

**Chippewa County Recycling and  
Solid Waste Collection & Transfer**

**Request for Proposal (RFP)**

**2015-07**

August 19, 2015







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# Chippewa County Recycling and Solid Waste Collection & Transfer

## Request for Proposal (RFP)

2015-07

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**RESPONSE DUE ON OR BEFORE 4:00 P.M. CDT, Friday September 18, 2015**

### 1.0 INTRODUCTION

State cuts have reduced recycling grants to counties and municipalities. Tax levy caps have removed the capacity of the County and local municipalities to raise revenue through increases in property taxes. Recycling costs to municipalities and landowners are expected to continue to rise.

In response to these circumstances, the Chippewa County **Responsible Unit** (RU), through the Recycling Division of the Chippewa County Land and Forest Management Program, commissioned a study in 2012 to determine where changes could be made to gain efficiencies in municipal programs.

A Study (Phase One MRF Study) was completed by the SEH/RRS consultant team, the purpose of which was to:

- (1) Evaluate the efficiency of the current recycling collection system in Chippewa County.
- (2) Identify adjustments that might be made to control municipal recycling costs.
- (3) Provide baseline information that document: (a) The value of recyclable materials; (b) the volume of recyclable materials generated in Chippewa County; and (c) the management options to consolidate that recyclable materials and market to a Material Recovery Facility.

The results of the study are available online at the Chippewa County website:

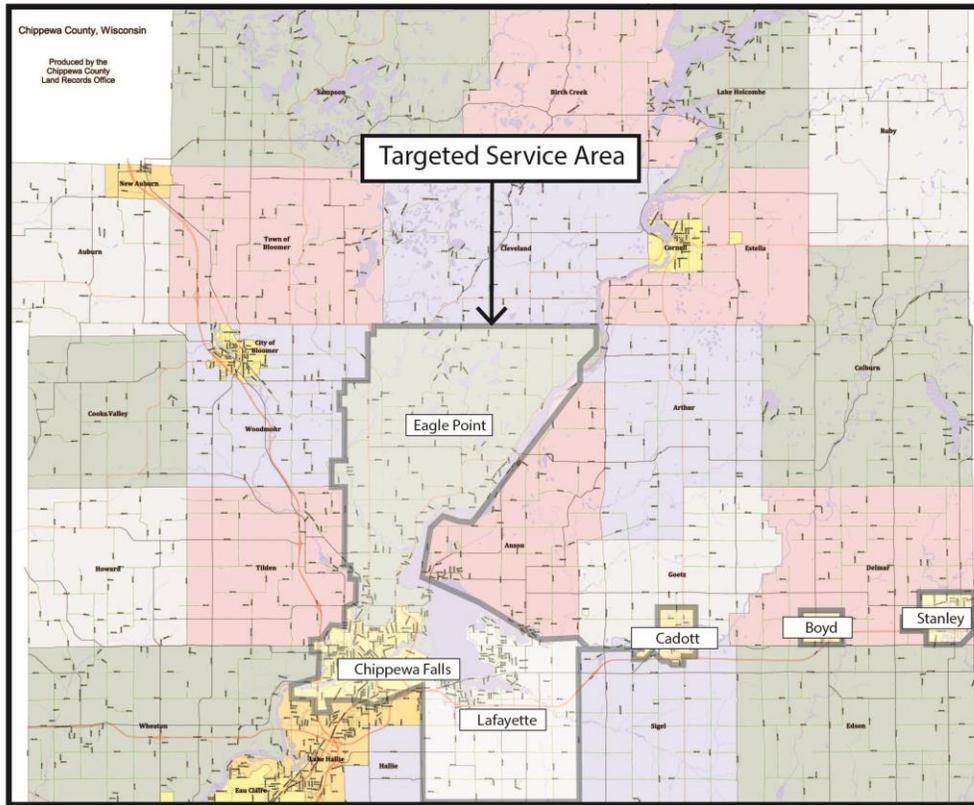
<http://www.co.chippewa.wi.us/government/land-conservation-forest-management/recycling>

**Key findings from the study include:**

1. Single stream recycling is the future of recycling in cities and urban areas. Under the “single stream” method of recycling, household glass, plastic and paper are consolidated into a single recycling container, picked up at the curb and transported to a Material Recovery Facility (MRF), where the materials are processed and separated for the recycling market. The County RU should promote the transition to single stream recycling as the foundation for curbside collection programs.
2. Recyclable materials are a commodity and have market value.
3. The volume of recyclable materials collected will increase and the volume of garbage generated will decrease as municipalities make a transition to single stream curbside recycling.
4. Public funds can be saved and recycling service costs can be controlled if municipalities in the Chippewa Falls urban area and Highway 29 corridor work together in a competitive market environment to consolidate household recyclables collected from their municipality. In order to do so, the municipality would enter joint service contracts to collect, consolidate and market these materials to a Materials Recovery Facility.
5. In pursuing this market-based approach to recycling, the County RU should consider developing contractual agreements with each participating municipality, a transfer station operator, and a selected MRF for processing and revenue sharing.
6. To achieve greater efficiency and cost savings, the potential for combining residential recycling and waste collection services should be examined, with the objective of moving toward a system of volume based fee garbage disposal services.

Based on these findings the County RU governing body, the Chippewa County Land and Conservation and Forest Management Committee, directed the Recycling Division to evaluate the feasibility of pursuing joint contracting arrangements for recycling and/or waste management services.

This RFP has been prepared to solicit proposals for collection and transfer services for the identified participating municipalities. For the purposes of this RFP the targeted service area includes the following municipalities: Town of Eagle Point, Town of Lafayette, Village of Cadott, Village of Boyd, City of Stanley, and the City of Chippewa Falls. The location of the service area is shown in Figure 1 on the following page.



**Figure 1 – Map of Targeted Service Area**

## **2.0 ORGANIZATIONAL BACKGROUND**

Wis. Stat. § 287 encourages waste reduction and recycling by requiring that certain items be recycled. This law assigns responsibilities for recycling to municipalities and provides for grant assistance to support local recycling programs.

In response to this requirement, 28 of 31 municipalities in Chippewa County have entered into an intergovernmental agreement with Chippewa County to establish the institutional framework for the local recycling programs in Chippewa County.

Chippewa County adopted Resolution #38-91 on May 14, 1991. This resolution designates the County as the Responsible Unit (RU) and sets the roles and responsibilities for the County and participating municipalities. The Chippewa County RU, working through the Recycling Division of the Chippewa County Department of Land and Forest Management is the organizational body issuing this RFP on behalf of its member municipalities that have agreed to participate in this solicitation.

### **3.0 INVITATION**

It is the intention of the municipalities that have chosen to participate in the RFP (hereinafter referred to as the Consortium), to solicit proposals for the collection and transfer of single stream recyclable materials and the collection of municipal solid waste. These municipalities provide recycling collection services to approximately 9,839 residential customers that generate approximately 1,625 tons of comingled, recyclable materials and waste collection services to approximately 8,750 residential customers that generate approximately 11,676 tons of municipal solid waste.

The Consortium makes this Request for Proposals (hereinafter referred to as the RFP) in order to identify one or more qualified recycling and solid waste hauler(s) (hereinafter referred to as the Contractor) that can provide: 1) Residential Single Stream Curbside Recycling Service and Transfer of Recyclables, and 2) Residential Curbside Solid Waste Collection services (hereinafter called the Project) generally described in the “Scope of Services” (Section 6), contained within this RFP, including descriptions of roles, responsibilities and relationships of the Contractor, County, and other municipalities involved in the Project. Companies responding to this RFP shall review and comply with the requirements specified in this RFP.

Based upon the results of this RFP the individual municipalities within the targeted service may choose to enter into contract negotiations with one or more contractors.

## **4.0 SCOPE OF WORK**

The RFP requests cost service and cost proposals for the options for collection and transfer of curbside recyclables for materials processing and collection of garbage (solid waste).

Respondents are encouraged to provide information related to collection services and transfer services. **Respondents may respond to a single service provision type (recycling collection, waste collection, transfer) OR to any combination of service types.**

### **4.1.1 Collection services**

Respondents are required to provide information related to collection services. Collection services include provision of recycling and/or solid waste collection from households within the Targeted Service Area (See Figure 1 Map).

### **4.1.2 Transfer services**

Chippewa County is in the process of evaluating bid responses from several MRFs for processing and marketing services. A final designated MRF has not been chosen yet. Therefore, respondents should include the cost of transferring collected residential single stream curbside recyclables from within the targeted service area to a Material Recovery Processing Facilities (MRFs) capable of processing single stream recyclables. See Section 9.3 for additional information.

## **4.2 Process Overview**

Following issuance of this RFP, formal responses to the RFP will be accepted until **4:00 PM on Friday, Sep. 18, 2015**. Responses must be submitted on forms provided in Section 9 to the Recycling Division of the Department of Land Conservation and Forest Management.

Any questions concerning this RFP must be submitted via e-mail or fax on or before **August 28, 2015** to Renee Yohnk, [ryohnk@co.chippewa.wi.us](mailto:ryohnk@co.chippewa.wi.us) or 715-726-4589 (Fax).

Vendors are expected to raise any questions, exceptions or additions in regard to the RFP document at this point in the RFP process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency, the vendor should notify immediately the above-named individual of such error and request modification or clarification of the RFP.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, amendments and/or supplements will be provided to all recipients of this RFP.

Upon receipt, the information contained in the RFP will be reviewed and compiled.

Following this determination, the County and participating municipalities in the targeted urban service area may then proceed with contracting processes as appropriate to develop new recycling and solid waste collection and recycling services.

### **4.2.1 Confidentiality of RFP Results**

All of the information compiled will be managed and coded to protect confidentiality, to the extent provided by law, of those providing information.

4.2.1.1 County Obligation of Confidentiality

The County shall hold in strict confidence any Confidential Information which it obtains from RFP respondents and shall take all reasonable precautions to prevent disclosure of Confidential Information to third parties. The County shall only use Confidential Information for purposes of summarizing RFP results and presenting them in a generalized format. The RFP respondents recognize and agree, however, that disclosure of Confidential Information may be required. The County shall promptly notify the RFP respondent of any request or need for disclosure of Confidential Information and the purpose of the request or need. Prior to any disclosure contemplated herein, the RFP respondent, at its sole cost and expense may participate with the County in discussions with the requesting party and may comment on the scope of the proposed release of the requested Confidential Information.

4.2.1.2 Wisconsin Public Records Law

The rights and obligations of the Parties with respect to the Confidential Information are subject to Wisconsin's Public Records Law, Wis. Stat. § 19.31-19.39. The County shall promptly give RFP respondents notice of its receipt of any request for Confidential Information made under Wisconsin's Public Records Law. The County shall consult with RFP respondents prior to submitting any response unless the County, in its sole judgment, determines that as a matter of Wisconsin law that the RFP respondent information requested must be disclosed by the County in accordance with Wisconsin Public Records Law.

The Parties acknowledge and agree that the determination of the confidentiality of any information contained in the RFP responses shall be determined by the county pursuant to Wisconsin law.

Notwithstanding anything else provided in this RFP, the RFP respondent acknowledges and understands that the County has no obligation to refrain from producing claimed Confidential Information if it determines, in its sole discretion, that such disclosure is required by Wisconsin's Public Records Law. If the RFP respondent disagrees with the County's determination that information must be produced, its sole remedy is to seek a protective order from a court of competent jurisdiction, at its sole cost and expense.

4.2.1.3 Identification of Confidential Information

Any document or portion of a document containing Confidential Information which is delivered by the RFP respondent into the possession of the County, its representative or consultant, shall be clearly labeled with the words "Confidential Information."

**4.3 Preliminary Schedule**

The following represents the County's intended schedule from issuance of this RFP. This schedule should be considered preliminary and the County reserves the right to modify it as necessary. All times are CDT.

<b>Project Milestone</b>	<b>Recycling and Waste Collection</b>
RFP Release	August 19, 2015
Questions on RFP Due by	August 28, 2015
Responses to Questions posted by	September 3, 2015
<b>Proposals due by</b>	<b>4:00 PM on Friday, Sep. 18, 2015</b>

Interviews (if necessary) to be determined by individual municipalities	To be Determined
Estimated Contract Award	November 15, 2015
Estimated services start date	January 1, 2016
Estimated services end date	December 31, 2018

#### 4.4 RFP Submission and Award of Contract

##### 4.4.1 Submission Date

The County requests that responses to this RFP be submitted no later than **4:00 PM CDT on Friday, Sep. 18, 2015**. Responses should be submitted to the Recycling Division of the Department of Land Conservation and Forest Management.

- Via email using the email address ryohnk@co.chippewa.wi.us and the Subject Line “Chippewa County RFP”
- Via regular mail addressed to:
  - Renee Yohnk, Recycling Coordinator
  - Chippewa County Courthouse Rm 11
  - 711 N Bridge St
  - Chippewa Falls, WI 54729
- Via fax to 715.726.4589 Attention: Renee Yohnk, “Chippewa County RFP.”

##### 4.4.2 Opening of Bids

There will be no formal opening of bids. The County will receive bids and its consultant team, SEH/RRS, will make a recommendation to the County and the Consortium for the preferred service provider.

##### 4.4.3 Rejection of Bids

1. All bids will remain subject to acceptance for the period of time stated in the Bid Form, but County may, in its sole discretion, reject any bid.
2. County reserves the right to reject any or all bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional bids. County further reserves the right to reject the bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. County may also reject the bid of any bidder if County believes that it would not be in the best interest of the Project to make an award to that Bidder. County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
3. More than one bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one bid for the Work may be cause for disqualification of that Bidder and the rejection of all bids in which that Bidder has an interest.

##### 4.4.4 Bidders, Subcontractors, and Suppliers

1. In evaluating Bidders, County will consider the qualifications of Bidders and may consider the qualifications and experience of subcontractors, suppliers and other individuals or entities proposed for those portions of the Work.

2. County may conduct such investigations as County deems necessary to establish the responsibility, qualifications and financial ability of Bidders, proposed subcontractors, suppliers, individuals, or entities to perform the Work in accordance with the Contract Documents.
3. Prior to execution of the Contract, County will notify Bidder in writing if County, after due investigation, has reasonable objection to a person or entity proposed by Bidder. The Bidder may, at the Bidder's option, withdraw the bid or submit an acceptable substitute person or entity with Bid price increased (or decreased) by the difference in cost occasioned by such substitution OR without an increase in the Bid.
4. County may enter into negotiations with the one or more bidders prior to entering into a contract. County may also choose to disqualify any of the Bidders.
5. Persons and entities proposed by the Bidder and to whom the County have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the County.

#### **4.4.5 Acceptance of bid/Award of Contract**

1. In evaluating bids, County will consider whether or not the bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Forms or prior to the Notice of Award.
2. County shall have the right to waive informalities and irregularities in a bid received and to accept the bid, which, in the County's judgment, is in the County's own best interests.
3. Each individual municipality will be responsible for acceptance of bid/award of contract.

#### **4.4.6 Performance and Payment Bonds, Insurance**

1. If and when Bidder enters into agreement with County, the Bidder may be required to furnish bonds covering the faithful performance of the Contract and payment of all obligations arising there under.

#### **4.5 Costs of Preparation and Meeting Attendance**

The costs and expenses associated with the preparation of a response, including attendance at the vendor discussion sessions, and preparation of all other information requested pursuant to this RFP, will be at the sole cost and expense of the Respondent. In no event will a Respondent have a claim against the County RU, its staff or its consultants or agents for reimbursement of any such costs or expenses.

#### **4.6 Contact Information**

The County requests that correspondence related to this RFP be coordinated by the Chippewa County Recycling Coordinator. Accordingly, please direct all questions related to this project in writing to:

Renee Yohnk, Recycling Coordinator, 711 N. Bridge Street, Chippewa Falls WI 54729  
or via email to [ryohnk@co.chippewa.wi.us](mailto:ryohnk@co.chippewa.wi.us), or via fax to 715-726-4589.

## 5.0 OVERVIEW OF CURRENT MUNICIPAL PROGRAMS AND ACTIVITIES

All municipalities in the targeted urban service area have developed and now manage a recycling collection program.

Under these programs each municipality arranges for transport of recyclables to processors and pays the costs for materials delivered from their municipality. These costs are in turn paid through tax levy appropriations, grants and other fees implemented through local budgeting procedures. Several of the municipalities in the targeted urban service area have developed a drop-off program at a local recycling center or have negotiated contracts with haulers to provide a curbside recycling program. Some have done neither and others have done both.

### 5.1 Type of Municipal Recycling Programs

The drop-off programs consist of a site selected by the municipality. Residents of the municipality haul their recyclables to the drop-off center on the designated days and hours. The municipality contracts for service with a recycling hauler to pick up the dumpsters of recyclables at their recycling center, or the municipality hauls the recyclables to a recycling company.

The curbside recycling program provides recycling service to the residents of the municipality at their residence. In several of the municipalities, the municipality contracts with a recycling hauler to pick-up recyclables at each residence. The hauler usually provides the residents with an 18-gallon recycling bin to place the recyclables in.

In municipalities without municipal recycling provision contracts, many households choose to individually subscribe for recycling services, either bundled with waste services or provided separately.

Table 1, titled “Type of Municipal Recycling Program,” shows the type of recycling program for each municipality and the current recycling hauler.

**Table 1: Type of Municipal Recycling Program**

Municipality	Hauler	Type of Container	Drop Off Single Stream Dumpsters
Boyd	Waste Mgmt.	18 gal. Bins	
Cadott	Advanced Disposal	18 gal. Bins or 95 gal. Carts	
Stanley	Express Disposal	18 gal. Bins	
Eagle Point	Waste Mgmt.	18 gal. Bins	20 yd. – picked up once/month
Lafayette	Waste Management Commercial Recycling		(3) – 8 yd. – picked up as needed (twice/month)
	Provyro	18 gal. Bins	
	Tambornino	18 gal. Bins	
	Advanced Disposal	18 gal. Bins	
	Waste Mgmt.	18 gal. Bins	
Chippewa Falls	Normacycle	18 gal. Bins	

## 5.2 Type of Solid Waste Programs

The following municipalities have contracts in place to provide residential curbside solid waste collection:

- Boyd, Cadott, Stanley, Eagle Point

The following municipalities do not have contracts in place to provide residential curbside waste collection. Households in these municipalities currently subscribe directly with the service provider for waste collection:

- Chippewa Falls, Lafayette

## 5.3 Existing Billing

Table 2, titled “Billing per Municipality for Recycling and Garbage Services,” shows the current billing structure for each municipality for both recycling and solid waste.

**Table 2: Type of Current Municipal Billing Structure**

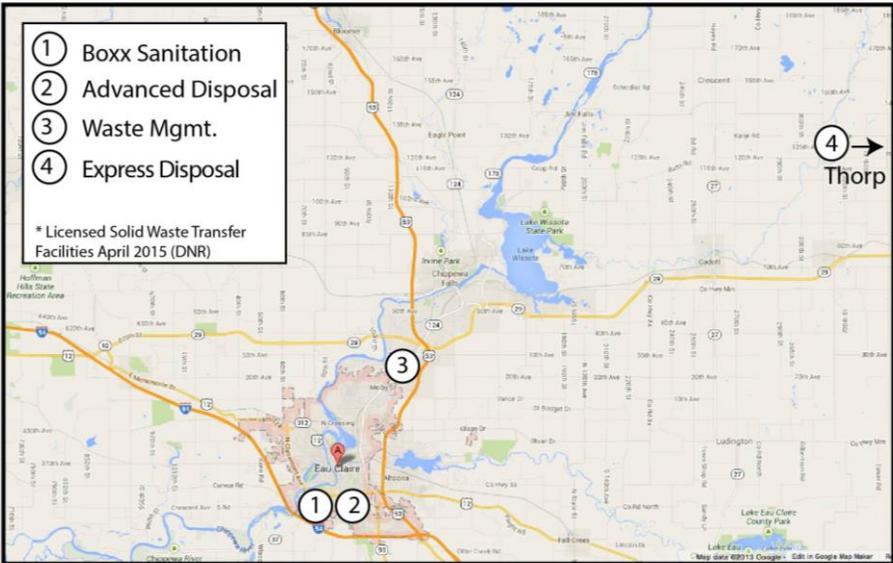
BILLING PER MUNICIPALITY FOR RECYCLING AND GARBAGE SERVICES			
Municipality	Recycling	Garbage	Drive-by Fee
Boyd	*Included in property taxes - Curbside service	Fees paid directly from resident to hauler	
Stanley	*Included in property taxes - Curbside service	Fees paid directly from resident to hauler	
Lafayette	*Included in property taxes - Dropoff center *Fees paid directly from resident to hauler - Curbside service	Fees paid directly from resident to hauler	
Eagle Point	*Included in property taxes - Dropoff center *Fees paid directly from resident to hauler - Curbside service	Fees paid directly from resident to hauler.	
Cadott	*Included in property taxes - Curbside service	Fees paid directly from resident to hauler	Residents billed monthly by village on utility bills for \$2.72/mth. for a drive-by fee. Village pays Advanced Disposal for monthly drive-by fee.
Chippewa Falls	Residents billed quarterly by City of CF on utility bills for unfunded portion of curbside recycling and yard waste services. City of CF pays hauler for monthly recycling services	Fees paid directly from resident to hauler	

## 5.4 Existing Recycling/Solid Waste Infrastructure

### 5.4.1 Solid Waste Transfer Stations

There are several existing solid waste transfer facilities located in the Chippewa Valley and surrounding region. These are privately owned and managed by Boxx Sanitation, Waste Management, Express Disposal and Advanced Disposal.

Figure 2 shows locations of these DNR licensed solid waste transfer facilities in and around the Eau Claire metro area and in Thorp, Wis.



**Figure 2 – Eau Claire/Chippewa Falls Area Solid Waste Transfer Stations**

**5.4.2 Single Stream Material Recovery Facilities**

Chippewa County has identified several potential MRFs to serve as the designated facility to process all single stream recycling material under this RFP. Important: All recyclables collected from within the targeted service area must be directed to the designated facility.

**5.5 Recycling & Waste Volume Estimates & Projections**

**5.5.1 Recycling Volumes**

A summary of existing (baseline) and projected recycling volumes for the Targeted Service Area is provided in Table 3. By implementing best practices it is estimated that recycling volumes for the Targeted Service Area could increase from 1,625 to 2,951 tons annually.

**Table 3  
Summary of Estimated Municipal Recycling Volumes**

<b>Municipal Recycling Programs</b>	<b>Participating Households (1)</b>	<b>Projected Single Sort (SS) Recycling Tons</b>	<b>Current Recycling Tons</b>
Boyd	232	70	43
Cadott	527	158	123
Eagle Point	1,089	327	227
Lafayette	2,194	658	453
Stanley	690	207	117
Chippewa Falls	5,107	1,532	662
<b>Targeted Service Area Total</b>	<b>9,839</b>	<b>2,951</b>	<b>1,625</b>

(1) 2010 US Census, Municipal Clerks

### 5.5.2 Waste Volumes

For purposes of this RFP, existing and projected waste volumes were estimated using adjusted EPA benchmarks of per capita waste generation of 2.9-lbs./per person per day, Avg. Chippewa County household size of 2.53.

It should be noted that these are rough estimates based on the assumptions above. Actual figures may vary substantially from these estimates.

**Table 4**  
**Summary of Estimated Municipal Waste Volumes**

<b>Municipal Recycling Programs</b>	<b>Participating Households (1)</b>	<b>Waste Tons</b>
Boyd	232	310
Cadott	527	703
Eagle Point	No Service Required(2)	No Service Required
Lafayette	2,194	2,927
Stanley	690	921
Chippewa Falls	5,107	6,815
<b>Participating Service Area Total</b>	<b>8,750</b>	<b>11,676</b>

(1) 2010 US Census, Municipal Clerks

(2) Eagle Point's current solid waste collection contract runs through 2017, after which time it may decide to join the County's coordinated collection program

## 6.0 DESCRIPTION OF DESIRED SERVICES

In this section of the RFP is a description of the Recycling and Waste Collection Services, including transfer of Recyclables to a designated MRF. As was mentioned earlier, RFP respondents may respond to those services they currently provide or those they wish to provide in the future.

### 6.1 Recycling and Waste Collection Services

Under this section, RFP respondents will be asked to provide information pertaining to their interest and ability to provide a range of collection services in the targeted service area. The respondent will be asked to provide information under any or all of the three (3) collection options:

**Option 1:** Curbside Waste Collection Services Only (Sec. 6.1.1)

**Option 2:** Curbside Single Stream Recyclables Collection Services Only (Sec. 6.1.2)

**Option 3:** Combined Curbside Waste and Single Stream Recyclables Collection Services (Sec. 6.1.3)

For the purposes of responding to this Request for Proposal, the number of residential units expected to be provided with curbside collection services for Municipal solid waste (MSW) and recyclables has been identified in Table 2 and 3.

All vehicles and equipment used in collection and transportation of solid waste and recyclables within the service area shall be of sufficient size, capacity, and number to adequately and efficiently collect their intended objectives for collecting selected materials in accordance with the terms of this RFP.

#### 6.1.1 Curbside Waste Collection Services Only

Under this option, the service provider will explain their interest and ability to provide only curbside waste collection to all residential units in the target service area.

Assumptions for the collection of solid waste only:

The service provider would:

- Provide waste collection services to all Service Stops using fully automated waste collection equipment and deliver the waste to the a licensed disposal facility or waste transfer Facility.
- Service Stops shall include all residences located in the service area including single-family residences, and duplex, triplex and quadplex type multi-family housing.
- Collect all of the acceptable waste materials as long these materials remain within acceptable weight limits and fit inside the Curb-Carts provided by the service provider.
  - Note: The service provider will be responsible for providing and maintaining the carts.
- All other material would be required to be prepared for Pickup as a separate Unit Cost Item.

### **6.1.2 Curbside Single Stream Recyclables Collection Services Only**

Under this option, the service provider will explain their interest and ability to provide only curbside single stream recyclables collection services to all residential units in the target service area.

Assumptions for the collection of single stream recyclable collection services only:

The service provider will provide:

- Single Stream Recyclables Collection Services to all Service Stops, on an every other week schedule, (as set-out as per the specifications described below).
- The RFP Respondent will be responsible for providing and maintaining the carts.
- Collect all acceptable single stream recyclables as long as these materials fit inside of the curbside recycling collection carts provided by the service provider.
- All single stream recyclable materials shall be transported to and tipped at a licensed single stream recycling transfer facility in or near the service area as selected by the service provider.
- All arrangements for receiving and processing the recyclables will be made by the County and costs and/or revenues associated with those arrangements are between the County and the participating municipalities and not to be included in the Single Stream Recyclables Collection Services Unit Price.

### **6.1.3 Combined Curbside Waste and Single Stream Recyclable Collection Services**

Under this option the service provider will explain their interest and ability to provide curbside MSW waste and single stream recyclables collection to all residential units in the target service area.

The service provider will:

- Provide a combination of curbside services for waste and single stream recycling services to all service stops using fully automated waste and single stream collection equipment.
- Collect and handle these materials as separate waste and recycling streams using a “single pickup; same day of service collection system”.
  - Note: The service provider should specify a proposed weekly or every other week collection method and collection schedule to be used and
- Collect all waste and single stream recyclables as long as these materials fit into the curbside collection carts provided and meet acceptable weight limits.
  - Note: The service provider will be responsible for providing and maintaining the carts.

## **6.2 Additional Collection Services**

The following services will be included in the collection service requirements for the following municipalities.

**Table 5  
Summary of Special Services by Municipality**

<b>MUNICIPALITY</b>	<b>SPECIAL SERVICES</b>
Boyd	Ringenspiel Days – 20 yd. garbage Lotz Park – 4 yd. garbage Lotz Park – Additional 4 yd. garbage during summer months Spring & Fall Cleanup days (3-30yd)
Cadott	Nabor Days – SW/Recycling service (Container Requirement) Spring & Fall Cleanup – Curbside (1 yd. solid waste or 1 bulky item) SW/Recycling service: Village shop, Office and Fire Station.
Eagle Point	Recycling Center: 6 – 8 yd. recycling - Every two weeks
Stanley	Stanley Rodeo 2 - 30yd. garbage Spring & Fall Cleanup days = bulky pickup

**6.3 Billing Arrangements**

Final billing arrangements will be handled through the contracting process with each individual municipality.

**6.4 Transfer of Recyclables to designated MRF**

**Overview**

Under this section of the RFP, the RFP Respondent will explain their ability and operational plan that will be used by the service provider to deliver single stream recyclable materials to an existing MRF as identified under this RFP. The main goal is to accommodate a change to curbside single sort cart based collection

The RFP Respondent will provide a comprehensive recycling transfer program for the residents of Chippewa County. This is a key component of expanded single sort residential curbside collection in the identified service area of the county.

Recyclable Materials from a group of Chippewa County municipalities can be tipped at a Private Transfer Station site located in the vicinity of the greater Chippewa Falls area and transferred by the RFP Respondent to a separate MRF.

The RFP Respondent will be responsible for delivering all Recyclable Material from the Private Transfer Facility to the designated MRF. The final transfer facility shall be able to process a minimum of 4,000 tons per year from the Chippewa County in anticipation of program growth. Tonnage is not guaranteed.

## **7.0 INFORMATION SUBMITTAL REQUIREMENTS**

### **7.1 Format**

The County requests that responses to this RFP be made using the Microsoft Word document version of this RFP. If the respondent is unable to edit and save the editable version of the Microsoft Word document the respondent may legibly enter their response into the printed version of this document in Sections 8-12 below and submitted as a hard copy of the attached forms, a scanned copy submitted via email, or by fax per Section 4.4 – ‘RFP Response and Submittal’.

Please feel free to include any additional attachments as necessary.

### **7.2 Informational Submittal Requirements**

This RFP is issued as part of the County’s strategic development activities being undertaken to address the County’s future residential recycling and solid waste collection objectives/contractual service needs. Its purpose is to more precisely define the scope of any future recycling and solid waste collection, transfer, and/or processing services that may be procured. Written responses are requested from those companies interested in performing the services contemplated in this RFP.

## **8.0 GENERAL COMPANY INFORMATION & APPROACH REQUEST**

### **8.1 General Company Information**

Respondents are asked to submit a cover letter on company letterhead transmitting the company's expression of Interest (EOI) to provide information regarding the requested services executed by a corporate officer of the company.

**Please include the following information in the letter:**

- Business structure of the Respondent entity (e.g., corporation, partnership, sole owner, joint venture, etc.);
- The ultimate parent company ownership of the proposing entity;
- The address and location of the office and operations center(s) responsible for providing the potential services;
- Name, address, telephone number, and contact person who will be responsible for all proposed services to be provided;
- The area of expertise of the Respondent entity;
- A timeline of how long the company has been providing the respective proposed service

### **8.2 Overall Approach**

A narrative is requested that describes the Respondent's understanding of the RFP and its objectives, as well as the Respondent's overall proposed approach.

**Please answer the following questions:**

1. The role the Respondent may be able to serve in order to meet the County's needs (e.g., equipment vendor, service provider for one or more components, single source provider of all services, etc.);
2. A narrative description of the service component(s) of the Respondent's proposed plan that would aid the County's recycling and solid waste management efforts, including a description of the proposed overall management approach and approach to service pricing structure;
3. The portion, component, or amount of the County's recycling and solid waste stream that their proposed system(s) would be able to manage;
4. Any operations centers or similar support facilities owned by the Respondent that are currently in operation, and that may be incorporated into the Respondent's proposed approach;
5. Any new services envisioned to be developed or acquired in the County or outside the County in order to assume the envisioned responsibilities;
6. Sketches, drawings, photos, etc. of existing service arrangements or any other graphics

**9.0 WASTE AND RECYCLABLES COLLECTION SERVICES INFORMATION REQUEST**

**9.1 Technical Information**

**9.1.1 Summary Information - Respondent's Statement of Organization**

**Please answer the following questions:**

- 1: Name of Business:
- 2: Principal Business Address:
- 3: Principal Contact Person(s):
- 4: Form of Business (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: Briefly Describe Joint Venture or Partnership Agreement
- 8: List all firms participating in this project (including prime RFP Respondents, sub-contractor, operators, major equipment suppliers, etc.)

Name \_\_\_\_\_ Address \_\_\_\_\_

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

Name Responsibilities

- 10: 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **9.1.2 Descriptive Information**

Respondents should provide a condensed description of the proposed collection services by service type.

**Please answer the following questions:**

- 1) Describe the scope of your existing operations in the region:
- 2) Describe how you would provide services to collect recyclables and/or solid waste within the targeted service area and how your firm would deliver those recyclables to a licensed transfer station.

### **9.1.3 Additional Requirements**

#### **9.1.3.1 Equipment Plan and Collection Vehicles**

**Please answer the following questions:**

1. What is Respondent's experience of other comparable programs with this type of vehicle?
2. What methods that will be used and sequence of steps required to load and unload collect/swept materials?
3. What is the compatibility of the vehicle design with the types of carts available?
4. What size of crew is required per vehicle and what are their responsibilities?
5. What is the number of vehicles required for the program and the capacity of the vehicles?

Questions that are not applicable should be included and marked "Not Applicable". The purpose of these forms is not intended in any way to limit the type, quality or quantity of data and information supplied by the Respondent. Attach additional sheets if more space is required.

9.1.3.2 Residential MSW Waste Collection Vehicles

**Please fill in the information below:**

**1: Manufacture and Model**

A: Cab and Chassis

---

B: Body

---

**2: Number of Vehicles**

A: Currently Owned

---

B: Planned for Purchase

---

**3: Will the Vehicles be Owned, Leased or Other?**

---

9.1.3.3 Residential Recycling Collection Vehicles

**Please fill in the information below:**

**1: Manufacture and Model**

A: Cab and Chassis

---

B: Body

---

**2: Number of Vehicles**

A: Currently Owned

---

B: Planned for Purchase

---

**3: Will the Vehicles be Owned, Leased or Other?**

---

## **9.2 Cost Information**

### **9.2.1 Exceptions to RFP Specifications and Service Agreement**

Respondents should prepare the Cost Information forms based on the program specifications set forth in the RFP documents.

However, if the Respondent takes exception to the RFP specifications, they are encouraged to describe those exceptions below. Each exception should be presented separately by stating the specific exception and the suggested changes including how the proposed change could benefit the municipalities, the customers or both.

**Please list proposed exceptions (if applicable):**

**9.2.2 Cost Information Signature Page**

**Please fill in the information below:**

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

**The undersigned has examined the complete Request for Proposal and its requirements contained in this solicitation and is submitting the following Cost Information Bid Form in full compliance with those requirements.**

RESPONDENT acknowledges receipt of the following ADDENDUM (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED SIGNATURE:**

SIGNATURE: \_\_\_\_\_  
NAME/TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

### 9.2.3 Single Stream Recyclables Collection

Provide cost information in the table below. Check all communities and zones your firm is interested in providing recyclables collection services to and then indicate the cost per household per month, with cart provided by the hauler.

Note: We would like information regarding cost for as many different options, or levels of service, you would be willing to provide. This includes servicing a single community, either or both zones shown in the Table, and/or all of the communities in the targeted service area.

In addition, the cost of transfer of recyclable material to the designated MRF should be included in the monthly cost proposal. **Please answer the questions in Section 9.3 to provide additional information on the transfer of recyclables.**

**Bi-weekly (every two weeks) collection**

**Please fill in the information in the table below:**

**Table 6 Bi-Weekly (every other week) Single Stream Recycling Collection Cost Table**

Targeted Service Area	Participating Households	Communities the Respondent is interested in providing collection, check each community or zone that you would service (check all that apply)	Cost Per Unit Stop per Month including transfer to MRF (with cart provided by collection company)		
			95-96 Gallon Cart	64-65 Gallon Cart	32 Gallon Cart
<b>Zone 1 (Includes Boyd, Cadott, Stanley)</b>	<b>1,449</b>				
Boyd	232				
Cadott	527				
Stanley	690				
<b>Zone 2 (Includes Lafayette, Eagle Point, Chippewa Falls)</b>	<b>8,390</b>				
Lafayette	2,194				
Eagle Point	1,089				
Chippewa Falls	5,107				
<b>All of the Households in Targeted Service Area Total</b>	<b>9,839</b>				

**9.2.4 Volume-Based Waste Collection Services**

Provide cost information in the table below. Check all communities and zones your firm is interested in providing waste services to and then indicate the cost per household per month, with cart provided by the hauler.

Note: We would like information regarding cost for as many different options, or levels of service, you would be willing to provide. This includes servicing a single community either or both Zones shown in the Table, and/or all of the communities in the targeted service area.

**Weekly solid waste collection service is required.**

**Table 7 Weekly Waste Collection Services Cost Table**

Targeted Service Area	Participating Households	Communities the Respondent is interested in providing collection, check each community or zone that you would service	Cost Per Unit Stop per Month (with cart provided by collection company)		
			95-96 Gallon Cart	64-65 Gallon Cart	32 Gallon Cart
<b>Zone 1 (Includes Boyd, Cadott, Stanley)</b>	<b>1,449</b>				
Boyd	232				
Cadott	527				
Stanley	690				
<b>Zone 2 (Includes Lafayette, Eagle Point, Chippewa Falls)</b>	<b>7,301</b>				
Lafayette	2,194				
Eagle Point	No Service Required				
Chippewa Falls	5,107				
<b>All of the Households in Targeted Service Area Total</b>	<b>8,750</b>				

**NOTE:** The Town of Lafayette will require the Service provider to be licensed under a Town Ordinance for Waste Collection and will add an annual License fee requirement to the cost proposal in the amount of \$3,600 per year.

### **9.2.5 Combined Recyclables & Waste Collection Services**

Provide cost information in the table below. Check all communities and zones your firm is interested in providing recyclables and waste services to and then indicate the cost per household per month, with cart provided by hauler

Note: We would like information regarding cost for as many different options, or levels of service, you would be willing to provide. This includes servicing a single community, a combination of communities you define, and/or all of the communities in the targeted service area.

In addition, the cost of transfer of recyclable material to the designated MRF should be included in the monthly cost proposal. **Please answer the questions in Section 9.3 to provide additional information on the transfer of recyclables.**

**Weekly waste collection is required. Bi-weekly (every two weeks) recyclables collection is required.**

**Table 8 Combined BI-weekly (every other week) Recycling & Weekly Waste Collection Cost**

Targeted Service Area	Participating Households	Communities the Respondent is interested in providing collection, check each community or zone that you would service (check all that apply)	Cost Per Unit Stop per Month including transfer to MRF for recyclables and disposal of waste (with cart provided by collection company). Please provide costs for each recyclable cart size shown below. For all options assume garbage cart is 64-65 gallon size.		
			95-96 Gallon Cart	64-65 Gallon Cart	32 Gallon Cart
<b>Zone 1 (Includes Boyd, Cadott, Stanley)</b>	<b>1,449</b>				
Boyd	232				
Cadott	527				
Stanley	690				
<b>Zone 2 (Includes Lafayette, Chippewa Falls)</b>	<b>7,301</b>				
Lafayette	2,194				
Chippewa Falls	5,107				
<b>All of the Households in Targeted Service Area Total</b>	<b>8,750</b>				

NOTE: The Town of Lafayette will require the Service provider to be licensed under a Town Ordinance for Waste Collection and will add an annual License fee requirement to the cost proposal in the amount of \$3,600 per year.

**Table 9: Additional Collection Services**

The following services will be included in the collection service requirements for the following municipalities.

MUNICIPALITY	SPECIAL SERVICES	Cost per Service per Month (with Container provided by collection company)
Boyd	Ringelspiel Days – 20 yd. garbage Lotz Park – 4 yd. garbage Lotz Park – Additional 4 yd. garbage during summer months Spring & Fall Cleanup days (3-30yd)	_____ _____ _____ _____
Cadott	Nabor Days – SW/Recycling service (Container Requirement) Spring & Fall Cleanup – Curbside (1 yd. solid waste or 1 bulky item) SW/Recycling service: Village shop, Office and Fire Station.	_____ _____ _____
Eagle Point	Recycling Center: 6 – 8 yd. Single Stream recycling - Every two weeks	_____ _____ _____
Stanley	Stanley Rodeo 2 - 30yd. garbage Spring & Fall Cleanup days = bulky pickup	_____ _____
Lafayette	None	
Chippewa Falls	None	

### 9.3 Transfer of Recyclables to designated MRF

**Please respond to the following questions:**

Private entity provides recyclables transfer services through an existing or proposed privately owned facility.

1. Briefly describe your existing or proposed recyclables transfer services and identify the transfer facility and location.
2. Describe your firm's approach, including rate structure, for providing transfer services.
3. Which MRFs(s) does your firm currently utilize for processing recyclables?
4. Are you under a contract to deliver all of your recyclables to a specific MRF? If yes, please identify the MRF. If yes, are you willing to renegotiate your recycling MRF contract if the County chose an alternative processor?

## 10.0 BUSINESS TERMS AND COST ISSUES INFORMATION REQUEST

This RFP is soliciting input from Respondents on their approach, business terms and costing related to the provision of recycling and solid waste services for multiple communities in Chippewa County, Wisconsin.

**Please respond to the following statements (if applicable):**

1. Add to or expand on this overview based on the respondent's experience with recycling and solid waste collection and recycling and solid waste multi-jurisdictional collaborative services;
  
2. Provide specific examples of multi-jurisdictional collaborative service arrangements that the Respondent has experience in (including samples of contract/franchise agreements, details of arrangements, RFPs etc.) that the County may benefit from seeing;
  
3. Provide other best-practice case study information on multi-jurisdictional collaborative services or other approaches that can support achieving the 30% or higher recycling diversion rates that the County has set as a near-term objective;

**Provide any other information that the Respondent believes will be helpful for the County to consider in this RFP process for a recycling and/or solid waste multi-jurisdictional program.**