

**VALLEY TOWNSHIP
ALLEGAN COUNTY, MICHIGAN**

**REQUEST FOR PROPOSAL FOR REFUSE AND RECYCLABLE
MATERIALS COLLECTION AND DISPOSAL SERVICE**

DEADLINE FOR SUBMISSION: 12:00 NOON- MARCH 14, 2013

FOR FURTHER INFORMATION CONTACT:

Valley Township
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Allegan, MI 49010
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valleytownship@yahoo.com

Michigan State Act PA 517 of 2012, Iran Economic Sanctions Act, requires notification that Iran-linked businesses may not bid on this contract. Successful bidders will be required to provide certification that they are not an Iran-linked business.

Request for Proposal (RFP)for Refuse and Recyclable Materials Collection and Disposal Service

Valley Township is accepting Proposals from qualified companies to compete for the awarding of a contract with the Township for the weekly collection of refuse and recyclable materials with the options for the collection of yard waste and bulk waste. The Township intends to enter into a contract with one company to provide these services for an initial term of three (3) years with an option for the Township to extend the contract for an additional five (5) years. The Township population is approximately 2,018 and is roughly 36 square miles in area, located in Allegan County, Michigan. The Township is governed by a five member Board. All deliberations of the Township are conducted pursuant to the Michigan Open Meetings Act and the Michigan Freedom of Information Act.

The Township's intent and the requirements of this RFP are to provide its citizens with the highest quality of service at the best price and to replace recycling containers located at the Township Hall with curbside recycling service.

Valley Township is requesting the following services:

1. Refuse Collection and Disposal Services:

- A. *Refuse Cart Collection and Disposal.* This service will form the basic service to be provided under this Proposal and will consist of weekly collection of trash put out for collection in 96-gallon or 65-gallon refuse containers. This RFP does not include residential or commercial dumpster services. The Contractor will be responsible to furnish one or more refuse collection carts for each participating collection point.
- B. *Bag Service for Hazardous Waste to be Offered.* Specially marked bags for pick up of hazardous waste materials (paint cans, batteries, fertilizer, weed killer, pool chemicals, etc.) will be available for purchase directly from the Contractor. The cost of such bags will include their collection, removal and disposal. The bags will have sufficient wall strength to maintain physical integrity when lifting contents weighing 32 pounds maximum.
- C. *Tag Services to be Provided.* The Contractor will pick up any additional authorized, prepaid, properly tagged bulky items and appliances. The resident must place these extra items beside their cart/container.
- D. *Yard Waste Service.* From April 1st to November 30th of each year, the Contractor will be required to offer, for an additional fee, pick up of yard-waste bags containing grass clippings, leaves, etc.

- E. It will be the Contractor's responsibility to supply a sufficient quantity of refuse bags, yard-waste bags, bulky item stickers and appliance stickers for resident purchase.

2. Recycling Program

The Contractor will provide weekly curbside recycling service to all users. Such service will provide for the collection of recyclables placed curbside in recycling containers. The Recycling collection service will be made on the same day and time as refuse collection service. The Contractor will furnish one recycling container or bag to each user serviced under this Contract. Upon request of any user, Contractor will provide, without additional charge, one additional recycling container.

All collected commingled recyclables will be delivered to and processed at a designated Materials Recovery Facility. The Contractor will be expressly prohibited under the terms of the contract from land-filling Recyclable Materials that have been collected.

3. Multi-Family, Homeowner Associations and Commercial Services

The Contractor will work with the Township to develop services that encourage and enable multi-family residential developments, private residences represented by homeowner associations and commercial properties to participate in the Refuse Collection and Recycling Programs. Multiple refuse carts, additional collection dates or other reasonable accommodations may be negotiated with and authorized by the Township to service these properties or increase opportunities to recycle.

4. Billing and Payment

Fees for cart and bag services will be calculated on a monthly basis. The Contractor will bill users directly and accept payments by credit cards, auto-debit to credit card and check. Bills will be issued at least every three months but no more than once monthly. Discounts for prepayments are encouraged.

Starting or Stopping Service - the Contractor will provide the opportunity for residents to start or stop their refuse service for no additional fee provided that the period of interrupted service is thirty (30) days or more and provided that service to the residence is received for not less than three (3) consecutive months in each calendar year.

Seasonal Service Rate – the Contractor shall define and provide the opportunity for residents to elect a Seasonal Refuse Service Rate designed to meet the needs of part time residents.

5. Submittal Requirements

It is the intention of the Township to award the contract to a Contractor who demonstrates the ability and financial resources to successfully perform the work. All

bidders will demonstrate adequate financial resources and expertise to perform the services required by these specifications. Proposals submitted will contain the following:

- Supply a list of all officers, persons or institutions that own ten percent or more.
- Supply detailed inventory of equipment (including age of equipment and whether it is leased) and proposed equipment. Indicate equipment suitable to deliver services on narrow streets.
- Supply the number of full and part time employees.
- Supply your current Michigan municipality customer list including name, number of customers, type of customers, recycling and yard waste programs. Include a contact person and phone number for each municipal customer.
- Supply the price for each of the requested services identified in this Proposal i.e. per home, bag, tag, etc., to be calculated on a monthly basis with the price that would be charged to the customers during the initial three (3) year term of the contract.
- Supply safety and environmental record for the past 5 years.
- Provide evidence of insurance and surety bonding of at least one million dollars.
- Provide any narrative or supplemental information that describes, explains or clarifies your Proposal. If your Proposal deviates from the requested specifications in any material way, it will be to your advantage to clearly identify where and why this has occurred and discuss your rationale. Do not assume we will understand your intent if there is no explanation.
- The submission of a Proposal shall be a representation that the Bidder has carefully investigated all conditions that now or hereafter could affect its ability to perform as offered and that the Bidder is familiar with all relevant laws, ordinances and regulations that may affect its ability to perform. It is the sole responsibility of the Bidder to carefully and independently investigate, calculate, and be responsible for the prices they quote. **If the prices are accepted, they shall be binding upon the Bidder.**

6. Contract

Once Valley Township selects a proposal, a formal contract between the Township and Contractor will be negotiated. If negotiations are not successful, the Township may negotiate with another bidder or decline all bids. The Contractor will be contractually obligated to maintain Worker's Compensation Insurance and liability insurance, and to submit a performance bond.

7. Reservation of Rights

The Township is not legally required to accept the lowest bid and reserves the right to reject any or all bids, to waive irregularities in bidding, to accept bids which do not conform in every respect to the bidding requirements, to negotiate with any bidder and to award the bid to any contractor the Township deems to offer services that are in the best interest of the Township. Proposals submitted shall be valid for a period of ninety (90) days from the date Proposals are due.

Proposals are due no later than 12: noon. local time on March 14, 2013 at the Valley Township office. Mailing address is:

VALLEY TOWNSHIP
Attn: Supervisor - Waste Hauling Proposal
2054 Lincoln Road
Allegan, MI 49010

Two copies of the Proposal must be submitted and may be delivered in person or submitted by mail. The Proposal shall be in a sealed envelope and labeled *Proposal for Refuse Collection Services*. All proposals received after this date and time will be rejected from consideration and returned unopened to the bidder. All Proposals that have been timely received will be opened and recorded immediately following the date and time written above.

Every sealed Proposal once received by the Township shall be and remain binding upon the Bidder and may not be withdrawn or revoked by the Bidder until after the award of a contract by the Township, or March 28, 2013 whichever is earlier.

All inquiries related to this RFP may be made to Township SUPERVISOR, Bill Browne (269) 673-5962. RFP information can also be found on the website www.valleytwp.org.