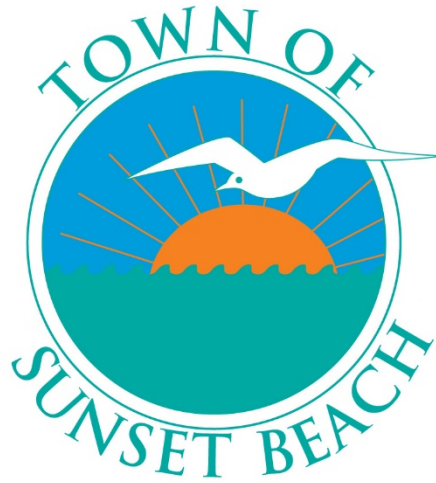


**Request for Qualification
for Beach Strand Trash Pick Up and Other Public Areas**



Town of Sunset Beach
700 Sunset Blvd North
Sunset Beach, North Carolina
28468
Phone: 910-579-6297

Submittal of Qualification Statements

Closing Date and Time:

Monday, April 20, 2026, at 1:00pm

1. Introduction and Background

1.1 Purpose

The Town of Sunset Beach is located in Brunswick County, NC and serves approximately 6,706 residents and 150,000 seasonal guests. The Town is currently responsible for managing emptying beach trash on the Island and picking up chairs, umbrellas, cabanas and other items left on the beach.

The Town is soliciting sealed proposals for qualified, licensed and insured contractors to provide **comprehensive, turn-key sanitation and recycling service** for approximately **two (2) miles of oceanfront beach strand** and designated public facilities. Services must be delivered with consistency, reliability, and responsiveness to the unique environmental conditions of a coastal community.

1.2 Background

The Town experiences significant seasonal population increases, particularly from April through October. Maintaining a clean, safe, and environmentally responsible beach environment is essential to public health, tourism, and coastal preservation. The Town seeks a Contractor capable of providing **daily, year-round services**, including **holidays, weekends, and emergency response**.

1.3 Scope Summary

The Contractor will be responsible for:

- Daily trash removal from 114, 55-gallon plastic trash barrels (Seasonal adjustments apply)
- Trash and recycling removal from the Gazebo, Town Park, Bird Watch, streetscape areas, and public boat ramp
- On-call emergency pick ups
- Pre-storm and pre-flooding preparation
- Providing all equipment, labor, can liners, and supplies
 - Regular trash liners for Big Bellies 51"X 60" (black)
 - Recycling trash lines for Big Bellies 52"X 52" (clear)
 - Can liners for 60-gallon cans at Town Park 38'X58" (black)
- Transporting all materials to approved county disposal and recycling facilities

The Town of Sunset Beach is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.

2. REP Terms and Conditions

2.1 Proposal Requirements

- 1. Proposers Response Form**
- 2. Cost Proposal Form**
- 3. Technical Proposal** (as outlined in Section 4)

Proposals must be sealed, clearly marked, and delivered to the Town by the deadline. Late submissions will not be accepted.

2.2 Contract Terms

The Town intends to award a three (3) year contract, with the option to extend based on performance and mutual agreement.

2.3 Questions and Addenda

All questions must be submitted in writing by 2:00pm on April 20, 2026, to the Point of Contact. Addenda will be posted on the Town website. Proposers are responsible for reviewing all addenda.

2.4 Legal Compliance

The contractor must comply with all applicable federal, state, and local laws, including coastal access regulations and environmental protection requirements.

2.5 Non-Discrimination

The Contractor shall not discriminate based on race, color, religion, sex, age, disability, or national origin.

2.6 Pre- Contract Expenses

The Town is not responsible for any costs incurred in preparing the proposal.

3. Service Requirements

3.1 Daily Collection Requirements

The Contactor shall:

- **Service all beach- strand trash barrels daily, with all vehicles off the beach no later than 7:00 A.M.** unless a second pick up is needed

- Provide **seven-day-a-week service**, including **holidays and weekends** and sometimes **twice a day pick up if needed**.
- Remove all trash from:
 - Beach strand (approx.. 2 miles)
 - 114, 55-gallon plastic trash barrels (seasonal)
 - Gazebo
 - Town Park
 - Bird Watch
 - Streetscape
 - Public boat ramp
- Remove all items **in, on, or near** trash receptacles
- Replace all can liners after each service. This does not include the 55- gallon plastic barrels on the beach strand

3.2 Recycling Collection

Recycling must be collected from:

- Gazebo
- Town Park
- Bird Watch
- Street Scape
- Public Boat Ramp

3.3 Seasonal Adjustments

- Peak season: **April-October**
- Off- season: approximately **half of beach barrels removed**
- Contractor must coordinate placement and removal with Public Works Director

3.4 On-Call and Emergency Service

Contractor must be available **24/7** for:

- Additional pick-ups
- Pre-Strom preparations (hurricanes, tropical storms, nor'easters)
- Pre flooding or high tide events
- Sea-level rise impacts
- Special events

3.5 Disposal Requirements

- All trash and recycling must be transported to **approved county facilities**.
- Contractor is responsible for all disposal, processing, and transportation costs.
- Contractor assumes title to materials upon collection.

3.6 Equipment and Supplies

Contractor must provide:

- All labor, vehicles, and equipment (**vehicles and equipment must be able to drive under pier and between pilons**)
- All can liners
 - Regular trash liners for Big Bellies 51"X 60" (black)
 - Recycling trash lines for Big Bellies 52"X 52" (clear)
 - Can liners for 60-gallon cans at Town Park 38'X58" (black)
- Any additional containers required for service
- Fuel, maintenance, and operational supplies

This is a **complete turn-key operation**

4. Proposal Format

4.1 Proposal Response Form

Must be completed and signed by an authorized representative.

4.2 Cost Proposal Form

Proposal must provide:

- Monthly cost per service category
- Seasonal adjustments (if applicable)
- On-call service rates
- Emergency response rates

4.3 Technical Proposal

Organized using the following tabs:

TAB 1- Executive Summary

- Overview of company capabilities
- Authorized representative contact information
- Statement of good faith non-collusion

TAB 2- Experience and Past Performance

- Qualifications and resumes of key personnel
- Description of similar coastal or high- volume sanitation projects
- Three (3) references (preferably municipal)
- Service transition experience

- Non- performance history (if any)
- Financial capability documentation

TAB 3- Scope of Work Proposal

- Detailed description of collection methods
- Equipment list (Make, model, quantity)
- Staffing plan
- Route structure and daily schedule
- Customer service process
- Emergency response plan
- Environmental protection practices

5. Selection Process

5.1 Evaluation Criteria

Proposal will be evaluated based on:

- Experience and qualifications
- Demonstrated ability to meet service requirements
- Cost competitiveness
- Operational plan and equipment quality
- Responsiveness and completeness of proposal
- References and past performance

5.2 Award

The Town reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate final terms and conditions
- Award the contract in the best interest of the Town

6. Insurance Requirements

Contractor must maintain:

- General liability insurance
- Workers' compensation
- Vehicle liability insurance
- Any additional coverage required by the Town

Proof of insurance must be provided with bid documents

7. Performance Bond

A performance bond may be required at the Town's discretion to ensure faithful execution of the contract.

8. Proposal Submission

Evaluation of Proposals

The proposal shall be submitted by an official authorized to bind the submitters to its provisions and who is authorized to negotiate the final scope of work and fees for inclusion in a later Supplemental Professional Services Agreement with the Town.

9. Right to Reject Proposals

The Town of Sunset Beach reserves the right to reject any or all proposals. The RFQ does not constitute a contractual offer, and no obligations arise until the Town executes a final agreement

Submission Deadline and Address

All question concerning the proposal requirements or project in general should be directed to Ken Klamar at kklamar@sunsetbeachnc.gov on later than April 13, 2026. Every attempt will be made by the Town to provide responses by April 17, 2026.

Electronic submittals (email) or hard copy submittals shall include all requirements listed above to be considered complete.

Electronic submittals shall be directed to: Ken Klamar, Interim Town Administrator, Town of Sunset Beach at kklamar@sunsetbeachnc.gov

Hard copy- submittals must be clearly labeled as **"Beach Strand Trash Pick Up and Other Public Areas"** and received by the Town of Sunset Bech no later than **1:00pm on Monday April 20, 2026**, at the following address:

**Mr. Ken Klamar Interim Town Administrator
Town of Sunset Beach
700 Sunset Blvd North
Sunset Beach, North Carolina 28468**

It is the intent of the Town to finalize the selection process by early May 2026. It is also anticipated that based on the selected company service Agreements with selected company will be in place by late May 2026.