City of Waynesboro

Public Works Department

Request for Proposals and Invitation to Bid

Cardboard Truck Services

The City of Waynesboro, Mississippi, will receive sealed written Proposals for the Collection and Bailing of Cardboard generated from within the City. Proposals will be received at Waynesboro City Hall, City Clerk’s Office, 714 Wayne Street, Waynesboro, Mississippi until 10:00 a.m., C.S.T. on Tuesday, February 20, 2018, at which time all proposals will be publicly opened and read aloud. The envelopes containing the Proposals must be sealed and addressed to City Clerk, City of Waynesboro, 714 Wayne Street, Waynesboro, Mississippi 39367.

All Proposals shall give the amount of each bid for the service to be performed and must be signed by the Bidder. Each Proposal must be submitted in a sealed envelope bearing on the outside the name of the Bidder, its address, and plainly mark “Proposal for Cardboard Collection and Bailing Services”. If forwarding by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed as specified in the Proposal. The City may consider as irregular any Proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Proposals. Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposals. Any Proposal received after the time and date specified above will not be considered.

A Proposal shall be deemed as having been awarded when formal notice of award shall have been mailed by the City to the Bidder. The Bidder to whom the Contract shall have been awarded will be required to execute 3 copies of a Contract furnished by the City. In case of the Bidder’s refusal or failure to do so within ten (10) days after its receipt of formal notice of award. Bidder will be considered to have abandoned all rights and interests in the award and the work readvertised for Proposals as the City may elect.

Each Proposal shall be accompanied by a letter from a corporate surety satisfactory to the City stating that a Performance Bond will be furnished by it to the person submitting the Proposal in the event it is the successful Bidder. A Moody’s or A. M. Best’s rating will be required for all Bonds from any company other than nationally recognized firms. Such letter shall be signed by an authorized representative of the surety together with a certified and effectively dated copy of the power of attorney. Attorneys-in-fact who sign bonds must file with each bond a certified and effectively dated copy of their power of attorney. The successful Bidder will be required to furnish a performance bond as security for the faithful performance of this Contract. Said performance bond must be in an amount equal to one (1) years service. Premium for the bonds described above shall be paid by the Contractor.

Scope: The scope of the work, insurance requirements, indemnification, and other provisions under the proposed Contract shall consist of all items contained in a document styled “General Contract Specifications” which may be inspected or obtained at the City Clerk’s Office, 714 Wayne Street, Waynesboro, Mississippi. The Bidder selected shall be the sole cardboard collector for the City, with the exception of any other government or quasi-governmental operations located in the city limits of Waynesboro. All cardboard shall be hauled to bailer and bailed, and ready for recycle pick-up as needed each month. Collection fees for services will continue to be billed through the City of Waynesboro Water Department to business and industry participating in cardboard pick-up.

The opening and reading of a Proposal shall not be construed as an acceptance of the Bidder as a qualified, responsible Bidder. The City reserves the right to determine the competence and responsibility of a Bidder from its knowledge of the Bidder’s qualifications or from other sources.

All Proposals for cardboard collection and bailing services are solicited on the basis of rates of each type of service. The estimated number of customers to be served under this Contract is 40 commercial customers, and occasional add-ons of one-time pick-ups by residential or commercial customers as service is required. These figures are given for the use of the Bidders, and the City assumes no responsibility for their accuracy. Both the contractor and the City shall have the right to verify any customer count that does not appear to coincide with actual number of customers being serviced.

Explanations desired by a prospective Bidder shall be requested of the City Clerk in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each known Bidder.

The City reserves the right to accept any Proposal or to reject any or all Proposals, and to waive defects or irregularities in any Proposal. In particular, any alteration, erasure or interlineations of the Proposal may render the Proposal irregular and subject to possible rejection by the City.

This the 22nd day of January, 2018.

 CITY OF WAYNESBORO, MISSISSIPPI

 /s/ TERESA A. SEAWRIGHT

Publication Dates: January 25, & February 1, 2018.