

# **CITY OF PALOS HILLS**

## **REQUEST FOR PROPOSAL**

### **FOR REFUSE, RECYCLABLE MATERIAL**

### **AND YARD WASTE COLLECTION**

City of Palos Hills  
10335 South Roberts Road  
Palos Hills, IL 60465  
Mary Jo Vincent, CRRD Commissioner  
(708) 430-4500

October 6, 2011

## **INFORMATION PERTAINING TO THE PROPOSAL**

The City of Palos Hills is seeking proposals for the purpose of entering into an agreement for scavenger services substantially in the form attached hereto, for the exclusive right to collect and dispose all municipal waste (including white goods), recycling material, and landscape waste for a 5-year period commencing January 1, 2012, and ending December 31, 2016. The collection shall be from all detached single-family dwellings and two flat units (currently 3,102 regular customers, 166 senior customers). Proposals are to be received by the City in a sealed envelope marked "Proposal for Scavenger Services" no later than 4:00 pm on November 1, 2011. Proposals should be delivered to the City Clerk's Office, 10335 S. Roberts Road, Palos Hills, IL 60465. All proposals that have been received as provided above shall be opened and recorded for evaluation. Proposals are not restricted to scavengers licensed by the City. However, the successful contractor must have a City scavenger license prior to providing services.

### **Draft of Agreement:**

Attached is a copy of the draft "Scavenger Services Agreement" which includes the nature and scope of services to be provided.

### **Amendments to Proposals:**

Proposals may not be amended or supplemented after the November 1, 2011, deadline. Proposals may include alternatives which increase or decrease the scope of services provided and a change in price for the scope of service.

### **Community Profile:**

The City of Palos Hills is a community of approximately 17,500 residents located southwest of the City of Chicago in Cook County, in Illinois. The City is approximately 4.2 square miles in area and has a population of 17,500 per the 2010 US Census. It is estimated there are 3,102 regular customers and 166 senior residents currently being serviced.

### **Scope of Services:**

The services to be provided shall be in accordance with the terms and conditions as provided in the attached draft "Scavenger Services Agreement." The City intends to enter into an agreement which shall include provisions, terms and conditions in substantially similar form to the attached agreement.

**Submittal Requirements:**

All bidders must submit the following information:

- (1) Completed proposal form signed by an authorized representative.
- (2) List of any proposed changes to or questions regarding the draft “Scavenger Services Agreement.” Indicate if you will not be able to comply with any provision included in the draft Agreement and why.
- (3) General information regarding the contractor that will demonstrate whether the contractor has the capacity and ability to provide qualify refuse, recycling and yard waste service to the City of Palos Hills including:
  - a. Name of firm
  - b. Local address
  - c. Local phone
  - d. Telephone and fax number, email address
  - e. Name and title of contact person
- (4) List of at least five municipal clients served in the State of Illinois
- (5) Attach sample of typical billing statement
- (6) Attach samples of promotional and informational materials normally distributed to customers, including materials pertaining to recycling
- (7) Information on the bidder’s respective practices and procedures, which the bidder employs when a resident account becomes delinquent.

**Determination of Successful Contractor:**

The determination of the successful contractor shall be made in the sole discretion of the Mayor and City Council on or before November 17, 2011. The monthly fee charged by contractor is only one factor to be considered by the City in the evaluation of the proposals. Other factors include the qualifications, experience, references, financial capability, equipment, and performance of the Contractor. The City reserves the right to waive any and all provisions with respect to the proposal or the proposal process. All proposals must remain open for acceptance until November 17, 2011, and may not be withdrawn after that date.

The City reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in its best interest. The City shall not be liable for any expenses incurred by the contractor, including, but not limited to, expenses associated with the preparation of the proposal, attendance at any presentation, or final contract negotiations.

**Service Initiation:**

The successful contractor will be expected to initiate service no later than January 1, 2012.

**Pre-Bid Meeting:**

For the purpose of familiarizing contractors with the required services, answering questions and issuing addenda as needed for clarification, a pre-bid meeting will be held in the City Council Chambers at City Hall, 10335 S. Roberts Road, Palos Hills, IL 60465 at 10:00 a.m. on October 18, 2011. Attendance at the meeting is encouraged but not required.

**Submittal Instructions:**

Proposals must be submitted to:

Rudy Mulderink, Clerk  
City of Palos Hills  
10335 S. Roberts Road  
Palos Hills, IL 60465

Proposals must be submitted in a sealed envelope plainly marked “Proposal for Scavenger Services” with the Company’s name and address on the envelope.

Proposals must be received no later than 4:00 pm on November 1, 2011.

**Contact Person**

Please direct any questions to Mary Jo Vincent, CRRD Commissioner

Phone: (708) 430-4500

Email: [mjvincent@paloshillsweb.org](mailto:mjvincent@paloshillsweb.org)

**Certification:**

The submission of a proposal shall constitute certification that the contractor is not barred from submitting the proposal or executing the Agreement as a result of a violation of either Section 33E-3 or 33E-4 or Article 33E of the Criminal Code of 1961.

**Details:**

**City of Palos  
Hills-Tonnage  
History**

<b>2010</b>	<b>Refuse</b>	<b>Recycling</b>	<b>Yard Waste</b>	<b>2011</b>	<b>Refuse</b>	<b>Recycling</b>	<b>Yard Waste</b>
Jan-10	292.7	67.5	-	Jan-11	307.0	69.0	-
Feb-10	262.6	58.3	-	Feb-11	253.0	63.3	-
Mar-10	374.1	75.9	-	Mar-11	333.3	74.1	-
Apr-10	324.1	64.1	150.2	Apr-11	310.1	69.5	98.4
May-10	321.7	66.8	248.1	May-11	363.0	76.2	268.2
Jun-10	463.4	100.8	286.0	Jun-11	400.2	88.6	260.6
Jul-10	330.9	68.4	114.9	Jul-11	317.6	67.5	104.6
Aug-10	369.0	77.8	180.7	Aug-11	394.6	78.3	218.4
Sep-10	359.0	77.2	132.2	Sep-11	-	-	-
Oct-10	300.8	63.9	141.9	Oct-11	-	-	-
Nov-10	343.3	78.3	203.0	Nov-11	-	-	-
Dec-10	336.5	85.8	-	Dec-11	-	-	-
	<u>4,078.0</u>	<u>885.0</u>	<u>1,457.0</u>		<u>2,678.7</u>	<u>586.5</u>	<u>950.2</u>

**Recycling Revenue:**

2009 = \$1,704.81

2010 = \$22,832.77

2011 = \$ 38,468.91