

**RFP ADDENDUM #1**  
Date of Addendum: March 6, 2023

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

**PROPOSAL SUBMITTAL DEADLINE**

The Proposal submittal deadline remains the same and is not changed by this Addendum.

**1.0 – RFP**

The following sections have updated verbiage for clarification purposes.

Section	Original Text	Updated Text
<b>4. Contractor Qualifications</b>	<b>#4</b> Describe any vehicle accidents or violations the company has sustained.	<b>#4</b> Describe any vehicle accidents or violations the company has sustained in the past 12 months.
<b>4. Contractor Qualifications</b>	<b>#5</b> The amount in weight of tonnage that has been transported, and where it was transported to.	<b>#5</b> The amount of refuse, in the haulers preferred measurement, that has been transported, and where it was transported to.
<b>5.1 Maintenance of Records and Reporting</b>	<b>#5.</b> Weights in tons of garbage and recyclable materials collected by commodity and where these items were transported to.	<b>#5</b> Weights, in haulers preferred measurement, of garbage and recyclable materials collected by commodity and where these items were transported to.

**2.0 – QUESTIONS AND ANSWERS**

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> In reference to section 4. Contractor Qualifications, 4. Describe any vehicle accidents or violations the company has sustained: <b>“How much history are you requesting? Information from the past year?”</b></p> <p><u>Answer:</u> Information from the past 12 months would be sufficient for accidents and violations.</p>
2.2	<p><u>Question:</u> In reference to section 4. Contractor Qualifications, 5. The amount in weight of tonnage that has been transported, and where it was transported to:</p>

	<p><b>“Are you requesting information from a specific market? We measure waste by cubic yard, will that be satisfactory?”</b></p> <p><u>Answer:</u> Any haulers preferred form of measurement is acceptable, ie. tonnage or cubic yards.</p>
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### **3.0 – INFORMATION**

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.

Item	Description
3.1	The City’s current contract for solid waste removal is \$8.50/mo per unit.

**END OF ADDENDUM**



## **Request for Proposals**

**Residential Curbside Solid Waste Collection Service  
and  
Residential Curbside Recycling Service**

February 27, 2023

The **PRINCIPAL CONTACT** with the City of Perry will be:

Kevin Tyler  
Superintendent of Public Works  
203 W. Polly St.  
Perry, MI 48872  
[dpw@perry.mi.us](mailto:dpw@perry.mi.us)

## 1. Introduction

The City of Perry, Michigan is soliciting proposals from qualified contractors to be the sole provider for the provision of weekly residential trash collection with consideration to add curbside recycling. Along with the current residential trash collection, there are some commercial trash collections as well as dumpster service for municipal facilities.

The city intends to award a contract as a result of this RFP process on March 16, 2023 at the regular council meeting. A start date for collection services is to begin the week of April 10, 2023. Sealed bid opening will be March 13<sup>th</sup> at 1 pm located at city hall, 203 W. Polly St., Perry, MI 48872.

### 1.1 Current services

The City of Perry currently maintains a sole provider and single payer contract for trash removal. The current contract will expire on April 5, 2023. The contract includes approximately 790 trash collection accounts, a 96-gallon trash cart per account and a bulk item collection service. Trash service is collected every Monday beginning at 7 A.M. Customers can request/schedule bulk item pick up on a pay per piece as needed. The city hosts a clean-up week in May which includes unlimited bags on Monday and scheduled bulk item collection via city hall for larger items throughout the week.

The municipal dumpsters are located at the City's D.P.W. facility, and at City Hall. We may require a roll-off, 30-yard dumpster for clean-up week if there isn't a curbside bulk item collection option. We will review all options for bulk collection.

### 1.2 Submittal of Proposals

Contractors must submit three (3) copies of their Proposal by Monday, March 13, 2023 at 1pm, labeled "RESIDENTIAL CURBSIDE SOLID WASTE COLLECTION SERVICE" and addressed to:

**City Clerk's Office**  
**203 W. Polly St.**  
**Perry Mi. 48872**

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the day and time of the opening.

Questions regarding the proposal may be emailed to Kevin Tyler, Superintendent of Public Works, City of Perry at [dpw@perry.mi.us](mailto:dpw@perry.mi.us). Questions must be received no later Monday, March 6<sup>th</sup> at 2pm. Written responses to all questions received will be furnished through an addendum to all Contractors by **March 8, 2023 at 1:00 p.m.** No oral questions will be entertained. The RFP and addendum's can be downloaded from the City's website at [www.perry.mi.us](http://www.perry.mi.us) .

## **2.General information**

### *2.1 Demographics:*

The City has an estimated population of 2100 people spread out in an approximate 2.5 square miles. The city maintains roughly 790 trash collection accounts.

### *2.2 City goals and Objectives:*

The City intends that trash pick-up will be provided for all accounts within the City. The contractor currently bills this service directly to the city monthly. The City is interested in continuing this method of billing.

The City believes in maintaining a high level of commitment to quality customer service. In procuring the service described in this RFP, the City seeks to provide high quality public services that are convenient for our residents.

### *2.3 Reservation of rights:*

The City reserves the right to accept any proposal, to reject any and all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interest for the City of Perry. Issuance of this proposal does not obligate the City to award a contract. The city accepts no responsibility for reimbursing consultants for expenses incurred in responding to this request for proposals.

The City further reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal, and to determine the final terms of any contract.

Interviews may be required by the City with select contractors to clarify contract proposals and to allow for contract negotiations. Acceptance of any proposal will be based on factors including, but not limited to: cost of service; completeness of proposal; thoroughness of information provided; customer service standards; value added service; and prior successful contractor performance with waste collection systems similar to a scale described herein.

## **3. Basis of Proposal**

Proposals submitted will be for the contractor to provide exclusive trash collection service for all accounts within the city limits, and trash collection for municipal facilities. The proposal will also include cost associated with bulk/ large item pickup, and will also include two 6-yard dumpsters, one for City Hall and one for the D.P.W. facility. If there is no bulk/ large item curbside collection option, please include the price for a 30-yard roll-off dumpster for cleanup week. Proposals must include, by paragraph numbers, basic information addressing the following:

### *3.1 Unit-based Pricing:*

The contractor shall provide per residence unit-based pricing on a contractor provided 96-gallon wheeled trash cart. The unit-based pricing for all accounts within the city shall include the cost of providing the following additional services to the city:

1. One 6- yard dumpster to be collected weekly at City Hall.
2. One 6- yard dumpster to be collected weekly at the D.P.W. facility
3. Bulk item curbside pickup or other method of handling bulk items,
4. Cost for 30 yard roll off dumpster for cleanup week if no bulk item collection.
5. Cleanup of any residual trash put out with the 96- gallon carts within reason.
6. The cost to add curbside recycling service.

The contractor shall provide a proposed unit-based price structure to include the above enumerated additional services and for the following:

1. Residential Weekly trash removal.
2. Price for adding Recycling curbside service.
3. Bulk item removal, curbside or other and cost.

### *3.2 Hours and Days of Operation:*

All collection shall, except as expressly permitted by the City, be limited between the hours of 7 a.m. and 5 p.m., Monday through Friday. Saturday and Sunday collections are not permitted unless expressly authorized by the Superintendent of Public Works. The current trash collection is on Monday. Continuation of the current schedule is desirable, but not a requirement. The contractor shall state the intended day regular trash pickup.

### *3.3 Holiday Schedule:*

Any observed holiday that falls on a collection day is to be made up within 24 hours. The Saturday following any holiday will be authorized as a catch-up collection day.

### *3.4 Trucks and equipment:*

The contractor shall provide information about the size and types of trucks and automation that they are proposing to use. The contract shall indicate their ability to provide municipal dumpsters of comparable size to the current dumpsters.

The City reserves the right to visit the facilities of all interested contractors and observe the equipment used and operational methods. These site visits will coordinate with the appropriate representatives from each of the intended contractors. Any contract entered into by the City may contain provisions regarding equipment weight, leak proofing, and similar performance standards.

### *3.5 Use of Subcontractors:*

Contractors shall indicate in the proposal whether or not they intend to use subcontractors for any part of the service being provided, together with a list of all said subcontractors.

### *3.6 Customer Service:*

The contractor shall be responsible for providing all customer service functions including informing customers of current services, handling customer requests, and receiving customer complaints. The contractor shall supply contact information to the residents if such issues occur.

### *3.7 Proposed term of Contract:*

The contractor shall provide proposals based on 3-year term. Alternatives for longer terms may be presented for consideration. The City will also entertain conditions for the option to extend the contract beyond the initial contract term upon mutual consent of both parties.

## **4. Contractor Qualifications**

The City requires the submission of the following certified supporting data regarding the qualifications of the contractor in order to determine whether they are qualified and responsible.

1. Satisfactory evidence or references that the contractor can fulfill the contract obligation.
2. Evidence that the contractor is in good standing with the State of Michigan.
3. A copy of the company's financial statements as proof that it can provide service for the term of the contract.
4. Describe any vehicle accidents or violations the company has sustained in the past 12 months.
5. The amount of refuse, in the haulers preferred measurement, that has been transported, and where it was transported to.
6. Number of vehicles in the fleet.

## **5. General Terms**

The contract with the City shall include, but not be limited to, general terms that are substantially as follows.

### *5.1 Maintenance of Records and Reporting*

The contractor shall maintain in its Michigan (local) office full and complete operation and customer service records that shall at all reasonable times be open for inspection and copying for any reasonable purpose by the City. Reports shall be submitted by the tenth day of each month to the City documenting the following information:

1. The customers to whom service was provided;
2. A log of complaints and resolutions for trash and/or recycling collection services;
3. A log of missed collections and responses;
4. A description of any vehicle accidents or infractions; and
5. Weights, in haulers preferred measurement, of garbage and recyclable materials collected by commodity and where these items were transported to.

### *5.2 Compensation Payment Schedule*

The contractor shall bill the City monthly on a per unit basis for services provided. Within 60 days of the start of the Contract, the contractor shall coordinate with the City's Treasurer to establish mutually acceptable billing forms. The contractor shall bill the City monthly for municipal trash and/or recycling services. The City will retain full auditing rights of contractor's accounting records as they pertain to the City's contract.

### *5.3 Final Contract Stipulations*

The City expects high levels of customer service and collection service provisions. The final contract will include provisions for performance failures, penalties for certain infractions, contract default, force majeure, indemnifications and insurance. These items, and others, will be negotiated as part of the final contract.

### *5.4 Compliance with Laws and Miscellaneous*

The contractor shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances, and laws. The contract shall also include provisions concerning independent contractor status, equal employment opportunity, non-assignment, disclosure of information and records, applicable law, and such other terms and conditions as the City may require.

## **6. Self-Reliance**

The City makes no guarantee on any of the estimates contained in the RFP and provides this data for informational purposes only. Contractors are expected to conduct their own investigations and research of relevant information used to develop their proposals.