

Village of Poynette, WI

Request for Proposals

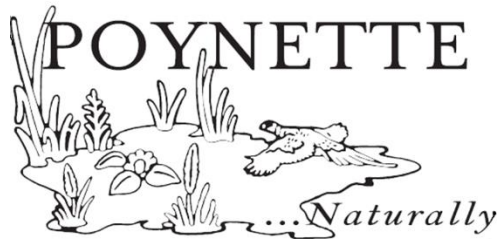
SOLID WASTE COLLECTION SERVICES

For Period January 1, 2024 and ending December 31, 2028

Mailout/Sendout: April 25, 2023

Proposal Due Date: Noon, June 16, 2023

Anticipated Award: August 2023



SUBMITTED BY:

Contractor: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

Title: _____

Section I - Overview

REQUEST FOR PROPOSALS - The Village of Poynette (hereinafter referred to as the Village) a municipal corporation of the State of Wisconsin, located in Columbia County is seeking proposals for professional solid waste collection services as described in this request. The Village is investigating the possibility of entering into a five (5) year contract with the option of extending the contact with a qualified and responsible firm and accordingly is furnishing herein a set of specifications by which such proposals shall be judged. Any firm (hereinafter "Contractor") desiring to furnish a quotation for such services shall submit a sealed proposal according to the instructions and format of the attached Request for Proposal (RFP) documents.

EXCLUSIVE CONTRACT - It is the express intent of the Village to award an exclusive contract for a five (5) year period commencing January 1, 2024 and ending December 31, 2028 for curbside collection of residential garbage and recyclable materials. The contract shall include providing services to all single-family and two-family residences. Services may also include multi-family residences of three (3) or more units, commercial, industrial, or institutional properties as specified and/or requested. Upon award of the Contract, except for optional additional services, which might or might not be awarded as part of the overall contract, no other firm shall be awarded single-family and two-family refuse and recycling collection services.

NEGOTIATION OF CONTRACT - **The proposals that are submitted in response to this request for proposals will form the basis for further negotiations with the Village.** The proposal submittal form and the proposal specifications contained herein, as submitted and signed by the Contractor, shall constitute the basis for a final agreement to be mutually agreed upon by the Village and the Contractor.

CONTRACT AWARD OR REJECTION - The Village reserves the right to negotiate with all qualified sources and to cancel this Request for Proposal in part or in its entirety. The Village further reserves the right to amend or waive any or all requirements or specifications. The Village shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all proposals or parts thereof and to waive any formalities and technicalities according to the best interests of the Village. Neither the Request for Proposals nor the receipt of any proposal constitutes an offer or acceptance and in no case, will either require the Village to award a contract or pay any costs incurred in preparation of a response nor to procure or contract any services or supplies whatsoever. The Village retains the right to assess whether the person, firm or corporation has sufficient ability and experience in this class of work and sufficient capital and plant to enable it to prosecute and complete the work successfully within the time named. The Village's decision or judgment on these matters will be final, conclusive, and binding.

CRITERIA FOR CONTRACT AWARD - The award of the contract will be to the Contractor whose proposal is determined by the Village to be in the best interest of the Village. Lowest monetary proposal is not necessarily the sole determining factor. The contract shall be awarded to the submitter whose proposal most closely satisfies the overall specifications as well as other factors. Such other factors include but are not limited to the following:

1. Cost - The price of the contract for residential curbside collection of garbage and recyclable materials.
2. Experience of Company - Consideration will be given to those submitters who have performed similar types of work.
3. Customer Service Record - Demonstration of low volume of complaints and fast resolution.
4. Markets - Demonstration of availability of relatively stable markets for materials collected through letters of agreement or other communications with secondary material buyers.
5. Features Exceeding Minimum Specifications - Any features that the submitter can provide the Village that exceeds these specifications will be weighed as a benefit towards the award of the contract. The Village shall be the sole determinant if any feature is of benefit and to what degree.
6. Method of collection utilizing an automated service, including the size of carts and breadth of recyclable materials to be collected.

CONTRACT CONTENTS - The Village will require that any contract for garbage services include but not be limited to the following additional provisions as well as those within the balance of this RFP:

1. COMPLIANCE WITH ALL LAWS - All work under the contract must be executed in accordance with all applicable federal, state, county, and local laws, ordinances, rules and regulations. The costs of such compliance, if any, shall be included in the price quoted in the proposal.
2. NOTICES - All notices required by the contract shall be given in writing via certified mail to the Village Administrator or chief executive officer of the Contractor.
3. NON-ASSIGNABILITY - The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village Board. Such assignment shall not relieve the Contractor from any obligations, or change the terms of the contract.
4. INDEMNIFICATION - The Contractor shall indemnify and hold harmless the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including workers compensation claims, in any way resulting from or arising out of the operations of Contractor under this contract, including operations of subcontractors; and the Contractor shall, at his/her own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the Contractor shall, at his own

expense, satisfy and discharge same. The Contractor expressly understands and agrees that any performance bond, letter of credit, or insurance protection required by the contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless, and defend the Village as herein provided.

Nothing in the above paragraph shall be considered to preclude the Village from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or destruction of, or damage to property in the custody and care of the Contractor where such loss, destruction or damage is to Village property. The Contractor shall do nothing to prejudice the Village's right to recover against third parties for any loss, destruction of, or damage to the Village's property and upon the request of the Village, at the Village's expense, furnish to the Village all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Village in obtaining recovery).

5. **INDEPENDENT CONTRACTOR** - The Contractor acknowledges that it is an independent contractor and that none of its employees, agents, subcontractors, or assigns are employees of the Village. The Contractor shall be solely responsible for unemployment, social security, and other payroll tax payments required by law or union contract.
6. **EQUAL EMPLOYMENT OPPORTUNITY** - During the performance of the contract and/or supplying of materials, equipment and supplies, the Contractor must be in full compliance with all provisions of the Acts of the General Assembly of the State of Wisconsin relating to employment, including equal employment opportunity requirements.
7. **INSURANCE** - The Contractor to whom the contract is awarded must provide the Village with a certificate of insurance as proof of coverage. This certificate of insurance must also name the Village of Poynette and its officers, employees and agents as additional insured for the period of the contract. The following minimum insurance coverages, unless otherwise approved by the Village (such as for the provision of a portion of the services requested herein) will be required:

Type of Insurance	Each Occurrence	Aggregate
General Liability		
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Contractual Insurance – Broad Form	\$1,000,000	\$2,000,000
Automobile Liability		
Bodily Injury & Death	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000

The Contractor shall provide evidence of umbrella or excess liability coverage of \$5,000,000.

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKERS COMPENSATION & OCCUPATIONAL DISEASES: Statutory for Wisconsin.

If subcontractors are employed, the same general guidelines are to apply to the subcontractor as the Contractor.

The Village shall receive written notice of cancellation or reduction in coverage of insurance policy within thirty (30) days prior to the effective date of cancellation or reduction.

Nothing contained in the insurance requirement shall be construed as limiting the extent of the Contractor's responsibilities for payment of damages resulting from his/her operations under this agreement.

8. DEFAULT - The Village may terminate a contract by written notice of default to the Contractor if:

- a. The Contractor fails to perform the services as outlined in the specifications within the time specified in the proposal, or
- b. Fails to make progress so as to endanger the performance of the contract, or
- c. Fails to provide or maintain in full force and effect, the liability and indemnification coverages or letter of credit or performance bond as is required.

If the Village terminates the contract, the Village may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the Village for any excess costs for similar supplies and services unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor. Failure to execute the Contract will, at the option of the Village, constitute a breach of the agreement made by acceptance of the Contract, and the Village will be entitled to forfeiture of the letter of credit accompanying the proposal that is required, not as a penalty, but as liquidated damages.

9. PERMITS AND LICENSES - The successful Contractor shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

10. DUE DILIGENCE - Contractor shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the proposal. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village or the compensation to the Contractor.

11. CONTRACT EXTENSION OPTION - At the expiration of the initial five (5) year term the Village reserves the right to request that the Contractor renew and extend this contract for up to an additional year. At the expiration of the initial year extension term, the Village reserves the right to request that the Contractor renew and extend this contract for up to an additional year. If the Village desires such an extension, the Contractor will be notified no later than 120 days before the expiration of the current term.

Commencing not less than 120 days prior to the commencement of the extension of the contract for both extensions, the Village and the Contractor shall engage in good faith negotiations to develop rates attributable to the forthcoming years in question. Among the factors to be considered shall be increases or decreases in contractor productivity, disposal charges, material and equipment costs, labor costs, contractor's level of service, prices paid in comparable communities, and changes in the Consumer Price Index for All Urban Consumers-Midwest. In the event the Village and the Contractor are unable to agree upon a suitable price, either party may terminate this agreement by written notice to the other party 90 days prior to expiration of the current term.

Should the Village select a different contractor at the expiration of the contract or the Contractor is released from the Contract with the Village, the Contractor shall agree to refund, if applicable, to all residents the full purchase price of any refuse tag returned to the Contractor within sixty (60) days after such contract expiration or release from the Contract. The Contractor shall remove existing carts within sixty (60) days from the expiration date or release from the Contract.

12. PERFORMANCE BOND/LETTER OF CREDIT --The Contractor shall furnish to the Village an irrevocable performance bond or letter of credit in the amount of one hundred thousand dollars (\$100,000) from a reputable banking institution acceptable to the Village to guarantee the faithful performance of the contract. The performance bond or letter of credit shall be payable to the Village and prepared in a format approved by the Village Attorney. It shall remain in effect for the full term of the contract, including extension periods, and be delivered to the Village within (10) days of the awarding of this contract. The contract shall not be signed until the bond or letter of credit is received and is reviewed for acceptability by the Village.

Section II: Instructions for Submitting Proposals

SUBMITTAL OF PROPOSALS - Two (2) copies of Proposals must be submitted intact in a sealed envelope for the proposal to be considered valid. Proposals must include those items listed below in Contents which must be properly completed and signed in ink. Additionally, an electronic copy of the proposal must be submitted to the following email: cmalin@poynette-wi.gov or via a thumb drive.

All sealed proposals must be delivered to the Village Administrator, Village of Poynette, PO Box 95, Poynette, WI 53955, or hand delivered to Village Hall 106 S Main Street Poynette, WI 53955 prior to the proposal closing date. Proposals must be identified as "Proposal: Village of Poynette Residential Garbage and Recycling Service" on the outside of the sealed envelope. Vendor's company name and address are to appear in the upper left corner.

PROHIBITED CONTACTS WITH VILLAGE - Any attempt to directly contact and influence any Village Board members, or any Village staff member associated with this project after receipt of this Request for Proposal and prior to the final selection decision as evidenced by a fully mutually executed exclusive garbage contract with the final selected firm will be grounds for disqualification. If the bidders have any questions on the RFP, the RFP process or the Village's expectations, the bidders shall follow the question process as explained in the next paragraph.

QUESTIONS - All questions must be in written form and may be directed by mail only to Craig Malin, Village of Poynette, PO Box 95 Poynette, WI 53955 by May 26, 2023. No other staff will respond to any questions, written or verbal. The questions, and subsequent answers, will be documented and distributed to all RFP recipients. A written response will be provided to all questions by June 7, 2023.

LATE PROPOSALS - Proposals arriving after the specified time of Noon, June 16, 2023 whether sent by mail, courier, or in person, will not be accepted. These proposals will be returned unopened. It is the Contractor's responsibility for timely delivery regardless of the methods used.

PROPOSALS BY FAX - Facsimile machine transmitted proposals will not be accepted. Proposals should be submitted as described in the "SUBMITTAL OF PROPOSALS" paragraph.

ERROR IN PROPOSALS - When an error is made in extending total prices, the unit proposal price will govern. Otherwise, the Contractor is not relieved from errors in proposal preparation.

WITHDRAWAL OF PROPOSALS - A written request for the withdrawal of a proposal or any part thereof may be granted if the request is received by the Village Administrator prior to the specified due date. After the due date, a company cannot withdraw its proposal for a period of one hundred twenty (120) calendar days. Furthermore, the Contractor so agrees to the conditions and terms submitted.

QUALIFICATIONS - No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or has failed to perform faithfully any previous contract with the Village.

The person, firm or corporation, if requested, shall present within 48 hours evidence satisfactory to the Village of its performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

TAX-EXEMPT STATUS - Unit prices shall not include any local, state, or federal taxes. The Village is exempt, by law, from paying state or local tax. If needed, the Village shall supply the successful Contractor with the Village's tax exemption number.

EXISTING CONDITIONS - Contractors are cautioned to carefully examine conditions affecting collection, separation, transportation, and other variables which may affect collection of garbage and recyclables within the Village. The Village will not advise Contractors as to any conditions referred to. All figures found in this Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation. With submission of a proposal, the submitting Contractor understands and recognizes that the estimated figures located in the Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation and that any submitted proposals are final and will not be subject to negotiation during the contract term.

CONTENTS - proposal must, at a minimum, include the following sheets from this RFP:

1. Cover Sheet
2. References & Competency -- Description of Firm (Section V)
4. Contractor Proposed Cost Summary (Section VI)
5. Contractor Certification (Section VII)
6. List of Subcontractors (See below)
7. Any other supplemental information produced by the Contractor it deems necessary.

LISTING OF SUBCONTRACTORS - In order that the Village may be assured that only qualified and competent subcontractors will be employed on the project, each Contractor shall submit with their proposal a list of any subcontractors they plan to use and the services the subcontractor(s) will perform. The list must include each subcontractor's name, address, phone, contact person, years of experience, and three references for similar work, as well as required insurance information.

Section III: Specifications and Special Provisions

The calendar for the selection process is provided as follows. The Village reserves the right to modify the preliminary selection process calendar:

Release of RFP	April 25, 2023
Deadline – Consultant Questions	May 26, 2023
Written Response to Questions	June 7, 2023
Deadline – Submittal of Proposals	Noon, June 16, 2023
Execute Contract	August, 2023

DEFINITIONS & PREPARATION INSTRUCTIONS:

Bulk Materials --Any items set forth as refuse which are too large to fit into an approved refuse container and which exceed, in total, fifty (50) pounds in weight. Examples include beds, sofas, large tables and chairs, dressers, bookcases, mattresses and box springs, other large household furniture, and large appliances that do not contain CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, or other hazardous components.

Contract -- The following attachments shall be incorporated herein and shall constitute the Contract documents: the Request for Proposal Documents, including all addenda issued, the signed proposal, and any other documents as may be deemed necessary by the Village.

Curbside -- A position located near with the driveway between two and five feet from the edge of the street toward the residence is to be used for collection of garbage and recycling materials.

Household Construction and Demolition Debris -- Waste materials from "do-it-yourself" interior and exterior household construction, remodeling, and repair projects, including, but not limited to, drywall, plywood, paneling, lumber, and other building materials, cabinets, carpeting, disassembled household fixtures. Must be cut into (4') lengths, bundled or placed in approved containers not to exceed 50 lbs.

Household -- All single-family and multi-family of four or less units that utilize curbside collection service.

Household Garbage -- All organic household or kitchen wastes, such as rejected or unused food and food residues, paper used in wrapping food, household rubbish, inorganic and incombustible household waste (i.e., cans, metalware, broken glass, crockery, stoneware, and similar waste resulting from the regular operation of the household), empty cartons and crates, discarded toys, discarded clothing and light furniture, and similar material. Household garbage shall not include waste from any manufacturing process, construction material, broken concrete, lumber, large rocks, and other similar material.

Garbage Cart - A two (2) wheeled plastic container with a tight-fitting top, not to exceed ninety- six (96) gallons in size, requiring a semi-automatic lifting mechanism for collection. All carts must be approved by the Village and supplied by the Contractor.

Recyclables (also referred to as recyclable materials) -- Materials that have a useful second life in the economic cycle if they are successfully collected, separated, processed and marketed for return to the economic mainstream. Recyclable materials shall include newspapers, wrapping paper, brown paper grocery bags, magazines, telephone books, catalogs, junk mail -- brochures, advertisements, flyers, post cards, greeting cards, window envelopes, file folders, and other similar correspondences; cardboard, chipboard/paperboard -- cereal boxes, clothing boxes, tissue boxes, shoe boxes, paper tubes, etc.; wet strength carrier stock -- paperboard containers with special coatings to prevent tearing of the packages or smearing of the ink from moisture when refrigerated or frozen; i.e. paper beverage cartons, and clean frozen food packages; soda and beer cases; mixed or miscellaneous paper products -- stationery, computer paper, notebook paper, typing paper, letterhead, index cards, computer cards, bond envelopes, post-it notes, and other similar paper products; tin, steel, and bi-metal beverage and food cans, aerosol cans, aluminum cans, aluminum foil and foil products; plastics #1-7, PET, PETE, HOPE, V, LPDE, PP, PS, 6-12 pack plastic rings; clear, green, blue, and brown glass including bottles and jars; and any other items the Village and the Contractor agree to recycle in the future.

Residential -- Single-Family and multi-family units of two or less units.

Uncollectables -- Toxic, hazardous, radioactive, and bio-hazardous materials such as but not limited to automotive batteries, televisions, prohibited electronics, paint, insecticide, oil, gasoline, antifreeze, or their containers will not be collected.

White Goods -- Any domestic and/or commercial large appliance which contains CFC or HCFC refrigerants gas, PCB containing capacitors, mercury switches, or other hazardous components. Examples include, but are not limited to, refrigerators, freezers, air conditioners, ranges (both electric and gas), humidifiers, dehumidifiers, water heaters, furnaces, and other similar large appliances.

GENERAL REQUIREMENTS:

1. Services Selected - The Village reserves the right to request the awarded Contractor to implement any one or combination of services and/or alternates outlined below. The Contractor shall propose to furnish complete equipment, labor, materials and supplies to accomplish all work necessary to complete such contract as may be agreed upon by the Village of Poynette and the Contractor.
2. Contract Period, Rates, & Termination - The Village intends to enter into an exclusive five (5) year contract for the curbside collection of residential (single-family and multi-family of two or less units) garbage and recyclable materials within the Village of Poynette. The contract period will commence on January 1, 2024, and end December 31, 2028. The contract shall not include multi-family, commercial, manufacturing, industrial, or institutional properties, unless otherwise arranged or specified. It is the intention of the Village to secure a firm price contract for each of the first five years of the contract period and conduct good faith price negotiations commencing no later than August 1, 2027. If the Village chooses to extend the contract for an additional year, the Village and contractor shall begin good faith price negotiations for 2029 beginning no later than August 1, 2027. Price increases or decreases for the extension terms shall be based on factors such as increases or decreases in contractor productivity, disposal charges, material and equipment costs, labor costs contractor's level of service, prices paid in comparable communities, and changes in the Consumer Price Index for All Urban Consumers-Midwest. If the parties are unable to agree upon a rate schedule, the current rate shall remain in effect until the agreement terminates and either party has the right to terminate this contract by giving the other party not less than 90 days prior written notice. All proposals shall be considered on this basis unless specifically noted.
3. Damage to Streets Prohibited - The Contractor shall provide collection equipment that will not disfigure or damage Village streets and operators that will operate vehicles in a manner that will not damage streets, sidewalks, overhead trees, etc. The Village shall require the Contractor to repair, to the Village's satisfaction and at the Contractor's expense, all damage to Village property that is caused by spills, skidding vehicles, driving on edge of pavement, equipment malfunction, or operator negligence. Contractor shall pay any Village invoice for repair within thirty (30) days.
4. Day of Collection - Garbage pickup shall be performed weekly. Recycling pickup shall be performed on a biweekly basis. The Village desires to maintain its existing Tuesday pickup day.
5. Collection Hours - Collection services by all vehicles will begin no earlier than 7:00 a.m. All collection for each scheduled day shall be completed by 7:00 p.m. Residents shall be required to set out garbage, recyclables, and other goods as defined by 6:30 a.m. on the scheduled day of collection.

6. Point of Collection - Collection shall be made at the curbside.
7. Missed Collection - The Contractor shall establish and publicize a procedure for receiving and responding to resident complaints of missed collections. Complaints of missed collections received by the Contractor or the Village shall be remedied by the Contractor collecting the materials by 5:00 p.m. on the following business day. A representative of the Contractor shall contact a designated representative of the Village to resolve any issues.
8. Quality of Service - The Contractor shall undertake to perform the collection and disposal services rendered herein in a clean, orderly and efficient manner and to use due care and diligence in the performance of the contract. Neat, orderly, and courteous employees and collection crews shall also be provided. The Contractor shall, at each service address, neatly return the carts where they were found. The Contractor shall repair or replace at their expense carts damaged as a result of the handling thereof, reasonable wear and tear expected. Crews shall carry official company identification and shall present such identification upon request. The Contractor shall establish and maintain a method for accepting and responding within 24 hours to Village and resident calls and complaints from a timeframe at a minimum of 7 am to 6 pm. Contractor's staff shall be knowledgeable and courteous in answering Village and resident's information requests and resolving resident complaints regarding the collection service. The Contractor shall meet with the Village as often as needed to review Village and resident complaints and resolutions.
9. Clean-Up on Route - The Contractor shall pick up and clean all materials blown, littered, and broken as a result of handling by collection. In the event an area or areas would require the use of a street sweeper because of spillage or any other reason, the Contractor shall promptly dispatch all necessary equipment at the Contractor's expense. Materials not picked up within two (2) hours of verbal notification by the Village will be removed by the Village at the Contractor's expense. Contractor shall pay any Village invoice for clean-up within thirty (30) days.
10. Collection on Holidays – If a holiday falls on collection day the Contractor shall provide for a consistent schedule of either the previous or next business day for pickup.
11. Improperly Prepared Materials - When the Contractor encounters improperly prepared material, the following procedure shall be followed:
 - a. On the first occurrence, the Contractor shall pick up all garbage and recyclables and process it properly, except white goods or bulk materials. The Contractor shall complete a formal tag approved by the Village noting the problem and leave it with the resident. The Contractor shall submit with this proposal an example of the tagging system to be used. The address and date shall be

documented. Each tag or label shall provide a brief explanation as to why the material was not collected. Example explanations include but are not limited to: improper recycling preparation; garbage not in cart, etc.

- b. Upon the second and same ensuing occurrence by the same resident, the Contractor shall leave the improperly prepared material, collect any properly prepared material, complete a notice and leave it with the resident. The Contractor shall leave items only when the second offense is regarding the same occurrence and displays the same circumstances as the first offense of improperly prepared materials. The date and address shall be documented.
- c. The Contractor shall submit with this proposal an example of the tagging system to be used. The Contractor shall supply via email or mail a log of all notices, including address and error message, to the Village on a quarterly basis.

12. Equipment Requirements

- a. Safety and Maintenance - All of the Contractor's collection equipment must be maintained and operated in compliance with all federal, state and local statutes, ordinances and regulations to assure the safety of the collection crew and Village residents. All collection equipment shall be covered and secured to prevent material blowing, leaking or falling out during transit. Spilled materials, fluids, etc. shall be cleaned up within two (2) hours of verbal notification by the Village or will be removed by the Village at the Contractor's expense.
- b. Identification - All collecting equipment shall be clearly identified by affixing the Contractor's name and telephone number permanently and conspicuously to both sides of the equipment.

13. Processing Requirements - Processing of collected items will be the responsibility of the Contractor.

14. New/Altered Service - Upon set up of a new or altered service the contractor will within one week of the date of notification from the Village or resident provide recycling and garbage carts to the address. Notification shall consist of either a fax or email listing of the address and the date the carts are to be supplied by. If collection is to take place prior to the carts being delivered to the new service, the contractor will accept garbage and recyclables in whatever manner the new service provides.

15. Cart Exchange

- a. Contract Set-up - The Contractor shall finance and provide up to 96-gallon carts to residents for garbage and recycling. The contractor will be responsible for sending a mailing to all residences in the Village informing them of the process

by which they will be receiving their new carts, if a new contractor is selected. This process must begin prior to the January 1st start date of the contract and must be completed by the 31st of January. If collection is to take place prior to a cart being delivered, the contractor will accept garbage and recycled goods in whatever manner the residences provide. The mailing to the residences shall be approved by the Village prior to being mailed.

- b. Repair - Upon notification of the need to repair a cart, the contractor will within one week of the date of notification from the Village or resident provide a new cart or repair the existing cart to the address. Notification shall consist of either a fax or email listing of the address and the date the cart is to be supplied by. If collection is to take place prior to a cart being delivered or repaired, the contractor will accept garbage and recyclables in whatever manner the residences provide

- 16. Public Education - Contractor shall on an annual basis work with the Village on a public education program on the benefits of recycling intended to increase recycling rates.

Section IV: Services

1. **Basic curbside Garbage and Recycling residential collection** to be billed to the Village as a flat fee. As of January 2018, the Village had 989 collection stops with its existing vendor. Services shall include:
 - a. **Garbage Collection.** The garbage collection service bid shall use up to a 96 gallon or similar cart and collection shall be on a weekly period.
 - b. **Recycling Collection.** The recycling collection service bid shall use up to a 96 gallon or similar recycling cart and collection shall be on a biweekly period on the same day as garbage collection.
 - a. **Ownership of Recyclable Materials -** All recyclable materials placed for collection shall be owned by and be the responsibility of the resident until the materials are collected by the Contractor. Once collected, the material then becomes the property and responsibility of the Contractor. The Contractor is responsible for transporting, processing, and marketing the collected recyclable materials. Any non-recyclable material collected shall be disposed of by and at the expense of the Contractor in accordance with federal, state, and local laws, rules, and regulations.
 - b. **Proceeds -** The Contractor shall retain 100% of the proceeds from the sale of recyclables, and the projected revenues from the sale of collected materials shall be taken into consideration when determining the flat rate for recycling collection.
 - c. **Carts -** The Contractor shall make available to residents participating in the curbside collection service use of up to 96-gallon carts for refuse and recycling collection. The Contractor shall provide the carts and any other related equipment necessary for collection to the resident. The fees, payment and collection process for any additional garbage or recycling beyond that which will fit in the carts will be arranged between the Contractor and resident.
2. **Collection of Bulk Materials.** Unlimited items per residence per week. The contractor shall arrange with the resident any additional fee to be paid by the resident to the Contractor for use of this service. See also White Goods and Special Collection below.
3. **Collection of White Goods.** The Contractor shall have a plan for the separate collection and proper recycling/disposal of white goods collected in compliance with all State and Federal legislation. The cost of collection and disposal of white goods containing CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, and other hazardous components shall be paid by the resident to the Contractor for use of this service.

The Contractor shall advise the resident, when they call for collection, directly of the terms of such collection; i.e. how the materials should be prepared, the date of collection, and the like.

4. **Special Collections** - The Contractor shall offer a plan for special curbside collection service for large quantities of garbage including, but not limited to: bulk items, household construction and demolition debris, and move-in or move-out clean-up rubbish. Such services shall be by advance arrangements with the Contractor at the resident's request.

Included in the plan should include how the contractor will advise the resident directly of the terms of such collection; i.e. what materials will be collected, how the materials should be prepared, the date of collection, the policy on furnishing advance estimates of charges, and the like. The Contractor shall also, at the request of the Village, collect quantities of refuse or debris left at the curb in unusual circumstances, i.e. evictions or "skip- outs", and shall bill the property owner for such costs.

The Contractor shall also offer dumpster rental and pick-up service for residents. The terms of, as well as charges and payment for, this service shall be arranged solely between the Contractor and the resident.

5. **Spring Cleanup or Special Drop Off Opportunities:** The Contractor shall provide a proposal for a special "spring cleanup" or a special bulk- item drop off opportunity once annually for residents to get rid of larger items not generally allowed in the weekly collection. The proposal should include how it would be operated and the total cost to the Village.
6. **Services for Municipal and Civic Properties** – The Contractor shall provide the services described in Exhibit A. The fee for services in Exhibit A shall be calculated in the bids separate from other services described herein.
7. **Data Collection and Reporting** -The Contractor shall prepare and submit to the Village quarterly reports, due by the 30th day of each March, June, September, and December 31st during the contract period. The report shall include, but not be limited to the following information:
 - a. Total pounds of garbage, recyclables (by type), and other goods collected each month;
 - b. Monthly recycling participation rate divided by the number of residences included in the collection service (participation percentage)
 - c. Complaint log
 - d. Listing of active Village customers

All reports, data, and information, once supplied to the Village, will become the property of the Village to be used as it will solely determine without obligation to any person, firm, or corporation, except for such information as stated in these specifications that will be considered exempt from any relevant open records laws disclosure by the Village upon assertion as to its

proprietary nature by the Contractor. The Village reserves the right to audit the financial and administrative records of the Contractor as they pertain to the garbage and recycling services in the Village.

- 8. Informational Brochure** -Upon award of the contract and any changes in service, the Contractor is responsible for designing, printing, and distributing a written brochure to each residence describing the collection service as well as provide extra copies as needed for distribution at Village Hall. The brochure must include a description of collection times, contractor phone number for complaints or missed collections, specific guidelines of what types of materials will be accepted, and the manner in which they are to be prepared, per this proposal and Contract. The brochure must arrive at each residence at least two weeks prior to the date of the new contract. The brochure and its distribution method are subject to the Village's approval. The cost of printing and distribution shall be included in flat rate of the bid.
- 9. Disasters** - The Contractor shall be responsible for collecting all garbage items normally collected in the event of flooding or other man-made or natural disasters regardless of the amount of material generated. Regular collection times may be waived by the Village in such cases, and the Contractor may have to supply additional equipment to handle the amount of refuse.

Section V References & Competency

In order to allow evaluation of Contractor's capabilities, Contractors are required to supply the information requested below. Each Contractor shall list three municipalities where similar work has been conducted. For each reference, list the contact person's name, address, and phone number, services provided, and the time period in which the work was completed.

1.

Municipality or Agency Name:	
Contact Name:	
Address:	Phone Number/Email:
Services Provided:	Date of Work:

2.

Municipality or Agency Name:	
Contact Name:	
Address:	Phone Number/Email:
Services Provided:	Date of Work:

3.

Municipality or Agency Name:	
Contact Name:	
Address:	Phone Number/Email:
Services Provided:	Date of Work:

Section VI Contractor Cost Summary

The bid shall follow the below format.

Bid: Up to 96-gallon garbage cart and 96-gallon recycling cart. This bid shall include weekly garbage and bi-weekly recycling service.

	Year 1	Year 2	Year 3	Year 4	Year 5
BASE SERVICE					
Garbage Monthly Rate/Household	\$	\$	\$	\$	\$
Recycling Monthly Rate/Household	\$	\$	\$	\$	\$

Section VII Contractor Certification

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the Village of Poynette the item(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

I further certify and understand that any submitted proposals are final and will not be subject to negotiation during the contract term. I further understand and agree that the prices listed above represent a fixed priced contract for the initial five years of the term of the contract, commencing January 1, 2024 and ending December 31, 2028 for curbside collection of garbage and recyclable materials.

Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION:

Name of Authorized Representative

Title

Date

Company Name

Street Address

Municipality, State Zip Code (Area Code)

Phone Number

Exhibit A

Services for Municipal Properties

Year-Round Locations	Units
Village Public Works Garage	2-yard dumpster (weekly pickup)

Seasonal Locations*	
Village Public Works Garage	6-yard dumpster (weekly pickup)

** Service for seasonal location to start and stop as specified by the Village on a yearly basis*