

**CITY OF KENOSHA
REQUEST FOR PROPOSAL**

**KENOSHA DEPARTMENT OF PUBLIC WORKS
WASTE DIVISION
SOLID WASTE DISPOSAL AND RECYCLING SERVICES**

**AS ISSUED BY KENOSHA DEPARTMENT OF PUBLIC WORKS
WASTE DIVISION OF THE CITY OF KENOSHA**

PROPOSAL NOTICE 09-21

1. Purpose. The City of Kenosha is seeking proposals for the collection and hauling of solid waste and/or recyclables. The Contractor will provide and haul waste/recycling containers. City desires to contract with one vendor to collect and dispose of all solid waste and recyclables at the sites or, two vendors, one for solid waste and one for recycling.

2. Instruction to Bidders.

A. Submittal of Documents.

The Contractor shall furnish the following information:

- a. A list of areas or municipalities in the State of Wisconsin for which the Contractor furnishes disposal/processing services for a period of at least one (1) year within the last three (3) years.
- b. A list of the intended materials, current processing costs, and markets for recyclable materials to be collected under a Contract. A list of all facilities to be utilized under a Contract, including but not limited to sanitary landfill facilities, transfer stations and material recovery facilities.
- c. A signed bid/proposal form; use the form provided. Contractors should use extra copies of schedules or supplemental sheets as necessary to supply information.

B. Right to Reject.

The City reserves the right to reject any or all proposals and select the proposal believed to be in the best interest of the City, as determined by the City. The City reserves the right to reject any part of any proposal for any reason. The City reserves the right to void any awarded contract should the successful Contractor fail to comply with any part of this RFP, including but not limited to, timely implementation of services and providing Certificates of Insurance and Performance Bonds.

C. Investigation by Potential Contractors.

It shall be the responsibility of the Contractor to thoroughly read and understand all information, instructions and specifications herein. Contractors are expected to be fully informed and understand the conditions and requirements of this proposal. Failure to do so is at the Contractor's own risk. No plea of error or ignorance will be accepted as a basis for modifying the requirements and responsibility of service provision. A Contractor is assumed to be fully familiarized with all conditions and requirements of service provision at the time it submits its proposal.

D. Validity.

All proposals are valid for 120 days from bid opening.

E. Selection / Evaluation.

Any Contract will be awarded to the responsible Contractor whose proposal will be most advantageous to the City, as determined by the Department of Public Works. Proposals will be evaluated based on bid price, conformance to specifications, and other performance factors, including but not limited to:

- Demonstrated understanding of the requirements of service provision.
- Experience of the Contractor performing services of a similar nature.
- Record of past performance on similar contracts.
- Clarity, conciseness and organization of the proposal.
- Ability to perform services during the hours specified in this proposal

No proposal shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or default upon any debt, contract, or obligation with the City, or that has failed to faithfully perform any previous contract with the City.

The tentative timetable for the selection process is as follows:

Deadline for Proposals	November 16, 2021 by 4:00 P.M.
Select "Short List"	December 2, 2021
If need, City of Kenosha Interviews	December 9, 2021
If need, Complete Negotiations	December 16, 2021
Approval of Contract	To Be Determined

F. General Submission Guidelines.

A properly prepared proposal shall consist of the Bid Form, schedules containing the required information as listed in Section **2.A.**, other items as listed in the checklist, and a signed cover letter of submittal on the Contractor's letterhead. The signed cover letter accompanying the proposal must be from an officer or employee having the authority to bind the Contractor by signature.

The cover letter may comment on any specification or part of the RFP documents. All commentary should reference Section and Subsection number (e.g., Section 7.A) where appropriate, and should be discussed sequentially as much as possible. Failure to submit all of the required information may result in the disqualification of the Contractor from consideration.

Five (5) copies of the proposal must be submitted. The proposal shall be in a standard 8 ½" x 11" format with drawings no larger than 11" x 17"

All blanks on the Bid Form and accompanying schedules must be correctly filled in, using ink or entered in typed form. Any erasures or error corrections must be initialed in ink. All forms requiring signatures must be properly signed in ink in the proper spaces.

All proposals shall be submitted in a sealed envelope clearly marked with the name and address of the Contractor, RFP number and name. The envelope shall be addressed to the following:

City of Kenosha
Finance Department
Attn: Lemuel Gomez – Purchasing Coordinator
625 52nd Street, Room 208
Kenosha, WI 53140

Facsimile and/or email transmittals will not be accepted. Submitted proposals will be accepted until 4:00 pm on November 16, 2021.

G. Submittal Checklist.

- Signed cover letter of submittal on the Contractor's letterhead
- Completed and Signed Bid Form
- Signed Affidavit of Non-Collusion
- List of Wisconsin Municipalities Served
- Restricted Material for Disposal
- Recycling Material List
- List of Facilities including address
- Certificate of Insurance (required upon Contractor selection, but before contract signing).
- Performance Bond (required upon Contractor selection, but before contract signing)
- Five (5) Copies of the Proposal.
- Optional – Any proposed modifications, conditions or qualifying statements to the requirements of this RFP.

3. Contract Period and Extensions. Any contract will become effective on January 1, 2022 and will remain in full force and effect for five (5) years and terminate December 30, 2027.

At the expiration of this term, the City and Contractor, by mutual agreement will have the option to renew a Contract for one (1) additional five (5) year term. The cost of this extension is included in this proposal. The City may initiate such extension negotiations by serving written notice to the Contractor at least (90) days prior to the expiration of a contract.

SOLID WASTE DISPOSAL

4. Requirements for Proposal. Contractors are to include in their Response the following:

- A.** The landfill site(s) to which the solid waste is disposed. Said site(s) are to have all required governmental licenses, permits, and approvals.

- B. A listing of materials that cannot be accepted under the proposal such as, for example, hazardous waste, liquid, or chemicals.

5. Description of Work to be Performed.

- A. Provide a minimum of three (3) forty-four (44) cubic yard containers and three (3) compactors at the City's Bulk Drop-Off Site at 1001 50th Street for the collecting of solid waste. All containers and compactors are to be leak proof.
- B. Clean, disinfect, and deodorize containers on an as needed basis but not less than quarterly. Containers are to be sanitary. Containers are to be cleaned off site.
- C. Pull containers from City's Bulk Drop-Off Site no less than three times per week on Mondays, Wednesdays, and Fridays, at any time between 7:00 a.m. and 2:00 p.m.
- D. Weigh every vehicle used to transport the solid waste to determine the tonnage of the solid waste disposed of by that vehicle.
- E. Haul the solid waste to landfill site designated in the proposal.

6. Miscellaneous Conditions/Terms.

- A. Containers or compactors that in the discretion of the Waste Division Superintendent, or designee, considers to be unsafe, unsanitary or in need of repair are to be replaced or repaired within 24 hours of Waste Division request.
- B. Contractor shall have an automatic weighing system to measure and record all incoming solid waste and the solid waste hauled to landfill sites. Contractor's scale is to be certified quarterly with the results submitted to the Wisconsin Department of Agriculture, Trade and Consumer Protection. Contractor will provide City with a copy of the certification provided by the Department of Agriculture, Trade and Consumer Protection.
- C. Contractor may use either collection or transfer vehicles to haul solid waste to the landfill site(s).

7. Billing.

- A. City will pay:
 - a. a monthly fee for rental of the containers;
 - b. a unit price per container pull as supplied in the proposal;
 - c. a unit price per ton for solid waste hauled to landfill sites as supplied in the proposal; and
 - d. tipping fee as supplied in the proposal.
- B. Contractor is to submit an itemized invoice to City twice monthly for services rendered. The invoice will have, at a minimum, the following information:
 - a. name and account number;
 - b. vehicle number, if any;

- c. date and time of each delivery made to the landfill sites
- d. rejection of loads, if any; and
- e. material weight for each load.

RECYCLING PROCESSING

8. Requirements for Proposal. Contractors are to include in their Response the following:

- A.** The recycling facility(ies) to which the recyclables will be delivered. The recycling facilities are to have all required governmental licenses, permits, and approvals.
- B.** Recyclables to be processed by the Contractor will include the following materials and shall be modified to include or exclude materials that are included or excluded by amendment of Wis. Stat. § 287.07(4) or by implementation of administrative rule:
 - a.** Aluminum containers
 - b.** Glass containers
 - c.** Plastic containers (#1-7)
 - d.** Steel containers
 - e.** Containers for carbonated or malt beverages that are primarily made of a combination of steel and aluminum

The City of Kenosha and the Contractor may, upon mutual agreement, designate materials other than those listed above.

9. Description of Work to be Performed.

- A.** Provide one twenty (20) cubic yard rolloff container at both 1) the City Recycling Drop-Off Site at 1001 50th Street and 2) their facility or location in City for the purpose of collecting recyclables. Recyclables shall mean aluminum, plastic, and glass.
- B.** Clean, disinfect, and deodorize containers on an as needed basis but not less than quarterly. Containers are to be sanitary. Containers are to be cleaned off site.
- C.** Pull containers from City's Recycling Drop-Off Site within twenty-four (24) hours of notification by Waste Superintendent between 7:00 a.m. and 2:00 p.m.
- D.** Pull container from City's Municipal Building at 625 52nd Street one time per week on Thursdays at any time between 7:00 a.m. and 3:30 p.m.
- E.** Weigh every vehicle used to transport the recyclables to determine the tonnage of the recyclables disposed of by that vehicle.
- F.** Haul the recyclables to the recycling facility ("Recycler Processing") designated in the proposal.
- G.** The Contractor shall submit to the City a summary of all tonnages collected and approximate tonnage per truck.

- H. The Contractor will be responsible for accepting and weighing all material delivered unless the material fails to meet standards established.

10. Miscellaneous Conditions/Terms.

- A. Containers that in the discretion of the Waste Division Superintendent, or designee, considers to be unsafe, unsanitary or in need of repair are to be replaced or repaired within 24 hours of Waste Division request.
- B. Contractor shall have an automatic weighing system to measure and record all incoming recyclables hauled to Recycler Processing. Contractor's scale is to be certified quarterly with the results submitted to the Wisconsin Department of Agriculture, Trade and Consumer Protection. Contractor will provide City with a copy of the certification provided by the Department of Agriculture, Trade and Consumer Protection.
- C. Contractor may use either collection or transfer vehicles to haul recyclables to the recycling facility.
- D. Contractor will process #3-7 plastic containers for recycling as market conditions allow. If no market exists for said materials, the Contractor will collect these materials and may dispose of these materials at a certified landfill facility at no additional cost to the City. The Contractor must inform the City of any change in processing for these materials.
- E. Nothing in this section or in this RFP shall be construed to prevent residents from taking or giving recyclables generated from their own households to a recyclables drop-off center, buy-back center, or other recycling program of their choice independent of this collection service.

11. Billing.

- A. City will pay:
 - a. a monthly fee for rental of the containers;
 - b. a unit price per container pull as supplied in the proposal;
 - c. a unit price per ton for recyclables hauled to recycling facility as supplied in the proposal; and
 - d. tipping fee as supplied in the proposal.
 - e. Reimbursement from Sale of Recyclables
- B. Contractor is to submit an itemized invoice to City on a monthly basis for services rendered. The invoice will have, at a minimum, the following information:
 - a. name and account number;
 - b. vehicle number, if any;
 - c. date and time of each delivery made to the landfill sites
 - d. rejection of loads, if any; and
 - e. material weight for each load.

**City of Kenosha
Waste Disposal
Bid Form**

Having read and understood the RFP Documents for Waste Disposal Services, the undersigned submits the following bid.

The period of the bid is January 1, 2022 through December 31, 2026 with optional extension terms of January 1, 2026 through December 31, 2031.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

Monthly Service Charges for Waste Disposal First 5 Years

Item Description	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)
Cost Per Ton					
DNR cost per Ton					
Environmental Fee Per Ton					
Fuel Surcharge Per Load					
Rental for 44 CY Containers per Container per month					
Rental for Compactors per Compactor per month					
Cost per pull per Container					
Cost per additional pulls per week					

Monthly Service Charges for Waste Disposal for renewal period 5 Years

Item Description	Optional Year 6 (2027)	Optional Year 7 (2028)	Optional Year 8 (2029)	Optional Year 9 (2030)	Optional Year 10 (2031)
Cost Per Ton					
DNR cost per Ton					
Environmental Fee Per Ton					
Fuel Surcharge Per Load					
Rental for 44 CY Containers per Container per month					
Rental for Compactors per Compactor per month					
Cost per pull per Container					
Cost per additional pulls per week					

The undersigned hereby certifies they are a legal representative of the organization:

Submitted by: _____

Printed Name: _____

Title: _____

State in which
Incorporated: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

**City of Kenosha
Recycling Processing
Bid Form**

Having read and understood the RFP Documents for Recycling Processing Services, the undersigned submits the following bid.

The period of the bid is January 1, 2022 through December 31, 2026 with optional extension terms of January 1, 2026 through December 31, 2031.

BIDDERS SHALL USE THIS BID FORM. Any proposed modifications, conditions or qualifying statements to the requirements specified in this RFP must be attached to the bid proposal in order to be considered.

A Copy of Revenue Sharing Policy shall be submitted with this proposal.

Monthly Service Charges for Recycling Processing First 5 Years

Item Description	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)
Cost Per Ton					
Rental for 20 CY & 6 CY (City Hall) Containers per Container per month					
Cost per pull per Container					
Cost per additional pulls per week					
Reimbursement for Recyclable Sales					

Monthly Service Charges for Recycling Processing for renewal period 5 Years

Item Description	Optional Year 6 (2027)	Optional Year 7 (2028)	Optional Year 8 (2029)	Optional Year 9 (2030)	Optional Year 10 (2031)
Cost Per Ton					
Rental for 20 CY & 6 CY (City Hall) Containers per Container per month					
Cost per pull per Container					
Cost per additional pulls per week					
Reimbursement for Recyclable Sales					

The undersigned hereby certifies they are a legal representative of the organization:

Submitted by:

Printed Name:

Title:

State in which
Incorporated:

Date:

Address:

Telephone:

Email:

APPENDIX A: PAST TONNAGES

	2015	2016	2017	2018	2019
Waste					
Curbside Reg.	24379.5	24042.0	25680.8	25104.7	25034.3
Curbside Bulk	3019.5	3220.2	3180.8	3170.1	3269.5
Drop Off Bulk	1853.2	1899.0	1943.4	2019.2	2353.7

	2015	2016	2017	2018	2019
Recycling					
Curbside Reg.	4506.8	4600.7	4683.1	4689.2	4456.2
Drop off (Waste Div)	353.3	218.1	233.8	213.4	213.2
Drop Off MRF	128.9	120.3	108.1	108.1	108.0

	2015	2016	2017	2018	2019 EST
Households	31070	31668	31931	32600	32687

APPENDIX B: Evaluation and Interview Form

**EVALUATION AND INTERVIEW FORM
SOLID WASTE DISPOSAL AND/OR RECYCLING SERVICES
PROPOSAL 09-21**

Company Name: _____
 Interviewer Name: _____
 Interview Date: _____

CRITERIA	WEIGHTED VALUE	EVALUATION POINTS	TOTAL
1. EXPERIENCE	25%	X _____	_____
	XXX		
2. COMPANY QUALIFICATIONS	15%	X _____	_____
	XXX		
3. FINANCIAL CAPABILITY	10%	X _____	_____
	XXX		
4. REVENUE SHARE	20%	X _____	_____
	XXX		
5. LONGEVITY	5%	X _____	_____
	XXX		
6. PROPOSAL SUMMARY	10%	X _____	_____
	XXX		
TOTAL			_____

Evaluation Points: 1= lowest / 5= Highest

- 1 – Not Adequate
- 2 – Insufficiently Addressed
- 3 – Adequate
- 4 – Good
- 5 – Exceeds Requirements

- Demonstrated understanding of the requirements of service provision.
- Experience of the Contractor performing services of a similar nature.
- Record of past performance on similar contracts.
- Clarity, conciseness and organization of the proposal.
- Ability to perform services during the hours specified in this proposal

APPENDIX C: 5 years of adopted operational and Capital Improvement Budgets

<https://www.kenosha.org/departments/finance#budget-documents>

<https://www.kenosha.org/departments/finance#capital-improvement-plan>