

REQUEST FOR PROPOSALS TRASH AND RECYCLABLES COLLECTION
VILLAGE OF HOWARD CITY, MICHIGAN

1. Introduction

The Village of Howard City, Michigan (Village) is soliciting proposals from qualified contractors for the provision of residential trash and possible recyclable material services, along with trash collection services for a Village owned municipal facility in accordance with Chapter 51 of Village Code.

The Village intends to award a contract as a result of this RFP process. A start date for collection services is to be set by mutual agreement between the Village and the contractor, with an anticipated date of no later than September 1, 2022.

Current Services

The current contract for services will expire September 1, 2022. The contract includes approximately 600 residential trash customer accounts, and no residential recycling accounts. Trash service is currently provided weekly (on Tuesdays), with no recycling services. Municipal service is provided for a 6-yard trash dumpster at the Department of Public Services Building.

Submittal of Proposals

To be considered, proposals must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – WASTE COLLECTION and received by 1:30 p.m. on Monday June 20, 2022 by mail or hand delivery to:

Village of Howard City
125 E. Shaw St. (PO Box 510)
Howard City, MI 49329

Proposals arriving after the date and time that is set will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the Village Clerk before the stated proposal opening time.

Questions regarding the proposal may be directed by email to:

Michael J. Falcon, Manager
Village of Howard City
mfalcon@howardcity.org

Questions must be received by Thursday June 16, 2022. Answers will be posted as they are received in the Bids section of the Village's website at www.howardcity.org for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

2. General Information

2.1 *Demographics*

The Village has an estimated population of 1,800 people residing in an approximately 2.5 square mile area. The Village contains an estimated 600 residential units. All residents electing trash and/or recycling collection services will be required to do so through the selected contractor. Commercial and industrial properties are not part of this request for proposals.

2.2 *Village Goals and Objectives*

The Village intends that trash pick-up and possible recycling will be available for all residents within the Village. The contractor currently bills trash pick-up service direct to the customer.

The Village believes in maintaining a high level of commitment to quality customer service. In procuring the services described in this RFP, the Village seeks to provide high quality public services that are convenient for the residents. In addition, the Village seeks to provide services that help citizens decrease the amount of solid waste sent to landfills and increase waste reduction and recycling practices.

2.3 *Reservation of Rights*

The Village reserves the right to accept any proposal in full or in part, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the Village. Issuance of this proposal does not obligate the Village to award a contract. The Village accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.

The Village further reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal, and to determine the final terms of any contract.

Interviews may be required by the Village with selected contractors to clarify contractor proposals and to allow for contract negotiations. Acceptance of any proposal will be based upon factors including, but not limited to: costs for service; completeness of proposal; thoroughness of information provided; customer service standards; value added service; and prior successful contractor performance with waste collection systems similar to a scale described herein.

3. Basis of Proposal

Proposals submitted will be for the contractor to provide exclusive collection services for residential trash and possibly recyclables within the Village limits, and trash collection for municipal facilities. Proposals must include, by paragraph numbers, basic information addressing the following:

3.1 *Unit-Based Pricing*

Residential customers are currently provided a 95-gallon wheeled trash cart. The contractor should identify the size and type of carts/bins that it intends to provide to residential customers. The Village requests that the contractor provide bid costs for the options of customers continuing to elect trash service and for customers to be required to select both trash and recyclable services.

Using the table in Appendix A, the contractor shall provide a proposed unit-based price structure for the following:

- a. Residential Pricing
- b. Weekly trash removal.
- c. Possible Recyclables Collection (specify weekly or bi-weekly collection).
- d. Municipal Facilities - weekly trash removal.

3.2 *Recyclable Material*

The contractor should provide a proposal of what type and how recyclables will be accepted and how often they will be collected (i.e. size of tote or number of bins). The contractor will guarantee that no recyclable material will be landfilled or incinerated.

3.3 *Hours and Days of Operation*

All collections shall, except as expressly permitted by the Village, be limited to the hours between 7:00 a.m. and 7:00 p.m., Monday through Friday. Saturday and Sunday collections are not permitted unless expressly authorized by the Director of Public Works. The current trash collection day is Tuesday. There is no current recycling collection days. Continuation of the current schedule is desirable, but not required. The contractor should state the intended collection day(s).

3.4 *Holiday Schedules*

Holidays shall be New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, and Christmas Day. If the holiday falls on or before the regular collection day, the trash and/or recyclables may be collected one day later; the Saturday following the holiday may be authorized as a catch-up collection day.

3.5 *Trucks and Equipment*

The contractor shall provide information about the size and types of trucks and automation that it proposes to use. The contractor shall indicate its ability to provide a municipal dumpster of comparable size.

The Village reserves the right to visit the facilities of all interested contractors and observe the equipment used and the operational methods. These site visits will be coordinated with the appropriate representative(s) from each of the interested contractors. Any contract entered into by the Village may contain provisions regarding equipment weight, leak proofing, and similar performance standards.

3.6 *Use of Subcontractors*

Contractor shall indicate in the proposal whether or not it intends to use subcontractors for any part of the service being provided, together with a list of all said subcontractors.

3.7 *Promotion and Education*

The contractor will work with the Village to provide service-oriented information to customers and for developing and executing public education to encourage waste reduction and diversion. The contractor will work with the Village to develop a billing insert to educate the customers of its services. This insert will inform residents of the specifics of the trash and the possible recyclables collection program, including a collection schedule, a listing of what materials can go into the recyclable materials bin, instructions on the proper handling of the collection bins, instructions on what customers are to do with trash that does not fit into the collection bins, etc. The contractor shall provide another such insert at six months into the contract, and each twelve months thereafter. The contents of the insert will be approved by the Village.

3.8 *Public Informational Meetings*

Upon selection but prior to implementation of the trash collections service, the selected Contractor may be required to participate with Village staff and Council in two or more public meetings which will describe its services to Village residents/customers.

3.9 *Customer Service*

The contractor shall be responsible for providing all customer service functions including informing customers of current services, handling customer requests, how requests for changes in bin sizes will be accommodated and resolving customer complaints. The proposal shall include information addressing the contractor's proposals for methods and a time frame for communicating with the customers and responding to their questions and complaints. The contractor shall also include, with the proposal, a copy of their customer service standards.

3.10 *Proposed Term of Contract*

The contractor shall provide proposals based on a three (3) year contract term. Alternatives for longer terms may be presented for consideration. The Village will also entertain conditions for the option to extend the contract beyond the initial contract term, upon mutual consent of the parties.

4. Contractor Qualifications

The Village requires the submission of the following certified supporting data regarding the qualifications of the contractor in order to determine whether it is qualified and responsible.

1. Satisfactory evidence that the contractor possesses not less than five years of experience providing trash and/or recycling collection services.
2. Evidence that the contractor is in good standing in the State of Michigan.
3. A copy of the latest available financial statements of the contractor (or, if the contractor is a subsidiary or division, then a financial statement of the parent corporation).
4. The name(s), contact information and office held within the organization of the individual(s) who will be responsible for the Village contract.
5. Such additional information as will satisfy the Village that the contractor is adequately prepared to fulfill all of the terms of the contract.

5. General Terms

The contract with the Village shall include, but not be limited to, general terms that are substantially as follows.

5.1 *Maintenance of Records and Reporting*

The contractor shall maintain in its Michigan (local) office full and complete operation and customer service records that shall at all reasonable times be open for inspection and copying for any reasonable purpose by the Village. Reports shall be submitted by the tenth day of each month to the Village documenting the following information:

- a. The customers to whom service was provided;
- b. A log of complaints and resolutions for trash and recycling collection services;
- c. A log of missed collections and responses;
- d. A description of any vehicle accidents or infractions; and
- e. A listing of all accounts having a change of service during the month; and
- f. Weights in tons of garbage and recyclable materials collected by commodity and where these items were transported to.

5.2 *Final Contract Stipulations*

The Village expects high levels of customer service and collection service provisions. The final contract will include provisions for performance failures, penalties for certain infractions, contract default, force majeure, indemnifications and insurance. These items, and others, will be negotiated as part of the final contract.

5.3 *Compliance with Laws and Miscellaneous*

The contractor shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances, and laws. The contract shall also include provisions concerning independent contractor status, equal employment opportunity, non-assignment, disclosure of information and records, applicable law, and such other terms and conditions as the Village may require.

6. Self-Reliance

The Village makes no guarantee on any of the estimates contained in the RFP and provides this data for informational purposes only. Contractors are expected to conduct their own investigations and research of relevant information used to develop their proposals.

APPENDIX – UNIT PRICING

Year 1 – Residential Trash and/or Recycling

Collection	Frequency	Price / unit (Billing by Contractor)	Cart/Bin Size Provided
Trash	Weekly		
Possible Recyclables	Weekly or Biweekly (specify)		
Trash – Municipality	Weekly		6 Yard

Year 2 – Residential Trash and/or Recycling

Collection	Frequency	Price / unit (Billing by Contractor)	Cart/Bin Size Provided
Trash	Weekly		
Possible Recyclables	Weekly or Biweekly (specify)		
Trash – Municipality	Weekly		6 Yard

Year 3 – Residential Trash and/or Recycling

Collection	Frequency	Price / unit (Billing by Contractor)	Cart/Bin Size Provided
Trash	Weekly		
Possible Recyclables	Weekly or Biweekly (specify)		
Trash – Municipality	Weekly		6 Yard

Notes:

Additions: Unit pricing services offered (i.e., curbside bulk items not in cart / bin, large item pick-up, additional bags, etc.)

<u>SERVICE</u>	<u>UNIT PRICING</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Contract Information:

Name of Firm: _____

Address: _____

Telephone(s): _____

Email: _____

Name of Authorized Representative: _____

Signature: _____ Date: _____

Contractors may use a form of their own, provided that information requested above is included. Contractors must supplement form to include additional information required in the "Request for Proposals."