



# **Macon County Government Solid Waste RFP: Grinding, Hauling & Disposal Services**

**Date of Issue: September 10, 2025**

ISSUING DEPARTMENT:  
MACON COUNTY FINANCE DEPARTMENT  
5 WEST MAIN STREET  
FRANKLIN, NC 28734  
PHONE: (828) 524-1640  
FAX: (828) 349-2520  
ATTN: LINDSAY LEOPARD, PURCHASING AGENT  
lleopard@maconnc.org

**PROPOSALS WILL BE RECEIVED UNTIL  
OCTOBER 1, 2025 AT 4:00 P.M.**

**PROPOSALS ARE TO BE SEALED AND MAILED TO THE ABOVE ADDRESS OR DELIVERED TO THE  
PURCHASING AGENT'S OFFICE LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST MAIN  
STREET, FRANKLIN, NC 28734**

## BID PROPOSAL FORM

Pursuant to the General Statutes of North Carolina informal bids, subject to the conditions and specifications herein, are invited to submit proposals for furnishing the following services.

**Bids may be submitted by mail or hand delivery, with the following clearly stated on the envelope:**

MACON COUNTY FINANCE  
DEPARTMENT  
ATTN: LINDSAY LEOPARD  
5 WEST MAIN STREET  
FRANKLIN, NC 28734  
RFP: Grinding, Hauling & Disposal Services

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the specifications and instructions to bidders and by declares that he will furnish the equipment and services called for in the manner prescribed in the specifications and instructions to bidders for the following price:

DESCRIPTION	GRINDING AND HAULING RATE PER TON
BASE BID: GRINDING for <b>HIGHLANDS TRANSFER STATION</b> (to be completed quarterly)	
BASE BID: HAULING for <b>HIGHLANDS TRANSFER STATION</b> (to be completed quarterly)	
<b>Note: All materials (less specified herein) must be hauled to the Franklin Landfill unless contractor requests to haul to an approved site per the approval of the Solid Waste Director. Site must comply with DEQ.</b>	

DESCRIPTION	GRINDING RATE PER TON
BASE BID: GRINDING for <b>FRANKLIN LANDFILL</b> (to be completed quarterly). Material to be left on site.	

**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 90 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW:**

**Printed Name of Firm Representative:** \_\_\_\_\_

**Signature of Firm Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Firm Submitting Proposal:** \_\_\_\_\_

**Firm Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### **Bidders Checklist**

- ☐ Be aware of the bid opening date and time as indicated on the first page of this proposal.
- ☐ All signatures must be by a company officer or agent who is authorized to enter into contracts and sign bid documents.
- ☐ Have you read and understood the “Terms and Conditions” and the “Instructions to Bidders” for submitting a bid?
- ☐ Have you read and do you completely understand all the specifications of this bid proposal?
- ☐ If an addendum to the specifications was issued, has it been signed and returned with this bid proposal?
- ☐ Have you enclosed statements explaining any exceptions made to the specifications?
- ☐ Have you included executed copies of the attachments?

## INSTRUCTIONS TO BIDDERS

### Section 1: Purpose

The purpose of this document is to provide general and specific information for the use by suppliers in submitting a bid to supply Macon County with grinding, hauling & disposal services. All bids and contracts are governed by Macon County policy and the County reserves the right to reject any and all proposals.

### Section 2: Bid Schedule

Listed below are the dates and times by which stated actions must be taken or completed. The County may determine, in its sole discretion, that it is necessary to change any of these dates and times. Should changes be required, proper notice will be provided to potential bidders. All listed times are Eastern standard times.

Action	Time	Date
Proposal issued		Wednesday, September 10, 2025
Deadline for Questions	4:00 PM	Wednesday, September 24, 2025
County Responses to Questions		Friday, September 26, 2025
Proposal Due	4:00 PM	Wednesday, October 1, 2025

### Section 3: Bid Contact

Any and all questions, concerns and requests for additional information shall be directed in writing to Lindsay Leopard, Accountant/Purchasing Agent at [lleopard@maconnc.org](mailto:lleopard@maconnc.org).

### Section 4: Bidder Questions

The County is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder in responding to this bid. The Bidder shall examine this bid to determine if the County's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the County clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification, technical questions, and approval of alternate products to this bid must be received by the County no later than the date shown above in Section 2, entitled "Bid Schedule", under Deadline for Questions. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all County requirements and terms and conditions.

### Section 5: Objections to the Specifications

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify Lindsay Leopard, in writing, stating and listing the specifications and objections, no later than the date shown above in Section 2, entitled "Bid Schedule," under Deadline for Questions. The objections

stated must pertain both to form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to Lindsay Leopard. Information obtained from other sources will not be considered in the evaluation and award of this bid.

#### Section 6: Alternate Bids

Alternate bids are allowed.

#### Section 7: Bid Options

The County reserves the right to request pricing on optional equipment or services along with the pricing for the main services. At the discretion of the County, some or all of the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds.

Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the bid award.

#### Section 8: How to Prepare Bid Proposals

Bidders are encouraged to carefully review all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- A. **PROPOSAL FORM**: Submit all prices and offers on the **BID PROPOSAL FORM(s)** provided herein. All bid proposals must be submitted and signed by the supplier or their authorized representative with all erasures or corrections initialed and dated by the authorized representative of the proposal.
- B. **Addendum(s)**: If applicable, bidders shall include signed addendum(s) with their bid submittal acknowledging the modifications made to the bid document.
- C. **SIGNATURE**: All bids must be signed by an authorized official of the company on the Bidders Signature Page. A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- D. **TAXES**: Do not include taxes in your bid prices. Taxes must be itemized and added to invoices separately when invoicing the County. The County is required to pay sales tax. The County is exempt from Federal Excise Tax and has a Federal Tax number.

#### Section 9: How to Submit Bid Proposals

- A. **SUBMIT BIDS ON THE BID PROPOSAL FORM PROVIDED HEREIN.**
- B. Bids may **NOT** be submitted by email.
- C. Bids may be mailed or hand delivered as outlined on page 2.
- D. Please note bids not received by the time and date specified on the Bid Proposal Form will not be

opened or considered.

#### Section 10: Bid Opening

- A. All bids will be opened at the time and place shown on the enclosed Bid Proposal Form.  
LATE BIDS WILL NOT BE OPENED OR ACCEPTED.
- B. Bids will be examined by the Purchasing Agent and the using department officials promptly after the opening and an award made as early as possible.

#### Section 11: Award of Bid

- A. **Standard of Bid Award Acceptance:**  
The County reserves the right to reject any and/or all bids received as allowed by law, or to select the bid which, in our opinion, is in the best overall interest of the County. The award shall be made to the lowest, responsive, responsible bidder, or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the contract based upon base bid.
- B. **Bid Prices:**  
All prices proposed in response to this Bid are to include all transport, freight, fuel surcharges and other fees if applicable and be delivered to the location provided by the County.

#### Section 12: Errors in Bids

Bidders or their authorized representatives are expected to understand the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

#### Section 13: Bid Tabulation

Bidders may request a bid tabulation from the Purchasing Agent after the contract has been awarded.

#### Section 14: Specifications

It is the intent of these specifications to set up minimum requirements for grinding at Macon County Solid Waste.

##### Overview

##### Site Location:

Franklin Landfill – 1448 Lakeside Drive, Franklin, NC

Highlands Transfer Station – 1080 Rich Gap Rd., Highlands, NC

- a. Material Types for Grinding include pallets, brush, trees, stumps, and/or yard debris. Site must be cleared of all material.

- b. Estimated annual tonnage based on materials type:
  - Franklin Landfill approximately 1,800 tons.
  - Highlands Transfer Station approximately 3,000 tons.

**I. Contractor Responsibilities**

- a. Shall stockpile ground material at designated locations by the Solid Waste Director.
- b. Shall provide loading equipment for grinding operations.
- c. Once work has commenced, bidder shall remain on site until the pile selected to be ground has been ground in its entirety.
- d. For hauling ground material from Highlands Transfer Station, bidder shall haul ground material to the Franklin Landfill at 1448 Lakeside Drive, Franklin, NC or shall haul ground material from the site to a pre-approved site meeting DEQ standards. Site approval to be granted by the Solid Waste Director.

**II. County Responsibilities**

- a. The Solid Waste Director shall contact the winning bidder when sufficient materials to be ground have been collected, which shall occur quarterly.

**III. Determination of Pricing of Hauling Services**

Pricing structure will be based on price per weighted ton as determined by the scales located at the Solid Waste Transfer Station.

**Contract 15: Contract Extension & Rate Adjustments**

It is the County's intent to contract at a fixed price per weighted ton for a period of three (3) years that is to be termed with the County's fiscal year (July 1 through June 30), with an option to extend the contract for three additional one (1) year periods. The price proposed by the bidder is to remain fixed for the first 3- years of the contract. Prices for additional extension term periods may not exceed a 3% increase per annum.

The County reserves the right to accept or to refuse any documented price adjustment submitted by the vendor/contractor for any reason as determined to be in the best interest of the County. In the event the County does not accept the proposed price adjustment for the extended term, the contract will not be renewed, and the County will rebid the service(s). Any contract extension is subject to the continuation of need and usage by the County and the appropriation of funds.

**Section 16: Minority & Disadvantaged Business**

The County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

#### Section 17: Terms and Conditions

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive.

#### Section 18: Minimum Insurance Requirements

Bidder shall provide an Insurance Certificate naming Macon County as **additionally insured** per the minimum requirements indicated below. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Macon County named as additional insured shall be contained herein.

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$1M/\$1M/\$1M
General Liability	\$1M per occurrence/\$1M aggregate - Per Project basis
Automobile	\$1M Combined Single Limit
Excess Liability	\$2M per occurrence

#### Section 19: Funding Source

This request for proposals is funded with **County Funds**.

#### Section 20: Attachments

Attachment 1: Bid Proposal Form

Attachment 2: Insurance Certificate

Attachment 3: Form W-9