



CITY OF WATERLOO

**REQUEST FOR PROPOSAL
FOR SOLID WASTE DISPOSAL AND
RECYCLING SERVICES**

**SUBMITTAL DEADLINE:
October 3, 2013 at 4:00 p.m.**

Prepared By:

Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

v- 920-478-3025
f- 920-478-2021
email – cityhall@waterloowi.us
web – www.waterloowi.us

REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Contractor") who shares this commitment to excellence to submit sealed proposals.

1. The contract term will be for an initial period of five years with two, two-year renewal options at the end of the initial term. The initial five-year term would begin January 1, 2014.
2. Municipal facilities shall receive solid waste and recycling services at no direct charge.
3. The City is exempt from federal excise taxes and state sales taxes. Do not add sales tax to rate proposals.
4. The proposal shall include the total cost of services. No additional customer charges or service fees shall be allowed.

The proposal shall include all of the following Contractor information:

- a) Qualifications – Provide a brief description and history of the firm including current size, how many persons are directly engaged in solid waste collection and disposal and recycling processing. Also, include the names, qualifications, years of experience and other background information of the local management team directly responsible for local operations.
- b) References – Discuss the firm's prior service experience in providing the proposed service. Provide a list of all municipal customers in Wisconsin where solid waste/recycling collection services have been provided.
- c) Residential Collection Schedule – Submit a proposed residential collection service plan. Presently, the City received collection service weekly on Fridays.
- d) Regulatory Compliance – Please provide a history of any regulatory compliance notifications received within the last three years, along with final dispositions.
- e) Equipment Listing – Provide a list of the make, model and year of equipment that will be used to provide services.
- f) Recycling – Provide a statement describing the range of recycling programs your company currently offers. Offer your assessment on how best Waterloo can maximize its recycling opportunity.
- g) Collection Details – Provide a description of how your company will collect recyclable material. For instance, do you collect recyclables and solid waste in separate containers, or are recyclables commingled with solid waste? What types of containers are provided for recyclable material?
- h) Reporting – The City requires that tonnage be reported to the Department of Natural Resources and other entities. Please explain how your company will track, record and submit these data.
- i) Proposed Contract – Please provide a proposed contract for services.

Contact us should you have specific questions regarding the information we are requesting. The City is willing to meet with you in a pre-submittal meeting to address questions.

AREA AND POPULATION

Waterloo is located in the northwest corner of Jefferson County. The area of the municipality is four square miles. The population is 3,321.

SCOPE OF SERVICES

1. Properties/Customers Served: As of September 23, 2008, the City solid waste customer base was comprised of 67 commercial customers and 1,262 residential customers. Nine municipal properties are to receive service. Total "Customer Units" is defined as the sum of commercial customers, residential customers and municipal properties. The total number will vary from time to time, but is calculated at 1338 at this time.

2. Exclusivity: The City will grant the an exclusive right to the Contractor -- and the Contractor will be responsible -- for the collection, transportation and disposal of solid waste generated by the customer base in accordance with all local, state and federal laws.

3. Collection Details: Service shall be curbside. Residential and commercial properties shall have no more than the equivalent of six 30 gallon waste containers per week as part of their regular waste removal service. Any residential or commercial customer exceeding this amount will contract separately, at their own expense for additional services. Except as otherwise provided in the final contract, solid waste collection will be "full service" and will include collection of televisions, couches, furniture, tables and other large items manageable by one person, In addition "white goods" such as refrigerators, freezers, ovens, stoves and water heaters will be collected as a special call in service, at no additional charge. Building or demolition material is not required to be picked up. Collection is to take place between 6:00 a.m. and 6:00 p.m.

4. Recyclable Items: The recyclable items that will be collected under the contract are as follows:

- Aluminum cans
- Corrugated Cardboard & other container board
- Glass containers (green, clean & brown)
- Newspaper
- Steel, tin and bi-metal cans
- Plastic containers, types 1-7
- Waste oil in a leak proof container no larger than 1 gallon
- Lead acid car/truck batteries in an undamaged casing
- Magazines, advertising circulars and office paper
- Appliances (all white goods)
- Tires (2 tires per week, maximum of 8 tires per year)

BID PRICE SECTION

Rate per Customer Unit per month for weekly solid waste service: _____

Rate per Customer Unit per month for weekly recycling service: _____

SIGNATURE SECTION

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone #

Fax #

URL/Email Address

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.