

# Request for Proposals

## County-Wide Recycling Initiative

Manistee County

December 2, 2009



1361 U.S. 31 South  
Manistee, Michigan 49660  
231-723-4325

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## 1. Summary

This is a request for proposals (RFP) from qualified organizations to provide recycling services for participating Manistee County townships to implement Phase 1 of the Manistee County Recycling Initiative that will begin on or about February 1, 2010 and end on December 31, 2010. As explained in this RFP, a contractor may be selected to provide recycling services for Phase 1 as well as for an additional period of time of up to December 31, 2012. Phase 1 will be administered by the Alliance for Economic Success (AES) on behalf of Manistee County government.

The following townships will participate in Phase 1: Brown Township, Marilla Township, Cleon Township, Springdale Township, Arcadia Township and Onekama Township. These townships have a total resident population of 4,871 people based on the most recent census period that is approximately 20% percent of the County's total population of nearly 25,000 people.

Each of these townships have entered into interlocal agreements for recycling services with Manistee County under the provisions of P.A. 138 of 1989 as amended to P. A. 69 of 2005. Under P.A. 69, the County will collect a sum of twelve dollars (\$12.00) per annum in the winter 2010 tax bill sent to residents in each of the participating townships to cover the costs of recycling services provided by a contractor that may be selected as a result of this RFP.

During Phase 1, there will be an estimated maximum amount of \$44,000.00 available to support recycling services described in this RFP.

While no assurances can be provided about the actual volume of materials to be collected at the recycling sites under Phase 1, we estimate that the volume of recycled materials to be collected from the participating townships will range from 300,000 pounds to 500,000 pounds.

As explained in more detail in this RFP, it is the intent of Manistee County and the AES to significantly increase and expand recycling in Manistee County in subsequent phases of the Manistee County Recycling Initiative.

## 2. Administering Organization

The Alliance for Economic Success (AES) is the economic development organization for Manistee County and will administer this RFP and various elements of the County-Wide Recycling Initiative on behalf of Manistee County government.

Contact information for the AES is as follows:

Alliance for Economic Success  
1361 U. S. 31 South  
Manistee, Michigan 49660  
Ph: 231-723-4325  
Telefax: 231-723-3717  
Web Site: [www.allianceforeconomicsuccess.com](http://www.allianceforeconomicsuccess.com)

The coordinator of this RFP is Mary Pitcher, a contract employee of the AES, who can be reached at the address and phone number provided above and may be contacted by email at [mary@allianceforeconomicsuccess.com](mailto:mary@allianceforeconomicsuccess.com).

### 3. Schedule

The schedule for this RFP is as follows:

<b>Event</b>	<b>Target Date</b>
Issuance of RFP	December 2, 2009
Pre-Proposal Meeting	December 10, 2009 2 p.m. Manistee Blacker Airport Conference Room
Proposal Due Date	December 22, 2009
Review/Screening of Proposals by Interview Team	Week of January 4, 2010
Finalist Interviews	Week of January 11, 2010
Contractor Selected	Week of January 18, 2010
Contract/Scope of Work Executed	Week of January 25, 2010
Effective Date of Contract	February 1, 2010

Organizations are not required to attend the pre-proposal meeting but are urged to do so. Organizations that wish to attend but are not able to be physically present may participate by phone by calling:

Phone Number: 1-503-767-1200

Pin Code: 52118 #

With regard to the proposal due date, a total of ten (10) copies of proposals must be received by the AES at the address given above by 5 p.m. on December 22, 2009.

All respondents will be informed of the results of this RFP. Respondents will not receive information about how their proposal was rated or ranked.

Neither Manistee County or the AES is under any obligation to select a contractor to perform the recycling services defined in this RFP. This RFP may be cancelled or rescinded at any time without notice. Neither Manistee County or the AES will be liable or responsible for any costs or expenses related to the development of responses to this RFP by any individual, organization, corporation or other entity.

### 4. Review Team

An ad-hoc Review Team will be established by the AES to screen, review and rank responses to this RFP and to interview and recommend selection of a respondent to Manistee County to perform the recycling services. The Township Supervisor of each participating Township will be asked to participate or designate a person to participate on their behalf. The Team will also include representation from Manistee County, the City of Manistee and other interests.

All members of the Team will be directed to rely solely on this RFP, the responses to this RFP, criteria as may be developed by the Team and Team interviews of respondents in formulating their opinion

about the selection of a potential contractor.

## 5. Context for RFP

It is important for respondents to understand the context of this RFP.

In 2006, Manistee County completed its first county-wide visioning process, Envision Manistee County. That process involved 700 volunteers in a 16-month effort that defined visions, goals and action plans for the future of the County in the following areas of focus:

- Economy and Employment
- Health and Human Services
- Youth and Education
- Government and Infrastructure
- Natural Resources and Recreation
- Art and Culture

The development and implementation of a County-wide recycling program was identified as a high priority related to three areas of focus: economy and employment; government and infrastructure; and natural resources and recreation.

The County's economic development strategy was re-engineered following the visioning process, including the incorporation of the Alliance for Economic Success (AES) as a 501(c) (3) nonprofit organization.

With a vision of "prosperity," the missions of the AES are to:

- Business and Jobs. Lead in retaining, expanding and attracting business and jobs in the County
- Economic Climate. Support and develop the economic development cornerstones of the County to enable business and job growth
- Resource Development. Develop financial resources to support the economic well-being and quality of life of the County, in partnership with governments, nonprofit organizations and businesses, including financial resources to help support attainment of certain goals established through the visioning effort

In 2008, the AES was awarded a grant by the U. S. Department of Agriculture, Rural Development to develop a county-wide recycling strategy for Manistee County based upon a grant application developed by the AES that was selected as part of a national competition.

The purposes of the grant-funded project were to:

- Engage all interests to define issues, needs and priorities for recycling in the County
- Assess best practices for recycling as well as laws, rules, policies and procedures that support and/or enable recycling programs
- Design and begin implementation of a county-wide recycling initiative based upon County-wide input, best practices and enabling regulations

Considerable input was received through 11 community forums. There was general consensus that:

- There is a need for more information and education about why, how and where to recycle

- People want to recycle and want a recycling program that is accessible, effective and affordable
- People support development of an county-wide recycling initiative and perhaps a regional initiative, provided that there is an equitable and reasonable distribution of costs
- There is support for a pay-as-you-throw waste disposal and recycling program while recognizing that the rural nature of the County may limit the viability of some recycling options that are more feasible in more densely populated areas
- Issues involving existing recycling programs that need to be addressed in any new recycling initiative include: program abuse; lack of funds to sustain and monitor programs and operations; and concerns over whether recycling programs are actually leading to the recycling of materials and encouraging increased recycling and waste reduction.

## **6. An Emerging Strategy for Conservation and Energy Efficiency**

As is true with much of the United States, there is a renewed commitment and an emerging strategy for conservation and energy efficiency in Manistee County. Examples include:

- The Manistee County's Board of Commissioners has formed a "Green Team" to provide leadership and develop policies to support energy efficiency and conservation in the County
- A goal now contained in the City of Manistee's Strategic Plan to place increased emphasis upon "green" practices in City operation.
- "Smart Growth" principles are included in the new joint Master Plan involving the Village of Onekama and Onekama Township
- Economic development strategies for Manistee County have increased focus upon attracting companies that are involved with alternative energy generation

Further, the AES is seeking or has secured funding through Federal and State sources to:

- Support the completion and implementation of energy audits at private businesses
- Complete and implement energy audits of governmental facilities
- Support research and development of new products involving wind and solar power
- Support revitalization and energy efficiency of blighted properties
- Develop an economic development strategy along the M-22 corridor that optimizes natural resources, open space and opportunities for agribusiness
- Develop last-mile broadband County-wide to support efficient and effective technology outreach and use
- Support community-driven processes to develop best practice master plans and watershed plans as catalysts to support the economic well-being and quality of life in Manistee County communities
- Continue development and implementation of the County-Wide Recycling Initiative

The AES has also been asked by the City Council for the City of Manistee to facilitate a consensus on

the City's refuse policy. This policy could impact future recycling programs and practices involving the City.

The context for this RFP is important for respondents that have the interest and capabilities to partner with Manistee County interests on a long-term basis to expand recycling as part of the County's long-term strategy for sustainability, energy efficiency and resource conservation.

## **7. The Manistee County Recycling Initiative.**

This RFP seeks responses to support Phase 1 of the Manistee County Recycling Initiative. This phase will include:

- Selection of an organization to implement the recycling services described in this RFP
- The formation of a Recycling Initiative Leadership Team, consisting of diverse representation, to advise in the continued development and expansion of the Manistee County Recycling Initiative
- An information and education program, developed with the advice of the Leadership Team and the support of the contractor selected under this RFP to help people understand why, how, where and when to recycle
- An ongoing assessment of methods, practices and approaches to expand and enhance recycling, consistent with the increasing need to conserve energy and resources

In addition, the AES is seeking continued financial support for the Manistee County Recycling Initiative to expand the program, including:

- A grant application to the Michigan Department of Energy, Labor and Economic Growth to support expanded implementation of the Manistee County Recycling Initiative under the Federal Energy Efficiency and Conservation Block Grant Program
- An application to receive a follow-up grant from the U. S. Department of Agriculture, Rural Development to support recycling program implementation and investigate opportunities for waste reduction and development of business opportunities and jobs involving recycled products

A goal of this RFP is to select a contractor that is capable of providing the recycling services beginning on or about February 1, 2010 through December 31, 2010, an eleven (11) month period.

However, depending upon the recommendations of the Review Team, a contract may be executed with a respondent for a period of up to two years beyond December 31, 2010, with extensions after December 31, 2012 at the sole discretion of the County or their designee.

## **8. Submissions**

Respondents must submit proposals for the collection, transportation, and processing of all recyclables from recycling drop-off sites in accord with the specifications, terms and conditions of this RFP. Submissions are to include:

- Full name of organization, type of organization and state and date of incorporation
- Contact information (address, phone number, fax number, web site, email addresses) for the organization (and parent organization if any)

- The name and contact information for the: owner/manager of the organization; the operations manager of the organization; the dispatch manager of the organization; the clerical/administrative/billing manager of the organization
- At least three business references and contact information for organizations and individuals that can supply information about the capabilities of the respondent that are relevant to this RFP.
- A signature by an individual authorized to sign the proposal on behalf of the organization

The following describes the detailed terms, conditions and expectations that must be addressed in responses to this RFP.

### 8.1 Phase 1 Recycling Locations

Recycling services must be provided by the contractor at the following locations that will be open and accessible twenty-four hours per day, seven days a week.

Respondents must recognize that the County reserves the right to close any of these sites. Collection sites shall be approved, established, operated and maintained in accordance with the terms of this RFP. Each collection site shall remain available for use “as is” until discontinuation of its use is authorized by the County. The County and Contractor shall work together to locate suitable collection sites as needed.

Locations	Physical Address	Hours
Betsie Valley School	17936 Cadillac Hwy, Thompsonville, MI 49683	24/7
Brown Township Hall	8233 Coates Hwy, Manistee, MI 49660	24/7
Onekama Township	Location to be determined	24/7
Arcadia Township Hall	3422 Lake St, Arcadia, MI 49613	24/7

### 8.2. Recycling Services to be Provided

Respondents must demonstrate in their response that they are capable of furnishing all labor, materials, tools, equipment and services required for collection, transportation, processing and marketing of all recyclable items from the recycling locations. In addition, respondents should describe how they will support and/or participate in education, information and awareness programs that are focused on increasing the amount of materials recycled in Manistee County.

### 8..3 Scope of Recyclables to be Collected

Respondents must also demonstrate that they have containers capable of receiving a variety of recyclables that, at a minimum, must include:

- 1) Commingled paper (newspapers, magazines, residential mail, cardboard, and shredded office paper)

- 2) GTP, bottles and cans (#2 HDPE containers, #1 PET containers, clear glass containers, tin and aluminum cans).

If respondents accept additional items please note that in the response along with relevant terms and conditions.

#### **8.4 Recycling Collection Containers to be Provided**

Respondents must demonstrate that they are capable of equipping each site with recycling collection containers with capacity to meet expected demand as follows:

- Each collection site shall have containers to handle commingled fiber and commingled bottles/cans
- Each container must have its own unique identification number on its exterior, visible from the front of the vehicle when transported. Respondents must include their container specifications and design in their response to this RFP.
- Container signage must be provided that identifies the container as being a Manistee County recycling container. Signage should be appropriate and graphically attractive material easily visible at each access opening. Respondents must include the layout, design, and content of signage in their response to this RFP.
- Containers must be maintained in first class condition and repair at all times, provide sufficient clear space to provide safe and convenient access to users and protect the integrity of recycled materials from the elements.

#### **8.5 Collection Site Operation**

Responses to this RFP must demonstrate how the respondent will service recycling collection containers so that recycling capacity is available during all hours of operation.

A schedule for pulls from each collection site shall be established and available to the County.

Respondents must also address:

- How they will accommodate seasonality issues and periods of heavy site usage
- How they will operationally avoid overfilling/site spillage
- How they will maintain container inventories to ensure uninterrupted operations at all recycling collection sites
- How they will communicate with the County and the impacted community in the event that collection sites are relocate.

#### **8.6 Processing and Marketing of Recyclables**

Respondents should describe how they will ensure and verify that all recycled material collected will be processed and marketed for remanufacture or reuse. Respondents must address how they will provide weight tickets or equivalent verification for the recyclables delivered to a materials processor or end market.

## **8.7 Communications, Liaison, Reporting and Invoicing**

Respondents shall describe how they will maintain open, proactive communications with the County through the AES, including but not limited to: monthly reports, accompanied with the Contractor's invoice including data on each pull (date, time, collection site, container type, delivery location, volume, weight); and data on end disposition of recyclables. Respondents should note that monthly reports and invoices will be in a format acceptable to the County and the County will not pay any invoice not accompanied by a monthly report for the period of service covered by that invoice.

## **8.8 Pricing**

Respondents are to provide unit pricing for recycling services on a per ton basis with a price breakout for collection and processing and a rental rate per container.

Respondents must note that the County reserves the right to direct recyclables to another recycling facility under a separate contract in which case the County and the Contractor will agree to negotiate any adjustment in the collection charge due to the change in location, and to no longer pay the Contractor the per ton processing charge.

## **8.9 Cost Proposals**

Respondents must submit a complete cost proposal in their response, using the form provided in Attachment A.

The cost proposal must be signed by an official authorized to sign such a proposal on behalf of the organization they represent.

The proposal must include a statement from the vendor as to the period of time that the proposal will remain in effect. This minimum period must be at least 120 days from the December 22, 2009 due date.

## **9.0 Other Requirements**

Respondents must also recognize the following other requirements associated with this RFP:

### **9.1 Contractor's Liability and Performance Bond**

Respondents must provide a certificate of insurance with the RFP. The contractor selected must also provide and maintain public liability, property damage, motor vehicle liability, and workers' compensation insurance insuring, as they may appear, the interest of all parties to any agreement that results from this RFP. The Contractor will also be responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. The Contractor shall also secure all necessary certificates and permits from municipal or other public authorities and comply with all Federal, State, and municipal laws, ordinances, and regulations as required. Contractor shall further provide to the Manistee County Board of Commissioners, at a value equal to half ( $\frac{1}{2}$ ) the contract, a Performance Bond, Letter of Credit, or other evidence of financial responsibility satisfactory to the Board and shall maintain the same in full force and effect at all times during the term of this Contract.

### **9.2 Disclaimer**

The issuance of this RFP, selection of a respondent, approval of contractual agreements, or completion of the project does not in any way assure or imply any kind of legal preference in contested cases before a legislative, judicial, or regulatory body.

### 9.3 Disclosure

All information provided in response to this RFP is subject to disclosure under the provisions of the State of Michigan Freedom of Information Act, except material bound separately and marked "CONFIDENTIAL". Such material is limited to trade secrets or proprietary information. This law also provides for the complete disclosure of contracts and attachments thereto.

### 9.4 Indemnification

The County, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the Contractor selected will agree to indemnify, defend and hold harmless the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement which results from this RFP. Further, if any recipient of this award subcontracts for work, they will enter into a contract with such subcontractor(s) that indemnifies the County as provided herein.

### 9.5 Contractor Performance and Liquidated Damages

In addition to any other remedies available, the County may withhold payment from the selected Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations as determined by the County:

1. Failure to service and collect full containers\_within a reasonable time limit mutually acceptable to both parties - \$1,000 per incident
2. Failure to provide monthly reports\_(e.g. itemized list showing # of pulls, date of each pull, payload weight, repair/maintenance information, and other related data), - \$250 per incident.
3. Failure to respond to legitimate service complaints\_in a reasonable, professional and timely manner - \$100 per incident.
4. Landfilling of Recyclables\_- \$5,000 per incident.

These amounts are liquidated damages for losses suffered by the County and not a penalty.

### 9.6 Insurance

The contractor selected, and any and all of their subcontractors, shall procure and maintain the insurance required below for the life of this contract, and shall not commence work under this contract until such insurance is procured. All coverage shall be with insurance companies licensed and/or admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to Manistee County.

**Workers' Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. Policy shall also provide for a per job aggregate limit.

**Motor Vehicle Liability** including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating that the following shall be **Additional Insureds**: Manistee County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

**Pollution Liability** with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to, the collection, transportation, storage, and removal of all waste. Manistee County, as well as all landowners of collection sites, shall be named as additional insured on this coverage.

**Property Insurance** to provide adequate protection for all containers, equipment, and other incidental items used in contractors business. Manistee County is in no way responsible for any loss or portion of loss thereof.

**Cancellation Notice:** All policies described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change, other than for Non-payment of Premium, which shall be Ten (10) days notice, shall be sent to: Tom Kaminski County Administrator, Manistee County 415 Third St, Manistee MI 49660.

The contractor selected shall provide Manistee County with an original certificate of insurance, meeting all the requirements listed above, at least Ten (10) days prior to the signing of the contract. If any of the above policies expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Manistee County at least ten (10) days prior to the expiration date. Contractor agrees that it is the full responsibility of the contractor to pay any deductible or self-insured retention applicable to all policies listed above. The limits of insurance provided above are in no way to be considered a total limit of liability or responsibility of the contractor.

## 9.7 News Releases

News releases pertaining to this RFP or the service to which it relates will not be made without prior approval from the County and then only in coordination with the County.

## 9.8 Vendor Exceptions to the RFP and Contract Requirements

All aspects of this RFP are binding to a successful respondent and their response. Respondents must identify any desired exceptions to specific requirements of the RFP in their response.

## 9.9 Rejection of Proposals

Manistee County reserves the right to reject any and all responses and is not obligated to accept the response with the lowest costs. Responses that do not comply with all criteria set forth in this RFP or are otherwise complete will not be reviewed.

## **10. Evaluation of Responses**

### **10. 1 Evaluation Criteria**

Responses to this RFP will be evaluated based on criteria established by the Review Team that may include but not be limited to:

1. Experience and Strength of Operations
2. Technical Criteria
3. Financial Criteria
4. Proposed containers, vehicles and recycling processing and marketing arrangements
5. Capacity to receive, process and market recyclables
6. Support for and participation in education, information and awareness programs about why, how and where to recycle
7. Energy efficiency in the operation of respondents' business and in meeting the requirements of this RFP

**ATTACHMENT A: COST PROPOSAL**

**Year One of One Year Contract Unit Pricing (Feb. 1, 2010 - Dec. 31, 2010)**

	<b>COST PER TON</b>
Specify fixed unit cost per ton for Year One for the five site system (collection, processing and rental rate)	
Cost per Ton for Collection	\$ _____ per Ton
Cost per Ton for Processing	\$ _____ per Ton
Month Rental Rate per Container	\$ _____ per Month

**Year One of Two Year Contract Unit Pricing:**

	<b>COST PER TON</b>
Specify fixed unit cost per ton for Year One for the five site system (collection, processing and rental rate)	
Cost per Ton for Collection	\$ _____ per Ton
Cost per Ton for Processing	\$ _____ per Ton
Month Rental Rate per Container	\$ _____ per Month

**Year One of Three Year Contract Unit Pricing:**

	<b>COST PER TON</b>
Specify fixed unit cost per ton for Year One for the five site system a (collection, processing and rental rate)	
Cost per Ton for Collection	\$ _____ per Ton
Cost per Ton for Processing	\$ _____ per Ton
Month Rental Rate per Container	\$ _____ per Month

**11.2D: Specify any annual price increase factor (if any) to be applied to the per ton unit costs (collection and processing) Annual Price Escalation Factor \_\_\_\_\_%**

**ATTACHMENT 1:  
CONTAINER SPECIFICATIONS**

It is important for respondents to note that Townships participating in the Manistee Recycling Initiative want a recycling program that can be promoted and used by all community members with recycling sites that are efficient, well-managed, and aesthetically pleasing.

- (a) Roll-off Recycling Containers with both hook-lift and cable service capability
- (b) Containers shall be of two types to: 1) handle fiber; and 2) bottles/cans that will be used for mixed plastic, tin, glass and aluminum bottles and cans
- (d) Containers shall be in good condition, aesthetically pleasing, painted with clear and acceptable signage and enable protection of recyclables from the elements. Containers must also be designed and/or have devices that enable security of recycled materials.
- (e) Respondents should describe their proposed containers in detail, including detailed specifications as well as the condition of containers that can be warranted.