

REQUEST FOR PROPOSALS/BIDS
OGLE COUNTY FACILITIES WASTE AND RECYCLING SERVICES

Section I - General Information

The Ogle County Sheriff's Department and the Solid Waste Management Department (OCSWMD) are seeking bids for waste hauling and disposal service as well as recycling services at four County facilities as described below. A separate Request for Bids is being requested for the Ogle County Drop-Off Recycling Program. Further information can be acquired from the Sheriff's Department (815) 732-6666, or from Steve Rypkema, Director, at the Solid Waste Management Department, (815) 732-4020 ext. #1.

Section II - Bidding Instructions

A. Preparation of Bid Proposal

Bidders may submit their proposal on the forms provided or may create their own document following the outline in the Bid Proposal Form. If more room is necessary, additional sheets of paper may be used. Authorized signature must be of the individual owner of a business, a general partner of a partnership, or an officer of a corporation, whose title shall be stated. Proposals submitted shall be sealed in an envelope and marked, "Sealed Bid for Ogle County Facilities Waste and Recycling Collection Services." Applications must be typewritten or neatly printed in ink. Bidders may submit separate proposals for the County Drop-off Recycling and the County Facilities Waste and Recycling Services RFP's, combine them as one proposal, or bid on only one of the contracts.

B. Bid Proposal Due Date

All bids are due by 3:30 p.m. on March 7, 2011 at the Ogle County Solid Waste Management Department, 909 W. Pines Road, Oregon, Illinois, 61061, Attention: Director.

C. Bid Opening Date

All bids will be opened on March 7, 2011 at the regular County Board HEW/Solid Waste Committee meeting, Room 100, Ogle County Courthouse, Oregon, Illinois, which starts at 4:00 p.m.

D. Supplemental Materials

Bidders should submit catalogs, photographs, maps, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

E. Withdrawal of Proposals

Bidders may withdraw their proposals at any time prior to the Bid Opening Date by signing a request therefore. However, bidders shall not withdraw or cancel their proposals for a period of sixty (60) calendar days after said Bid Opening Date. The successful bidder shall not withdraw or cancel

his/her proposal after having been notified by the OCSWMD that said proposal has been accepted by the County.

F. Qualifications of Bidders

The opening and reading of the bid shall not be construed as an acceptance of the bidder as a qualified, responsible bidder. The County reserves the right to determine the competence of a bidder.

G. Disqualification of Bidders

Evidence of collusion among bidders, lack of competency, and default on a previous contract for failure to perform, among other conditions, may be considered cause for the disqualification of bidders and rejection of their bids.

Section III - Award of Contract - Terms and Conditions

A. Award of Contract

The County intends to award the Contract within sixty (60) days following the Bid Opening Date. The Contract will be awarded to that responsible bidder whose bid, conforming to the Request for Proposals, will be most advantageous to the County. Evaluation criteria to be considered are:

- a. Experience of the firm
- b. Previous projects similar to this one
- c. Operating plan, support services, convenience of program and containers, etc.
- d. Quality of bid proposal
- e. Cost of the proposal

The County reserves the right not to accept any bid or to reject any or all bids and to waive defects or irregularities in any bid.

B. Subletting of Contract

The Contract awarded by the County shall not be assigned or any part subcontracted without the prior written consent of the County. In no case shall such consent relieve the successful bidder from his/her obligation or change the terms of the Contract.

C. Default or Termination of Contract

Upon default of the Contract, by either party hereto, the other party shall mail to the party in default a written notice specifying: (1) the apparent default; (2) the action required to correct such default and; (3) a date not less than ten (10) days from the date the notice is mailed to the party in default by which such default must be corrected. If the party in default does not correct the default specified in said notice within the time provided therein, the other party may declare the Contract to be terminated and shall be entitled to collect its damages by judicial proceedings as may be allowed

under the provisions of the laws of the State of Illinois, plus its costs, including but not limited to its reasonable attorneys' fees, arising from said default of contract. Default is defined as failure of the successful bidder to perform any of the provisions of the Contract or failure to make sufficient progress to do so.

The County reserves the right to terminate the whole or any part of the Contract, upon written notice to the successful bidder, in the event that sufficient funds to complete the Contract are not available in the annual budget, or if the quality of service is unacceptable.

Section IV - Contract Specifications

A. Service Required

The Contractor (successful bidder) shall provide complete service, as described below, for the waste and recycling services at the following Ogle County Facilities:

- a. Ogle County Courthouse, southwest corner of parking lot
- b. Judicial Center, west side of building, access from 6th Street
- c. Pines Road Annex, south side of parking lot
- d. Sheriff's Department, south side of building.

Maintenance and upkeep of all sites will be a joint effort between the County and the hauler.

1. Waste and Recycling Containers: The Contractor shall be responsible for the purchase and maintenance of the containers to be used at each of the sites. Recycling containers should be weather-proof toter/type (60-96 gal.), larger dumpsters on wheels that can be stored out of the way and rolled out for emptying, or large stationary dumpsters, depending on the needs at that location. Containers must be clearly labeled for the materials to be collected in each one. Co-mingled materials in containers shall be determined by the Contractor. Large recycling containers are encouraged to reduce the frequency of pick up and thereby minimize the cost to the County. A list of the containers currently used at each site is attached, however, larger or smaller containers may be proposed by the Contractor and may be requested later by the County.

At the Contractor's approval, the County may label or affix signs or stickers to the containers to enhance existing labels and to educate users on the proper use of the program.

2. Frequency of Pick-up: Collection pick-ups by the Contractor shall be on a routine basis. A suggested frequency of pick-up is attached; however, the frequencies may change due to need. It is estimated that each of the sites will require waste collection 1-3 times/week and recycling collection 1-3 times/month, depending on the site. The Contractor shall also be responsible for removing waste and recyclable materials that were spilled during collection, or those deposited outside of the containers. Waste and recycling containers must remain available at the sites at all times.

3. Processing Center and Landfill Used: The processing center used for recyclables shall be determined by the Contractor as long as the Contractor will be able to certify that the materials have in fact been recycled (see Section IV.A.5 below). Changes in the use of a particular processing center shall not increase the cost per pick-up for a site during the term of contract.

The landfill used for the waste shall be determined by the Contractor but must be an IEPA permitted sanitary landfill. It is preferred that the Contractor utilize a landfill located in Ogle County.

The cost of hauling the waste and recyclable materials shall be included in the total cost per pick-up for each site. The Contractor is responsible for the pick-up, processing and marketing of the recyclable materials collected, regardless of changing market conditions. EXCEPT AS HEREINAFTER PROVIDED, UNDER NO CIRCUMSTANCES SHALL THE RECYCLABLE MATERIALS BE HAULED TO AND DISPOSED OF AT A LANDFILL. In the event that the recyclable materials collected are contaminated or mixed with refuse to the point where the load is rejected by the processor, the County shall be contacted and an appropriate decision will be made by the County and the Contractor as to the manner of disposal of the load.

4. Materials to be Collected: The following minimum materials must be collected at the County Courthouse, the Judicial Center, the Pines Road Annex, and the Sheriff's Department: aluminum cans, steel and bi-metal cans, glass food and beverage containers (green, brown and clear), plastic containers (coded #1-7), newsprint, corrugated cardboard, ledger paper (white and colored), computer printout, chipboard, magazines, catalogs, phone books, junk mail, paper grocery bags, and other mixed paper. Bidders offering to recycle additional materials should list these materials on the Bid Proposal Form. The County reserves the right to negotiate with the Contractor during the term of the Contract to add additional materials to the Facilities Waste and Recycling Services Program at an agreed upon cost.
5. Required Reporting: The Contractor shall be required to keep accurate records of the number of times the waste and recycling containers have been picked up. These records must be submitted to the Ogle County Sheriff's Department with the monthly invoice (see Section D. below).

At the request of the County, the Contractor must provide proof or certification that all of the recyclable materials collected at the sites have been recycled. This can be done by submitting to the OCSWMD copies of gate receipts for recyclables for a given period from the processing center(s) used or by acquiring a signed statement from the processing center certifying the materials received for recycling. Similarly, at the request of the County, the Contractor must provide proof or certification that all of the waste materials collected at the sites have been disposed of at an IEPA permitted landfill.

B. Term of Contract

The initial term of this Contract shall be for five (5) years, commencing on the date that the County awards the Contract to the successful bidder, unless terminated at an earlier date by either party for reasons described earlier in Section III. C.

At the expiration of the initial term, and for three (3) renewal terms of one (1) year each thereafter, the Contract shall be considered to be automatically renewed, unless either party shall notify the other party in writing, not less than ninety (90) days prior to the expiration of the current term, that the notifying party does not wish to renew for an additional term.

C. Compliance with Laws and Regulations

The Contractor shall comply with all applicable federal, State of Illinois, County of Ogle and local laws and regulations now in effect or hereafter enacted during the term of this Contract, which are applicable to the Contractor, or its employees, with respect to the work and services described herein.

D. Billing/Compensation

The Contractor shall submit one itemized invoice per month to be received at the Ogle County Sheriff's Department, 103 Jefferson Street, Oregon, IL 61061, by the fifth day of each month. These bills shall be paid by the County by the end of that month. Invoices received after the fifth day of the month may not be paid until the following month.

Itemized invoices must specify the dates and number of pick-ups of waste and recyclable materials per site and the cost per pick-up for each facility and any other charges for additional services requested by the County, if any.

Suggested Containers and Frequency of Pick-up

If the paper and co-mingled recyclables are able to be placed into the same container, please indicate this and make recommendations accordingly.

Judicial Center	<u>Qty.</u>	<u>Size</u>	<u>Material</u>	<u>Pick-up</u>
	2	2 yd	Paper	1x/Mon
	2	2 yd	Co-mingled	1x/Mon
	1	2 yd	Garbage	3x/week

Jail	<u>Qty.</u>	<u>Size</u>	<u>Material</u>	<u>Pick-up</u>
	1	8 yd	Paper	3x/Mon
	1	6 yd	Garbage	3x/week
	1	2 yd	Co-mingled	3x/Mon

Pines Road Annex	<u>Qty.</u>	<u>Size</u>	<u>Material</u>	<u>Pick-up</u>
	1	2 yd	Paper	2x/Mon
	1	3 yd	Garbage	1x/week
	1	Toter	Co-mingled	1x/Mon

Sheriff's Department	<u>Qty.</u>	<u>Size</u>	<u>Material</u>	<u>Pick-up</u>
	1	2yd	Paper	2x/Mon
	1	4 yd	Garbage	1x/week
	1	Toter	Co-mingled	1x/Mon

BID PROPOSAL FORM

[Type text]

FOR OGLE COUNTY FACILITIES WASTE AND RECYCLING SERVICES

Please complete in detail, the following bid proposal in accordance with the preceding Request for Proposals/Bids, Ogle County Facilities Waste and Recycling Services. Please explain the services being proposed and the bid for such services. Attach any supplemental materials or additional sheets, with reference to the corresponding section on the form.

PART I - REQUIRED SERVICE: FACILITIES RECYCLING

A. Materials to be Collected

1. Do you agree to provide recycling services for the materials specified in Section IV.A.4 of the RFP?

_____Yes _____No

If no, which material(s) is/are not included in your proposed service and bid?

If any additional materials are to be included, please specify:

B. Site Locations

1. Please specify whether or not service is being proposed for all four of the County facilities listed in the RFP.

_____Yes _____No

C. Collection Containers

1. In detail, please describe the size, number, and type of containers to be used at each site. (include manufacture brochures and specifications, if possible).

2. How must the materials be sorted and deposited into the containers?

[Type text]

3. If co-mingling of recyclable materials in compartments is being proposed, list the materials to be co-mingled and how much space will be available for each group.

4. Please describe how the materials will be removed from the site and transported to the processing center (i.e. will full containers be replaced with empty ones or emptied on site?).

5. Describe the signage, labeling, or other method to be used to inform the public on how to prepare materials for recycling.

6. Do you authorize Ogle County to affix additional labels or signs to your company's recycling containers to enhance instructions to users of the program?

_____Yes _____No

7. How long will it take to have all of the containers available and ready for use at each of the sites? (give date if possible)

D. Frequency of Pick-up

1. Please state the frequency of pick-up at the four facilities, and how this will be done.

E. Processing Center or MRF to be Used

[Type text]

1. Please list the processing center(s) where recyclable material collected from the County Facilities Recycling Program will be taken.

2. Will a long term contract be established with the processing center for the acceptance of recyclable materials collected from this program?

_____Yes _____No

PART II - REQUIRED SERVICE: FACILITIES WASTE SERVICES

A. Site Locations

1. Do you agree to provide services for the waste collected at all four County Facilities listed in the Request for Bid?

_____Yes _____No

If no, which County Facility(ies) is/are not included in your proposed service and bid?

B. Collection Containers

1. In detail, please describe the size, number and type of containers to be used at each site (include manufacture brochures and specifications, if possible).

2. How long will it take to have all of the containers available and ready for use at each of the sites? (give date if possible).

C. Frequency of Pick-up

1. Please state the frequency of pick-up at each of the four facilities, and how this will be done.

D. Landfill to be Used

1. Please list the IEPA permitted sanitary landfill or transfer station where waste collected from the County Facilities will be taken.

Part III – Insurance and Past Experience

A. Insurance

1. Please summarize and show proof of any insurance policies that will be maintained throughout the term of this Contract, covering all of the Contractor's activities related to this Contract, (i.e. Worker's Compensation, General Liability, Automobile Liability, etc.).

B. Past Experience

1. Briefly describe any past experience similar to the program being proposed herein.

2. List any successes or problems noted from past experience in similar projects, and list possible solutions to identified problems.

PART IV - OPTIONAL SERVICES

A. Educational Materials/Services Available

1. Please describe and/or enclose any educational materials (brochures, stickers etc.) or services that would be available to promote the program.

PART V - COST OF SERVICES: Please complete & indicate the costs for waste & recycling services for each of the facilities for years 1, 2, 3, 4 and 5 of the contract.

Location	Quantity	Size of Container/Description	Material Waste or Recycling?	Frequency of Pick-Up	Cost per Month Year 1	Year 2	Year 3	Year 4	Year 5
Judicial Center									
Courthouse/Jail									
Sheriff's Department									
Pines Road Annex									
			Total Monthly Cost:						

[Type text]

Optional Services

Please specify the type of Optional Service being offered, and the cost of providing the service.

<u>Type of Service</u>	<u>Cost per Unit</u>
_____	_____
_____	_____

The undersigned has read and understands the Request for Proposals/Bids, Ogle County Facilities Waste and Recycling Services (RFP) and hereby submits a bid for the services required in the RFP and those offered and described on the preceding Bid Proposal Form

(Company Name) By: _____
(print or type name)

(Address) Signed: _____

(City/State/Zip) Title: _____

(Telephone) Date: _____

NOTE: Be sure to mark outside of envelope "SEALED BID FOR OGLE COUNTY FACILITIES WASTE SERVICES AND RECYCLING."

[Status]

[Comments]