

PUBLIC NOTICE

Requests for Bids

Notice is hereby given to interested parties that bids are being sought for hauling service for the Ogle County Drop-Off Recycling Program.

Sealed bids will be accepted until 10:30 a.m. on November 13, 2018 at the Ogle County Solid Waste Management Department, 909 Pines Road, Oregon, IL, 61061.

The Request for Bids may be requested by email, on the website www.oglecounty.org, or at the OCSWMD. For information call 815-732-4020.

The Ogle County Board HEW/Solid Waste Committee reserves the right to accept or reject any or all bids.

2018 Drop off Recycling RFP Time Line

	<u>Dates</u>
1. Public Notice in Newspapers	October 5, 2018
2. Send bids to Bidders' List	October 4, 2018
3. Bids Due/Open HEW/SW Meeting Due 10:30 am 11/03 – Open 11:00 am 11/03	November 13, 2018
4. CB Bid Decision: HEW/SW Committee Meeting Full County Board	December 11, 2018 December 18, 2018
5. Contract Start Date (on or after)	June 1, 2019

REQUEST FOR BIDS
OGLE COUNTY DROP-OFF RECYCLING PROGRAM

Section I - General Information

The Ogle County Solid Waste Management Department (the County) is seeking bids for the service and implementation of the Ogle County Drop-off Recycling Program as described below. Since 1994, the County has provided a network of roll-off recycling containers intended to serve residents in rural and other areas where recycling service may not be available. The County seeks to increase recycling in the County through this and other programs. Further information can be acquired from Steve Rypkema, Director, at the Solid Waste Management Department, (815) 732-4020.

Section II - Bidding Instructions

A. Preparation of Bid Document

Bidders may submit their bid on the forms provided, or may create their own document following the outline in the Bid Form. If more room is necessary, additional sheets of paper may be used. Authorized signature must be of the individual owner of a business, a general partner of a partnership, or an officer of a corporation, whose title shall be stated. Bids submitted shall be sealed in an envelope and marked, "Sealed Bid for Ogle County Drop-off Recycling Program." Applications must be typewritten or neatly printed in ink.

B. Bid Due Date

All bids are due by 10:30 a.m. on November 13, 2018 at the Ogle County Solid Waste Management Department, 909 Pines Road, Oregon, Illinois, 61061, Attention: Dorothy Bowers, Chairman, HEW/Solid Waste Committee. The contract start date is on or after June 1, 2019.

C. Bid Opening Date

All bids will be opened on November 13, 2018 at the regular HEW/Solid Waste Committee meeting, Room 100, Ogle County Courthouse, Oregon, Illinois, which starts at 11:00 a.m.

D. Supplemental Materials

Bidders should submit photographs, descriptive literature, or detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

E. Withdrawal of Bids

Bidders may withdraw their bids at any time prior to the Bid Opening Date, by signing a request therefore. However, bidders shall not withdraw or cancel their bids after the Due Date. The successful bidder shall not withdraw or cancel his/her bid after having been notified by the OCSWMD that said Bid has been accepted by the County, except in accordance with Section III.C.

F. Qualifications of Bidders

The opening and reading of the bid shall not be construed as an acceptance of the bidder as a qualified, responsible bidder. The County reserves the right to determine the competence of a bidder.

G. Disqualification of Bidders

Evidence of collusion among bidders, lack of competency, or default on a previous contract for failure to perform, among other conditions, may be considered cause for the disqualification of bidders and rejection of their bids.

Section III - Award of Contract - Terms and Conditions

A. Award of Contract

The County intends to award the Contract within sixty (60) days following the date that bids are opened and read. The Contract will be awarded to that responsible bidder whose bid, conforming to the Request for Bids, will be most advantageous to the County. Bids will be reviewed by staff and the HEW/SW Committee and a recommendation made to the full Ogle County Board. The Board will then have the final vote to award the contract. Evaluation criteria to be considered are:

- 1) Experience of the firm
- 2) Previous projects similar to this one
- 3) Operating plan, support services, convenience of program and containers, etc.
- 4) Quality of bid
- 5) Cost of the bid
- 6) Ability to service containers in a timely manner

The County may request additional information and/or references from Bidder to clarify elements of their bid. The County reserves the right to accept any bid or to reject any or all bids and to waive defects, technicalities, or irregularities in any bid.

B. Subletting of Contract

The Contract awarded by the County shall not be assigned or any part subcontracted without the prior written consent of the County. In no case shall such consent relieve the successful bidder from his/her obligation or change the terms of the Contract.

C. Default or Termination of Contract

Upon default of the Contract, by either party hereto, the other party shall mail to the party in default a written notice specifying: (1) the apparent default; (2) the action required to correct such default and; (3) a date not less than ten (10) days from the date the notice is mailed to the party in default by which such default must be corrected. If the party in default does not correct the default specified in said notice within the time provided therein, the other party may declare this Contract to be terminated and shall be entitled to collect its damages by judicial proceedings as may be allowed under the provisions of the laws of the State of Illinois, plus its costs, including but not limited to its reasonable attorneys' fees, arising from said default of contract. Default is defined as failure of either party to perform any of the provisions of the Contract or failure to make sufficient progress to do so.

The County reserves the right to terminate the whole or any part of the Contract, upon 30 days written notice to the successful bidder, in the event that sufficient funds to complete the Contract are not available in the OCSWMD annual budget.

Section IV - Contract Specifications

A. **Service Required**

The Contractor (successful bidder) shall provide complete service, as described below, for the drop-off collection, hauling, processing, and marketing of the recyclable materials defined below, at the five listed drop-off sites.

1. **Materials to be Collected:** The following minimum materials must be collected at each of the drop-off centers: aluminum cans, steel and bi-metal cans, glass food and beverage containers (green, brown and clear), plastic containers (coded #1-5 & #7), newsprint, corrugated cardboard, milk, juice/broth cartons, ledger paper (white and colored), computer printout, chipboard, magazines, catalogs, phone books, junk mail, paper grocery bags, and other mixed paper. Inclusion of plastic bags and/or extruded polystyrene (Styrofoam) is desired, if possible, but not required. Bidders offering to recycle additional materials should list these materials on the Bid Form and indicate the additional cost (if any) for recycling these materials in the space provided. The County reserves the right to negotiate with the Contractor during the term of the Contract to add additional materials to the Drop-off Recycling Program at an agreed upon cost.

If any of the minimum materials are not accepted, they must be stated in the bid.

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

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

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

Maintenance and upkeep of all sites will be a joint effort between the County, the hauler, and the host (owner) of the site .

3. **Drop-off Containers:** Option 1: The Contractor shall be responsible for the purchase and maintenance of the containers to be used at each of the sites. Containers must be kept in good repair, weather-proof, and 'user friendly', that is, openings to the compartments or bins at a comfortable height for depositing the materials from the existing decks at each location. Containers must be covered roll-off type containers, minimum size 30 yards.

At the Contractor's approval, the County may label or affix signs or stickers to the containers to enhance existing labels and to educate users on the proper use of the program.

Option 2: The County will provide the containers for all of the sites, plus one extra to be used in switching out containers. Initially, the contractor shall pick up the containers from 909 Pines Road, Oregon, Illinois and disperse to all locations. The contractor shall work with the County to provide the required information to ensure that the containers are compatible with their trucks.

4. Frequency of Pick-up: Collection pick-ups by the Contractor shall be on an 'as needed' basis, or regularly scheduled pick-ups, or a combination; as agreed to by the parties. The Contractor shall remove the recyclable materials from the sites within one business day of being notified that the containers are full. This shall be done by replacing the full containers with empty ones, and hauling the recyclables to a processing facility. The Contractor shall also be responsible for removing recyclable materials that were spilled during collection, or those deposited outside of the containers. Recycling containers should remain available at the sites at all times. It is estimated that around thirty-six (36) pick-ups will be required on a monthly basis, but more or less frequent pick-ups may be necessary. A list indicating the hauling history for the last year is available.
5. Hauling and Processing Center Used: The materials recovery facility (MRF) or processing center used shall be determined by the Contractor as long as the Contractor will be able to certify that the materials have in fact been recycled (see Section IV.A.6 below). Changes in the use of a particular processing center shall not increase the cost per pick-up for a site during the term of contract. The Contractor shall inform the County about what MRF is being used, and where it is located.

The Contractor is responsible for the pick-up, processing and marketing of the recyclable materials collected, regardless of changing market conditions. EXCEPT AS HEREINAFTER PROVIDED, UNDER NO CIRCUMSTANCES SHALL THE RECYCLABLE MATERIALS BE HAULED TO AND DISPOSED OF AT A LANDFILL. In the event that the recyclable materials collected are contaminated or mixed with refuse to the point where the load may be rejected by the processor, the County shall be contacted and an appropriate decision will be made by the County and the Contractor as to the manner of disposal of the load.

The cost of hauling the recyclable materials to a processing center or MRF shall be included in the total cost per pick-up for each site. The County shall receive the proceeds, if any, from the sale of the recyclable materials, and the Contractor shall disclose to the County the rate of reimbursement from the MRF. This reimbursement shall be in the form of a quarterly check payable to the Ogle County Solid Waste Management Department, or a credit on the monthly statement for services. The Contractor shall bear any additional tipping fees or unforeseen costs associated with the collection; hauling, processing, and marketing of the materials.

6. Required Reporting: The Contractor shall be required to keep accurate records of the total weights of each load of recyclables collected at each of the recycling stations. These records

must be submitted to the OCSWMD on a monthly basis.

At the request of the County, the Contractor shall provide proof or certification that all of the materials collected at the sites have been recycled for a given period. In addition, any payments or credits for the recyclables, if received, must be recorded for the given period.

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

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

B. Term of Contract

The initial term of this Contract shall be for three (3) years, commencing on the date that the County enters into the Contract, but not before June 1, 2019, with the successful bidder, unless terminated at an earlier date by either party for reasons described earlier in Section III. C.

At the expiration of the initial term, and for two (2) renewal terms of one (1) year each thereafter, the Contract shall be considered to be automatically renewed, unless either party notifies the other party in writing, not less than ninety (90) days prior to the expiration of the current term, that the notifying party does not wish to renew for an additional term.

C. Compliance with Laws and Regulations

The Contractor shall comply with all applicable Federal, State of Illinois, County of Ogle and local laws and regulations now in effect or hereafter enacted during the term of this Contract, which are applicable to the Contractor, or its employees, with respect to the work and services described herein.

D. Billing/Compensation

The Contractor shall submit an itemized invoice each month to be received at the Ogle County Solid Waste Management Department, 909 Pines Rd., Oregon, IL 61061, by the fifth day of each month. This bill shall be paid by the County by the end of that month. Invoices received after the fifth day of the month may not be paid until the following month.

Itemized invoices must specify the number of pick-ups, tons collected, and cost per pick-up for each site and any other charges for additional services requested by the County, if any. Also, the proceeds, if received from the recyclables, shall be listed or included in a separate report.

E. Contractor Insurance Provision

Contractor shall maintain in full force and effect during the duration of the contract the following insurance coverage:

1. Workers' Compensation Insurance: \$100,000 E.L. each accident,
\$100,000 Disease- Each employee
\$500,000 Disease- Policy limit
2. General liability Insurance: \$1,000,000 per occurrence bodily injury or property damage
\$100,000 Damage to Rented Property
\$5,000 Medical Expense per person
\$1,000,000 Annual aggregate.
\$1,000,000 Personal & Adv. Injury
\$1,000,000 Products- Comp/OP/ Aggregate
3. Automobile \$1,000,000 Combined Single Limit including Hired & Non-owned Autos
4. Excess/Umbrella Liability: \$4,000,000 each occurrence/\$4,000,000 aggregate

The Certificate of Insurance must show Ogle County as an Additional Insured and a Certificate Holder, with 30 days notification of cancellation or non-renewal. All Certificates of Insurance should be sent to the following address: Ogle County Solid Waste Management Department, 909 Pines Road, Oregon, IL 61061.

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

Please complete in detail, the following bid in accordance with the preceding Request for Bids/Bids, Ogle County Drop-off Recycling Program (RFP). Please explain the services being proposed and the bid for

such services. Attach any supplemental materials or additional sheets, with reference to the corresponding section on the form.

PART I - REQUIRED SERVICE: DROP-OFF RECYCLING

A. Materials to be Collected

1. Do you agree to provide recycling services for the materials specified in Section IV.A (1) of the RFP?

_____ Yes _____ No

If no, which material(s) is/are not included in your proposed service and bid?

If any additional materials are to be included, please specify:

B. Collection Containers – Option 1, Hauler Provides

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

2. Describe any signage, labeling, or other method to be used to inform the public on acceptable/unacceptable materials, and how to prepare the materials for recycling.

3. Do you authorize Ogle County to affix additional labels or signs to your company's recycling containers to enhance instructions to users of the program?

_____ Yes _____ No

4. If awarded the contract, how long will it take to have all of the containers available and ready for use at each of the sites? (Give date if possible.)

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

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

C. Collection Containers – Options 2, County Provides

1. Under this option, the County would purchase six (6) containers compatible with the haulers trucks. Please specify the type of containers and lift systems required for your trucks.

D. Processing Center or MRF to be Used

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

E. Insurance

1. Please summarize any insurance policies that will be maintained throughout the term of this Contract, covering all of the Contractor's activities related to this Contract, (i.e. Worker's Compensation, General Liability, Automobile Liability, etc.).

F. Past Experience

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

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

PART II - OPTIONAL SERVICES

A. Educational Materials/Services Available

1. Please describe and/or enclose any educational materials (brochures, stickers etc.) or services that would be available to help promote the program.

B. Collection of Additional Materials

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

PART III - COST OF SERVICES – OPTION 1 - CONTRACTOR PROVIDES CONTAINERS

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

Location	Size of Container	Cost per Pick Up Year 1	Year 2	Year 3	Year 4 (Renewal 1)	Year 5 (Renewal 2)
Byron cost per pick up:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Forreston cost per pickup:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Monroe Center cost per pickup:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Oregon cost per pickup:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Rochelle cost per pickup:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						

PART III - COST OF SERVICES – OPTION 2 - COUNTY PROVIDES CONTAINERS

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

Location	Size of Container	Cost per Pick Up Year 1	Year 2	Year 3	Year 4 (Renewal 1)	Year 5 (Renewal 2)
Byron cost per pick up:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Forreston cost per pick up:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Monroe Center cost per pick up:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Oregon cost per pick up:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						
Rochelle cost per pick up:						
Monthly cost if any for refuse container pick up (30-65 gal)						
Other Charges						

The undersigned has read and understands the Request for Bids, Ogle County Drop-Off Recycling Program (RFB) and hereby submits a bid for the services required in the RFP and those offered and described on the preceding Bid Form.

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

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