



City of Cornelia Request for Proposals

The City Commission of the City of Cornelia invites interested companies to submit written proposals to provide the City of Cornelia with Commercial Grease Trap Pumping Service.

Submittal Guidelines

Two (2) complete copies of each proposal shall be submitted in a sealed envelope bearing the caption: “City of Cornelia-Grease Trap Pumping” and addressed to:

City of Cornelia
Attn: Donald Anderson
P.O. Box 785
181 Larkin Street
Cornelia, GA. 30531

Proposals may be filed in person at the City Manager’s office or by mail but must in any case be received in the City Manager’s office by Friday, December 1, 2023 at 2:00 PM. Late proposals will not be accepted. All proposals received will be confidential and will be retained by the City of Cornelia.

The City Commission reserves the right to reject all proposals, to request additional information concerning any proposals for the purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interest of the City as determined by the City Commission.

Award of bids: Bids are awarded based on cost, experience, and ability to complete the project in a timely manner. A responsive bidder is one that conforms in all material respects to the needs of the city. Responsible means a bidder who has the capability to perform the requirement.

Local bidder preference: If all other relative factors are met the city is authorized to negotiate with and select a local vendor if the vendor is within five percent (5%) of the lowest bid. A local vendor must have a City of Cornelia Occupation or Regulatory Permit.

All inquiries regarding this Request for Proposals and current legal services of the City should be addressed to Donald Anderson, City Manager, at the above address or by telephone at 706-778-8585 or by email at danderson@corneliageorgia.org .

Background

The City of Cornelia is located in the Northeast quadrant of Georgia, nestled in the foothills of the North Georgia Mountains. The city operates under the Commission-manager form of government with a five-member Commission which includes a directly elected Mayor. City Commission members are elected to four-year overlapping terms on Ward basis. The City Commission is the legislative body responsible for overall policy development and direction of the City. The Commission appoints the City Manager, who serves as the executive officer and is responsible for the day-to-day operations of the city.

Cornelia provides an extensive array of services including Police, Fire, Public Works, Utilities, Parks, Code Enforcement, and Zoning. Several of these operations function as enterprises within the city organization including water and wastewater systems. The city has a current annual budget of almost \$12 million and a regular staff of approximately 90 full-time employees.

Project Description

The City of Cornelia is looking for proposals to pump 55 commercial grease traps based on the attached pumping schedule. This number may change as new restaurants open or existing restaurants close. Based on the sizes of the grease traps at each location it is estimated that the contractor will pump approximately 175,000 gallons per year. The city will notify the contractor immediately anytime there is a change to the schedule. The contractor will be responsible for opening each manhole and providing before and after pictures of each as well as a manifest with the total gallons pumped for each grease trap. Under no circumstances will partial pumping be allowed; each grease trap is to be pumped completely. The contractor is to bill the city once per month, compensation will be based on a per gallon price. The monthly statement shall include the name of the establishment, date it was pumped, and the total gallons pumped so that the city can bill the customer. The contractor will be responsible for contacting the customer (contact information is included on the pumping schedule) to set up the date and time to conduct the pumping.

The company will be responsible for meeting the following insurance requirements: Worker's Compensation for its employees, General Liability in the amount of \$1,000,000, and Automobile Liability in the amount of \$1,000,000. All insurance policies must be by insurers authorized to do business in the state of Georgia. Prior to the issuance of a contract the contractor will be responsible for providing the city with certificates of insurance or other satisfactory evidence that such insurance is in effect.

Requested Information

PLEASE NOTE: All proposals **must** provide specific and succinct answers to **all** questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant. (Submissions of individual resumes are optional but are encouraged, although a resume alone will not be considered responsive.

E-Verify Requirements

All Contractors and Sub-contractors doing business with the city must be in compliance with O.C.G.A. 13-10-91 which states that the individual firm or corporation is participating in a federal work authorization program. The attached affidavits must be completed by the contractor and any sub-contractors.

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The City of Cornelia 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 subcontractors 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 Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, _____, 20__ in _____ (city), ____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 2023__.

NOTARY PUBLIC

My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of contractor) on behalf of The City of Cornelia 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 2023.

NOTARY PUBLIC

My Commission Expires:

City of Cornelia Restaurant Grease Trap Schedule

X Marks Months to be Pumped	Tank Size	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Arby's Mandy 706-963-6233	1,500	X		X		X		X		X		X	
Burger King Marsha 706-7545464	1,500	X	X	X	X	X	X	X	X	X	X	X	X
Pizza Hut Terry 352-533-0944	1,500	X			X			X			X		
Dairy Queen Brazier Scott 404-376-6190	1,500	X		X		X		X		X		X	
Domino's Pizza Jason 912-210-0390	1,500	X			X			X			X		
Casa Bariachi Mexican Grill Juana 706-949-2298	1,500	X			X			X			X		
El Sombrero #8 Arturo 770-503-4561	1,500	X			X			X			X		
Big Daddy's Tavern Brad 706-768-7921	1,000	X		X		X		X		X		X	
Methodist Church Paul 864-888-7485	1,000							X					
Sonic Mike 224-520-1576	1,500	X	X	X	X	X	X	X	X	X	X	X	X
Ingles Markets #61 Micahel 678-989-7182	1,500	X		X		X		X		X		X	
A J's Pizza Andre 706-499-1281	1,500	X			X			X			X		
KFC 706-244-4471	1,500	X		X		X		X		X		X	
Side Street Deli Michelle 706-768-9968	1,000	X						X					
McDonalds Level Grove Patel 706-245-0030	1,500	X	X	X	X	X	X	X	X	X	X	X	X
Papa John's Pizza Brian 239-246-8548	1,000	X			X			X			X		
Spring Garden Chinese Zin 706-499-2830	1,500	X			X			X			X		
Taco Bell #5026 LaTara 706-778-0569	1,500	X			X			X			X		
Ruen Thai Sonny 706-768-8060	1,000	X						X					
Waffle House 441 770-729-5770	1,500	X		X		X		X		X		X	
Wendy's Matt 678-425-7234	1,000	X		X		X		X		X		X	
Zaxby's Gunner 478-425-7243	1,000	X	X	X	X	X	X	X	X	X	X	X	X
BoJangles Marco 630-209-4682	1,500	X			X			X			X		
Ribeye's Alfred 706-499-0777	1,500	X						X					
Jersy Mike's Subs Melanie 706-949-1140	1,500	X			X			X			X		
LongHorn's Lyn 706-894-1576	3,000	X	X	X	X	X	X	X	X	X	X	X	X
El Rancho Alejandro 239-222-0296	1,500	X						X					
Dunkin Donuts Bonnie 762-230-3758	1,500	X						X					

