

**INVITATION TO BID
SOLID WASTE AND RECYCLING SERVICES
VILLAGE OF ALMONT**

June 03, 2021

The Village of Almont, Lapeer County, MI is soliciting bids to provide for the collection and disposal of residential and commercial solid waste and recycling services throughout the Village. Bids are being solicited only from responsible and established bidders known to be experienced and regularly engaged in the work of solid waste collection and recycling services. Bidders will be required to provide satisfactory evidence that they possess the necessary capital, equipment, personnel, and experience to do the work.

Questions may be referred to Ian Kempf, Village Manager, 817 N. Main St., Almont Village, MI 48003; 810-798-8528.

Bid forms and specifications are on file for the inspection of bidders at the Village Offices, 817 N. Main St., Almont Village, Michigan and copies may be obtained by qualified bidders. Sealed bids must be submitted on the bid forms furnished by the Village.

The Village of Almont will receive sealed bids at the Village Clerk/Treasurer's Office, 817 N. Main St., Almont Village, Michigan 48003 for the proper disposal of solid waste and recycling items as supplied by the citizens of the Village on July 15, 2021. Bids will be publicly opened and read at 4:00 P.M. at the Almont Village Offices, 817 N. Main St., Almont Village, Michigan. **Bids shall be submitted in sealed envelopes and plainly marked "SOLID WASTE AND RECYCLING BID – VILLAGE OF ALMONT VILLAGE."**

CALENDAR OF DATES:

-Bids sent out	Thursday, June 03, 2021
-Mandatory Meeting	Thursday, July 01, 2021
-Bids Due to Clerk	Thursday, July 15, 2021
-Projected Council Approval	Tuesday, August 17, 2021
-Start of Contract	Wednesday, September 01, 2021

The Village Council reserves the right to reject any and all bids and to accept any bid which, in their opinion, is most advantageous to the Village.

Ian Kempf
Village Manager

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VILLAGE OF ALMONT VILLAGE

SOLID WASTE AND RECYCLING SERVICES PROGRAM SPECIFICATIONS

PART I – GENERAL REQUIREMENTS

I-A.1 QUALIFICATION REQUIREMENTS

Bids are solicited only from responsible solid waste disposal and recycling companies known to be experienced and regularly engaged in work of similar character and scope to that covered in this Request for Bids (RFB). Satisfactory evidence that the bidder has the necessary capital, equipment, personnel, and experience to do the work is required. Bidders should provide detailed information about other municipalities for whom they provide similar services. The Village reserves the right to independently investigate the bidder's qualifications and to take into consideration the results of such investigation. The bidder should become familiar with the Village's needs and should point out any cost savings that may be available.

I-A.2 BID FORM

Sealed bids must be submitted on the bid forms furnished herein by the Village. All bid amounts must be written and shown in figures in ink or typewritten together with all other data as required and shall be legally signed with the complete address of the bidder given thereon. Bidders not responding to all information requested in this RFB may have their bids rejected. Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the specifications reflected in the RFB, and that the bidder agrees to abide by all of the stipulations and requirements contained in the RFB. Proprietary or sensitive material may be submitted in a separately sealed envelope marked "Confidential and Proprietary".

I-A.3 PRE-BID CONFERENCE

All prospective bidders are invited to a mandatory pre-bid conference on July 01, 2021, at 10:00 a.m. at the Almont Village Hall, 817 N. Main St., Almont Village Michigan. At this time, bidders will be allowed to ask any questions that may be necessary.

I-A.4 RESPONSE DATE

- a. To be considered, sealed bids must be received at the Village Clerk's Office, 817 N. Main St., Almont Village, Michigan 48003, on or before July 15, 2021. The Village Clerk's Office is open Monday through Thursday, between 7:00 a.m. and 5:00 p.m., excluding holidays. Bidders mailing bids should allow normal delivery time to assure timely receipt of their bids. Sealed envelopes containing bids must be clearly marked on the outside with the bidder's name and "**SOLID WASTE BID AND RECYCLING BID**" - **VILLAGE OF ALMONT.**"

- b. All information submitted in the bid, including but not limited to prices, must remain valid and in effect for at least ninety (90) days past the submission deadline.

I-A.5 OPENING OF BIDS

All bids received will be publicly opened and read in the time and place specified in the cover letter. All bidders are invited to be present.

I-A.6 REJECTION OF BIDS

The Village reserves the right to reject any or all bids, in part or in their entirety, or to waive any informality or defect in any bid, or to accept any bid which, in its opinion is deemed most advantageous to the Village.

I-A.7 EXPLANATIONS

Questions, clarifications and explanations desired by a prospective bidder shall be addressed at the Pre-Bid Conference, so that all vendors can hear the same explanation and if necessary, a reply may be made in the form of an Addendum, a copy of which will be forwarded to each bidder in attendance. Any request for explanation should be submitted in writing and addressed to: Village Manager, 817 N. Main St., Almont Village, MI 48003, or emailed to the Village Manager at Villagemanager@AlmontVillage.org.

I-A.8 ALTERNATES OR ADDENDUMS

Bidders may provide alternate means of providing the services called for in this RFB at their discretion. This alternative in no way relieves the bidder from providing the responses called for in this RFB. The Village is under no obligation to consider any such alternates that may be provided.

I-A.9 INCURRING COSTS

The Village is not liable for any costs incurred by bidders prior to the signing of a written contract with the Village.

I-A.10 MATERIAL SUBMITTED

All materials submitted as part of a bid will become the property of the Village. The Village reserves the right to use any or all ideas presented.

I-A.11 CONTRACT EXECUTION

The bidder to whom the Contract is awarded shall, within three weeks after the notice of award, enter into a written contract with the Village and furnish bonds as hereinafter specified. The bidder's failure to execute a contract within this time period will result in forfeiture of their bid bond to the Village. The Village shall have the option to select from another bidder or to solicit new bids.

I-A.12 BIDDER RESPONSIBILITY

Each bidder shall have the responsibility to fully acquaint himself with this RFB and any or all of the other requirements as set forth in this document.

I-A.13 LENGTH OF CONTRACT

The Village seeks to a contract for initial term commencing on or about September 1, 2021 and ending on or about August 31, 2026 with the possibility of two five-year extensions. The first such extension, if exercised, would be for a term of 5 years, through on or about August 31, 2031. The second such extension, if exercised would be for a term of 5 years through on or about August 31, 2036. The contract and any extension thereof shall be subject to annual approval and appropriation by the Village Council. In the absence of approval and appropriation, a contract issued pursuant to this RFB shall be void and of no effect.

PART II SOLID WASTE AND RECYLCING SERVICES PROGRAM
GUIDELINES

II-A1 DEFINITIONS:

For the purpose of the RFB, the following words and phrases shall have the meanings respectively ascribed to them:

- a. *Bulky Items*: Items such as carpet, water softeners, mattresses and box springs, furniture, and large appliances. Bulky items do not include construction and demolition debris, large automobile parts (including tires), bricks, concrete blocks, and large quantities of furnishings, and materials resulting from fire, basement flooding, or similar occurrences.
- b. *Village Manager*: The Manager of the Village of Almont.
- c. *Containers or Receptacles*: For the purpose of residential solid waste and yard waste, containers or receptacles shall mean bidder-supplied garbage and recycling containers with lids. Container to be agreed on between the Village and the Bidder, but in any event shall not be less than 65 gallons. Bidder shall advise the Village if customer owned containers may be used.
- d. *Curb-side / Road-side Collection*: The collection of solid waste which has been placed for pickup in appropriate solid waste containers at the side of a public or private road adjacent to the abutting private property.
- e. *Designated Collector*: A collector, operating in compliance with all licensing and other regulatory requirements who has been awarded a contract with the Village of Almont to collect solid waste, yard waste and/or recyclable materials.

- f. *Garbage*: Discarded refuse, including wastes resulting from the handling, preparation, cooking and consumption of food and the storage and sale of food items. Also, other unwanted household materials.
- g. *Premises*: Each place of residence, residential use, commercial use, or industrial use or other type of common use not listed here.
- h. *Recyclable Solid Waste*: Source-separated materials; site-separated materials; empty aerosol cans; newsprint and glossy inserts; magazines; corrugated cardboard; glass bottles, jars and containers; ferrous and nonferrous cans and bottles; polystyrenes (Styrofoam); brown paper bags; paperboard; business/letter papers; aluminum; and polyethylene terephthalate (PET) and high density polyethylene plastics (HDPE) as listed in Michigan Public Act 414 of 1988, MCL 299.481, *et seq.*, (Plastics number 1 through number 7) whether or not labeled in accordance with said Act.
- i. *Refuse*: For the purpose of this RFB refuse shall have the same meaning as solid waste and yard waste.
- j. *Solid Waste*: Garbage, rubbish, ashes, incinerator ash, incinerator residue, municipal and industrial waste, excluding construction and demolition debris. Solid waste does not include human body waste, liquid waste, materials that have been separated either at the source or a processing site for the purpose of reuse, recycling or composting, or any material that has been identified by State or Federal regulation to be unsuitable for disposal in a type II sanitary landfill.
- k. *Type II Sanitary Landfill*: As defined in Michigan Public Act 451 of 1994 (as amended).
- l. *Unit Price*: The monthly compensation for the solid waste, recycling and yard waste collection and disposal service provided to each dwelling unit. Recycling, solid and yard waste unit prices are based upon the number of residential stops.
- m. *Yard Waste*: Grass clippings, weeds, hedge clippings, garden waste, Christmas trees, and twigs and brush no longer than four (4) feet in length or heavier than fifty (50) pounds in weight and no more than one (1) inches in diameter.
- n. *Yard Waste Collection Season*: A period each year as scheduled by the Village Manager during which a yard waste collection service is provided in specified areas of the Village.

The above definitions are meant as guides for understanding and not binding explanations.

II-A2 PROJECT NARRATIVE

The Village of Almont (Village) is soliciting bids from qualified bidders for the provision of single-family residential trash and recyclable materials (i.e., refuse) collection services. The services specified in this Request for Bid (RFB) represent similar current practices. Participation in the Village-wide Preferred Vendor Waste and Recycling Services collection program will be optional in that residents may opt out of the service, and the bidder will not be compensated for these accounts. The one exception to this is any Homeowner Associations (HOA's) that currently offer their residents a minimum level of curbside recycling collection services. Those HOA's may receive an "exemption from participation" and their residents may be exempt from the Village collection fee. However, an HOA can elect to participate in the Almont Village Recycling & Trash Collection Services Preferred Vendor program. The Village intends to award a contract as a result of this RFB process. A start date for collection services is to be set by mutual agreement between the Village and the bidder, and is anticipated to be on or about August 17, 2021.

In keeping with our charge from the citizens, we need to be able to provide the services at issue in this RFB as efficiently as possible, and yet in full consideration of cost. The Village of Almont will be evaluating quality of service offered, experience, cost, and other intangibles.

Questions may be referred to, and copies of this bid may be obtained from Ian Kempf, Village Manager, 817 N. Main St., Almont Village, MI; 810-798-8528. Bids shall be sent to the Village of Almont, 817 N. Main St., Almont Village, MI 48003 in a sealed envelope marked, "Village of Almont Refuse Collection Bid" and shall be received by 4:00 p.m. on Thursday, July 15, 2021.

II-A3 VILLAGE GOALS AND OBJECTIVES

The Village intends to provide trash pick-up and curbside recycling for all single-family residences within the Village. The Village intends to make this a long-term service to the residents of the community, with the transition to this service transparent to the customer. In procuring the services described in this RFB, the Village seeks to provide high quality public services that are convenient for the residents. In addition, the Village seeks to provide services that help residents decrease the amount of solid waste sent to landfills and increase waste reduction and recycling practices and reduce the redundancy of truck traffic.

II-A4 RESERVATION OF RIGHTS

This request for bids is a solicitation and not an offer to contract. The Village reserves the right to reject any and all bids. The Village further reserves the right to issue clarifications and other directives concerning this request for bids; to require clarification or further information with respect to any bid, and to determine the final terms of any contract. Interviews will be required by the Village with selected bidders to clarify bidder bids and to allow for contract negotiations. Acceptance of any bid will be based upon factors

including, but not limited to: costs for service; completeness of bid; thoroughness of information provided; customer service standards; value added service; and prior successful bidder performance with waste collection systems similar to a scale described herein.

II-A5 BASIS OF BID

Bids submitted will be for the bidder to provide non-exclusive collection services for trash and recyclables within the Village limits. Bids must include, by paragraph numbers, basic information addressing the following:

a. Unit-Based Pricing

The bidder shall provide a bid indicating charges for weekly trash removal and removal of recyclables. The price structure shall be unit-based. The bid should include the cost for removal of both trash and recycled material.

b. Additional Services

The Bidder may provide a list of additional services that may be provided, together with a price list for such services. These services may include but are not limited to bulky item pick-up, participation in Village Clean-Up Day, green recycling and leaf pick-up/vacuuming.

c. Collection Bins

Bidder shall provide information to the Village about what types and sizes, if any, of bins will be provided to the customers, and how requests for changes in bin sizes will be accommodated.

d. Roadside Collection

The Village has many types of roads within its boundaries. The bidder is responsible to acquaint itself with the special needs and accommodations that will be required for collection. The bid shall include a statement of willingness by the bidder to collect on all roads in the Village and a description of special accommodations, if any, that will be made to accomplish this.

e. Hours and Days of Operation

All collections shall, except as expressly permitted by the Village, be limited to the hours between 8:00 a.m. and 5:00 p.m., Monday through Friday. Saturday and Sunday collections are not permitted unless expressly authorized by the Village Manager. Saturdays shall be used as “make up days” when a holiday falls in a 5-day work week. The Village will work with the selected bidder to divide the Village into collection areas, and assign a collection day to each area. The bid should include a proposed schedule that meets this framework and that accommodates changes due to inclement weather and holidays.

f. Holiday Schedule

Holidays shall be New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a weekday, then the Saturday immediately following the holiday shall be authorized as a catch-up collection day when necessary.

II-A6 TRUCKS AND EQUIPMENT

The bidder shall provide information about the size and types of trucks and automation that it proposes to use, as well as other equipment necessary for the job such as communication devices, GPS systems and others. The Village reserves the right to visit the facilities of all interested bidders and observe the equipment used and the operational methods. These site visits will be coordinated with the appropriate representative(s) from each of the interested bidders. Any contract entered into by the Village may contain provisions regarding equipment weight, leak proofing, and similar performance standards.

II-A7 USE OF SUBCONTRACTORS

Bidder shall indicate in the bid whether or not it intends to use subcontractors for any part of the service being provided, together with a list of all said subcontractors.

II-A8 PROMOTION AND EDUCATION

The bidder will work with the Village to provide service-oriented information to customers and for developing and executing public education to encourage waste reduction and diversion. Specifically, 30 days prior to the commencement of service the bidder shall provide an 8-1/2" x 11" two-color insert to be sent to each prospective customer, (approximately 1,000 inserts required). This insert will inform Village residents of the specifics of the Preferred Vendor Trash and Recycling Services program, including a collection schedule, a listing of what materials can go into the recyclable materials bin, instructions on the proper handling of the collection bins, instructions on what customers are to do with trash that does not fit into the collection bins, etc. The bidder shall provide another such insert six months into the contract, and each twelve months thereafter. At the same time, bidder shall provide a complete list of fees and services offered to each customer. The contents of the insert will be approved by the Village.

II-A9 PUBLIC INFORMATIONAL MEETINGS

Upon selection, but prior to implementation of the Preferred Vendor Trash and Recycling Services program, the selected Bidder will be required to participate with Village staff and Council in two or more public meetings which will describe the new service to Village residents/customers. The Bidder's representative must be familiar with the contract, the scope of services and community engagement.

II-A10 CUSTOMER SERVICE

The bidder shall be responsible for providing all customer service functions including informing customers of current services, handling customer requests, and resolving customer complaints. The bid shall include information addressing the bidder's bids for

methods and a time frame for communicating with the customers and responding to their questions and complaints. The bidder shall also include, with the bid, a copy of their customer service standards. The bidder is not responsible for billing issues.

II-A11 RECYCLING PROMOTION

- a. The Village seeks in the bidder's bid a comprehensive plan to further encourage and promote recycling.
- b. The bidder should address disposal options for hazardous materials and electronic devices and batteries, including options for recycling.

II-A12 QUALIFICATIONS OF BID

The Village requires the submission of the following certified supporting data regarding the qualifications of the bidder in order to determine whether it is qualified and responsible to meet contract requirements.

- a. Satisfactory evidence that the contractor possesses not less than five years of experience providing trash and/or recycling collection services.
- b. Evidence that the contractor is in good standing in the State of Michigan.
- c. The names and resumes of the principal officers, partners, and/or officials. The name(s) and resume(s) of the individual(s) who will be responsible for the Village contract.
- d. Such additional information as will satisfy the Village that the contractor is adequately prepared to fulfill all of the terms of the contract.
- e. Satisfactory evidence that the contractor has not been sued, arrested or charged with illegal activities relating to the collection of and contracting for recycling and trash collection services.
 - i. List all suits for the past 3 years.

GENERAL TERMS

The contract with the Village shall include, but not be limited to, general terms that are substantially as follows.

II-A13 MAINTENANCE OF RECORDS AND REPORTING COPIES TO THE VILLAGE

The bidder shall maintain in its local office full and complete operation and customer service records that shall at all reasonable times be open for inspection and copying for any reasonable purpose by the Village. Reports shall be submitted by the tenth day of each month to the Village documenting the following information:

- a. The customers to whom service was provided;
- b. A log of complaints and resolutions for trash and recycling collection services;
 - i. A log of missed collections and responses;
 - ii. A description of any vehicle accidents or infractions; and
 - iii. A listing of all accounts having a change of service during the month (i.e., 32-gallon service to 65-gallon service, etc.); and

- iv. Weights in tons of garbage and recyclable materials collected by commodity and where these items were transported to.

II-A14 COMPENSATION PAYMENT SCHEDULE

- a. The bidder shall bill the Village monthly on a per account basis for services provided.
- b. No less than 10 days prior to the start of the start of the Contract, the bidder shall coordinate with the Village's Finance Department to establish mutually acceptable billing forms. The Village will retain full auditing rights of bidder's accounting records as they pertain to the Village's contract.

II-A15 FAILURE TO PERFORM, REMEDIES, TERMINATION

The Village expects high levels of customer service and collection service provisions. Performance failures will be discouraged, to the extent possible, through penalties for certain infractions and through contract default for more serious lapses in service provisions.

II-A16 PENALTIES

Penalties may be levied if documented in an incident report presented by the Village to the bidder. Penalties will be deducted from the monthly payment made by the Village to the bidder. Disagreements will be subject to the review and resolution procedures provided in the contract.

Action or Omission Penalties

- a. Commencement of residential collection prior to 8:00 a.m. or continuance after 6:00 p.m. except as expressly permitted.
 - 1. \$100.00 per incident (each truck on each route is a separate incident).
- b. Failure to collect spilled materials.
 - 1. Twice the cost of cleanup to the Village plus \$100 each incident
- c. Leakage from bidder vehicles or vehicle contents.
 - 1. \$500 each vehicle, each inspection.
- d. Failure to collect any and all garbage, recyclable materials, and yard debris within one business day after notification.
 - 1. \$250.00 each incident.
- e. Collection from residential premises on other than the day specified excluding inclement weather or holiday schedule.
 - 1. \$50.00 per structure.
- f. Collection as garbage of source-separated recycling.
 - 1. \$1,000.00 per incident.
- g. Misrepresentation by bidder in records or reporting.
 - 1. \$1,500 per incident.
- h. Failure to make required reports on time.
 - 1. \$500.00 per incident.
- i. Failure to maintain clean and sanitary vehicles.
 - 1. \$250.00 per vehicle per occurrence.

The above table is not an exclusive list of the acts or omissions for which a penalty may be assessed. Also, the contract shall include provisions detailing those acts and omissions of the bidder which shall be considered violations or breaches of the contract. The contract will reserve to the Village the right to exercise any and all remedies it may have with respect to these and other violations and breaches. Any schedule of penalties shall not affect the Village's ability to terminate the contract for breach.

II-A17 BIDDER RESPONSIBILITY

- a. Each bidder shall have the responsibility to fully acquaint itself with all aspects of the conditions surrounding the contract, including the Village layout, street system, location of disposal sites, operation of the disposal sites, equipment storage requirements, quantity and quality of the refuse and other related factors. The bidder shall at all times comply with state, county and local laws and ordinances.
- b. Bidders shall be responsible for considering equipment costs, fuel costs, etc., throughout the term of the contract and the proposed extensions. Failure or omission of any bidder to properly estimate such costs or to examine any instrument, form, or other document, visit the site and acquaint themselves with the existing conditions, number of pickups, laws, rules, etc., shall in no way relieve them from any obligation with respect to their bid or to the contract.
- c. The bidder shall provide and install all of the required labor and materials, supplies, devices, vehicles, and tools needed to perform the required services.
- d. Each bidder shall visit the various sectors of the Village and shall be deemed completely informed relative to traffic congestion, type of housing, type of business, population density, collection procedures required, labor and all other conditions and factors, local and otherwise, which would affect execution and completion of the work and its cost. Such consideration shall include the arrangement and condition of existing structures and facilities, the availability and cost of labor, and facilities for transportation, handling and storage of materials and equipment. Normal development or redevelopment within the community must also be considered. All such shall be properly investigated and considered in the preparation of the bidder's bid. There will be no subsequent financial adjustment for lack of such prior information.
- e. A bidder may be required to submit a sworn statement of financial responsibility, technical qualifications, and a performance record before a contract is awarded.

II-A18 SCOPE OF PROJECT

- a. The bidder shall furnish all labor, common tools, state-approved vehicles and other equipment, materials, building and landfill use fees, and shall perform all the work described in these bid documents related to the collection or removal of solid waste, yard waste and recyclable solid waste in the Village of Almont. Bidder shall base the bid on 790 initial customers.
- b. The bidder shall comply with the Village ordinances, County, State and Federal laws, rules and regulations, including those pertaining to the collection, transportation and

disposal of refuse and the employing of personnel and operation of motor vehicles therein including, but not limited Part 115, Solid Waste Management of the Natural Resources and Environmental Protection Act (Act 451 of 1994); <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-451-1994-ii-3-115.pdf>

- c. The bidder shall provide proof of access to a sanitary landfill, compost site and material recovery facility for the life of this contract.

II-A19 COLLECTION ACTIVITIES

Placement of Solid waste, yard waste and recyclables shall be placed by the curb immediately adjacent to the street by the occupant of the premises served, except in the case where the premises abut upon a public alley or sufficient public driveway, in which event the solid waste, yard waste and recyclables shall be set adjacent to the alley or other public driveway in a place where it can be conveniently removed by the bidder. Items must be readily accessible for pick-up no later than 6:00 a.m. of the scheduled service day. The bidder shall not begin any collections under this program prior to 8:00 a.m. without the specific prior written approval of the Village.

- a. Curb-side Solid Waste Collection and Disposal:
 - i. The bidder shall base the bid on an initial 790 residential customers.
 - ii. The bidder shall provide hand collection, transportation and disposal of solid waste on a weekly schedule.
- b. Solid Waste Collection - Solid waste collection shall include the collection of solid waste as herein previously defined. No yard waste which is commingled with solid waste shall be collected within the solid waste collection. Residents will be responsible for the separation of recyclables and yard waste from solid waste collection.
 - i. Collection Restrictions – Unless otherwise specified in the contract, the bidder shall pick up solid waste only in Village approved containers with the Village refuse tag affixed.
 - ii. If containers are tipped over by the bidder, the bidder shall pick up and haul away the remaining contents. Any spillage from the container before the bidder handles it should be picked up. The bidder is to report immediately to the Village Manager, or his designee, all container spillage.
- c. Special Refuse Collection
 - i. The bidder shall collect and dispose of all special refuse from the residential locations within the Village on the same day as the regularly scheduled pickup, or not later than 6:00 p.m. the following day with specific permission of the Village. The items shall meet the definition of special refuse and shall be no heavier than two workers can place on the truck. Should the question arise whether or not an object is considered special refuse to be picked up under this agreement, the Village Manager, or a named designee, shall make the final determination.

- d. Bulky Items
 - i. The bidder shall collect and dispose of all bulky items from all residential locations within the Village on the same day as the regularly scheduled pickup, or not later than 6:00pm the following day with specific permission of the Village. The items shall be no heavier than that which two workers can place on the truck. Should the question arise whether or not an object is considered a bulky item to be picked up under this agreement, the Village Manager, or a named designee, shall make the final determination.
- e. Containerized Service:
 - i. The bidder agrees to provide containerized refuse removal to those commercial establishments within the corporate limits of the Village who request it. It shall be up to the bidder and the customer to reach mutually agreeable terms for the requested service. This contract in no way prohibits a commercial establishment from contracting for service with any company other than the bidder.
- f. The bidder shall provide to the Village solid waste and recycling service, at no additional cost:
 - i. Village Hall Complex/ Police Department Once a week
 - ii. DPW/ WWTP/Park (min 10-yard Dumpster Provided) Once a week
 - iii. Street Sweeping Dumpsters (min. 20-yard) to be changed out at request of DPW

II-A20 CURB-SIDE RESIDENTIAL RECYCLING:

The bidder will provide the Village recycling program to all residential premises consisting of weekly curb-side collection of recyclables, transportation and delivery to a materials recovery facility, and an education program as specified herein. The bidder will be required to deliver to the Village 5 additional recycling containers for no fee.

- a. The bidder shall base the bid on an initial 790 residential customers.
- b. The containers shall be approved by the Village of Almont (currently 18-gallon container).
- c. Residents provided a container at no charge who subsequently lose such container will be required to replace it at the customer's expense.
- d. Curb-side Collection of Recyclables previously been defined as recyclable solid waste; II-A1 Definitions h - Recyclable Solid Waste.
- e. Delivery of recyclables - The bidder shall be responsible to deliver all recyclable materials to a materials recovery facility (M.R.F.) determined by the bidder. The materials collected under this portion of the bid and resulting contract shall not be disposed of in a disposal area unless otherwise approved by both the Village and bidder. The bidder will be responsible for separation, processing and marketing of recyclable materials.
- f. Curb-side Yard Waste Collection:

The bidder shall provide curb-side pickup of yard waste and deliver them to a site designated by the bidder.

 - i. Collection - The yard waste program shall include weekly curb-side pickup of yard waste material weekly on a specific day of the week from the week of April 15th through the week in December 15th of each year. The Village Manager may at

his/her discretion, extend or begin at an earlier time this service as public demand and weather require.

- ii. Christmas trees - Christmas trees shall be picked up on a special yard waste schedule for three weeks following the Christmas holidays.
 - iii. Collection restrictions - The bidder shall pick up yard waste only in properly designated and approved containers with the exception of Christmas trees and branches. Please refer to section II-4, G, 2 regarding Christmas trees. Branches shall be tied in bundles no longer than (4) feet and (1) foot in diameter and not heavier than fifty (50) pounds in weight.
- g. Fall Leaf Collection
- The bidder shall provide a fall leaf collection proposal including collection and delivery to a site designated by the bidder and approved by the Village.
- i. Intent - The Village of Almont is requesting a bid to contract curbside leaf collection service each fall. The goal of the program is to maximize curbside leaf pickup. The program runs from approximately late October to early December each year according to an agreed upon schedule. The schedule may vary or have to be extended as often dictated by weather conditions in order to meet the number of pickups required for each area. The contractor shall stay on schedule, requiring weekend overtime if necessary. There shall be no additional charge to the Village if overtime is required to maintain the scheduled pickup. The leaf program shall continue, at the contractor's expense, if the published schedule is not adhered to.
 - j. Scope of Service - The selected contractor shall supply all personnel, labor and equipment needed to collect leaves at the curbside at all residential customers. The contractor shall use equipment or method of collection that is approved by the Village. Past experience requires a minimum of four (4) collections (units) at each residential site. Collection shall include Village offices and other Village-owned locations where the Village will assemble the leaves to the curbside or other hard surface area easily accessible by equipment. Contractor shall only deliver leaves to a licensed compost site.
- h. Miscellaneous Requirements
- b. The bidder shall replace all private containers that are damaged in handling by the bidder.
 - ii The bidder shall provide the residents of the Village a local or toll-free telephone number specifically dedicated to handling service concerns. All service requests shall be promptly and properly handled by the bidder.
 - iii. All containers will have the necessary information on them indicating yard waste, solid waste, etc. Each shall also be color-coded for each use and have the Village of Almont logo placed on them.
 - iv. Once collection days are set by the bidder and Village (currently Tuesdays), this shall become the official schedule and shall only be changed through mutual consent of both parties in writing.
 - v. The bidder shall be responsible for leaving areas to which it provides service in a clean condition and for the removal of any debris resulting from services provided under the contract prior to leaving area. Each truck must have a broom and shovel.

- vi. The contractor's employees must be courteous and respectful of resident's property and be neat and clean and dressed appropriately.
- vii. Collection crews will neither ask nor accept remunerations of any kind.
- viii. The Village reserves the right to utilize any or all bid options, or parts thereof, or reject all options.

II-A21 OVERSIGHT AND COMPLAINTS

The bidder shall be represented in person or at all times have an authorized representative supervising the work.

- a. Complaints of missed pickups or service problems shall be received by the Village and/or the bidder and shall be immediately resolved by the bidder.
- b. The Village shall contact the bidder with a list of reported complaints, missed pickups, or service problem.
- c. The bidder shall correct complaints the same day it is reported, or no later than 9:30 a.m. the following day.
- d. The bidder shall provide their work crew or supervisor with a cellular telephone and/or pager that Village personnel can use to contact them.
- e. The bidder shall immediately service all complaints. In the event of a difference of opinion as to the validity of the complaint, the ruling of the Village Manager, or his designee, shall be binding on all parties involved.

II-A22 BID RESCINDED

Any bid not rescinded prior to the time of opening shall be irrevocable and, if accepted by the Village Board of Trustees, shall be deemed a contract enforceable in any Court of competent jurisdiction.

II-A23 PACKAGING

Each bidder shall be aware of the following:

- a. Containers or Receptacles: For the purpose of residential solid waste collection, containers shall mean bidder-supplied garbage and recycling containers with lids. Container to be agreed on between the Village and the Bidder, but in any event shall not be less than 65 gallons. Bidder shall advise the Village if customer owned containers can be used.
- b. Yard waste shall only be placed in craft paper bags and/or containers, with the exception of brush securely bundled, not to exceed four feet in length, nor fifty (50) pounds in weight. No branch or tree limb should exceed four (4) inches in diameter.
- c.

II-A28 EDUCATIONAL PROGRAM

A continuing educational program shall be provided by the bidder to encourage residents to become involved in the proper use of solid waste, recycling and yard waste collection programs. The educational program shall be approved and monitored by the Village Manager or their designee. The program shall include, but not be limited to, the use of advertisements in local media, program flyers, press releases, and articles for the

Village's newsletter. All written material and advertisements must be approved by the Village Manager, or their designee, before any use in the Village. Any written material, pamphlet, brochures, etc., delivered to residential premises shall be made of recycled paper. The bidder shall provide an outline of the proposed program prior to the effective date of any resulting contract, which shall include presentations to schools and service clubs.

II-A30 PICK-UP SCHEDULE

The bidder shall provide once weekly curb pick-ups for solid waste, recyclable solid waste and yard waste (during the yard waste collection season) from all residences within the corporate limits of the Village. The pick-up day (currently Tuesdays) may be changed only with the prior approval of the Village and sufficient notification to those affected.

II-A31 HOLIDAYS

- a. During any week when a holiday (as determined by the Village) occurs, the refuse pick-ups scheduled for the day of the holiday and the remainder of that week, shall be made one day later in the week, for that week only. There shall be no pickups made on Sunday.
- b. The holidays which shall result in a rescheduling of the normally scheduled pick-ups, are the following: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.

II-A32 DAMAGE TO PROPERTY

The bidder accepts sole responsibility for any damage to any public or private property resulting from their performance of the work. The bidder shall protect, defend and hold harmless the Village from any damage, claim, liability or expenses whatsoever, arising out of or connected with the performance of the contract.

II-A33 INSURANCE AND BONDS

Bidder shall furnish at his own expense and keep in full force during the term of this contract the following insurance liability coverages, which shall also list the Village as an additional named insured:

- a. Insurance covering bodily injury and property damage in the minimum sum of \$5,000,000
- b. Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.

II-A34 WORKERS COMPENSATION COMPLIANCE

Bidder shall also comply with all requirements of the Michigan Worker's Compensation Law and shall at his own expense, maintain such insurance, including employer's liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him. The bidder shall provide the Village with a copy of the worker's compensation compliance.

II-A35 INSURANCE POLICIES

- a. Bidder shall add the Village to its existing policies as an additional insured party. Prior to the effective date of the Contract, a certificate issued by the insurance company shall be delivered to the Clerk stating that the Village is an insured party under the policy and provide that the policy shall not be terminated or the Village removed as an insured party without thirty (30) day written notice being mailed to the Village. In the event such coverage is not provided or lapses during the term of the Contract and this Addendum, then the Village may, at its option, terminate the Contract. A breach of this provision shall be a material breach of the Contract.
- b. The Clerk's title and address: "Clerk, Village of Almont, 817 N. Main St., Almont Village, Michigan, 48003."
- c. The bidder, to the fullest extent permitted by law, agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Almont, its elected and appointed officials, employees, agents, attorneys and volunteers and others working in behalf of the Village of Almont against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Village of Almont, its elected and appointed officials, employees, volunteers or others working on behalf of the Village of Almont, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, resulting in whole or in part from negligent acts or omissions of Bidder, any Subcontractor, or any employee, agent or representative of the Bidder or any Subcontractor, including the death of, or damages suffered by Bidder's own employees or Subcontractors. Bidder shall pay for any such claims, whether made against Bidder, the Village or the Village's officers, employees, agents, attorneys, Subcontractors, insurer, volunteers or assign, if the claim arises from the contract or actions described in this paragraph.
- d. It is understood and agreed by the bidder that the following shall be additional named insured: The Village of Almont and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers. This coverage shall be primary to the additional insures, and not contributing with any other insurance or similar protection available to the additional insures, whether said other available coverage be primary, contributing or excess.
- e. Bidder's insurers must be licensed to do business in the State of Michigan.

II-A36 PERFORMANCE BONDS

The bidder shall have in place each year of the contract a performance bond equal to that year's contractual price. There are no exceptions to this requirement.

II-A37 LICENSED

The bidder shall provide proof that the firm is qualified and, if required by law, properly licensed to perform the work called for in this contract.

II-A38 ASSIGNMENT OR SUBCONTRACTING

The bidder shall not assign, subcontract or otherwise transfer its duties and/or obligations under the contract without the prior written consent of the Village. Such consent does not release the bidder from any of his obligations and liabilities under the contract. Violations of this specification shall result in instant forfeiture.

II-A39 INVOICING AND PAYMENTS

The bidder will submit to the Village an invoice at the end of the month for which services have been performed. The invoice shall, by type of collection, indicate the number of units, within the Village's geographical boundaries, which were provided service that month. The Village will pay such invoices on a monthly basis, generally not later than thirty (30) days after the submission of invoices.

II-A40 PERSONNEL REQUIREMENTS

- a. All employees must be employed in compliance with all applicable Municipal, County, State, and/or Federal laws.
- b. Fair Employment Practices - Bidder agrees that there will not be any discrimination against any employee or applicant for employment, to be employed in the performance of the contract, with respect to hire, tenure, term, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of sex, race, color, religion, national origin, ancestry, handicap or any other bias prohibited by State or Federal law or regulations.
- c. Bidder's Payment of Taxes - The bidder shall be solely responsible for:
 - i Payment of wages to its work force in compliance with all Federal and State laws, including the Federal Wage and Hour Act.
 - ii Payment of any and all FICA, unemployment contributions and other payroll-related taxes or contributions required to be paid by the bidder under State and Federal law.
 - iii Payment of all applicable Federal, State or Municipal taxes, charges or permit fees, whether now in force or subsequently enacted.
 - iv The bidder shall indemnify and hold the Village of Almont harmless from all claims arising from the foregoing payment obligations of the bidder.
 - v The Village of Almont is a governmental unit and as such is exempt from payment of all State and Federal taxes.

II-A41 QUALITY OF SERVICE

- a. The intent of any resulting contract(s) is to obtain clean, courteous, well scheduled and well executed collection of all items called for in this RFB with problems kept to a minimum and corrected immediately.
 - i. Collection shall be accomplished with as little noise or other nuisance as possible.
 - ii. The bidder shall be competent, courteous, and orderly while on the job.

- iii. The bidder shall pick up any materials scattered during or prior to collection and shall return containers in a neat and orderly manner.
- b. As is the intent of any contract, the Village expects the bidder to maintain all equipment in a clean and well-operating fashion, with special consideration for proper maintenance and care of all elements, items and equipment mentioned in this document.
 - i. The bidder will operate in a professional manner and keep all noise and other nuisances to a minimum at all times while under contract with the Village.
 - ii. The Village wishes to avoid inconveniencing the public as much as possible.
 - iii. The bidder shall file all documents outlined in this RFB in a timely and well-organized manner.

II-A42 SERVICE REQUESTS

- a. The bidder agrees to provide proper communication for the Village customers through the use of a local or toll-free telephone number specifically dealing with service concerns.
- b. All service requests shall be promptly and properly adjusted by the bidder.
- c. The bidder agrees to provide the Village with direct telephone numbers, office and mobile, of the district supervisor and the district supervisor's immediate supervisor.

II-A43 OPERATION OF VEHICLES

- a. The bidder shall operate collection vehicles in a manner so not to impede traffic flow on Village streets.
- b. Collection vehicles are not to be left unattended for any reason except for emergencies or in the actual performance of the job.
- c. Collection vehicles shall have a direct means (2-way radio, cellular phone, etc.) of contacting their office.
- d. Collection vehicles shall travel with appropriate marking devices (lights, flashers, strobes) installed and operational during collections in the Village.
- e. Work crews shall have appropriate attire.
- f. Service shall not be interrupted because of streets temporarily closed.

II-A44 SUPPORT FACILITIES

Bidder shall have available:

- a. Facilities and equipment adequate for evaluation of problems and control activities; and
- b. An office with sufficient staff and communications facilities to assure ready accessibility and prompt response to the needs of the Village, as described herein.

II-A45 RECORD KEEPING

The bidder shall maintain records and provide the Village with reports on each component of its solid waste collection as follows:

- a. For solid waste collection and disposal, the bidder shall keep accurate records of the compacted yardage delivered to the landfill, and shall indicate when partial loads have been delivered. Copies of records are to be supplied to the Village on a monthly basis, showing the total yards for each month.
- b. For the recycling component, the bidder shall maintain a record of the amount collected of each type of recycled material in tons and pounds for each month of collection or in volume.
- c. For the roll-off recycling container component, the bidder shall maintain a record of the amount collected of each type of recycled materials in tons and pounds for each month of collection.
- d. For the composting component, the bidder shall maintain a record of the weight of yard waste collected and delivered to a designated composting facility in tons, or, if no scale exists, in volume, for each month of collection.
- e. The bidder will make all records pertinent to these reports and all billings available to the Village or its designated representatives for review at mutually agreed upon times and places.

II-A46 BREACH OF CONTRACT

In the event that any of the provisions of this bid and/or resulting contract are breached by the bidder, the Village shall give written notice to the bidder of the breach or pattern of behavior that constitutes the breach and allow the bidder to resolve the breach or pattern of behavior that constitutes the breach within five (5) days of bidder's receipt of notice. If the breach or pattern of behavior is not resolved, then the Village Manager of the Village of Almont shall have the right to rescind this bid and/or resulting contract by sending written notice to the bidder of the cancellation and rescission.

II-A47 VILLAGE'S RIGHT TO TERMINATE CONTRACT

If the bidder should be judged bankrupt, if they should make a general assignment for the benefit of their creditors, if a receiver should be appointed on account of their insolvency, if they should refuse to supply enough labor, materials and/or equipment to meet the scope of work of the contract, if they should disregard laws of the State of Michigan and/or ordinances of the Village of Almont or be guilty of substantial violations of any provision of the contract, the Village may, without prejudice to any other right or remedy, terminate the contract immediately and re-let for same. The Village, at its sole discretion, may terminate the contract immediately, based on warrants and if said immediate termination is in the best public health, safety and welfare interests of the Village and its citizens. The Village may terminate the contract without cause upon 60-day notice to Bidder.

II-A48 VILLAGE'S RIGHT TO MODIFY CONTRACT

The Village reserves the right to negotiate with the bidder for a change in terms of the contract, during the term of the contract and to make adjustments relative to the

implementation of a change that reduces or modifies the need for the solid waste and recycling services. If the Village and the bidder and/or bidder are unable to agree on a revised contract, the Village may seek new bids and, upon a minimum of ninety (90) days written notice from the Village, may terminate the unexpired portion of the contract. The Village shall not be liable for any cost under this section beyond the contract price for the period where service is actually provided.

II-A49 REFERENCES & DISCLOSURE

The bidder shall include a list of current and prior projects similar to that proposed as illustrations of qualifying experience. Include the name, address, and telephone numbers of the responsible individual(s) at the project site who may be contacted. This must include:

- a. All commercial or public sector establishments currently serviced or serviced by the bidder within the past 5 years within 10 miles of the Village of Almont
- b. Other references that the bidder feels should be considered.
- c. Bidder to furnish names and titles of all owners and corporate officers.

II-A50 EQUIPMENT

Each bidder shall include a listing noting the equipment to be used in this project. All equipment is to be kept, at all times, in a presentable condition. The bidder shall not paint a name containing the words "Village of Almont" in part or whole, implying Village ownership on any equipment. Each vehicle shall have clearly visible on each side the identity and telephone number of the bidder.

II-A51 NO CONTACT POLICY

Bidders may direct questions related to this request for bids to the point of contact prior to submission of a bid. Bidders shall not lobby or contact any other Village official, including but not limited to the Village Council, a Department Head or other staff with respect to its bid or the award of any contract related to this request for bids from the time this request is issued to the award of a contract. Violation of this requirement may lead to disqualification of a bid.

II-A52 INTEREST OF BIDDER AND VILLAGE

- a. Bidder warrants that it has no interest which would conflict with the performance of services required by this contract. Bidder also promises that, in the performance of the contract, no officer, agent, employee of the Village, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. This paragraph does not apply if all parties are in compliance with the provisions of Michigan Compiled Laws §15.323.
- b. Bidder certifies that it is not an Iran linked business as defined by the Michigan Iran Economic Sanctions Act (Michigan Compiled Laws §129.311-16).

II-A53 THE LAWS OF THE STATE OF MICHIGAN.

The bid process and any resulting contract are to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for litigation arising out of the bid or any resulting contract is in Lapeer County, Michigan.

LETTER TO THE VILLAGE MANAGER
BID SUBMITTED PURSUANT TO THE VILLAGE OF ALMONT
SOLID WASTE AND RECYCLING SERVICES
PROGRAM SPECIFICATIONS

Village of Almont 817 N. Main St.
Almont Village, MI 48003

Village Manager and the Almont Village Council:

The undersigned, as Bidder , hereby declares that this bid is made in good faith without knowledge of fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Invitation to Bid, General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the site as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Bid is accepted, bidder will contract with the Village, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the Village as therein set forth, to furnish the insurance required of the Bidder by the Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following bid.

All bidders understand that the Village reserves the right to accept or reject any and/or all bids, to waive any irregularities and/or informalities in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the Village.

The bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the bidder shall execute the formal Contract Agreement within ten (10) days. In the event that the Contract is not executed within the time set forth above, the Bid shall become the property of the Village as liquidated damage for the delay and additional expense to the Village caused thereby.

It is further proposed to execute all required bonds, in accordance with the requirements of the specifications, to begin work on _____, 2021, after receipt of the notice to proceed, and to perform all work so as to complete it according to terms of the contract. Enclosed in the bidder's cashier's check, money order, or certified check (name of bank of deposit: _____) in the amount of \$_____. Made payable to the Village of Almont as a bid guarantee which it is understood will be forfeited in event bidder fails to execute and return the contract in accordance with the requirements of the specifications.

Pursuant to your request for solid waste and recycling bids, I submit my bid, with the understanding that if my bid, or section thereof, is accepted, I will execute a written contract with the Village of Almont, which will embody the terms as outlined in the bid.

I will meet all of the requirements and provide all of the services for the amounts listed on the attached bid sheet for the items listed in this document.

The undersigned, by execution of this contract, certifies that he/she is the _____ of the firm named as _____ that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm.

Company:

Address:

Phone:

Authorized Agent:

Signature:

Title:

Date:

II-A54 FEE SCHEDULE

TO PROVIDE ALL SOLID WASTE, RECYCLING, YARD WASTE AND FALL LEAF
COLLECTIONS SERVICES FOR:
THE VILLAGE OF ALMONT ONLY
AS PER SPECIFICATIONS, NOT-TO-EXCEED:

September 1, 2021 – August 31, 2026

Solid waste services	_____	per month/unit
Recycling services	_____	per month/unit
Yard waste services	_____	per month/unit
Optional Container/Waste/Recycling	_____	per month/unit
Fall Leaf Collection	_____	per unit

September 1, 2026 – August 31, 2031

Solid waste services	_____	per month/unit
Recycling services	_____	per month/unit
Yard waste services	_____	per month/unit
Optional Container/Waste/Recycling	_____	per month/unit
Fall Leaf Collection	_____	per unit

September 1, 2031 – August 31, 2036

Solid waste services	_____	per month/unit
Recycling services	_____	per month/unit
Yard waste services	_____	per month/unit
Optional Container/Waste/Recycling	_____	per month/unit
Fall Leaf Collection	_____	per unit

II-A55 FEE SCHEDULE

TO PROVIDE ALL SOLID WASTE, RECYCLING, YARD WASTE AND FALL LEAF
COLLECTIONS SERVICES FOR:
THE CITY OF IMLAY CITY
AND THE VILLAGE OF ALMONT COMBINED
AS PER SPECIFICATIONS, NOT-TO-EXCEED:

September 1, 2021 – August 31, 2026

Solid waste services	_____	per month/unit
Recycling services	_____	per month/unit
Yard waste services	_____	per month/unit
Optional Container/Waste/Recycling	_____	per month/unit
Fall Leaf Collection	_____	per unit

September 1, 2026 – August 31, 2031

Solid waste services	_____	per month/unit
Recycling services	_____	per month/unit
Yard waste services	_____	per month/unit
Optional Container/Waste/Recycling	_____	per month/unit
Fall Leaf Collection	_____	per unit

September 1, 2031 – August 31, 2036

Solid waste services	_____	per month/unit
Recycling services	_____	per month/unit
Yard waste services	_____	per month/unit
Optional Container/Waste/Recycling	_____	per month/unit
Fall Leaf Collection	_____	per unit

II-A56 BID INFORMATION
TO BE FURNISHED BY THE BIDDER

NAME OF BUSINESS

If the bidder is an individual, so state and nothing more is necessary

If bidder is a partnership, give the names of the individual members:

If bidder is a corporation, give the names of the individual officers and the Board of Directors:

OFFICERS

BOARD OF DIRECTORS

Give the state in which it is organized _____ and the location of its main office

If the state is not Michigan, has a license been secured to do business in Michigan?

If the bidder is a corporation, each member must sign the bid form. A corporation must execute the bid form by its duly authorized officers in accordance with its articles of incorporation.

II-A57**EXPERIENCE AND EQUIPMENT QUESTIONNAIRE**
TO BE FURNISHED BY THE BIDDER

The signatory of this bid guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. How many years have you been in business as a bidder under your present name?

2. How many years have you been a principal officer of a contracting firm under another name?

Name of Firm

3. What projects of a similar nature has your organization contracted for within the past five years?

4. Explain approximately your plan or layout for performing the proposed work. (Include approximate time required for each step.)

5. What equipment do you own that is available for the proposed work?

