



**REQUEST FOR PROPOSAL
MUNICIPAL SOLID WASTE COLLECTION,
DISPOSAL AND RECYCLING 2023**

ISSUED: OCTOBER 17, 2023

SUBMITTAL DEADLINE: NOVEMBER 15, 2023 AT 3:00 PM EDT

REQUEST FOR PROPOSAL (RFP)
MUNICIPAL SOLID WASTE
COLLECTION, DISPOSAL AND RECYCLING SERVICES FOR THE CITY OF
NEW BUFFALO, MICHIGAN

The City of New Buffalo ("the City") intends to award a contract for municipal curbside solid waste collection, disposal, bulk item pick-up and recycling services. The City is soliciting bid proposals for the collection and disposal of residential and municipal solid waste and recycling services throughout the City. Bids are being requested from responsible and established bidders, experienced and regularly engaged in the work of solid waste collection and recycling services. Bidders will be required to provide satisfactory evidence that they possess the necessary capital, equipment, personnel, and experience to do the work.

Mail or deliver proposals to the attention of:

Amy Fidler, City Clerk
224 West Buffalo
New Buffalo, MI 49117

Eight (8) copies of the proposal must be delivered on or before **November 15, 2023 at 3:00PMEST**. Submissions received after this time will be rejected and returned unopened. There will be no public opening. The envelope or box containing the proposal must be sealed and clearly marked "**Request for Proposal Municipal Solid Waste Collection Disposal and Recycling Services for the City of New Buffalo**".

Questions regarding this request must be submitted in writing to Darwin Watson, City Manager via email at dwatson@cityofnewbuffalo.org with "RFP Solid Waste and Recycling" in the subject line.

Any and all responses to questions or inquiries, interpretations, and supplemental instructions will be in the form of written addenda which, if issued, will be posted on the City website (www.cityofnewbuffalo.org) by the due date. No verbal interpretations may be relied upon. Failure of any proposer to receive any such addenda or interpretation shall not relieve any Proposer from any obligation under a response as submitted. All addenda so issued shall become a part of the solicitation document. Proposer shall acknowledge all addenda by completing the "Addendum Acknowledgment Form" before submitting a response.

The proposal must include the following:

1. Cover letter signed by the appropriate authorities;
2. Name of company, address of principal offices, name of contact person, and range of years your company has been doing recycling and solid waste collection service;
3. Company background, qualifications, experience and municipal references with contact names and numbers for similar work, provided within the past five years;
4. Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;
5. Evidence of comprehensive general liability insurance in the amount of one-million dollars (\$1,000,000) and security for faithful performance;
6. Proof of workers' compensation insurance;
7. A not-to-exceed amount for each year of this proposal, which is to be billed to the City on a monthly basis, for recycling and solid waste collection service;
8. IRS Form W-9; and
9. **Alternate 1**: Yard waste collection including materials that would be collected, type of container, season

and number of collections.

It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information, and other proprietary information. The City intends that trade secrets and confidential information contained in the proposals and clearly identified as such. These will not be open for public inspection at any time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

Following the opening of the bids, City staff will review all proposals and will make a recommendation to the City Council at a future City Council meeting. The City Council will authorize the City Attorney and staff to negotiate the details of the contract, which will be effective January 1, 2024 or as soon as practicable thereafter. The term of the contract is for three (3) years or thirty-six (36) months, subject to satisfactory service by the contractor. The agreement may be renewed for another twelve (12) months upon written agreement to extend the terms of this agreement, as may be agreed to by both parties.

The City of New Buffalo reserves the right to accept any proposal or to reject any or all proposals, to waive irregularities and/or informalities in a proposal, and to negotiate a contract with any proposer in any manner, consistent with law, deemed in the best interests of the City.

Background

The area to be serviced by this proposal is commonly known as the city limits of the City of New Buffalo. The City of New Buffalo is located in southwest Berrien County, on the western shores of Lake Michigan, and has a population of 1,690 (2021 Census). The City has approximately 650 residential solid waste customer accounts.

The City of New Buffalo, through a contractor, desires to offer its customers:

- Once a week trash pickup to all residential customers to include Garbage and non-putrescible solid wastes (excluding ashes), consisting of both combustible and noncombustible wastes, such as paper, cardboard, metal cans, wood, glass, bedding, crockery, and similar materials; but not to include body waste, automobile frames or debris resulting from construction, reconstruction, or repair of premises.
- Bi-weekly curbside residential recycling, including most type of papers, glass of all colors, aluminum cans, steel food cans, and cardboard.
- Contractor provides at least one 96-gallon Polycart to each residential unit for solid waste collection and recycling.

Additionally, the City of New Buffalo receives at no charge:

- Contractor-provided and contractor-serviced dumpsters used by the City at its facilities.
 - City Hall (4-yard dumpster)
 - Water Plant (4-yard dumpster)
 - Oselka Park (4-yard dumpster)
 - Transient Marina (4-yard dumpster)
 - City Boat Launch (2 10-yard dumpsters)

The failure or omission of any proposer to familiarize itself with the sites, existing conditions and service levels in the City shall in no way remove the contractor from any obligations of its proposal. No additional compensation will be granted due to a lack of knowledge of the sites, service levels, or the conditions under which the work will be accomplished in the City. The City makes no representation as to the reliability of its estimates of service levels and growth.

Objectives

The City is seeking a mutually beneficial, long-term public/private partnership and desires to negotiate a contract for a term of reasonable length.

The City, in its desire to provide solid waste services, seeks a firm or qualified organization to:

- Provide solid waste service for curbside collection for all residential customers;
- Maximize sanitary and aesthetic living conditions for all residents;
- Maintain positive communications with the city and the customer;
- Collect and transport solid waste from all residential customers within the City of New Buffalo to an environmentally safe and permitted disposal site, under all terms, conditions, and provisions of this agreement;
- Collect and transport residential recyclables to a materials recovery facility
- Furnish all labor and personnel required and all trucks, equipment, and supplies necessary for the satisfactory collection, removal, transportation, and disposal of the garbage and recyclables by the contractor.
- Collect residential garbage on a weekly basis and collect residential recyclables on a bi-weekly basis.
- Provide curbside collection for each resident. It remains the responsibility of residents to place allowable garbage and recyclables along the curb for collection and within the proper containers.

The City Council and staff are dedicated to responsive and customer-focused solid waste and recycling services for the citizens and businesses within the City of New Buffalo. The City of New Buffalo is interested in proposals from companies with a strong commitment to excellent customer service, and who will work well with the City organization, which promotes and supports core values, trust, teamwork, effective communication, professionalism, and quality of life. The ideal company will be customer-focused, responsive, innovative and friendly, interested in becoming a key player in healthy community initiatives and projects, and committed to offering the City residents and businesses quality services. The City desires a partnership, which recognizes quality management driven by value and a strong work ethic and not just the "bottom line".

Proposal Content Details

Cover letter: Include a letter transmitting the proposal to the City of New Buffalo. This letter shall indicate the proposal is for solid waste and recycling services, provide the date of submittal, and must be signed in ink by the appropriate authorities. The letter shall include the full name of the proposer, address for service legal notices, name and telephone number of an authorized contact person, and shall indicate the legal status of the proposer, whether corporation, partnership or individual.

Scope of work/services to be performed: Provide a plan with details on service methods and descriptions of services, which will be provided for the City of New Buffalo. The service plan should include, but not necessarily be limited to, the following:

- Firm's emphasis on public relations, customer education; and environmental programs;
- Quality control methods, complaint management and resolution procedures;
- Residential solid waste collection operation, including hours and days of the week;
- Non-routine and holiday collection procedures and methods for customer notification;
- When and how recyclables will be collected in relation to normal waste collection and specify which recyclables shall be collected; Indicate potential for sharing of recyclable proceeds;

- Specify any limitations on items to be collected and requirements for preparing unusual items for pickup;
- Describe the containers to be provided, specify the time frame for their provision to new customers, and any related policies regarding distribution and replacements, damage to containers;
- Discuss the disposition of contaminated recyclables or worthless items found in the customer's recycling container;
- Discuss any complementary or additional services available to improve the value taxpayers are receiving or to enhance their quality of life or address special needs;
- Discuss traffic safety plans for areas around and near schools;
- Discuss methods for handling barriers to collection, including blocked streets;
- Describe the capital equipment available to provide the proposed services. Note the age, weight, and condition of collection trucks and state how many are from line units and how many are spares. Describe the plan to be used to ensure that equipment shall be available to meet the service plan at all times. Describe how leakage or debris from vehicles will be minimized and/or handled;
- Discuss disposal and processing sites;
- Discuss methods for making certain customer satisfaction and service quality and related company policies;
- Discuss how the company will notify the City in case of equipment breakdown or other event which may delay the picking up of solid waste; and
- Discuss worker-training, use of temporary drivers versus company drivers.
- Discuss the process for missed customer garbage and/or recyclable collection.
- Provide a listing of any litigation against your company in the previous five (5) years.

Residential Collection Services: The City is requesting proposals for the residential curbside collection service. The successful Proposer shall provide waste removal, sanitation services and bi-weekly recycling as defined herein. Residential roll-out collection service shall be performed once weekly utilizing 96-gallon roll-out containers with a semi-automated collection vehicle. The bidder shall collect and dispose of all bulk items from all residential locations within the City on the designated collection day, or no later than 5:00 PM the following day, with specific permission of the City. The items shall be no heavier than that which two workers can place on the truck. Should the question arise whether or not an object is considered a bulky item to be picked up under this agreement, the City Manager, or a named designee, shall make the final determination.

Residential services are to include all residences or such other multi-family units as may be prescribed by the City. The specific brand of roll-out container will be left to the Proposer's discretion; however, the City is requiring that the container be approved by the City in accordance with specifications outlined below. The Contractor will be responsible for purchasing, inventory, and distribution of any new or replacement roll-out containers.

Collection should not occur on nationally recognized holidays when the contractor is closed unless specifically requested by the City. Collections that would typically occur on these holidays shall be rescheduled on the next regularly scheduled collection day. Recycling collections shall be scheduled to coincide with the next regularly scheduled waste collection day.

Timely notification to the City and residents of such rescheduling shall be the responsibility of the

successful proposer. Documented failure by proposer not completing routes or curbside pick-ups of residential collections shall incur a documented one hundred fifty-dollar (\$150.00) penalty per occurrence. Three (3) penalties within a one-month time period constitute grounds for non-performance, and the successful Proposer shall be put on notice for Performance Improvement Measures, with a one thousand-dollar (\$1,000.00) assessment fine. If performance is not improved to the City of New Buffalo's standard, the contractor will be fined for non-performance leading up to contract cancellation for performance failure. The City of New Buffalo reserves the right to move and/or alternate the vendor(s) for this contract. **Proposers shall complete the Solid Waste Services Pricing Table for Item 1 regarding this section.**

Firm background, qualifications, experience and references: Provide a brief description and history of the firm including current size, and how many persons in the firm are directly engaged in solid waste collection and recycling. Discuss the firm's experience in providing the proposed service to other organizations of comparable size. Provide references from five (5) recent contracts under which solid waste/recycling collection services were provided, and include organization's name, address, contact person, and telephone number. As the City requires that the successful respondent must have experience providing service in a performance-based contract, list all municipal collection contracts or solid waste collection contracts held within the past five years, which meet these criteria. List the performance standards that you feel should be included in the contract. Include the firm's financial history with current financial statements or a statement on how the City can be made comfortable with the financial issue.

Insurance Requirements: Provide evidence of coverage of insurance or ability to obtain coverage in appropriate amounts for types below:

- Workers' Compensation
- Comprehensive & General Public Liability (\$1,000,000)
- Property Damage (\$1,000,000)
- Comprehensive Auto Liability Bodily Injury (\$1,000,000)
- Comprehensive Auto Liability Property Damage (\$500,000)

Performance Bond: The successful bidder shall furnish a performance bond, or irrevocable letter of credit, in an amount equal to five percent (5%) of the submitted price as security for the faithful performing labor and furnishing materials in connection with the services listed within this request.

Evaluation: A selection committee, as established by the City Manager, will review the proposals and recommend the most highly qualified submitting firms. In the event of equally qualified firms, the Committee may invite the top matched firms for interviews. The proposal selected for recommendation to the City Council will be the one which best meets the long-range needs of the City in the most cost-effective method possible and which assures compliance with any federal and state regulations.

Considerations will include:

- Creative rate structure which encourages recycling and responsible disposal of solid waste;
- Quality of service, methods for satisfying customers, company values, management styles and commitment to the City;
- Cost of Service;
- Firm's background and related experience;
- Company experience in operating under a performance-based contract.

The City may also request additional information from Proposers at any time prior to final approval of a

selected Proposer. The City reserves the right to reject any or all proposals, or to negotiate modifications of proposals submitted; and accept part or all of the proposals on the basis of considerations other than process or cost. Final approval of a selected Proposer is subject to the action of the City of New Buffalo City Council.

The City may use sources of information not supplied by the Proposer concerning the abilities to perform this work. Such sources may include, but not be limited to, current or past customers of the organization, on-site inspection of the firm's operation, on-site inspection of the landfill and recycling sites, and credit records.

Disqualification of Proposals: Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proponent and the rejection of a proposal:

- Evidence of collusion among contractors;
- Lobbying of City Council members or staff;
- Lack of capability as availed by either financial statements, experience or equipment statements as submitted, or other factors; and
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.

DEFAULT

In case of default by the successful bidder, the City of New Buffalo shall hold such bidder responsible for any excess cost caused by such default. The City of New Buffalo may procure the articles or services from other sources and may deduct from the unpaid balance due the bidder or may collect against the bond or surety for excess costs so paid, and the prices paid by the City of New Buffalo shall be considered the prevailing price at the time the bid is approved and accepted.

QUESTIONS AND INQUIRIES

Questions concerning this request should be directed to City Hall, 269-469-1500.

Any interested party may obtain a copy of this RFP through the city's website (www.cityofnewbuffalo.org) or the City Clerk's office at 224 W. Buffalo Street, New Buffalo, MI 49117. The City shall not be held responsible for the content of an RFP obtained from any third party. Any interested party wishing to receive addenda may obtain them through the City's website.

BID SHEET – CITY OF NEW BUFFALO
SOLID WASTE SERVICES PRICING TABLE

Name of bidder: _____

The bid should indicate the annual fee for the service. Bulky waste collection and disposal service is weekly – as initiated, garbage and rubbish collection service is weekly, and recycling collection service is every other week.

	2024	2025	2026	Three-year total
Totals:	_____	_____	_____	_____
Alternate 1 totals:	_____	_____	_____	_____
Totals Including Alternate:	_____	_____	_____	_____
Bulk Item Pick-up (Per Item):	_____	_____	_____	_____

Alternate 1: Yard Waste Collection Details

Materials collected:

Amount to be collected:

Method of collection:

Container:

Number of collections:

Season: