

CITY OF ANTIGO
REQUEST FOR PROPOSAL

CITY OF ANTIGO
INVITATION TO BID
for

“2023 Spring Curbside Clean-up - Landfill Hauling/Tipping Fees”

The City of Antigo is accepting bids for the handling, compaction and delivery of materials to an approved landfill facility as hauled to the bidder’s landing site by City crews in conjunction with our spring curbside clean-up effort as follows:

- **Price per Ton (Loose or Compacted) for all Tipping Fees/Related Services**

Specifications are available on the City’s website (www.antigo-city.org) or at the Public Works Office, 700 Edison Street, Antigo, WI, 54409 by appointment (please call 715-623-3633 Ext. 154). Sealed bids will be accepted by mail until 10:00 a.m., on Wednesday, March 15, 2023, and shall be submitted in a sealed envelope marked “City Hall Spring Clean-up Tipping Fees” to the Clerk-Treasurer’s Office at the above address (drop-off by appointment only). Bids will be opened and read aloud subsequent to the bid deadline.

The City of Antigo reserves the right to reject any or all bids, waive bid irregularities and to accept the bid deemed most advantageous to the City.

LANDFILL TIPPING FEES ASSOCIATED WITH THE 2022 CURBSIDE CLEAN-UP EFFORTS

I. SUMMARY

The City of Antigo (hereafter referred to as the City), a governmental entity, is requesting proposals from those entities serving as licensed waste haulers or general contractors to provide a material drop-off site, hauling and landfill tipping fees associated with the City's effort to provide residents with a Curbside Clean-up Program in May of 2023.

Notwithstanding any other provisions of the Request for Proposals (RFP), the City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers.

It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the proposer. Any proposal received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the proposal allowing the City to protect such information as warranted.

II. OBJECTIVE

The City intends to select a successful bidder to provide a dump-site/landing zone for materials collected by City crews during an anticipated 2-week period starting on May 1st and continuing until all material placed by residents is collected (anticipated ending date projected as May 11th) as part of a City-wide curbside clean-up effort. City crews will utilize a combination of tandem axle dump trucks and a trash compacting garbage truck to deliver collected materials to the selected landing site.

III. SCOPE OF SERVICES

The bidder shall provide a proposal that includes the cost of any on-site handling of the materials (once delivered to the landing site by City crews) including any bidder preferred compaction/transportation to an approved landfill location. Any on-site compaction of loose material as delivered to the landing site by the City is the financial responsibility of the bidder (as deemed necessary by the bidder).

The vendor's proposal shall be good for a period of at least 75 days from the date of the bid opening allowing for the project start-up up and to continue through the completion of the 2023 curbside pick-up program.

IV. SPECIFICATIONS / PROJECT CONTENT

The City is soliciting proposals from those entities serving as licensed waste haulers or as general contractors to provide a material drop-off site (to be located within a 5-mile radius of City Hall – 700 Edison Street), hauling and landfill tipping fees associated with the City's effort to provide residents with a Curbside Clean-up Program in May of 2023.

- A. The bidder shall evaluate the public information flyer (as attached) to understand the general make-up of the items to be collected curb-side by the City of Antigo for delivery to the bidder's drop-off site by our staff. Additionally, the flyer indicates unacceptable items that will not be hauled to the drop-off site including other general program guidelines.
- B. The bidder is to designate a drop-off site on their own property capable of accepting delivered loads (10 yard dump trucks & municipal trash compactor unit) from the City of Antigo over the course of the projected 2-week curbside pick-up program.
- C. The successful bidder shall coordinate with the City of Antigo to assure that any gates, ticket houses and the drop-off site is available to our crews during the City's working hours (see Section H (a)(i)).
- D. The respondent is required to submit a complete bid package; it is not the intention of the City to award portions of the proposal to multiple vendors.
- E. The bidder will provide their price for tipping fees per ton of City-hauled material (which includes providing a drop-off site, loading/compacting of materials onto the bidders own trucks and hauling to a licensed landfill facility). Respondents must utilize the bid-sheet form provided in this RFP to assure uniform comparison of proposals.
- F. The City does not guarantee the amount of tonnage anticipated to be hauled to the bidder's site in order to meet the scope of the project or to maintain project budget limits.
- G. The vendor is responsible for the preparation and on-time submittal of the proposal documents for a review/recommendation of the results to the March Public Works and April Council meetings by appropriate City staff. **Proposals must be delivered to the City Clerk's Office no later than 10:00 a.m. on Wednesday, March 15th, 2023** at which time they will be opened and read.

- H. General Notes:
- a. The City anticipates working 4 -10 hour days each week
 - i. Monday thru Thursday from 6:00 a.m. to 4:00 p.m.
 - b. The bidder's price per ton for tipping fees and related services will be per ton of material delivered by the City (loose or compacted).
 - c. Estimated tonnage to range from 100 to 200 tons (78 tons in 2022)
 - i. Anticipate 35 to 40 truckloads per day
 - d. If needed, a 3rd week (May 15th - 18th) will be added
 - e. Bidder to provide scale tender or automatic scaling
 - f. The City will not haul materials on significant rain days/lightning
 - g. Landing site to be within 5-mile radius of City Hall (700 Edison Street)
- I. The bidder will be paid within 30 days of receipt of invoice by the City of Antigo based upon the actual tonnage of material delivered by City crews as supported by individual weight tickets supplied by the bidder.

V. **PROCESS FOR SUBMITTING PROPOSALS**

A. **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

B. **Packaging of Proposal**

The proposal must be enclosed in a sealed envelope or box, plainly marked as **"Proposal for Tipping Fees for 2023 Curbside Pick-up"**

C. **Number of Proposal Copies**

Please submit one (1) original and one (1) copy of proposal to the attention of Kaye Matucheski, Clerk-Treasurer/Finance Director

D. **Content of Proposal**

The proposal **may contain a cover letter** and introduction.

The contact name must be the person or persons authorized to represent the Vendor regarding all matters related to the proposal. The bid form page must be signed by the individual authorized to represent the Vendor.

E. Submission of Proposal (Inquiries)

Please submit proposals to:
The City of Antigo
700 Edison Street
Antigo, WI 54409

Please submit inquiries to:
Kirk Packard
Street Commissioner
kpackard@antigo-city.org

All proposals must be delivered by mail to the Clerk-Treasurer/Finance Director's office **no later than 10:00 a.m. Central Standard Time on Wednesday, March 15th, 2023** (in-person drop-off also acceptable). Proposals received after the above date and time may not be considered. Faxed proposals will not be accepted. Proposals will be opened at the office of the Public Works at immediately following the stated submittal deadline. Proposals will be **considered at the City's Public Works Committee on Wednesday, March 22nd @ 5:30 p.m. and by Council at their Wednesday, April 12th meeting at 6:00 p.m.**

F. Non-Collusion Statement

The bidder shall acknowledge the Non-Collusion statements by initialing the appropriate items on the bid form:

VII. MINIMUM QUALIFICATIONS

- Experience of the vendor with the City of Antigo
- Financial stability and ability of the vendor to provide services
- Ability to meet the conditions of a General Minor Contract with the City

VIII. EVALUATION OF CRITERIA

The factors to be used by The City in evaluating the proposals will include, but are not limited to, the following listed in no particular order:

- Knowledge of proposed services to assure a smooth level of service
- References and any experience the City may have with the bidder
- City's knowledge about past services supplied by the bidder
- Proposed cost of tipping fees per ton of material brought to bidders site

IX. VENDOR CERTIFICATION

Upon selection of a Bidder that Vendor will be required to submit to the City a federal W-9 Form (request for taxpayer information). Firms already established with the City as a Vendor may have this requirement waived.

X. PROPOSAL FORM

We have read the City's Request for Proposals (RFP) to provide tipping fees and related services and we certify that we have adequate personnel, equipment and facilities to provide the required services. We understand that our ability to meet the criteria and provide the required services shall be judged by the City.

In addition, we certify that:
(PLEASE INITIAL EACH ITEM)

_____ *Our proposal is not made in the interest or on behalf of any person not named therein;*

_____ *We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;*

_____ *We have not in any manner sought by collusion to secure an advantage over any other Vendor;*

_____ *We have thoroughly examined the RFP requirements, and our proposed prices cover all the services that we have indicated we can provide; and*

_____ *We acknowledge and accept all the terms and conditions included in the RFP*

Price (Loose or Compacted) for all Tipping Fees/Related Services \$ _____ /ton

Name of Company _____
Bidder's Name _____ Mobile # _____
E-Mail Address _____ Phone # _____
Mailing Address _____

Name of Licensed Landfill Disposal Site _____
Contact Name _____ Mobile # _____
E-Mail Address _____ Phone # _____
Mailing Address _____

Bidder Signature _____ Date _____

2023 SPRING CURBSIDE CLEANUP of LARGE HOUSEHOLD & YARD ITEMS

Clean up your home, garage and yard during the 2023 city-wide curbside cleanup effort. This is a great opportunity to dispose of bulky/unwanted items not collected by your trash hauler. **Please, do not place small items out to the curb that can go into your weekly trash receptacle.** Please consider the donation of your gently used items to a charitable organization to help prevent the unnecessary filling of landfill space.

REQUIREMENTS:

- **Program is limited to residential homes and apartments of 4 units or less-**No retail/commercial/industrial sites are included
- **Place your items on the boulevard (along curbside) no more than 48 hours in advance or no later than 7:00 a.m. on the 1st day listed for pick-up (based on your map location).** Workers will not return to your area due to your failure to meet criteria.
- **Items should be loose; items in plastic bags will not be collected.**
- **Residents limited to 6 medium totes/boxes.**
- **Please break down large items to help assure less strain on yourself & workers.**
- **Appliances must be empty and doors removed.** (example-refrigerator, freezer)
- **Attempt to sort your pile into scrap steel, appliances, furniture.**
- **Items on the “NOT Accepted” list will be left on-site; disposal will remain the owner’s responsibility.**

TYPICAL ITEMS ACCEPTED:

- **APPLIANCES (No Computers, TV’s, Stereos or Electronics):**
 - (Stoves, Washers, Dryers & Microwaves – No fee/cost to the resident)
 - Fridges/Freezers, A/C Units/Dehumidifiers, TVs/Computer Monitors (\$25) –Stickers must be purchased at City Hall, Clerk-Treasurer/Finance Director offices.
- **FURNITURE/HOUSEHOLD:**
 - (Tables, Chairs, Couches, Mattresses, Box Springs, Carpeting, Windows & Doors)
- **OUTDOOR ITEMS:**
 - (Grills, Swing sets, patio furniture, basketball hoops, bicycles, outdoor toys & pools)
- **TOOLS/MECHANICAL EQUIPMENT (Requires any fuel/oil to be fully drained):**
 - (Mowers, Snow Blowers, Water Heaters & Furnaces)

ITEMS NOT ACCEPTED:

BUILDING MATL’S

Construction Waste
Drywall/Tar Paper
Smoke/CO Detectors
Bricks/Blocks/Rocks
Cement/Asphalt
Treated Wood
Broken Glass

HAZARDOUS ITEMS

Waste-Oil/Fluids
Barrel/Drums of any Kind
Pesticides/Asbestos
Light Bulbs of any Kind
Paints/Solvents/Cleaners
Propane/Gas Tanks
Batteries/Thermometers

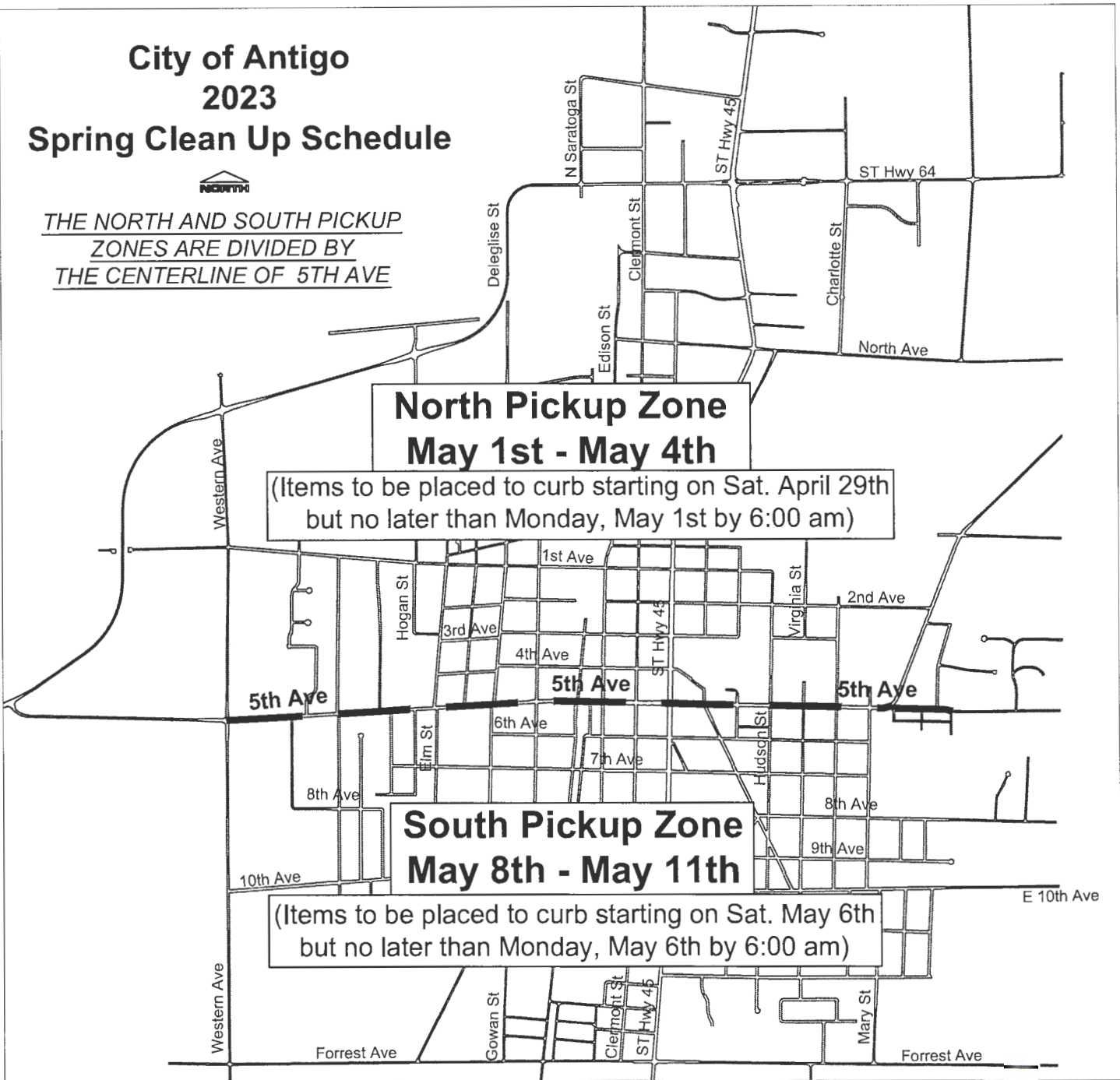
GENERAL ITEMS

Brush/Debris/Compost
Animal Waste
Garbage/Recyclables
Boats/Campers/Trailers
Water Softeners
Tires of any Kind

City of Antigo 2023 Spring Clean Up Schedule



THE NORTH AND SOUTH PICKUP
ZONES ARE DIVIDED BY
THE CENTERLINE OF 5TH AVE



NOTES and ALTERNATE RESOURCES for RESTRICTED ITEMS

- City Licensed Waste Haulers: GFL Environmental, B&B Containers, Advanced Disposal, Harter's, Irish Trash & All American Dumpster
- Cousineau's for Metal Recycling Items (Any scrap value prices to be determined by the items)
- Used Tires Recycling (Disposal fees paid by the resident)
 - Pomp's, Southside Tire, Fleet Farm & WalMart + other potential service stations

QUESTIONS: 715.623.3633