



ADDENDUM NO. 1

OPERATION OF COMMERCIAL AND RESIDENTIAL SOLID WASTE AND RECYCLING SERVICES WITHIN THE CITY LIMITS OF SNELLVILLE, GEORGIA PW260206

January 8, 2026

This Addendum forms a part of the Invitation to Bid (ITB) Documents and modifies the original Document Package as noted below. This Addendum includes clarifications and/or modifications to the RFP Documents. The addendum consists of a total of seven (7) pages.

Corrections/Clarifications are as follows:

1. In the Request for Sealed Bid advertisement the bid due date was incorrectly advertised as Friday, February 6, 2025. The correct bid due date is Friday, February 6, 2026.
A corrected advertisement is attached and being advertised in the legal section of the Gwinnett Daily Post on Wednesday, January 14th, 2026.
2. The “Pre-Bid Conference” date in the Invitation to Bid is listed as Thursday, January 15, 2025. The correct date is Thursday, January 15, 2026.
The corrected page attached.
3. On the first page of the Instructions to Bidders the bid date is listed as January 5, 2025. The correct date is January 5, 2026.
The corrected page is attached.
4. In Section 3 – Pre-bid Conference of the Instructions to Bidders the conference date is January 15, 2025. The correct date is January 5, 2026.
The corrected page is attached.
5. On the first page of the “Bid Form” the bid date is listed as February 6, 2025. The correct date is February 6, 2026.
The corrected page is attached.
6. On the first page of the “Bid Submission Score Sheet” the bid due date is February 6, 2025. The correct date is February 6, 2026.
The corrected page is attached.
7. The bid opening is listed as Friday, February 6, 2026 at 2:05 p.m.
The bid opening time is being changed to 4:30 p.m.

If there are questions not addressed herein or if additional clarification is needed please contact us immediately.

CITY OF SNELLVILLE
Melisa Arnold, City Clerk

REQUEST FOR SEALED BID

Operation of Commercial and Residential Solid Waste and Recycling Services Within the City Limits of Snellville, Georgia (PW260206).

The City of Snellville (City) is soliciting competitive sealed bids from qualified vendors to provide all labor and equipment required for the operation of commercial and residential solid waste and recycling services within the city limits of Snellville, Georgia.

Bids should be typed or submitted in ink and returned in a sealed envelope marked on the outside with the project identification bid number, and company name. Bids will be received until 2:00 p.m. local time on **Friday, February 6, 2026**, at the Snellville City Hall Reception Desk, First Floor, 2342 Oak Road, Snellville, Georgia 30078. Any bid received after this date and time will be marked as “late” and disqualified. After the time for receipt of bids has passed, each submitted bid package will be opened by the City Clerk and select staff. An initial bid tabulation documenting the bid opening and listing of bidders will be available upon request on the next business day following the date of the bid opening or viewed on the City’s website at www.snellville.org. As part of the award process, the Mayor and City Council may, in their sole discretion, select more than one (1) hauler for a 30-minute interview during a Special Called Work Session. The Mayor and Council will determine the date for this meeting at a later time.

A mandatory pre-bid conference is scheduled for 2:00 p.m. on Thursday, January 15, 2026 in Conference Room 145 of Snellville City Hall. All interested bidders are required to attend in order to be eligible to submit a bid. Questions regarding bids should be directed in writing to Melisa Arnold, City Clerk, at marnold@snellville.org, no later than 5:00 p.m. on Friday, January 30, 2026.

Bids shall remain valid for a period of 60 days from bid opening. The City reserves the right to waive any formality and any technicalities, and to reject any or all bids if it is deemed to be in the best interest of the City to do so.

The information for bidders, scope of work, and how to obtain other related documents may be obtained on the city’s website at www.snellville.org or at the following location:

Melisa Arnold
City Clerk/Administrative Manager
City of Snellville Administration Department
2342 Oak Road
Snellville, Georgia 30078
Telephone: (770) 985-3503
Email: marnold@snellville.org

CITY OF SNELLVILLE, GEORGIA
Matthew Pepper
City Manager
Administration Department

INVITATION TO BID

PW260206

Sealed bids for the *Operation of Commercial and Residential Solid Waste and Recycling Services within the City Limits of Snellville, Georgia PW260206* are solicited as follows:

PROJECT DESCRIPTION:

The project consists of the operation of commercial and residential solid waste and recycling services within the city limits of Snellville, Georgia. Work required under this contract may include, but not be limited to, furnishing materials, labor, and equipment.

OWNER: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Mr. Matthew Pepper, City Manager

PROJECT MANAGER: David Mitchell
Public Works Director
2491 Marigold Road
Snellville, Georgia 30078

RECEIPT OF BIDS:

Bidder may submit bids solely for residential waste, commercial waste, or both and may submit a joint bid with another company, in the Bidder's discretion. Bidder must define any subcontractors or suppliers roles and duties. Bids will be received at Snellville City Hall Reception Desk until 2:00 p.m. prevailing local time Friday, February 6, 2026. The City will open the bids at 2:05 p.m. on Friday, February 6, 2026 in Conference Room 145 of the Snellville City Hall.

BIDDING DOCUMENTS:

Bid documents may be obtained on the City website at www.snellville.org under the Bid Information tab, or from Snellville City Hall located at 2342 Oak Road, Snellville, Georgia 30078, or by contacting Melisa Arnold, City Clerk at (770) 985-3503.

PRE-BID CONFERENCE:

A mandatory pre-bid conference is scheduled for 2:00 p.m. on Thursday, January 15, 2026 in Conference Room 145 of the Snellville City Hall. All interested bidders are required to attend. Questions regarding bids should be directed in writing to Melisa Arnold, City Clerk, at arnold@snellville.org, no later than 5:00 p.m. on Friday, January 30, 2026.

INSTRUCTIONS TO BIDDERS

BID DATE: January 5, **2026**

PROJECT: Operation of Commercial and Residential Solid Waste and Recycling Services
Within the City Limits of Snellville, Georgia.

PROJECT NO: PW260206

1. The complete Bid Document Package will include the following documents as outlined below:

1. Invitation to Bid
2. Instructions to Bidders
3. General Information
4. Bid Form
5. Contract Agreement
6. Contractor Affidavit and Agreement
7. Contractor Verification Form
8. Non-Collusion Affidavit
9. Attachment "A" – Solid Waste Management Ordinance for the City of Snellville
10. Attachment "B" – Current City Route Map
11. Attachment "C" – City of Snellville Bid Evaluation Rubric

DEFINED TERMS

1.1 Certain additional terms used in these Instructions to Bidders have the meanings indicated below.

1.1.1 The term "City" means the City of Snellville, Georgia.

1.1.2 The term "Bidder" means one who submits a bid directly to the City as distinct from a sub-bidder, who submits a bid to the Bidder.

1.1.3 The term "Successful Bidder" means Bidder to whom the City (on the basis of the City's evaluation as hereinafter provided) makes an award.

1.1.4 The term "Bidding Documents" includes the Invitation to Bid, Instructions to Bidders, the Bid Form, Contract Agreement (including all addenda issued prior to receipt of bids), Contractor Affidavit and Agreement, Contractor Verification Form, Non-Collusion Affidavit, and other items specified in Section 9.4.

2. COPIES OF BIDDING DOCUMENTS

- 2.1 Bid documents may be obtained on the City website at www.snellville.org under the Bid Information tab, or from Snellville City Hall located at 2342 Oak Road, Snellville, Georgia 30078, or by contacting Melisa Arnold, City Clerk at (770)-985-3503.
- 2.2 Complete sets of Bidding Documents must be used in preparing bids. The City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.3 The City, in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining bids for the work and do not confer a license or grant for any other use.
- 2.4 Any part of the Bidding Documents may be modified by addenda.

3. PRE-BID CONFERENCE

- 3.1 A mandatory pre-bid conference is scheduled for 2:00 p.m. on Thursday, January 15, 2026 in Conference Room 145 of the Snellville City Hall. All interested bidders are required to attend. Questions regarding bids should be directed in writing to Melisa Arnold, City Clerk, at marnold@snellville.org, no later than 5:00 p.m. on Friday, January 30, 2026.
- 3.2 The Pre-Bid Conference is a requirement of eligibility to submit a bid. Following the Pre-Bid Conference and in keeping with stipulations referenced earlier, the City will transmit via email to all prospective Bidders of record such addenda as the City considers necessary in response to questions arising at the conference and other eligible and timely questions conforming with requirements set forth in the Invitation to Bid. Oral statements may not be relied upon and will not be binding or legally effective.

4. QUALIFICATIONS OF BIDDERS

- 4.1 Bidders may submit bids solely for residential waste, commercial waste, or both and may submit a joint bid with another company, in the Bidder's discretion. Bidder must define any subcontractors or suppliers roles and duties.
- 4.2 The City may make any investigations deemed necessary to determine the Bidder's ability to perform the work, and the Bidder shall furnish all information and data requested by the City. Nothing herein will prohibit the City from reserving the right to reject any bid from any Bidder that the City considers not properly qualified to carry out contract obligations or able to satisfactorily complete the work on schedule.

BID FORM

BID NUMBER:**PW260206**

BID DATE: February 6, **2026**

SUBMITTAL DATE: _____

BY: _____

PROJECT: OPERATION OF COMMERCIAL AND RESIDENTIAL SOLID WASTE AND
RECYCLING SERVICES WITHIN THE CITY LIMITS OF SNELLVILLE,
GEORGIA

THIS BID IS SUBMITTED TO:

City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Mr. Matthew Pepper, City Manager

1. The undersigned Bidder proposes and agrees, if this bid is accepted, to enter into an agreement with the City in the form included in the contract documents as written, except as specifically modified, and to perform and furnish all work as specified or indicated in the contract documents for the bid price and within the bid times indicated in this Bid Form and in accordance with the other terms and conditions of the contract documents.
2. Bidder accepts all of the terms and conditions contained in the Bid Document Package, including without limitation those dealing with the City's time for accepting bid and disposition of bid security. This bid will remain subject to acceptance for sixty (60) calendar days after the day of Bid opening. Bidder will sign and deliver three (3) original copies of the Agreement with documents required by the bidding requirements (in the Instructions to Bidders) within fifteen (15) calendar days after the date of the City's Notice of Award.
3. In submitting this bid, Bidder represents, as more fully set forth in the Agreement, that:
 - a) Bidder has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

No. _____ Dated _____

BID SUBMISSION SCORE SHEET

BID DUE DATE: February 6, **2026**

PROJECT: Operation of Commercial and Residential Solid Waste and Recycling Services
Within the City Limits of Snellville, Georgia.

PROJECT NO: PW260206

Date: _____

Reviewer: _____

Bidder Name: _____

EVALAUTION CRITERIA:

The evaluation team will evaluate the proposals in order to select the Bidder(s) that rate highest according to the criteria listed. The evaluation team may short list the highest scoring firms before conducting site visits, interviews, or other research. The number of respondents short-listed is at the discretion of the evaluation team.

EVALUATION CRITERIA CATEGORY	SCORE
1. QUALIFICATIONS OF BIDDER: (0 – 40 points) The bidder demonstrates the necessary qualifications to perform the work based on considerations including work experience, equipment, employment practices, management staff, driver safety records, communication with City personnel, compliance with all federal, state, and local laws and regulations, and other relevant factors.	
2. COMPETITIVENESS OF PRICING: (0 – 40 points) Competitiveness of the pricing figures provided by the bidder in the Contract Agreement.	
3. RELEVANT PROFESSIONAL EXPERIENCE: (0 – 10 points) Bidder has effective working relationships and work experience exhibited by current local government contracts as well as reference contacts.	
4. OFFICE AND FACILITIES: (0 – 10 points) The bidder demonstrates the readiness of its staff and facilities to perform contracted solid waste collection services.	
TOTAL RATING (0 – 100)	