



**REQUEST FOR PROPOSALS  
TRASH AND RECYCLABLES COLLECTION  
CITY OF SPRINGFIELD, MICHIGAN**

**1. Introduction**

The City of Springfield, Michigan (City) 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 City owned municipal facilities.

The City 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 City and the contractor and is anticipated to be no later than October 2019.

**1.1 *Current Services***

The current contract for services will expire at the end of October 2019. The contract includes approximately 1253 (1007 curbside and 246 senior/handicapped) residential trash/recycling customer accounts. Trash service is currently provided weekly (on Mondays), recycling services on the first and third Mondays or second and fourth Mondays and yard waste weekly (April 1<sup>st</sup> – November 30<sup>th</sup>).

Municipal service is provided for an 8-yard trash dumpster at Begg Park, every week; a 2-yard trash dumpster and 2-yard recycling dumpster at the Public Safety Building, every week; and 6-yard trash dumpster/6-yard recycling dumpster at City Hall, every week.

In addition, the current contractor provides a bulk City-wide residential large-item and household waste pickup. This event is typically held once per month on the first Monday of the month.

**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 1:30 p.m. on Monday, September 30, 2019 by mail, hand delivery, or email to:

City of Springfield  
Attn: City Manager  
601 Avenue A  
Springfield, MI 49037  
[kcatlin@springfieldmich.com](mailto:kcatlin@springfieldmich.com)

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 Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time.

Questions regarding the proposal may be directed by email to:  
Kevin A. Catlin, City Manager  
City of Springfield  
[kcatlin@springfieldmich.com](mailto:kcatlin@springfieldmich.com)

Questions must be received by Monday, September 23, 2019. Answers will be posted as they are received in the Bids section of the City's website at [www.springfieldmich.com \(bids\)](http://www.springfieldmich.com/bids) 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 City has an estimated population of 5,260 people residing in an approximately 3.0 square mile area. The City contains an estimated 1253 residential units. All residents will be required to have trash and recycling services through the selected contractor.

There are approximately 3 municipal accounts. Commercial and industrial properties are not part of this request for proposals.

### ***2.2 City Goals and Objectives***

The City intends that trash pick-up and curbside recycling will be available for all residents within the City. The contractor currently bills this service direct to the City. The City currently bills this service as part of the bi-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.

### ***2.3 Reservation of Rights***

The City 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 City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals

The City 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 City 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 City limits, and trash and recyclables collection for municipal facilities. The proposal will also include the cost associated with a City-wide spring clean-up, to include large items. Proposals must include, by paragraph numbers, basic information addressing the following:

#### ***3.1 Unit-Based Pricing***

Residential customers are currently provided a 96-gallon wheeled yard waste cart and a 64-gallon wheeled recycling cart. Residential customers currently provide their own trash bins. The City would like proposals to include contractor provided trash bins. The contractor should identify the size and type of carts/bins that it intends to provide to residential customers. Customers are required to have trash services, but recycling is optional. Customers are billed for garbage and recycling – though they are not required to utilize the recycling service. The City requests that the contractor provide bid costs for the options of for yard waste, trash, and recycling services itemized to determine if recycling is cost effective or not.

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. Yard waste (April 1<sup>st</sup> – November 30<sup>th</sup>)
  - c. Bulk item(s) removal (curbside, bagged)
  - d. Recyclables Collection (specify weekly, bi-weekly, and monthly collection)
2. Municipal Facilities
  - a. Weekly trash removal
  - b. Recyclables Collection (specify weekly, bi-weekly, and collection)
3. Alternate pricing for spring clean-up option rather than bulk item(s) service

#### ***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 an annual City-wide spring clean-up event and note the items that would be picked up and/or prohibited for pick up. Other services may include but are not limited to bulky item pick-up and green recycling.

### **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 City, 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 Services. The current trash collection day is Monday and the current recycling collection days are 1<sup>st</sup>/3<sup>rd</sup> or 2<sup>nd</sup>/4<sup>th</sup> Mondays. Continuation of the current schedule is desirable, but not required. The contractor should state the intended collection day(s) for all services.

### **3.5 Holiday Schedules**

Holidays shall be New Year's Day, Memorial Day, Independence Day (4<sup>th</sup> 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 City 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 City 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 City 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 City to develop a billing insert to educate the customers of its services. This insert will inform City 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 City.

### **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 City staff and Council in two or more public meetings which will describe its services to City residents/customers.

### **3.11 Customer Service**

The City 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 regarding the contractor's designated municipal liaison should the City not be able to answer specific questions that may arise. 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 City 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 City 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 City contract.
5. Such additional information as will satisfy the City that the contractor is adequately prepared to fulfill all of the terms of the contract.

## **5. General Terms**

The contract with the City 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 City. Reports shall be submitted by the tenth day of each month to the City 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. A listing of all accounts having a change of service during the month (i.e., 96-gallon service to 64-gallon service, etc.); and
6. Weights in tons of garbage and recyclable materials collected by commodity and where these items were transported to.

### **5.2 Compensation Payment Schedule**

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

### **5.3 Final Contract Stipulations**

The City 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 City may require.

## **6. Self-Reliance**

The City 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 City)	Cart/Bin Size Provided
Trash	Weekly	\$	\$	Cart/Bin size provided: _____
Recyclables	Weekly, Bi-Weekly, and Monthly (specify)	\$	\$	Cart/Bin size provided: _____
Yard Waste (April 1 <sup>st</sup> – November 30 <sup>th</sup> )	Weekly	\$	\$	Cart/Bin size provided: _____
Trash – Begg Park	Weekly, Bi-Weekly, and Monthly (specify)	\$	\$	8-yard dumpster
Trash – Public Safety Building	Weekly, Bi-Weekly, and Monthly (specify)	\$	\$	2-yard dumpster
Trash – City Hall	Weekly, Bi-Weekly, and Monthly (specify)	\$	\$	6-yard dumpster
Recycle – City Hall	Weekly, Bi-Weekly, and Monthly (specify)	\$	\$	6-yard dumpster
Bulk Item(s)	Weekly, Bi-Weekly, and Monthly (specify)	\$	\$	Curbside (bagged)

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 and Frequency</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.