



*REQUEST FOR  
PROPOSALS TO PROVIDE  
SOLID WASTE  
COLLECTION SERVICES  
FOR OAK GROVE,  
KENTUCKY*



**COMMONWEALTH OF KENTUCKY**  
**CITY OF OAK GROVE**  
**MAYOR JACQUELINE OLIVER**

June 7, 2024

TO: Solid Waste Collection Firms  
FROM: The City of Oak Grove, Kentucky  
SUBJECT: Solid Waste Collection and Disposal Services

**Introduction**

We are seeking proposals for residential and commercial trash services to be provided to our community pursuant to an exclusive franchise. The selected vendor will be responsible for baseline services, large household pick-up items, and billing commercial customers.

**Background**

Our community consists of approximately 3,183 residential units and 89 commercial units. GFL's current franchise for trash services within the city is set to expire on December 7, 2025. We are looking for a provider that can offer competitive pricing, excellent service quality, and additional services such as large household pick-up.

**Scope of Services**

The selected vendor will be expected to provide the following services:

- Rates for baseline trash collection services weekly
- Option and rate for two trash receptacles for residential use
- Rates for recycling services
- Rates and schedule for large household pick-up for items such as furniture, appliances, and electronics on a scheduled basis (e.g., once per month).
- Billing and collection for commercial customers including invoicing, payment processing, and customer support will be the applicant's responsibility.
- Billing and collection for residential customers including invoicing, and payment processing will be the city of Oak Grove's responsibility.

**Proposal Requirements**

Interested vendors are requested to submit proposals that include the following information:

- Company background and experience in providing residential and commercial trash services.

- Proposed pricing structure, including any fees for additional services beyond baseline trash collection.
- Franchise fee paid to the city.
- Description of equipment and vehicles to be used for trash collection and large item pick-up.
- Service schedule, including the frequency of trash collection and large item pick-up.
- Customer service plan, including how billing inquiries and service issues will be handled.
- Performance Bond: Proof that the applicant, upon selection, will obtain a Performance Bond in the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00) shall be included in the applicant proposal. The selected bidder shall have fourteen (14) days after notification of acceptance of the bid to deliver to Oak Grove, Kentucky a Performance Bond in the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00). Said Bond is to be executed by a surety satisfactory to Oak Grove, Kentucky, guaranteeing both the faithful performance of franchise services and the due payment of all franchise fees payable unto Oak Grove, Kentucky. A letter of intent written by the surety stating that said Bond will be delivered before work can commence shall be submitted with the Bond.
- A statement that the applicant will be fully operational in the incorporated areas of Oak Grove, Kentucky for all services.
- Environmental sustainability initiatives, such as recycling programs or waste reduction strategies.
- References from current or previous clients for similar services.
- All bids must be submitted on the attached bid form with any additional documents enclosed alongside the bid form. Bids not submitted on the bid form may be eliminated for noncompliance.

### **Submission Instructions**

Proposals must be sealed and submitted by mail or in person no later than July 22, 2024. Late submissions will not be considered. Any questions regarding this RFP should be directed to Mayor Jacqueline Oliver no later than July 15, 2024.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Cost-effectiveness and competitiveness of pricing.
- Quality and comprehensiveness of proposed services.
- Experience and track record of the vendor in providing similar services.
- Adequacy of equipment and resources for the scope of work.
- Customer service capabilities and responsiveness.
- Environmental sustainability efforts.

### **Selection Process**

After the submission deadline, the city council will review and score the proposals based on the evaluation criteria. The top-ranked vendors may be invited for interviews or additional discussions before a final selection is made. The selected vendor will be notified by August 16, 2024.

### **Terms and Conditions**

The exclusive franchise term will be five (5) years. The selected vendor will be required to provide proof of insurance and comply with all applicable laws and regulations.

### **Confidentiality**

All information provided in response to this RFP will be treated as confidential and used solely to evaluate proposals.

### **Supplementary Information**

The city reserves the right to seek and acquire supplemental, additional, and clarifying information from each applicant it deems reasonable and necessary to reach a determination. Acceptance of the bid is at the discretion of the city. The city of Oak Grove, Kentucky reserves the right to reject any and all bids and waive any irregularity in the bidding process.

### **Effective Date**

Any franchise granted hereunder, together with the rights, privileges, and authority granted thereby, shall take effect and be in force from and after the effective date specified in the city's resolution or ordinance awarding the franchise.

We look forward to receiving your proposal and potentially partnering with your company for trash services. If you have any questions or need further clarification, please contact Oak Grove City Hall at [info@oakgroveky.org](mailto:info@oakgroveky.org)

**SOLID WASTE BID FORM**  
**CITY OF OAK GROVE, KENTUCKY**

The undersigned hereby agrees to collect, transport, store, and dispose of solid waste located within the incorporated areas of Oak Grove, Kentucky, in strict compliance with the terms set out in the request for proposal. The rates proposed by the bidder are as follows:

**Baseline Service:**

\$ \_\_\_\_\_

**Baseline Service with two trash receptacles:**

\$ \_\_\_\_\_

**Baseline Service and recyclables:**

\$ \_\_\_\_\_

**Baseline Service plus large household pick-up for items such as furniture, appliances, and electronics:**

\$ \_\_\_\_\_

**Franchise fee paid to the city:**

\$ \_\_\_\_\_

Additional information and data required by the RFP shall be attached hereto as supplements to this bid.

The undersigned having carefully read and considered the terms and conditions of the bid requirements previously set out herein and being familiar with local conditions affecting the costs of work, the transportation system of Oak Grove, Kentucky, and the geographical description, do hereby offer to furnish at the rates previously set out above, all labor, equipment, materials, tools, insurance, supervision, and all other items necessary to provide for the service as requested and specified herein.

\_\_\_\_\_  
Bidder's email address

\_\_\_\_\_  
Bidder's signature

\_\_\_\_\_  
Bidder's fax number

\_\_\_\_\_  
Bidder's address

\_\_\_\_\_  
Bidder's phone number