

CITY OF ADAMS
REQUEST FOR PROPOSALS
REFUSE AND RECYCLING COLLECTIONS SERVICES

I. OVERVIEW

The City of Adams is requesting proposals from competent professionals to provide curbside refuse and recycling collection service for all residential households within the City boundaries effective October 1, 2022, with options of service through September 30, 2025, and/or September 30, 2027. Include proposals for both manual and carted refuse / recyclable collection.

All refuse materials collected must be delivered to the Adams County Landfill and all recyclable material must be delivered to the Adams County Landfill located at 1420 State Road 21, Friendship, WI. per Adams County Ordinance.

All prospective providers must be familiar with the regulations governing both facilities and be able to abide by them, or as they may change in the course of this contract period. Collection of materials not accepted by the Adams County Landfill will not be permitted and will not be part of the proposal. The City will evaluate proposals to determine whether the collection service will be awarded. The decision will be made by the City Council in the best interests of the City. No restriction on amount of recycling per household.

The City of Adams encompasses approximately 2.961 square miles. A City map is attached for reference. The City has an estimated population of 1,919 and approximately 650 residential housing units and 30 commercial accounts that will be serviced under this contract. Commercial accounts exceeding curbside limit are not to be included as part of this proposal. Industrial accounts are not to be included as part of this proposal.

A. Refuse Collection

Residential households will be provided weekly curbside or in the alley as designated by the Department of Public Works for refuse collection for household waste only. Materials will be placed at the curb and alley by the resident for pick-up at single-family, duplex, multi-family dwellings up to four (4) units and commercial. Residential and commercial properties shall have no more than the equivalent of five - 30 gallon or less capacity in clear, white or transparent bags, each not to exceed 50 pounds, per residence each week as part of their regular waste removal service.

Any residential or commercial customer exceeding this amount will contract separately, at their own expense for additional services.

Also to include one (1) 6 yard dumpster at the City Public Works Building and one (1) 2 yard dumpster at the Waste Water Treatment Plant Building.

Solid waste collection is only household waste and will not include collection of televisions, couches, furniture, tables, building or demolition material or other large items. Collection is to take place between 7:00 a.m. and 5:00 p.m.

The City reserves the right to periodically adjust the collection routes. Only refuse picked up in the City of Adams may be delivered to the Adams County Landfill; no mixing with materials from other municipalities will be allowed. No Weekend collections will be permitted. The current scheduled pickup day for refuse is every Thursday. A holiday schedule should be adopted consistent with the existing schedule. We are now picking up one day earlier when the holiday falls on a Thursday.

B. Recycling Collection

Residential households will be provided bi-weekly curbside recycling collection. Materials will be placed at the curb or alley by the resident for pick-up at single family, duplex, multi-family dwellings up to four (4) units and commercial. The City reserves the right to adjust the collection routes if needed. No mixing of recyclable materials from other municipalities will be allowed. Current scheduled pickup day for recyclables is Thursday. A holiday schedule must be adopted consistent with the existing schedule. We are now picking up one day earlier when the holiday falls on a Thursday. No Weekend collections will be permitted. No restriction on amount of recycling per household.

Also to include one (1) 6 yard recycling dumpster at the City PW Building

For purposes of payment for refuse and recycling collection service, a household shall be defined as a single family home or each unit of multi-family dwellings up to four (4) units. A duplex shall be defined as two households. Multifamily property owners with units of five (5) or more will arrange for collection service of their own choice and at their own expense.

Providers should quote separately as follows:

- 1) The cost of pick up and transportation fees with tipping fees.
- 2) The cost of pick up and transportation only, with Adams County billing the City for the landfill tipping fees.

II. COMPANY RESPONSIBILITIES

A. Insurance and Necessary Documentation

The Company will be responsible for obtaining any necessary permits or licenses required by local, state or federal regulations for the transport of refuse or recyclable materials. The Company must also comply with all local, state and federal regulations regarding the hauling of refuse materials. The Company is solely responsible for providing worker's compensation insurance and shall comply with the requirements of applicable State of Wisconsin agencies. All drivers must have appropriate Commercial Drivers License (CDL) certifications. The Company shall provide a list of employees assigned to work in the City which shall be re-submitted in its entirety on an annual basis. The City retains the right to refuse or reject the assignment of any employee by the Company within the City at its discretion.

B. Collection Requirements

Proper collection practices must be utilized. The Company will make collections with as little noise and disturbance as possible. All equipment will be properly operated and maintained, especially exhaust mufflers and brakes. All employees involved in the collection of materials will demonstrate polite and courteous conduct. Employees shall carry proper identification at all times. Drivers are expected to obey all traffic laws and to follow established truck routes when not in the process of collecting. Scavenging of materials by employees is strictly prohibited.

The Company must provide the City with a collection schedule. As discussed previously, if holiday collection schedule changes are required, it must be submitted within 30 days of the holiday, and must first be approved by the City Council. Materials will be collected in a complete and timely manner. The Company must employ enough personnel as required to collect the refuse and recycling on schedule. The Company shall provide a chase vehicle or make other suitable arrangements to collect any materials missed by the regular collection vehicles. It is expected that this collection will occur on the scheduled collection day.

The Company must provide all standard or specialized equipment necessary to collect refuse on schedule in a professional and efficient manner. Collection vehicles must be clearly marked with the name of the Company in large letters. The collection vehicles must also be maintained in such a manner that they are safe and clean. Collection vehicles must be enclosed to prevent blowing debris. The City retains the right to reject the use of any vehicle it deems unsuitable for use in the City. The proposal shall include a description of the vehicle type intended for use with the program. The Company shall NOT mix refuse collected with that from any other community or customer whether in the City or not.

Uncollected refuse and recycling containers must be tagged by the Company with a violation/advisory notice to be approved by the City and Adams County. The tags will be properly marked to note the nature of the reason the materials were not collected and will have the Company's phone number listed to allow direct calls by the resident with questions or complaints. Tags will be provided by the Company as part of this contract. A list of tags issued will be provided to the City on a monthly basis.

The Company must provide and maintain a local telephone service or 800 phone number for City residents to air complaints regarding collection services. The phone service must be staffed by a Company employee knowledgeable about the refuse programs and the Company's operation in the City. The phone service must be staffed on all days of operation beginning at 8:00 a.m. until the end of collection or 5:00 p.m., whichever is later. All complaints received must be documented. Copies must be forwarded to the City on a weekly basis. All questions and complaints NOT relevant to the collection of refuse and materials should be forwarded to the City 608-339-6516 or FAX 608-339-8170, or email: adamsct@maqs.net

All damage to public or private property due to the neglect of the Company's employees during the hours of employment will be the responsibility of the Company. The Company is also responsible to residents for damage to containers caused by individuals employed by the Company during hours of employment. Accident and damage reports will be provided to the City weekly. Reports will include a description of the incident and its resolution.

The Company shall be required to provide operational reports to the City every six (6) months. These reports will include refuse collected, compliance data, container information, summaries of customer complaints, material contamination, and any other information requested by the City or Adams County. The City will require the contractor to set up a master list of addresses to be picked up each day prior to start of service. Thereafter, the City will require a list of any new pickups as they are added.

In the event the Company is unable to make a regularly scheduled collection, it must notify the City and Adams County Solid Waste and provide customer advisory information to: Wisconsin WCWI 106 FM Radio Station. Failure to collect without approval of the City will result in a penalty equal to the annual collection cost divided by the number of scheduled collection days. Unapproved failure to collect for more than five (5) days in any twelve month consecutive period will be considered breach of contract. In the event of a strike by the Company's employees, the Company shall arrange to subcontract the work to insure that collection schedules are met. All subcontractors must be approved by the City Council.

III. CITY RESPONSIBILITIES

City is responsible to draft, enact and enforce necessary ordinances consistent with this agreement.

IV. SUBMITTING REQUIREMENTS

The successful collection service provider must prove financial responsibility compatible with the scope of the programs stated herein. The provider shall procure and maintain, at its expense, during the term of the agreement, at least the following insurance covering activities under the agreement:

Worker Compensation Statutory (WI)
Employers Liability \$500,000/occurrence
Automobile Liability \$500,000/occurrence
Comprehensive Liability
Bodily Injury \$500,000/occurrence
Property Damage \$500,000/occurrence
Personal Injury \$500,000
Excess Liability (CGL & Auto) \$1,000,000

The City of Adams must be named as an additional named insured on the Company's policy. Insurance companies will be required to provide the City with not less than thirty (30) days' notice of cancellation.

Company must show proof of a performance bond or irrevocable letter of credit in the amount equal to three (3) months of anticipated billings for services under this proposal. If the Company fails to comply with the agreement, all costs associated with obtaining alternative services would be forfeited to the City. In the event that the Company fails to comply with its obligations under this agreement, this bond will be forfeited to the City.

All vendors shall provide cost information on the form included as Appendix A of this document. All vendors desiring to be considered for collection shall submit their proposal to the following address:

City of Adams
"Refuse and Recycling Collection Services Proposal"
P.O. Box 1009
101 North Main Street
Adams, WI 53910

The outside of the sealed envelope must be plainly marked in the lower left-hand corner "REFUSE AND RECYCLING COLLECTION SERVICES PROPOSAL". Envelopes must also show name of bidder.

Alternatively, firms may submit proposals electronically by same deadline via e-mail as a separate Microsoft Word or PDF document attachment to adamsct@maqs.net. Indicate on the cover of the transmission a sealed proposal is attached.

Proposals must be received no later than Wednesday, June 15, 2022, by 4:00 p.m. Proposals received after that date will not be read.

Award, if any, will be made as soon thereafter as practical. Questions regarding this Request for Proposals should be directed to Street Superintendent, Jason Kirslenlohr at 608-472-6515.

V. CITY'S RESERVATION OF RIGHTS

The City of Adams reserves the right, at its sole discretion, to use without limitations any or all of the information and data submitted in response to this Request for Proposal, or derived by further investigation thereof the City further reserves the right to supplement, add to, delete from or otherwise change this Request for Proposals if future conditions dictate.

The City shall contract with the provider who demonstrates the ability to deliver the services within the criteria established. Selection among qualified providers shall be based on certain factors determined by the City, including but not limited to, cost provider reputation, experience, additional service offerings and other criteria deemed relevant. The City is not required to select the low provider and may reject any and all proposals if it is deemed in its best interest to the City.

The City reserves the right to accept any Proposal or reject any or all Proposals.

Proposals must be received no later than Wednesday, June 15, 2022, by 4:00 p.m.

Successful company should be prepared to begin providing service October 1, 2022.

**APPENDIX A
CITY OF ADAMS
3-YEAR PROPOSAL-REFUSE AND RECYCLING COLLECTION SERVICES**

COMPANY NAME _____

CONTACT PERSON _____

COMPANY ADDRESS _____

EMAIL _____

PHONE _____ FAX _____

REFUSE (Manual)

Refuse collection, weekly basis \$ _____ per household/weekly

Total Annual Refuse \$ _____

Refuse collection plus disposal costs, weekly basis \$ _____ per household/weekly

Total Annual Refuse (Disposal Costs) \$ _____

RECYCLING (Manual)

No restriction on amount of recycling per household.

Recycling collection, bi-weekly basis \$ _____ per household/bi-weekly

Total Annual Recycling \$ _____

REFUSE (Carted) include cost of cart

Refuse collection, weekly basis \$ _____ per household/weekly

Total Annual Refuse \$ _____

Refuse collection plus disposal costs, weekly basis \$ _____ per household/weekly

Total Annual Refuse (Disposal Costs) \$ _____

RECYCLING (Carted) include cost of cart

No restriction on amount of recycling per household.

Recycling collection, bi-weekly basis \$ _____ per household/bi-weekly

Total Annual Recycling \$ _____

APPENDIX A, cont.
CITY OF ADAMS
5-YEAR PROPOSAL-REFUSE AND RECYCLING COLLECTION SERVICES

COMPANY NAME _____

CONTACT PERSON _____

COMPANY ADDRESS _____

EMAIL _____

PHONE _____ FAX _____

REFUSE (Manual)

Refuse collection, weekly basis \$ _____ per household/weekly

Total Annual Refuse \$ _____

Refuse collection plus disposal costs, weekly basis \$ _____ per household/weekly

Total Annual Refuse (Disposal Costs) \$ _____

RECYCLING (Manual)

No restriction on amount of recycling per household.

Recycling collection, bi-weekly basis \$ _____ per household/bi-weekly

Total Annual Recycling \$ _____

REFUSE (Carted) include cost of cart

Refuse collection, weekly basis \$ _____ per household/weekly

Total Annual Refuse \$ _____

Refuse collection plus disposal costs, weekly basis \$ _____ per household/weekly

Total Annual Refuse (Disposal Costs) \$ _____

RECYCLING (Carted) include cost of cart

No restriction on amount of recycling per household.

Recycling collection, bi-weekly basis \$ _____ per household/bi-weekly

Total Annual Recycling \$ _____

Additional Costs:

(Specify) 1 – 6 yard dumpster and 1 – 2 yard dumpster both for refuse, and 1 – 6 yard dumpster for recyclables, charge cost per pick up, fuel surcharge, etc.

1 – six yard \$ _____ monthly refuse

1 – two yard \$ _____ monthly refuse

1 – six yard \$ _____ monthly recyclable

NOTE: Please include any relevant information regarding proposal, including any variations to RFP, references, etc.