



MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RFP)

FOR

Homeless Encampment Site Cleaning Services

26-036-LH

98807

98808

MACON-BIBB COUNTY

ISSUE DATE: JANUARY 28, 2026

DUE DATE: THURSDAY, FEBRUARY 26, 2026

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 hard copies and 1 flash drive**) in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, February 26, 2026**, for **Homeless Encampment Site Cleaning Services** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, February 26, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the 700 Poplar Street, Suite 308, Macon Georgia 31201.

All questions concerning this RFP are to be addressed via email to Laura Hardwick at lhardwick@maconbibb.us The deadline to submit questions is Friday, **February 13, 2026, by 3:00 p.m.**

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Pre-Bid

A pre-bid conference is scheduled for **11:00 a.m. Wednesday, February 11, 2026**, at the Procurement Department, Suite 308, 700 First St., Macon, GA 31201. This conference is **mandatory**. Submitting firms must be present and sign in on the attendance register.

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“26-036-LH, Homeless Encampment Cleaning Services”

Macon-Bibb County Procurement Department

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

To be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

G. Responsibility

To be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Minimum of Five (5) years’ experience to include but not limited to providing credentials documenting professional experience, employment history and education.
- Licensed to do business in the State of Georgia and shall meet all licensing and other requirements imposed by State and Federal laws and regulations.
- Financially and legally responsible to perform the services included herein

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential awards.

I. Local Preference

Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Proposal.

J. Insurance Requirements

All deductibles shall be paid for by the Contractor.

Required Insurance Coverages: The Contractor also agrees to purchase and have the authorized agent state on the insurance certificate that the Contractor has purchased the following types of insurance coverage, consistent with the policies and requirements of O.C.G.A. 50-21-37.

The minimum required coverages and liability limits are as follows:

Workers' Compensation Insurance: The Contractor agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Workers' compensation Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own workers' compensation insurance or are covered by the Contractor's workers' compensation insurance.

Employers' Liability Insurance: The Contractor shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- (i) Bodily Injury by Accident \$1,000,000 each accident
- (ii) Bodily Injury by Disease \$1,000,000 each employee
- (iii) Bodily Injury/Disease Aggregate \$1,000,000 each accident

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Employers Liability Insurance Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own Employers Liability Insurance Coverage or are covered by the Contractor's Employers Liability Insurance Coverage.

Commercial General Liability Insurance. The Contractor shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, blasting and explosion, collapse of structures, underground damage, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage	Limits
1. Premises and Operations	\$1,000,000 per Occurrence
2. Products and Completed Operations	\$1,000,000 per Occurrence
3. Personal Injury	\$1,000,000 per Occurrence
4. Contractual	\$1,000,000 per Occurrence
5. General Aggregate	\$2,000,000 per Project

II. BACKGROUND

Macon-Bill County Government serves a community of about 155,000 people and is led by a 10-member Commission, with the Mayor serving as its chair. Macon-Bibb provides a full range of services provided including public safety; the construction and maintenance of highways, streets and infrastructure; zoning and code enforcement; court-related function; recreational activities; facilities management; emergency services and administrative offices.

III. SCOPE OF SERVICES

Macon-Bibb County requests proposals from qualified contractors to provide turnkey clean-up of temporary homeless encampment sites. Services will be performed on an as needed basis. Contractor and their personnel will be available from Monday through Fridays from 8:30 a.m.-5:30 p.m. on as needed basis to perform the scope of services. Actual hours may vary depending on the workload resulting from fluctuations in services that may constitute any unforeseen circumstances.

The contract term will be a one-year contract, with the options to renew.

Please see attachment B for Scope of Services.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled with table of contents:

Consultant Background

- Letter of Interest
- History of the Consultant which shall include the number years in business under the same name, date established, firm's size, philosophy and culture, and number of employees.
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience and Qualifications

- Resume(s) of key personnel
- Proposers are to submit at least three (3) references with similar experience.
- List of projects with similar scopes and size
- Proposer shall have the skill, experience, necessary facilities and ample financial resources to perform the services in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected.

Project Management/Timeline

- Provide a detailed plan of key personnel's level of involvement in performing related work, adequacy of staffing commitment, and establishing timeline for completion work.

Project Approach/Understanding

- Provide demonstrated understanding of the project requirements, potential problem areas, project approach and work plan.

Price Structure

- Provide prices for performing the services as mentioned in this solicitation/ Scope of Work. Pricing proposals should be provided in a separate sealed envelope (marked Cost Proposal (RFP # 26-036-LH)).

V. SCORING (total possible number of points = 100)

Experience/Qualifications – Maximum 20 points
Project Management/Timeline – Maximum 40 Points
Project Approach/Understanding – Maximum 20 Points
Price Structure – Maximum 20 Points

VI. AWARD BASIS

Awards will be recommended to the respondent with the highest number of points. Scoring will be performed by designated committee members.

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

- A. Contractor shall submit a “Subcontractor/Supplier Participation Report” on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:
 - 1. The name of each subcontractor or supplier participating in the contract.
 - 2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
 - 3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
 - 4. Whether each subcontractor is a supplier, subcontractor, or other.
 - 5. The dollar value of each subcontract or supply agreement.
 - 6. The actual payment to date of each subcontractor or supplier participating in the contract
- B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
- C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.

RFP PROPOSAL BID FORM
Homeless Encampment Site Cleaning Services
26-036-LH

Bid Respondent's (Firm Name) _____

ITEM	ITEM DESCRIPTION	UNIT OF MEASURE	PRICE
1. Site Mobilization	Per Site		
2. Site Labor	Per Hour		
3. Biohazard Technician	Per Hour		
4. Dump Trailer	Per Site		

We have examined the Specifications, related documents, and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated above. These prices are to cover all expenses incurred in performing the Work required under these Scope of Work/Specifications (Attach, of which this bid is part.