

REQUEST FOR PROPOSALS/BIDS
OGLE COUNTY DROP-OFF RECYCLING PROGRAM

Section I - General Information

The Ogle County Solid Waste Management Department (OCSWMD) is seeking bids for the service and implementation of the Ogle County Drop-off Recycling Program as described below. A separate Request for Proposal is being requested for Ogle County Facilities Waste and Recycling Services. Further information can be acquired 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 Drop-off Recycling Program." Applications must be typewritten or neatly printed in ink. Bidders may submit separate proposals for the Drop-Off Recycling Program and/or County Facilities Waste and Recycling Services RFP's or combine them as one proposal.

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: Dorothy Bowers, Chairman, HEW/Solid Waste Committee.

C. Bid Opening Date

All bids will be opened on March 7, 2011 at the regular 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 Due 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 date that bids are opened and read (Due 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 this 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 either party 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 OCSWMD 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 drop-off collection, hauling, processing, and marketing of the recyclable materials defined below, at the five listed drop-off sites.

1. Materials to be Collected: The following minimum materials must be collected at each of the drop-off centers: 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. Inclusion of plastic bags and/or extruded polystyrene (Styrofoam) is desired, if possible, but not required. Bidders offering to recycle additional materials should list these materials on the Bid Proposal Form and indicate the additional cost (if any) for recycling these materials in the space provided. The County reserves the right to negotiate with the Contractor during the term of the Contract to add additional materials to the Drop-off Recycling Program at an agreed upon cost.

2. Site Locations: Five towns currently have County sponsored drop-off recycling stations:

- | | |
|--------------|------------------|
| 1. Forreston | 4. Monroe Center |
| 2. Oregon | 5. Rochelle |
| 3. Byron | |

The site locations are described in further detail on the attached sheet, AOGLE County Drop-Off Recycling Instructions.@

Maintenance and upkeep of all sites will be a joint effort between the County, any volunteer group that may be assisting with the site, the hauler, and the host (owner) of the site .

3. Drop-off Containers: The Contractor shall be responsible for the purchase and maintenance of the containers to be used at each of the sites. Containers must be kept in good repair, weather-proof, and 'user friendly', that is, containers labeled with instructions and prohibitions, and openings to the compartments or bins at a comfortable height for depositing the materials from the existing decks at each location. Containers must be covered roll-off type containers.

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.

4. Frequency of Pick-up: Collection pick-ups by the Contractor shall be on an 'as needed' basis. The Contractor shall remove the recyclable materials from the sites within one business day of being notified that the containers are full. This shall be done by either replacing the full containers with empty ones, or by emptying the containers on site and hauling the recyclables to a processing facility. The Contractor shall also be responsible for removing recyclable materials that were spilled during collection, or those deposited outside of the containers. Recycling containers should remain available at the sites at all times. It is estimated that each of the sites will require collection on a weekly basis, but more or less frequent pick-ups may be necessary. A list indicating the hauling history for the last year is attached.
5. Hauling and Processing Center Used: The processing center used 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.6 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 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.

The cost of hauling the recyclable materials to a processing center or Materials Recovery Facility (MRF) shall be included in the total cost per pick-up for each site. The County shall receive the proceeds, if any, from the sale of the recyclable materials, and the Contractor shall disclose to the County the rate of reimbursement from the MRF. This reimbursement shall be in the form of a monthly check payable to the Ogle County Solid Waste Management Department.

6. Required Reporting: The Contractor shall be required to keep accurate records of the total weights of each load of recyclables collected at each of the recycling stations. These records must be submitted to the OCSWMD on a monthly basis.

At the request of the County, the Contractor shall provide proof or certification that all of the 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 total amounts of each material received for recycling, for a given period, from the Ogle County Drop-off Recycling Program. In addition, the proceeds, if received from the recyclables, need to be recorded for the given period.

7. Refuse Collection: The Contractor shall be responsible for the regular collection of incidental refuse left at each of the sites, each time the recyclable materials are picked up from the site. Incidental refuse is defined as any waste that is associated with the household collection of recyclable materials accepted by the program (bags, etc.). At least one refuse container will be provided for, by the OCSWMD, at most of the sites (55 gal. drum w/ lid or toter). The cost for the regular collection of the refuse, if any, shall be stated in the Bid Proposal Form by the Contractor.

If illegal dumping of waste not incidental to the recycling program (furniture, household garbage, appliances, etc.) becomes a problem at any or all of the sites, the County shall take necessary action to resolve the problem. Illegal dumpers may be cited and prosecuted when evidence and circumstances warrant it. The additional cost of removing and disposing of illegally dumped items shall be paid for by the County, unless some other arrangement is made. If necessary, the County shall restrict access to the sites, limit the hours of use, hire local residents to maintain and monitor the sites, or consider other options for the problem site(s).

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 Solid Waste Management Department, 909 W. Pines Rd., Oregon, IL 61061 by the fifth day of each month. This bill 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 number of pick-ups of recyclable materials and cost per pick-up for each site and any other charges for additional services requested by the County, if any. Also, the proceeds, if received from the recyclables, shall be listed or included in a separate report.

E. Possible Expansion of Program

Depending on available funding, the County may request additional services from the Contractor for expansion of the drop-off recycling program. Possible additional services may include the addition of new sites for basic drop-off recycling service as described in this document.

**BID PROPOSAL FORM
FOR OGLE COUNTY DROP-OFF RECYCLING PROGRAM**

Please complete in detail, the following bid proposal in accordance with the preceding Request for Proposals/Bids, Ogle County Drop-off Recycling Program (RFP). 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: DROP-OFF RECYCLING

A. Materials to be Collected

1. Do you agree to provide recycling services for the materials specified in Section IV.A (1) 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(a). Please specify whether or not service is being proposed for all five of the towns listed in the RFP.

_____Yes _____No

1(b). If only partial service is being proposed, list the towns that will be serviced.

C. Collection Containers

1. In detail, please describe the type and size of containers to be used (include manufacturer's brochures and specifications, if possible). How must the materials be sorted and deposited into the containers?

2. If a compartmentalized roll-off container will be used, describe the number of compartments and how much space will be allocated for each of the materials.

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 acceptable/unacceptable materials, how to prepare materials for recycling, and where (which bin) to deposit each of the materials.

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. If awarded the contract, 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)

8. What days and hours of the week will you be able to pick up the containers?

9. Will you maintain and paint the containers as needed?

D. Processing Center or MRF to be Used

1. Please list the name, address and contact information of the processing center(s) where recyclable material collected from the Drop-off Program will be taken.

2. Describe how the material must be sorted to be accepted at the processing center(s) listed above (if different from C.1, 2 & 3 above).

E. 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.).

F. Past Experience

1. Briefly describe any past experience similar to the program being proposed herein, and list any references and contact information.

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

PART II - 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 help promote the program.

B. Additional Sites for Drop-Off

1. Please state whether or not your company would offer the same services for additional new Drop-Off Recycling Sites in Ogle County, if requested.

_____ Yes _____ No

C. Collection of Additional Materials

1. Please list any additional household recyclable materials that could be added to the program in the future, and explain how they would be collected.

PART III - COST OF SERVICES

Please indicate the cost for drop-off recycling services for each of the five sites for years 1-5 of the contract.

Location	Size of Container	Cost per Pick Up Year 1	Year 2	Year 3	Year 4	Year 5
Byron						
Monthly cost if any for refuse container pick up (55-96 gal)						
Other Charges						
Forreston						
Monthly cost if any for refuse container pick up (55-96 gal)						
Other Charges						
Monroe Center						
Monthly cost if any for refuse container pick up (55-96 gal)						
Other Charges						
Oregon						
Monthly cost if any for refuse container pick up (55-96 gal)						
Other Charges						
Rochelle						
Monthly cost if any for refuse container pick up (55-96 gal)						
Other Charges						

Cost of 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 Drop-Off Recycling Program (RFP) and hereby submits a bid for the services required in the RFP and those offered and described on the preceding Bid Proposal Form

_____	By: _____
(Company Name)	(print or type name)
_____	Signed: _____
(Address)	
_____	Title: _____
(City/State/Zip)	
_____	Date: _____
(Telephone)	

NOTE: Be sure to mark outside of envelope "SEALED BID FOR OGLE COUNTY DROP-OFF RECYCLING PROGRAM."