



Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: January 30, 2025

**Request for Quotation No. 25-100074 Garbage and
Recycle Roll Carts Retrieval Project**

DeKalb County, Georgia is requesting a quotation for the following:

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Contractor Reference and Release Form
- D. Bidder's Affidavit

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is **mandatory** that the Contractor Reference and Release Form, Attachment C, and Bidders Affidavit, Attachment D, be completed with bidder's proposal.

VI. Due Date:

All questions are due to Marcy L. VanKirk via email at mlvankirk@dekalbcountyga.gov on or before 5:00 p.m. EST on FRIDAY FEBRUARY 7, 2025.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

Quotes are due on or before 3:00 p.m. EST on Wednesday February 12, 2025.

Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of Marcy L. VanKirk via email at mlvankirk@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

Thank you for your interest in doing business with DeKalb County.

Sincerely,

**Marcy L. Van
Kirk** Digitally signed by Marcy
L. Van Kirk
Date: 2025.01.30
09:25:46 -05'00'
Marcy L. VanKirk
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

SCOPE OF WORK

INTRODUCTION:

DeKalb County Sanitation is seeking for qualified vendor in retrieving 2,340 **green** garbage roll carts and 2,340 **blue** recycle roll carts from the City of Doraville. This is a one-time service.

MINIMUM SPECIFICATIONS:

The garbage and recycle roll carts retrieval service will include but not limited to the following:

- Retrieval of **green** garbage roll carts and **blue** recycling roll carts from 3 collection routes within the City of Doraville. *Note: Each collection route consists of a list of streets for service.*
- Work must begin and complete within one designated day: Thursday, May 29, 2025, from 7AM until finish. *Note: In the event the weather does not permit for service, a different service date will be decided by DeKalb Sanitation.*
- Prior to the beginning of the project, the Contractor is required to attend an in-person meeting with the DeKalb Sanitation team for the kickoff of the project.
- Contractor provides all trucks, equipment, tools, labor, and all necessary to complete the task.
- Contractor must provide an onsite Supervisor for the crews.
- A minimum of 2 trucks and 2 crews of 4 persons (1 driver/supervisor and 3 crews) per each route is recommended.
- Contractor will come behind the Sanitation's service truck and retrieve the emptied roll carts from curb sides, remove the wheels and axles from each roll cart, then stack the roll carts on Contractor provided truck, sorted by color.
- All retrieved garbage and recycle roll carts will be transported to the final destination, the Seminole Road Landfill, 4203 Clevefont Rd., Ellenwood, GA. *Note: For time efficiency, Contractor may transport, and unload retrieved roll carts at the North Collection Lot, located at 2315 Chamblee-Tucker Road, Chamblee, GA. However, after completion of the project, and within 24 hours,*

the Contractor must remove and transfer all retrieved roll carts from the North Collection Lot to the Seminole Road Landfill, the final destination.

- Contractor must keep track of all streets that are serviced using an Excel spreadsheet and provide to the DeKalb Sanitation at the end of the project.
- Bidder must include in the Price Schedule, the number trucks, supervisor, and crews that will be assigned for this project.

MINIMUM QUALIFICATIONS:

- The Contractor must have a minimum of 2-year of experience on handling garbage/recycle roll carts;
- Must demonstrate completion of at least 2 roll cart projects;
- Must provide a minimum of 3 references for projects similar in size and scope as proof of experience. ***Note: Each reference must include project name and location, project description, and the reference contact information. The ineffectiveness of contact information and/or the reference's lack of responsiveness may result in being deemed non-responsible.***
- Bidder who does not meet the above stated minimum qualifications will be deemed non-responsive and will be disqualified from this project.

ATTACHMENT B

QUOTE FORM

ITEM NO.	DESCRIPTION	TOTAL LUMP SUM AMOUNT
1	Retrieval of DeKalb County garbage and recycle roll carts as described in the scope of work.	\$ _____
2	Bidder provides below, the number of trucks, supervisor/crew leader and crew personnel assigned for this project:	
	Number of trucks:	_____
	Number of supervisor (s)/crew leader(s):	_____
	Number of crews:	_____
	Number of personnels on each crew:	_____

ATTACHMENT C

CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references for projects similar in size and scope as proof of experience, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name and Description			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this ITB.

Signed _____

Title _____
(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D

BIDDER'S AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent
(Bidder's Name)

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Address (* do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____