



**REQUEST FOR PROPOSALS**

Proposals for the following service is sought  
**COLLECTION OF SINGLE STREAM RECYCLABLES FROM THE CURB**

<u>Date of Request:</u> <b>06/3/2010</b>	<u>Proposal Due Date:</u> <b>06/30/2010 by 5 P.M. CST</b>
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<u>Submitted to</u> <b>City of Decatur</b> <b>Bids and Proposals (Collection)</b> <b>Purchasing Division</b> <b>#1 Gary K. Anderson Plaza</b> <b>Decatur, IL62523-1196</b>	<u>Contract Administrator</u> <b>Vasudha Pinnamaraju, AICP</b> <b>Environmental Planner</b> <b>City of Decatur</b> <b>#1 Gary K. Anderson Plaza</b> <b>Decatur, IL62523-1196</b>
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**Two original proposals printed on at least 30% post consumer waste and 50% recycled paper, printed on both sides must be submitted along with an electronic copy in a sealed envelope clearly labeled “COLLECTION OF SINGLE STREAM RECYCLABLES FROM THE CURB”.**

# Contents

1	REQUEST .....	3
1.1	Background .....	3
1.2	Timeline .....	4
1.3	Addenda and Changes .....	4
1.4	Scope of Services .....	5
1.4.1	Contract Manager.....	5
1.4.2	Collection Services Supervisor .....	5
1.4.3	Route Supervisor and Driver Communications .....	6
1.4.4	Customer Communications and Complaint Handling Procedure.....	6
1.4.5	Service Standards.....	6
1.4.6	Compliance with Laws and Regulations.....	7
1.4.7	Permits and Licenses.....	7
1.4.8	Determination of Residential Units Serviced .....	8
1.4.9	City Collection Schedule .....	8
1.4.10	Vehicles and Equipment .....	9
1.4.11	Contract Incentives, Disputes and Liquidated Damages .....	11
1.4.12	Contract Price Adjustment for Fuel .....	13
1.4.13	Delivery of Recyclables to Designated Facility.....	13
1.4.14	Local Improvements and Annexations .....	13
1.4.15	Map of Routes.....	13
1.4.16	Hauling.....	13
1.4.17	Additional Services.....	14
1.4.18	Truck Signage .....	14
1.4.19	Length of Term .....	14
1.5	Payments, Records and Reporting .....	14
1.6	Community Education.....	15
2	PROPOSAL.....	16
2.1	Proposal Summary: .....	16
2.1.1	Performance Bond .....	16
2.1.2	Introduction to the proposal:.....	16
2.2	Technical Proposal: .....	16
2.2.1	Contractor’s statement of Organization:.....	16
2.2.2	Contractor’s staffing: .....	17
2.2.3	Single Stream Collection Proposal Technical Description.....	17
2.2.4	Transition Plan:.....	17
2.2.5	Educational Plan: .....	17
2.2.6	Transportation Plan:.....	17
2.2.7	Exceptions to the agreement:.....	17
2.2.8	Financial Qualifications:.....	17

2.2.9	Litigation History.....	18
2.3	Cost Proposal: .....	18
3	CONTRACT TERMS AND CONDITIONS .....	19
	Attachment A: Definitions.....	23
	Attachment B: Form 1-A: Contractor’s Statement of Organization.....	25
	Attachment B: Form 1-B: Single Stream Recycling Collection Services Technical Submittal...	27
	Attachment B: Form 1-B: Cost Proposal Form .....	28
	Attachment C: Recyclables collected through the single stream recycling program .....	29
	Attachment D: Brief description of job duties of various contractors in association with Single Stream Recycling .....	30

# 1 REQUEST

## 1.1 Background

City of Decatur has an existing multiple stream curbside recycling program. Participation is voluntary and is available for the single family households, duplexes and apartments with six units or less. The program currently has about 27,000 participating households. Recyclables are placed in 18 gallon bins and are collected by one contractor at the curb. These recyclables are then processed and marketed by the same contractor. FY 08/09 approximately 1,400 tons of recyclables were collected. Following are the recyclables collected through the existing program:

- Aluminum cans
- Bi-Metal tins
- Cell phones and cell phone batteries
- Glass – Clear, Brown, Blue and Green
- Magazines and Telephone books
- News Paper
- Plastics - #1 through #7

Approximately 76% of this tonnage is newspaper.

As part of the City of Decatur's sustainability efforts, the City is in the process of revamping the curbside recycling program. In the hopes to increase the efficiency of the program, City is issuing RFP's for collection, processing, carts and RFID technology separate from each other. The proposed Single Stream recycling program will have the following major changes.

1. Expand the type of recyclables (listed in Attachment C).
2. Expand the program to Apartments, Public facilities, Special events and Opt- In services.
  - Phase 1: Single Family Households, Apartments upto 6 units and Public buildings,
  - Phase 2: Multi Family units/ Apartments with more than 6 units,
  - Phase 3: Opt in services including but not limited to Non-profit organizations, Public places, Special events and small businesses.
3. 65/ 95 gallon Rollout carts will replace the existing 18 gallon bins. 2, 4, 6 and 8 yd dumpsters will be provided during the phases II and III.
4. Include RFID tags to track participation in the program and conduct targeted educational programs.

Proposals are requested from the qualified parties (Contractor) to provide collection of the recyclables at the curb and delivering them to a processing facility to be designated by the City and selected through a separate RFP concurrent with this RFP.

This RFP requires the contractors to specifically respond to the collection services identified in Phase I. However, the contractors should exhibit the capabilities of executing the services listed in Phases II and III.

Phase I: Weekly semi-automated or automated compacting collection service for single stream recyclables using 64 or 95 gallon carts.

Phases II and III:

- More frequently than weekly higher volume semi-automated or automated compacting collection service for single stream recyclables using 96 gallon carts and metal recycling receptacles .
- More frequently than weekly front load automated compacting collection service for single stream recyclables in 2, 4, 6 and 8 yd dumpsters.

**Optional Services:** At their own option, the contractors may, but not required to,

- Propose their own processing services
- Include pricing for 64/65 and 95/96 gallon carts.

If the proposer chooses to provide one or more of the above mentioned optional services, they may do so by responding to the RFP’s published concurrent with this RFP. If the proposer chooses to respond to more than one RFP the due date of such proposal shall be the June 30 2010. The proposers must express interest in providing a response to more than one proposal by sending an E-Mail to Vasudha Pinnamaraju, AICP at [vpinnamaraju@decaturil.gov](mailto:vpinnamaraju@decaturil.gov) with the subject line “Interested in collective proposal” with a brief description about your organization and which proposals you want to respond to in the body of the E-Mail no later than June 20 2010.

## ***1.2 Timeline***

Processing RFP release date	May 24, 2010
Express interest in processing RFP	May 31, 2010
RFP for totes only release date	May 24, 2010
<b>*RFP for collection only release date</b>	<b>June 3, 2010</b>
RFP for RFID technology	July 23, 2010 (Estimated)
<b>*Deadline for clarifying questions on all RFP’s</b>	<b>June 20, 2010</b>
Proposal Submission deadlines	
• Processing RFP	June 24, 2010
• Totes only RFP	June 24, 2010
• <b>*Collection Only RFP</b>	<b>June 30, 2010</b>
• RFID technology RFP	August 6, 2010 (Estimated)
<b>*Targeted Notice to Proceed</b>	<b>July 15, 2010 (Estimated)</b>
<b>*Service Start Date</b>	<b>October 1, 2010</b>

\* Dates that are bolded are pertinent to this RFP

## ***1.3 Addenda and Changes***

Addenda are written documents issued by the City of Decatur prior to the deadline for receipt of proposals which modify or interpret the bidding documents by additions, deletions, clarification or corrections. During the course of a Request for Proposals new information or questions may occur affecting the terms and conditions or the specification of the Request For Proposal. If this is the case, an addendum will be posted on City’s website and notification will be sent to all Contractors who expressed interest in responding to one or more proposals.

## **1.4 Scope of Services**

The following general provisions cover all services to be provided by the Contractor. Since the City has issued two other RFP's concurrent to this RFP, scope of services might change slightly depending on the final contractor selection. The type of change will be related to level of interaction between the contractors and clearly defining the roles of various contractors as it relates to this program to ensure the efficiency of the program. The process of defining/redefining these terms will be through a series of meetings with the selected contractors. Any such change will be clearly identified in writing 30 days prior to the contract start date.

### **1.4.1 Contract Manager**

The Contractor shall provide the name of the Contract Manager in writing to the City Contract Administrator no later than thirty (30) calendar days prior to the effective date of this agreement, and annually by October 1, for each subsequent agreement year of this agreement and any other time the person in that position changes. The Contract Manager shall be available to the City through telecommunications equipment at all times while the Contractor is providing recycling services in the City of Decatur. The Contract Manager shall provide the City with an emergency phone number where the Contract Manager can be reached outside normal business hours. (e.g. when servicing on Saturday during a holiday week).

### **1.4.2 Collection Services Supervisor**

The Contractor shall assign a qualified supervisor to be in charge of the City of Decatur's Recycling services and shall provide the name of that person in writing to the Contract Administrator no later than 30 days prior to commencement of service on October 1, 2010, and annually by October 1 of each subsequent agreement year of the term of the agreement, and any other time the person in that position changes. The supervisor shall be physically located in Central Illinois, and available through the use of telecommunications equipment at all times while the Contractor is providing recycling services in the City of Decatur.

In the event the Supervisor is unavailable due to illness or vacation, Contractor shall designate an acceptable substitute who shall be available and who has the authority to act in the same capacity as the Supervisor. The Collection Service Supervisor shall review daily customer service requests, analyze the data, and take action on all missed pickups and other service irregularities and work to eliminate "excessive misses". An "excessive miss" is more than 2 missed pickups at the same address within a 3 month period, and 3 or more misses at the same address within one year. A missed pickup report, shall be counted as a missed pickup, unless the Service Supervisor calls the customer to confirm service was provided.

### **1.4.3 Route Supervisor and Driver Communications**

The Contractor shall provide a route supervisor in a pickup truck to oversee daily collection activities. Such route supervisor shall be a hands-on problem solver on the street, and shall aid in collecting missed pick-ups and in delivering recycling containers. All collection trucks and the route supervisor shall be equipped with two-way radios, cellular telephones or both. Such communications equipment shall provide direct contact with collection truck drivers to expedite the safe and efficient collection of Recyclable Materials.

### **1.4.4 Customer Communications and Complaint Handling Procedure**

The City will provide a dedicated phone line for recycling services and that phone number will be published by the City and the Contractor on all outreach material to be distributed at any recycling event within the City limits of Decatur or sent to all residents and Service Units regarding the program.

The City will arrange for all inquires to be handled through its customer service system. Issues that need to be handled by the collection contractor (such as missed pickups) will be immediately forwarded to the Contractor to resolve. The Contractor's Collection Services Supervisor and the City's designated representatives are expected to be in routine day to day communication on any collection issues and obligations related to the Contract.

The Contractor's Collection Services Supervisor will have until the end of the day to resolve complaints received prior to 3 p.m. with a maximum time limit of 24 hours for all complaints. The complaint log will be updated and transmitted to the Contract Administrator or designee the next day or before, with the "status" details completed for each complaint. Any complaint not closed out during the required period will be noted and reviewed by the City's Contract Administrator to determine if liquidated damages are appropriate.

### **1.4.5 Service Standards**

The Contractor acknowledges and agrees that among the City's primary goals in entering into this agreement are to ensure that the recycling services are of the highest caliber, that service recipient satisfaction remains at the highest level and that maximum diversion are achieved.

The Contractor shall not commence collection in residential areas prior to 7:00 a.m. and shall be completed by 5:00 p.m. All collections shall be made as quietly as possible. Unnecessarily noisy trucks or equipment are prohibited. The Contractor shall pick-up all blown, littered, and broken materials occurring at the point of collection resulting from its collection and hauling operations.

Each vehicle shall be equipped with a broom and shovel for use in cleaning up any spilled debris or material from city streets, sidewalks, or residential property when said spillage is caused by the Contractor.

The Contractor shall exercise care in the handling of containers, making certain that containers are emptied completely. Care shall be taken to prevent damage to property, including lawns, shrubs, and other plants. Contractor shall require it's employee to return the recycling cart to the curbside location from which it was removed, without throwing the carts, damaging property or blocking driveways.

Adverse weather shall not be considered reason for not providing services unless approved by the City's Contract Administrator or the designee. All persons employed by the Contractor shall be competent, skilled, and qualified in the performance of the work to which they are assigned. All personnel shall maintain a courteous and respectful attitude towards the public at all times.

The Contractor shall inform the City of all employee training programs related to customer relations, services, and safety issues. Employee's names shall be clearly visible on their uniforms.

If the contractor decides not to collect non-recyclable material placed in a recycling bin, the Contractor shall leave a completed form in the container explaining the reason the non-recyclable materials were not collected.

At no time shall the Contractor's employees solicit, request or receive gratuities of any kind. The Contractor shall direct its employees to avoid loud/or profane language at all times during the performance of their duties. Any employee of the Contractor who engages in misconduct or is incompetent or negligent in the proper performance of their duties or is dishonest, disorderly, intoxicated or discourteous, shall, at the City's request, not be permitted to perform further work under this Contract.

The City may request the dismissal or removal of any employee of the Contractor who violates the provisions hereto, or who is negligent or discourteous in the performance of their duties.

#### **1.4.6 Compliance with Laws and Regulations**

The Contractor shall comply with all federal, state, and local laws, rules and regulations now in effect or hereafter during the term of the contract agreement.

#### **1.4.7 Permits and Licenses**

The Contractor shall, at its sole cost and expense, obtain and maintain throughout the term of the agreement all permits, licenses, and approvals necessary or required for it or its employees and agents to perform work and services described.

### 1.4.8 Determination of Residential Units Serviced

For the purposes of responding to this Proposal, the number of eligible service units expected to be provided with recycling collection services is shown in the chart below:

Phases	Households
I	30,000
II	5,000
III	2,000

For billing purposes prior to the initiation of service, the selected Contractor and the City will jointly complete and agree on a total service unit count and for each route day using available information supplied by the City (e.g. Housing Unit Studies, GIS information, Water hookups, etc.) and other field verification procedures as required.

Contractor will be compensated based on the Eligible Single Family (1- 6 units) Service Units and number of public buildings participating in Phase I. At the time such a service unit count becomes documented, the number of service units serviced for billing purposes will be updated as needed by the City by

1. Adding the number of annexations, new occupancy permits for residential structures with single-family, duplex or apartments with upto six units requiring curbside recycling service
2. Deleting the number of completed demolition permits for single-family upto six family residences

The City shall order Service Unit additions by providing the following information for each new Service Unit:

- Service Unit type, address & location
- Container number and Container size
- Collection route day(s)
- Authorized non-City contact (if necessary)

The Contractor should then notify the new Service Units of their collection day and the date of service initiation no later than 1 week from the day of Service Unit addition notification.

### 1.4.9 City Collection Schedule

#### **Operation Daily Schedule:**

The City's recycling collection program regularly operates Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m. Collection operations may continue past 5:00 p.m. during the Holiday Season or after other holidays.

#### **Holiday Collection Schedule:**

Collection cannot take place on the City's approved holiday schedule. Recycling collection shall be delayed by one day if that major holiday falls on a week day.

**Bad Weather:**

In case of a severe weather, the Contract Administrator or the designee may grant the Contractor reasonable variance from regular schedules and routes. As soon as practicable after such weather, the Contractor shall advise the Contract Administrator or the designee of the estimated time required before regular schedules and routes can be resumed.

**Make-Up Days:**

Collection operations are conducted five days each week. Occasionally, Saturday collection operations may occur to make up for an observed holiday during the week. These could occur during the weeks of Thanksgiving, Christmas and New Year's Day (if Christmas and New Year's Day fall on a weekday).

**Collection of Recyclables on Sunday**

The collection of recyclables on Sundays shall not be allowed unless otherwise approved by the Contract Administrator or designee. The Contractor shall not utilize Sundays as a designated collection day or Make-up Days in the Schedule of Operations.

**1.4.10 Vehicles and Equipment**

The Contractor shall furnish all collection equipment to perform the services that are part of this request. All vehicles shall be kept in good repair, appearance and in a sanitary condition at all times. Collection vehicles shall not be more than 8 years old at any point during the Contract. Each truck must have a vehicle tracking number displayed on the truck. The Contractor will annually supply the City with an inventory of the vehicles being used to service this contract.

All equipment and facilities used by the Contractor shall be subject to inspection for sanitation, safety and appearance and subject to approval or rejection by the Contract Administrator at anytime. Unsafe equipment may be immediately ordered off the road by the Contract Administrator. Inspected equipment deemed unsanitary or whose appearance does not meet City specifications must be replaced or placed in a proper condition by the Contractor as soon as is reasonably possible or within 3 working days, whichever is less.

To contribute to the City's sustainability efforts, the Contractor is encouraged to submit an alternate fuels plan. If the contractor chooses to do so, it shall meet the following guidelines. Prepare, during the first 12 months of the Contract, an Alternative Fuels Plan for the Contractor's fleet being used to service this Contract. The Plan must investigate alternative truck technologies (e.g. hybrid) and alternative fuel technologies (e.g. compressed natural gas, bio-fuels, etc.) and determine the economic, environmental and social costs and benefits for converting some or all of the Contractor Fleet during the course of this Contract. Contractor shall include in the Plan a series of action steps required to implement the Plan recommendations. The Plan must be presented to the Contract Administrator, no later than day one of year 2 of the Contract, both in written and PowerPoint format, with background exhibits, calculations, etc. and at least one

follow-up meeting held within 30 days of the first presentation. The costs for the Alternative Fuels Feasibility Study and Alternative Fuels Plan shall be covered by the Contractor at no additional cost to the City. The Study must address compressed natural gas (CNG) options as well as hybrid and bio-diesel. The Contractor shall then report annually on the anniversary of the Plan submittal date regarding progress in implementing the Plan and the economic, environmental and social costs and benefits that have been realized as a result of that implementation.

The Contractor shall provide adequate and sufficient garages, shops, and yards to provide all-weather year round operation and to adequately clean and maintain vehicles and equipment. Vehicles, equipment and facilities shall be subject to inspection for safety, sanitation, repair, and appearance, and subject to approval or rejection by the Contract Administrator at any time. Employees driving the Contractor's vehicles shall have a valid operator's license of the State of Illinois and shall meet state and federal requirements concerning commercial licensing.

The Contractor shall not use the City's name or other words implying municipal ownership on stationery, vehicles or equipment, except for 1) a sign on vehicles designating that the Contractor is an official City Contractor, and 2) any other signage that the City has pre-approved and directed the Contractor to apply. The Contractor shall not use or permit any vehicle assigned to the performance of this contract to make any non-contract related collections unless approved by the Contract Administrator or designee.

All vehicles and equipment used in collection and transportation of recyclables within the City shall be of sufficient size, capacity, and number to adequately and efficiently collect recyclables in accordance with the terms of this contract.

**RFID Technology:** Each collection vehicle used for service from this request should be equipped with RFID technology that tracks the participation of each household. The data must be recorded for the entire day when the truck is used. The City will purchase the RFID system along with the maintenance contract to go on all the collection service vehicles (and the alternate vehicles that are used during the breakdown of the service vehicle) through a different RFP. The Contractor should work with the City and the RFID technology contractor to install the RFID readers and related equipment on the collection vehicles. The Contractor agrees to give the City full access to the data collected through this system.

Due to huge number of unknowns at this time, the RFP for this technology will be issued after the contractors are finalized for collection, processing and recycling carts.

### 1.4.11 Contract Incentives, Disputes and Liquidated Damages

The Contract for services between the City and the Contractor will include an incentive system to encourage the Contractor to promote recycling and to help the City and the program achieve high levels of Service Quality and Customer Satisfaction. This incentive system will be tied to additional tonnage of Recyclables delivered to the City's Designated Processing Facility.

City anticipates diverting the following tonnage from the landfills

- 6,000 tons/yr in 2011
- 9,000 tons/yr by 2015
- 12,000 tons/yr by 2020

Any tonnage above the set goals will be eligible for incentives. The amount per ton will be based on the fixed amount received by the City for the recyclables. This amount will be finalized 30 days prior to the contract start date. The incentive system will also be linked to the Service Quality and the Customer satisfaction.

The Contractor will be notified in writing by the Contract Administrator about any persistent or continued complaints of service by the customers. The Contractor will respond to complaints and resolve them as provided for elsewhere in this RFP.

If the complaints persist, the Contractor and the Contract Administrator will convene a Dispute Resolution Meeting. At the meeting the issues will be discussed in detail. The result of the meeting will be a statement signed by both parties with a course of action to resolve the complaints. If the complaints still persist, the following schedule of liquidated damages will apply.

The liquidated damages will only be assessed after continued violations after a Dispute Resolution Meeting. The Contract Administrator or designee shall notify the Contractor for each violation of the contract reported to the City. Failure to remedy the cause of the complaint within the specified time period shall constitute a breach of this contract. For the purpose of computing damages under the provisions of this section, it is agreed that the City shall have authority to deduct from payments due the Contractor, the following amount as liquidated damages:

	Description	Damages
1	Failure or neglect to resolve each service request within the time set forth in this agreement	\$100 per incident per customer
2	Failure to clean up spillage or litter caused by Contractor	\$100 per incident, per location
3	Failure to repair damage to customer property caused by Contractor or its personnel	\$250 per incident per location
4	Failure to maintain equipment in a clean safe and sanitary	\$250 per incident per Work

	manner	Day
5	Failure to maintain or timely submit to the City all documents and reports required under the provisions of this Agreement.	\$250 per incident per document
6	Failure to properly cover materials in collection vehicles	\$250 per incident per Work Day
7	Failure to comply with the hours of operation as required by this agreement	\$1000 per incident per Work Day
8	Failure or neglect to complete each route on the regular scheduled, and holiday collection Work Day	\$1000 for each route not complete
9	Changing routes or equipment without proper notification to the City representative	\$500 per incident, per Work Day
10	Commingling Solid Waste with Recyclable Materials	\$5000 per incident
11	Commingling of materials collected inside and outside the City of Decatur	\$5000 per incident
12	Failure to perform other duties like replace damaged cart within the time period as agreed upon in the contract	\$100 per incident
13	Failure of contractor's field personnel to carry photographic identification with name and wear uniform shirt.	\$100 per Work Day
14	Disposal of Recyclable Materials in a disposal facility without first obtaining the required permission of City.	\$5000 per incident
15	Failure to provide required communication equipment	\$100 per incident per Work Day
16	Failure to deliver any collected materials to the designated Materials Recovery Facility (MRF), except as otherwise provided in this agreement	\$5000 per incident
17	Failure to return cart to the curb without throwing it	\$100 per incident
18	Failure to distribute flyer explaining the City of Decatur's recycling program guidelines with each bin or cart delivered	\$100 per incident
19	Failure to leave a completed informational form in the recycling container explaining the reason the non-recyclable materials were not collected.	\$100 per incident

The liquidated damages provided for herein are not considered as penalties and were not calculated in contemplation or anticipation that the Contractor would default on this contract. In the event the Contractor does default or abandon the project, the City reserves the right to collect from the Contractor or its surety, in addition to the liquidated damages, the actual damages incurred by the City as a result of the default or abandonment.

The assessment of liquidated damages shall be determined by the Contract Administrator or the designee and deductions made from the payment each month to the Contractor. The decision of the Contract Administrator or the designee in the matter will be binding. The Contractor may at their option initiate the dispute resolution process included in the service agreement.

#### **1.4.12 Contract Price Adjustment for Fuel**

For all the services provided here under, the contractor shall propose a fixed price for year 1 of the five year contract beginning October 1 2010. For subsequent years beginning October 1 2011, the fixed rate proposed by the contractor shall be further increased or decreased, as the case may be, by a percentage equivalent to the percentage increase or decrease in the CPI-U for the most recent 12 month period as of September 1 of that year for which such information is complete and published.

#### **1.4.13 Delivery of Recyclables to Designated Facility**

The City will direct the recyclables collected under these provisions to a specific designated material recovery facility (MRF) or recycling transfer facility (RTF). The facility will be identified 30 days prior to the start date of the contract period.

#### **1.4.14 Local Improvements and Annexations**

The City of Decatur reserves the right to construct any improvement or to permit any construction in any street, which may have the effect for a time of preventing the Contractor from traveling its accustomed route or routes for collection. The Contractor shall, however, by an acceptable method, continue to collect recyclables to the same extent as though no interference existed upon the streets formerly traversed. This shall be done at no extra cost to the City of Decatur or residents. The City of Decatur agrees to work with the Contractor to resolve any problems due to construction activity.

#### **1.4.15 Map of Routes**

The Contractor should work with the City to identify the service routes. These routes should be identified based on a five day pick up schedule. This should be done atleast 30 days prior to the start of the contract. City will publish a map of the routes on its web site prior to start of the program and at any such times the routes change. This map will show areas picked up on various days. The routes are expected to change during the implementation of phase II and III.

#### **1.4.16 Hauling**

All recyclables hauled by the Contractor shall be contained, tied, or enclosed so that leaking, spilling, or blowing is prevented.

#### **1.4.17 Additional Services**

The City shall not be responsible to the Contractor or the Customer for any additional services provided at the request of the Customer by the Contractor. The Contractor shall not charge any Customer for services provided by the City under this contract.

#### **1.4.18 Truck Signage**

All recycling collection trucks must be properly identified with Contractor's name and City recycling symbol/slogan and branding graphics in a format acceptable to the City on front, back, left and right sides; have the truck number on the driver's side and rear of the truck; and have the customer service phone number and City's website address on each side.

The City may, at its own discretion, provide additional signage with the City recycling symbol/slogan and branding graphics for each truck and Contractor agrees to install such signage within 30 days of receipt. All signage will, by mutual agreement of both parties, be positioned to not interfere with any safety equipment. If truck is to be used by Contractor for service outside the City Contract then signage for that particular truck must be covered (ie. Magnetic sign) by the Contractor in any such use.

The collection vehicles shall be equipped with

- Warning flashers
- Warning alarms to indicate movement in reverse direction
- Signs on the rear stating "this vehicle makes frequent stops"

#### **1.4.19 Length of Term**

The initial collection of curbside single stream recycling contract, should any be awarded, is anticipated to begin on October 1, 2010. The term of the contract will be a service period of five (5) years through September 30, 2015 with an option to renew up to two terms of one (1) year each for a total period of seven (7) years.

### ***1.5 Payments, Records and Reporting***

The Contractor shall be paid for services rendered under the terms of the Contract, within 10 business days of receipt of the invoice. The Contract Administrator should receive the invoice before 15<sup>th</sup> of the month for the services provided during the previous month. The Contractor will be compensated based on the number of eligible Service Units.

The amount remitted to the Contractor by the City shall be the number of Service Units times the rate agreed upon in the Contract for each Service Unit plus or minus any adjustments (e.g. incentive payments, prior period service count adjustments) provided for in the Contract and agreed to by both parties.

Following information must be provided with the monthly invoice in an agreed upon electronic format

- Date, truck number, scale ticket number, and net weight for all loads delivered to the processing facility per day;

The City may choose to not install the RFID technology if the system is cost prohibitive. In such a case the Collection Contractor must provide the following additional information along with the monthly invoice in an agreed upon electronic format:

- Number of customers per route
- Number of stops made per route each day
- And any other data the contractor can provide to improve the efficiency of the program.

As part of the data sharing requirements, records shall be kept on a daily and cumulative basis regarding the City's single stream recycling program and shall be available to the City upon request. Information reporting shall be disseminated by an agreed upon electronic format.

### ***1.6 Community Education***

City has witnessed a direct relation between community awareness on recycling to the recycling participation rates. City of Decatur would like to engage the community prior to the start of the new curbside Single Stream Recycling Program. City is seeking enthusiastic and dedicated partners in educating the community on source reduction, reuse and recycling. Contractor must include a plan to educate the community on these issues as part of this RFP.

## **2 PROPOSAL**

The proposal must be signed by a person who has legal authority to contractually bind the Contractor. The Proposal shall include the following sections in the same order:

### ***2.1 Proposal Summary:***

The proposal summary is intended to serve as the document which proposal evaluators can use to quickly understand the technical, business and cost aspects of the proposal. The items listed in the following subsections are required elements of the proposal summary.

#### **2.1.1 Performance Bond**

The Contractor shall initially post a Performance Bond which shall, at all times, be 100% of the total contract amount. Said bond shall be executed by and with a surety company acceptable to the City and shall be subject to approval as to form and content by the Corporation Counsel's Office.

The successful Contractor shall furnish the performance bond within ten (10) days of the acceptance of a proposal. A contract shall not be signed until the bond is received and is reviewed for acceptability by legal counsel. At the discretion of the City, failure to furnish the required bond within the time specified may be cause for rejection of the proposal and the award of a contract and/or negotiations with another Contractor. Subsequently, if the bond is canceled or the surety therein released of liability for failure to pay any premium or for any other reason, and such cancellation or release is continued for a period of ten (10) days, the contract may be canceled. Performance bonds will be forfeited to the City of Decatur should the successful Contractor fail to comply with the terms and conditions established.

#### **2.1.2 Introduction to the proposal:**

Contractor should provide an overview of their Proposal including a brief summary of the Contractor, their services, corporate ownership, resources, track record and ability to meet the needs of the City as expressed in this RFP.

### ***2.2 Technical Proposal:***

The Technical Proposal is intended to serve as the document which proposal evaluators could use to quickly assimilate all technical business aspects of the proposal. The items listed in the below subsections are the required elements of the Technical Proposal.

#### **2.2.1 Contractor's statement of Organization:**

Complete Form 1A, provided in Attachment B. Incomplete submittal of the form may lead to disqualification

### **2.2.2 Contractor's staffing:**

Attach an organizational chart(s) for the contractor's staff showing the organizational responsibilities.

### **2.2.3 Single Stream Collection Proposal Technical Description**

Complete Form 1B, provided in Attachment B. Incomplete submittal of the form may lead to disqualification

### **2.2.4 Transition Plan:**

Since City's existing curbside recycling program is a multiple stream program and the proposed program is a single stream program, City anticipates a transitioning period of at least three months. During this transitioning phase all the service units may not have roll out carts as described in other sections of the RFP. Residents will be given an option of being able to use their existing 18 gallon bins for the comingled single stream recycling. Collection contractor must plan for some level of manual collection during this phase. Contractors are required to provide a transition plan to show their ability to transition smoothly to the new program.

### **2.2.5 Educational Plan:**

City is looking for contractors who will work collaboratively with the City to improve the efficiency of the City's recycling program. Contractor must include a plan to educate the community on recycling as part of this RFP.

### **2.2.6 Transportation Plan:**

The alternate fuels plan should be described on this section, if the contractor so chooses to submit one.

### **2.2.7 Exceptions to the agreement:**

In the event the Contractor takes exception to the RFP specifications they may set forth those exceptions in this section.

In addition, each exception should be listed on a separate form followed by the language stated below and signed by an individual authorized to commit the contractors firm.

"Except as set forth above, Contractor is in complete agreement with the proposed terms, conditions and business arrangements described in the RFP including the attached agreement"

### **2.2.8 Financial Qualifications:**

Contractors must provide a description of relevant Financial Qualifications as described below. The City will make best efforts, but make no representation that it will be able to maintain total confidentiality of Contractor's financial information. At all times, the City

will comply with the provisions of the Freedom of Information Act as required by state law.

Financial information to be included with the Proposal includes:

A. The proposed Contractor's summary financial statements for the past three fiscal years. These statements must include, at a minimum, statements of financial position and changes in financial position,

B. If the entity that will sign the Agreement has a parent company or is proposing a joint venture, the parent company or joint venture company (ies) must also provide financial statements for the most recent three fiscal years.

C. If the entity that will sign the Agreement has been in existence less than three years, the Contractor must provide sufficient financial data to substantiate, to the satisfaction of the City, the Contractor's financial capability and viability of the entity.

The City reserves the right to require submission by Contractor, at no cost to the City, of certified audited financial statements for the Contractor, and/or an opinion by a Certified Public Accountant with regard to the financial status of such Contractor, including ownership of, or interest in, equipment and facilities prior to award of an Agreement.

### **2.2.9 Litigation History**

The Contractor must provide a history for the last five (5) years of all claims, settlements, arbitrations, litigation proceedings, and civil actions involving \$100,000 or more, and all criminal legal actions in which the company, its parent company, subsidiaries, all partners, or principals were involved. For each case, the Contractor must provide the following:

- The name of the claim, arbitration, litigation or action
- The amount at issue or the criminal charges alleged, and
- The status or final disposition of the case.

The Contractor shall provide a list of all enforcement actions taken against it during the last five (5) years by any regulatory agency such as, but not limited to, the United States Environmental Protection Agency, the Illinois Environmental Protection Agency or a Local Enforcement Agency. The list shall include name of the regulatory agency and the date of enforcement action.

The Contractor shall inform the City if it has had a permit, franchise, license, entitlements or business licenses that have been revoked or suspended in the last five (5) years.

The Contractor must list any claims against a Bid or Performance Bond and the results or any contractual defaults or termination over the last five (5) years.

### **2.3 Cost Proposal:**

Complete Form 1C, provided in Attachment B. Incomplete submittal of the form may lead to disqualification.

### 3 CONTRACT TERMS AND CONDITIONS

The Contractor's response to this Request for Proposal (RFP) will be made a part of the contract with the City. Terms and Conditions, substantially in the form contained herein, shall be included in the Agreement between the City and the successful Contractor. Unless otherwise stated by the Contractor in the response to this RFP, the Contractor agrees to the following Contract Terms and Conditions, which will become part of the subsequently negotiated contract.

<b>GENERAL TERMS</b>	
<p><b>TERM:</b> The term of this Agreement shall commence on the effective date of the Agreement with initial delivery services beginning on October 1, 2010. The term of the contract will be a service period of Five (5) years through September 30, 2015 with two (2) options to renew for periods of one year, for a total contract period of up to seven (7) years.</p> <p><b>CONFIDENTIALITY:</b> The Contractor, its agents, and its employees, will keep and retain any and all information and records generated under this Agreement in the strictest confidence and will neither use such information or records nor disclose such information or records to anyone without the explicit written permission of the City of Decatur. The Contractor warrants that it has and will continue to have safeguards in place to assure that such information and records are kept confidential by the Contractor, its agents, and its employees.</p> <p>The Contractor acknowledges that in the course of performing services for the City of Decatur, the materials and information produced for the City of Decatur are the exclusive properties of the City and may not be disseminated in any manner without prior written approval of the City of Decatur.</p> <p><b>INDEPENDENT CONTRACTOR:</b> At all times and for all purposes, the Contractor is an independent contractor and not an employee of the City. No statements shall be construed so as to find the Contractor an employee of the City. No employee of the Contractor shall be an employee of the City.</p> <p><b>CONTRACTOR DEFAULT:</b> The City will not accept a proposal or enter into an agreement or contract with anyone who is in default or who owes the City money.</p> <p><b>PROPRIETARY MATERIALS:</b> The City of Decatur acknowledges that in the course of performing services, the Contractor may use products, materials, or proprietary methodologies. The City agrees that it shall have or obtain no rights in such proprietary products, materials,</p>	<p><b>REJECTION/WAIVER:</b> The City of Decatur reserves the right to reject any and all proposals, waive formalities, waive technical deficiencies and irregularities, or otherwise solicit new proposals if some other manner of negotiation better serves its interests.</p> <p><b>BID BOND:</b> Each bid must be accompanied by a bid bond or deposit amounting to five percent (5%) of the total bid. Bid deposits are in the form of Bank Casiers Check, Certified Check or Bid Bond made payable to the City of Decatur. Unsuccessful bidders will have their deposits returned within ten (10) days, after either the contract is awarded or the purchase order is accepted by the successful bidder. If the successful bidder fails to deliver as indicated in the Invitation to Bid, does not enter into the contract or fails to accept the purchase order, The City of Decatur shall be entitled to retain the deposit to rectify the bidder's unacceptable performance. In other words the bid deposit will be fortified to the City.</p> <p><b>NON-ASSIGNMENT:</b> The Contractor shall not assign or subcontract this agreement and contract, or the work thereof, to any person, firm, or corporation without prior written consent of the City, but the Contractor may perform its obligations there under through its subsidiaries or divisions. Such assignment shall not relieve the Contractor from its obligations or change the terms of this agreement or a contract.</p> <p><b>WITHDRAWAL OF PROPOSALS:</b> A written request for the withdrawal of a proposal may be granted and the security deposit returned if the request is received by the City prior to the submittal deadline and opening date. After the opening, the Contractor cannot withdraw or cancel its bid.</p> <p><b>INSURANCE:</b> The Contractor shall carry all insurance required by law or which would normally be expected for the business of recycling. Proof of insurance shall be submitted before an agreement or contract is final. The Contractor shall carry at its own expense, at least the</p>

and methodologies except pursuant to a separate written agreement executed by the parties.

**INDEMNITY:** The Contractor shall indemnify, defend, save, and hold harmless the City of Decatur, individually and collectively, its officers and employees from any and all liability, losses, costs, expenses, demands, taxes, claims, damages, lawsuits, proceedings, or causes of action including workers' compensation claims, of any kind or nature, including reasonable attorneys' fees and costs of defense, that the City of Decatur may suffer, incur, sustain, or become liable for, on account of any injury to or death of its employees, or injury or death to any other person, or damage to or injury to real estate, or personal property, in any way resulting from, arising out of, in connection with, or pursuant to an agreement and contract, caused by the operations of the contractor, its agents, retailers, employees, or any subcontractors in performance of the services to be conducted including ownership, maintenance, use, operation, or control of any vehicle owned, operated, maintained, or controlled by the Contractor.

The Contractor shall, at its own expense, appear, defend, and pay all reasonable fees of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgments shall be rendered against the City of Decatur in any such action, the Contractor shall, at its own expense, satisfy and discharge same.

The Contractor further agrees to indemnify and hold harmless the City of Decatur from all liability (including attorney fees) for removal or remedial actions under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (also known as Superfund) or comparable state law incurred as the result of the disposal under the agreement and contract after the date hereof of the City of Decatur's recyclable materials at the agreed upon disposal facility. It is understood and agreed that this indemnity shall be null and void in the event of any breach by the City of Decatur of any terms of an agreement and contract.

The Contractor expressly understands and agrees that any performance bond or insurance protection required by this agreement and a contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless, and defend the City of Decatur, and to pay expenses and damages as herein provided. The Contractor shall not be liable for any liability or claims of liability resulting

following insurance coverage:

worker's compensation and occupational disease insurance - statutory amount for Illinois

general liability insurance -

Bodily injury with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate;

Property damage with limits of not less than \$1,000,000 each occurrence /\$2,000,000 aggregate; and

Contractual insurance - broad form with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate;

**Automotive liability insurance:** Bodily injury and property damage with limits of not less than \$1,000,000 combined single limit; and property damage must include non-owned, hired, leased or rented vehicles as well as owned vehicles

**Umbrella (Excess) Liability:** Any policy shall provide excess limits over and above the other insurance limits stated herein. The Contractor may purchase insurance for the full limits required, or a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

The Contractor shall include the City of Decatur as an additional named insured on both General Liability and Automotive Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to the City. All insurance premiums shall be paid by the Contractor without cost to the City. The Contractor shall furnish the City a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. A contract will not be signed with the successful Contractor until proof of coverage and additional named insured has been received and reviewed for acceptability by the City's Risk Manager.

The City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days prior to the effective date of cancellation or reduction. The Contractor will be responsible for obtaining new insurance coverage in this event.

**WARRANTY:** The Contractor warrants that the services to be provided by it hereunder will be performed in a good, timely, and professional manner by qualified staff and in accordance with generally accepted professional end-users. The Contractor further warrants that the design and recommended solution are workable and capable of meeting the Project Objective.

**NON-COLLUSION:** The Contractor must fill out the non-collusion affidavit and have it notarized.

from the negligence or willful misconduct of the City of Decatur, its agents, or its employees.

STATE DISPOSAL LEGISLATION: The Contractor shall be aware of current and impending State of Illinois deadlines established by legislation for implementation of restrictions on disposal of certain recyclables.

NON-PERFORMANCE: If the Contractor fails to observe the established service requirements or schedule of service for more than two (2) consecutive working days, the City shall reserve the right to determine if there has been sufficient cause to justify such lack of observance. If, in the City's judgment, sufficient cause has not been demonstrated, then the City shall serve notice either personally or by affixing such notice to the premises of the servicing location of the Contractor stating that the agreement and a contract shall be deemed default if the Contractor does not take action to re-establish the schedule within twenty-four (24) hours of said notice. If at the end of the twenty-four (24) hour period, the Contractor has not made the necessary correction, the City shall take such steps as are necessary to furnish services in accordance to the collections requirements provided for in this agreement and subsequent contract. The Contractor shall be liable for any costs of such steps from the start of the notice of default.

In the event of non-performance that has not been cured or removed, the City shall have the right to terminate the agreement and the contract by written notice to the Contractor, such termination shall be effective on the date specified in such notice. The City may take whatever legal, equitable or administrative action it deems appropriate, and including mandatory injunction and specific performance which may appear necessary or desirable to the City to collect any payments due, to abate or prevent any such default, or to enforce performance and observance of any obligation of the Contractor under an agreement or contract. The City may also exercise any and all remedies under the bond including, without limitation, recovery under the bond of any and all moneys and damages due, recover damages suffered or incurred or that may be suffered or incurred, by the City due to a default, even if this agreement or contract has been terminated or canceled, and take whatever action is required to cure the default, including without limitation, payments to others, or performance for or on behalf of the Contractor its obligations and agreements.

BANKRUPTCY: If the Contractor at any time during the term of the agreement and contract become insolvent, or if proceedings in bankruptcy shall be instituted by the Contractor or if proceedings in bankruptcy shall be instituted against the Contractor, or if the Contractor shall be adjudged bankrupt or a receiver of any property of the Contractor shall be appointed in any suit or proceeding brought by or against the Contractor, or if the Contractor shall make an assignment for the benefit of creditors, then in each and every case, this agreement and contract and the rights and privileges granted hereby may, at the option of the City, immediately cease, determine and be forfeited and canceled. The Contractor warrants to list the City as a creditor in any bankruptcy filing.

LITIGATION: In the event that litigation should be filed against the City which contest the right of the City to award the limited exclusive recycling processing status granted herein, the Contractor shall pay all legal fees and other costs incurred by the City in defending the terms of this agreement and contract. If a trial court should hold that the granting of this limited exclusive right was improper, either party may elect to terminate this agreement and contract upon at least sixty (60) days prior written notice. Provided, however, that the termination of the agreement shall not end the obligation of the Contractor to pay legal fees and costs of the City so long as such litigation is continued by any party.

CONTRACT NEGOTIATIONS: During the selection process and following the acceptance of proposals, the City reserves the right to enter into negotiations with awardees(s) before signing the final agreement. Potential issues of discussion may include, but not limited to, a commencement date, payment and billing details, reporting requirements, severe weather policy, contract renewal options, fines for contract violations, and hiring from the local work force.

RIGHT TO REQUIRE PERFORMANCE: The failure of the City at any time to require performance by the Contractor of any specifications in this agreement and a contract shall in no way affect the right of the City hereafter to enforce the same. Nor shall waiver by the City of any breach of specifications in this agreement and a contract be taken or held to be a waiver of any succeeding breach of such specifications in this agreement, nor be taken or held to be a waiver of any specification itself.

STRIKES: The Contractor shall be required to file proof with the City that it has a “no strike” provision for the duration of all collective bargaining agreements with its workers before the final agreement and contract is signed. Upon execution of any new agreement or contract, the Contractor shall forward to the City within (10) days thereafter, proof that said agreement or contract contains a “no strike” clause.

Should, nevertheless, a strike occur which lasts more than seven (7) calendar days, the City shall be permitted to institute such procedures to collect and dispose of the waste to be collected pursuant to this agreement and a contract as the City deems necessary.

AMENDMENTS: If the City of Decatur should wish to change the type of service provided during the term of this agreement and a contract, the City of Decatur shall have the option to initiate the change in service by serving written notice to the contractor at least sixty (60) days prior to the date of service change where change is contemplated to begin. Both parties agree to negotiate the terms of such change in service after such written notice is served. Such modifications shall be contained in a written agreement executed by the parties.

COMPLIANCE WITH APPLICABLE LAWS, ORDINANCES, AND REGULATIONS: The Contractor(s) shall comply with all Federal, State, County and local laws, ordinances, and regulations governing the collection, disposal, and processing of recyclables.

EQUAL EMPLOYMENT: During the term of a contract, the Contractor shall comply in all respects with the Equal Employment Opportunity Act/Illinois Human Rights Act. The Contractor shall comply with the Equal Employment Opportunity Clause included in Appendix E. Findings of noncompliance with applicable State or Federal Equal Employment Opportunity Laws are regulations may be sufficient reason for revocation or cancellation of the contract

## Attachment A: Definitions

**Collection Point** shall mean the curb of a street in front of a dwelling

**Collection Routes** shall mean the districts shown on the map of the City as agreed upon by the contractor and the contract administrator 30 days prior to the start of the contract and made a part hereof subject to change pursuant to Local Improvements and Annexations.

**Collection Hours** shall mean Collection shall begin no earlier than 7:00 a.m. and be completed by 5:00 p.m. of the district collection day.

**Collection Vehicles** shall mean semi-automated/ automated trucks or such other vehicles as approved by the City, purchased by the Contractor but subject to approval by the City for collection of recyclable materials within the City.

**Colored High Density Polyethylene (CHDPE)** shall mean opaque plastic containers labeled with the #2 code.

**Customer** shall mean any person or entity that collects materials within the City of Decatur planning jurisdiction for processing by the SSMRF.

**Curbside** shall mean Adjacent to the street pavement or alley pavement and within three feet thereof.

**Data Sharing** shall mean the collection, analysis and dissemination of information regarding the collection of single stream recyclable material as defined in this RFP. Specific reporting requirements are defined in this RFP.

**Facility** shall mean all contiguous land and structures and improvements on the land used for the storage and processing of material collected by the City through the Single-Stream Recycling Program.

**Glass Container** shall mean glass jars, bottles and containers.

**Holidays** shall mean the list of holidays approved by the city and given to the contractor 30 days prior to the start of the contract and 30 days prior to the start of every contract year in the agreement thereof.

**Low Density Polyethylene (LDPE)** shall mean squeezable bottles, such as honey and mustard, with the #4 code.

**Missed Collection** shall mean the failure of Contractor to collect from any dwelling, within a collection route, recyclable materials timely placed at the collection point during collection hours on the district collection day for that dwelling.

**Mixed Paper** shall mean recovered paper that is not sorted into specific categories including junk mail, magazines, folding boxes (cereal box), aseptic packaging, telephone books, wrapping paper and other paperboard products.

**Natural High Density Polyethylene (NHDPE)** shall mean translucent plastic containers labeled with the #2 code.

**Newsprint (ONP)** shall include newspaper and advertising supplements and other paper grades as delivered to local subscribers of newspaper distributed in the Decatur area.

**Non-Recyclables** shall mean all refuse and waste matter which is not a recyclable material as listed in attachment C of this RFP or any amendments made to that list throughout the period of this contract.

**Old Corrugated Containers (OCC)** shall mean corrugated containers having liners of either test liner, jute or kraft.

**Public Awareness Program** shall mean Program developed and provided by Contractor to inform and encourage residents to use the recycling collection services.

**Paper** shall mean paper products such as old newspaper, old magazines, office paper, telephone directories, old corrugated containers, bags, and some paperboard packaging.

**Plastics** shall mean plastic bottles, containers and packages made from various resins including PETE, HDPE, PVC, LDPE, PP, PS and other plastics, codes #1 though #7. Plastics will exclude construction and automobile products.

**Polyethylene Terephthalate (PETE)** shall mean clear plastic containers labeled with the #1 code. PETE containers are used for soft drinks, water, sports drinks, mouthwash and salad dressing.

**Polypropylene (PP)** shall mean packaging, film and containers with the #5 code. PP containers include catsup, yogurt, magazine, and medicine containers.

**Polystyrene (PS)** shall mean clear, hard and brittle plastics with the #6 code and is usually used for plastic cutlery and food containers.

**Polyvinyl Chlorine (PVC)** shall mean vinyl products with the #3 code and its application can be for pipe fittings, floor tiles, food and non-food packaging.

**Recyclable Materials** shall mean material that has been recovered or diverted from the nonhazardous solid waste stream for purpose of reuse, recycling or reclamation and a substantial portion of which is consistently used in the manufacture of products, which may otherwise be produced using raw or virgin materials.

**Recycling** shall mean a process by which materials are collected, sorted, processed, or prepared into marketable commodities for manufacturing into new products.

**Recycling Processing Facility** shall mean a facility where recyclable materials are sorted and processed or prepared for bulk shipment to a manufacturer for use as a raw material.

**Residuals** shall mean non-recyclable waste.

**RFID** shall mean Radio-frequency identification that allows the City to track participation rate of each household.

**RTF** shall mean Recycling Transfer Facility that allows unloading of recyclables, collected through the City's curbside recycling program, when the SSMRF is not located in the immediate area.

**Recycling Collection Services** shall mean the collection of recyclable materials from curbside.

**Recycling Carts** shall mean Uniform carts 65/95 gallon capacity, as approved by the City, to be used for storage of recyclable materials by the residents of dwellings.

**SSMRF** shall mean Single-Stream Material Recovery Facility.

**Single-Stream Recycling Collection** shall mean municipal curbside collection of recycling commodities, where as materials are collected, and combined together/commingled for transportation to the recycling Processor.

**Sorted Office Paper** shall mean high grade paper from offices such as computer paper, sorted white ledger, copier paper and office stationary.

**Tin, Steel and Bi-Metal cans** shall mean tin-coated steel containers, such as cans for food packaging. Containers include food cans, beverage cans, aerosol cans and lids from bottles and jars.

**Used Beverage Containers (UBC)** shall mean beverage, food and nonfood cans made of aluminum material.

## Attachment B: Form 1-A: Contractor's Statement of Organization

1. Full Name of Business Concern (Contractor)

\_\_\_\_\_

2. Principal Business Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Principal Contact Person(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Form of Business Concern (Corporation, Partnership, Joint Venture, Other)

\_\_\_\_\_

5. If a corporation, in What State Incorporated and Date of Incorporation:

State: \_\_\_\_\_ Date: \_\_\_\_\_

6. If a Joint Venture or Partnership, Provide Date of Agreement:

Date: \_\_\_\_\_

7. Provide names of partners or officers as appropriate and indicate if the individual has the authority to sign in name of Contractor. Provide proof of the ability of the individuals so named to legally bind the Contractor:

Name	Address	Title

8. List all firms participating in this project (including prime contractors, subcontractors, operators, major equipment suppliers, etc.)

Name	Address

9. Outline specific areas of responsibility for each firm listed in Question 8.

Name	Responsibilities

10. Identify the provisions of any agreement between parties which assigns legal or financial liabilities or responsibilities:

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11. If responding firm(s) are a partially or fully-owned subsidiary of another firm, or share common ownership with another firm, please identify the parent firms and the relationships:

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# Attachment B: Form 1-B: Single Stream Recycling Collection Services Technical Submittal

(Semi-automated/ Automated Collection Vehicles)

## 1) Manufacture and Model

- a. Cab and Chassis \_\_\_\_\_
- b. Body \_\_\_\_\_

## 2) Number of Vehicles

- a. Currently Owned \_\_\_\_\_
- b. Planned for Purchase \_\_\_\_\_
- c. Needed to service this contract \_\_\_\_\_
- d. Number of vehicles that serve as alternatives \_\_\_\_\_

## 3) Cab and Chassis

- a. Walk-in Cab \_\_\_\_\_yes\_\_\_\_\_no
- b. Dual Drive \_\_\_\_\_yes\_\_\_\_\_no

## 4) Body

- a. Rated Capacity \_\_\_\_\_cubic yards
- b. Practical or Net Capacity \_\_\_\_\_cubic yards
- c. Number of Bins/Compartments \_\_\_\_\_cubic yards
- d. Expected Material Density (fully loaded) \_\_\_\_\_lbs per cubic yard
- e. Type of Body Loading  
(front, rear, side load, etc) \_\_\_\_\_
- f. Direction and Type of Unloading  
(rear hoist, rear extrusion, side, etc.) \_\_\_\_\_
- g. Overall Height When Roof of Body is Open \_\_\_\_\_inches

## 5) Will the Vehicles be Owned, Leased or Other?

- 6) Rate of Fuel Usage? \_\_\_\_\_Miles per gallon

## Attachment B: Form 1-B: Cost Proposal Form

Service	Cost per service unit in USD
Collection of all the recyclables listed in Attachment C using a 65 gallon cart	
Collection of all the recyclables listed in Attachment C using a 95 gallon cart	
Collection of all the recyclables listed in Attachment C <u>except glass</u> using a 65 gallon cart	
Collection of all the recyclables listed in Attachment C <u>except glass</u> using a 95 gallon cart	
Collection of all the recyclables listed in Attachment C <i>during the transition phase</i>	
Collection of all the recyclables listed in Attachment C <u>except glass</u> <i>during the transition phase</i>	
Delivering the recyclables to a SSMRF/RTF located within Macon County	
Delivering the recyclables to a SSMRF/RTF located 180 miles from Macon County	
Cost for reporting	
Cost for transportation plan	
Cost for distribution of educational materials as prepared by the City to the households at least two times a year	
*	
*	
*	
*	
*	
*	
*	
*	

\* Contractors are encouraged to provide cost of other items that are not listed in the cost proposal form that might affect the cost of the proposal.

## **Attachment C: Recyclables collected through the single stream recycling program**

Under the City's Single-Stream Recycling Program, the following materials will be collected and must be processed, marketed, and sold.

**Newsprint:** Also referred to as old newspaper (ONP), shall include newspaper and advertising supplements and other paper grades as delivered to local subscribers of newspaper distributed in the area.

**Mixed Paper:** Includes magazines, junk mail, paperboard and telephone directories.

**Sorted Office Paper:** Shall mean high grade paper from offices such as computer paper, sorted white ledger, copier paper and office stationary.

**Old Corrugated Containers (OCC):** Includes boxes with unbleached and unwaxed paper with ruffled liners.

**Glass:** Includes household glass containers, bottles and jars, including amber, flint, green, mixed and/or crushed glass.

**Tin, Steel, and Bi-Metal Containers:** Includes food, beverage, nonfood and aerosol cans made of mixed metal, such as tin and steel.

**Used Aluminum Beverage Cans (UBC):** Consists of household beverage cans made of aluminum.

**Plastics:** Includes plastic bottles, containers and packages made from various resins including PETE, HDPE, PVC, LDPE, PP, PS and other plastics, codes #1 through #7.

Please note that the City will not require the customers to flatten plastic, metal and aluminum containers. In addition, plastic bags, labels, lids, nozzles and metal neck rings may also be present in the recyclable materials delivered to the processing facility.

<b>Attachment D: Brief description of job duties of various contractors in association with Single Stream Recycling</b>					
	<b>Processing</b>	<b>Collection</b>	<b>RFID</b>	<b>Carts</b>	
<b>Primary Job</b>	Process the single stream recyclables delivered to their facility. Market and sell them.	Collect the recyclables from the curb using the 65/95 gallon carts and deliver them to the processing facility	Install and maintain RFID readers on collection contractor's trucks. Install the database in City offices for city to retrieve information as and when needed	Manufacture 65/95 gallon carts to Decatur's specifications. Assemble and Distribute to all phase 1 customers.	<p><b>This document provides an overview of all the RFP'S that are already/will be published in association with City of Decatur's Single Stream recycling. The primary intent of publishing this RFP is to clarify the roles of potential contractors.</b></p> <p><b>Due to the complexity and concurrency of the RFP's, City has identified certain items as "issues in gray". City anticipates resolving the issues in gray after the finalizing the contractors but before entering into a contract (not later than 30 days prior to the contract start date).</b></p> <p><b>City anticipates resolving the "issues in gray" by holding a meeting with the selected contractors.</b></p> <p><b>Since this is an RFP and not a bid, Contractors are encouraged to</b></p> <ul style="list-style-type: none"> <li><b>Provide feedback to the City on any additional "issues in gray" that they come across in the RFP's that are not already identified in this document.</b></li> </ul> <p><b>You can do this by E-Mailing Vasudha Pinnamaraju @ <a href="mailto:vpinnamaraju@decaturil.gov">vpinnamaraju@decaturil.gov</a> or by phone 217-424-2778 by June 20 2010.</b></p> <ul style="list-style-type: none"> <li><b>Provide separate itemized cost (increase/decrease) on the "issues in gray".</b></li> </ul>
<b>Payment</b>	City will receive a fixed amount per ton on a monthly basis.	City will pay a fixed amount on a monthly basis	City will pay the contractor upfront to buy the technology. Maintenance fee will be paid annually	City will buy the carts directly or through financing option. Monthly charges for maintenance	
<b>Incentives</b>	If the city delivers more tonnage than anticipated, the contractor will receive a percentage discount as an incentive	If the city delivers more tonnage than anticipated, the contractor will receive a percentage increment as an incentive			
<b>Reporting</b>	Needs to provide monthly reports to the City in electronic format. It should contain daily information on truck number, date, time and tonnage of material tipped at the tipping floor.  Monthly totals of tonnage and percentages of type of recyclables, residual, revenue received. It should also contain purchasers of the material	Needs to provide monthly reports to the City in electronic format. It should contain daily information on truck number, date, time and tonnage of material tipped at the tipping floor.	The system should be able to provide the city with information on household participation, GPS location of every stop made by the collection truck, misplaced bins, and percentage of participation per route.	The maintenance program should provide number of new cart requests, cart service requests and warrant covered services on a monthly basis.	
<b>Education</b>	Must provide an education plan – Primarily address life cycle of recycle products generated in Decatur.	Must provide an education plan – Primarily address clean recycling practices.	City will use the information provided by the RFID system to do targeted education.	Information on the carts will act as an educational tool	
<b>Information needed from the City</b>		Will need City's help in defining the collection routes.		Will need City's help in identifying accurate database of addresses.	
<b>Information to be provided to other contractors</b>	Processor needs to provide paper tickets to the collection contractor for each truck load delivered. It should contain Truck number, date, time and tonnage of material tipped at the floor.	Need to provide feedback on the carts to the Cart maintenance contractor based on field observations.		Marry RFID's to house numbers and provide that database in a electronic format compatible with RFID reader technology to RFID contractor.  Marry RFID's to the house number per each additional cart delivered/ replaced thereafter and provide updated database to RFID contractor /City contract administrator	

<b>Issues in gray</b>	<b>RFID and Collection</b> <ul style="list-style-type: none"> <li>• Who should be in charge of the RFID equipment on the contractors vehicles</li> <li>• If the City chooses to not go with RFID technology, the collection contractor is responsible for the following additional reporting <ul style="list-style-type: none"> <li>○ Number of stops made per route.</li> </ul> </li> </ul>	
<b>Issues in gray</b>	<b>Carts and Collection</b> <ul style="list-style-type: none"> <li>• Who will determine if the damage to the carts is occurred due to collection contractor negligence?</li> <li>• Who will be responsible for the service calls (like distribution of carts requested after the initial distribution phase etc)</li> </ul>	