



Administrative Services

13150 80th Terrace Live Oak, FL 32060

Randy Harris, County Administrator

MEMORANDUM

DATE: April 29, 2022
TO: Qualified Vendors
FROM: Randy Harris, County Administrator
SUBJECT: Household Solid Waste Pickup

Suwannee County is accepting proposals from qualified vendors for house-to-house pickup of solid waste. Waste shall be disposed of in a permitted facility. Only residential household waste is being considered in this RFP. If the County decides to contract for curbside pickup, vendors may assume that a multi-year contract is likely.

The following information is provided for vendor consideration:

- Suwannee County includes approximately 16,500 households.
- The county collects an annual household assessment to cover the cost of solid waste services.
- Proposals shall include an annual cost per household.
- Proposals shall be for once per week household garbage pickup at a minimum.

The RFP package provided by the county includes several forms which must be completed and included with a proposal.

Vendors may provide prices for additional services such as:

- Handling appliances
- Handling yard waste
- Handling furniture

Vendor proposals will be evaluated and scored by a committee utilizing objective criteria.

Criteria:

1. Per household price
2. Number of services offered and frequency, i.e. handling appliances, yard waste, and furniture.
3. Experience providing residential solid waste service to North Florida rural communities.
4. Proximity of business location to Suwannee County.
5. Number of employees who will be hired from within Suwannee County.



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The deadline for receipt of proposals is June 3, 2022, at 4:00 p.m. Envelopes should be sealed and marked: **RFP NO. 2022-25 HOUSEHOLD SOLID WASTE PICKUP**

**ATTENTION: CLERK TO THE BOARD
200 SOUTH OHIO AVENUE
LIVE OAK, FL 32064**

If you have any questions concerning this matter, please do not hesitate to contact Randy Harris, County Administrator at 386-364-3400.

RFP SUMMARY
(MUST PRECEDE ALL BID DOCUMENTS)

RESPONDER NAME

ADDRESS

EMAIL ADDRESS AND PHONE NUMBER

BID NUMBER: 2022-25

DESCRIPTION OF PROJECT: HOUSEHOLD SOLID WASTE PICKUP

DATE & TIME OF BID OPENING: June 7, 2022, at 10:00 a.m. or soon thereafter

LOCATION FOR BID OPENING: City of Live Oak
Council Chambers
101 White Ave SE
Live Oak, FL 32064

1) PRICE PER HOUSEHOLD FOR ONCE PER WEEK PICKUP:

IN FIGURES: \$ _____ **IN WORDS:** _____

2) PRICE PER HOUSEHOLD FOR TWICE PER WEEK PICKUP:

IN FIGURES: \$ _____ **IN WORDS:** _____

3) PRICE FOR PICKUP OF:

APPLIANCES:
IN FIGURES: \$ _____ **IN WORDS:** _____

YARD WASTE:
IN FIGURES: \$ _____ **IN WORDS:** _____

FURNITURE:
IN FIGURES: \$ _____ **IN WORDS:** _____

RFP SUMMARY
(MUST PRECEDE ALL BID DOCUMENTS)

4) SPECIFY FREQUENCY OF PICKING UP:

APPLIANCES:

IN FIGURES: \$ _____ IN WORDS: _____

YARD WASTE:

IN FIGURES: \$ _____ IN WORDS: _____

FURNITURE:

IN FIGURES: \$ _____ IN WORDS: _____

RESPONDER COMPANY NAME (PRINT OR TYPE)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

DATE COMPLETED

IMPORTANT:
THIS BID SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL
RESPONDER DOCUMENTS

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

Franklin White, Chairman

**E-Verify for
RFP No. 2022-25
Household Solid Waste Pickup
Suwannee County, Florida**

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

REFERENCES

List three (3) references the company has done business with during the past five (5) years.

1. Company name _____
Address _____
Contact Name _____
Contact Phone or e-mail _____
Short description of project _____

2. Company name _____
Address _____
Contact Name _____
Contact Phone or e-mail _____
Short description of project _____

3. Company name _____
Address _____
Contact Name _____
Contact Phone or e-mail _____
Short description of project _____

**RFP NUMBER 2022-25
HOUSEHOLD SOLID WASTE PICKUP
SUWANNEE COUNTY, FL**

Failure to Perform Questionnaire

Name of Company: _____

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes _____ No _____

If yes, explain:

2. Has a bond company or other insurance been utilized to complete a contract for the company within the last (5) five years?

Yes _____ No _____

If yes, explain:



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Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Terrace
Live Oak, FL. 32060
Email: paulap@suwcountyfl.gov
Phone: 386-264-3400

If possible, the complaint should be submitted in writing and contain the identity of the



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complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Randy Harris

County Administrator

Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

Franklin White, Chairman

RFP No. 2022-25
HOUSEHOLD SOLID WASTE PICKUP
SUWANNEE COUNTY, FL

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (Company Name) is familiar with the Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of you RFP documents

**Checklist for
RFP No. 2022-25
HOUSEHOLD SOLID WASTE PICKUP
Suwannee County, Florida**

- RFP Summary Page
- Sworn Entity Statement
- Copies of Applicable Business & Professional Licenses
- Proof of Insurance
- E-Verify Form
- References
- Failure to Perform Questionnaire
- Nondiscrimination Policy Acknowledgement
- Any other documents in accordance with specifications
- Submission of one (1) original and four (4) copies of RFP