

**REQUEST FOR PROPOSALS
TRASH COLLECTION
VILLAGE OF EDMORE, MICHIGAN**

1. Introduction

The Village of Edmore, Michigan (Village) is soliciting proposals from qualified contractors to be the sole provider for the provision of residential trash material services, along with trash materials collection services for the Village owned municipal facilities. Commercial and industrial properties are not part of this request for proposals.

The Village intends to award a contract as a result of this RFP process. A start date for collection services is to begin April 1st, 2021.

1.1 *Current Services*

The Village currently maintains a sole provider and single payer system for trash removal. The current contract for services will expire on March 31st 2021. The contract includes approximately 400 residential trash customer accounts. Trash service is currently provided weekly (on Tuesdays). All residences are provided a standard 96-gallon trash cart. Additionally the current contractor collects up to three additional garbage bags outside of the cart with Village of Edmore provided bags or tags, for which the Village retains the revenue.

Municipal service is provided for a 8-yard trash dumpster at the DPW Shop, weekly; a 8-yard trash dumpster at the Village Office, weekly; and hand pick-up of approximately six (6) trash cans Downtown and four (4) trash carts at Curtis Park parks, weekly through the months of April - November.

In addition, the current contractor provides a bi-annual Village-wide residential large-item and household waste pickup. This event is typically held in the months of May and October, on a Tuesday mutually agreed upon by the Village and contractor. The current contractor also provides two 6- yard dumpsters for use during the annual Potato Festival typically held during the month of September.

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 5:00 p.m. on Friday, January 29, 2021 by email, mail, or hand delivery to:

Village of Edmore
209 S. Sheldon St.
PO 170
Edmore, MI 48858

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 Any proposal may be withdrawn by giving written notice to the Village Clerk before the stated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:
Justin Lakamper, Village Manager
Village of edmore
villagemanager@edmore.com

Questions must be received by Friday, January 22, 2021. Answers will be posted as they are received in the RFP section of the Village's website at www.edmore.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 1,200 people residing in an approximately 1.52 square mile area. The Village contains an estimated 400 residential units.

2.2 Village Goals and Objectives

The Village intends that trash pick-up will be provided for all residents within the Village. The contractor currently bills this service directly to the Village. The Village is interested in continuing this method of billing.

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.

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 within the Village limits, and trash collection for municipal facilities. The proposal will also include the cost associated with a Village-wide fall and spring clean-up, to include large items. The proposals will also include two 8-yard dumpsters for use at the annual Potato Festival. Proposals must include, by paragraph numbers, basic information addressing the following:

3.1 Unit-Based Pricing

The contractor shall provide per residence unit-based pricing based on a contractor provided 96 -gallon wheeled trash cart. The unit-based pricing for residences shall also include the cost of providing the following additional services to the Village:

1. One 8-yard dumpster to be collected weekly at the Village Office
2. One 8-yard dumpster to be collected weekly at the Village Office
3. Two 8-yard dumpsters to be provided annually for the Potato Festival
4. Bi-annual spring and fall bulk item clean-up (please note the items that would be picked up and/or prohibited for pick up.
5. Removal of trash from six (6) Village provided trash bins downtown from April 1st to November 30st.
6. Four (4) 96-gallon carts to be collected weekly at Curtis Park from April 1st to November 30st.

Using the table in Appendix A, the contractor shall provide a proposed unit-based price structure to include the above enumerated additional services and for the following:

1. Residential Weekly trash removal.
2. Residential Weekly trash removal with three additional tagged bags

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. Saturday and Sunday collections are not permitted unless expressly authorized by the Village Manager. The current trash collection day is Tuesday. Continuation of the current schedule is desirable, but not required. The contractor should state the intended collection day.

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.

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 an informational flyer to educate the customers of its services. This informational flyer will inform Village residents of the specifics of the trash collection program, including a collection schedule, a listing of what materials can go into the collection bins, 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 flyer at six months into the contract, and each twelve months thereafter. The contents of the flyer 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, 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

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's Finance Director 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

Collection	Frequency	Price/unit Contract Year 1	Price/unit Contract Year 2	Price/unit Contract Year 3	Price/unit Contract Year 4	Price/unit Contract Year 5	Cart/Bin Size Provided
Trash	Weekly	\$					96 Gallon Trash Cart
Trash	Weekly	\$					96 Gallon Trash Cart + 3 additional Village provided bags

Contract Term: _____ 3 Years _____ 5 Years

Notes: _____

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.