

REQUEST FOR PROPOSALS

REFUSE & RECYCLING PICKUP SERVICES 4-YEAR SERVICE AGREEMENT 2023 THROUGH 2026

Proposals Due: Friday, September 30, 2022 (4:00 PM)

Contract Award: Monday, October 17, 2022 (6:30 PM)

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Refuse & Recycling Pickup Services 4-year service agreement 2023 through 2026

I. REQUEST FOR PROPOSALS

The Town of Farmington, Waupaca County (Town) is seeking cost proposals for garbage and recycling pickup for residential properties within its jurisdiction. Interested parties (Haulers) shall provide quotes for weekly curbside garbage and bi-weekly recycling collection for residential units in the Town limits. Cost proposals shall include services for four (4) consecutive years; 2023 through 2026.

The contract price will be based on the number of residences being serviced per month. The Town currently has approximately 1,850 residential properties to be serviced by garbage and recycling services. Quotes shall also include the implementation and provision of garbage and recycling containers.

The proposal shall include all costs for gathering, transporting, and disposal of material. The hauler shall cover all incidental costs and include in the monthly rate for garbage/recycling pickup services.

II. SERVICE DETAILS

Items to be picked up include garbage and recyclable materials. An aggressive recycling program is encouraged and will be considered when issuing this contract.

Garbage services shall include weekly pick up of one (1) tote with a minimum size of 95-gallon. Single family residential homes, residential duplex, residential condominiums, mobile homes, and multi-family residential housing with up to three (3) units; will have its own totes. The total number of customer accounts is approximately 1,850. A map showing the residential areas to be included in this service agreement is attached. The Town will inform the Hauler of all customer accounts at the beginning of the contractual agreement.

The Town will inform the Hauler of account changes on a regular basis but at least once per month.

Recycling services shall include bi-weekly pick up of one (1) tote with a minimum size of 95-gallon. Recyclables shall be considered “single stream” and additional information shall be provided by the Hauler detailing accepted material.

The Hauler shall deliver each 95-gallon minimum tote to each residential account at least two (2) weeks prior to service. Garbage and recycling totes will be owned and maintained by the Hauler. Additional totes shall be negotiated between the residence and the Hauler, and those costs not included in this contract agreement.

Collection times shall be between 6:00 a.m. and 6:00 p.m. Central Standard Time; Monday through Saturday is allowed. Customers are responsible for placing their carts by the end of their driveway prior to pick up. Collection is not required on Sunday's or holidays. The Hauler will provide an alternate pickup day within one (1) week if the typical pickup lands on a holiday for either garbage and/or recycling totes.

The Hauler will provide a detailed pickup schedule for all 1,869 customers and distribute at its own cost. The Hauler will share the pickup schedule with the Town and the Town will assist with advertising the schedule. The routes may be modified with mutual agreement between the Hauler and the Town.

All industrial, commercial businesses, and commercial apartments, will be expected to arrange and pay for service directly with the garbage/recycling provider of their choice—this will not be part of the Town contract. Apartment buildings with four (4) or more units, will be considered a commercial business and will not be included in this contract. Downtown business with live/work conditions will not be included in this contract and will be expected to arrange and pay for services directly with the garbage/recycling provider of their choice.

Larger item garbage/rubbish collection will have to be coordinated by individual property owners with or without the Hauler. The Hauler may require special notice and a fee from the property owner for picking up these items. This contract will not include the collection of engine oil, automobile batteries, paint cans that have not been cleaned and dried, or any other hazardous materials.

The Hauler shall establish and share with the Town a reasonable policy for receiving and responding to complaints.

The Hauler is responsible to establish its own program and fiscal management, follow labor standards, obtain all required permits, carry adequate insurance coverage, and follow all laws relevant to refuse and recycling collection and disposal. The Hauler shall be prepared to issue proper receipts and paperwork for any hazardous materials handled or if proof is required that materials have been disposed of properly.

III. PROPOSALS

Additional information shall be provided with cost proposals and shall include:

- A description of the Haulers qualifications & experience
- Three municipal references.
- Garbage and recycling pickup policy/rules.
- Proposed fuel surcharge cost and terms. The surcharge will be written into the agreement.

An additional cost beyond the base line program shall be included on the proposal form. The proposal form is included at the end of this request and must be returned to the Town along with above requested information.

Cost proposals shall be submitted on the included proposal form. All proposals must be sealed and clearly marked "Refuse & Recycling Services." All proposals are due by Friday, September 30th by 4:00pm. Any proposal not received by the date and time

sealed and in the number specified will be disqualified. The Town reserves the right to reject any and/or all proposals, and to request submission of additional information.

Failure to submit any required data item may be cause for rejection. **A contract award for these services is expected at the Monday, October 17, 2022 Town Board Meeting.** Meeting starts at 6:30pm.

If you wish to discuss the program or this proposal, please contact:

Kathy Kasza
Clerk-Treasurer
715-258-2779

clerk-treasurer@farmington-waupaca.com

IV. SELECTION CRITERIA

Selection will be on a best value determination as listed below and heavily weighted on cost:

1. Cost Submittal - Provide a total cost to complete services as noted within this request. Lower overall costs will be considered better.
2. Services – Show the ability to complete all requested/required aspects of this proposal to serve the Town and satisfy all State and local requirements.
3. Customer Service – Show the ability to serve, respond, and administer program for Town residents.

All respondents shall present evidence of maintaining the following types and minimum amounts of insurance coverage:

- Worker's compensation (including employer's liability) - statutory
- Automobile and public liability insurance - \$2,000,000 for personal injuries to any one person and \$2,000,000 for personal injuries out of any once accident, casualty, or event; and property damage insurance in the amount of \$2,000,000.
- General liability insurance - \$2,000,000 per occurrence and aggregate.
- Umbrella liability insurance in the amount of \$4,000,000 per occurrence and aggregate; and
- Shall furnish a Certificate of Insurance listing the Town as additionally insured prior to going into contract.

The above amounts are minimums, and the insurance must be not less than the values indicated.

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FIGURE

TOWN MAP WITH RESIDENTIAL ACCOUNTS

(available upon request)

PROPOSAL FORM
(Must return)

**Refuse & Recycling Pickup Services 4-year service agreement
2023 through 2026**

Garbage: Cost for weekly pickup per residential unit per month:

Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	(Optional) Year 5 2027
\$_____	\$_____	\$_____	\$_____	\$_____

Recycling: Cost for bi-weekly recycling per residential unit per month:

Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	(Optional) Year 5 2027
\$_____	\$_____	\$_____	\$_____	\$_____

Fuel Surcharges \$ _____ or % _____ and terms:
