proposal. A joint venture of two companies requires each of the companies to sign the proposal. City will require notice or consent to subcontract a discrete function after award where no subcontractor was proposed and there will be subcontracting restrictions negotiated in the final contract.

VIII. LAWS OF GOVERNANCE

The selected company will be required to comply with all existing State and Federal laws including applicable equal opportunity employment provisions. The Contract between the company and the City shall be construed and governed in accordance with the law of the State of Georgia and the City of Springfield. Company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this Contract.

The City strongly encourages the participation of minorities and women; however, no minority and women business enterprise participation or employment goals have been specifically established as part of the evaluation process for this RFP.

IX. RESERVATION OF CITY RIGHTS

- The City of Springfield reserves the right to withdraw or reject any and all proposals received in response to this RFP and to re-advertise for new submittals. Further, the City expressly reserves the right to postpone the opening of proposal for its own convenience and to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s).
- Waive or modify any irregularities in proposals received after prior notification to the company.
- Request and consider the submission of proposal modifications at any time before the award is made, if

such is in the best interest of the City.

- Request clarification and/or additional information from proposers during the evaluation process.
- Negotiate with the selected consultant to include further services not identified in this RFP.
- In the event of contract termination, enter into contract negotiations with other qualified companies that submitted acceptable proposals, rather than redoing the proposal process for the project.

X. EXPIRATION OF THE PROPOSAL

By submitting a proposal, and if awarded a contract, the successful company agrees to enter into a *Professional Services Agreement*, in which the content shall be agreed upon by both parties. The company's proposal shall not be revocable for 120 days following the response deadline indicated in the RFP. The City of Springfield reserves the right to waive any defects in the offer of any vendor, to reject any or all offers and to request additional information from any or all vendors.

End of Main RFP—Attachments Follow

ATTACHMENTS