

REQUEST FOR PROPOSAL GARBAGE AND RECYLING SERVICES

Responses due by September 18, 2020

VILLAGE OF COLFAX
613 MAIN STREET
P.O. BOX 417
COLFAX, WI 54730
715-962-3311
FAX 715-962-2221
clerktreasurer@villageofcolfaxwi.org

Contact

Lynn Niggemann
Administrator-Clerk-Treasurer

Purpose

The purpose for this Request for Proposal (RFP) is to evaluate Garbage and Recycling firms which provide such services and might be requested to contract with the Village of Colfax as the responsible unit and its members for the Colfax site for such services.

The Village of Colfax and its members shall negotiate and attempt to enter into an annual or multi-year contract with a licensed waste hauler for the purposes of providing the collection and removal of solid waste and recyclable material from residential consumers as requested from the Colfax collection site.

The waste hauler selected will be evaluated in part on the ability to deliver services on time and within budget, and their demonstrated understanding of the services required based on their responses. The final negotiated contract with the licensed waste hauler shall be drafted and approved by the Colfax Solid Waste and Recycling Committee.

Background

The Village of Colfax and its members are located in Dunn County, Wisconsin. The members consist of Village of Colfax with a population of 1,095, Town of Colfax with a population of 1,283, Town of Grant with a population of 392, Town of Otter Creek with a population of 497 and Town of Tainter with a population of 2,423.

Village of Colfax – is in the process of adopting a Solid Waste and Recycling Ordinance. A special permit is required for Waste Collection for all users of the Colfax Collection site.

Our municipalities participated in the Dunn County Solid Waste and Recycling program, but effective January 1, 2021, the Village of Colfax will begin operating the Colfax site.

The current services are provided at the drop off site located at N9417 810th Street, Colfax, WI. The site hours will be twice a week on Wednesdays noon to 4 p.m. and Saturdays 8 a.m. to 4 p.m. Residents deliver their own garbage and recyclables to the dumpster site. Currently, the recycling is being separated, but single-stream is being considered.

The site currently has two (2) Sebright 5060 stationary compactors with 40 cubic yard standard duty octagon Receiver container with cable lift and diaper tarp and four (4) - 40 cubic yard roll-offs for separated recycling; one for brown and green glass, two for cardboard and paper and one for glass bottles and jars, aluminum cans, steel cans and plastics- #1 bottles, jars & jugs.

The 2019 quantities collected at the Colfax site were Demo Boxes - 38 pulls - 103.42 tons, Compactors – 43 pulls – 431.15 tons, Recycling (fiber) – 53 pulls – 65.14 tons and Recycling Boxes (Containers) – 51 pulls – 53.61 tons.

Services to be Provided

The Village seeks a service provider to haul and dispose of garbage and recyclables for the Colfax collection site in compliance with local, state, and federal disposal requirements. The Village of Colfax is obligated to maintain records of solid waste and/or recyclables hauled to enable the Village to apply for grants for recycling. For this reason, the Village requires commercial haulers to collect, preserve and provide such information to the Village.

Specific service required:

- Hauler will place the containers in a pre-selected location at the site for collection of garbage and recyclables.
- The garbage containers will be emptied once full upon a phone call preferably on non-operating day.
- The recyclable containers will be emptied weekly, unless it is determined that it can be done less frequently.
- The hauler agrees to provide proof of liability insurance and workers compensation insurance, statistical reporting, and additional information that the hauler agrees to haul waste and recyclables.
- Bid must separate the costs associated with garbage and recycling collection as indicated on the specification bid form.

Submission Requirements

The proposal shall clearly address all the information requested herein. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be sent to the official contact listed below, to be received no later than Friday, September 18, 2020 by 4 p.m. CST.

Contact Name: Lynn Niggemann
Village of Colfax
613 Main Street
PO Box 417
Colfax, WI 54730

Telephone: 715-962-3311

Fax: 715-962-2221

Email: clerktreasurer@villageofcolfaxwi.org

Selection Process Schedule

The schedule of the selection process is as follows:

- September 9, 2020 – Release of the RFP
- September 18, 2020 – RFP due to the Village of Colfax
- September 22, 2020 – Consideration of RFP information
- September 23 to September 25, 2020 – Negotiation of contract
- September 28, 2020 – Award of contract
- January 1, 2021 – Contract start

Additional Information

Submitted responses to this RFP become the property of the Village of Colfax. The Village of Colfax reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services. Any other information that you feel will be helpful can also be submitted for review and consideration.

**Bid Form
Village of Colfax, Wisconsin
Specifications for 2021 Garbage and Recycling Bid**

Proposal of _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of _____ doing business as _____ to the Village of Colfax, Wisconsin and its members (hereinafter called "Village").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform the requested services during 2021 in accordance with the indicated in the specifications, and at the prices stated in the attached proposal forms. By submission of this BID, each BIDDER certifies as to its own organization, that this BID has been arrived at independently, without consultation, communications, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER agrees to use the numbers below as a reference to establish a comparison for the award of bid. The materials hauled will vary depending on usage of the facility and the amount of garbage and recyclable generated. The BIDDER agrees to perform the work described in the bid document. Please understand that the Colfax Site will be opening January 1, 2021. Elk Mound Site will use the bid information provided through this bid if their final decision is to open the site once their Boards have met and made that decision.

OPTION ONE

COLFAX SITE	<u>Pulls</u>	<u>Hauling Fees each</u>	<u>Hauling Total</u>	<u>Tons</u>	<u>Tonnage/Tipping Fees each</u>	<u>Tonnage/Tipping Totals</u>
Demo Boxes	38			103.42		
Compactors-Garbage	43			431.15		
Recycling Boxes (Fiber)	53			65.14		
Recycling boxes (Containers)	51			53.61		
Singles Stream Recycling	104			118.75		

OPTION TWO

ELK MOUND SITE	<u>Pulls</u>	<u>Hauling Fees each</u>	<u>Hauling Total</u>	<u>Tons</u>	<u>Tonnage/Tipping Fees each</u>	<u>Tonnage/Tipping Totals</u>
Demo Boxes	49			113.66		
Compactors-Garbage	58			589.83		
Recycling Boxes (Fiber)	48			78.35		
Recycling boxes (Containers)	53			59.43		
Single-Stream Recycling	101			137.78		

OPTION THREE- Would there be any benefit to contracting as a group? Colfax site, Elk Mound site, Boyceville site and any others? Due to the timing of the Dunn County transition some municipalities have not established whether they will be opening their sites yet.

Other questions:

- Please indicated if any of the pricing change based on length of contract? 1- year, 2-years, 3-years, 5 years?

- Does any of the pricing change based on quantity? _____

- Would you consider contracting for just one service – recycling or garbage? With this option one company could be awarded the garbage bid and another awarded the recycling bid.

- Do you have in effective system for monitoring tonnage and type of waste and other information required by the State of Wisconsin for reports on recycling?

- Does your Company have a charitable contribution program for special events?

- In the past five years, has your Company been cited by the Wisconsin Department of Natural Resources or the EPA for disposal violations? If so, what was the violation and how was it resolved.

- Pass through expenses shall be spelled out (i.e. generator taxes, tipping fees).

- Please list the MRF's that you utilize.

In submitting this bid, it is understood that all work must be completed in accordance with the time schedule set forth in this proposal form. The Village of Colfax and its members reserves the right to reject any or all bids, to waive informalities, and to accept the bid proposal deemed most advantageous to the Village of Colfax. It is agreed that this bid will not be withdrawn for sixty (60) days. Upon the acceptance of this proposal, the successful Bidder shall be the Contractor and all references in the proposal to the Bidder shall apply to the Contractor for the year bid.

Contractor _____

By _____

Title _____

Address _____

Phone Number _____

Email _____

Date _____