

CITY OF JAMESTOWN ADVERTISEMENT

REQUEST FOR PROPOSALS
FOR
RESIDENTIAL RECYCLING COLLECTION SERVICE

The City of Jamestown requests written proposals for residential recycling collection services. The purpose of the recycling program is to provide bi-weekly, single stream residential collection and recycling services to Jamestown residential households and one designated drop-off site.

Sealed Proposals clearly marked for "Residential Recycling Collection Services" must be mailed or delivered to the City Administrator at 102 3rd Ave SE, Jamestown, ND 58401 by 4:00 P.M. CDT, July 29, 2016.

Proposal documents are available at the City of Jamestown, City Administrator's office at 102 3rd Ave SE or at www.jamestownnd.org.

Proposals must be executed in accordance with and subject to instructions contained in the Instructions to Proposers and Special Terms and Conditions section of the RFP. A selection committee will review all written proposals that comply with submittal requirements. Basis of award and selection criteria include, but are not limited to, adherence to submittal requirements, experience and performance records, understanding of project and proposed work approach, knowledge of regulations and local conditions, project personnel and assignments and qualifications, ability to respond in a timely manner, references, cost to candidates, and any other value-added services and/or provisions highlighted by each proposer. The selection committee may interview selected firms and will recommend a single firm for approval by the City Council members.

Inquiries should be directed to Mr. Jeff Fuchs, City Administrator, at (701) 252-5900. Questions may be faxed to (701) 252-5903, or emailed to: jfuchs@daktel.com.

The City of Jamestown reserves the right to accept or reject any proposal or to waive formalities or informalities, and to negotiate the proposal deemed to be in the best interest of the City of Jamestown.

Submit one (1) original proposal and five (5) copies along with one electronic copy of the proposals submitted on a CD disk (or suitable alternative disk format) inside the sealed envelope. The proposal file must be formatted in PDF or a suitably compatible alternative. Send proposals to:

Jeff Fuchs
City Administrator - City of Jamestown
RESIDENTIAL RECYCLING COLLECTION SERVICES
102 3rd Ave SE
Jamestown, North Dakota 58401
701-252-5900

Publish: June 15 & 22, 2016

CITY OF JAMESTOWN
102 3RD AVE SE
JAMESTOWN, ND 58401

THE CITY OF JAMESTOWN SUBMITS THIS
REQUEST FOR PROPOSALS

FOR THE COST OF SERVICES TO PROVIDE RESIDENTIAL
RECYCLING COLLECTION FOR THE CITY OF
JAMESTOWN. PROPOSALS WILL BE ACCEPTED UNTIL
4:00 PM, CDT, JULY 29, 2016

DATE: June 6, 2016

Request for Proposals for Recycling Collection Services

Responses submitted must provide complete information as indicated in this request. Please submit one (1) original proposal and five (5) copies along with one electronic copy of the proposals submitted on a CD disk (or suitable alternative disk format) inside the sealed envelope. The proposal file must be in PDF or a suitably compatible alternative. Send proposals to:

Jeff Fuchs

City Administrator - City of Jamestown

RESIDENTIAL RECYCLING COLLECTION SERVICES

102 3RD Ave SE

Jamestown, North Dakota 58401

Phone: 701-252-5900

Email: jfuchs@daktel.com

Deadline for delivery of sealed proposals is 4:00 P.M. CDT, July 29, 2016.

Questions and inquiries regarding this request should be directed to Mr. Fuchs.

The City reserves the right to reject any and all responses and to request additional information from any and all companies.

In order to be considered a valid Proposal, each Proposal must meet the following requirements:

1. Each proposal must be signed by an officer of your company who can be held accountable for all representations.
2. Each proposal must be sealed and clearly marked for "Residential Recycling Collection Services."
3. Each proposal must conform to all Proposal requirements and submitted on the Proposal Cover Sheet as Residential Recycling, Written Proposals received after 4:00 P.M. CDT on July 29, 2016 will not be considered.

Contractors are prohibited from contacting any representatives of the City Council regarding this Proposal.

This RFP is for Residential Recycling Collection Services for the City of Jamestown. The City currently has approximately 4,192 residential customers, 2,542 multi-residential units and 390 mobile home court residences. The City also requests one (1) recycling drop-off site.

The City wishes to select a contractor who will work in partnership with the City to increase the level of participation in the recycling program not only for residential units but also business and commercial units and rural residential in neighboring communities.

The City wishes to be provided with two recycling bids:

1. **Option A:** Monthly charge for recycling collection for the 4,192 residential and 390 mobile home court residences.
2. **Option B:** Monthly charge for recycling collection for the 4,192 residential, 390 mobile home court and 2,542 multi-family residential units. Please see Attachment A for further breakdown of these multi-family residential units.

In conjunction with the startup of residential, single stream recycling series, the City is planning on moving toward an automated, volumetric (“Pay as you Throw”) landfill garbage collection and billing system.

During the term of the agreement, the City and Contractor shall share information from time-to-time with respect to the number of units, which have been added, or removed from each route. During the course of the contract period, it can be expected that new dwelling units will be constructed and existing dwelling units demolished. It should be understood that upon occupancy the contractor shall be required to collect the recycled material generated from each new eligible unit. For the purpose of this contract, the net increase in dwelling units shall mean the actual number of dwelling units for which a Certificate of Occupancy has been issued, and the unit is occupied, minus demolitions during such period

REQUESTED RECYCLING SERVICES

Residential Single-Stream, every other week collection

Contractors must detail in their response, their proposed per unit cost per month for collection of single-stream recycling. Please identify monthly rate per residential unit for this collection.

The City will require that the recycling contractor provide recycling collection at city offices. These sites may include, but not be limited to: City Hall, Library, Fire Station and Airport. These sites must be collected frequently enough to keep recycle materials inside of the provided container.

City Drop-Off site collection

The City will require the contractor to provide trailers or containers for recycling, and to collect those recycling materials at one (1) recycling drop-off site located in the city limits of Jamestown. This site would follow the single stream recycling material list. This site must be collected frequently enough to keep recycle materials inside of the container or trailers. The city reserves the right to relocate recycling trailers during the contract period.

Frequency

Recycling shall be collected every other week. The contractor will follow the current collection schedule already used by the city. Holiday pick-up will be in accordance with the afore-mentioned schedule. Any missed collection points will be addressed immediately by the contractor upon notification.

Collection hours

Collections will begin no earlier than 8:00 a.m. and terminate prior to 6:00 p.m.

Holiday collection schedule

The contractor shall not be required to make regular collection provided on legal holidays. Legal holidays shall include the following: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Points of Collection

Residential collection service shall require all carts/containers to be placed at the same location as that of the resident's solid waste collection site. Approximately 60% of these sites are in alley pickup locations. The remainder of the sites are curbside pickup.

All recycling must be removed in such a manner that nothing is spilled, dropped, or allowed to remain on the premises from which it is collected. No recycling from containers or trucks will be dropped, thrown, or in any manner deposited upon any of the streets or sidewalks within the City.

Containers

The Contractor shall provide all carts/containers to the residential units that are uniform in color. The contractor may use different size containers for different customers. The contractor is responsible for inventory and maintenance of all containers disbursed throughout the city.

The Contractor is responsible for collecting and emptying any and all recycling containers/bins that are placed in the normal recycling location by the residents. That is, if there is more than one bin, the Contractor shall collect the contents from all bins. The Contractor should indicate a willingness to collect recyclable items, such as large cardboard boxes that could be placed next to the container(s).

Recyclable items

Recycling items include, but are not limited to, the following items:

Metal & Plastics (#1-7 plastics only), including aluminum cans, steel cans, glass bottles, approved milk or juice containers, plastic bottles and approved tubs.

Fiber, including old newspapers/inserts, household office paper and mail, old boxboard, old corrugated cardboard, phone books, and notebooks, brown paper bags, magazines shredded paper and catalogs.

Glass collection is optional in this RFP, but strongly encouraged.

The City encourages the contractor to explore markets for additional types of recyclable materials. Materials may be added to this list as part of the proposal or by mutual written agreement between the City and the Contractor.

Contractor's Equipment

The Contractor shall supply all equipment, labor, and materials necessary to complete the collection, hauling and disposal of recycling items. No City owned property will be available to the contractor for any operations, sorting, storage of materials and/or equipment. However, the City will provide, free of charge, a location for the one (1) recycling drop-off site.

The location and site plan of the contractor's proposed recycling operations must be approved prior to the signing of the final contract.

The Contractor must obtain all pertinent licenses and permits from the City, County, and State. The Contractor must comply with all City of Jamestown zoning regulations.

All vehicles must be maintained in proper working condition, comply with all State and Federal inspection and safety requirements. All equipment shall be kept neat in appearance.

Provisions

The Contractor shall provide access to the City to review any books, documents, papers, and records of the Contractor, which are directly pertinent to this contract for the purpose of making an audit or analysis.

The work shall be done with labor and equipment that are adequate to ensure the satisfactory collection and disposal of said materials at all times. Failure to perform shall not be excused by adverse weather, breakdown, or similar hindrances, which for other work might be regarded as "acts of providence".

Contractor must comply with the Equal Employment Opportunity requirements, which prohibit discrimination on account of race, creed, or color in the performance of public contracts, and is made a part of this request with the same force and effect as if set out herein verbatim.

In the event that the City notifies the contractor of locations on the route which have not received the scheduled service, the Contractor shall be required to service such locations as soon as possible before 6:00 p.m. of the same day or by a time satisfactory to the City of Jamestown.

The Contractor must specify how customer complaints, request for and delivery of recycling containers will be handled.

Transfer of Contract

The Contractor shall not transfer, sublet or assign the contract for recycling to any person, firm or corporation or in any way vary the terms of the contract without written permission from the City Administrator/City Council.

In the event that the Contractor attempts to transfer, sublet or assign this contract to any person, firm, or corporation, including any entity controlled by the Contractor, this Agreement shall terminate at the option of the City.

Payment

The City shall compensate the contractor for collection of recycling materials according to the service contract or other mutual agreement between the contractor and the City...

Periodic additions or deductions in the number of units collected shall be subject to verification and agreement between the City and the Contractor.

All invoices must be received, emailed or delivered no later than the last Wednesday of each month to the City of Jamestown, 102 3rd Ave SE, Jamestown, ND 58401. All new and deleted accounts will be verified by this office.

All communications between the contractor and the City will be directed to the City Administrator for the City of Jamestown.

The contractor is responsible for collection of any recycling fees for commercial accounts and rural residential collection.

Revenue Sharing for Recyclables:

All qualified proposals shall state explicitly if the Contractor is electing to participate in revenue sharing with the City. If the City awards the contract to a Contractor that elected to propose revenue sharing, and if the final contract negotiated includes revenue sharing, the Contractor shall, every month, rebate an amount to the City based on the proposed formula. In this case, the contractor must supply disposal revenue to the City.

In any event, the Contractor shall provide a monthly report to the City detailing pounds of recyclables collected, by category of recycled item (plastic vs. fiber, etc.) and an estimate of pounds collected by each collection route.

All materials collected will be considered the property of the Contractor and thus the Contractor absorbs all liability associated with these materials. The Contractor is responsible for the disposal of all unauthorized items or contaminated loads at the Contractor's expense.

Insurance

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in

connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Contractor shall provide copies of all required insurance policies to be submitted to City for review. The contractor chosen for the project, prior to the commencement of the work and annually thereafter, shall provide proof of all insurance along with proof that the City has been listed as an additional insured.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** covering any auto, or if Contractor has no owned autos, hired, and non-owned autos, with limit no less than **\$2,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of North Dakota, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Additional Insured Status

The City, its officers, elected officials, employees, agents and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

Notice of Cancellation, Modification, or Termination of Coverage

Each insurance policy required above shall provide that coverage shall not be canceled, except with written notice to the City at least thirty (30) days prior to the cancellation, modification or termination of coverage.

Indemnification

The Contractor shall indemnify and hold harmless the City, its officers, agents, representatives, and employees from and against all claims, damages, losses, costs or expenses, including reasonable attorney fees, which may be asserted against the City or for which it may be held liable, to the extent resulting from the negligence or willful

misconduct of the Contractor, its employees, agents, representatives, or subcontractors, in the performance of the Contract.

Termination

A written agreement covering these services shall be for a term of five (5) years. The City may elect to extend the agreement with the contractor by providing written notice to the contractor at least ninety days prior to the end of the term. An extension shall be for an additional five (5) years, or a number of years agreed upon by the parties and under terms and conditions that the parties agree it.

The City shall have the right to terminate the Contract if, in the City's judgment, there has been a breach of any material provision thereof by the Contractor, or if, in the City's judgment, there is other good cause for termination. Continuing breach or good cause shall not be deemed acceptable because it was not followed by prompt termination.

Upon the failure of the Contractor to fulfill any of the provisions of the Contract, the City Administrator shall be authorized to hire such persons and equipment, or assign City employees and equipment, as may be necessary to do such work and the cost of such expenses thereof may be charged and deducted from any monies due the Contractor, collected from the Contractor.

PROPOSAL COVER SHEET

NAME _____
ADDRESS _____
CONTACT NAME _____
PHONE _____
FAX _____

The above mentioned company hereby proposes to provide Recycling services to the City of Jamestown as follows:

1.) Unit Price, Per Month, for Bi-Weekly collection of Residential Recyclables Single Sort for 5 years.

Option A – for residential and trailer court residences:

	<u>RESIDENTIAL</u>	<u>TRAILER COURTS</u>
Year 1:	\$ _____	\$ _____
Year 2:	\$ _____	\$ _____
Year 3:	\$ _____	\$ _____
Year 4:	\$ _____	\$ _____
Year 5:	\$ _____	\$ _____

Option B – for residential, trailer court and multi-family residences:

	<u>RESIDENTIAL</u>	<u>TRAILER COURTS</u>	<u>MULTI-FAMILY</u>
Year 1:	\$ _____	\$ _____	\$ _____
Year 2:	\$ _____	\$ _____	\$ _____
Year 3:	\$ _____	\$ _____	\$ _____
Year 4:	\$ _____	\$ _____	\$ _____
Year 5:	\$ _____	\$ _____	\$ _____

2.) Lump Sum Annual Cost Per Year, for collection of one (1) Recycling Trailer or Containers at City of Jamestown Drop-Off Site for 5 years.

Year 1: \$ _____
Year 2: \$ _____
Year 3: \$ _____
Year 4: \$ _____
Year 5: \$ _____

Other Fees

Any Additional escalators or service fees should be outlined in the space provided below.

Equipment

Please define equipment to be used for collection.

Alternate Proposals

Contractors may also submit alternative proposals in addition to this proposal if they choose. Please attach.

Qualifications and Experiences

Previous experience is an essential part of our selection criteria. Please provide the names and telephone numbers of references where similar work was performed.

**City of Jamestown
Request for Proposal
Attachment A**

BREAKDOWN OF MULTI-FAMILY RESIDENTIAL UNITS

Duplexes 67

Apartment units:

OF UNITS

PER BUILDING

OF BUILDINGS

IN CITY

3	33
4	117
5	5
6	5
7	3
8	29
12	20
14	1
16	1
17	2
18	7
24	8
27	3
32	2
35	1
36	5
38	1
48	1
50	1
58	1
70	1
124	1
163	1