

CITY OF MINONK, ILLINOIS
RESIDENTIAL SOLID WASTE/RECYCLABLES COLLECTION
REQUESTS FOR PROPOSALS

The City of Minonk invites you to submit a bid proposal for residential solid waste and recyclables collection within the City of Minonk in accordance with the requirements set forth in this Request for Proposals (the RFP)

1. General

- 1.1** Bid proposals are due in the office of the City of Minonk located at 670 N. Chestnut Street, Minonk, IL. 61760 by 4 p.m. on September 30, 2021. Bid forms are included for your convenience. Bids must be signed, notarized, and submitted in an envelope labeled "City of Minonk Residential Solid Waste/Recyclables Collection". The envelope must bear on the outside the name and address of the bidder. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the City of Minonk at the location stated in this paragraph. Electronic submissions will **not** be accepted. No proposal may be withdrawn or modified in any way after the deadline for the bid opening. Unsigned or late bids will not be considered. Mailed proposals which are delivered after the specific time and date will not be accepted regardless of the postmarked date or time on the envelope.
- 1.2** Proposals must be valid for ninety (90) days following the submittal date.
- 1.3** Bids will be opened at the City of Minonk City Council meeting on October 4, 2021 at 6 p.m. at the Minonk City Hall, 670 N. Chestnut Street Minonk, IL. Bids will be available for inspection following the bid opening.
- 1.4** The City reserves the right to require any bidder to provide information necessary to satisfy the City of the bidder's qualifications and to withhold formal signing of a contract until such information is received.
- 1.5** The City Council may make single or multiple awards should it deem it in the best interest of the City. Such award(s), if any, is projected to be accomplished within 60 days from the bid opening.
- 1.6** The City reserves the right to reject any or all proposals, waive technicalities, and make the award in the best interest of the City.

2. Definitions

- 2.1** “Bulk Waste” means white goods, furniture, and other waste material other than construction debris or hazardous waste with weights or volume greater than those allowed for containers or carts.
- 2.2** “Contractor” means the entity that has been selected by the City to provide the services required by this RFP.
- 2.3** “Hazardous Waste” means materials (whether solids, liquids, or gases) which constitute a hazard to health or safety, including, but not limited to, poisons, acids, caustic materials or solutions; chemicals, Freon gas, polychlorinated biphenyls (PCB’s), asbestos, lead based paints, infectious or infected wastes, radioactive materials; petroleum products, explosives, flammable substances, and any waste substance, or material that under any federal, state, or local environmental law is deemed hazardous, toxic, a pollutant, or a contaminant.
- 2.4** “Recyclables” means materials to be collected separately from solid waste for diversion from a landfill and conveyed to one or more recyclable processing facilities. Single stream recyclables shall include aluminum cans, steel cans, one through seven plastic bottles and containers; clear, brown and green glass containers; and all grades of paper, including but not limited to newspaper, junk mail, magazines, and corrugated cardboard. Recyclables do not include hazardous waste or items contaminated with food waste.
- 2.5** “Recycling Services” means the collection of recyclables from residential curbsides and transporting the same to a recycling processor and includes related activities such as public information and education about recycling, handling complaints about collecting recyclables, and reporting pertinent information about the collection of recyclables to customers.
- 2.6** “Solid Waste” means garbage and refuse and waste products typically generated by occupied residential properties. Solid Waste does not include discarded building materials, yard waste, or tree, brush and other materials from land clearing.
- 2.7** “White Goods” means any large household appliance including refrigerators, stoves, dishwashers, water heaters, washers, dryers, or other similar appliances.

3. Term

The term of the contract shall be for a period of three years, beginning November 1st, 2021 and ending October 31st, 2024 with an option for a three-year renewal term to be exercised by the City.

4. Scope of Services

4.1 Curbside collection and disposal of solid waste and recycling services for approximately 800 residential properties within the City corporate limits (including “rural” residential properties within the City corporate limits).

4.2 Collection and disposal of solid waste and recycling services as a free service from the City buildings and properties, including the City Parks, and provision of necessary containers/carts and two (2) 3-yard dumpsters and three (3) 4 yard dumpsters to be located at the City Public Works building, Veteran’s Park and the Sewer Plant.

4.3 The Contractor shall provide a ‘Spring Clean-Up Day’ for the City residents as determined by the City.

4.4 The Contractor shall not discriminate against any person on the basis of race, color, religion, sex, nation origin, ancestry, age, order of protection status, marital status or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service.

5. Compliance with Applicable Laws and Regulations

All solid waste and recyclables shall be hauled to facilities operating in compliance with applicable federal, state, and local laws. The Contractor shall be responsible for ensuring the disposal facilities utilized are operating in compliance with all applicable laws and regulations.

6. Service Requirements

6.1 Solid Waste shall be collected and removed weekly. Recyclables shall be collected at least twice each month. All pick-ups will be made on the same day of each week. Any pick-up day which falls on the following Holidays may result in a one-day delay in pick-up: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

6.2 Service may be suspended due to extreme weather conditions or declared emergencies. If collection is suspended, the Contractor will perform collection services as soon as practicable.

6.3 The Contractor shall perform the work as outlined in this RFP in a competent, qualified, diligent and efficient manner. Containers will be returned to the designated setout location at each residence, standing upright, and will not be thrown or placed in areas where they become obstructions to pedestrians or traffic flow. All solid waste and recyclable hauled by the Contractor shall be contained, tied, covered, or enclosed so that leaking, spilling or blowing are prevented. The Contractor's employees will pick up spilled materials immediately. All areas where glass has been broken or dropped will be swept clean and the broken glass properly disposed.

6.4 The Contractor will make collections with a minimum of noise and disturbance to The City's residents. Collection hours are between 6 a.m. and 7 p.m.

6.5 The Contractor will permit residents to dispose of two bulk waste item per household per month for no additional fee.

7. Containers

7.1 Bidders may submit bids offering alternative proposals; that is, a bidder may submit a proposal providing that City residents provide their own solid waste containers but a proposal providing the bidder provides Solid Waste containers to City residents is preferred.

7.2 Recyclables will be kept separated from solid waste by residents and stored in carts or containers to be provided by the Contractor. The cart or container will be labeled as a recycling container so that it is easily identified as recyclables for curbside collection by the Contractor.

8. Bulk Waste

The Contractor must make available curbside collection of bulk waste on an as called basis from requesting resident. The requesting resident may be charged an additional fee as established and collected by the Contractor, provided, however, that resident shall be permitted to dispose of two bulk waste items per-household per month for no additional fee.

9. Equipment and Vehicles

9.1 The Contractor will keep all equipment and vehicles in safe operating condition and in a clean, sanitary, and presentable condition. The Contractor will be solely responsible for all costs of operating and maintaining its equipment and vehicles. Vehicles must be painted uniformly with the name of the Contractor, the vehicle identification number and the Contractors telephone number printed on each side of the vehicle.

9.2 Vehicles are not to interfere unduly with vehicular or pedestrian traffic and shall not be left standing on streets and alleys unattended, except as may be necessary for loading.

9.3 All vehicles will be secure and prevent the leakage of any fluids or scattering of collected materials. If collected materials are scattered for any reason, it is the responsibility of the Contractor to immediately pick up the scattered matter.

9.4 The Contractor will promptly repair any damage or injury to any City property caused by the Contractor, including damage or injury to roads and road rights of way and appurtenances.

10. Payment to the Contractor

The Contractor shall be responsible for billing residents and collecting payments for any additional collection other than the normal weekly collection.

11. Missed Collections and Complaint Handling

11.1 The Contractor shall provide a phone number and email address for the residents to contact with service questions, concerns, or complaints.

11.2 If a collection from a residence is missed, the resident or the City may notify the Contractor who will return to collect the materials. In all cases, the missed collection will be handled within 48 hours of notification.

11.3 In the case of complaints regarding collection services or any related activities, the Contractor will, upon being notified of the complaint either in writing or by telephone resolve the complaint with the resident and/or City representative submitting the complaint. The Contractor will work cooperatively with the resident and/or City representative to resolve the complaint in a timely and courteous manner.

11.4 The Contractor shall maintain a log of all complaints and file with the City Clerk, on a calendar year basis, a report of the complaints received and the actual or planned resolution.

12 Insurance

The Contractor shall maintain in full force and effect Employer's Liability, Workers Compensation and Commercial General Liability (which shall include coverage for property damage) coverages. All insurance shall be by insurers rated A-VII or higher by A.M. Best Rating (or like ratings acceptable to the City) and for policy limits as specified below. The Commercial General Liability policy shall name the City as an additional insured. The Contractor shall furnish to the City proof that the required insurance coverages have been procured and are in full force.

<u>Coverages</u>	<u>Limits</u>
Workers Compensation	Statutory
Employer's Liability	\$500,000
Comprehensive General Liability	\$500,000 per occurrence \$1,000,000 aggregate
Automobile Liability/Bodily Injury	\$1,000,000 each occurrence
Automobile Liability/Property Damage	\$500,000 each occurrence

All policies affording the various coverages (except Worker's Compensation Insurance) shall be endorsed to provide for a thirty (30) day prior written notice to be delivered to the City before any of the coverages afforded by the required policies are either reduced or cancelled.

13 Indemnification

The Contractor shall indemnify, defend, and save harmless the City from and against all loss of expense (including costs and reasonable attorney's fees) by reason of any liability asserted or imposed upon the City for damages because of bodily injury, including death, at any time resulting there from, sustained by any person or persons, or an account of damage to property, including loss of use thereof, to the extent arising out of, or in consequence of the Contractor's negligence or willing misconduct.

14 Bid Security and Performance Bond

The Contractor shall furnish an annual performance bond guaranteeing performance of the Contractor in the minimum amount of twenty thousand (\$20,000) with a surety company acceptable to the City and licensed to do business in the State of Illinois.

A \$5,000 bid Bond or Cashier's check made payable to the City of Minonk, shall accompany each proposal as a guarantee that the proposal is accepted, the successful bidder will enter into a contract. Money orders or Company checks will not be accepted. The bid bond or cashier's check of unsuccessful bidders will be returned after the contract has been awarded by the City Council.

The bid bond or cashier's check of the successful bidder shall be returned by the City at such time as a Performance Bond is delivered to the City which shall be held for the entire length of the contract. The performance bond from the successful bidder will be returned upon satisfactory completion of contract.

15 Contact Person

The Contractor will assign a qualified person or persons to be in charge of its operations within the City and will provide the name, address and telephone numbers of such to the City.

16 Addenda

The City reserves the right to amend or clarify this RFP by addenda. Addenda may be issued no later than ten (10) days prior to the due date of proposals. All addenda issued will become part of the original or modified RFP document. The addenda, if any, will be sent only to those who have received the RFP from the City. Bidders must acknowledge receipt of each addendum, if any, in a cover letter accompanying their proposal.

**RESIDENTIAL SOLID WASTE/RECYCLABLES COLLECTION
BID PROPOSAL FORM**
(attach additional pages as needed)

TO: City of Minonk, IL.

FROM: _____
Address: _____

Telephone: _____
Email: _____

The undersigned acknowledge receipts of:

- A. Instructions for bidders for residential solid waste and recyclables collection within the City of Minonk in accordance with the requirements as set forth in Request for Proposal (RFP) issued by the City of Minonk, and
- B. Addenda, if any, to the RFP.

The undersigned submits the following costs based on the RFP and agrees:

- 1. The bidding entity understands the RFP
- 2. To accept the provisions stated in the RFP, and
- 3. To enter into and execute a contract a contract with the City of Minonk, if awarded
On the basis of this bid.

AUTHORIZED REPRESENTATIVES:

Name: _____ Phone#: _____

Name: _____ Phone#: _____

BUSINESS ORGANIZATION TYPE: (Check one only)

- _____ Sole Proprietor: An individual whose signature is affixed to this proposal
- _____ Partnership: State full names, titles, and addresses of all responsible principals and/or Partners on an attached sheet.
- _____ Corporation: State of incorporation: _____
- _____ Limited Liability Company: State of incorporation: _____
- _____ Other: _____

- _____ Proposed contract attached
- _____ \$5,000 Bid Bond or Cashier's Check attached

BASE BID: Solid Waste and Recyclables Collection with company provided carts or container:

ALTERNATIVE BID: Solid Waste and Recyclables Collection with residential subscribers providing their own containers:

State of Illinois

County of _____

By signing this proposal document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 2012 (720 ILCS 5/33E)

The bidder further certifies that the prices contained in the proposal have been established without knowledge of any other proposal and the bidder has not colluded, conspires, connived, or agree directly or indirectly, with any other bidder, City employee or any other person, to fix the proposal price submitted by the bidder or any other bidder, and agrees to indemnify the City for any losses sustained by it due to illegal actions of the bidder. (720 ILCS 5/33E-3 or ILCS 5/33E-4).

The bidder further certifies that the bidder's workplace notifies employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the bidder's workplace (30 ILCS 580/1 et. Seq.).

The bidder further certifies it is an equal opportunity employer and that it is the policy of bidding entity to recruit, hire, train, upgrade, promote and discipline its employees with regard to race, creed, color, religion, age, sex, or physical or mental handicap.

The bidder further certifies that is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.

Signature of Bidding Entity Official

Title of Official

Printed Name of Official

Date

Subscribed to and sworn before me this _____ day of _____, 2021

Notary Public