

REQUEST FOR PROPOSALS
TRASH AND RECYCLABLES COLLECTION
Village of Quincy, Michigan

1. Introduction

The Village of Quincy, Michigan (Village) is soliciting proposals from qualified contractors for the provision of residential trash and recyclable material services, along with trash and recyclable materials collection services for the Village owned municipal facilities.

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, and is anticipated to be no later than January 2023.

1.1 Current Services

The current contract for services will expire at the end December 2022. The contract includes approximately 475 residential trash and recycling accounts. Trash service is currently provided weekly (on Mondays), recycling services bi-weekly (Mondays).

Municipal service is provided for two 8-yard trash dumpster at the Village Office, every week; four 95-gallon recycling carts; a 8-yard trash dumpster and a 30-yard roll off dumpster at the Quincy Fire Department, every other week; a 8-yard trash dumpster at the Village of Quincy Park; after events; and a 4-yard trash dumpster at the Village Market 1858; every week.

In addition, the current contractor provides a Village-wide residential one bulky-item pickup, per week per residence.

1.2 Submittal of Proposals

To be considered, proposals must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – WASTE COLLECTION and received by 3:30 p.m. on Thursday, December 1, 2022 by mail or hand delivery to:

Village of Quincy
47 Cole Street
Quincy, MI 49082

Proposals arriving after the date and time 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 Any proposal may be withdrawn by giving written notice to the Village Clerk before the stated proposal opening time.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:

Brittany Butler, Village Manager
Village of Quincy
bbutler@quincy-mi.org

2. General Information

2.1 Demographics

The Village has an estimated population of 1,554 people residing in an approximately 1.7 square mile area. The Village contains an estimated 510 residential units. All residents electing trash and/or recycling collection services will be required to do so through the selected contractor.

There are approximately 5 municipal accounts. 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 curbside recycling will be available for all residents within the Village. The Village currently direct bills this service as part of the monthly utility bill.

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, 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 recyclables within the Village limits, and trash and recyclables collection for municipal facilities. The proposal will also include the cost associated with a one large item a week per residence. 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 and a 95-gallon wheeled recycling 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 either service and for customers to be required to select both services.

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

1. Residential
 - a. Weekly trash removal.
 - b. Recyclables Collection (specify weekly or bi-weekly collection).
2. Municipal Facilities
 - a. Weekly trash removal.
 - b. Recyclables Collection (specify weekly or bi-weekly collection).
3. Alternate pricing for the Village to handle the billing functions
4. Alternate pricing for residential trash and recycling services to all customers

3.2 Additional Services

Using the table in Appendix A, the Contractor may provide a list of additional services that may be provided, together with a price list for such services. The contractor should indicate the cost associated with bulky item pick-up, and note the items that would be picked up and/or prohibited for pick up.

3.3 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.

3.4 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. Sunday collections are not permitted. The current trash and recycling day collection day is Monday. Continuation of the current schedule is desirable, but not required. The contractor should state the intended collection day(s).

3.5 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.

3.6 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 municipal dumpsters of comparable size to the current dumpsters and to service them within existing enclosures.

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.

3.7 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.

3.8 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 Village residents of the specifics of the trash and 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.

3.10 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.

3.11 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.

3.12 Proposed Term of Contract

The contractor shall provide proposals based on three (3) or five (5) year contract terms. Alternatives for longer terms may be presented for consideration. The Village will also entertain conditions for the option to extend of 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) and resume(s) 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:

1. The customers to whom service was provided;
2. A log of complaints and resolutions for trash and recycling collection services;
3. A log of missed collections and responses;
4. A description of any vehicle accidents or infractions; and
5. Weights in tons of garbage and recyclable materials collected by commodity and where these items were transported to.

5.2 Compensation Payment Schedule

If the Village elects to handle customer billing, the contractor shall bill the Village monthly on a per unit basis for services provided. Within 60 days of the start of the Contract, the contractor shall coordinate with the Village Manager to establish mutually acceptable billing forms. The contractor shall bill the Village monthly for municipal trash and recycling services. The Village will retain full auditing rights of contractor's accounting records as they pertain to the Village's contract.

5.3 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.

5.4 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 A – Unit Pricing

Option 1 – Residential Trash and/or Recycling

Collection	Frequency	Price/unit (Billing by Contractor)	Price/unit (Billing by Village)	Cart/Bin Size Provided
Trash	Weekly	\$	\$	Cart/Bin size provided: _____
Recyclables	Weekly or Bi- Weekly (specify)	\$	\$	Cart/Bin size provided: _____
Trash – Fire Department	Bi-Weekly	\$	\$	two 8 yard dumpster & 30-yard roll off
Trash – Municipal Facility	Bi-Weekly	\$	\$	4 yard dumpster
Recycle – Municipal Facility	Weekly or Bi- Weekly (specify)	\$	\$	2 yard dumpster
Trash – Downtown and Park Dumpster	Weekly	\$	\$	4 yard dumpster 8 yard dumpster

Contract Term: _____ 3 Years _____ 5 Years _____ Other Years (please specify)

Notes: _____

Option 2 – Residential Trash AND Recycling

Collection	Frequency	Price/unit (Billing by Contractor)	Price/unit (Billing by Village)	Cart/Bin Size Provided
Trash	Weekly	\$	\$	Cart/Bin size provided: _____
Recyclables	Weekly or Bi- Weekly (specify)	\$	\$	Cart/Bin size provided: _____
Trash – Fire Department	Bi-Weekly	\$	\$	two 8 yard dumpster & 30-yard roll off
Trash – Municipal Facility	Bi-Weekly	\$	\$	4 yard dumpster
Recycle – Municipal Facility	Weekly or Bi- Weekly (specify)	\$	\$	2 yard dumpster
Trash – Downtown and Park Dumpster	Weekly	\$	\$	4 yard dumpster 8 yard dumpster

Contract Term: _____ 3 Years _____ 5 Years _____ Other Years (please specify)

Notes: _____

Additions:

A. Unit pricing for additional services offered (i.e. annual City-wide spring clean-up, curbside bulk items not in cart/bin, large item pickup, etc.)

<u>Service</u>	<u>Unit Pricing</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Contractor Information:

Name of Firm: _____

Address: _____

Telephone: _____ Email: _____

Name of Authorized Representative: _____

Signature: _____ Date: _____

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