



**Request for Proposal – Issued 9/5/2018**  
**ORGANICS COLLECTION**  
**Village of Shorewood**

**Proposal Requested**

The Village of Shorewood is requesting proposals from qualified vendors for curbside organic collection. The organics program will collect kitchen scraps and yard waste from Village provided carts from Shorewood residents occupying 1, 2 and 3-family dwellings who opt into the program by filling out an application. The desired service agreement is for a 3-year term (2019-2021) with an option for renewal.

**Project Background**

In 2017, the Shorewood Village Board approved the implementation of a curbside organics collection pilot program. The program, currently operated by Compost Crusader, services 100 Shorewood households on a weekly basis from April through November; biweekly collection is provided in December through March. Collection under the pilot program is from Village-owned 35-gallon locking lid carts. During the pilot program, the Village Board approved a \$2.25 per month subsidy to encourage residents to sign up for the program. This subsidy lowers the current monthly subscriber rate from \$15 per month to \$12.75 per month. The Village Board will determine whether or not to extend this subsidy for the permanent program when the service agreement for these services is considered. Village staff assists the contractor with managing the customer list and waiting list. Providing consistent reports with collection data will be required as the Conservation Committee and Village staff will use this collection data to assist with future recommendations. Lastly, the Village would like to explore the potential of making some finished compost accessible to its subscribers.

**Project Description**

Village residents are able to apply to be a part of this optional curbside organics collection program by filling out an application available online or at Village Hall/Public Works. There are currently 100 subscribers receiving the service through the pilot program with over 30 residents currently on the waiting list. The Village of Shorewood will purchase a bulk amount of just over 100 carts at a time when at least 50 people are on the waiting list. The contractor will add those 50 or more subscribers onto the next quarter's route for collection. The remaining carts will then be distributed and added to the route list when another 50 subscribers are on the waiting list. The Village will purchase and distribute a maximum of 200 additional carts each year if there is enough demand. The program will not occur if the number of subscribers ever depletes to less than 100.

**Estimated Timeline**

Action items in the estimated timeline are at the discretion of the project manager and are meant to provide a clear understanding of the proposal steps; the schedule is subject to change.

<b>Action Item</b>	<b>Date</b>
RFP Issued	September 5, 2018
Deadline to Schedule Pre-Meeting (if needed)	September 12, 2018
Deadline to Conduct Pre-Meeting (if needed)	September 19, 2018
Proposals Due	September 26, 2018
Interviews and Review of Proposals (if needed)	October 1-5, 2018
Make Recommendation on Contractor	October 5, 2018
Finalize Service Agreement with Contractor	October 10, 2018
Village Board Considers Service Agreement	October 15, 2018

## **Project Scope**

### *Task 1 Perform organics route collection*

- A.) Perform weekly curbside organics (kitchen scraps, yard waste, and other items that are compostable) collection from April to November and biweekly from December to March. Thursday is the preferred collection day; however the Village will entertain other proposed days.
- B.) Organics will be collected from Village-provided 35-gallon carts.
- C.) Residents will be instructed to place carts at the curb by 7:00 a.m. on the collection day.
- D.) Village will purchase and distribute the carts. Village will also collect cart and provide to new subscriber when current subscriber ends service. Village should provide cart numbers to contractor to document in their records (optional service below inquires about having contractor purchase and distribute carts).
- E.) Inform Village of finalized annual schedule by November 30 of the previous year and inform subscribers of any adjustments needed to be made to the schedule (i.e. holidays).
- F.) Drop off welcome kits (schedule, waste bags, list of items that can be composted, promotional materials, etc.) at the DPW facility for all new subscribers.
- G.) Contractor may allow the sharing of a cart between residences as long as there is one residence responsible for paying the billing statements.
- H.) Put together a quarterly report that identifies the amount of tons being collected as well as any other significant metrics related to the organics collection program. A sample of a report is included as "Attachment A."

### *Task 2 Perform Billing Services and Customer Service for Subscribers*

- A.) Perform quarterly billing.
- B.) Update billing information directly from subscribers
- C.) Village staff must be informed in advance of subscribers who contractor will remove from collection route (i.e. missed payments).
- D.) Provide excellent customer service. Vendor is required to respond to requests related to missed pickups with 48 hours. A staffed telephone line shall be provided for direct customer contact and support.
- E.) Contractor maintains waiting list. Contractor shall receive applications and input application information into a shared document (i.e. Google Docs). Village DPW staff must have the ability to view the shared document. A copy of the current application is attached.

## **OPTIONAL SERVICES**

### *Task 3 Make Compost Materials Available for Subscribers*

- A.) Make compostable materials available for subscribers by either:
  - 1. Drop off finished compost to subscribers' property while on the collection route. Subscriber must register for the compost prior to drop off.
  - 2. Hosting a minimum of 2 events per year that offers subscribers a chance to pick-up compost. Subscriber must register for the compost prior to pick-up.
  - 3. Feel free to list any other methods to make finished compost available for subscribers.

### *Task 4 Purchase and distribute curbside organics collection carts*

- A.) Contractor purchases bulk collection of carts of approximately 100.
- B.) Contractor distributes carts to subscribers based on instructions included in the project description.
- C.) Contractor assigns numbers to carts and documents.
- D.) Contractor collects and reassigns cart when a current subscriber ends service.
- E.) Contractor must purchase carts that match the 100+ Village owned 35-gallon locking lid carts (see Attachment C).

## Proposal Content

The proposal should not exceed ten (10) single-sided pages and should address the following:

### A.) Transmittal Information.

1. Contractor's name, address, telephone number and contact person.
2. Contractor's confirmation of understanding of the program and commitment to provide the appropriate personnel and equipment to perform the scope of services as defined in this document.

### B.) Approach.

1. Provide a description of the anticipated services. This includes the optional services for making compost materials accessible to subscribers.
2. Outline your proposed staffing levels and activities.
3. Provide estimated hours for all tasks.
4. Attach a proposed collection schedule for 2019 that meets the parameters outlined in the scope of services.

### C.) Contractor Experience.

1. Professional registrations or certifications of managers and drivers.
2. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope.

### D.) Cost.

1. The Village is proposing to lock a monthly rate pending the number of subscribers as of January 1 of every year. Please include a table such as the one illustrated below to illustrate proposed rates for 2019, 2020, and 2021. Please fill out Attachment B – Cost Sheet.
2. In addition, please indicate the costs associated with making finished compost available for subscribers and if the contractor took on the responsibility to purchase and distribute the carts to subscribers. This can be completed as a part of Attachment B in the cost sheet. To reiterate, these are optional services the Village will determine to pursue pending cost and price estimates.

### E.) Contract

1. Please attach a copy of your standard contract for these types of services in the proposal.

### F.) Insurance

1. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

### G.) Examples of Similar Work

1. Please provide up to three different examples of similar programs you've performed for other municipalities. The work should demonstrate a high quality service.

### H.) References

1. Please provide a minimum of three references of current or previous clients you have worked with in the past.
2. It is highly recommended to include at least one municipality as a reference.

## **Terms and Conditions**

### *Village Costs*

The Village will pay for and own all carts associated with the organics collection program (unless the Village opts for the optional service of having the contractor pay for and own the carts). There are no other anticipated costs for the Village to implement the permanent organics collection program.

### *Payment Terms*

The selected contractor will perform all billing services. This includes submitting a quarterly invoice to subscribers for the services to be carried out in the approaching quarter, collecting payments from subscribers, and reaching out to subscribers who have not submitted payment by the due date.

### *Insurance*

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

### *Nondiscrimination*

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

### *Assignment or Subcontract*

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

### *Independent Contractor Status*

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

### *Amendments to Contract*

This contract may be modified only by written amendment to the contract, signed by both parties.

### *Waiver*

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

### *Indemnification and Defense of Suits*

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

### *Contract Period and Termination of Contract*

The contract period will be for 3 years, pending finalization of the service agreement. Either party may terminate the service agreement without cause upon 90 days written notice to the other party or on shorter notice by mutual agreement.

### *Professional Services Contract*

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

### **Selection Criteria**

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the consultant and team on similar projects.
2. Quality and content of the written proposal.
3. Experience and technical competence of the consultant assigned to the program.
4. Familiarity of the consultant with the types of issues typically encountered on programs such as this and the recommended alternatives to address such issues.
5. General understanding of and agreement with the consultant's approach to the project, including the Village's confidence in the consultant's ability to satisfactorily perform the work.
6. Ability to perform the program within the necessary parameters.
7. Cost and price for subscribers.

### **Instructions to Firms**

#### *Submittal Instructions*

1. Please provide (1) digital copy of the proposal via email only to:  
Project Manager: Tyler Burkart, Assistant Village Manager, Village of Shorewood  
Email: [tburkart@villageofshorewood.org](mailto:tburkart@villageofshorewood.org)  
Identify proposal name into subject line of the email: Organics Collection Program  
Deadline: 4:00 p.m. CST, Wednesday, September 26, 2018

2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

#### *Amendments*

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

#### *Contract Administration*

The staff member is the primary contact for contract administration of this proposal:

Tyler Burkart, Assistant Village Manager  
[tburkart@villageofshorewood.org](mailto:tburkart@villageofshorewood.org)  
414-847-2705

In the absence of the primary contract, the secondary contract for contraction administration is:

Leeann Butschlick, Director of Public Works  
[lbutschlick@villageofshorewood.org](mailto:lbutschlick@villageofshorewood.org)  
414-847-2653



**Request for Proposal – Issued 9/5/2018  
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Attachment A – Sample Report**

**Date (Quarter, Year):** \_\_\_\_\_

**Current number of households receiving service:** \_\_\_\_\_ **households**

**Current number of households on the waiting list:** \_\_\_\_\_ **households**

**Total amount of materials collected:** \_\_\_\_\_ **pounds**

**Level of contamination (non-compostable materials):** \_\_\_\_\_ **%**

**Number of calls reporting household was missed on the route:** \_\_\_\_\_ **calls**



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**Attachment B – Cost Sheet**

**Costs for Standard Curbside Collection Service per Subscriber** – Please include annual rate per subscriber.

# of Subscribers	2019	2020	2021
100 – 200			
201 – 300			
301 – 400			
401 – 500			
501 – 600			
601 – 700			

**Alternative Option #1.** Costs to make compost materials accessible.

- A. Compost Drop-off
  
- B. Host minimum of 2 public events for subscribers
  
- C. Alternative Concept(s)

**Alternative Option #2.** Costs to purchase and distribute carts to subscribers.

- A. How would you alter cost for subscriber if you purchased carts for the program?
  
- B. Replacement cost for subscriber to replace a broken or missing cart.
  
- C. Offer to purchase 110 organic collection carts currently owned by the Village.



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**Attachment C – Specifications of Current 35-Gallon Organics Collection Cart w/ Locking Lid**

- 35 gallon / 132 Liter with a rodent rim
- Metal Catch Bar for tipping purposes
- 8”Dia. Wheels with 1.4” spacers
- Cocoa Brown in color w/ UV protection
- Manual Locking Lid w/ vents
- Shorewood Logo Included
- Brand Plate Stamp on Lid (Organics Only)
- Current vendor supplying carts – Rehrig Pacific





**Village of Shorewood  
Organics Collection Pilot Program Registration Form**

The Village of Shorewood is recruiting 100 households (in 1-, 2-, and 3-family dwellings) to participate in an exciting new organics collection pilot program. The pilot program features curbside cart collection for combined yard waste and kitchen scraps. Participants will be furnished 32-gallon rolling carts with locking lids at no charge. The monthly subscription fee is \$12.75, and will be automatically billed in quarterly installments by the collection vendor. Neighboring households are encouraged to share, but note that only one household will be billed. Enrollment will proceed on a first come, first-served basis, until 100 participants are registered. Questions and completed forms can be directed to Assistant Village Manager Tyler Burkart. Either email the completed form to [tburkart@villageofshorewood.org](mailto:tburkart@villageofshorewood.org) or mail to Village Hall at 3930 N. Murray Avenue.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I agree to and understand the following:**

- I agree to a quarterly pre-paid automatic billing of \$38.25 per quarter (which equates to \$12.75 per month) associated with participating in the Organics Collection Pilot Program.
- I understand this is a one year pilot program from June 1, 2017 through May 31, 2018. Collection from April through November will be weekly while collection December through March will be biweekly. The specific weekday for collection will be determined once all participants are registered.
- I understand and agree the 32-gallon cart is property owned by the Village of Shorewood. I understand the cart will be returned to the Village when the program concludes, and I will be invoiced for the full cost of the cart if it is not returned or damaged.

**Do you plan on sharing a cart with another property?**                      Yes                      No

**Billing Information** – Must provide Credit Card or Bank Account Information for Billing

**Credit Card**    Name on Card: \_\_\_\_\_    Exp. Date: \_\_\_ / \_\_\_ / \_\_\_  
Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    CSC: \_\_\_\_\_

**Bank Account**    Account #: \_\_\_\_\_  
Routing #: \_\_\_\_\_