

Date: January 12, 2015

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL ANNEX  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402**

REQUEST FOR PROPOSAL (RFP)

Proposals will be received at this office  
101 East 11<sup>th</sup> Street, Suite G13, Chattanooga, TN 37402, until  
4:00 PM on January 27, 2015

**Requisition No.: R103762  
Ordering Dept.: Public Works  
Buyer: William Tucker  
Phone No.: (423) 643-7238**

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**Items Being Purchased: RFP for Purchase of Used Waste Carts**

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**Request for Proposal for The City of Chattanooga, Tennessee**

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**\*\*\*PROPOSALS MUST BE RECEIVED BY\*\*\***

**4:00 PM, EST on January 27, 2015**

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**The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.**

**The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.**

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**City of Chattanooga (COC) Terms and Conditions posted on Website are Applicable**  
**[http://www.chattanooga.gov/finance66\\_standardtermsandconditions.htm](http://www.chattanooga.gov/finance66_standardtermsandconditions.htm)**

**Note:**

ALL PROPOSALS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

**PLEASE PROVIDE US WITH THE FOLLOWING**

**Company Name:** \_\_\_\_\_

**Phone/Toll Free No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Employer's ID No.:** \_\_\_\_\_

# Request for Proposals

## Purchase of Used Waste Carts

### **Purpose**

The City of Chattanooga is seeking proposals from qualified Contractors to purchase its used waste and recycling carts.

The City's Public Works Department currently provides residents with roll-out waste carts for the disposal of household garbage and for the recycling of paper, plastics, glass, and other materials. These carts are typically 96 gallons in volume, and are composed of High-Density Polyethylene. A typical cart weighs 40 pounds, and may have been manufactured by Otto Environmental, Toter, or Cascade Cart Solutions.

During each year, the Public Works Department will dispose of approximately 725 carts.

The Public Works Department wishes to establish a contract with a Contractor who will receive delivery of carts and will make payments to the City at a rate determined by the contract. The contract shall contain a commitment by the Contractor to receive delivery of carts at one of the City's storage facilities on a quarterly basis. Transportation of the carts from the City's facility shall be the responsibility of the Contractor. The contract shall be in effect for one (1) year, and may be extended upon the same terms for two (2) additional one-year periods by mutual agreement.

### **Proposal Requirements**

Contractors wishing to submit proposals for the purchase of such carts shall submit a Proposal as described below. One signed original and one copy shall be submitted.

The Proposal shall indicate:

(a) The full name of the business organization submitting the Proposal, with the street addresses and mailing addresses of the corporate headquarters and the local office which will manage the contract.

(b) Names and contact information for Contractor's employees who will manage the contract.

(c) A statement describing the Contractor's experience in managing similar contracts for the purchase of recyclable materials.

(d) A statement of the payment rate offered by the Contractor, expressed as a price per pound.

Proposals should be submitted to the following address, by 4:00 PM on the Due Date as stated on the Cover Sheet of the Request for Proposals:

Purchasing Division, Suite G13  
City Hall  
101 East 11<sup>th</sup> Street  
Chattanooga, TN 37402

Proposals should be in a sealed envelope. Please indicate on the exterior of the envelope that the Proposal is for "RFP for Purchase of Used Waste Carts."

### **Evaluation Criteria**

Proposals will be evaluated upon the following criteria:

- (1) Experience of Contractor in providing similar services - 10%
- (2) Offered Prices – 90%

### **Questions**

All questions regarding this Request for Proposals should be addressed to:

William Tucker, Buyer  
Purchasing Division, Suite G13  
City Hall  
101 East 11<sup>th</sup> Street  
Chattanooga, TN 37402  
Fax: 423-643-7244  
Email: tucker\_w@chattanooga.gov

Please submit questions by email, if possible.