

**REQUEST FOR PROPOSALS  
FOR  
MUNICIPAL SOLID WASTE, RECYCLING AND  
LANDSCAPE WASTE COLLECTION SERVICES**



**THE CITY OF BLUE ISLAND  
ISSUED: APRIL 7, 2017**

**PROPOSALS DUE: FRIDAY, APRIL 28, 2017 AT 12:00 P.M.**

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## Section A. Overview

### 1. Request for Proposal

The City of Blue Island, Illinois (hereinafter known as the “City”) is requesting proposals from qualified firms to provide professional services including collection of municipal solid waste, recyclables, and landscape waste. The City is providing herein a scope of services by which such proposals shall be considered. Any firm (hereinafter “Contractor”) that wishes to submit a quotation for services shall submit proposals following the instructions and format of this Request for Proposal (RFP).

### 2. Proposal Delivery Procedures

Sealed proposals shall be delivered to the **Assistant General Counsel, City of Blue Island, 13051 Greenwood Avenue, Blue Island, IL 60406 by no later than 12:00 pm on Friday, April 28, 2016.** Sealed envelopes should be clearly labeled “Proposal for Municipal Waste, Recycling and Landscape Waste Collection Services” and include the Contractor’s name. One original and three (3) photocopies of the Proposal shall be furnished. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the City at the location stated in this paragraph.

Proposals received prior to the time of opening will be securely kept, unopened. No responsibility shall be attached to the City for the premature or non-opening of a Proposal not properly addressed and identified.

Each Responder is responsible for ensuring that their submission is received at the time, date, place and location specified. The City assumes no responsibility for any submission not so received, regardless of the delay. Submissions received after the time specified will not be considered and will be returned. Facsimile (“fax”) machine transmitted proposals shall not be accepted.

### 3. Withdrawals, Declinations

If a contractor wishes to withdraw a Proposal, the Contractor shall submit written notification of such action to the Assistant General Counsel no later than the due date and time as specified above.

### 4. Competency of Contractors

The City reserves the right to determine the competence and financial and operational capacity of any Contractor. Upon request of the City, the Contractor shall furnish additional evidence as may be required by the City (Beyond that which is required in response to this RFP) to evaluate its ability and resources to accomplish the work required by the scope of services herein. The City shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject by recourse by any person, firm or corporation.

### 5. Proposal Inquiries

Any questions regarding this RFP shall be directed in writing to:

Andie Trucco, Assistant General Counsel  
City of Blue Island  
13051 Greenwood Avenue  
Blue Island, IL 60406  
Fax: (708) 597-1221  
Email: [atrucco@cityofblueisland.org](mailto:atrucco@cityofblueisland.org)

6. RFP Package

Each potential Contractor is instructed to check its RFP package to ensure that it has received a complete document, which consists of the sections and attachments identified in the Table of Contents.

7. Investigation by Potential Contractor

It shall be the responsibility of the Contractor to thoroughly read and understand the information, instructions, and scope of services contained in this RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractor's own risk. No plea of error or 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 City. The City will assume that submission of a Proposal means that the Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

8. Checklist of Submittals

The checklist of submittals is furnished only to help the Contractor ensure that a complete Proposal is submitted. It is not a substitute for the careful reading of a response to all the RFP documents.

9. Rejection; Waivers

The City reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the Contractors of its choice if some other manner of negotiation better serves the City's interests. The City reserves the right to award the Proposal to the Contractor, which in the City's judgment, best serves the needs and interests of the City and its residents.

## Section B. General Instructions

### 1. RFP Package

All sections of this RFP package (including appendices) are integral to the desired scope of services, and quotations shall take into account the comprehensive nature of the work. It is intended that the scope of services in this RFP shall become part of a written and signed Contract for collection services. The City reserves the right to further negotiate the terms of any agreement to provide all or part of the services contained in this RFP.

### 2. Format for Submissions

A properly prepared Proposal shall consist of the following:

- A signed cover letter on Contractor's letterhead that commits the Contractor, if selected, to carrying out all the provisions of the Proposal. The signed cover letter must be from an officer or employee having the authority to bind the Contractor by signature, and should acknowledge the receipt of any addenda to the RFP.
- A narrative discussion of the Contractor's qualifications and approach to the work. The length of this discussion will be at the Contractor's discretion, but should address the following:
  - Description of Contractor's business (e.g., number of years in business and services provided).
  - Key personnel and points of contact for performance of the services.
  - A list of areas or municipalities in the Chicago metropolitan area for which the Contractor provides similar services. Provide at least three (3) references.
  - A discussion of any proposed alternatives to the scope of service contained in the RFP. The narrative should provide sufficient detail for the City to evaluate the proposed alternative(s).
  - A discussion of any proposed deviations to the draft Contract
- Price quotation sheet

Failure to submit all of the required information may result in the disqualification of the Contractor from consideration.

All price quotation sheets must be correctly filled in, using ink or entered in typed form. Any error corrections must be initialed in ink.

### 3. Minimum Scope of Services; Deviations

The scope of services included in this RFP package describe the services which the City feels are necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. It is the goal of the City to secure services that are generally equivalent to those currently provided at the best possible price. Contractors may indicate alternatives to the scope of services if the proposed changes are equal to or greater than what is required by this RFP and/or result in cost savings compared to the requested services.

All alternatives shall be separately listed, and a justification shall be stated for such alternatives.

If the Contractor is unable to meet any part of the requested scope of services contained herein, it shall also separately list all requested deviations and provide a justification for such deviations.

If a Contractor does not indicate alternatives to or deviations from the scope of services, the City shall assume that the Contractor shall fully comply with them. The City shall be the sole and final judge of compliance with the scope of services.

The City further reserves the right to determine the acceptability or unacceptability of any and all alternatives and deviations, and to negotiate the effects and costs of any portion of a submitted Proposal including any alternatives and deviations contained therein prior to reaching a decision on the awarding of a Contract. The City shall unequivocally be the sole and final judge as to whether any alternative or deviation is of an equivalent or better quality of service. This decision is final and shall not be subject to recourse by any person, firm, or corporation.

#### 4. Examination of Service Area

Contractors shall completely inform themselves of all the conditions under which service is to be performed, the service area, and all other relevant matters pertaining to the provision of services including, but not limited to roads, collections points, collection procedures required, labor required, hours of operation, and all other factors which would affect execution and completion of work covered by this RFP.

#### 5. Evaluation Criteria

City staff will evaluate proposals with regard to qualifications and experience, ability to provide services within the identified time schedule, equipment, services offered, support of the City's mission, and cost of services. The City reserves the right to reject any and all proposals or to waive any irregularities or deviations in any Proposal if judged to be in the best interest of the City. All variations, deviations and substitutions must be clearly annotated. The selected Contractor will have submitted the Proposal that is in the best interest of the City. If a Proposal does not satisfy the minimum requirements as set forth in this RFP, the Proposal may be disqualified from further consideration at the discretion of the City.

#### 6. Tentative Time Schedule

The City expects to adhere to the following schedule:

Issue RFP:	April 7, 2017
Deadline for receipt of questions:	April 14, 2017 3:00 p.m.
City Response/Addenda to be sent by:	April 19, 2017, 3:00 p.m.
Proposal Due Date:	April 28, 2017, 12:00 p.m.
Award of Proposal	May, 2017
Commencement of Contract Services:	July 1, 2017

## Section C. General Scope of Services

### 1. Purpose of this Section

This Section presents background information on the City and a summary of the scope of services to be provided by the Contractor. This information is intended to facilitate preparation of Contractor proposals. It shall be the responsibility of the Contractor to thoroughly read and understand the information and instructions contained in the RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractor's own risk. No plea of error or 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 City.

### 2. Description of Residential Area in the City

The City of Blue Island is a four-square mile City of 23,700 people that borders the Chicago communities of Morgan Park and Beverly. The City of Blue Island is a non-home rule municipality in south suburban Cook County governed by a City Council consisting of a Mayor and fourteen Aldermen representing seven wards. Municipal solid waste, recycling and landscape waste collection is currently provided to approximately 4,638 single family, 2-flat and 3-flat residences. A breakdown of the household units served under the solid waste collection Contract is shown in Table 1 (Contractors are responsible for independently verifying these counts):

**TABLE 1. ESTIMATED RESIDENTIAL, 2-FLAT AND 3-FLAT UNITS SERVED**

Customer Type	Number of Units
Single-Family	3,584
2- Flat	887
3- Flat	167

### 3. Summary of Current Program

The City's current program provides collection of municipal solid waste (i.e. refuse or trash intended for disposal) to each residential unit, including 2-Flats and 3-Flats, once a week. Collection occurs in the alley of the residence as well as curb side depending on the area. Residents are supplied with a 96-gallon cart by the current Contractor for solid waste. When lost or stolen, residents may request a new 96-gallon cart free of charge. Additional municipal solid waste can be placed in bags in unlimited quantities at no cost to the resident.

Recyclables are collected on the same day as municipal solid waste and is unlimited as to quantity. All residential units are supplied with a 96-gallon cart for their recycled materials.

Landscape waste is collected on the same day as municipal solid waste and is unlimited as to quantity. Collection is provided April 1- November 30. Residents may use a brown recyclable paper bag or use a 35-gallon can that they provide and mark it as "yard waste".

In addition, the City receives (4) 2-cubic-yard dumpsters that are maintained once a week. The City has a 20 cubic-yard roll-away, which are delivered to Public Works and picked up from Public Works approximately 18 times per week. The City has a tire dumpster, which is a 20-cubic

yard dumpster for tires that is taken approximately 4 times per year. The City has small decorative trash baskets along our business district that are emptied 3 times per week. The City also has a golf course with a 4 cubic-yard dumpster that is serviced more during the golf season.

#### 4. Summary of New Collection Program

As part of this competitive Proposal process, Contractors are requested to provide pricing information on a Base Proposal to include the following:

- Unlimited municipal solid waste collection, with the resident being supplied with a free 96-gallon cart to bring to the curb or alley for each single-family unit, including 2-Flats and 3-Flats. Collection of all homes in the City to be provided one day per week over the course 5 days. Additional 96-gallon carts that are lost or stolen may be requested free of charge.
- Please indicate the length of time to collect all residential (i.e., 7 a.m.-3 p.m.) and indicate if different regions in the City will have different pickup days. When a regular collection service date shall fall on a holiday, the collection schedule will be shifted one day with Friday collection on Saturday.
- Collection Routes: Collection routes shall be established by the Contractor and approved by the City. The Contractor shall submit proposed revisions to the maps of the collection routes to the City for approval. They shall be accompanied by a written statement describing for each daily collection route; the route number, the day of the week serviced, the start point, the street sequence and the end point.
- There shall be no changes in the collection route or schedule after the start of this contract without prior written approval by the City. Any deviation from routes and schedules made by the Contractor must receive prior approval of City Council.
- Any multi-family unit greater than a 3-Flat is not part of the Proposal. The Contractor awarded the Contract will send a letter to all of those units asking if they would like to switch service to the new provider.
- Unlimited recycling collection, including a free 96-gallon cart to each single-family unit, including 2-Flats and 3-Flats.
- Unlimited landscape waste collection in brown recyclable paper bags (provided by homeowners). Services to be provided on the same day as solid waste collection April 1- November 30.
- Cost to maintain (3) 2-cubic yard dumpsters to be emptied once a week.
- Cost to maintain (2) 4-cupic yard dumpsters to be emptied once a week and more often during the golf season.
- Cost to provide and maintain a 20 cubic-yard roll away which delivered to Public Works and is picked up from Public Works approximately 18 times per week.
- Cost to provide a 20 cubic yard dumpster for tires that is taken approximately 4 times per year
- Cost to maintain approximately 15-20 small decorative trash baskets along the City's business district to be emptied 3 times per week.
- The Contractor will process the monthly billing to the City
- Pricing will include: unlimited trash and recycling, including items outside of the garbage cart at the curbside.

- Duration of Contract is five (5) years. The Proposal will include the price per household for all 5 years.

Contractors can also provide alternatives not contained in the RFP, provided such alternatives are described in detail in the Contractor's proposal and pricing is provided

#### 5. Contractor's Responsibilities

The Contractor shall be responsible for all services required to be performed. The Contractor shall provide and furnish all of the labor, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services and processing required to perform and complete the collection (but not disposal) of municipal solid waste, the collection and processing of recyclables, and the collection and processing of landscape waste. It is the City's intention to obtain throughout the term of the Contract a clean, courteous, well-scheduled and well-executed program for the collection of solid waste, recycling and landscape waste from the City.

All customer complaints shall be resolved within reasonable time. The Contractor shall supply the City, when requested, with copies of all complaints indicating the disposition of each such complaint. The form shall show the day and hour on which the complaint was received, the nature of the complaint and who initiated the complaint as well as the day and hour and manner in which it was resolved.

#### 6. Duration of the Contract

The initial term of the Contract shall be five (5) years commencing on July 1, 2017 and ending on June 30, 2022. The Contract may be optionally extended for additional periods.

#### 7. Public Education

As part of the Base Proposal, the contractor shall provide a printed educational brochure to be distributed within the City prior to the starting date of this contract for the purpose of explaining the program. The brochure shall be distributed by the Contractor to all residential units, multi-family units and commercial establishments within the City. Such materials shall be provided at the Contractor's own cost.

The City shall approve the form and content of the brochure prior to its dissemination. The brochure shall be on recycled-content paper with a minimum of 15% post-consumer content and imprinted with the phrase "printed on recycled paper."

#### 8. Contractor Transition

Should the City choose a different vendor at the expiration of the Contract, the Contractor shall agree to cooperate with the chosen vendor in affecting an orderly transition.

#### 9. Monthly Payment Invoice

Contractor shall submit monthly invoices to the City for all services in this Proposal.

#### 10. State Disposal Legislation

The Contractor shall be aware of impending State of Illinois deadlines established by legislation for implementation of restrictions on disposal of certain wastes, and shall be responsible for compliance with such legislation.

## APPENDIX A. PRICING PROGRAM

Contractor shall provide prices for the following services. Services are described below and in Section C of the RFP.

### RESIDENTIAL SERVICE COSTS

Standard Service, Billed to Resident	Monthly Price Per Unit (Single- Family) Year 1 (6/1/17-5/31/18)	Monthly Price Per Unit (2-Flat) Year 1 (6/1/17-5/31/18)	Monthly Price Per Unit (3-Flat) Year 1 (6/1/17-5/31/18)
Municipal Solid Waste			
Recycling			
Landscape Waste			
<b>Total</b>			
Annual Escalation (enter CPI or numerical %)			

### OTHER SERVICES

Dumpsters/Roll-off Containers, Billed to City	Monthly Price per Unit Year 1 (6/1/17-5/31/18)
20 Cubic Yard roll off	
20 Cubic Yard dumpster (tires)	
(3) 2 cubic yard dumpster	
(2) 4 cubic yard dumpster	
15 -20 decorative trash baskets	
<b>Total</b>	
Annual Escalation (enter CPI or numerical %)	

Pricing for alternate proposals may be indicated on a separate copy of this pricing form. The scope of services for any alternate proposal must be described in detail below; attach additional pages as necessary.

## **APPENDIX B. PROPOSAL SUBMITTAL CHECKLIST**

- Cover letter
  - Signed by authorized company representative
  - Commits Proposer to carrying out provisions of Proposal
  - Acknowledges receipt of any addenda
  
- Proposal Narrative
  - Statement of Qualifications
  - Approach to Work
  - Discussion of any alternatives or deviations to draft Contract
  
- Proposal Pricing Form

# APPENDIX C. MAP OF CITY OF BLUE ISLAND

