



**REQUEST FOR QUALIFICATIONS
(RFQ) No. 18-025 CITY OF SANDY SPRINGS CITY-WIDE ON-CALL LITTER SERVICES**

STATEMENTS OF QUALIFICATIONS DUE: No later than September 29, 2017, 2:00 PM EST in hard copy. Electronic submissions via e-mail or fax will NOT be accepted.

Questions should be directed in writing to Kazonga Singleton, City of Sandy Springs Purchasing Agent via e-mail at purchasing@sandyspringsga.gov. Pre-qualification conference will be held on **September 21, 2017 at 1:00 P.m. Eastern Standard Time, Conference Room 11, 7840 Roswell Road, Building 500, Sandy Springs Georgia 30350.** The deadline for questions will be no later than **5:00 PM on September 22, 2017.**

**Submit Statements of Qualification to:
City of Sandy Springs
Purchasing Department
7840 Roswell Road, Building 500
Sandy Springs, GA 30350**

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QUALIFICATIONS LETTER AND CERTIFICATION

(FAILURE TO INCLUDE THIS SIGNED QUALIFICATIONS LETTER AND CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR STATEMENT OF QUALIFICATIONS.)

We propose to furnish and deliver any and all of the deliverables and services named in the attached RFQ 18-025 City of Sandy Springs On-Call Litter Services.

It is understood and agreed that this Statement of Qualifications (SOQ) constitutes an offer, which when accepted in writing by Purchasing Department, City of Sandy Springs, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Sandy Springs ("City").

It is understood and agreed that we have read the City's specifications shown or referenced in the RFQ and that this statement is made in accordance with the provisions of such specifications. By our written signature on this SOQ, we guarantee and certify that all items included in this statement meet or exceed any and all such City specifications described in this RFQ. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

QUALIFICATIONS LETTER AND CERTIFICATION

I certify that this SOQ is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a statement for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFQ and certify that I am authorized to sign this SOQ for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Offeror _____

Date _____

Print/Type Company Name _____

Print/Type Offeror Name Here _____

OFFEROR'S RFQ CHECKLIST

10 Critical Things to Keep in Mind When Responding to an RFQ for the City of Sandy Springs

1. _____ **Read the *entire* document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
2. _____ **Note the Buyer's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFQ and is an excellent source of information.
3. _____ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFQ. This conference may be mandatory.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the Buyer by the due date listed in the *Schedule of Events* and view the answers given in the formal "addenda" issued for the RFQ. All addenda issued for an RFQ are posted on the City's website and will include all questions asked and answered concerning the RFQ.
5. _____ **Follow the format required in the RFQ** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the City will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the City. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, e.g. cover page, standard forms, etc.
8. _____ **Check the City's website for RFQ addenda.** Before submitting your response, check the City's website at <http://www.sandyspringsga.gov/business> to see whether any addenda were issued for the RFQ. **If so, you must submit a signed cover sheet for each addendum issued along with your RFQ response.**
9. _____ **Review the RFQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
10. _____ **Submit your SOQ on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

This checklist is provided for assistance only and should not be submitted with Offeror's SOQ.

SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
RFQ Issue Date.....	September 13, 2017
Deadline for Receipt of Written Questions	September 22, 2015 (2:00 PM)
Deadline for Posting of Written Answers to City’s Website	September 25, 2017
RFQ Response Due Date.....	September 29, 2017 (2:00 pm)
Anticipated Award Date	October 2017

(All time references in this document are to be understood as local, Eastern Time for our City, Sandy Springs, GA.)

SECTION 1: RFQ INSTRUCTIONS

1.1 Single Point of Contact

From the date this Request for Qualifications (the “RFQ”) is issued until an Offeror is selected, **Offerors are not allowed to communicate with any staff (other than designee below) or elected officials of the City regarding this procurement.** Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Buyer:	Kazonga Singleton
Address:	7840 Roswell Road, Building 500 Sandy Springs, GA 30350
Telephone Number:	770-730-5600
E-mail Address:	purchasing@sandyspringsga.gov

1.2 Required Review

1.2.1 **Review RFQ:** Offerors should carefully review this RFQ in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Buyer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of this RFQ.

1.2.2 **Addenda:** The City of Sandy Springs may revise this RFQ by issuing an addendum prior to its opening. The addendum will be posted on the City’s website alongside the posting of the RFQ at <http://www.sandyspringsga.gov/business> . Addenda will become part of the bid documents and subsequent contract. Offerors must sign and return any addendum with their RFQ response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City of Sandy Springs may postpone an opening in order to notify vendors and to give Offerors sufficient time to respond to the addendum.

1.2.3 **Form of Questions:** Offerors with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the Buyer referenced above on or before **September 22, 2017**. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

1.2.3 **The City of Sandy Spring’s Answers:** The City of Sandy Springs will provide by **September 25, 2017**, an official written answer to all questions received within the period stipulated under *Section 1.2.3*. The City of Sandy Spring’s response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the City of Sandy Springs. Any formal written addendum will be posted on the City’s website alongside the posting of the RFQ at <http://www.sandyspringsga.gov/business> by the close of business on the date listed. Offerors must sign and return any addendum with their RFQ response.

1.3 Pre-qualification Conference

Pre-qualification conference will be held on September 21, 2017 at 1:00 P.m. Eastern Standard Time, Conference Room 11, 7840 Roswell Road, Building 500, Sandy Springs Georgia 30350.

Submitting a Sealed Qualification

- 1.4.1 **Organization of Qualification:** Each SOQ shall be prepared simply and economically, providing straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this RFQ. To expedite the evaluation of SOQs, it is essential that Offerors follow the format and instructions contained herein.

Offeror shall place the following information on the **outside, lower left corner** of the envelope containing the SOQ. Failure to include such information may delay opening of the bid.

Request for Qualifications #18-025
RFQ Closing Date: September 29, 2017
RFQ Closing Time: 2:00PM

Offerors must organize their SOQs in the following format:

- a. **Qualifications Letter and Certification** – Offeror's authorized representative(s) shall complete and sign the Qualifications Letter and Certification on page 4 of this RFQ and return it with the SOQ.
 - b. **Statement of Qualifications** – Offeror shall respond comprehensively and clearly to the requirements of *Section 4* and shall include all documents, information, exceptions, clarifications, etc., as requested therein.
 - c. **Offeror Qualification** – Offeror shall include all requested documents and information.
 - d. **Standard Forms** – Offeror's authorized representative(s) shall complete the standard forms attached (Exhibits A and B) to the contract provided upon award.
 - e. **Addenda** – if any addenda have been issued, complete, sign and return the Addendum Acknowledgement (for each addenda issued) with bid.
- 1.4.2 **Failure to Comply with Instructions:** The City of Sandy Springs may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any SOQs that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.
- 1.4.3 **Multiple SOQs:** Offerors may, at their option, submit multiple SOQs, in which case each SOQ shall be evaluated as a separate document. Multiple responses must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single response.
- 1.4.4 **Copies Required and Deadline for Receipt of Sealed Qualifications:** All SOQs must be received in sealed opaque packaging. Offerors must submit the following number of copies to the address set forth on the Cover Page:
- One (1) unbound hard copy (3-ring binder OK) marked "Original" with original signatures; and

- One (1) electronic copy. A USB Flash Drive is preferred. The electronic copy shall be submitted in pdf format (OCR) and organized in the same format as the original submission with each Chapter or Section of the original having a corresponding Electronic File.

SOQs must be received sealed and at the Purchasing Office of the location noted on the Cover Page prior to **2:00 PM (EST), on September 29, 2017**. Facsimile or e-mail responses to the request for qualification are NOT accepted.

1.4.5 **Late Submissions, Withdrawals, and Corrections:**

- A. **Late SOQ:** Regardless of cause, late SOQs will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror's sole risk to assure delivery to the Purchasing Office by the designated time. Late SOQs will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.
- B. **SOQ Withdrawal:** An Offeror requesting to withdraw its SOQ prior to the RFQ due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
- C. **SOQ Correction:** If an obvious clerical error is discovered after the SOQ has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened bids for reasons other than obvious clerical errors are not permitted.

1.5 **Offeror's Certification**

- 1.5.1 **Understanding of Specifications and Requirements:** By submitting a response to this RFQ, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFQ.
- 1.5.2 **Offeror's Signature:** All signatures required in the RFQ on behalf of an Offeror must be signed in ink by an individual authorized to legally bind the business submitting the SOQ. Proof of authority of the person signing the RFQ response must be furnished upon request.
- 1.5.3 **Offer in Effect for 180 Days:** Except in rare cases as described in *Section 1.4.5*, a SOQ may not be corrected, withdrawn, or canceled by the Offeror for a 180-day period following the deadline for SOQ submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the SOQ.

1.6 **Cost of Preparing a SOQ**

- 1.6.1 **Sandy Springs Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFQ and any subsequent presentations of the SOQ as

requested by the City of Sandy Springs are entirely the responsibility of the Offeror. The City of Sandy Springs is not liable for any expense incurred by the Offeror in the preparation and presentation of their SOQ.

- 1.6.2 **All Timely Submitted Materials Become Sandy Spring’s Property:** All materials submitted in response to this RFQ become the property of the City of Sandy Springs and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City of Sandy Springs and Offeror resulting from this RFQ process.

SECTION 2: RFQ RECEIPT AND EVALUATION PROCESS

2.1. Authority

This RFQ is issued under the authority of the City of Sandy Springs.

2.2. Receipt of Bids and Public Inspection

- 2.2.1 **Public Information:** During the opening of sealed qualifications, only the Offeror’s name will be read aloud and recorded. No other information will be disclosed at that time. No other information will be disclosed nor shall the qualifications be considered open record until after Council award. All information received in response to this RFQ, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after Council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Sandy Springs; (3) any company financial information requested by the City of Sandy Springs to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

- 2.2.2 **Buyer’s Review of SOQs:** Upon opening the sealed SOQs received in response to this RFQ, the Buyer in charge of the solicitation will review the SOQs and separate out any information that meets the referenced exceptions in *Section 2.2.1* above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the SOQ;
- SOQ does not contain confidential material in the cost/price section; and
- An affidavit from an Offeror’s legal counsel attesting to and explaining the validity of the trade secret claim is attached to each SOQ containing trade secrets.

Information separated out under this process will be available for review only by Buyer, the Finance Director, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

2.3. Classification and Evaluation of SOQs

- 2.3.1 **Initial Classification of SOQs as Responsive or Nonresponsive:** All SOQs will initially be classified as either “responsive” or “nonresponsive”. SOQs may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFQ; or the SOQ is not within the plans and specifications described and required in the RFQ. SOQs found nonresponsive may not be considered further.
- 2.3.2 **Determination of Responsibility:** The Buyer will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.
- 2.3.3 **Evaluation of SOQs:** During the evaluation of the SOQs, the City reserves the right to request clarification of SOQ responses and to request the submission of references, if deemed necessary for a complete evaluation of SOQ responses.

Award will be made to the responsive and responsible Offeror(s) whose SOQ is most economical according to designated criteria.

The City shall be the judge of the factors and will make the award in the best interest of the City.

- 2.3.4 **Completeness of SOQs:** Selection will be based on the Offeror’s SOQ and other items outlined in this RFQ. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation, if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.
- 2.3.5 **Opportunity for Interview, Discussion/Negotiation, and/or Oral Presentation/Product Demonstration:** After receipt of all SOQs the City of Sandy Springs may initiate discussions with one or more Offerors should clarification be necessary. Offerors may be required to make an oral presentation and/or product demonstration to clarify their RFQ response or to further define their offer.

2.4. Sandy Spring’s Rights Reserved

Issuance of this RFQ in no way constitutes a commitment by the City of Sandy Springs to award and execute a contract. Upon a determination such actions would be in its best interest, the City of Sandy Springs, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the Sandy Springs website. If the RFQ is cancelled, the City of Sandy Springs will not reimburse any Offeror for the preparation of its SOQ. SOQs may be returned upon request if unopened;
- Reject any or all SOQs received in response to this RFQ,

- Make a contract award, based directly on the SOQs received, determined to be in the best interest of the City, in its sole discretion,
- Enter into further discussions with one or more Offerors;
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any SOQ;
- Not award if it is in the best interest of the City of Sandy Springs; or
- Terminate any contract if the City of Sandy Springs determines adequate funds are not available.

SECTION 3: SCOPE OF PROJECT/SPECIFICATIONS

3.1 City's Intent

Litter services shall consist of the following: Roadway, and Right of Way cleaning, maintenance, Beautification Improvement Services and Additional Services as directed Connected with ROW Cleaning Maintenance. The Contractor shall also be responsible for all equipment, vehicles, and facilities existing within the present property boundaries being used within this Scope of Work.

All work shall conform to the Manual of Uniform Traffic Control Devices (MUTCD) and GDOT technical standards and specifications for roads, sidewalks, right of ways, or minor construction, including, but not limited to, street traffic, pedestrian traffic, traffic control devices, and work zone safety.

Contractor shall employ and appropriately train a sufficient number of employees to provide efficient and timely service on behalf of the City. The Contractor shall assume responsibility for the cost of employing the workforce to maintain the City's facilities.

Contractor shall Develop Standard Operating Procedures (SOP's) for all tasks performed under this scope of work for use by the staff, and be made available to the Director of Public works or his designee, for review, comment and approval.

The Contractor shall utilize a computerized work order management system, such as Lucity or the City's current system, provided by the City, to document all maintenance activities for the workforce. The City and their representatives shall have the right to inspect these records during normal business hours. The City shall provide one tablet per crew, in addition the City shall provide the data service plan for each tablet.

Perform task planning and scheduling for the workforce utilizing the maintenance management system and document the completion of those work tasks in the form of completed work orders that detail the date and time tasks are completed, address/location of task, labor and equipment resources utilized and any other relevant data or as requested by the City; these documents and any others are to be turned in on a weekly basis. Work shall include the preventive and corrective

maintenance of the City's property and equipment consistent with current practice. These reports shall be made available for inspection to the City, upon request.

Contractor shall work within the guidelines of the City's Emergency Response Plan in the event of a natural disaster.

Contractor shall perform other services; including assistance to other entities within the City as directed by the Director of Public Works or his designee and the contractors available certain resources including but not limited to equipment and labor the contractors scheduling and performance requirements. Such services must be preauthorized by the City and the cost of the services will be negotiated, if needed, between the City and the contractor prior to any work being performed. Any additional cost that may be incurred as a result of this request is to be quoted and approved prior to commencing with said work.

If there is an emergency requiring the Contractor to purchase a repair part and incur an expense on behalf of the City, the Contractor will be responsible to document and immediately notify the City's representative of the occurrence. Any repair parts purchased on behalf of the City under an emergency condition will be reimbursed to the Contractor upon presentation of a proper receipt or copy of an invoice with appropriate justification of the purchase. Reimbursement will be the direct cost.

On a "best efforts" basis during any facility rehabilitation effort, the Contractor shall comply with all State and Federal Permit requirements. This clause does not relieve the Contractor from any negligent acts on the part of its staff. Upon completion of any facility rehabilitation, the Contractor's liability under this clause shall resume.

Perform other professional services that are incidental to the Scope of Services as directed by the City. Such services must be pre-authorized by the City and additional compensation to the Contractor will be negotiated on a case by case basis.

On a monthly and annual basis provide sufficient reporting of both work in progress and work completed, by individual elements, on behalf of the City. The format of these reports will be developed in coordination with the City. At a minimum these reports will include a listing of work orders outstanding, the plan and schedule for completion of that work and work orders completed to date.

Vehicle Tracking

Contractor shall provide AVL tracking devices to all vehicles associated with this scope. The Contractor shall be responsible for the general upkeep, protection, and operation of these devices to include but not limited to the insurance of continued operation during the times the vehicle is utilized for this scope. Contractor shall provide at a minimum AVL tracking that provides real-time data, and historical data to include but not limited to speed and

idle time updated at an interval no more than 30 seconds. Contractor shall provide the director of public works or his designee, login access to this data at his discretion.

Contractor Benefits Requirements:

This section reserved for Purchasing/HR to add minimum benefits requirements

Holiday Schedule:

The following dates are considered to be holidays under this scope of work:

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

Emergency Work:

The Contractor shall provide crews available for incidents, emergencies and weather related emergencies on a 24 hour on-call basis with 2 hour maximum response time for the City of Sandy Springs. This work may take place during normal work hours, evenings, holidays, and/or weekends. A minimum of 4 hours will be paid for any call out. Crew size shall be agreed upon by the City’s representative and the contractor supervision. Contractor shall perform services in accordance with the below priority schedule. The City of Sandy Springs and the contractor shall mutually agree on the priority level for each assigned work order.

- Priority 1 requests – 85% of all priority 1 request will be resolved within 24 hours
- Priority 2 requests – 85% of all priority 2 requests will be resolved within 72 hours
- Priority 3 requests – 85% of all priority 3 requests will be resolved within 7- 10 days of a work order being initiated
- Priority 4 requests – will be scheduled so as to maximize materials and efficiency

All Contractor employees must be NIMS trained to the appropriate level for their job functions within 60 days of contract start.

Reporting:

The Contractor shall, on a per project basis, report to the City the following:

1. Daily, no later than 8:00 a.m. Contractor shall provide the City with a detailed, written report detailing the activities of the contractor from the previous day in providing services detailed in the statement of work.
2. Weekly, no later than Thursday, 12:00pm noon of each week, Contractor shall provide the City with a written report detailing the activities of the contractor in providing services detailed in the statement of work for the preceding 7 days.
3. Weekly, no later than Thursday, 12:00pm noon of each week, Contractor shall provide the City with a written report detailing the planned activities of the contractor for the following 7 days.
4. By the fifth (5th) of each month, the contractor shall provide the City with a report showing services rendered in the prior month, plan for services delivery in the current month, including comparative data to be provided in a format approved by the City.
5. Oral reports to the City shall be made more frequently than written reports as determine by the City. Contractor agrees to fulfill any additional reasonable reporting requests made by the City Manager, or his designee. The Contractor shall remain in daily communication throughout the term of this contract for the purpose of discussing service goals, service delivery, performance standards and any other issues that may arise under this contract or related to the provision of services.
6. The format and method of delivery for any reports required hereunder shall be as approved by the City of Sandy Springs.
7. All emergency response reporting and documentation shall be provided in accordance with NIMS and FEMA guidelines to include but not limited to proper quantity, description, cost, and time requirements.

All emergency response reporting and documentation shall be provided in accordance with NIMS and FEMA guidelines to include but not limited to proper quantity, description, cost, and time requirements.

Health and Safety Requirements:

Contractor shall:

1. Report any personnel accident within 24 hours to the City.
2. Report all damage of contractor operated/maintained City owned equipment to the City within 24 hours after the occurrence.
3. Submit a quarterly safety report to the City to include the following:
 - a. The number of training sessions conducted
 - b. Number of OSHA recordable injuries
 - c. Number of Loss of Time injuries
4. Vehicle Operators shall have appropriate class driver's license for vehicle being operated.
5. Conduct Weekly "tailgate" safety meetings and provide attendance records to the City on a weekly basis no later than Thursday 12:00pm noon.

Contractor Performance Evaluation:

The City may conduct a monthly performance evaluation for the preceding month with the contractor's project manager. Such evaluations may be provided to the contractor on or before the tenth (10th) day of the following month. The evaluations will cover any or all of the following:

- Work completion
- Work Quality
- Work Quantity
- Work order paperwork completion (on time and correct)
- Overall crew performance including:
 1. Arriving on time for work
 2. Proper attire for the job (no t-shirts and sweat pants)
 3. Adequate job knowledge to perform tasks according to industry standards
 4. Crew attitude and willingness to perform scope of services.
- Accuracy and completeness of proper billing and within a timely manner

Unsatisfactory performance ratings are subject to corrective action in accordance with the terms and conditions of the contract.

At no additional cost to the City, Contractor employee(s) determined to be not capable of performing this scope of work may be requested to be removed and replaced. Contractor shall be responsible for filling replacement personnel within a period of no more than Thirty (30) Days. If a position remains open longer than thirty days, the

contractor may be required to remit a portion of the contract monies earned equivalent to the earnings of that position back to the City.

Performance:

All work performed shall be in accordance with Georgia Department of Transportation Standard Specifications for Construction. The contractor will adhere to all current State and Federal construction safety regulations, including OSHA regulations. The Contractor will conform to the MUTCD and the State of Georgia Department of Transportation standards for traffic control. The contractor shall, at the request of the City, submit a proposed Traffic Control Plan for approval by the Technical Representative before beginning work. All construction signs and devices will be maintained in good condition and meet the latest GDOT and MUTCD requirements. All flaggers must be certified for flagging and maintain proof of that certification on their person during flagging operations. Traffic control will include flagging, lane closures, lane shifts, and provide safe areas and/or adequate safety for pedestrians through the work zone. The Contractor must maintain a safe work zone for their employees and for pedestrian and vehicular traffic at all times. All contractor vehicles used onsite shall have each respective City logo on each side of the vehicle. It is the responsibility of the contractor to acquire such logos from the City. All water used on the project must be from a metered source. It is the responsibility of the contractor to obtain a meter from the operator of the water system they are drawing from, either City of Atlanta, Fulton, DeKalb and/or Gwinnett County.

More specifically, The Contractor shall provide the following detailed services for the City:

Beautification Improvement Services

Litter Crews (2 crews of 2 Staff members each)

1. The litter pick-up and graffiti removal crews will be deployed daily with a primary focus of daily litter pickup along all the Primary Routes (See ATTACHMENT“A”). Each crew will have a pick-up type truck capable of carrying and securing hand tools such as shovels, rakes, trash bags, etc.; personnel and safety equipment as required by the MUTCD for work zone traffic control as needed to safely work in the ROW areas in the City of Sandy Springs. The graffiti will be removed within two business days from receiving the work order designating the location. The graffiti will be identified by City of Sandy Springs staff, contractor staff, police department staff, and any other sources.
 - a. The crews will consist of two (2) technicians each with the proper tools to remove graffiti from most surfaces and to pick up and properly transport road debris to a dumpster for disposal as a part of a daily (Monday – Saturday, 8 hours per day excluding travel time, should

contractor choose to stage outside the City limits) routine and per issued work order.

2. The litter crews shall be available from Monday through Saturday of each week with the exception of designated holidays. The crews will collect the debris in the trash containers on a daily basis throughout the City at the MARTA Stops, intersections and various other locations that have City owned/maintained trash containers (does not include trash bins at the MARTA stations, however; by special request these may be emptied as needed.) The debris will be transported to a dumpster for proper disposal.
3. The litter crew will also be responsible for the removal and proper disposal of all dead animals within the ROW. Removal and disposal will typically be performed as part of a daily (Monday – Saturday, 8 hours per day excluding travel time, should contractor choose to stage outside the City limits) routine unless otherwise requested.
4. The litter crew will also assist with removal of un-permitted signs that are found to be in the ROW of the City of Sandy Springs. This sign collection service will occur Daily throughout the City. All Crews working on all facets of this contract will be responsible for removing these signs from the right-of-ways and utility poles.

I-285 and GA Hwy 400 Litter and Debris Removal (4 Staff members)

Right of Way Maintenance Service along I-285 (approximately 11 curb miles) and GA Hwy. 400 (approximately 19 curb miles) within the City limits of Sandy Springs, GA to include the following:

1. The crews will consist of one (1), two (2) technician crew with the proper transportation, signage, safety equipment, and tools to pick up and properly transport road debris to a dumpster for disposal as a part of a daily (Monday – Friday, 8 hours per day excluding travel time should contractor choose to stage outside the City limits) routine and per issued work order for litter and debris removal along I-285, and one (1), two (2) technician crew with the proper transportation, signage, safety equipment, and tools to pick up and properly transport road debris to a dumpster for disposal as a part of a daily (Monday – Friday, 8 hours per day excluding travel time should contractor choose to stage outside the City limits) routine and per issued work order for litter and debris removal along SR400.
2. Removal and disposal of litter and debris within the designated area. This shall include organic debris from around guardrail posts, barrier walls, sound barrier walls, paved ditches, concrete slope paving under bridges, paved gore areas, and right of way, excluding center median walls.

3. Blowing of minor debris (pebbles, cut grass, organic matter) from the shoulder away from traffic toward the outside edge of the right of way so it does not collect causing a traffic hazard or creating a visible distraction for aesthetic appearance,
4. Removal of illegal signs of a temporary nature including political signs, real estate signs, or signs advertising goods or services, or as directed by the Public Works Director or his designee,
5. Removal of organic debris associated with seasonal change (leaves, pine straw, etc.): from concrete and asphalt shoulders, tops of barrier walls, and anywhere that may be visible to the Public,
6. Work to be performed during daylight hours Monday- Friday. All applicable traffic control laws will be followed and safety measures taken including, but not limited to advanced warning signs, reflective safety vests, and other vehicles and equipment deemed necessary for the safety of our staff and the Public,
7. Emergency litter and debris services for weekends will be made available by the Contractor, as needed, using Public Works staff working those shifts. Staff will respond as needed at no added cost to the City when contacted by appropriate City staff.

Owner shall absorb the cost of trash bags used as a "pass-thru" expense, consistent with current practice in other areas of service within the City. Invoices will be submitted monthly with appropriate justification as required for reimbursement.

ADDITIONAL SERVICES FOR THE CITY OF SANDY SPRINGS CONNECTED WITH MAINTENANCE

The contractor will furnish additional services at a "per instance" cost. These charges will be LUMP SUM and agreed upon between the City and the contractor prior to any work being performed. These additional services include, but are not limited to;

ROW clearing in residential areas for utility service upgrade, etc. All additional services shall be invoiced as a separate line item on the invoice.

After Hours and Emergency Support Services

The City will have funds available for after hours and emergency support services and/or any materials needed for emergency purposes. The City will direct the service provider when this money should be used, regardless of the amount.

The service provider may need to assist the City, with any mission critical or after-hours support. These support services shall include, a two (2) person crew and assistance with traffic control,

storm debris pickup, salting/sanding of roads or bridges, general labor related issues, etc. This service may also include the labor for after-hours or emergency physical plant maintenance. This maintenance should include, but not be limited to, electrical, plumbing, and septic tank needs. After hours support services and call outs will be itemized on an individual basis and a minimum billing of \$150.00 for staff and vehicle. Service provider should always provide at least two on-call personnel at all times, as well as an updated call list for use in emergency.

DEFINITIONS

1. The "Department" means all equipment, vehicles, grounds and facilities described in Appendix A and where appropriate, the management, operations and maintenance of such.
2. "Capital Expenditures" means any expenditure for the purchase of new equipment; or facility items or utility system repairs, which significantly extend facility life and or expenditures that, are planned, non-routine or budgeted by the City.
3. "Labor and benefits" cost is defined as salaries, group insurance, dental insurance, workmen's compensation, retirement and social security for employees.
4. "Administrative" cost is defined as audit and accounting fees, insurance, interest expense, depreciation, state fees, recycling fees, curbside fees, landfill fees, ad valorem tax, purchase of natural gas and electric current for resale to the public, fund transfers and PCB testing.
5. "Direct Costs" is defined as supplies cost for gas, oil, lubrication, advertising, non-specific engineering cost, postage, computers and software, training, telephone service, travel expenses of employees and uniform expense.
6. "Maintenance" means the cost of routine and/or repetitive activities required or recommended by the equipment or facility manufacturer or The Contractor as required to maximize the service life of equipment, vehicles and treatment facilities.
7. "Repairs" means the cost of those activities required for operational continuity, safety, and performance generally due to failure or to avert a failure of the equipment, vehicles or facilities or a component thereof.
8. "Emergency" is defined as any situation or in which The Contractor staff must respond quickly to protect the health and wellbeing of the Public. Its intent is clearly in an effort to protect the interests of the people in the event of a natural disaster, hurricane, tornado or other unusual occurrence.

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ATTACHMENT "A"

Primary Routes

Street	Miles
Abernathy Road	4.4
Johnson Ferry Road	9.0
Roswell Road	18.8
Sandy Springs Circle	2.4
Dunwoody Place	2.4
Northridge Road	1.2

3.2 Project Manager for City of Sandy Springs

The successful Offeror will report to the Director of Public works (or designee) at City Hall. Successful Offerors agree to take direction from the project manager and to make all project documentation available upon request. The project manager shall have sole discretion as to the acceptability of all work on site.

3.3 No limit to competition

No specification implied or expressed is intended to limit competition. The specifications below are intended as a guide for the goods and services on which vendors are to submit a SOQ. These requirements and other specifications are not designed to prevent any vendor from submitting a SOQ. All equipment should comply with the requirements within a generally acceptable range.

SECTION 4: OFFEROR QUALIFICATIONS

4.1 City's Right to Investigate

The City may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified.

The City reserves the right to use any information or additional references deemed necessary to establish the ability of the Offeror to perform the conditions of this request.

4.2 Preparing Statements of Qualification

Provide one (1) original hard copy, and one (1) electronic copy of the complete package on compact disc or zip drive Each submittal shall be identical and include a transmittal letter.

Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to fifteen (15) two-sided pages or less using a minimum of an 11-point font. The transmittal letter will not count as part of the page limit. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Submittals that include qualifications of more than one firm shall not exceed the page limit. Such submittals shall be prepared with careful consideration to the limit. Each Statement of Qualifications shall be prepared simply and economically, to provide a straightforward and concise delineation of respondent's capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

4.3 Statement of Qualifications Submittal

The Offeror shall submit the following information as their Statement of Qualifications:

1. **Qualification of Firm (20%) Preference given to firms demonstrate the following:**
 - a. Effectiveness addressing the specifications and how to perform services to the standards of the City of Sandy Springs. This criterion focuses the evaluation on the

Offeror's understanding of the requirement. Does the Offeror understand and acknowledge the nature of the work to be done?

- b. Efficiency addressing the specifications and how to manage the expectations of the project. This criterion focuses the evaluation on the Offeror's approach to perform the requirement. How well can the Offeror be expected to perform the work? Will the Offeror's approach result in successful performance outcomes?
- c. Feasibility. Addressing and identifying risk that can be overcome to ensure consistency with generally accepted or proven methods to perform the work. If not, why does the Offeror expect the proposed approach to be successful? How does the Offeror propose to manage any risk inherent in the approach?

2. Qualification of Proposed Team & Key Staff (20%) Preference given to firms demonstrate the following:

- a. Management and key staff with the experience and understanding required to perform the services listed within the specifications.
- b. Key Staff that are able to pass background checks required by the City of Sandy Springs.
- c. Management and key staff with all license and requirements needed to perform of tasks and services listed within the specifications in accordance with rules and regulations of the State of Georgia.

3. Experience working with the specifications (15%): Preference given to firms whose personnel have demonstrated a clear work history, along with performance that meets or exceeds that City of Sandy Springs standards.

4. Project Understanding (40%): Preference given to firms whose submission demonstrates a comprehensive understanding of the project and environment, along with an effective approach to the implementation of project.

5. References (5%): Preference given to firms whose working relationships with previous or current clients highlights their ability to meet or exceed project expectations. Experience shall include the following:

- i. Project Size
- ii. Management
- iii. Cost savings
- iv. Execution

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SECTION 5: EVALUATIONS

5.1 Initial Buyer Review

All SOQs received will be reviewed by the Buyer to ensure that all administrative requirements of the RFQ package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All SOQs that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation.

5.2 Evaluation Committee

The SOQs will be evaluated on a pass/fail basis by the City and its authorized representatives. After the SOQs have been opened, the City will evaluate the SOQs including without limitation, experience, references, and other data and information relating to qualifications. The City will determine which respondents meet the criteria stated in the RFQ – reference Section 4: Offeror Qualifications.

EXHIBIT A – Corporate Certificate Form

CORPORATE CERTIFICATE

I, _____, certify that I am the Secretary of the Corporation named as Contractor in the foregoing RFQ; that _____ who signed said bid in behalf of the Contractor, was then (title) _____ of said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of _____.

This _____ day of _____, 20____ (Signature) _____

EXHIBIT B – Contractor Affidavit under O.C.G.A. §13-10-91

By executing this affidavit, the undersigned contractor 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 on behalf of **City of Sandy Springs**, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

City of Sandy Springs, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:
