

VILLAGE OF CASEYVILLE

REQUEST FOR PROPOSAL

RESIDENTIAL TRASH, RECYCLING, AND YARD WASTE COLLECTION SERVICE

OVERVIEW

1. Request for Proposal

The Village of Caseyville, Illinois, is seeking proposals for residential trash, recycling, and yard waste collection service for a period of two (2) years, beginning on January 1, 2022. This Request for Proposal (RFP) document contains instructions for contractors who wish to submit a proposal.

2. Proposal Submission

Proposals must be received by Village of Caseyville by 10:00 a.m. on Thursday, September 23, 2021, at:

Caseyville Village Hall
909 S Main Street
Caseyville, IL 62232

Sealed envelopes should be clearly labeled "Proposal for Residential Trash, Recycling, and Yard Waste Collection Services." Please provide three (3) copies of the proposal.

Proposals received prior to 10 a.m. on Thursday, September 23, 2021, will be unopened. However, no responsibility shall be attached to the Village for the premature or non-opening of a proposal not properly addressed and identified.

Proposals delivered after the above specified time will not be considered. Facsimile ("fax") machine transmitted proposals will not be accepted.

3. Proposal Opening

The public opening of all proposals will be held at 10:00 a.m. on Thursday, September 23, 2021, at Caseyville Village Hall.

4. Competency of Contractor

The Village reserves the right to determine the competence and financial and operational capacity of any Contractor. Upon request of the Village, the Contractor shall furnish additional evidence as may be required by the Village to evaluate Contractor's ability and resources to accomplish the services required. The Village shall be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person or corporation.

5. Questions

The Village will assume that submission of a proposal means that the Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise. No plea of error or plea of ignorance resulting from the Contractor's failure to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village.

It is the responsibility of the Contractor to read and understand the information, instructions, and specifications contained in this RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractor's own risk.

Any questions may be directed by email to Brian Rader, Superintendent of Public Works at brader@caseyville.org and/or Tamara Ammann, Village Treasurer/Comptroller at tammann@caseyville.org prior to submitting a proposal.

6. Rejection; Waivers

The Village of Caseyville reserves the right to reject any and all proposals, to waive any irregularities and/or informalities in any proposal, solicit new proposals, or further negotiate with the Contractor of its choice if some other manner of negotiation better serves the Village's interests.

7. Proposal Security

Each proposal shall be accompanied by a proposal security, which shall be in the form of a bond, certified check or a bank cashier's check in the amount of ten thousand dollars (\$10,000). Proposals submitted without the required security will be rejected.

The successful Contractor's security shall be retained until the contract has been executed and the required performance bond has been furnished. All other proposal securities will be released upon selection of the successful Contractor.

The successful Contractor's proposal security will be forfeited to the Village in the event that the Contractor refuses to enter into a contract or post the required performance bond. In addition, the Contractor may be liable for any additional damages the Village may suffer.

INSTRUCTIONS

1. Format for Submissions

A properly prepared proposal shall consist of the following:

- Signed Cover Letter,
- Valid Proposal Security,

- Price Quotations,
- Contractor Information,
- Collection Schedule, and
- Narrative Presentation.

Failure to submit the required information may result in the disqualification of the Contractor from consideration. Contractors may be asked to give an oral presentation of their proposals after the proposals are reviewed by Village staff.

The signed cover letter accompanying the proposal must be from an officer or employee having the authority to bind the Contractor by signature.

All price quotation sheets and schedules must be completed in ink. Any corrections must be initialed in ink. All forms requiring signatures must be signed in ink. If the Contractor is unable to provide a quotation on a given commodity or service alternative, please note that with the words "no quotation."

The narrative section may be used to add any relevant company information that is not included in the contractor qualifications and address deviations in minimum specifications. If the narrative section addresses specifications, please refer to the section number of the RFP. There is no limit to the length of the narrative section.

It is intended that the specifications in this RFP shall become part of an exclusive written and signed contract for collection, hauling, processing and disposal of trash, recycling, and yard waste with the successful respondent, if the Village contracts for services.

2. Minimum Specifications: Deviations

The specifications included in this package describe the services that the Village feels are necessary to meet the performance expectations of the Village of Caseyville and shall be considered the minimum requirements. However, the specifications are not intended to exclude potential Contractors. Contractors may indicate alternatives to these specifications and are encouraged to present enhancement opportunities.

If the Contractor is unable to meet or exceed any of the specifications contained herein, please list all requested deviations from the specifications, with a justification stated for each deviation. The Village shall be the sole and final judge as to whether any alternative or deviation is suitable. This decision shall not be subject to recourse by any person or corporation.

3. Contractor Information

The Contractor shall furnish the following information:

- (a) Company qualifications, including organization type, contact information, stakeholders, experience, past violations, proof of insurance, etc.
- (b) References, including a list of five municipalities in the State of Illinois for which the Contractor furnishes or has furnished residential trash, recycling,

and/or yard waste collection for a period of at least two years within the last three years.

- (c) Subcontractor list, including organization type, contact information, stakeholders, experience, past violations, proof of insurance, etc.
- (d) Destination points (transfer station, processing center, landfill) for solid waste, recyclables, and yard waste that will be collected in the Village.
- (e) Vehicle information, including year, make, model, weight, axle design, and loaded capacity of every existing refuse collection vehicle that will be used within Village limits. Note that refuse collection vehicles must be covered, leakproof, cleanable, and not allow blowing or scattering of refuse. All collection trucks must be empty when entering the Village for service.

4. Use of Village's Name

Proposers or the selected Contractor are specifically denied the right of using, in any form or medium, the name of Village of Caseyville for public advertising, unless express written permission is granted by the Village President.

5. Schedule

The Village expects to adhere to the following schedule of events:

- | | |
|--------------------------------------|-----------------------|
| · Issue RFP: | August 20, 2021 |
| · Proposal Due Date: | September 23, 2021 |
| · Award of Contract: | October 6, 2021 |
| · Public Notification/Information: | October-December 2021 |
| · Commencement of Contract Services: | January 1, 2022 |

GENERAL INFORMATION

1. Description of Village of Caseyville

The Village of Caseyville is located approximately eleven miles east of downtown St. Louis, Missouri. It covers about 7.42 square miles within St. Clair County, Illinois and serves a population of 4,400 residents. Some streets are narrow and/or steep and will be difficult for large vehicles to access for curbside pickup.

The contract for services shall be limited to single-family residential units and multi-family residential units for no more than three families. The approximate number of residential units is 1,700. The Village will provide an address list in an Excel spreadsheet. However, it will require verification to ensure that businesses within residential areas were properly excluded.

2. Current Residential Trash Collection Service

Since incorporation, property owners have contracted individually with the trash collection service of their choice. All companies engaged in the business of waste hauling have been

required to obtain licenses pursuant to Village Code, Chapter 16, Article I – Waste Hauling Businesses. An ordinance updating the Health Code (Chapter 16) to license a single, residential trash hauler will be concurrent with the award of a contract.

Burning is currently allowed, but Village officials would like to get away from that. All residential households will be required to have trash service.

The Village's Public Works Department currently offers large item pick up (one or two items) on the first Monday of each month. This service will be discontinued with the award of a trash service collection contract.

3. Current Residential Recycling Collection Service

Individual property owners can recycle through their contracted waste hauler. Residential households will not be required to have recycling collection service.

4. Current Residential Yard Waste Collection Service

Individual property owners can obtain yard waste collection through their contracted waste hauler. Residential households will not be required to have yard waste collection service.

SPECIFICATIONS

1. Intent

It is the Village's intention to obtain a clean, courteous, scheduled and well-executed program for the collection, hauling and disposal of residential trash, recyclables, and yard waste from the Village's residential areas. While the Village recognizes that any collection service involves minor customer operating problems, the intent of this RFP is to ensure that any such operation problems are corrected within twenty-four hours of notice with a minimum amount of Village intervention or administration (except in emergency situations.)

2. Scope of Work

The Contractor shall be responsible for everything required to perform the collection and disposal of residential trash, recycling, and yard waste. The Contractor shall provide all labor, supplies/materials, tools, equipment, vehicles, educational services, and facilities in accordance with the contract.

The Village reserves the right to audit all records associated with the proper disposal, recycling and composting of residential waste and to inspect the facilities used to dispose, recycle and compost the Village's residential waste.

3. Duration and Scope of Contract

The contract for services shall become effective on January 1, 2022, and shall remain in force through December 31, 2023. The Village shall have the option to extend the term of

the contract for an additional two (2) years. The Village must exercise said option by notice in writing to the Contractor no later than sixty (60) days prior to the expiration of the term of the contract. In the event of such extension, all terms and conditions of the contract shall be in full force and effect during the extension period, subject to the following:

- (a) The rates to be paid to the Contractor during the extension period shall be as listed on the price quotation sheet.
- (b) The performance bond to be posted with the Village during the extension period shall be \$500,000.

4. Public Education

The Contractor shall provide a letter or brochure to each household within the Village as notification of the new, exclusive contract and education regarding the trash, recycling, and yard waste programs. Both acceptable and unacceptable recycling and yard waste items shall be listed in detail in the printed materials. The public education shall also include at least one advertisement in a local newspaper of general circulation in the Village. Advertising, printed materials, and postage shall be provided at the Contractor's expense. The Village must approve the content of any public communication prior to its dissemination.

Upon request of the Village and within reasonable notice, the Contractor shall also make available personnel for presentations at meetings or other similar gatherings to explain the collection program throughout the term of the contract. The number of meetings shall not exceed two (2) per year.

5. Contractor Transition

Should the Village choose a different Contractor at the expiration of this contract, the Contractor shall agree to work collaboratively with the chosen Contractor on implementing an orderly transition for up to 60 days.

6. Invoicing for Services

The Contractor is solely responsible for direct invoicing and collection of fees for services rendered to each household to which it provides service in the Village. Billing should be on a quarterly basis.

Residents needing to suspend service will be required to notify the Contractor fourteen (14) days prior to the desired start date. Suspension of services will be for no less than three consecutive calendar months.

7. Service and Complaints

The Contractor will conform with all applicable laws of the Village of Caseyville, St. Clair County, State of Illinois, and the United States of America. Collection, transportation, disposal, etc. must not cause health hazards nor nuisances. Service shall be provided in a

professional manner. Contractor is responsible for immediately removing any residue or spillage from each stop along the residential collection route. Any residential waste, recyclables or yard waste spilled or blown during handling or transport shall be retrieved immediately.

The Contractor shall provide the residents of Caseyville a phone number and email address for customer service requests, which will be prominently displayed on all correspondence, including bills. Additionally, the Contractor shall provide contact information for route supervisor(s) that may be contacted regarding service issues to Village staff. The Contractor is expected to answer promptly and courteously. Messages after hours shall be answered on the next business day.

The Contractor is expected to process complaints quickly, without requiring callers to spend long periods of time on hold. Missed pick-ups should be corrected within 24 hours of notification when fault lies with the Contractor. The Contractor shall keep a log of all customer complaints or inquiries received from residents in the Village, together with notations showing when each complaint was received, when the complaint was remedied, and how each complaint was addressed or resolved by the Contractor. The Contractor shall provide the Village with a copy of the log when requested.

8. Assignment or Transfer of Contract

The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without the consent of the Village of Caseyville. Any subcontractor, and its role in providing services to the Village, shall be identified in the proposal.

9. Contract Termination

This contract may be terminated at any time upon the mutual written consent of both parties with no penalty. The Village of Caseyville may, at its sole discretion, terminate the contract with no penalty if the Contractor fails to perform any of the provision of the contract.

10. Road Construction

The Village reserves the right to construct any improvement or to permit any construction in any road, which may prevent the Contractor from traveling its accustomed routes for collection. The Contractor shall continue to collect the residential trash, recyclables, and yard waste as though no interference existed. The Village agrees to notify and work with the Contractor to resolve any problems due to construction activity.

11. Hours of Collection

Hours of collection shall be between 6:00 a.m. and 7:00 p.m. Monday through Friday, with no collection allowed on Sundays. Saturday collections will be allowed in weeks where a federal holiday occurs. A waiver may be granted in case of impassable streets, natural disaster, or other extenuating circumstances beyond the control of the Contractor. The

Contractor may service its commercial and industrial customers on Saturdays during the same hours.

12. Strike Guarantee

In the event of a work-related strike and picketing by Village employees, or strike by Contractor's employees or picketing of Village premises by other persons, the Contractor shall guarantee continuation of normal residential trash, recyclable, and yard waste collection services to the Village.

13. Performance Bond

The Contractor shall also furnish to the Village of Caseyville a performance bond in favor of the Village, specified by name, in the amount of \$500,000, for the term of the contract, including optional extensions.

14. Insurance

The Contractor shall always during the term of this contract, maintain: (1) general public liability insurance naming the Village of Caseyville as an additional insured by endorsement, with limits of no less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate, (2) statutorily required workers compensation insurance, (3) automobile liability insurance in an amount not less than \$1,000,000 combined single limit, and (4) employer's liability insurance in an amount not less than \$1,000,000. The Contractor must furnish certificates of insurance to the Village Treasurer prior to performance of work.

15. Indemnification

To the fullest extent permitted by law, the Contractor shall defend with counsel selected by the Village, and indemnify, and hold harmless the Village of Caseyville, its officers, employees, and representatives from any and all loss, damage, expense, liability or claim of liability, causes of action, claims or suits arising as a result of the performance or failure to perform on the part of the Contractor, or any approved sub-contractor, under this contract. The Contractor shall not be liable for any loss or damage attributable solely to the negligence of the Village.

16. Service Specifications

Trash collection service shall be required at each residence on regular, weekly intervals. Both solid waste and bulky waste will be collected at the curb or alley, whatever is presently customary for the dwelling. The Contractor shall establish the place of pick-up with individual households and provide instructions for the appropriate placement of containers. There will be no limit to the number of containers collected at each household. However, the number of bulky, large items may be limited to one or two per month.

Recyclable collection service will be optional at each residence on a regular, bi-weekly basis, preferably on the same day as trash collection service. Recyclables shall include metal & aluminum, paper, cardboard, glass, and plastic. No recyclable materials may be

disposed of in a landfill; they must be delivered to a recycling facility for processing and delivery to markets. The Contractor shall provide guidelines directly to residents for proper recycling.

Yard waste collection service will be optional at each residence on a regular, weekly basis, preferably on the same day as trash collection service. Yard waste collection will not need to be performed in the months of January, February, or March. Contractors should include the maximum number of bags/cans and the maximum size/weight of each as part of their proposals. Residents who opt in may be required to commit to a minimum contract period of three months.

Contractors should include a preliminary route schedule with their proposals. A map of the Village of Caseyville is included with the RFP. Deviations in the proposed routes and schedules will be permitted to consider efficiency and community growth patterns. It shall be the responsibility of the Contractor to initially establish routes and to inform customers of any changes in routes throughout the duration of the contract.

Each household should be provided a 96-gallon wheeled cart for trash collection service and a 96-gallon wheeled cart for recyclable collection service, if applicable. The cost for additional containers will be part of the proposal. The Contractor may choose whether smaller carts will be made available to certain households. Likewise, the Contractor may at its discretion service multi-unit housing with smaller carts or dumpsters, if needed for accessibility. Residents may be required to bag all trash at the Contractor's discretion.

The Contractor shall include a holiday schedule with its proposal. Any service days falling on a date listed in the holiday schedule shall be serviced on the next day. It shall be the responsibility of the Contractor to inform customers of the manner in which holidays are treated.

Contractors should plan to provide municipal services at no extra charge. Other facilities may be added in the future. The current list is as follows:

- Police Station dumpster (3 cubic yards) weekly
- Street/Water Garage recyclable container (8 cubic yards) semi-weekly
- Fire Station dumpster (2 cubic yards) weekly
- Caseyville Park dumpster (4 cubic yards) weekly
- Village Hall dumpster (6 cubic yards) weekly
- Street/Water Garage dumpster (4 cubic yards) weekly
- Coordination of household hazardous waste disposal once per year
- Temporary waste and recyclable containers for public events and festivals

Price Quotations

Trash Collection Service

Year 1 01/01/2022 through 12/31/2022 \$ _____ per month, per household
Year 2 01/01/2023 through 12/31/2023 \$ _____ per month, per household
Year 3 01/01/2024 through 12/31/2024 \$ _____ *per month, per household*
Year 4 01/01/2025 through 12/31/2025 \$ _____ *per month, per household*

Additional 96-gallon wheeled cart \$ _____ each

Recyclable Collection Service

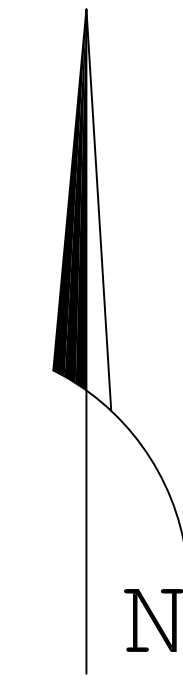
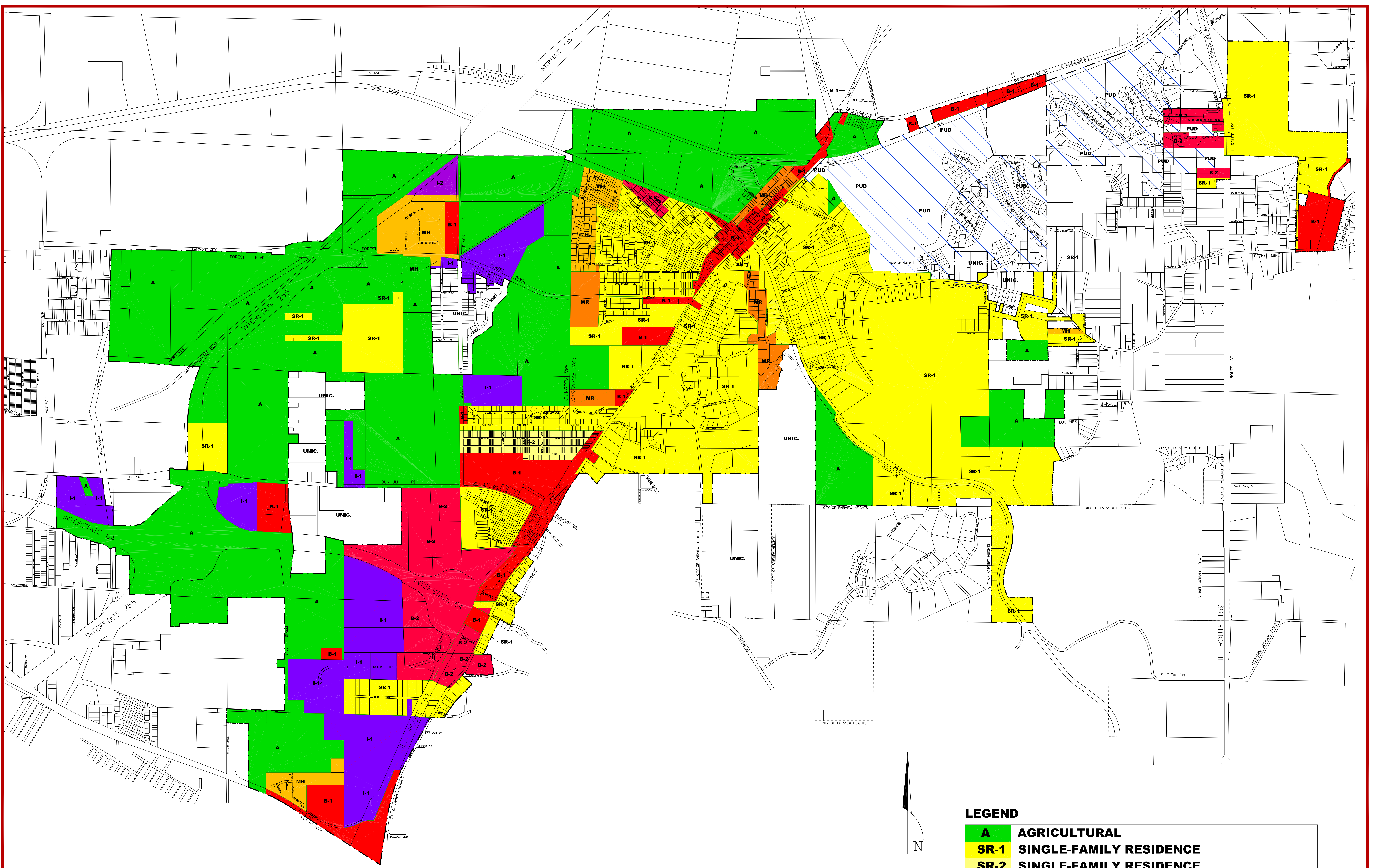
Year 1 01/01/2022 through 12/31/2022 \$ _____ per month, per household
Year 2 01/01/2023 through 12/31/2023 \$ _____ per month, per household
Year 3 01/01/2024 through 12/31/2024 \$ _____ *per month, per household*
Year 4 01/01/2025 through 12/31/2025 \$ _____ *per month, per household*

Additional 96-gallon wheeled cart \$ _____ each

Yard Waste Collection Service

Year 1 01/01/2022 through 12/31/2022 \$ _____ per month, per household
Year 2 01/01/2023 through 12/31/2023 \$ _____ per month, per household
Year 3 01/01/2024 through 12/31/2024 \$ _____ *per month, per household*
Year 4 01/01/2025 through 12/31/2025 \$ _____ *per month, per household*

Details regarding maximum amounts:



LEGEND

A	AGRICULTURAL
SR-1	SINGLE-FAMILY RESIDENCE
SR-2	SINGLE-FAMILY RESIDENCE
MR	MULTIPLE FAMILY RESIDENCE
MH	MOBILE HOME
B-1	GENERAL BUSINESS
B-2	HIGHWAY BUSINESS DISTRICT
I-1	INDUSTRIAL
I-2	INDUSTRIAL
PUD	MIXED-USE PLANNED UNIT DEVELOPMENT

Prepared By
 SHERBUT-CARSON-CLAXTON, LLC
 #4 MEADOW HEIGHTS PROFESSIONAL PARK
 COLLINSVILLE, ILLINOIS 62234
 PH. (618) 345-5454
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VILLAGE OF CASEYVILLE, ILLINOIS
ZONE DISTRICT & CORPORATE LIMITS MAP
 CURRENT AS OF SEPTEMBER, 2019