

**Scavenger Request for Proposal Changes**  
**City of Palos Hills**  
**10335 S. Roberts Road, Palos Hills IL 60465**  
**October 18, 2011 / 10:00 am**

**City of Palos Hills Representation:**

**Mary Jo Vincent – CRRD Commissioner / Email: [mjvincent@paloshillsweb.org](mailto:mjvincent@paloshillsweb.org)**

**Dave Weakley – Public Works Commissioner / Email: [dweakley@paloshillsweb.org](mailto:dweakley@paloshillsweb.org)**

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Questions and Answers from the Meeting of Oct 18, 2011

Q: Festival, who empties the 95 gallon carts into the roll off's

A: City Employees (Public Works)

Q: Festival, when must the street sweeping be done

A: 6:00 am Monday morning following the festival

Q: Festival, do the roll off's need to be emptied daily

A: No, emptied when picked up on Monday

Q: Festival, Is the street sweeping after festival billed to the City

A: No, the City is not billed it is part of the special event

Q: Festival, Is the Contractor recognized for their services

A: Yes, the Contractor is recognized as a Major Sponsor with individual 30in x 99 in. signage, posters, flyers, newspaper ads, City Newsletter and Recreation Brochure, website.

Q: Special Events: Page 12 # 5 Additional events designated by the City

Will these portable toilets, hand wash stations and carts need servicing daily

A: No, servicing will not be required – just drop off/pick up. However when you pick up and service the City will not be charged a service fee

Q: Recycle Containers: Does the recycling container be 95 gallon or may it be smaller since it is a weekly pick up

A: We are requesting the container be 95 gallon unless the household requests a smaller container. (i.e. senior citizen may have less items or cart may be too big to move).

Q: Recycling: Would the City consider bi-weekly

A: Yes but only if it would be a **significant** savings to the resident

Q: Recycling: The Contractor will provide City Buildings with an outside Recycling container but do they need to provide indoor containers as well.

A: It is not a requirement but it would be a kind gesture on the Contractors part.

Q: Bid Security – does the City require in proposal packet

A: No, however the proposal can't be withdrawn once submitted

Q: Change Date: Scavengers Services Agreement. Page 4 / #4 Terms

A: Change the year 2017 to 2016.

Sentence 1: The term of this Agreement shall be 5 years commencing on the first day of January 2012 and ending at midnight on **December 31, 2016**.

Sentence 2: Through the mutual agreement of the parties, this Agreement can be extended for an additional three years by notifying the Contractor of such an election by no later than **October 1, 2016**.

**Q: Attachment A – Date change Start of Contract 1/1 thru 12/31 of each year  
See new attachment**

Q: What does the City expect for Dead Animal Removal

A: With a call to the Contractor from the City or the Palos Hills Police Dept. the Contractor will come out to remove and dispose of any dead animal including but not limited to deer, squirrel, raccoon, etc.

Q: How many dead animals do we have?

A: I could not find a log for an actual number, but asking those who make the call to the Contractor it is not a daily/weekly call out.

Q: What is being asked of the Contractor when we ask to describe their billing

A: Tell us how your billing works. We are interested in “when you bill, when do you consider a bill past due. What is your follow up to a past due account, (i.e. in house 2<sup>nd</sup> request, in-house collection agency, outside collection agency, when do you stop collecting from that residence, etc). Do you allow for vacation holds on garbage (i.e. the homeowner vacations in Florida for 3 months – do you suspend billing or do you require full payment. We will not interfere in this we would just like to be informed if we receive phone calls.

Q: Will the new contractor have to keep the same day(s) of the week for pick up and may they pick up within the City (different areas) over the course of several days..

A: **No**, the new contractor with advance notice to the residents may change the pick up day to whatever day they wish.

**Yes**, the new Contractor may divide the City pick up over as many days as they wish.

Q: Would the City consider allowing the Contractor to bill every 3 months instead of quarterly

A: Yes

Q: **Clarified what the City will do to support the collection of garbage fees.** In the current draft document it requesting that the City receive a delinquency list of anyone past due more than 60 days on a monthly basis?

A: “The City requests a delinquency list on a monthly basis for anyone more than 30 days past their due date with the Contractor. This list is for informational purposes only. Once there is an Ordinance violation (no pick up) the City will issue a citation and will continue to issue a weekly citation until the residence is in compliance.

Q: Since the two flat family homes can be billed separately how many are there

A: There are 16 two-flats (addresses will be made available to you)

This will bring the number of regular customers to 3,118 However at this time we are unsure if any of the residents are seniors eligible for the discount.

Q: Electronics: Should it be in the Section 1 Definitions / b. Bulk items # 4 Electronics

A: We will move Section 1 b. #4 from bulk items to “d. Recyclable Material # 4

Q. Would you consider a electronics drop off container rather than curbside pick up

A. After speaking with the Mayor the answer is No. We will however consider instead of weekly curb side pick up having the resident call the Contractor to arrange pick up.

The Contractor pending availability will pick up the item within 10 working days of the call.

Changes and Information given out in the hand-out at the meeting on Oct 18, 2011

1. Question: Curb Miles

Answer: There are 56 lane miles / 112 curb miles

All streets and curb returns from State/County roadways to local roads

2. Question: Who Provides Water for the Street Sweeper?

Answer: The City will provide fire hydrants as needed / in areas needed

3. Question: Street Sweeper Waste

Answer: The City will provide a specified location to dump street sweeper waste

Changes to the Request for Proposal document

The City Attorney has allowed us the change the following in the Request for Proposal

## **Section 1**

**E. Dead Animals:** Add Please describe the pick up program and limitations

**F. Passenger Car Tires and Equally Sized or Smaller Tires:** Change Sentence 4 from “Tires shall be taken to a recycler for processing and marketing the material to manufacturers and energy plants”.

To read: “Tires will be processed in accordance with state and federal regulations”.

## **3. Collection**

Collection shall be made once every week on weekdays from single family dwellings and two-flat dwellings. (Delete two flats and multi family residential units with a single water meter shall be billed the single family rate) Two flats may be billed as 2 units.

**5. Cost Adjustments Formulae:** Delete all of Number 5 (a) (b) (c)

**6. Senior Citizen Monthly Discount** (Add the word Monthly)

**9 (b) Recyclables** Delete the second sentence. The bins will be made available by the City to each household and shall be identified by the City as the approved container for the recyclables collection program

Add to the 2<sup>nd</sup> Sentence: Damaged bins which are not suitable for use shall be replaced free of charge if the damaged bin is turned in for an exchange to the contractor. Contact the contractor for exchange service or to request additional bins.

**9. (c) Landscape Waste Containers:** Add as paragraph 3

Tree branches must be bundled. Bundles of branches and brush not exceeding 60 pounds, not exceeding 4 feet long., with individual pieces, within the bundle, not exceeding 4 inches in diameter and the bundle not exceeding 3 feet in diameter. Branches and logs over 4 inches in diameter and up to 8 inches in diameter must be stacked separately and placed at the curb and cut into lengths 24 inches long. Branches and log over 8 inches in diameter will not be picked up.

Delete this sentence - Tree branches in excess of 4 inches in diameter will not be removed.

**13. Pick Up Days:** Paragraph 1 / Sentence 1 The sentence shall read

Contractor agrees to make pick up collection and removal of refuse, recyclables, landscape waste and bulk items on a designated day of the week with respect to each residential unit serviced by the Contractor.

**14. Routes and Schedules:** Delete the first paragraph completely

Add to beginning of next paragraph - The contractor will adjust routes and schedules, as needed to provide timely service, due to utility repair or road construction activities.

**16. Disposal:** Delete the sentence “Disposal site, compost site or recycling facility shall be approved by the City and should be at least one (1) mile beyond the corporate limit of the City.

**19. Compliant Procedure:** Delete from paragraph 2 / sentence 2 the words “will be deducted from that month’s billing”.

Add “will be paid to the City by the Contractor or will be paid out of the cash and surety bond hereinafter referred to.

Delete from paragraph 3 / sentence 1 the words “ authorized to deduct the sums of money so expended from any monies that may be due and owing to Contractor.

**20. Other Recycling Provisions:**

(a) Reporting - Reports shall be Quarterly

Paragraph 1 / last sentence Delete the words “ Contractor shall not receive payment for the reporting month until the report is received by the City.

(b) The Recyclable Collection List is attachment “B”

(e) Paragraph 2 “Any and all processing fees that will be deducted by the Contractor from the Recycling revenue shall be stated in Attachment C of this Agreement when electing Fair Share.

**23. Recycling Dumpster:** Shall Read – To accommodate those residents without a recycling program, the Contractor shall maintain and service as needed a multi compartmented recycling dumpster at the North Palos Fire Protection District Firehouse 1, 10629 S. Roberts Road Palos Hills, 60465. The dumpster is to be inspected weekly by the Contractors Area Supervisor.

**24. Special Events:** City has added limits to this request. Add the following:  
Five (5) Up to five additional Events dependent upon City activities.  
Add the words “not to exceed ten (10) portable toilets, 5 hand wash stations and twenty-five (25) 95 gallon receptacles for the calendar year.

**27. Dept. Public Works Dumping:** The paragraph shall read  
Provisions shall be made to receive the City’s non-hazardous debris, in roll off type containers, at various locations and public buildings within the City designated by the City, including community related events and charitable activities sponsored or endorsed by the City, which includes but is not limited to grass, leaves, ashes, from logs, wood, broken concrete and asphalt. Up to forty eight (48) 30 yard roll off containers can be disposed of at no charge to the City. A maximum of ten unused roll off containers can be carried over to the following year. The carry over will not be extended beyond one (1) year of each year of the extension.

**33. Street Sweeping:** Sweeping may be proposed in the monthly cost or as a separate charge

Add “Cost per sweep \_\_\_\_\_”. After the first year, cost adjustments would be determined as follows. \_\_\_\_\_

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

**41. Miscellaneous Provisions:** (e) Delete the word “entire”