

Request for Proposals
Municipal Refuse and Recyclables Collection
City of Prescott, Wisconsin
March 1, 2010

1. Introduction

The City of Prescott, Wisconsin is soliciting proposals from qualified haulers for the provision of single-family, two-family, and three-family residential properties' trash and recyclable materials (i.e. refuse) collection services.

2. General Information

The City of Prescott is located in Western Wisconsin's Pierce County at the confluence of the Mississippi and St. Croix River. Prescott and Pierce County are located in the South Eastern Portion of the Minneapolis/St. Paul Metropolitan Statistical Area.

The City has an estimated population of 4,056 residing in approximately a 2.5 square mile area. The City contains an estimated 1394 single-family household units. Multi-family units with four or more units, commercial, and industrial complexes are not included in this proposal.

The City intends to provide refuse pick-up and curbside recycling for all single family residences within the City, and to bill this service as part of the monthly utility bill. The city believes in maintaining a high level of commitment to quality customer service. In procuring the services described in this RFP, the City seeks to provide high quality public services that are convenient for the residents. In addition, the City seeks to provide services that help citizens decrease the amount of solid waste sent to landfills and increase waste reduction and recycling practices.

3. Scope of work. The hauler shall haul and dispose of refuse and recycles from single family, two family, and three family residential properties in the City of Prescott.

- a. Refuse shall be interpreted to mean all waste matter, whether animal or vegetable, ashes and other waste that is generally a by-product of human and/or animal consumption
- b. Mandatory pick-up: Hauler agrees refuse and recyclable pick-up is mandatory for all single, two-family, and three-family residential properties in the City of Prescott.
- c. Minimum Noise and disturbance. Hauler will make collections with as little noise and disturbance as possible.
- d. Completion. Hauler will complete scheduled collections on the designated collection day. Hauler agrees collection will be at least weekly, 52 weeks a year at all single, two-family, and three-family residential properties in the City of Prescott. Times shall be between the hours of 6:00 a.m. and 9:00 p.m. on residential routes. All refuse and recyclable collections shall occur on the same day at approximately the same time in accordance with

an established and specific schedule designating the collection area and day for collections as agreed to by the City. The Hauler shall complete scheduled collections on the designated collection day. The Hauler is not obligated to collect refuse and recyclables that are not placed at curbside by 6:00 a.m. on the day of the scheduled pick-up.

- e. Clean up. Hauler shall be responsible for conducting collections in such a manner so as to ensure that no recyclables or refuse are left on the street and that recycling bins or refuse containers are not scattered across the lawn, drive, or street.
- f. Equipment. Hauler shall provide all standard or specialized equipment necessary to collect recyclables on schedule and in a professional and efficient manner. Equipment must be safe, sanitary and maintained in such a manner as to maintain separation of refuse and recyclables and assure efficient collection of same. Equipment shall not be permitted to remain parked on City streets when not in use. Vehicles will be washed as necessary.
- g. Insurance: Hauler shall provide the City of Prescott proof of financial responsibility in the form of liability insurance for the operation of its hauling vehicles in an amount not less than \$300,000 per person and \$500,000 per accident with a minimum liability umbrella of \$1 million. Hauler shall also file proof of business error and omissions/negligence coverage. Hauler shall indemnify and hold City harmless for any claims, or whatsoever kind or nature, made against the City resulting from any actions or omissions on the part of the Hauler. Proof of insurance shall be provided once each calendar year.
- h. Indemnity: Hauler shall indemnify and hold the City of Prescott harmless from any and all costs, damages, claims or expenses including but not limited to: reasonable attorney fees and court costs incurred by the City in defending against any claims or in enforcing this provision against the hauler, which may be incurred on account of damages, deaths, or injuries arising out of or related to the work being performed by the Hauler under the terms of this contract entered into with the City of Prescott.

4. Collection and hauling of recyclables

- a. The hauler shall utilize either:
 - 1) a single-stream collection system where recycling is collected in a single container or:
 - 2) a two-stream collection system where residents separate recycling into the following two categories:
 - 1) Containers (metal cans, glass, aluminum, plastics, etc.)
 - 2) Fibers (cardboard, boxes, newspapers, magazines, etc.)
- b. The hauler shall collect recycling at the same time that they collect refuse from each resident.
- c. Recyclables to be collected by the hauler shall include the following materials as currently listed in the State of Wisconsin recycling statutes, s. 287.08(3) and (4) and shall be

modified to include or exclude materials that are included or excluded by amendment of said recycling statute or by implementation of administrative rule.

- 1) Aluminum containers
- 2) Corrugated paper or other containerboard
- 3) Foam polystyrene packaging
- 4) Glass containers
- 5) Magazines or other materials printed on similar paper
- 6) Newspapers or other materials printed on newsprint
- 7) Office paper
- 8) Plastic containers
- 9) Steel containers
- 10) Containers for carbonated or malt beverages that are primarily made of a combination of steel and aluminum

- d. The City of Prescott and the hauler may, upon mutual agreement, designate materials other than those listed in s. 287.07(3) and (4), Wisconsin Statutes to be collected by the hauler.
- e. The hauler shall not be required to collect: waste engine oil, equipment batteries, tires, aerosol paint and/or oil cans, automotive batteries, waste tires, hazardous waste, paint, gasoline and biomedical wastes. Collection and disposal of the items is the responsibility of the owner and/or occupant of a residential unit.

5. Containers

a. Refuse Containers

- 1) Refuse to be collected by the Hauler shall be placed in a wheeled cart furnished by the Hauler at no cost to the City. Hauler will offer three choices of sizes of carts (i.e. thirty-five gallon, sixty-five gallon, or ninety-five gallon).
- 2) Residents will be responsible for contracting with the hauler for the disposal of refuse that does not fit in the wheeled carts. These charges will not be collected by the City.

b. Recycling Containers

- 1) Refuse to be collected by the Hauler shall be placed in recycling bins furnished by the Hauler at no cost to the City.
- 2) The Hauler shall not be required to collect any materials that are not placed in separate containers.

c. Replacement of Containers – containers that are lost or stolen shall be the responsibility of the owner or residents of each household. Replacement containers shall be provided by the Hauler at the Contract price. These charges will not be collected by the City.

d. Any container damaged due to negligence of the hauler shall be promptly replaced at the hauler's expense and delivered to the household involved.

6. Location of Containers for Collection

- a. Hauler shall make collections from containers located street side, curb side or alley side by the resident.

- b. No change in the location of containers for collection shall be made without approval in writing from the City or resident.

7. Labor

- a. The Hauler shall employ such persons as may be required to collect the refuse and recyclables on schedule.
- b. The Hauler shall be responsible for providing workers compensation insurance for all persons employed by same for the purpose of collecting refuse and recyclables in the City of Prescott in compliance with requirements of the State of Wisconsin and Department of Workforce Development
- c. The Hauler shall be responsible for all claims for wages, bills, etc. related to the performance of the contract.
- d. Hauler shall be responsible for the safety of persons employed and shall require the wearing of reflective vests at all times for collection workers.
- e. It is understood that contractor is strictly an independent contractor and no employer-employee relationship exists between City and Contractor.
- f. All operations shall be conducted in a manner that complies with State and Federal worker safety requirements.

8. Disposal

- a. Refuse to be delivered to sanitary landfills
 - 1) The Hauler shall deliver all refuse to a certified landfill and inform the City, in writing, which certified landfill, is being used.
 - 2) No recyclable material shall be delivered to the certified landfill, or any other sanitary landfill, either private or public.
- b. Tipping fees
 - 1) Sanitary landfill tipping fees are incorporated into the contract unit prices. The Hauler shall pay the certified landfill directly for tipping fees.
- c. Disposal of recyclables
 - 1) The Hauler shall deliver commingled recyclable materials to a recognized recyclable processing facility such as the Pierce County Recycling Facility located at Ellsworth Wisconsin.
 - 2) All disposal fees and remuneration for recyclable materials are incorporated into the contract unit prices and shall be billed to and paid by the Hauler.

9. Evaluation

The proposals will be reviewed and awarded to the hauler whose quote is the most responsive to the solicitation and is the most advantageous to the City of Prescott considering experience, knowledge, level of customer service, cost, and other factors. The conditions enumerated in this request for proposal will form the basis for the agreement which the City will enter into.

The final agreement may be modified upon selection and will be subject to review and approval by the City Council.

10. Short-List

A list of qualified consultants will be established and it is likely the top 2-4 firms will be asked to interview with the finance committee (comprised of the Mayor and City Council). An interview will be arranged with each of the firms on the final list, with the firms given approximately 20 minutes to make a presentation to the finance committee. The committee and staff involved in the interview process will then be given 20 minutes to ask questions with respect to the proposal.

11. Submittal Requirements

The following information shall be required in the RFP submittal:

1. The proposal response must contain the following statements and information:
 - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - b. Employer identification number.
 - c. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
 - d. Statement which indicates “proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract that is negotiated with the City.”
2. General Vendor Information – Please provide the following information:
 - a. Length of time in business
 - b. Total number of clients and total number of public sector clients
 - c. Location of office which would service this account
3. Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length of tenure providing services to this client.
4. Cost of services - Proposals must include the following:
 - Unit-Based Pricing – The hauler shall provide a proposal indicating charges for weekly trash removal and weekly removal of recyclables. The price structure shall be unit-

based to encourage customer reduction in trash removal, while maximizing the amount of recyclables processed. The hauler shall provide a pricing structure for single stream recycling and dual stream recycling. The City reserves the right to choose which type of recycling will be included in the contract.

- Additional Services – The hauler may provide a list of additional services that may be provided, together with a price list for such services. These services may include but are not limited to bulky item pick-up, green recycling, and brush and leaf pick-up.
- Cost for replacement of containers that are lost or stolen

12. Contract

The City anticipates a five-year contract. Renewal of the contract will require Council reauthorization. All fees should be set for a five-year term and clearly stated in the proposal. The City expects all submitting firms to consent to the City Scope of Work and Specifications. Exceptions desired must be noted in the proposal submittal. The City reserves the right to revise the stated contract terms and conditions prior to contract signature.

13. Termination of contract.

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

14. Terms and Conditions

1. The City reserves the right to reject any and all proposals and accepts no responsibility for the cost of proposal preparation.
2. All proposals received are to remain in effect for a period of not less than ninety days from the proposal due date.
3. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants at an oral presentation or interview.
4. All costs associated with the preparation of a submission in response to this request shall be the responsibility of the firm submitting.
5. Four (4) hard copies and one electronic copy (Word or PDF format via e-mail) of the proposal must be received at the address below by **3:00 p.m. on April 5, 2010:**

City of Prescott
c/o Elizabeth Frueh, City Administrator
800 Borner Street North
Prescott WI 54021
Email: efrueh@prescottcity.org

6. Questions regarding this proposal should be directed to Elizabeth Frueh, City Administrator at (715) 266-5544 or efrueh@prescottcity.org