



REQUEST FOR PROPOSAL (RFP)

**CITY OF GIBRALTAR
WAYNE COUNTY, MICHIGAN**

FOR

COLLECTION AND DISPOSAL OF RESIDENTIAL SOLID WASTE

ISSUED BY:

**Katie Tomasik, City Clerk, MiPMC
City of Gibraltar
29450 Munro Ave.
Gibraltar, MI 4535
(734) 676-3900, x 225
clerk@cityofgibraltarmi.gov**

Date Issued: April 24, 2024

**PROPOSAL DUE DATE
May 24, 2024, 3:00 PM EST**

INTRODUCTION AND BACKGROUND

The City of Gibraltar is soliciting “Request for Proposals (RFP)” from qualified contractors to provide residential solid waste services that include curbside collection and disposal of refuse and bulk items, recycling collection and delivery to a recycling facility for processing, and yard waste collection for delivery and processing. The City of Gibraltar recognized that the solid waste industry is currently in transition related to the manual collection of curbside refuse to the use of mechanical systems. Consequently, the RFP is intended to provide contractors with flexibility related to the manner in which they wish to propose the collection of curbside refuse and bulk items. The selected contractor is making a significant investment in equipment and personnel. To that extent, the City is proposing a five-year agreement for the contractor to amortize their investment sufficiently. The agreement would begin September 1, 2024, and terminate June 30, 2029. Annual cost adjustment will take place each year, effective July 1, to correspond with the City’s fiscal year.

General City Background - The City of Gibraltar’s current contract for residential refuse, recycling, yard waste, and bulk item collections and disposal is scheduled to expire on August 31, 2024. The City has 1,497 residential units that receive curbside solid waste services. Excluded from this service are all commercial, industrial, governmental/education, or religious uses, which are responsible for their own refuse collection and disposal. The City has an agreement with the City of Riverview through 2026 in which all refuse, including bulk items, shall be disposed of at the City of Riverview’s Landfill. The City will incur the cost of the landfill tipping fees.

SELECTION TEAM AND SCHEDULE

Selection Team - A selection team comprised of the following individuals will review proposals, determine which contractors to schedule and interview, and ultimately recommend to the full City Council a contractor to contract for solid waste services: Mayor Garrett Shumate, Public Works Supervisor Bill Cain, Interim City Administrator Vince Pastue, Council members Rick Cox and Art McNabb.

Selection Schedule

April 24, 2024:	Request for Proposal Released
May 7, 2024 at 10:00 a.m.	Pre-Proposal Meeting in Gibraltar City Hall
May 17, 2024:	Final Day for Questions and/or Issuing Addenda
May 24, 2024:	Proposals - due to the City Clerk’s Office by 3:00 pm
May 28 thru May 31, 2024:	Review of Proposals and select firms for interviews by the Selection Team
Week of June 3, 2024:	Interviews of selected firms
June 10, 2024:	Recommendation submitted to City Council
June 24, 2024:	City Council approves agreement

GENERAL SCOPE OF SERVICES

Weekly Residential Curbside Collection

1. Refuse Definition – Refuse means all animal and vegetable food waste and all waste which normally results from the operation of a household and is generated by the resident or tenant, except body waste and yard waste, including but not limited to rubbish, metal cans, papers, cardboard, glass jars, bottles, wood, logs, ashes, sod, dirt, rocks, cement, bricks, small automobile parts, small household appliances, furniture, plastics, and any other household refuse small enough or one person to handles and no more than sixty (60) pounds.
2. Regular Curbside Collection - Weekly residential curbside collection is currently scheduled for Monday. The City prefers to keep that same day. Contractors can select another day for regular collection other than Saturday or Sunday.
3. Mechanical Collection – If the contractor proposes collection by mechanical systems, the contractor shall provide at their cost one 96-gallon container on wheels to each residential unit. The contractor shall be responsible for ensuring that the container is in working order, and if replacement is necessary, it shall be done at the contractor's expense. Residents that still have the City of Gibraltar-issued wheeled containers shall be able to continue using them in addition to the contractor-issued container.
4. Manual Collection—The contractor still has the option to collect refuse manually. The contractor must specify the container limit size and maximum weight.
5. Horse Island – Given the structural load limits for the Horse Island Bridge, the contractor shall comply with the load limit as posted.

Recycling Services

1. The City requests that the contractor place a 30-yard roll-off container for recycling that will be collected twice a week and delivered to a certified recycling facility for processing.
2. Bid Alternate—The Contractor may submit a bid alternate for bi-weekly curbside recycling collection. Collection shall be a mechanical system and shall occur on the same day as the regular curbside refuse collection. The contractor would be responsible for providing a 64-gallon container on wheels. The contractor shall ensure that the container is in working order, and if replacement is necessary, it shall be done at the contractor's expense.

Yard Waste

1. Yard Waste Definition – Grass clippings, weeds, leaves, small twigs, prunings, shrub clippings, garden waste materials and fruit, old potting soil, Halloween pumpkins, dirt incidental to minor plantings or edging of lawns, brush, branches, tree trimmings, shrub clippings tied and bundled, small scrubs and bushes with the dirt removed from the root system, and any other material defined by law as yard clippings.

2. The contractor will not be required to pick up tree branches or logs greater than six inches (6”) in diameter, longer than four feet (4’) in length, tied or secured with string or twine in bundles larger than eighteen inches (18”) in diameter, or weighing in excess of sixty (60) pounds.
3. The contractor shall separately pick up unlimited, separated yard waste and lawn debris as part of the regularly scheduled collection.
4. The contractor shall provide yard waste service beginning the first Monday in April and continuing through the second full week in December.
5. All yard waste and lawn debris shall be transported for disposal to an appropriate compost site in accordance with all municipal, county, state, and federal laws, ordinances, and regulations. Under no circumstance shall yard waste be transported to a landfill. The contractor shall provide a monthly report to the City Administrator or designee indicating the daily and monthly volume of deliveries made to the facility on behalf of the City.
6. Yard debris will be bundled as required, placed in a large paper bag, or placed loose in cans with a yard waste of compost sticker on the container.
7. Yard Waste Collection will be included in the contractor’s residential unit pricing.

Bulk Item Collection

1. Bulk Item Definition – Fixtures and furniture, storm doors and windows, tubs, toilets, sinks, carpets and pads, railroad ties, empty propane tanks, fence posts, or fences not exceeding 3’ x 8’ in dimension, and small quantity of building debris resulting from the repair or remodeling personally done by the home occupant which have been placed at the curb.
2. White Goods Definition – Stoves, refrigerators, freezers, air conditioners, washers, dryers, water heaters, water softeners, and small metal sheds.
3. The contractor shall address in their proposal how they will collect bulk items, whether on the same day as curbside refuse collection, establish a dedicated day of the week for this service, specify whether service shall be requested in advance, or not provide the service at all.
4. Bulk Service Collection will be included in the contractor’s residential unit pricing.

Other Solid Waste Services

1. Fourth of July/Special Event—The contractor shall place one 30-yard roll-off unit at the Gibraltar Community Center site for the Fourth of July event and another 30-yard roll-off unit for another event located in the City.
2. Christmas Trees – Christmas trees and wreaths shall be collected curbside from December 26th through the second full week of January.
3. The contractor shall place six-yard dumpsters at the following three City locations to be collected twice each week: City Hall, DPW facility, and Community Center.
4. The contractor shall place a six-yard dumpster at two condominium sites for collection twice per week.
5. The City may request additional service requiring placement of roll-off units for disposal related to storm damage and/or other special events.

GENERAL PROVISIONS

The selected contractor will enter into an agreement with the City of Gibraltar. An addendum will be issued with more specific contract language. The agreement will include, but not limited to, the following general conditions:

1. Term of the agreement – This will include annual cost adjustments and language for contract extension subject to the mutual agreement of both parties.
2. Customer Communications – Contractor Representative, field representative, and City contacts.
3. Service Standards – Hours of service, no Saturday or Sunday collections, holiday provisions, vehicle and equipment conditions and maintenance, noise limitations, cleaning of spilled debris, and other reasonable standards of care.
4. Determination of Units Served – additions and deletions during the term of the agreement.
5. Liquidated Damages for failing to clean up spilled refuse, failing to maintain vehicles, and failing to respond to complaints for missed services.
6. Insurance and Performance Bond Requirements: Workers' compensation insurance, commercial general liability insurance, additional insured, insurance cancellation notices or changes, and indemnification and hold harmless provisions.
7. Dispute Resolution Provision – The City will name a mediator for any dispute resolution.
8. Default and Termination Provisions.

PROPOSAL SUBMITTAL

Applicants must furnish a sealed written proposal for solid waste services in accordance with this RFP with 6 copies and an electronic copy on disc delivered with the proposal. The electronic copy must either be in Microsoft Word or Adobe Acrobat format.

Applicants shall deliver the sealed proposal marked “Residential Solid Waste Services” and copies to the Office of the Gibraltar City Clerk, 29450 Munro Avenue, no later than 3:00 pm EST on the 24th day of May 2024. The applicant is responsible for having the city clerk date stamp the proposal envelope. Proposals must be in the city clerk’s office on the date and time specified, late proposals will not be considered.

Submit the proposal on letter-size paper using a font size of at least 12 points. There will be no formal bid opening. Bids will be opened and recognized at the Office of the Gibraltar City Clerk.

The proposal should include the following information:

1. Name, address, telephone number, and email address.
2. Name, email, and telephone number of contractor representative authorized to submit the proposal and sign a service agreement.
3. Listing of local government units in Michigan in which the contractor currently, or in the past, provided residential solid waste services similar to those specified in the City of Gibraltar's RFP.
4. References - Provide the name, address, and telephone number of three to five references in communities currently/past served.

METHOD FOR EVALUATING PROPOSALS

1. Contractor's experience in providing solid waste services to other communities similar to Gibraltar along with positive references,
2. Preference for curbside collection utilizing mechanical equipment,
3. Whether curbside recycling alternate is offered and cost,
4. Bulk collection offered by the contractor in their proposal, and
5. Cost

The City of Gibraltar reserves the right to accept or reject any and all bids or parts of bids and to waive any and all irregularities, informalities, inconsistencies, and to negotiate contract terms with the successful applicant(s), and to disregard all non-conforming, non-responsive or conditional proposals. The city reserves the right to accept any bid and price shall not be the sole determining factor. The city reserves the right to accept part of a bid and reject other parts. The City of Gibraltar reserves the right to accept a proposal that it determines, at its sole discretion, to be in its best interest.

ADDITIONAL INFORMATION

For any questions or additional information, please contact the individual listed below:

Vincent Pastue, Interim City Administrator
29450 Munro Avenue
Gibraltar, MI 48173
Phone: 734-676-9021
E-mail: cityadmin@cityofgibraltarmi.gov

GIBRALTAR SOLID WASTE SERVICES PROPOSAL SUBMITTAL

Name of Firm: _____

Address: _____

City/State/Zip Code _____

Phone: _____

E-Mail Address: _____

Name of Authorized Representative _____

Signature/Date _____

PRICING – Effective September 1, 2024, thru June 30, 2025

1. **Monthly Residential Unit Price**
Includes curbside refuse,
yard waste, and bulk collection \$ _____

2. **Recycling Roll-off Unit**
Twice Per Week
Cost Per Pull to Recycling Center \$ _____

- Recycling Bid Alternate**
Monthly Residential Unit Price \$ _____

3. **Fourth of July Special Service**
Cost for Service Annually \$ _____

4. **Collection of five (5) Six-yard
Dumpster twice each week**
(Monthly Cost) \$ _____

FUTURE COST ADJUSTMENTS

The contractor shall specify the manner in which cost adjustments will be calculated for the following years, effective July 1: 2025, 2026, 2027, and 2028. The City shall receive the upcoming rate adjustments no later than April 1 for the upcoming year.