

# Request for Proposals

Trash, Yard Waste, and Recycling  
Collection and Disposal  
for  
The City of Sullivan, Missouri

## General

1. The City of Sullivan is requesting proposal from qualified hauling contractors to provide solid waste services to the residents of the City of Sullivan. Required specifications and bid forms are enclosed.
2. Proposals will be received no later than 10:00 a.m., October 1, 2014 in the City Clerk's office, City of Sullivan, 210 W Washington, Sullivan, MO 63080.
  - a. The proposals will be publicly opened at 10:00 a.m., October 1, 2014. Proposal envelopes must be sealed and clearly marked "**Proposal – Waste Hauling**".
  - b. Any bids received that do not follow specification guidelines may be returned without consideration.
  - c. The solid waste services contract will be for a five-year period commencing May 1, 2015 and terminating April 30, 2020.
3. The city reserves the right to:
  - a. reject any and all bids, to waive technicalities and to accept the bid considered to be the most advantageous to the city,
  - b. make investigations as are deemed necessary to determine the ability of the contractor to perform the work, and
  - c. evaluate and select the best bid for the services requested, not necessarily the lowest bid.
4. No subcontracting of services or equipment will be permitted without authorization of the City.
5. A proposal may be withdrawn upon notice in writing prior to the time set for opening and evaluation of proposals.
6. Before submitting proposals for this work, each bidder will be expected to examine the area to be served and be satisfied that the work can be accomplished to the satisfaction of the City.
7. Questions should be directed to J.T. Hardy, City Administrator, 210 W Washington, Sullivan, MO 63080. Voice 573-468- 4612; Fax 573-468-8207.

## Specifications

1. The proposal shall contain a draft contract:
  - a. Affirming in writing that the waste hauler is familiar with and capable of performing these specifications and in compliance with the requirements of Missouri state statute; that it will not discriminate against any prospective customer or employee because of race, creed, color, national origin, age, religion or other status protected by applicable federal or state law or regulation; that it has not acted and will not act in collusion with any present officer, agent or employee of the City of Sullivan in submitting its bid proposal; and that it is not disqualified from entering into a contract with the city for performance of the duties described herein by reason of the conviction of the waste hauler or an officer, director, or employee of the hauler of any crime referred to in Section 260.208, RSMo.
  - b. The waste hauler shall comply with all applicable federal and state laws and regulations, and all applicable city ordinances. Responsibility for and assuring compliance with such laws regulations and ordinances and for avoiding violation thereof by customers located with the City of Sullivan shall be placed with the waste hauler. The waste hauler shall hold the city harmless from and indemnify the city against any liability, cost, or expense, including legal fees, resulting from any violation thereof or otherwise resulting from or arising out of the performance of the contract by the hauler.
  - c. The contract may be canceled by either party in the event of substantial breach of any provision thereof by either party, if such breach is not corrected within 10 days after written notice is provided to the party in breach.
2. Each proposal shall submit prices based on the following:
  - a. Five-year contract term commencing May 1, 2015 and ending April 30, 2020.
  - b. No collection may be made on Sundays, except by expressed authorization of the Board of Aldermen. Refuse collectors shall perform their duties in a quiet, orderly and sanitary manner.
  - c. For the purposes of evaluation, the proposal must indicate any variances from the specifications, terms and/or conditions. If variations are not stated in the bid, it will be assumed the product or service fully complies with our terms, conditions and specifications.
  - d. Bidders must use the form provided when submitting bids. The bid form must be signed and returned with any additional items in a sealed envelope. All entries on the bid form must be in ink or typed. The officer authorized to enter into a contract for the organization must sign all bids. Signatory shall initial all erasures or corrections on bids.
  - e. All solid waste must be disposed of at a permitted sanitary landfill, solid waste processing facility, transfer station or other solid waste disposal areas authorized by law.
  - f. Contractor shall provide the city with the name, address and phone number of a

responsible representative to receive complaints regarding services. The contractor shall promptly respond to all complaints and shall arrange for collection of any missed collections within twenty-four (24) hours of notification.

- g. Contractors shall provide a list of all solid waste disposal areas and recycling facilities utilized by the contractor.
- h. Contractor will provide dumpsters and special pick-ups for customers who request them and bill the individual making the special request, except as noted under requested services.
- i. The ability to provide reasonable assistance to individuals who can't place the container at the curb.

### 3. Billing

Each bid proposal shall state a monthly charge per customer. All customer billing and bill collection conducted by the City of Sullivan, with remittance of the contract amount by the city to the waste hauler by the last day of the month when the invoice is received by the first day of the month, otherwise payment will be made by the end of the following month. No fuel surcharges will be billed by the contractor or paid by the City.

### 4. Insurance, Bond and License Requirements

- a. Certificates of insurance for the following categories, or a written statement guaranteeing that these certificates will be submitted at the time the contract is executed, must be submitted with the bid document:
- b. Workers' Compensation coverage in the statutory amounts for all employees of the waste hauler.
- c. Comprehensive general liability insurance, with the city named as an additional insured, with policy limits of not less than \$2,000,000 per person and \$2,000,000 per occurrence for personal injury to or death of any individual and not less than \$2,000,000 for damage, including economic loss, to the property of any person as the result of any occurrence, resulting from or arising out of the performance of the contract.
- d. Comprehensive motor vehicle liability insurance, wherein the city is named as an additional insured, with policy limits of not less than \$2,000,000 for damage, including economic loss, to the property of any person as a result of any occurrence, resulting from the operation of any motor vehicle by any person, officer, employee or agent of the waste hauler in the performance of the contract.
- e. Furthermore the contractor will be required to provide the city with 10 days written notice of any change or cancellation in the above listed insurance policies.
- f. The waste hauler shall obtain and keep in force at all times during the term of the contract, a general business license issued by the City of Sullivan, subject to the requirements established by city ordinance.
- g. The waste hauler shall also provide proof at the beginning of the contract and annually thereafter of all applicable insurance policies, licenses and permits

required by federal, state, county or other governmental entities relative to the performance of the contract.

5. Requested Services

a. Residential Trash Collection

- i. The contractor shall be responsible for collection and disposal of all household trash. The city is soliciting proposals for once per week service from the curb. The contractor shall have exclusive right and obligation to collect and dispose of all residential solid waste generated within the city limits.
- ii. The contractor shall furnish all the labor, equipment, materials and supplies for the collection of residential solid waste at each residential unit within the corporate limits of the City of Sullivan. There are currently an estimated 2,450 residential units located within the city limits.
- iii. Collection shall be performed once per week at each residence on a regular schedule. It is recognized that weeks containing holidays and unforeseen emergencies will require alteration of the schedule for those situations only; a make-up day must be provided.
- iv. Customers will be responsible for setting containers at curbside in front of the residence. In unusual cases, the city may direct a resident to place his material elsewhere, and notify the contractor. Containers and collection vehicles shall conform to city ordinance and state guidelines. Contractor may be expected to provide assistance, when requested by the City, to individuals not capable of setting containers at curbside at no additional charge.
- v. The contractor will maintain a toll-free number for residents to arrange for pickup of bulky waste and to lodge complaints concerning collection.
- vi. Contractor is to bid for the collection of yard wastes, i.e. grass clippings, leaves, and tree debris.
- vii. Bulky materials and white goods will be collected by the contractor, but white goods will not be included in the basic rate. Rates for white good items shall be included on the attached bid form.
- viii. Names of supervisory personnel that will oversee the collection in Sullivan.

b. Residential Recycling Services

- i. Contractor shall provide to all residences in the city collection of recyclables. There is typically 50-55 tons of regular waste and 1 ton of recyclables per week. The bid will include a city-wide curbside pickup once per week on the same day.
- ii. It shall be a breach of contract for the hauler to dispose of any recyclable item collected through the recycling program in a sanitary landfill. Residential participation in the program shall be voluntary. The city will require periodic reports on the level of participation by residents and the

amounts of materials recovered.

- iii. The bid for this service shall be based upon all residences.
- iv. Names of supervisory personnel that will oversee the collection of recyclables in Sullivan.

c. City Facilities.

- i. The contractor will provide three special pick-ups per year at no charge to the City for two city-wide cleanups and the Meramec Community Fair. Items not included in these pickups will include items prohibited by the Department of Natural Resources. These pickups will be coordinated with the City staff. Historically, the Fair has required two 40 yard containers or four 20 yard containers; spring cleanup 110 tons collected via seven 30-yard roll-off containers and collection of white goods; fall cleanup 35 tons.
- ii. Dumpsters placed at city owned buildings/sites will be provided at no charge to the City.

# Proposal Bid Form

## Trash, yard waste, and recyclable collection for the City of Sullivan

In compliance with the request for proposals, the undersigned proposes to furnish all labor, equipment, and material necessary to perform the work for collection, removal, disposal of residential solid waste and recyclables within the City of Sullivan.

- Regular residential trash collection and bulky items once per week service. Bid for services per unit/month (Totes provided by contractor in the amount and size needed. All city collected once per week but city divided into districts).
- Recycling services provided at the curb once per week per unit/month.
- Once a month pickup of residential white goods as described in the bid specifications of the request for proposal shall be per unit/month.
- Yard waste collection provided at the curb once per week per unit and hauled outside city.

The undersigned has examined the area to be served, read and understood the contract documents, and is satisfied that the work can be accomplished to the satisfaction of the City. The undersigned also agrees to cooperate with employees of the City or other parties that may be engaged in this work from time to time during the contract period.

### To perform the above services, expressed as per customer unit per month:

\$ \_\_\_\_\_

### Attach a copy of a proposed contract.

#### On a separate page please list:

- 1) All Missouri municipalities where your company is currently providing residential solid waste.
- 2) Type of equipment intended for the collection of trash and recyclables in Sullivan.
- 3) Type of recycling system (single stream, separated, etc)?

Business Name	
Business Address	
Contact Name	
Contact Telephone Number	
Contact Fax Number	

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title