

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Supplemental Yard Waste Collection Services (Annual Contract) – RFP No. 21-0018
<b>INITIATED BY:</b>	Finance Department

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It is requested that Council approve the execution of an annual contract with Amwaste of Georgia, LLC (West Point, GA) to provide supplemental yard waste collection services for the Public Works Department.

The Waste Collection Division of the Public Works Department collects yard waste for citizens of Columbus, Georgia (Muscookee County). The City defines yard waste as leaves, grass clippings, pine needles and similar yard waste items. Residents must place the yard waste in containers or bags, then place the containers or bags at curbside on or before the scheduled collection day. All yard waste must be free of any type of household garbage.

Due to the City’s staffing and equipment constraints, the Public Works Department is outsourcing five (5) of the (14) yard waste collection routes. Amwaste of Georgia, LLC will supply the following equipment and personnel for the supplemental yard waste collection services:

- Five 3-man crews.
- Five new or like-new collection vehicles.
- Collection services four days a week (Monday, Tuesday, Thursday, and Friday).

The term of the contract will be for one (1) year with the option to renew for four (4) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

**Annual Contract History:**

This is a new annual contract.

**RFP Advertisement and Receipt of Proposals:**

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on November 6, 2020. This RFP has been advertised, opened, and evaluated. One (1) proposal was received on November 6, 2020 from the following:

**Amwaste, LLC (West Point, GA)**

The following events took place after receipt of the proposals.

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Notification of (1) Proposal	11/30/20	The using department was notified of the one (1) proposal received and was given the option to extend the due date to garner more competition or to resolicit for the services.
Response to Notification of (1) Proposal	12/04/20	The using department elected to open the (1) proposal; due to the dire need of the services.
Pre-Evaluation Meeting	12/18/20	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the co-managers of the project provided an overview. Proposals were emailed to each committee member to review.
1 <sup>st</sup> Evaluation Meeting	01/13/21	All committee members did not join the virtual meeting; therefore, Purchasing had to reschedule the meeting.
1 <sup>st</sup> Evaluation Meeting (Re-scheduled)	01/27/21	The committee discussed the one proposal and determined clarifications were necessary.
Clarification Requested	02/17/21	The committee provided the details necessary to request clarification. The request for clarification was forwarded to the vendor.
Received Partial Clarification and Need for Additional Information	02/18/21	The vendor partially responded to the request for clarification and asked for additional information. The committee provided the additional information, which was forwarded to the vendor.
Received Partial Clarification and Need for Additional Information	02/19/21	The vendor further responded to the request for clarification and asked for additional information. The request was forwarded to the Evaluation Committee.
Evaluation Committee responded to Need for Additional Information	03/08/21	The Evaluation Committee provided additional information, as requested by the vendor.
Additional Information Forwarded/Proposal Extension Request	03/11/21	The additional information was forwarded to the vendor, including a request for the vendor's proposal to remain in effect until July 15, 2021.
Response to Proposal Extension Request	03/23/21	The vendor responded to the proposal extension request; the response was forwarded to the Evaluation Committee.
Recommendation of Committee	03/24/21	The voting committee members unanimously recommended award to the sole respondent, Amwaste of Georgia LLC, contingent upon funding in the FY22 Budget.

**Evaluation Committee:**

The proposals were reviewed by members of the Evaluation Committee, which consisted of two (2) voting member from Public Works Department and one (1) voting member from the Parks and Recreation Department.

Additional Public Works representatives served as alternate voters (2) and as a non-voting advisor (1).



**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH AMWASTE OF GEORGIA, LLC (WEST POINT, GA) TO PROVIDE SUPPLEMENTAL YARD WASTE COLLECTION SERVICES FOR THE PUBLIC WORKS DEPARTMENT.**

**WHEREAS**, an RFP was administered (RFP No. 21-0018) and one (1) proposal was received; and,

**WHEREAS**, the proposal submitted by Amwaste of Georgia, LLC met all proposal requirements and was deemed responsive to the RFP; and,

**WHEREAS**, the contract period shall be for one (1) year, with the option to renew for four (4) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to execute an annual contract with Amwaste of Georgia, LLC (West Point, GA) to provide supplemental yard waste collection services for the Public Works Department. Funding will be utilized from Integrated Waste Fund Reserves as: Integrated Waste Management Fund – Public Works – Solid Waste Collections – Contractual Services; 0207 – 260 – 3510 – GARB – 6319.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor House voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.
- Councilor Tucker voting \_\_\_\_\_.
- Councilor Woodson voting \_\_\_\_\_.

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor