

REQUEST FOR PROPOSAL

For Residential and Small Commercial Refuse and Recyclable Materials Collection

Sealed Proposals are invited, and will be received by the City of Olive Branch, Mississippi for collection of Residential and Small Commercial Refuse and Recyclable Materials for City of Olive Branch for a six year period with the option to extend contract in one year increments up to four additional years.

The City of Olive Branch is currently operating under a contract with a company for collection of refuse and recyclables. The current contract is not set to expire until December 31, 2022. The City is exploring alternative arrangements for its collection services, which includes a consideration of whether it is in the best interest of the City to restructure its collection program in regard to recycling and other factors.

Proposals must be made on the proposal forms and in accordance with Instructions to Proponents furnished by the City.

The defined terms appearing in the Information to Proponent apply to all contract documents.

Information to Proponent, Proposal Form, and Contract Documents may be picked up at the office of Karen McNeil, Purchasing Manager, 9200 Pigeon Roost Road, Olive Branch, MS (662) 892-9208.

Proposals must be delivered to, and be on file with, the City of Olive Branch on or before Friday, May 27, 2022 at 2:00 pm. The envelope containing the proposal must be sealed and plainly marked "Proposal Residential and Small Commercial Refuse and Recyclable Materials Collection" along with date and time of bid opening and addressed to the City Clerk, City of Olive Branch, 9200 Pigeon Roost Road, Olive Branch, Mississippi 38654.

In addition, Proposals can be downloaded from Central Bidding at www.centralBidding.com. Electronic proposals can be submitted at www.centralBidding.com. Electronic proposals are due the same time and date as sealed proposals. For any questions relating to the electronic submission process, please call Central Bidding at 225-810-4814.

There will be a pre-proposals conference conducted on Monday, May 16, 2022 at 10:00 a.m. at City Hall, 9200 Pigeon Roost Road, Olive Branch, Mississippi for clarification of any items contained herein.

Proposals will not be publicly opened and read on the aforementioned date. The selected Proponent may be awarded the contract through a resolution of the City approving and adopting the contract documents, providing for its enforcement and penalties as provided by law.

A proposal bond must accompany the proposal and Proponents must submit with their proposal one of the three: proof of current insurance, Certificate of Insurance, or a letter from your carrier/agent stating that you can provide insurance in accordance with the Instructions to Proponents.

All proposals will be rated on the following system to determine the lowest and best offer: Description and maximum points: Cost – 40; Qualifications – 20; Experience – 20; Capacity for performance – 20; Total 100 points.

The City reserves the right to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

WITNESS MY SIGNATURE THIS THE 19th DAY OF April, 2022

/s/ TENA STEWART, CITY CLERK

Publish: April 21, 2022
April 28, 2022

Copies to: DeSoto County Tribune- legals@dtclick.com
MPTAP
Karen McNeil, Purchasing Manager
Tena Stewart, City Clerk