

City of Isle of Palms, South Carolina
Requests for Bids
RFB 2024-05
Bulk container collection and disposal sanitation services

In compliance with the City of Isle of Palms procurement ordinance, the city is accepting bids for bulk container collection and disposal sanitation services. The successful bidder will be responsible for servicing approximately 36 containers located on the island.

Scope and Requirements

- The scope includes one thirty (30) yard container, and the rest of the containers are four (4) to eight (8) cubic yards in size and require service one (1) to three (3) days per week. Bidders should refer to Exhibit I for the list of containers to be serviced and frequency of collection.
- Contract start date: February 1, 2025
- Insurance Requirements:

Contractor shall not commence work under the agreement until they have obtained the insurance required and shall keep such insurance in force during the entire term of the agreement. All coverage shall be with insurance companies licensed and admitted to conduct business in the State of South Carolina. Premiums with respect to such policies required to be carried by Contractor shall be paid by Contractor.

Contractor shall carry liability insurance in such amounts as shown below, pay all the premiums thereon when due and to cause such insurance to name the City as additional insured thereunder:

a. Worker's Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of South Carolina.

b. Commercial General Liability Insurance, on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 in annual aggregate. Aggregate limit requirement can be met by using an umbrella policy and/or excess policy or a combination of both.

c. Automobile Liability, including South Carolina At-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured, Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the City of Isle of Palms as an additional insured.

- A performance bond is required. The amount shall be 100% of the annual contract value, renewed annually.
- City will consider a 3-year contract, with one, two year- extension option if both parties agree.

- Contract terms and conditions will be negotiated upon selection of the winning bid. All contract terms and conditions will be subject to review and approval of the City of Isle of Palms.
- Contractor may begin service at 7:00 a.m.
- Bidders should include three (3) references with their bid.

The city reserves the right to modify the scope of work and contract start date.

Bids should be submitted to the following:

Desirée Fragoso

City Administrator

City of Isle of Palms

1207 Palm Boulevard

Post Office Box 508 Isle of Palms, South Carolina 29451

Deadline for Submissions: The deadline for submission is **2:00 p.m., Friday, July 19, 2024**. Bids will be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked “RFB 2024-05, Bulk container collection and disposal sanitation services” and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. It will be the responsibility of the proposers to verify receipt by the City.

Bids will be evaluated using, but not limited to, the following criteria: overall proposal suitability, a clear and organized proposal, price competitiveness, quality, and timeliness of previous work performed. Bidders will be evaluated on their experience, qualifications, and references.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City of Isle of Palms.

Bids may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any bidder of any particular means of delivery. Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Bidders acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFB, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFB have been met.

Bidders must have or be able to procure an Isle of Palms Business License.

The City of Isle of Palms reserves the right to accept or reject any and all proposals, or any parts thereof; to waive irregularities or informalities in any proposal received to allow the proposal to be considered; to negotiate terms and conditions with Proposers; and to select a Bidder or to cancel in whole or in part this RFB, if it is in the best interest of the City to do so. Those bids determined not to be in compliance with provisions of this RFB and the applicable laws and or regulations will not be processed.

By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Bidder and its subcontractors or sub-subcontractors; or (b) that Bidder and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Bidder agrees to include in any contracts with its sub- 4 contractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14 and (b) include in their contracts with sub-subcontractors, language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14

Bids shall be evaluated based on cost per cubic yard, given a current list of containers to be serviced. Also important in the evaluation will be service delivery to the City and/or service delivery references from other contracting entities for which the contractor has performed services. The successful bidder must enter into a contract with the city. Contract terms and conditions will be negotiated upon selection of the winning bid. All contract terms and conditions will be subject to review and approval of the City of Isle of Palms.

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Instructions to Bidders

In submitting a proposal, the bidder represents that he or she has visited all proposed service locations and determined the nature of the work and the difficulties attending execution of the work, including those bearing upon access, transportation, disposal, fluctuations in frequency of service, uncertainties of weather and all other matters which can in any way affect the work under the contract for services.

Questions concerning the nature and scope of work should be directed to Donnie Pitts, Public Works Director (843) 224-9265.

BID FOR BULK CONTAINER SANITATION SERVICES

Submitted by:

Contractor Name: _____

Authorized By: _____ Title: _____

Address: _____

City, State, Zip Code _____

Email _____

Telephone Number _____

The above-named Contractor hereby proposes to provide collection and disposal services for certain bulk containers as indicated on the schedule provided by the City of Isle of Palms included in this package as EXHIBIT I.

In providing this service, the above named Contractor proposes to charge the City of Isle of Palms \$_____ per cubic yard. Given an approximate annual volume of 32,000 cubic yards, this per cubic yard charge would equate to \$_____ annually.

If this bid is approved and accepted by the Isle of Palms City Council, the above named Contractor understands that it will be expected to enter into a contract with the City of Isle of Palms.

BY: _____ (Signature)

_____ (Typed name)

_____ (Title)

_____ (Date)

STATE OF SOUTH CAROLINA
COUNTY OF _____

Subscribed and sworn to before me _____, a Notary Public in and for the jurisdiction aforesaid, on this _____ day of _____, 2024. My Commission Expires: _____

**City of Isle of Palms
Detail List of Dumpsters**

Name of location	Commercial or Condos	R=recycle G=garbage	(A)	(B)	(C)	Yards per week
			Size in Yards IN YARDS	# of Containe at Location CONTAINERS	Days Serviced per Week	
			Size of can	Number of cans	Number of days serviced per week	
Municipal Compactor in Lot B	Commercial	G	30	1	2	60
Recreation Dept	Condo	G	6	1	1	6
1140 Ocean Blvd. Condos	Condo	G	8	1	3	24
Ocean Club Villas	Condo	G	4	8	3	96
Ocean Inn	Condo	G	4	1	1	4
Sea Cabins Condos	Condo	G	8	4	3	96
Seascape Condos	Condo	G	8	2	2	32
Seaside Villas	Condo	G	8	2	3	48
Shipwatch Condos	Condo	G	8	4	3	96
Summerhouse Condos	Condo	G	8	2	3	48
Tidewater	Condo	G	8	2	2	32
Port O Call I	Condo	G	8	1	3	24
Wild Dunes Yacht Harbor	Condo	G	8	1	2	16
Mariners Walk	Condo	G	8	1	1	8
Mariners Walk	Condo	G	4	3	1	36
Seagrove Villas	Condo	G	4	2	3	24
Totals				36	36	650

*This list is current as of May 2024. Contractor should expect additions, deletions and changes in service frequency.