



1010 Clubhouse Drive
Lake Isabella, MI, 48893

989.644.8654
office@lakeisabellami.org
www.lakeisabellami.org

Request for Proposals Residential Refuse Licensing

Introduction and Invitation to Bidders

The Village of Lake Isabella is soliciting proposals to consider awarding single-family residential trash (i.e., refuse) licenses as required by Chapter 822 of the Codified Ordinances of the Village of Lake Isabella. The Village intends to award Refuse Hauler Licenses as a result of this RFP process at its Regular Village Council Meeting on August 21, 2018. A start date for services is to be set by mutual agreement between the Village and any entity granted a License, but is anticipated to be not later by January 1, 2019. Proposals shall be addressed to: Jeffrey P. Grey Village Clerk, 1010 Clubhouse Drive, Lake Isabella, MI 48893 and shall be received by the close of business on Friday, August 3, 2018.

Demographics

The Village of Lake Isabella is situated in the western half of Isabella County. The Village has between 950 and 1,000 single-family dwellings. The 2010 US Census has the community's population at 1,681 persons; however, with the recreational nature of the community, the population noticeably increases in the months between May and November with the highest numbers being over the Memorial Day, Independence Day and Labor Day holidays.

Refuse collection and disposal from commercial and industrial properties are not part subject to licensing by the Village.

Village Goals and Objectives

The Village of Lake Isabella intends to license refuse collection and disposal for all single family residences within the Village, including the option of granting an exclusive license to a single hauler. The Village believes in maintaining a high level of commitment to quality customer service. In procuring the services described in this RFP, the Village seeks to offer high quality public services that are convenient for the residents. It is also the intent of the Village to reduce the number of refuse collection vehicles using streets in the community in an effort to prolong the useful life of the streets in the community.

Reservation of Rights

This request for proposals is a solicitation and not an offer to contract. The Village reserves the right to reject any and all proposals. The Village further reserves the right to issue clarifications and other directives concerning this request for proposals; to require clarification or further information with respect to any proposal, and to determine the final terms of any license. Interviews may be required by the Village with selected entities to clarify proposals and to allow for negotiations. Acceptance of any proposal will be based upon factors including, but not limited to: costs for service; services provided; day of collection; completeness of proposal; thoroughness of information provided; customer service standards; value added service; and prior successful performance with waste collection systems similar to a scale described herein.

Basis of Proposal

Proposals submitted will be for the entity to provide refuse collection services within the Village limits. Proposals must include basic information addressing, but not limited to, the following described items:

Unit based Pricing

An entity interested in obtaining a license shall provide a proposal indicating charges for weekly refuse removal in accordance with the requirements of Chapter 822 of the Codified Ordinances. Pricing may be submitted showing the cost structure of service provided to residents for both an exclusive and non-exclusive arrangement. In the event that the Village awards a single exclusive license, changes in prices to the entity awarded the exclusive franchise shall be limited to an annual basis. Any increase in pricing in excess of 3%, or an increase greater than the seasonally adjusted annualized rate for the previous 12 months to the Consumer Price Index (if that rate is higher than 3%), shall allow the Village Council the ability to resolicit for licenses, award new licenses, and/or cancel the exclusive nature of an existing license agreement.

Additional Services

Any entity seeking a license may include a list of additional services that may be provided, together with a price list for such services, in addition to the minimum services required to obtain a license. These services may include but are not limited to additional bulky item pick-up (i.e., furniture, appliances) above the minimum required frequency, collection and disposal of bagged leaves and bundled brush, Dumpster service, Community Clean-Up Day and/or collection and disposal of Tires. The Village currently operates a collection side for the disposal brush, and accepts limited quantities of leaves and yard waste as space permits.

Private Road Collection

The Village has a small number of shared driveways and private roads. Any entity granted a license should acquaint itself with the special needs and accommodations that will be required for collection in these areas. The proposal shall include a statement of willingness by the license holder to continue private road service, and a description of special accommodations that will be made to accomplish this.

Hours and Days of Operation

All curb-side collections shall, except as expressly permitted by the Village, be limited to the hours between 7 AM and 8 PM, Monday through Friday. Saturday and Sunday collections are not permitted unless expressly authorized in advance by the Village Manager or his/her designee. The proposal should include a proposed schedule that meets this framework and that accommodates changes due to inclement weather and holidays.

Holiday Schedules

Holidays shall be determined by any entity granted a license, and any change in collection day to accommodate holiday's shall be included on the annual service calendar provided by such license holder.

Trucks and Equipment

Any entity granted a license shall provide information about the size and types of trucks and automation that it proposes to use, as well as other equipment necessary for the job.

Use of Subcontractors

Any entity granted a license shall indicate in the proposal whether or not it intends to use subcontractors for any part of the services being provided, together with a list of all said subcontractors.

Customer Service

Any entity granted a license shall be responsible for providing all customer service functions including informing customers of current services, handling customer requests, and resolving customer complaints. The proposal shall include information addressing the license holder's methods and time frame for communicating with the customers and responding to their questions and complaints. The Village is please to make available to any entity award a license a page on the Village's website with information provided by the license holder on rates, collection dates, contact information, customer service policy, and other information as appropriated and necessary.

Disposal/Landfill Location

Due to the recent issues coming to light with the landfilling of refuse contaminated with PFAS, as part of the application any entity seeking a license shall provide information on the landfill site proposed for disposal of refuse collected under any granted license. Any entity granted a license shall also inform the Village of any change to the location of the disposal site of refuse collected under a granted license.

Proposed Term of Licenses

Any entity granted a license shall provide a proposals for a three year term with a start date of no later than January 1, 2019.

References of Applicant

Any entity granted a license shall provide no less than three (3) references that the applicant has provided services to for no less than two (2) years.

General Terms

Compensation Payment Schedule

Any entity granted a license shall bill for services directly with the individual customers that are serviced under such license.

Indemnification and Insurance

Any entity granted a license shall be required to indemnify and hold harmless the Village, its officers and its employees, from and against all liability, claims and demands, on account of any injury, loss, or damage, which arise out of or are connected with the license holder's performance, in such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the license holder, subcontractor of the license holder, or any other person for whom the license holder is responsible. The license shall include provisions for the entity to defend against such claims.

The license holder and any subcontractor of the license holder shall be required to carry at their own expense workers' compensation insurance, comprehensive general liability used in performance of the license. The worker's compensation and employer's liability insurance shall have limits of not less than \$1,000,000.00 each occurrence and \$1,000,000.00 aggregate, and the Commercial General Liability shall have limits of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. The Village of Lake Isabella, its officers and employees, shall be named as additional insureds and that the license holder's shall be considered primary and

noncontributory to any insurance or coverage held by the Village of Lake Isabella.

Compliance with Laws and Miscellaneous

Any entity granted a license shall be responsible at its own expense for obtaining and complying with all necessary permits, licenses, ordinances, and laws.

Request for Proposals Mailed to:

Kings Disposal
P.O. Box 245
8162 Sanders Rd.
Vestaburg, MI 48891

Granger
16980 Wood Rd.
Lansing, MI 48906-1044

Waste Management
1900 Sullivan Drive
Harrison, MI 48625

Republic Services
21545 Cannonsville Rd
Pierson, MI 49339

Central Sanitation
P.O. Box 348
Remus, MI 49340

Request for Proposals Publication Copy:

**VILLAGE OF LAKE ISABELLA
ISABELLA COUNTY, MICHIGAN**

**REQUEST FOR PROPOSALS
RESIDENTIAL REFUSE HAULER LICENSING**

Public Notice is hereby given that the Village of Lake Isabella is currently accepting proposals for to consider awarding single-family residential trash (i.e., refuse) licenses as required by Chapter 822 of the Codified Ordinances of the Village of Lake Isabella. The Village intends to award Refuse Hauler Licenses as a result of this RFP process at its Regular Village Council Meeting on August 21, 2018. A start date for services is to be set by mutual agreement between the Village and any entity granted a License, but is anticipated to be not later by January 1, 2019. A complete copy of the RFP is available on the Village's website, and also at the Village Hall. Proposals shall be received by the close of business on Friday, August 3, 2018 and shall be addressed to:

Jeffrey P. Grey Village Clerk
1010 Clubhouse Drive
Lake Isabella, MI 48893
989.644.8654
www.lakeisabellami.org

Village of Lake Isabella Request for Proposals Residential Refuse Licensing Submission Form

Please include pages 7-11 of this package as part of your proposal

Individual Customer Unit Based Pricing:

Please provide the monthly cost to be charged to individual residential customers for the following weekly collection services in the event that your entity is awarded a **NON-EXCLUSIVE** License Agreement:

A wheeled-cart of at least 65 gallons provided by the license holder	
A specific number of bags to be collected in a container (or just in bags) provided by the customer. <i>(Example: a maximum of 4 bags per week for a monthly cost of \$20)</i>	
Individual bag collection on a "tag & bag" basis (Price per tag)	
Fee structure of bulky item collection with at least once per month collection	

Please provide the monthly cost to be charged to individual residential customers for the following weekly collection services in the event that your entity is awarded an **EXCLUSIVE** License Agreement:

A wheeled-cart of at least 65 gallons provided by the license holder	
A specific number of bags to be collected in a container (or just in bags) provided by the customer. <i>(Example: a maximum of 4 bags per week for a monthly cost of \$20)</i>	
Individual bag collection on a "tag & bag" basis (Price per tag)	
Fee structure of bulky item collection with at least once per month collection	

Customers to be billed on the following basis (check all that apply):

- Monthly
- Quarterly
- Annually

The Village is happy to offer the sale of collection tags/stickers at the Village Hall to any entity granted a license. If additional locations for the

purchase of tags/stickers is to be offered, please detail such on a separate sheet. Rates are subject to change based on market conditions, the Village's adopted ordinance does require that any entity granted an exclusive license provide written notice of rate changes to the Village sixty (60) days in advance of such changes. Please check the below box to acknowledge your understanding of the sixty (60) day requirement.

- Sixty (60) Day Rate Change Notice Acknowledgment

In the event that the Village awards a single exclusive license, changes in prices to the entity awarded the exclusive franchise shall be limited to an annual basis. Any increase in pricing in excess of 3%, or an increase greater than the seasonally adjusted annualized rate for the previous 12 months to the Consumer Price Index (if that rate is higher than 3%), shall allow the Village Council the ability to resolicit for licenses, award new licenses, and/or cancel the exclusive nature of an existing license agreement. Please check the below box to acknowledge your understanding of the limitation on rate changes to an annual basis, and the described limited increase to those rates.

- Exclusive license rate change limitation acknowledgement

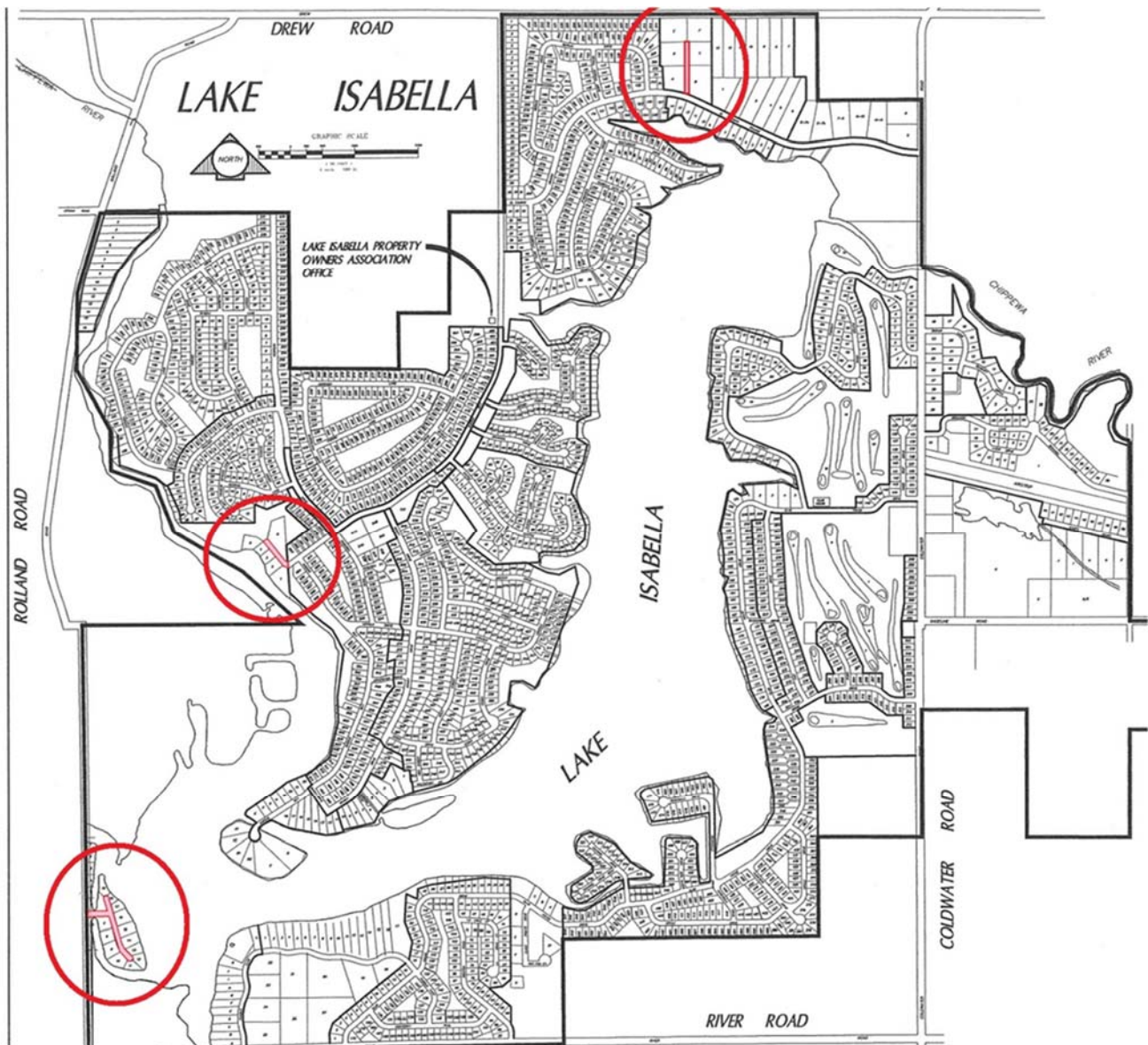
Additional Services:

If additional services would like to be offered, please attach a separate sheet which details those services, and prices applicable to the customer or to the Village (Examples of items that could be billed to the Village would be a Community Clean-up Day, collection of yard waste/brush from the Village's DPW facility, collection bin at Village Hall for "sharps & needles" and similar.)

Private Road Collection:

Provided at the top of the following page is the location of three private roads/shared driveways in the Village. Please check the below box to indicate your ability to provide service to these location. On a separate sheet, please detail any addition equipment or items needed to provide such service, or check the Not Applicable box on this page.

- Acknowledgement of ability to provide service to Private Roads
- Additional Equipment to service Private Roads NOT APPLICABLE



Proposed Collection Day & Schedule:

On a separate sheet, please provide a proposed collection schedule for the 2019 calendar year.

Trucks & Equipment:

The impact of vehicles with heavy loads is a central concern of the Village. Please provide on a separate sheet a list of vehicles proposed to be used as part of license. Information should include the following:

- Number of axels, and load capacity of each axel.
- Style of loader (front, rear, side...)
- Maximum truck weighted capacity
- Make, model, and year of item.

Use of Subcontractors:

If any subcontractors are proposed to be used, please list those on a separate sheet. If none are proposed, please check below to indicate that this is Not Applicable.

NA

Customer Service:

Please provide information on include information addressing your methods and time frame for communicating with the customers and responding to their questions and complaints. Relevant information to include would be a toll-free phone number (required), social media accounts, and the like.

Disposal Location:

Please list the name and address of any locations proposed for the landfilling and disposal of refuse collected under a granted license:

References:

Please provide the name, nature of relationship, and phone number at least 3 references:

- 1. _____
- 2. _____
- 3. _____

The undersigned, as Bidder, hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding of the same Contract; that he/she has carefully read and examined the Request for Proposal Document. The Applicant understands that the Village of Lake Isabella reserves the right to reject any or all proposals and to waive any irregularities in the proposal tabulation. The Applicant agrees that his/her proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving the proposals. The prices indicated shall include all permits, labor, materials, overhead, profit, insurance, sub-contractor costs, and material costs for the finished work as described in the proposal documents:

Respectfully Submitted,

Company Name: _____

Address: _____

Telephone Number: _____

Authorized Signature: _____

Print or type Name and Title: _____

Proposals shall be addressed to:
Jeffrey P. Grey Village Clerk
1010 Clubhouse Drive
Lake Isabella, MI 48893
989.644.8654

Questions shall be address to:
Timothy R. Wolff, Village Manager
1010 Clubhouse Drive
Lake Isabella, MI 48893
989.644.8654
tim@lakeisabellami.org

Proposals seeking a license shall be received by the close of business at the above address by Friday, August 3, 2018.