



04/24/2025

TO: All Potential Proposers

SUBJECT: Catch Basin Cleaning Service

RFP #25-064

Proposal Due Date & Time: May 06, 2025 @ 5:00 p.m.

ADDENDUM NO. 2

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Request for Proposal. Bidders **must acknowledge receipt** of the Addendum by marking the date received on their cover sheet and placing a signed copy of the Addendum in their proposal.

QUESTIONS AND ANSWERS

1. Who is to provide traffic control? *Answer: The City will not provide traffic control; the vendor will be responsible for all labor and materials associated with traffic control.*
2. Will there be afterhours or emergency calls? *Answer: No. No after-hours or emergency calls will be included in the scope of this project.*
3. Will there be a fee associated with the use of the GIS system and can it be accessed on phones and tablets? *Answer: The City will provide access to the GIS system free of charge and it can be accessed on phones and tablets.*
4. How are roots to be dealt with? *Answer: The vendor will be responsible for clearing roots.*
5. What if there is structural damage in the basin or pipes? *Answer: Structural damage to pipes and catch basins should be reported to Public Works. The fee for reporting structural damage should be included in the pricing section of your proposal.*
6. Are the catch basins in the middle of us 19 included in the proposal? *Answer: If you are referring to the By-pass, we do not maintain any infrastructure on the By-pass.*

End of Addendum 2

Ricky Gladney
Ricky Gladney, Buyer

Cc: Stacey Rowe, Director of Public Works
Don McCook, Deputy Director of Public Works

FINANCE



04/21/2025

TO: All Potential Proposers

SUBJECT: Catch Basin Cleaning Service

RFP #25-064

Proposal Due Date & Time: May 06, 2025 @ 5:00 p.m.

ADDENDUM NO. 1

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Request for Proposal. Bidders **must acknowledge receipt** of the Addendum by marking the date received on their cover sheet and placing a signed copy of the Addendum in their proposal.

QUESTIONS AND ANSWERS

1. The GIS map. Is this a software we will pay for or be given access too? ***Answer: We will provide a map using AutoCAD or Esri.***
2. Is this an "on-call" system? Will there be an urgency list? ***Answer: All Catch basins need to be cleaned yearly and some will require additional cleaning. At times, we will have an urgency list and will request in writing.***
3. Where will we dispose of debris? (trash, dead animals, etc.) Is there a disposal fee? ***Answer: Debris must be disposed of at an approved landfill. The bidder needs to include a landfill tipping fee in their bid.***
4. The VacTruck that is used will need water to clean. Will we need a water meter to tap nearby fire hydrants to fill the truck with water? Is the city providing access to water? ***Answer: The vendor will need to meter their water usage using Albany utilities.***
5. How many storm structures will need to be cleaned or serviced monthly/yearly? Approximately? ***Answer: Eight thousand six hundred yearly, some will require additional cleaning due to leaves and pine straw.***
6. How many linear feet of pipe will need to be cleaned or serviced monthly/yearly? Approximately? ***Answer: We have approximately 302 miles of storm pipe and 35 miles of combination storm and sanitary pipe. We are doing a separation project now, so we have less than 35 miles, but I do not have an exact number.***
7. Is a permit required to clean catch basins on GDOT routes? ***Answer: We have verified with GDOT that permits are not required.***

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8. We would like to visit a cross section of catch basins, which would not take more than 5-6 basins. Is it possible for the city to take us around? ***Answer: We have scheduled a site visit for Wednesday, April 23, 2025, at 10 a.m. meeting at Public Works Building, 1900 N. Monroe St. We will be going to the following sites:***

Curb inlet with grate at Pinecrest and 3rd Ave.

Area drain in dirt alley behind 1615 3rd Ave.

Paved alley grate behind 1723 Pineknoll.

Catch Basin at Greenwood and Pineknoll.

GDOT type catch basin at Greenwood and Dawson Road.

ADDITIONS TO THE SCOPE OF WORK

While cleaning the catch basins, the successful proposer will alert designated City of Albany Public Works staff when a pipe is found to be at least ¼ full of debris. Public Works Staff will meet with the proposers' staff to give authority to clean the pipes. The proposer's reports will include the location, the linear feet of pipe cleaned, and the date. Proposers will provide a per-foot cost for cleaning the connected pipes. Please list rates by the size of the pipe.

End of Addendum 1

Ricky Gladney

Ricky Gladney, Buyer

Cc: Stacey Rowe, Director of Public Works
Don McCook, Deputy Director of Public Works

FINANCE



April 03, 2025

**REQUEST FOR PROPOSALS
CATCH BASIN
CLEANING SERVICE
REFERENCE NO. 25-064**

The City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, GA, 31701, will receive sealed proposals from qualified individuals/firms, until **5:00 pm, on May 06, 2025**, to provide cleaning services for 8,600 catch basins in the storm water system. This is a one (1) year contract with four (4) options to renew.

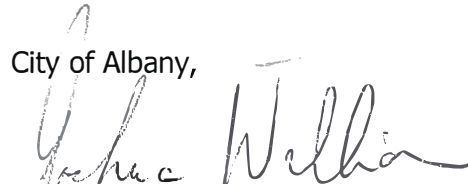
The City of Albany strongly encourages Small Business firms to participate in this RFP. All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with their response.

A Pre-Proposal Conference will be held on **April 11, 2025, at 10:00 AM** through Zoom:
<https://us06web.zoom.us/j/88936215981?pwd=jsOHOdclCVHQebqc9H2h5MeMc8270Q.1>
Meeting ID: **889 3621 5981** Passcode: **403551**

A 5% Proposal Bond is required of all proposers. A proposal bond must be present for the proposal to be read or considered. 100% Performance and Payment bonds will be required of the successful bidder. Any interested and qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. No reimbursement will be made by the City of Albany for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

For additional information, contact Ricky Gladney, Buyer at (229) 431-3211 or email rgladney@albanyga.gov cc: jswilliams@albanyga.gov, kross@albanyga.gov. The deadline for questions is **5:00 p.m., April 25, 2025**. Replies of substance will be in the form of written addenda and made available to all potential respondents.

City of Albany,

Joshua Williams, CPPB
Procurement Manager

FINANCE

**CITY OF ALBANY
FINANCE DEPARTMENT
PROCUREMENT DIVISION
ALBANY, GEORGIA
INSTRUCTIONS TO PROPOSERS**

These instructions will bind proposers to terms and conditions herein set forth,

1. The following criteria are used in determining which proposal is in the best interests of the City.
 - (a) The ability, capacity and skill of proposer to perform required service.
 - (b) Whether proposer can perform service promptly or within specified time.
 - (c) The character, integrity, reputation, judgment, experience and efficiency of proposer.
 - (d) The performance of previous contracts.
 - (e) The suitability of equipment or material for City/County use.
 - (f) The ability of proposer to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining best proposer if they are deemed advantageous to the City.
3. All requested information should be included in submittal package. All desired information must be **signed** and included for your proposal to receive full consideration. **Failure to submit any required form will be cause for proposal to be rejected as non-responsive.**
4. All questions, inquiries and requests for clarification shall be directed to Procurement.
5. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The Contract shall terminate absolutely and without further obligation on the part of the City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The Contract may provide for automatic renewal unless positive action is taken by the City or County to terminate such Contract, and the nature of such action shall be determined by the City or County and specified in the Contract; (3) The Contract shall state the total obligation of the City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The Contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the Vendor until fully paid for by the City or County.
6. Quote all prices F.O.B. Albany or our warehouse or as specified in proposal documents.
7. Each proposal shall be clearly marked on the outside of the package as a Sealed Proposal.
8. Proposal must be received and stamped by the Procurement Office before time stipulated in proposal documents. No responsibility will attach to any City representative or employee for premature opening of proposal not properly addressed or identified.
9. Proposals received late will not be accepted, and the City will not be responsible for late mail delivery.
10. Should a proposal be misplaced by the City and found later it will be considered.
11. Proposals requiring bid security **will not** be read or considered if security is not enclosed. Security may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
12. All proposers must be recognized and authorized dealers in the materials or equipment specified and be qualified to advise in their application or use. A proposer at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the Contract in accordance with the provisions of the Contract in which he is interested.
13. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or cost schedule are done at the risk of the proposer.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of the City to do so for the purpose of testing.
15. City will reject any material, supplies or equipment that do not meet the specifications, even though proposal lists the trade name or names of such materials on the price quotation form.
16. The unauthorized use of patented articles is done entirely at the risk of the successful proposer.
17. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of seeking a proposal. The City may purchase more or less than the estimated quantity, and the Vendor must not assume that such estimated quantity is part of the Contract.
18. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished

- with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.
19. The successful proposer on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
 20. Proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
 21. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to the City sound and satisfactory materials, equipment or supplies. The proposer agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by the City or County.
 22. Unless otherwise specified by the procurement officer all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification or exception noted on price quotation sheet.
 23. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City/County or who has failed in any former contract with the City/County to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
 24. Reasonable grounds for supposing that any proposer is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he/she is interested.
 25. Unless otherwise specified the City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the City/County.
 26. The City reserves the right to waive any minor discrepancies, reject any or all proposals, and to purchase any part, all or none of the services, materials, supplies or equipment specified.
 27. Failure of the proposer to sign the offer or have the signature of any authorized representative or agent on the proposal **will** be cause for rejection of the proposal. Signature must be written in ink.
 28. Any proposer may withdraw his proposal at any time before the time set for opening of proposals. No proposal may be withdrawn without cause in the 60-day period after proposals are opened.
 29. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the Contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the proposer is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid proposer of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the City out of such monies as may become due to the said proposer, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the proposer, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the City on notice by the Procurement Officer of the excess due.
 30. If the proposer proposes to furnish any item of a foreign make or product, he should write "Foreign" together with the name of the originating country opposite such item on proposal.
 31. Any complaint from proposer relative to the Request for Proposals or any attached specifications should be made prior to the time of opening of proposals, otherwise such complaint cannot be properly considered.
 32. Contracts may be cancelled by the City/County with or without cause with 30-day written notice.
 33. **All Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid/proposal.**
 34. **All bidders/proposers should provide their tax identification number with the bid/proposal.**
 35. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis of award for projects that are federally funded.**
 36. The proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Proposer as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
 37. **Prior to submitting proposal, check the website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any subsequent addendums.**

**SPECIAL INSTRUCTIONS
CATCH BASIN
CLEANING SERVICE
REFERENCE NO. 25-064**

1. **BACKGROUND:** The City of Albany Georgia (the City) seeks a qualified Contractor to conduct a once-a-year cleaning services catch basins located throughout the City and to submit proposals for Request for Proposal (RFP) Catch Basin Cleaning Services (Annual Contract with 4 Options to Renew). The purpose of this RFP is to procure a contract for cleaning services for catch basins. The qualified Contractor shall include, but not necessarily be limited to, collaborating with City staff and follow protocol established hereto by the Department of Public Works.
2. **SCOPE OF SERVICES:** Albany, Georgia has more than 8,600 catch basins in its maintenance inventory. Over time many became clogged with debris, including dirt, grass clippings, water bottles, animal carcasses, motor oil and more. This contract would mitigate clogged catch basins, and report any concerns found. The selected responder would be required to submit electronic documentation and reports on areas addressed and problems identified to mitigate current and future problem areas. Stormwater personnel are currently using ArcGIS Pro, ArcGIS Online, and ArcGIS Field Maps, (ESRI software) to monitor catch basin (inlet) areas that need to be addressed. The selected responder would need to update status within the existing systems to allow City personnel to continue their monitoring procedures. Inlets include Catch Basins, DOT-Inlets, Curb Inlets, Drop Inlets, and Grate Inlets. Responders must have experience conducting the required cleaning services and supply all equipment, material and labor, vacuum truck equipment, technology and capabilities to complete the services required by the RFP. The Applicant is also responsible for the disposal of the debris. This will be a base, one (1) year contract with four (4) options to renew. The award period will be from July 1, 2025, through June 30, 2030. The initial contract period is anticipated to commence by July 31, 2025 (through June 30, 2026). Subsequent contracts will be renewed based on satisfactory performance by the end of the award period. Options to extend the contract for up to four (4) additional one-year periods with Board of Commissioners approval. The option for extension is at the discretion of Albany and is not guaranteed. The services shall commence after acknowledgement of receipt of written notice to proceed with the desired start date to be the beginning of fiscal year 2026 (July 1, 2025).
3. The City of Albany strongly encourages Disadvantaged Business Enterprises to participate in this RFP and further urges that all design teams reflect the inclusion of women and minorities.
4. **WITHDRAWAL:** The respondent may withdraw their submitted response by providing a written request to the Procurement Division before the stipulated closing date and time. Withdrawal of your response will not cause prejudice or interfere with the right of the respondent to submit a new response, provided the latter is received by the predetermined date and time provided herein. No submittal may be withdrawn for a period of **one hundred (120)** days following the closing date.
5. **TIME EXTENSION:** The City of Albany, for good and sufficient reason, may extend the response deadline, in which case all potential respondents will receive an addendum setting forth the new date and time.
6. **GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT:** The successful respondent will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A 13-10-90(2), all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program. **Complete and submit a copy of the form applicable to your company, and applicable Subcontractor Affidavits with your response.**

7. **FORMS:** Submit with the proposal an executed copy of the Governing Law & Venue, Certificate of Non-Collusion, Drug- Free Workplace, and Debarred Bidders Certification Form (attached).
8. **INSURANCE:** Consultant shall maintain insurance with companies licensed to do business in the State of Georgia acceptable to the City for the protection of the City and Albany-Dougherty County Aviation Commission and name it as an additional insured against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by the Consultant, whether arising from the acts or omission, negligence or otherwise of Consultant or any of its agents, employees, patrons, or other persons and growing out of work being done by Consultant on behalf of City, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million (\$1,000,000) Dollars, a liability limit of not less than One Million (\$1,000,000) Dollars for each accident for property damage. Consultant shall also carry product liability insurance for personal injuries and/or death in the amount not less than One Million (\$1,000,000) Dollars for any one person. Consultant shall maintain a combined single liability limit of One Million (\$1,000,000) Dollars, covering owned, non-owned, leased, and hired vehicles and name the City of Albany as an additional insured. Consultant shall maintain professional liability covering errors and omissions of not less than One Million (\$1,000,000) Dollars per claim covering itself and all of its employees and agents and shall indemnify and hold harmless the City of Albany and their representatives and employees from any claims, demands, actions, and causes for actions arising from any negligent act or omission under the terms of the Contract. Consultant shall furnish to the City satisfactory evidence that it carries Worker's Compensation Insurance in the statutory limits of Georgia and Employers' Liability with limits of liability of no less than One Hundred Thousand (\$100,000) Dollars of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Albany and Albany-Dougherty County Aviation Commission.

Consultant shall furnish evidence of the continuance in force of said policies by providing copies of timely declaration page(s) to the Procurement Agent. Acceptable proofs of insurance: (i) a Certificate of Insurance with Additional Insured Endorsements (a Certificate of Insurance by itself is not acceptable) or (ii) Declaration Pages of the insurance policies which show the City of Albany as additional insured. The Certificate of Insurance must provide the project name and our project number on all certificates; where the Project requires Contractor's Pollution Legal Liability coverage or Contractor's Professional E & O coverage, per project coverage would be allowed. All insurance policies must provide that the City of Albany will be notified within 30 days of any changes, restrictions, and/or cancellation.

The City's sole judgment shall control as to the sufficiency of the coverage.

SUBMIT WITH RESPONSE, a specimen copy of Certificate of Insurance. Upon award of Contract and prior to commencement of work under this Contract, the selected Consultant (s) shall provide the City of Albany with acceptable proofs of insurance coverage.

9. **INDEMNIFICATION:** Respondent agrees to indemnify and hold harmless the City of Albany, its agents, officers, and employees, their successors, and assigns, individually and collectively, with respect to all claims, demands, or liability for any injuries to any person (including death) or damage to any property arising out of the activities of Consultant or based on the alleged negligence of Consultant, its officers, agents, or employees, and Consultant shall defend against all such claims and pay all expenses of such defense, including attorney fees, and all judgments based thereon; provided that this obligation shall not extend to any damage, injury or loss due to the negligence of the City of Albany.
10. **TERMINATION FOR CONVENIENCE:** This Contract may be terminated in whole or in part by the City of Albany with the consent of the Vendor, in which case the two parties shall agree upon the termination conditions, including the effective date in the case of partial termination, and the portion to be terminated; or by the Vendor upon written notification to the City of Albany setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of partial termination, the City of Albany determines that the remaining portion of

the award will not accomplish the purposes for which the Contract was awarded, the City of Albany may terminate the Contract in its entirety.

11. **TERMINATION FOR CAUSE:** In the event that the Vendor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City of Albany may give the Vendor written notice of such default and terminate the Contract. All terms, conditions, and obligations of the contract documents are considered material. The City of Albany may, in its discretion, provide the Vendor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the Vendor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the Vendor, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the Vendor to cure the default the City of Albany may immediately terminate the Contract effective as of the mailing or delivery of the default notice. If the City of Albany terminates the Contract, the Vendor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the City of Albany shall not constitute a waiver by the City of Albany of any other rights or remedies available to the City of Albany by law or Contract.
12. **DELIVERY:** Submit one (1) original hard copy (labeled with fee schedule), one (1) electronic copy with fee schedule (PDF), one (1) electronic copy without fee schedule, and seven (7) complete hard copies less fee schedule by **5:00 pm on May 06, 2025**, to:

**City of Albany
Procurement Division
222 Pine Avenue, Suite 260
Albany, GA 31701**

Sealed responses may be hand delivered or mailed to the above listed address. Sealed responses must be delivered in writing. Verbal responses are not acceptable. The City of Albany assumes no responsibility for responses received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If responses are delivered by other than hand delivery, it is recommended that the respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.

The response should be sealed and clearly marked **"CATCH BASIN CLEANING SERVICE" - RFP #24-053 (Annual Contract with 4 Options to Renew)**, along with your company name, address, and telephone number.

13. **SUBMITTAL REQUIREMENTS:** The following are the criteria to be used by the selection committee to evaluate prospective respondents. Responders are required to submit their proposals in the following format:
 - A. **Introduction:** Provide general company information, including the address of the main office and company history evidencing business operation for a minimum of three (3) years and include also:
 - i. Former firm names, joint venture information, out of state offices, as applicable. A statement about which office shall handle the project, if multiple offices exist.
 - ii. Statement of previous projects or contracts with Albany, Georgia Government, if any.
 - iii. A list of any litigations, arbitrations, or mediations in which the firm has been involved in the past five (5) years involving claims for more than \$50,000 made by a City against the firm or by the firm against a City, and indicate the disposition of each claim, the name of the City, and the nature of the claim.

- iv. A statement that the proposal shall remain in effect for and not be withdrawn for **one-hundred twenty (120)** days after the due date to the City.
- v. All Corporations should provide a corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with their response.

B. Staff Qualifications: Provide an organizational chart illustrating how the company is organized and managed. Provide resumes of those key staff members who will complete the work with detailed relevant project experience. This submittal should demonstrate each individual's background and describe professional status or applicable certification(s). If you will subcontract portions of the work, list all subcontractors to be used. Include business name, address, email address and phone number. Include any outside personnel. Two-page limit on individual resumes.

C. Company Qualifications/References: The proposal will address the following criteria and include necessary information of any other professional firm to be involved through subcontract, joint venture, etc. This section shall include the following information in the order listed:

Organizational Qualifications:

- i. Describe business background and qualifications, technical capacities including year organization was established, possession of agreements, industry standard licensing and/or certifications.
- ii. Describe experience doing similar work for other public agencies.
- iii. Provide the location of the office which will be performing work for Albany.

References:

- i. Provide the names of three (3) clients for whom your business currently provides the same scope of services described within this document using the Contractor Reference and Release Form attached hereto as Attachment F. Include the name of the business, the name of a contact person, phone number, address, email address and weblinks to deliverables produced for those clients.
- ii. Provide three (3) references for each subcontractor proposed as part of the project team. The references shall be for the same or similar types of services to be performed by the subcontractor (including LSBE-DeKalb and LSBE-MSA firms) on projects similar in size and scope to the anticipated subcontract to the project outlined in this RFP. Use Attachment G, Subcontractor Reference and Release Form. Make additional copies as needed.

D. Schedule: Provide a timeline for the work schedule and relevant evidence to attest to the Company's ability to perform this Contract.

E. Financial Responsibility: Provide the Responder's year of incorporation along with financial information. Provide financial statements for the last three (3) years that evidences the Responder's financial capabilities to perform the Statement of Work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.)

F. Fee Proposal: Please provide a per catch basin price for initial cleaning and also include a per catch basin price for additional cleanings.

G. Technical Proposal: The City's expectation is the selected vendor will clean all catch basins once a year. Also, the vendor will provide additional cleaning that will be on an as requested basis in writing.

14. **EVALUATION CRITERIA:** Evaluation criteria may consist of, but may not be limited to the following:

A. Qualifications of Project Personnel - Qualifications and experience of the individuals directly assigned to this Project. Provide their educational and professional credentials as well as direct experience on similar projects. **20 Points**

- B. Qualifications of the Firm – Can the firm successfully complete this Project (i.e. firm’s experience, service capability, and workload)? The firm should detail successful experience with projects similar to the type of service reflected in this RFP. **20 Points**
- C. Project Understanding and Approach - Submittal should clearly express the firm’s understanding and approach to the proposed Project. In describing the approach, a response time capability should be presented, which describes the firm’s ability to respond in a timely manner to requests for services as delineated in this RFP. In addition, the approach should clearly outline the means and methods for acquiring the required citizen input. **25 Points**
- D. Past Performance – Firm’s performance and record of accomplishment on contracts with government agencies regarding cost control, quality of work, customer-client relationship, and compliance with performance schedules (as determined from references). Submit a minimum of three (3) reference letters. **20 Points**
- E. Fee for services - Provide a per catch basin price with detailed cost estimate for the estimated 8,600 catch basins cleaned once annually and provide a per catch basin price for additional cleanings as requested. **(Submit fee for services in a separate sealed envelope with the response).**
15 Points
15. **SELECTION PROCESS:** A Selection Committee will review all responses submitted prior to the deadline. Based on the background information reported in the submittal, the Committee will determine whether the respondent is qualified or unqualified. The City reserves the right to request additional information or clarification from respondents. Cost will not be the sole determining factor in selecting a firm. The selection committee will rank up to three (3) qualified firms based on the data submitted. The Committee may require each of these firms to formally present to the selection committee regarding their qualifications for performing the Project. The firms will then be ranked in order of qualifications. The top-ranked firm (s) will be selected for the final negotiation. If negotiations are not mutually successful, the second-choice firm will be called to negotiate, and so on. Upon completion of negotiations and acceptance/approval by the Board of City Commissioners, a formal contract agreement will be prepared and executed between the City and the successful Vendor.
16. **ANTI-LOBBYING PROVISION:** During the period between the proposal submission date and the contract award, respondents, including their agents and representatives, shall not directly discuss or promote their submission with any member of the Albany Board of City Commissioners or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations. Violating this provision may result in rejecting the respondent’s proposal.
17. **EQUAL OPPORTUNITY POLICY:** The City of Albany has an equal opportunity purchasing policy. The City of Albany seeks to ensure that all segments of the business community have access to supplying the goods and services needed by the City programs. The City of Albany affirmatively encourages the utilization of minority business enterprises in their procurement activities. The City of Albany provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin, or handicap.
18. **OWNERSHIP:** All documents prepared as a result of this Contract shall become property of the City of Albany without additional compensation to the respondent for disposition or usage at their discretion.
19. **Proposal Security: A 5% Proposal Bond** is required of all bidders. Proposal bond must be present for the proposal to be read or considered. Proposals requiring bid security will not be read or considered if security is not enclosed. Security may be in the form of cash, certified check, cashier’s check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.

20. **Performance Bond and Payment Bonds:** A 100% Performance Bond and 100% Labor and Materials Payment Bond will be required of awarded bidder. All bonds must be submitted to the Procurement Office before work can commence. The bonds must be presented in their original form. Copies are not acceptable.
21. For additional information, contact Ricky Gladney, Buyer I, at (229) 302-1455 or email rgladney@albanyga.gov cc: jswilliams@albanyga.gov, kross@albanyga.gov. The deadline for questions is **April 25, 2025, at 5:00 pm**. Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential respondents.

****COMPLETE AND SUBMIT****

CERTIFICATION OF NON-COLLUSION

The respondent being sworn, disposes and says, _____

The Vendor submitting this certification and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submittal.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE AND SUBMIT****

GOVERNING LAW AND VENUE

Consultant agrees that as to any actions or proceedings arising out of or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Consultant further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE AND SUBMIT****

Drug Free Workplace Certification

DRUG FREE WORKPLACE REQUIREMENTS: The Contractor will provide the following certification that a Drug Free Workplace will be provided on the Project.

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating the "Drug Free Workplace Act", have been complied with in full. The undersigned further certifies that:

1. A drug free workplace will be provided for the Contractor's employees during the performance of the Contract; and
2. Each Contractor who hires a Subcontractor to work in a drug free workplace shall secure from that Subcontractor the following written certification:

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE AND SUBMIT****

DEBARRED BIDDERS/INTEGRITY CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
(49 CFR, Part 29):

The Contractor must certify that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Contractor certifies that he or she shall obtain an identical certification from all its sub-contractors. The Contractor also agrees that when a sub-contractor is unable to certify to any of the statements in this certification, the prospective participant shall submit an explanation to the Contractor.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE AND SUBMIT****

INDEMNITY AGREEMENT

This indemnity agreement made and entered into in favor of CITY OF ALBANY ("ALBANY"), a municipal corporation, by _____.

WHEREAS _____ has submitted a bid to ALBANY so as to provide _____.

NOW, THEREFORE, as an additional consideration in ALBANY awarding the bid to _____.

_____ agrees to indemnify and hold harmless ALBANY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out the negligent activities of _____, its officers, agents, or employees in connection with said bid /award; provided this indemnity shall not extend to any damage, injury or loss due to ALBANY's sole negligence or willful misconduct of ALBANY. _____ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the _____ pursuant to proper corporate authority ____ day of _____, 20____.

[CORPORATE NAME]

By: _____
Title _____

Attest: _____
Title _____

[Affix Corporate Seal]

****COMPLETE AND SUBMIT****

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	25-064
Solicitation /Contract Name:	Catch Basin Cleaning Service

CONTRACTOR AFFIDAVIT

I understand that the City of Albany may not enter into a contract with _____ (Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means 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), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such Contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13- 10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification No.
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent Contractor)

Signature (of Authorized Officer or Agent)

Date

Signed SUBSCRIBED AND SWORN BEFORE ME ON

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

****COMPLETE AND SUBMIT****

Advertisement Form

For All Firms Participating in the bid please answer questions below:

Please let us know how you heard about the BID/RFP advertisement by selecting one of the following.

- | | |
|---|----------------|
| 1. Internet/Social Media to include Facebook, etc. | Yes____ No____ |
| 2. City of Albany website | Yes____ No____ |
| 3. City of Albany local access channel (channel 16) | Yes____ No____ |
| 4. Georgia Procurement Registry | Yes____ No____ |
| 5. Other: _____ | |

Please indicate if you are a DBE: Yes____ No____

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

CONTRACT
Catch Basin Cleaning Service
Bid Reference No. 25-064

THIS AGREEMENT, made as of the _____ day of _____, 20____, by and between The City of Albany, Ga., (Party of First Part, hereinafter called the Owner) and _____, (Party of the Second Part, hereinafter called the Contractor).

WITNESSETH: That the said Contractor has agreed, and by these present does agree with the said Owner, for the consideration herein mentioned in his bid and under the penalty expressed in bid document, hereto attached, to furnish all equipment, tools, and materials, skill and labor of every description necessary to carry out and complete in good, firm, and substantial workmanlike manner, the specified work in strict conformity with the drawings and specifications hereinafter set forth which together with the foregoing bid made by the Contractor, the Notice to Contractors, Instructions to Bidders, General Conditions, Addenda, Supplementary Conditions and this Agreement, shall all form essential parts of the Agreement. The work covered by this Agreement includes all work shown on drawings and specifications and listed in the attached bid.

The Owner shall pay, and the Contractor shall receive the Sums of Unit Prices in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract as stipulated in the Bid for **Catch Basin Cleaning Service** as full compensation for everything furnished and done by the Contractor under this Contract. The full lump sum of \$ _____ shall be paid in thirty (30) day increments in the manner and according to the terms specified in the Contract Documents, included in the Contractor's periodic estimate. If the Contractor shall not have submitted evidence satisfactory to the Owner that all payrolls, material bills, and other indebtedness connected with the work have been paid, the Owner may withhold, in addition to the retained percentages, such amount or amounts as may be necessary to pay just claims for labor, services rendered and materials in and about the work, and such amount or amounts withheld or retained may be applied by the Owner, to the payment of just claims.

Contractor is required to provide acceptable proof of insurance coverage. Acceptable proofs are a Certificate of Insurance with Additional Insured Endorsement (a Certificate of Insurance by itself is not acceptable) or Declaration Pages of the insurance policies listed which show the City of Albany as additional insured. The insurance company must be authorized to provide insurance in the State of Georgia. Required Insurance Policies and Endorsements are: Commercial General Liability of at least **\$1,000,000** for bodily injury and property damage with the City of Albany as additional insured, Automobile/Vehicle Liability of at least **\$500,000** each occurrence for bodily injury and property damage covering owned, non-owned, leased and hired autos/vehicles with the City of Albany as additional insured and Worker's Compensation in the statutory limits of Georgia and Employers' Liability with limits of liability of no less than **\$100,000** of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Albany. All insurance policies must provide that the City of Albany will be notified within 30 days of any changes, restrictions and/or cancellation. If applicable, Professional Liability in addition to above requirements, of at least **\$500,000** each claim. Proof of insurance must be submitted to the Procurement Division and approved by Risk Management prior to performance of any work.

Contractor agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Contractor further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

Contractor agrees to indemnify and hold harmless the City, its agents, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of the activities of contractor or based on alleged negligence of contractor, its officers, agents, or employees and contractor shall defend against all such claims and pay all expenses of such defense, including attorney fees, and all judgments based thereon; provided that this obligation shall not extend to any damage, injury or loss due to the sole negligence or willful injury of the City.

IN WITNESS WHEREOF the parties hereto have executed this Agreement in quadruplicate
this _____ day of _____, 20____.

CITY OF ALBANY, GA.
(Owner)

BY: _____
AUTHORIZED SIGNATURE

(Title)

(SEAL)

(Contractor)

By: _____

(Title)