



Decatur County Board of Commissioners
P.O. Box 726
Bainbridge, GA 39818-0726
229-248-3030

DECATUR COUNTY, GEORGIA

REQUEST FOR PROPOSAL (RFP)

Residential Garbage Services for the Unincorporated Areas of Decatur County

Date Issued: November 10, 2025

RFP Number: DC-2025-02

Residential Garbage Services **Decatur County, Georgia**

NOTICE IS HEREBY GIVEN that Decatur County Georgia (County) is issuing this RFP for residential garbage service by a single provider to provide residential garbage services for the unincorporated areas of Decatur County.

Residential garbage service providers are solely responsible for ensuring proposals are received by the county on or before the submittal deadline. Proposals must be received no later than 5 p.m. on December 10, 2025 at the address below:

Decatur County Board of Commissioners
203 West Broughton Street
Bainbridge GA, 39817

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by email are not acceptable and will not be considered. **The original signed submission with the name of the company and RFP title proposal is to be submitted in a sealed package with the name of the firm and RFP title “Residential Garbage Services for the Unincorporated Areas of Decatur County” must be clearly marked on the outside of the packet. The sealed package must include one original, seven copies and a USB Drive with a copy of the proposal saved.**

Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The responding company is solely responsible for all costs related to the preparation of the proposal.

The county reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter a contract.

The contract award, if any, will be made to the company who, in the County's sole discretion, is best able to perform the required services in a manner most beneficial and cost effective to the County.

Introduction

The Decatur County Board of Commissioners is accepting proposals for a single qualified company to conduct weekly curbside residential garbage pickup for existing and future customers within the unincorporated areas of the county. Decatur County is approximately 623 square miles with a population of 29,087 as of the 2023 census.

Materials submitted by respondents may be subject to public inspection under the Georgia Open Records Act. During the process, Decatur County Board of Commissioners reserves the right, where it may serve the County's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

The County reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Decatur County Board of Commissioners and the firm selected.

Proposals must be responsive to the County's request. The County shall determine the most responsive and qualified company providing the best service at the most reasonable cost. Cost alone shall not be the determining factor.

The request for proposals does not obligate the County to award a contract or complete the project and the County reserves the right to cancel the solicitation if it's realized to be in its best interest.

Scope of Services

Overview

The County desires a high-quality, cost-effective residential garbage service for its citizens in the unincorporated areas of the county with no interruptions to service. To achieve this, proposals must clearly offer the following mandatory services.

- Weekly curbside residential garbage pickup for participating residents.
- Back door pickup for certain customers that have requested this service.

- Transport residential garbage to the Decatur County Landfill.
- Customer service representative/liaison between the County and customers.
- Adequate personnel, equipment, knowledge and expertise to adequately serve customers within the unincorporated areas of the county.
- Vehicles and equipment that have an adequate cover to prevent the contents from falling or being blown from the vehicle or equipment while in transit.
- Water tight bodies of all garbage collection vehicles that make it impossible for water or other fluids to escape.
- All vehicles used for garbage collection shall be of the packer type.
- All garbage collecting vehicles/equipment shall be washed and maintained in a sanitary condition.

Deliverables

Eight (8) complete copies of the residential garbage collection service proposals in a hard copy form and a flash drive with the proposal. Hard copies shall be distributed for review as follows:

- The County Administrator
- The Operations Manager
- The Board of Commissioners

Project Schedule

The County will not give verbal answers to requested clarifications regarding information in this RFP or verbal instructions prior to the submission deadline. All clarifications shall be submitted in writing. A verbal statement regarding same by any person shall be non-binding. The County is not liable for any costs for compiling and submission of the RFP. Any explanation or clarification desired by a respondent must be requested of the County representative in writing no later than 5 p.m. EST on November 21, 2025.

Below is a tentative schedule for initiation of this project.

RFP Issued	November 10, 2025
Deadline for submitting questions by email	November 21, 2025
Deadline for response to written questions	November 25, 2025
Proposal submittal deadline	December 10, 2025
Anticipated award date	January 13, 2026

Inquires concerning the Request for Proposals and the subject of the Request for Proposals must be made to:

Randy Williams

Operations Manager – rwilliams@decaturcountyga.gov or (229) 248-3030 ext. 2

Submission of Proposal

Proposals submitted by email are not acceptable and will not be considered. An original signed proposal is to be submitted in a sealed package with the name of the Company and RFP title "Residential Garbage Services for the Unincorporated Areas of Decatur County."

The proposal shall be received by Decatur County by no later than 5 p.m. on December 10, 2025 in order for it to be considered. The proposal should address the items listed below and sent to:

Decatur County Board of Commissioners
203 W. Broughton Street/P.O. Box 726
Bainbridge, GA 39817/39818

Proposal Content

The company shall be responsible for preparing an effective, clear and concise proposal. The company shall submit one (1) original signed proposal and seven (7) copies. The following information shall be included:

1. Letter of Interest: Please include a letter expressing the company's interest in being considered for the service. Include a statement regarding the company's availability and capability to dedicate time, personnel and resources to this service.
2. Understanding and Approach: Please include a statement demonstrating your understanding of the proposed service. Describe your approach to achieving the service successfully, methodologies, technologies and processes you would employ.
3. Relevant Experience: Please include information describing the service experience, particularly with other municipalities. Written references are preferred. Include billing processes you have with other municipalities.
4. Company Information: This section should contain a copy of the company's business license, proof of insurance and description of current company structure including the number of managers, drivers and customer service representatives.
5. Conflict of Interest Statement: The company shall disclose any financial, business or other relationship with the County that may have impact upon the outcome of this contract.
6. Work Schedule: Provide a realistic proposed service schedule designed to meet the County's objectives with daily, weekly and quarterly tasks.
7. Cost Proposal: The proposal shall include:
 - a. Breakdown of Service Costs: Separate itemization for current quarterly and/or monthly rates for weekly curbside service, whether or not specially requested back door service is extra, projections for service costs through 2030 and any landfill delivery costs not included in monthly or quarterly fees.
 - b. Manner of Billing: Describe your current billing practices and how your company anticipates billing Decatur County customers.

Format for Proposal

To facilitate the review of responses, all responses are required to adhere to the following requirements with regard to their proposal. The County strongly encourages respondents to ensure that RFP submissions are succinct and clearly organized. If the proposal is not in the below format or does not include all of the listed items, it may be deemed non-responsive. For ease of handling, all responses are to be provided in a standard format with binding on the left side edge.

1. Title Page showing the request for proposals subject; the company's name; the name, address and telephone number of the primary contact person; and the date of the proposal.
2. Table of contents identifying the materials submitted by section and page number.
3. Detailed Proposal following the order set forth in the Proposal Content.

Criteria for Selection

Proposals will be reviewed by designated County staff and evaluated to determine which proposals best meet the criteria of the RFP. The County reserves the right, without qualification, to:

1. Reject all proposals.
2. Exercise discretion and apply its judgement with respect to any proposal submitted.
3. Select proposals which qualify on the following factors
 - a. Understanding and approach
 - b. Relevant experience
 - c. Scope of Services
 - d. Cost
 - e. Responsibility

Depending on the initial evaluation, a short list may be selected to meet with the designated staff to discuss their proposals in detail. It is expected that no more than two (2) representatives would provide a presentation on behalf of their company, including the account executive who will be assigned to the project.

A recommendation for company selection will be made to the Board of Commissioners based on the assigned county staff's "best value" evaluation of the proposals/qualifications, which will take into account the company's qualifications, comparable experience, availability and cost effectiveness.

All interested parties are encouraged to submit proposals to the RFP. Total cost will be taken into consideration, but the company's capabilities, competence and capacity will be considered as well. The County reserves the right to choose the overall best response according to the County's criteria. The County and its designated representatives shall be the sole judge of its own best interest, the proposal and the resulting negotiated agreement. The County's decision will be final.

The above factors, along with other factors that the County may deem appropriate, will be used to identify the proposal that represents the best value, which will be the basis for the contract award, if such award is made. The decision of whether to award a contract and selection of a company will be the sole discretion of the Board of Commissioners.

Special Conditions

Contract and Insurance Requirements

The selected company shall be required to enter into a Professional Services Agreement approved by the County Administrator and Board of Commissioners. The successful proposal and the terms and conditions stated in this RFP will be made part of the contract between the Decatur County Board of Commissioners and the sanitation company. This RFP outlines the specifications and requirements, but not necessarily all the terms and conditions that will be incorporated into the final agreement between the Decatur County Board of Commissioners and the successful company.

The company shall disclose to the County and maintain coverage amounts of General Liability, Workers Compensation, Auto Liability and Pollution Liability in the amounts typical for sanitation service companies in the State of Georgia.

Reservations

This RFP does not commit the County to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP or to procure or contract work. No payment of any kind will be provided to the company responding to this RFP, or parties they represent, for obtaining any of the information solicited.

Public Records

All proposals submitted in response to this RFP become the property of the County. Information in the proposal may be subject to review. Any information that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. Proprietary information submitted in response to this RFP will be handled in accordance with the Georgia Open Records Act.

Right to Cancel and Amend

The County reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date and submittal requirements. If the County cancels or revises the RFP, all participating companies will be notified in writing.

Additional Information

The County reserves the right to request additional information and/or clarification from any or all participating sanitation companies.

Conflict of Interest

By submitting a proposal, the sanitation company covenants that the company, its officers, employees and/or agents presently have no interest, and shall not acquire any interest, direct or indirect,

financial or otherwise, which would conflict in any manner or degree with the performance of the services requested herein by the County. The company further covenants that, in the performance of any contract or agreement resulting from this RFP, no subcontractor or person having such an interest shall be employed. The company certifies that to the best of their knowledge, no one has or will have any financial interest under any contract or agreement resulting from this RFP is an officer or employee with the County.

Collusion

Each company certifies that it's organization, officers, employees and/or agents are not a party to any collusive action or fraud. The company certifies that its organization, officers and/or agents have not offered or received any kickbacks or inducements from any other bidding company, supplier, manufacturer, or subcontractor in connection with the proposal and that the company, its officers, employees and/or agents have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value. Any or all bids shall be rejected if there is any reason to believe collusion exists among the bidding companies. More than one bid from an individual, company, partnership, corporation or association under the same or different names may be rejected. Reasonable grounds for believing that a bidding company has an interest in more than one proposal for the work being proposed may result in rejection of all bids in which the bidding company is believed to have interest.

Equal Employment Opportunity Compliance

The selected company shall not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The company shall take affirmative action to ensure that all employees and applicants for employment shall take affirmative action to ensure that all employees and applicants for employment shall be treated with equality in all aspects of employment processes including, but not limited to hiring, transfer, promotion, training, compensation and termination, regardless of their race, creed, color, sex, national origin, age or physical handicap.

Right to Audit

The selected sanitation company shall maintain such financial records and other records as may be prescribed by the County or applicable federal and state laws, rules and regulations. These records shall be made available during the term of the contract or service agreement and the subsequent service period for examination, transcription and audit by the County or its designees.