



**Edgecombe County  
Request for Proposals  
Solid Waste Containers and Collection  
Edgecombe County Maintenance Department**

**Issue Date: April 7, 2025**

**Response Deadline: April 30, 2025**

**Questions and Bids Submitted to:**

**Stan Liverman  
Edgecombe County Maintenance Director  
stanliverman@edgecombeco.com  
County Administration Building – Room 248  
201 St. Andrew St. – PO Box 10  
Tarboro, NC 27886**



## **EDGECOMBE COUNTY REQUEST FOR PROPOSALS TO PROVIDE SOLID WASTE CONTAINERS AND COLLECTION SERVICES FOR EDGECOMBE COUNTY MAINTENANCE DEPARTMENT**

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### **Introduction**

The purpose of this procurement is to select a qualified company or individual to provide Solid Waste Containers and Collections Services for the Edgecombe County Maintenance Department. The selected company will enter into a contract to provide Solid Waste Containers and perform collection of waste at scheduled service intervals at the designated Edgecombe County collection sites. The successful company will have background and qualifications to implement the process of providing the services. The County invites qualified firms or individuals to submit proposals in accordance with the description and specifications contained in this request for proposals ("RFP"). This RFP contains specific requests for information. In responding to this RFP, companies are encouraged to provide any additional information they believe is relevant.

Proposals should be sealed and should include a cover letter that describes the company's interest in working with the County. Cover letters shall include a summary of the contents of the proposal, identification of a contact person for questions during the selection process, contact information including telephone number, email and postal address and Tax ID number or Federal Employer I.D. Number.

Sealed proposals must be received no later than **April 30, 2025 at 5:00 PM**. Submit three (3) copies of proposals in a mailing container or envelope that is plainly marked on the outside with **"EDGECOMBE COUNTY MAINTENANCE DEPARTMENT"**. The County is not responsible for delays in the delivery of proposals. We will not open any responses received later than the date and time stated above.

Proposals are to be **delivered** to the county's mailing or physical address below:

#### **Mailing Address:**

Edgecombe County Maintenance Department  
Attn: Stan Liverman, Maintenance Director  
PO Box 10  
Tarboro, NC 27886

#### **Physical Address:**

Edgecombe County Administration Building  
Room 248  
Stan Liverman, Maintenance Director  
201 St. Andrew St.  
Tarboro, NC 27886

Questions about the RFP are to be submitted in writing, electronically sent to Stan Liverman at [stanliverman@edgecombeco.com](mailto:stanliverman@edgecombeco.com) or by written correspondence to Stan Liverman, Maintenance

Director. Questions must be received by April 16, 2025. Responses to the questions will be posted on the County's website at: [www.edgecombecountync.gov/bid\\_opportunities](http://www.edgecombecountync.gov/bid_opportunities). Responses will be due by April 30, 2025 by 5:00 pm local time. Edgecombe County has until May 30, 2025 to close out the selection process and contract negotiations. Therefore, time is of the essence. The contract award will be presented at the Commissioners' Meeting held on June 2, 2025.

**This contract will begin July 1, 2025 and will continue until June 30, 2026. Contract may be renewed, up to two (2) additional years on an annual basis.**

### **Project Scope**

The project includes the following collection sites, location, number and size of containers needed at the site, and the number of times collection is needed on a weekly basis.

<b>Building</b>	<b>Address</b>	<b># of Containers</b>	<b>Size of Container</b>	<b># of Collections</b>
<b>Edgecombe County Administration Building</b>	<b>201 St. Andrews St. Tarboro NC 27886</b>	<b>1</b>	<b>08 CY front load MSW</b>	<b>2X weekly</b>
<b>Edgecombe County Courthouse</b>	<b>301 St Andrews st. Tarboro NC 27886</b>	<b>1</b>	<b>08 CY front load MSW</b>	<b>2X weekly</b>
<b>Edgecombe County Emergency Operations Center</b>	<b>400 E. Walnut St. Tarboro NC 27886</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>
<b>Edgecombe County Animal Shelter</b>	<b>2909 N. Main St. Tarboro NC 27886</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>
<b>Edgecombe County Law Enforcement Center</b>	<b>3005 Anaconda Rd. Tarboro NC 27886</b>	<b>2</b>	<b>08 CY front load MSW</b>	<b>3X weekly</b>
<b>Edgecombe County EMS Station 200</b>	<b>501 Office St. Tarboro NC 27886</b>	<b>1</b>	<b>08 CY front load MSW</b>	<b>1X weekly</b>
<b>Edgecombe County EMS Station 300</b>	<b>7403 Seven Bridges Rd. Whitakers NC 27891</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>
<b>Edgecombe County EMS Station 400</b>	<b>370 Pinetops Crisp Rd. Pinetops NC 27864</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>

<b>Edgecombe County EMS Station 500</b>	<b>3000 Meadowbrook Rd. Rocky Mount NC 27801</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>
<b>Edgecombe Works Career Campus</b>	<b>110 Fountain Park Dr. Rocky Mount NC 27801</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>

## **Proposal Format**

The company shall prepare their proposals using the following format.

- A. Company's Organization, Management, and Qualifications – Identify the legal entity that would enter into the contract with the County and include the location of the firm's or individual's office, the type of business (sole proprietorship, partnership, corporation), and the name and title of the person authorized to enter into an agreement. List the principal individual(s) working on the project.
- B. Capacity & Experience – Describe your capacity to satisfactorily complete the services described in the Project Scope within the project schedule. Include a list of your team that will be assigned to this project and each member's qualifications and experience. Also describe your current workload as far as showing the ability to meet the demands of this proposal. Provide a detailed description of your Company's work on similar contracts. Provide supporting information, if possible. If applicable, describe your familiarity with Edgecombe County. Provide references (min 3-max 5) for similar work from similar facilities that are comparable in size or companies of which similar work has been performed.
- C. Fee Proposal - Include the proposed fee schedule indicating a cost breakdown on the provided form or on a similar form with all costs shown. The fee is to include all costs associated with providing containers and collection, including but not limited to; environmental fees and travel costs. The fee shall include a maximum cost for performing the services outlined in the RFP. The quoted fee will become a part of the contract.
- D. Describe how the services will be provided or what tasks will be performed to complete the work identified in the Project Scope within this RFP.

## Evaluation

The following factors will be used in evaluating proposals and awarding the contract:

Scoring Criteria	Max Points
Qualifications and Experience / References	40
Approach to Completing the Project Scope	20
Fee	40
<b>TOTAL</b>	<b>100</b>

After the submission of the RFP responses, companies may be requested to participate in an interview. Each response will be evaluated and ranked on the criteria set forth. The criteria will be weighed as noted in determining the award. After the evaluation, the County will identify the vendor that it feels can provide the greatest response and execution. Should the vendor with the highest score decline the offer, the firm with the second highest score will be extended the opportunity to provide services.

Proposals shall not be considered confidential and no information contained therein shall be treated by the County as either confidential, proprietary or trade secret information. The contents of the proposals shall be considered public records of the County. Any firm submitting a proposal hereunder further acknowledges and agrees that the County is a public entity, which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the County upon delivery to the address set forth above. This RFP does not obligate Edgecombe County to pay any costs incurred by respondents in the preparation and submission of a proposal. This RFP does not obligate Edgecombe County to accept or contract for any expressed or implied services. The successful firm must ensure that services performed meet all current industry standards, follow the best practices and comply with all applicable laws and regulations.

**Edgecombe County invites and encourages participation in the procurement process by businesses owned by minorities, women and disabled business enterprises. Edgecombe County reserves the right to reject any and all proposals and to terminate this RFP at any time.**

## Amendments to RFP

If Edgecombe County amends this RFP, it shall be in writing and a notification shall be sent to all firms or individuals who have notified the County of their intent to respond to the RFP. Amendments shall be distributed with sufficient time to allow firms or individuals to consider the amendments in preparing their proposals. If necessary, the deadline for submission of proposals will be extended by the amendment. The written acknowledgment form sent with the amendment shall be completed by the firms and individuals and submitted with the proposal as evidence of receipt of the amendment.

### **Cancellation of RFP; Rejection of Proposals**

Edgecombe County reserves the right to cancel this RFP at any time and for any reason. Any and all proposals may be rejected in whole, or in part when it is in the interest of the County to do so. The County shall not be responsible for the payment of any costs incurred by the firms or individuals in the preparation or submission of a proposal. The issuance of this RFP, the receipt of proposals or the selection of a qualified firm or individual, in no manner obligates the County to the eventual purchase of services. This process is solely at the discretion of the County and may be terminated without penalty or obligation at any time prior to the signing of a written contract.

**END OF DOCUMENT**

# Edgecombe County Maintenance Department Solid Waste Containers and Collection

## Cost Proposal Sheet

Building	Address	# of Containers	Size of Container	# of Collections	Cost per collection of waste	Cost of collection yearly
Edgecombe County Administration Building	201 St. Andrews St. Tarboro NC 27886	1	08 CY front load MSW	2X weekly		
Edgecombe County Courthouse	301 St. Andrews St. Tarboro NC 27886	1	08 CY front load MSW	2X weekly		
Edgecombe County Emergency Operations Center	400 E. Walnut St. Tarboro NC 27886	1	04 CY front load MSW	1X weekly		
Edgecombe County Animal Shelter	2909 N. Main St. Tarboro NC 27886	1	04 CY front load MSW	1X weekly		
Edgecombe County Law Enforcement Center	3005 Anaconda Rd. Tarboro NC 27886	2	08 CY front load MSW	3X weekly		
Edgecombe County EMS Station 200	501 Office St. Tarboro NC 27886	1	08 CY front load MSW	1X weekly		
Edgecombe County EMS Station 300	7403 Seven Bridges Rd. Whitakers NC 27891	1	04 CY front load MSW	1X weekly		
Edgecombe County EMS Station 400	370 Pinetops Crisp Rd. Pinetops NC 27864	1	04 CY front load MSW	1X weekly		
Edgecombe County EMS Station 500	3000 Meadowbrook Rd. Rocky Mount NC 27801	1	04 CY front load MSW	1X weekly		

<b>Edgecombe Works Career Campus</b>	<b>110 Fountain Park Dr. Rocky Mount NC 27801</b>	<b>1</b>	<b>04 CY front load MSW</b>	<b>1X weekly</b>		
				<b>Total:</b>		