



"PROGRESS THRU PARTICIPATION"

Department of Public Works

3900 Berdnick Street • Rolling Meadows, Illinois 60008 • 847-963-0500 • Fax: 847-963-0555

Monday, March 5, 2012

The City of Rolling Meadows will be accepting Request for Proposals (RFP) from qualified parties to provide municipal based refuse (including bulk goods), yard-waste (including brush) and curbside recycling collection services.

The City will host a **Mandatory**, informational meeting for this project on Monday, March 19, 2012, at 10:00 a.m. Central Standard Time, where interested parties may ask questions about or seek additional information the City's RFP.

This meeting will be held in the Rolling Meadows City Council Chambers, on the second floor located at 3600 Kirchoff Road, Rolling Meadows, Illinois 60008.

The proposal documents may be obtained from the City of Rolling Meadows Public Works Department, located at 3900 Berdnick Street, Rolling Meadows, Illinois 60008.

Proposal Submittal Requirements: Three (3) Bound & Signed Copies of each proposal shall be submitted to the Rolling Meadows City Clerk's Office, in the Rolling Meadows City Hall, on the Second Floor 3600 Kirchoff Road, Rolling Meadows, Illinois 60008 no later than 11:00a.m., on Friday, March 30, 2012. One (1) unbound copy shall be submitted so that the City may make copies if desired. Seven (7) CD-ROM's copies of the entire proposal included in pdf form (or other suitable software format) shall also be submitted. Vendors who may be unable to submit CD-ROM's may submit up to an additional seven (7) bound copies of their proposal.

The City's RFP includes many options that will affect the per-home cost for collection. Each contractor may provide alternate pricing scenarios, however these alternate pricing proposals must clearly state which service(s) are being reduced or eliminated or if a substitution of some kind is being offered. All Pricing models and or options must be submitted on Company Letter Head that is signed and dated. The decision to accept or reject any option or pricing model shall be left solely to the discretion of the City of Rolling Meadows.

City of Rolling Meadows
Request for Proposals
Refuse, Yard-Waste and Recycling Collection Services

Each bound copy of the proposal shall be submitted in a 3-Ring Binder, and each section shall be clearly indentified by tabbed separated marker pages. The submittals shall be addressed as follows:

- Company Name
- Company Address
- Enclosed: Solid Waste Services Proposal for the City of Rolling Meadows
- Date Submitted

The price quotes stated in this RFP shall be honored until such time as when the City enters into a contract with a selected service provider, or until December 31, 2012.

Late proposals will not be accepted.

All proposal documents shall be held as non-public data until such time when these proposals are discussed with the City Council. An informational packet will be included in a Committee-of-the-Whole agenda (tentatively scheduled for April 17, 2012) which will included some if not all of the information provided in the RFP's.

A check list for the City of Rolling Meadows Request for Proposals has been provided. All items contained within the check list must be submitted with each company's proposal.

Questions or comments about this request for proposals should be submitted in writing to the Rolling Meadows Public Works Department in care of Fred Vogt, Public Works Director or Bob Hartnett, Assistant Public Works Director:

Mailing Address: 3900 Berdnick Street Rolling Meadows, Illinois 60008,

Office Phone 847-963-0500

Email: hartnett@cityrm.org

Fax Number: 847- 963 -0555

Sincerely,

Bob Hartnett

Bob Hartnett,
Assistant Public Works Director

City of Rolling Meadows
Request for Proposals
Refuse, Yard-Waste and Recycling Collection Services

<u>Checklist for the City of Rolling Meadows Request for Proposals For Curbside Recycling Submittal</u>	<u>Item Included in RFP Submittal</u>
Request For Proposals Signatory Page Completed	
Sign- off on agreeing to all of the City's Insurance & Indemnification Requirements Completed	
Statement of Collection Hours and Days Being Proposed Completed	
Observed Holiday Form Completed	
Complete Proposal Pricing Pages For All Services / Optional Services / Recycling Only	
Completed Vehicle & Equipment Pricing Pages	
Signed Public Contract Certification	
RFP Deposit for not less than 5%	
A brief history of the proposing company	
Vehicle Listings	
A statement of the proposer's commitment to safety.	
A general description of the steps your firm would take to service the City of Rolling Meadows Recycling Collection Contract	
Statement of Financial Stability.	
State any obstacles your company may anticipate in completing this contract.	
List any and all key subcontractors the firm might employ to conduct any of the phases of the project.	
A list of communities, which this firm has provided Solid Waste Collection services for during the last five (5) years, including the name and phone number of a contact person familiar with the contract for each community.	
Contractor shall submit as part of its proposal, a list of quantitative steps it has taken to reduce air pollution	

This checklist is intended as a reference tool and may not be considered as all inclusive, please review the entire RFP for any other material that may be required to be submitted.

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Request for Proposals
Refuse, Yard-Waste and Recycling Collection Services

Checklist for the City of Rolling Meadows Request for Proposals For Curbside Recycling Submittal	<u>Item Included in RFP Submittal</u>
Proposers shall provide: Average residual rates from their processing operations for single-stream recycling collection; and a written description of how the company plans to minimize the amount of residuals from the Processing of the City’s recyclable materials.	
Litigation: Statement as to any litigation in the past five years within the State of Illinois and the current status of that litigation.	
Procedure for Handling Non-Targeted Materials	
A Detailed explanation of the Revenue Sharing Plan being proposed.	
A copy of a Refuse, Yard-waste & Recycling Informational Flyer	
Prospective vendors shall provide examples of public education materials they have developed for other municipalities.	
The Contractor shall submit a draft of the tags for approval by the City, at least one month before printing.	
The contractor shall provide the following information for each disposal facility (Refuse Disposal, Yard-Waste Disposal & Recycling Processing) it intends to use for servicing this contract, if awarded.	
Is the facility owned by the Contractor and the amount of material the facility is designed to process?	
If the facility is not owned by the Contractor, a summary of the relationship the contract has with the facility owner.	
Copies of the following documentation must be provided with each proposal.	
The three most recently approved service contracts with a municipality.	
The most current landfill and / or incinerator agreements, materials processing and landscape waste management facility agreements.	
The Contractor shall provide the City a written description of the means to estimate Process Residuals.	
Each vendor shall provide their current rates for bulk items with their proposal submittal.	

This checklist is intended as a reference tool and may not be considered as all inclusive, please review the entire RFP for any other material that may be required to be submitted.

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Request for Proposals
Refuse, Yard-Waste and Recycling Collection Services

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City of Rolling Meadows
 Request for Proposals
 Refuse, Yard-Waste and Recycling Collection Services
Signatory & Pricing Pages

Submitted By: (company Name)	
Signed By:	
Print or Type Name:	
Title:	
Address:	
Tax Identification Number:	
Telephone:	
Fax:	
E-mail Address:	
Date:	
<p><u>NOTE: The price quotes stated in this RFP shall be honored until such time as when the City enters into a contract with a selected service provider, or until December 31, 2012.</u></p>	
The City of Rolling Meadows also reserves the right to waive any informalities.	
The City at its sole discretion reserves the right to accept or reject any and all RFP's or accept any portion of a RFP, or negotiate with any vendor which is determined to be in the best interest of the City.	

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Signatory & Pricing Pages

The awarded contractor hereby attests by their signature on this form that they will abide by all requirements as listed in the attached Request for Proposal and honor all pricing as provided for on each of the following pages; and agree to all of the City's Insurance & Indemnification Requirements.	
Signed By:	
Date:	

Statement of Collection Hours and Days Being Proposed to Service the City of Rolling Meadows Contract.

The _____ submitting this proposal intends to collect Refuse, Yardwaste, & Recycling Material on the following days

Monday – Friday During non-holiday weeks YES NO

If you select “NO”, please describe the collection days your company intends to use to service the City’s account.

The City currently suspends refuse, yardwaste & recycling collection on the following National Holidays. Please note if these holidays are also observed holidays for your company.

Holiday	Yes	No
New Years Day		
Memorial Day		
4th of July		
Labor Day		
Thanksgiving Day		
Christmas Day		

See Holiday Collection Section for Additional Details.

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Signatory & Pricing Pages

<u>PROPOSAL PRICING PAGE FOR SOLID WASTE, YARD-WASTE AND RECYCLING COLLECTION SERVICES</u>	
The undersigned, having examined the specifications and all conditions affecting the cost, hereby propose to furnish all equipment, labor, transportation, disposal and materials necessary for the completion of the specified contract.	
The awarded Contractor shall be liable for all costs associated with the collection, tipping & disposal, transportation & hauling and billing of customers and any and all other cost as detailed in the attached request for proposals associated with this contract.	
Per the enclosed RFP the annual per household fee payable for each successive Contract year shall equal the annual fee payable for the previous year adjusted proportionately by the annual Consumer Price Index CPI for the "Midwest Urban" region. However, the annual fee shall not be increased by more than 2.5% annually. Therefore only the first year's contract pricing shall be entered on the following form(s).	
Collection Costs Shall be stated as a Per-Home / Per-Month Price Only. All pricing models shall be based on collection from 5,970 homes.	
Residential Per Home Collection Price for a 60 Month Contract	
Enter Price Quote For Primary Proposal	5 Day-A-Week Service
Combined Fee for <u>Take-all</u> collection services of all Household Refuse, Recycling and Yard-Waste, Brush Collection and all Bulk & White Goods Collection. Fee shall include Transportation and Disposal, and All Other Services as Outlined in the Attached RFP	\$
Submitted By: (Company Name)	
Signed By:	
Print Name:	
Title:	
Date:	

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Service Description	3 - 5 Yards	5 - 10 Yards	
Rate per yard, for amounts greater than 2 cubic yards, for items properly prepared for packer pickup, collection and transportation.	\$	\$	
Rate per yard for removal with loading equipment required. Ten (10) cubic yard minimum.	\$		

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Signatory & Pricing Pages

OPTIONAL SERVICE REDUCTIONS / CHANGES	
<p>Each Vendor may choose to "opt out" of any or all of the following services. Each service that is reduced, changed, altered or otherwise discounted must include the amount the monthly rate will be reduced and a description of the alteration being suggested. The City of Rolling Meadows reserves the right to accept or reject options.</p>	
<p><i>The following are examples of how services could be identified.</i></p>	
<i>Service</i>	<i>Amount of Reduction from Monthly Service Rate</i>
<i>White Goods Collection</i>	
<p><i>The XYZ Refuse Company is recommending that the collection of white goods for no additional cost be eliminated from the proposal and that residents are charge a flat fee of \$35.00 for the collection of each item.</i></p>	<p><i>\$1.00</i></p>
<i>Service</i>	<i>Amount of Reduction from Monthly Service Rate</i>
<i>White Goods Collection</i>	
<p><i>NO RECOMMENDED CHANGE</i></p>	<p><i>xxx</i></p>

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Please complete each item – if you are choosing to exclude a section please acknowledge that by “X-ing Out” the price submittal box for the particular service.

Service	Amount of Reduction from Monthly Service Rate	Contractor To Initial Each Price
Service Level Other than a 5-day-a-week collection.		
Description of Optional Service.	\$	Vendor To Initial
Yard-waste Sticker Program		
Description of Program Being Recommended - including the cost for the each individual yard-waste sticker.	\$	Vendor To Initial
White or Bulk Goods Collection		
Description of Program Being Recommended	\$	Vendor To Initial
Residential Billing Program		
Description of Program Being Recommended	\$	Vendor To Initial

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OPTIONAL SERVICE REDUCTIONS / CHANGES		
SWANCC Disposal Fees		
Description of Program Being Recommended	\$	Vendor To Initial
Emergency Service Provisions		
Description of Program Being Recommended	\$	Vendor To Initial
Special Refuse Collections		
Description of Program Being Recommended	\$	Vendor To Initial
Back Door Collections		
Description of Program Being Recommended	\$	Vendor To Initial

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OPTIONAL SERVICE REDUCTIONS / CHANGES		
Purchase of City Assets - <u>Trucks</u>		
Description of Program Being Recommended	\$	Vendor To Initial
Purchase of City Assets - <u>Recycling Carts</u>		
Description of Program Being Recommended	\$	Vendor To Initial
Purchase of City Assets - <u>Dumpsters</u>		
Description of Program Being Recommended	\$	Vendor To Initial
Purchase of City - <u>Debt</u>		
Description of Program Being Recommended	\$	Vendor To Initial

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OPTIONAL SERVICE REDUCTIONS / CHANGES		
Non-Participation in City Sponsored Events		
Description of Program Being Recommended	\$	Vendor To Initial
Revised Ligated Damage Amounts		
Description of Program Being Recommended	\$	Vendor To Initial
Downtown Refuse Containers		
Description of Program Being Recommended	\$	Vendor To Initial
Term of Contract 5 years		
Description of Program Being Recommended	\$	Vendor To Initial

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OPTIONAL SERVICE REDUCTIONS / CHANGES		
Holiday Collection Schedule		
Description of Program Being Recommended	\$	Vendor To Initial
Removal of accumulated debris that may be collected by the City's Public Works Facilities.		
Description of Program Being Recommended	\$	Vendor To Initial
Performance Bond – Less Than 100% of First Year's Contract		
Description of Program Being Recommended	\$	Vendor To Initial
Other Contractor Recommendations		
Description of Program Being Recommended	\$	Vendor To Initial
Other Contractor Recommendations		
Description of Program Being Recommended	\$	Vendor To Initial

Vendors wishing to submit other reductions may do so; please use additional sheets as necessary.

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Each Vendor shall also submit a per-home per-month price for recycling collection services as a “Stand-alone” item

<u>PROPOSAL PRICING PAGE RECYCLING COLLECTION SERVICES ONLY</u>
The signee, having examined the specifications and all conditions affecting the cost, hereby propose to furnish all equipment, labor, transportation, disposal and materials necessary for the completion of the specified contract.
The awarded Contractor shall be liable for all costs for collection, tipping & disposal, transportation & hauling and billing of customers and any and all other cost as detailed in the attached request for proposals associated with this contract.
The Awarded Contractor shall include a revenue sharing proposal for the Recycling Collection Program.
Per the enclosed RFP the annual per household fee payable for each successive Contract year shall equal the annual fee payable for the previous year adjusted proportionately by the annual Consumer Price Index CPI for the “Midwest Urban” region. However, the annual fee shall not be increased by more than 2.5% annually. Therefore only the first year’s contract pricing shall be entered on the following form(s).
Collection costs shall be stated as a Per-Home / Per-Month Price Only. All pricing models shall be based on collection from 5,970 homes.
Per the enclosed RFP the annual per household fee payable for each successive Contract year shall equal the annual fee payable for the previous year adjusted proportionately by the annual Consumer Price Index CPI for the “Midwest Urban” region. However, the annual fee shall not be increased by more than 2.5% annually. Therefore only the first year’s contract pricing shall be entered on this form.
Submitted By: (company Name)
Signed By:
Print Name:
Title:
Date:
Residential Per Home Collection Price for a 60 Month Contract for Recycling Collection
\$

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Vehicle & Equipment Pricing Page

The City is requiring that each vendor provide pricing for the following items, however the decision to accept or reject these offers will be solely left to the discretion of the City of Rolling Meadows.

City ID #	Year	Make	Price Offered To Purchase
336	2006	Autocar / 20 YD Leach	
338	2006	Autocar / 20 YD Heil	
335	2008	Crane Carrier / 20 YD McNeilus	
334	2012	Peterbilt / 20 YD Leach	
Six thousand and three hundred (6,300) recycling carts.			\$
6,100 Carts are 65 Gallon Carts and 200 are 35 gallon Carts			
Eight (8) Two Yard Containers		\$	
The awarded contractor agrees to purchase the full value plus any interest of the City's Debt from the purchase of the above listed recycling carts; debt valued at \$200,000 as of 1/1/2012.			
Submitted By: (company Name)			
Signed By:			
Title:			
Date:			

Enter one total price for purchasing all City owned recycling carts regardless of size, and one total price for purchasing all containers. See Appendix "F" for additional information and photos. Inspections of these vehicles and recycling carts shall be by appointment only.

The vehicles and equipment if sold are being sold as is and the City provides no warranty. The purchaser further agrees to indemnify, hold harmless and defend the City of Rolling Meadows and its officers, and employees from any and all claims from injuries, including death, damages, and loss connected with, or in any way associated with this sale. These items are as is and their

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descriptions are deemed reliable and submitted subject to errors, omissions and change without notice. Any errors are not sufficient grounds for returning any purchased item. There shall be no returns, refunds, or adjustments.

City of Rolling Meadows Refuse, Yard-Waste & Recycling

RFP Specifications

1) Statement of Intent and City Goals:

- a) This Request for Proposals (RFP) defines the service standards, specifications and proposal requirements of the comprehensive solid waste, yard-waste and recycling collection program for the City of Rolling Meadows, Illinois. It is the intent of the City to accept and evaluate proposals for these services including collection, processing, marketing and public education. The goals of the City are to:
 - i) Reduce solid waste, yard-waste and recycling collection cost to each residential customer.
 - ii) Provide a comprehensive solid waste collection program.
 - iii) Reduce solid waste disposal tonnage by maximize the fullest recovery possible of recyclable materials from all residents in the City from both single-family and certain townhome dwellings.
 - iv) Reduce tons of yard-waste collected by providing educational information and best practices for composting, and mulching of yard-waste.
 - v) Improve public education of all City residents about recycling services so as to improve participation and recovery rates.
- b) The City encourages prospective vendors to submit their best proposal possible. Vendors may propose multiple scenarios. Proposals must meet the following City programs:
 - i) Take-all Refuse Collection
 - ii) Take-all bulk goods (fees apply to some collections – See Refuse Guidelines in Appendix “E”)
 - iii) Single-stream Recycling Collection from 65 & 35 Gallon Carts
 - iv) Yard-Waste Collection Proposals:
 - (1) For this RFP, Yard-Waste shall include but not necessarily be limited to the following items: Grass clippings, brush or tree branches, leaves, twigs, garden debris, weeds, fruits, seeds, stalks, vines, bark and wood chips.
 - (2) The City may consider a multiple choice of yard-waste collection scenarios, including:
 - (a) Take-all Program with fee incorporated into refuse collection cost.

City of Rolling Meadows Refuse, Yard-Waste & Recycling

RFP Specifications

- (b) Take-all Program based on a fee based sticker.
- (c) Take-all for a Flat Annual Fee, separate from refuse collection cost.

2) Background:

- a) The population of Rolling Meadows is estimated to be, 24,099, (2010 U.S. Census) and the City has approximately, 5,970 units that receive recycling collection service under this contract.
- b) The City of Rolling Meadows has provided a municipal based refuse collection and yard-waste collection program for over forty years, and contractor provided curbside recycling program for over twenty years.
 - i) The refuse service allows residents to place at the curb an unlimited amount of containerized house-hold refuse once a week for collection. Containers are defined as follows: “The City only accepts general household refuse in plastic and kraft paper bags. Plastic bags must be a 30-gallon capacity or less, a minimum of .7 mil thickness, and be securely closed at the top.”
 - ii) However, other suitable containers such as boxes, bags (paper or plastic), and disposable cans or drums will also be collected. Residents shall be allowed to continue this practice under any new solid waste collection contract.
- c) Yard Waste - Yard waste collection is offered from April 1, until December 1 of each year. (These dates will be subject to change to accommodate weekly collection schedule).
 - i) All base proposals shall include the costs for the collection of yard-waste in the flat-rate monthly per-home charge.
 - ii) Yard-waste shall be collected from any designate facility with the City limits.
 - iii) No plastic bags or boxes of any kind shall be used for the collection of yard-waste.
 - iv) Yard-waste shall be placed at the curb in kraft paper bags that do not exceed a weight of fifty (50) pounds per bag.
 - v) The Contractor shall not be required to collect Yard-waste containers that exceed the weight limit, that contain items other than Yard-waste, or that are not accepted at the compost site used by the Contractor.
 - vi) The Contractor shall collect all bundles of brush or limbs, providing the bundles do not exceed a weight of fifty (50) pounds per bundle, are not more than four (4) feet long, or more than two (2) feet in diameter, and do not contain any limbs greater than

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- six (6) inches in diameter as well as being tied with a material that is accepted at the compost site used by the Contractor:
- vii) The Contractor is not required to collect branches or logs exceeding three (3) inches in diameter.
 - viii) There shall be no limit to the quantity of Yard-waste that residents may set out for collection. All Yard-waste materials set out for collection shall be picked up at one time on the same day as refuse pickup.
 - ix) If a resident fails to properly prepare Yard-waste as described above, the Contractor shall mark the material with a violation notice describing why the material was not collected. All violation notices and written information are subject to approval of the City.
 - x) Christmas tree pickup takes place on the regularly scheduled garbage pickup days during the first two (2) **full weeks** of January.
- d) The City currently employs a single-stream recycling program for the collection of newspaper, magazines, catalogs & paperback books, corrugate boxes and brown paper bags, paperboard, and all other mixed paper. Non-paper materials that are accepted include glass bottles & jars, aluminum cans & foil, steel cans, aseptic packaging & gable top containers, plastic containers and can carrier rings.
 - e) The City supplies 65-gallon and 35-gallon recycling carts to single-family and certain townhome households for curbside collection. In 2010, approximately 2,300 tons of recyclable materials were collected from Rolling Meadows residents. Detailed tonnage information can be found in Attachment C, "Rolling Meadows Reported Recycling Tonnage."
 - f) Recyclable materials are collected every week day following the City's refuse collection schedule. A map of the City is provided in Appendix "G".
 - g) The flat-rate per home charged for these services are as of January 1, 2012, as provided by the City of Rolling Meadows is \$32.50, per home per month.
 - h) Since the City currently provides refuse and yard-waste collection services the City will be requesting each vendor to include in their submittal pricing for purchasing the following City owned assets & liabilities.
 - i) Eight 2-yard waste containers
 - ii) Four rear-loading refuse packers trucks

City of Rolling Meadows Refuse, Yard-Waste & Recycling

RFP Specifications

iii) 6,500 Recycling Carts.

(1) Upon purchasing the City's recycling carts, the awarded contractor will be responsible for all cart maintenance, and replacements of carts as needed.

(2) The contractor shall also be responsible for providing new carts to new homes and / or new customers.

iv) Recycling Cart Purchase Debt, valued at \$200,000 as of January 1, 2012.

3) Contract Definitions:

a) Agency: The term "Agency" shall mean the Solid Waste Agency of Northern Cook County.

b) Base Service Level: shall be defined as weekly collection of all solid waste, one 65 or 30-gallon recycling container, all yard-waste, and recycling.

c) Collection shall be defined as follows: The aggregation and transportation of Solid Waste materials from the place at which it is generated and includes all activities up to the time when it is delivered to a receiving facility.

d) Contract: The legal agreement executed between the City and the Contractor. The Contract shall include this RFP document, the successful proposal, and any written clarifications or modifications.

e) Contractor: The City's solid waste, yard-waste and / or recycling service provider.

f) Contractor's Public Education Flyer: The City will require the Contractor to publish and distribute a public education flyer upon the initial award of a contract.

i) The flyer should contain the following information for City residents:

ii) List of materials to be included to be collected, a list of Non-Targeted Materials that cannot be collected or items which will require a special fee based pick-up, and how to prepare materials.

iii) The flyers may be requested to be resent every three years, or after any major changes in collections procedures occur.

iv) The awarded contractor shall provide the City an annual calendar for the curbside collection schedule for all affected homes.

g) Household furnishings: Any number of household furnishing may be placed at the curb on the resident's collection day there will be no additional charge for this service.

i) Appliance: shall include all refrigerators, ranges, water heaters, freezers, air conditioners, stoves, dehumidifiers, ovens, dishwashers, heat pumps, furnaces, boilers, clothes washers and dryers, water coolers, lawn maintenance equipment and

City of Rolling Meadows Refuse, Yard-Waste & Recycling

RFP Specifications

any other item and or material normally considered a house-hold appliance Any number of household appliances may be placed at the curb on the resident's collection day with no additional charge for this service.

- ii) Electronic Products Banned From Landfills: The following devices which are banned from disposal in landfills, including computers PC's and Laptop, Notebooks, Computer Monitors Printers, Scanners & Peripherals such as Keyboards external drives, mouse controls, fax machines, mobile phones, MP3 players & PDAs, TVs, DVD Players, VR/Cable Boxes, VHS Players & Video Game Consoles, when placed at the curb shall be collected separately from all other house-hold trash and taken to an approved recycling facility at no additional charge to the City.

- h) Landscape Waste: This shall include waste material from indoor or outdoor vegetation.
 - i) Including grass clippings, leaves, twigs, garden debris, weeds, fruits, seeds, stalks, vines, bark and wood chips brush and branches up to 6 inches in diameter, when securely bound with string or twine in bundles not exceeding four feet in length or branches which have been cut up and placed in to kraft paper bags and any other substance and or material normally considered house-hold yard-waste.
 - ii) Yard waste does not include: stumps, wood timbers, plastic edging, plant pots or trays, fertilizer or landscape material bags, landscape fabric, root sections, sand, gravel, sod, firewood or animal waste.

- i) Main Point of Contact: For this RFP the City's main point of Contact shall be the Public Works Director. Mr. Fred Vogt, Director, 847-963-0500, 3900 Berdinck Street, Rolling Meadows, IL, 60008.

- j) Non-Residential Services: The Contractor may, at their option, contract separately with any firm, individual or agency for collection services outside the scope of this Contract, subject to any ordinance and code regulations of the City governing private scavengers generally, and providing such operations shall not interfere with the satisfactory carrying out of the work under this Contract.

- k) Project Use Agreement: The "Project Use Agreement" means the 1992 project use agreement by and between the City of Rolling Meadows and the Solid Waste Agency of Northern Cook County (SWANCC), as amended from time to time.

- l) Residential Back-Door Solid Waste Collection: The collection of refuse, yard-waste and recyclables from a location other than curbside; such as at the rear or side door (or other designated location) of a designated residence.
 - i) Residents who may have difficulty putting their refuse out to the curb may request "back door service". This service is provided to any residents, at no additional cost.

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However, a resident must provide a doctor's note annually to the City, or for a lesser duration of time, detailing their inability to take the refuse to the curb.

- ii) Once the information has been sent, by the Contractor, from a physician, and approved by the City, the resident is notified that they qualify for the service and are put on the Back Door Service list.
- iii) The solid waste collection contractor shall begin picking up the resident's solid waste at the back door (or other location as specified). Generally the contractor is given a two to three (2-3) week notice.
- iv) This service may be for the full year or a limited time depending on the doctor's recommendation. However there will not be a specific time limit set. The solid waste collection contractor will be notified when back door recipients no longer require the service.
- m) Residential Refuse: Shall mean garbage and general household waste, construction and demolition waste discarded by a person living in single family or certain townhome dwellings units within the Corporate boundaries of the City; or, discarded under the terms and conditions contained in the agreement between the Municipality and its Contractor. System Waste does not include waste generated by any other Person unless provided herein. System waste also does not include hazardous wastes as defined under state statutes.
 - i) All kitchen wastes including household food, accumulations of food and vegetable matter attendant on the preparation of foods, general household trash and refuse, including ashes, crates, wrapping materials, cloth materials, discarded toys, discarded clothing and similar materials that may not be recyclable for any reason, and any other substance and or material normally considered house-hold trash.
 - ii) Residential refuse shall also include furniture including, but not limited to mattresses, box springs, sofas, chairs, tables, bookcases, and fixtures, and other house-hold items such as bicycles, sleds, swing sets, auto parts, window, doors, house-hold paints and non-toxic thinners, and cleaning supplies.
 - iii) Small appliances and small amounts, less than two cubic yards in volume, of debris from remodeling or construction resulting from do-it-yourself projects, if placed in disposable or other acceptable containers as hereinafter referenced, or in securely tied bundles not exceeding 4 feet in length or 50 pounds in weight.
- n) Solid Waste Service Provider: Shall mean any person, firm or corporation engaged in the removal and or transportation of refuse, including residential refuse, multifamily waste, commercial waste, industrial waste, construction and demolition waste, major appliances and landscape waste and the collection of recyclables.

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4) Contractor Requirements:

- a) The awarded contractor shall comply at all times with all applicable Federal, State and City laws, ordinances and regulations at any time applicable to the Contractor's operations under this Agreement.
- b) The awarded contractor shall obtain, at its own expense, all permits and licenses required by law or ordinance and maintain the same in full force and effect.
- c) Haulers of Solid Waste materials must have a City of Rolling Meadows business license.
- d) The City is a member of the Solid Waste Agency of Northern Cook County (SWANCC) and as such all house-hold trash collected under this contract shall be required to be disposed at SWANCC's Glenview Transfer Station located at 3 Providence Drive, Glenview, Illinois.
- e) Collection and Disposal of Waste – The awarded contractor shall provide for the collection and transportation of all residential refuse from Rolling Meadows to the SWANCC Glenview Transfer Station or such other SWANCC or Non-SWANCC facility designated by the City, and the collection, transportation and disposal (or sale) of all Non-SWANCC Waste at the facilities mutually agreed upon by the City and the awarded contractor. The awarded contractor shall be the agent of the City to provide the disposal of SWANCC waste.
- f) Adjustment or Expansion of Services – The City reserves the right to adjust or expand the services required under this Contract, upon prior written notice to the awarded contractor, to accommodate changes in the definition of SWANCC Waste or changes in services provided by SWANCC.
 - i) The City and the awarded contractor agree to negotiate an equitable adjustment to the awarded contractor's compensation under this Contract required as a result of any substantial adjustment or expansion of services.
 - ii) The number of residents allowed to participate in this program shall not be limited.
- g) The awarded contractor shall agree that they have read, understood and agrees to be bound by SWANCC Rules and Regulations relating to the Glenview Transfer Station and that all fines that could be assessed to the awarded contractor pursuant to the Rules and Regulations are the sole responsibility of the awarded contractor.
- h) Provisions for the delivery of equivalent tonnages may be negotiated by and between the City, SWANCC and the awarded Contractor, however for the purposes of this RFP all pricing shall be based on transporting the City's Residential Solid Waste to SWANCC's Glenview Transfer Station.

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- i) The awarded Contractor shall be liable for all tipping fees, transportation and hauling fees associated with delivering the City's house-hold trash to this facility.
- j) The awarded Contractor shall also be liable for all tipping fees, transportation and hauling fees associated with delivering the City's yard-waste, white goods, bulk items, and recyclables.
- k) The Contractor shall have a minimum of three to five (3 – 5) year's prior experience in rendering residential refuse collection and disposal service pursuant to contract in a municipality with a minimum population of 25,000 requiring once-a-week service.
- l) The Contractor shall have the necessary financial ability to satisfy the terms of this Contract.
- m) The Contractor shall own, control, or have available for use throughout the contract term the following types of solid waste processing facilities:
 - i) A solid waste disposal facility,
 - ii) A recyclable materials processing facility,
 - iii) A landscape waste management facility,
 - iv) A major appliance management facility and, electronics recycling facility.
- n) Copies of the following documentation must be provided with each proposal.
 - i) The three most recently approved service contracts with a municipality.
 - ii) The most current landfill and / or incinerator agreements, materials processing and landscape waste management facility agreements.
- o) All facilities shall have the required Illinois Environmental Protection Agency permits, licenses certifications and insurances as required by law or regulation.
- p) All facilities shall be suitable for the disposal of all material collected under the terms of this Contract.
- q) The contractor shall provide the following information for each disposal facility it intends to use for servicing this contract, if awarded.
 - i) Is the facility owned by the Contractor
 - ii) The location of the facility
 - iii) The amount of material the facility is designed to process, and
 - iv) If the facility is not owned by the Contractor, a summary of the relationship the contract has with the facility owner.

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- r) Contractor shall provide an adequate work force so as to insure regular collection under adverse weather conditions, irrespective of equipment breakdowns or similar problems.
- s) The Contractor shall provide an adequate number of vehicles for regular collection services, All vehicles shall be kept in good repair and appearance and shall be maintained in a sanitary condition at all times.
 - i) No truck shall displace or leak fluids, oil, hydraulic fluids, in the event any vehicle is not properly operable, the Contractor shall immediately provide a substitute vehicle complying with the terms outlined herein.
 - ii) A listing of vehicles to be utilized in carrying out this Agreement shall be provided to the Public Works Director prior to starting work under this contract. Vehicles shall be capable of delivering compacted material directly to the proper disposal facilities. The awarded contractor shall provide an updated listing annually and or as changes are made.
- t) Collection Vehicle Equipment Requirements
 - i) Vehicles shall be duly licensed and inspected by the State of Illinois.
 - ii) All collection vehicles must meet all DOT and or FMCSA regulations.
 - iii) All Vehicles must operate within the weight allowed by Illinois Statutes and local ordinances.
 - iv) All Vehicles must be kept clean and as free from offensive odors as possible.
 - v) All of the required equipment must be in proper working order.
 - vi) All vehicles must be clearly identified on both sides with Contractor's name and telephone number prominently displayed.
 - vii) The City reserves the right to inspect said vehicles any business day throughout the term of this Agreement to ensure the vehicles are maintained in satisfactory condition and otherwise maintained pursuant to the terms and manner herein prescribed.
- u) The Contractor will have exclusive rights to collection of single-family/townhome collection of solid waste, recyclables, and yard-waste from within the City. However the Contractor's exclusive rights will not include items such as:
 - i) Material hauled by owner, occupant, or
 - ii) Contractors whose removal of materials is incidental and removed at no additional cost with the use of contractor owned vehicles (e.g., roofers, construction and demolition contractors).
 - iii) The City will not be responsible for the actions of scavengers who may pull material from the waste stream.

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v) Personnel Requirements:

- i) Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of the services described in this RFP.
- ii) The Contractor will provide a Route Supervisor to oversee the route drivers servicing the City. The Route Supervisor will be on duty, at a minimum, Monday through Friday from 8:00 a.m. to 4:00 p.m. and be able to dispatch a customer service representative if required.
- iii) The Route Supervisor will be available to address customer complaints each day.
- iv) The Contractor shall provide a 24-hour answering service line to receive calls.
- v) Contractor's personnel will be trained both in program operations and in customer service and insure that all personnel maintain a positive attitude with the public and in the work place and shall:

- (1) Conduct themselves at all times in a courteous manner and use no abusive language.
- (2) Perform their duties in accordance with all existing laws and ordinances.
- (3) Be clean and presentable in appearance.
- (4) Wear a uniform.
- (5) Drive in a safe and considerate manner.
- (6) Manage Curbside Collection Containers in a careful manner so as to avoid spillage and littering or damage to Carts.
- (7) Monitor for any spillage and be responsible for cleaning up any litter or breakage, and avoid damage to property.
- (8) Not perform their duties or operate vehicles while consuming alcohol or illegally using controlled substances or while under the influence of alcohol and/or such substances.

vi) It is intended that the Contractor shall furnish all equipment, labor, materials and supplies, and perform all the work necessary to complete such contract as may be entered into, except as otherwise specified herein.

vii) All material collected in accordance with the terms hereof shall become the property of the Contractor as soon as it is picked up or otherwise placed in the Contractor's vehicle.

5) Curbside Collection Requirements Point of Collection:

- a) The collection of solid waste materials will occur at the curbside of each residence.
- b) The Contractor shall be responsible for collecting any refuse and or recyclable materials which overflow from proper receptacles in and about the receptacle collection area.

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- c) During the term of this Contract, there may be times when elderly residents or those with short- or long-term physical limitations are unable to bring their Solid Waste, Yard-Waste or Recycling Cart to the curb. In those instances, the Contractor will be required to provide Back-Door-Collection service at no additional cost to the City or residents. See Contract Definitions Item '1' for additional information about this service.

6) Collection Hours and Days:

- a) The City requires all Solid Waste to be collected no earlier than 6:00 a.m. and shall be complete by 5:00 p.m. on scheduled collection days. Monday – Friday on non-holiday weeks.
- b) Holiday Weeks: In weeks when there is a designated National holiday, collections will be postponed by one day, and resume the next following day, with each successive day collected on the next following day, with all stops collected by the end-of-business on the Saturday of that week. For each proposal the Contractor will resume a normal collection schedule in the week following a holiday.
 - i) National Holiday observed by the City of Rolling Meadows is as follows: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.
 - ii) Normal weekly collection schedules will be observed for Martin Luther King Day and Veteran's Day, the day after Thanksgiving, and Christmas Eve (even though City Administrative offices are closed for these holidays).
 - iii) The current City collection system is based on a five-day-a-week service. The roster of Stops-Per-Day 2011 are as follows:

Day	Home Per Day / 5-Day a Week Collection
Monday	1,340
Tuesday	1,042
Wednesday	1,195
Thursday	1,063
Friday	1,317
	5,957
	<u>Rounded to 5,970 for the Purposes of this RFP</u>

- iv) Vendors wishing to submit any other alternate proposal for a collection day schedule which differs from the schedule listed above may do so provided that the pricing

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submittal is prepared on forms which are similar to the proposal forms included in this packet.

- v) The acceptance or rejection of any of these proposals shall be at the sole discretion of the City of Rolling Meadows.
- vi) Options the City MAY consider could include:
 - (a) double pickup day scheduled after a holiday,
 - (b) collections of all stops on one day of the week,
 - (c) Collections of all stops on two days of the week.

These options would only be considered by the City if there were to be a significant saving in the overall contract costs.

7) Collection Time Exceptions:

- a) The Contractor may request a “Severe Weather” exemption provided the request is received by the Public Works Director a minimum of twenty-four (24) hours prior to the requested Collection postponement.
- b) Upon postponement, Collection will be made on a day agreed upon between the Contractor and the City.

8) Missed Collections:

- a) The Contractor agrees to pick up all missed Collections on the same day the Contractor receives notice of a missed Collection, provided notice is received by the Contractor before: 11:00 a.m. on the collection day.
- b) With respect to all notices of a missed Collection received after 11:00 a.m. on the collection day, the Contractor shall pick up that missed Collection before 10:00 a.m. on the following business day.
- c) If the Contractor determines that the collection of Solid Waste can not begin until after 7:00 a.m. of a given day, the Contractor shall notify the City by 7:00 a.m. that same day or if the Contractor determines that the collection of Solid Waste materials will not be completed by 5:00 p.m. on a given day, the Contractor shall notify the City on that same day and request an extension of the Collection hours.
- d) The Contractor shall inform the City of the areas not completed, the reason for non-completion and the expected time of completion. If the Public Works Director (847-963-0500) cannot be reached, the Contractor will contact the City Manager’s office (847-394-8500).

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9) Procedure for Handling Special Collections:

- a) Construction/Remodeling Debris: Residents shall be able to place a minimum of two yards of construction and or remodeling debris at the curb each week for collection at no additional charge.
- b) Construction and or remodeling debris could be but not necessarily limited to include items such as lumber, drywall, paneling, wiring & conduits, piping, carpeting, concrete, and bricks. These materials must be placed in bags or boxes not to exceed 4 feet in length and 50 pounds in weight.
- c) All rugs, carpeting, and padding shall be bundled and taped or tied in rolls not to exceed four feet in length or exceed 2 cubic yards. Each bundle shall not exceed 50 pounds.
- d) Single items such as doors (and frames), windows, toilets, sinks, vanities, garage door panels, swing sets, and kitchen cabinets must be disassembled and each portion or item cannot exceed 50 pounds in weight.
- e) There will be an additional charge if the accumulated debris is more than 2 cubic yards.
 - i) **Procedures for Special Pickup Collection:**
 - (1) Upon the resident's request, the contractor's supervisor will perform an estimate of the cost of collection.
 - (2) All materials must be placed outside of the home but not at the curb 24 hours in advance of the regular collection day.
 - (3) Once the contractor conducts an estimate, the resident will be contacted by the contractor with the estimate. If the resident agrees to the cost for the collection, the residents will pay the contractor in advance (payment options may include check or credit card); however the contractor's driver or collectors will not be able to accept payment at the time of the collection.
 - (4) Once payment has been received the items should be placed at the curb and the collection of the items will be scheduled for pickup on the homes regular collection day. Residents may opt to pay an additional fee for collection on a day other than the regular collection day.
 - ii) **Move Out Refuse Collection:**
 - (1) The City may request that the contractor provides Move out Refuse Collection for any home. Residents may call the Public Works Offices 24 hours prior to the schedule collection which may take place on any weekday.
 - (2) Move out Refuse Collection shall be provided at no additional charge.

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iii) Other Services:

- (1) The Contractor may provide disposal services other than those described in this RFP for all types of refuse material over and above the two cubic yard limit.
- (2) Rates for the collection of loose material and or containerized material shall follow a pre-established schedule and each vendor shall provide their current rates for bulk items with their proposal submittal. (See Pricing Pages For More Information)
- (3) The Contractor shall, upon request of the resident, furnish to any resident an estimate for the cost of removal of such materials, at a rate per cubic yard or by means of a 2, 8, 15 or 20 yard container. Container services may be billed by the contractor.
- (4) Material that is set out in a loose manner or into a container as described above shall be set-out accordance with the City's Municipal Code.

10) Non-Targeted Materials: If the Contractor determines that a resident has set out Non-Targeted Recycling Materials, the driver shall use the following procedures:

- a) The driver shall leave the Non-Targeted Materials at the resident's curbside and leave an "education tag" indicating acceptable materials and the proper method of preparation.
- b) The driver shall record the address and the Contractor shall report the address to the City during the given collection day.
- c) If this procedure for handling Non-Targeted Materials is not feasible for automated Collection systems, the vendor must so specify and explain, as part of their proposal, alternative public education methods to maintain and improve quality of recyclable materials set out by City residents.

11) Municipal Buildings & Recycling Center Collection Requirements:

- a) The Contractor shall provide, at no charge, recycling containers and refuse collection services twice per week at the following Public Buildings:

<u>Building Location</u>	<u>Recycling Containers</u>	<u>Refuse Containers</u>
Rolling Meadows City Hall, 3600 Kirchoff Road	(5) 65-Gallon Totters	(1) 2 Yarder
Fire Station 15, 3111 Meadow Drive	(3) 65-Gallon Totters	(1) 2 Yarder
Fire Station 16, 2411 Plum Grove Road,	(3) 65-Gallon Totters	(1) 2 Yarder
Rolling Meadows Library, 3110 Martin Lane	(3) 65-Gallon Totters	(1) 2 Yarder
Public Works North, 3900 Berdick Street	(4) 65-Gallon Totters	(2) 2 Yarders
Public Works South, 3200 Central Road	N/A	(1) 2 Yarder

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The contractor shall also provide a 40-yard covered gondola for drop-off collection at the City's Recycling Drop-off Center located at 3200 Central Road.

12) Other Solid Waste Collection Services:

- a) Waste Bins at Bus Stops & Bike Path Locations: The City currently maintains Nineteen (19) waste receptacles at various locations on the City bike path network and at each of the seven (7) Pace Bus Shelters. These waste receptacles shall be emptied on a twice-per-week service schedule between April first and November thirtieth and on a once-per-week service schedule for the remaining months of the year. The City reserves the right to increase the number of these types of waste receptacles by 50% at no additional cost.
- b) The City may wish to partner with the awarded contract to purchase solar powered refuse containers for the Bus Stops & Bike Path locations.
- c) The awarded contractor shall provide for the removal, transportation and disposal of all branches, leaves, logs, wood chips, and asphalt, and street sweeping debris that may be collected by the City's Public Works crews and deposited at either of the City's Public Works Facilities. The hauling of this debris shall be at no additional cost to the City. The following chart list the annual yardage of these items currently being hauled by City crews.

<u>Material</u>	<u>Bulk Yardage</u>	<u>Means Used to Transport</u>
Branches	75	Hauled by refuse staff in <u>refuse trucks.</u>
Leaves	150	Hauled by refuse staff in <u>refuse trucks.</u>
Logs	100	Hauled by refuse staff in <u>refuse trucks.</u>
Wood Chips	600	Hauled by refuse staff in <u>refuse trucks.</u>
Subtotal # 1	925	
Asphalt	150	Hauled by refuse staff in <u>dump trucks.</u>
Leaves	225	Hauled by refuse staff in <u>dump trucks.</u>
Wood Chips	150	Hauled by refuse staff in <u>dump trucks.</u>
Subtotal # 2	525	
Total	1,450	

- d) Emergency Refuse Pick-Up Service: The Contractor shall, upon receipt of notice from the City, provide any Household in the City a special emergency pick-up service for refuse and miscellaneous waste materials, in circumstances requiring prompt disposition of the waste materials and where a delay in pick-up until the next regularly scheduled pick-up day would or might be injurious or detrimental to the health, safety and/or welfare of the Municipality. Any such special emergency pick-up service shall be completed on or before the next business day after the day of notification and no charge shall be made to the Municipality for this service. This provision shall be limited to one-

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time extraordinary circumstances. Contractor, during any year of this Agreement, shall not be required to pick up, in aggregate, more than two truckloads (50 compacted cubic yards) of solid waste pursuant to this provision.

- e) **Emergency Service Provisions:** The Contractor agrees that should any emergency arise from either man-made actions or natural occurrence such as a riot, demonstration, special event, severe weather, flood, power outage or similar events, in which additional refuse, or yard-waste, of tree branches are set out and are required to be collected and hauled. The awarded contractor will provide the necessary services to the City at no additional cost to the residents or City.

13) Community Event Waste & Recycling:

- a) The awarded Contractor will be allowed to provide waste & recycling collection services at community events and if requested, up to three (3) times per year.
- b) The awarded Contractor may also be allowed to provide an educational or informational booth/display to promote recycling at a City sponsored event, up to three (3) times per year.
- c) City events may include the Memorial Day Parade, the 4th of July fire-works show, and one other event to be determined.

14) Weighing of Loads:

- a) Contractor will keep accurate records consisting of an approved weight slip with the date, time, vehicle number, tare weight, gross weight, and net weight for each loaded vehicle that has collected refuse, yard-waste, and recyclable material in Rolling Meadows.
- b) Collection vehicles will be weighed after completion of a route or at the end of the day, whichever occurs first.
- c) The City requires that the Contractor records the weight of the City's residential solid waste before adding materials from another municipality or commercial customers.
- d) A copy of each weight ticket shall be kept on file and made available for inspection upon request by the City.

15) Monthly and Annual Reports: The Contractor will submit to the City monthly reports and annual reports.

- a) Monthly Report shall include the following information:
 - i) Collection Period,
 - ii) Units Serviced,

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- iii) Total Weights of all materials collected in tons.
 - iv) Weight Paper Products Collected,
 - v) Weight and Percentages of Totaled Commingled Material Collected,
 - vi) Drop-off Collection Total Tons Received.
- b) Monthly reports shall be due to the City by the first business day of each following month.
- c) The Annual Report shall include the following information:
- i) Revenue share credits back to the City,
 - ii) Total quantities of refuse, yard-waste, and recyclable materials collected in the City,
 - iii) Materials composition analysis of the City's recyclable materials,
 - iv) Average Participation Rates and Set-Out Rates and an explanation of how those rates were calculated,
 - v) Annual reports shall be due by January 31st.
- d) The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program.

16) Customer Complaints:

- a) Customer complaints which are received by the City will be forwarded to the Contractor.
- b) All Complaints will be addressed within 24-hours of notification. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly.
- c) Complaints which are not resolved by the contractor shall be forwarded to the Public Works Director who will have the authority to make a final decision to resolve the issue.
- d) The Awarded Contractor shall provide the City with a quarterly report that includes a list of complaints received and how each complaint was resolved.

17) Cleanup of Spillage or Blowing Litter:

- a) The Contractor shall clean up any material spilled or blown during the course of Collection and/or hauling operations.
- b) All Collection vehicles shall be equipped with at least one broom and one shovel for use in cleaning up material spillage.
- c) All materials shall be transported in a covered vehicle so that the materials do not drop or blow onto any public street or private property during transport.

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18) Ownership of Recyclable Materials & Recyclable Material required to be transported to Markets:

- a) All recyclable materials within the City boundaries shall be the property of the City. It shall be unlawful for anyone other than the original owner of the recyclable material who placed it at the curb for pickup, or a properly licensed contracted hauler, to remove any article without permission of the city.
- b) All recyclable material collected in accordance with the terms hereof shall become and be the property of the Contractor as soon as the same is picked up or otherwise placed in the Contractor's vehicle. Contractor shall have a contractual obligation to see that all recyclable material collected is properly processed and marketed. No collected recyclable material shall be land filled or incinerated unless advance authorization to do so is given by the City. Any and all costs associated with the disposal of recyclable materials shall be the responsibility of the Contractor.
- c) The City's Contractor shall deliver the designated recyclables to a licensed Materials Recovery Facility (MRF), or to an end-market for sale or reuse, or to an intermediate collection center for later delivery to a MRF or end-market.
- d) MRFs must be specified: The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for material collected in the City.
- e) The proposals must clearly specify the locations of its recyclables processing facility or sub-Contractor's facility where material collected from the City will be delivered.
- f) The Contractor shall provide written notice to the City at least 90 days in advance of any change in these or subsequent plans for receiving and processing recyclable materials collected from the City.

19) Rebates / Revenue Sharing / Monthly Rate Savings:

- a) Since there is a value to the recyclable material being collected, the City may consider different proposals which could include rebates or other forms of revenue sharing or a lesser monthly per-household rate for the services provided.
- b) The City will expect to continue with some form of a revenue sharing scheme; for this RFP vendors may submit their best proposal for revenue sharing with the following considerations in mind:
 - i) Revenue derived from recycling material collected and sold by the vendor, less processing costs for these commodities shall be shared with the City.

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- ii) Each Contractor must identify their revenue sharing program, including rates, tonnage estimates, payment terms, and any other pertinent information.
- c) In order to evaluate the revenue sharing portion of each proposal, the Contractor will calculate estimated revenues by using the material splits provided for in Appendix C.
- d) The City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for this RFP and comparing the value of any revenue sharing proposals.
- e) Alternate proposals that provide for a reduce rate structure for the per-household collection service may also be submitted. However, these proposal must be fully explained as to their benefits to the City and if there would be any changes to the rates based on an increase or decrease in recycled material collected or sold.
- f) The acceptance or rejection of any of these proposals shall be at the sole discretion of the City of Rolling Meadows.

20) Estimating Materials Composition as Collected:

- a) The Contractor shall conduct at least one materials composition analysis of the City's recyclable materials each year to estimate the relative amount, by weight, of each recyclable commodity by grade: i.e., industry specification or offer a suitable alternative to a composition analysis.
- b) The results of this analysis shall include:
 - i) Percent by weight of each recyclable commodity by grade as collected from the City;
 - ii) Relative change compared to the previous year's composition; and
 - iii) A description of the methodology used to calculate the composition, including number of samples, dates weighed, and City routes used for sampling.
- c) The Contractor shall provide the City with a copy of the analysis each year of the Contract.

21) Process Residuals:

- a) The Contractor shall provide the City a written description of the means to estimate Process Residuals derived from the City's recyclables. This written description shall be updated by the Contractor immediately after any changes to the processing facilities used by the Contractor. The City may audit the records of the Contractor to verify the agreed upon process.
- b) The quantities of Process Residuals must be reported to the City in the annual composition analysis.

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- c) As part of their response to this RFP, vendors shall provide: Average residual rates from their processing operations for single-stream collection; and a written description of how the company plans to minimize the amount of residuals from the Processing of the City's recyclable materials, as part of their proposal.

22) Lack of Adequate Market Demand:

- a) In the event that the market for a particular recyclable material ceases to exist, or becomes economically depressed that it becomes economically unfeasible to continue collection, processing and marketing of that particular recyclable material, the City and the Contractor may negotiate whether or not to continue collecting such item. before collection ceases.
- b) The Contractor shall give the City as much notice as possible, in writing, about the indications of such Market condition changes.
- c) The City and Contractor shall agree on a date in a written Contract amendment to cease Collection of the recyclable item in question.
- d) The Contractor shall at all times be under a duty to minimize the quantity of recyclable materials disposed in a landfill, incinerator or other facility receiving mixed municipal solid waste.
- e) If disposal of any recyclable commodity becomes necessary, upon receiving written permission from the City, the Contractor shall dispose of the recyclable materials at a facility specified in writing by the City or an alternative agreed upon by the City and the Contractor.
- f) The Contractor shall incur all costs for transporting and disposing of said recyclable material.

23) Publicity, Promotion and Education:

- a) The City updates its website with recycling information and instructions and periodically publishes recycling-related information in the City's newsletter.
- b) The newsletter is distributed to all utility customers within the City and is also available on the City's website.
- c) In an effort to increase participation and improve compliance with City-specified resident preparation instructions, the Contractor shall publish and distribute via mail a public education brochure upon the initial award of a contract. The flyers may be requested to be resent every three years or after any major changes in collections procedures occur.

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- d) The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and distribution of any such literature.
- e) In addition, prospective vendors are encouraged to specify other public education tools that they are willing to provide e.g., recycling information printed in other languages, recycling education materials targeted for a specific neighborhood or targeting a specific material type, etc.
- f) As part of this proposal, prospective vendors shall provide examples of public education materials they have developed for other municipalities.
- g) The Contractor shall produce “resident education tags” to be left by curbside Collection crews if any Non-recyclable material is rejected and left at the curb. The Contractor shall submit a draft of the tags for approval by the City, at least one month before printing.

24) City Retains Right to Specify Resident Preparation Instructions:

- a) The City has the sole right to clearly specify the resident sorting requirements.
- b) The City will also maintain the right to establish setout requirements.

25) Annual Performance Review Meeting:

- a) Upon receipt of the Contractor's annual report the City and the Contractor shall schedule an annual meeting.
- b) The objectives of this annual meeting will include, but not be limited to, the following:
 - i) Review Contractor's annual report, including trends in recovery rate and participation.
 - ii) Review efforts the Contractor has made to expand Markets for recyclable materials.
 - iii) Review Contractor's performance.
 - iv) Review Contractor's recommendations for improvement to the City's recycling program, including enhanced public education and other opportunities.
 - v) Review City staff recommendations for Contractor's service improvements.
 - vi) Discuss other opportunities for improvement during the remainder of the Contract.

26) Contract Pricing & Annual Price Adjustments

- a) The Contractor shall complete the attached Proposal Pricing Pages For Solid Waste Collection Services
- b) Price adjustments shall be made each January First of each contract year.

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- c) The annual per household fee payable for each successive Contract year shall equal the annual fee payable for the previous year adjusted proportionately by the annual Consumer Price Index CPI for the “Midwest Urban” region.
- d) The published index for determining the annual percent change of the CPI will be the U.S. Department of Labor, Bureau of Labor Statistics <http://www.bls.gov/cpi/> (Consumer Price Index, Chicago-Gary-Kenosha)
- e) However, the annual fee shall not be increased by more than 2.5% annually.
- f) If the CPI for the previous calendar year is zero or less than zero, the price per household would remain unchanged for the next subsequent year. There shall be no limit to the number of zero increase years during the term of the contract.

27) Residential Customer Billing:

- a) The Contractor will bill all residential customers directly on a monthly basis.
- b) All bills must carry a due date, not “due upon receipt.”
- c) Bill must be itemized, and shall designate any portion of the invoice that is considered a franchise imposed by the City
- d) Customers may, on an individual basis, request annual payment schedules, and Contractor will work in good faith with individual customers to reasonably satisfy such requests.
- e) Contractor will have the right to bill and collect for its services after the service has been rendered.
- f) Container Services and or other bulk pickup services: For individually serviced Customers who request roll-off box (including temporary bin) service, or other bulk pickups the Contractor will accept major credit cards for payment.
- g) Delinquent Accounts: Once a payment is 30 days past due, Contractor must send to the Customer a notice that service will be suspended if payment is not made within an additional 30 days. Service may only be suspended after these minimum time periods and notice. City will not be responsible for, and will provide no assistance with the collection of delinquent accounts.
- h) Automated Billing Payment. Contractor may make available to all Customers an automated billing and payment system at no additional charge.

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- i) This system should be website based and allow customers to view and pay bills through Contractor's website.
- j) Contractor will ensure that the electronic billing and payment website conforms to industry-standard practices for electronic commerce security.
- k) Contractor must ensure that these customers are compiled in a list to ensure that billing inserts are mailed directly.
- l) Contractor shall promote the website-based billing and payment system on all paper bills sent to Customers.
- m) By December First of each year the City will review the number of certified households and notify Contractor of any changes.
- n) Annual Rate Notification. Contractor must annually, within 60 days prior to the effective date of a rate change, prepare and distribute a notice to each customer setting forth the Contractor's adjusted rates, annual holiday schedule, recycling programs offered, and a general summary of services required to be provided and optional services that may be furnished by Contractor.
- o) Said notices shall be reviewed and approved by the City prior to their distribution. Said notices may be included with billings or may be included as part of the Contractor's public education plan.

28) Submitting Proposals: To the best of its ability, the City will use the following schedule to review this RFP.

- a) Proposal to be mailed to interested parties during the week of March 5, 2012.
- b) Questions may be submitted by mail, facsimile or email. The contact information is as follows:

Mail Address: 3900 Berdnick Street Rolling Meadows, Illinois 60008

Fax Number: 847-963-0555

Email: hartnett@cityrm.org

- c) All requests shall be addressed in Care of Fred Vogt, Director or Bob Hartnett, Assistant Public Works Director City of Rolling Meadows.
- d) On Monday, March 19, 2012; beginning at 10:00 a.m. C.S.T. the City will host a **mandatory**, informational meeting for this RFP.
- e) Any and all questions received at this meeting shall be in written form.

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- f) The City shall respond to Vendors' Questions by Friday March 23, 2012. NOTE: Response to be distributed to attendees of the mandatory meeting only.
- g) Proposals shall be due Friday, March 30, 2012 at or before 11:00 a.m. in the City Clerk's Office.
- h) Proposal Evaluation Completed by City Staff & Interviews with Contractors to be scheduled during the evaluation period if necessary; with a staff presentation to City Council tentatively scheduled for Tuesday, April 17, 2012.
- i) Contract Award: The award of any contract shall be at the sole discretion of the Rolling Meadows City Council.

29) Proposal Submittal Process:

- a) Proposals shall be submitted to the Rolling Meadows City Clerk's Office, in the Rolling Meadows City Hall, 3600 Kirchoff Road, Rolling Meadows, Illinois 60008 no later than 11:00a.m. Central Standard Time on or before Friday, March 30, 2012 at or before 11:00 a.m., in a sealed package.
- b) Each copy of the proposal shall be submitted in a bound 3-Ring Binder and each section shall be clearly identified by tabbed separated marker pages. The submittals shall be addressed as follows:

Company Name / Company Address / Enclosed: Solid Waste Services Proposal for the City of Rolling Meadows / Date Submitted
- c) The price quotes stated in this RFP shall be honored until such time as when the City enters into a contract with a selected service provider, or until December 31, 2012.
- d) Late proposals will not be accepted and will be returned to the submitter.
- e) Any costs that a vendor incurs in preparing and submitting a proposal to the City as a response to this RFP, are the sole responsibility of that vendor and will in no event be paid for or reimbursed by the City
- f) Proposals should include all of the following information.
- g) All Proposals shall include a refundable RFP DEPOSIT payable to the City of Rolling Meadows equal to 5% of the first years contract cost.

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- h) The RFP deposit can be in any of the following forms; certified check, cashiers check, or, bid bond, which must be executed by a responsible surety company, certified to do business in the United States, with an A. M. Best Rating.
- i) A completed City of Rolling Meadows Proposal Pricing Page.
- j) A brief history of the proposing company.
- k) A Vehicle Listings of the likely equipment that will be used to service this contract.
- l) A statement of the vendor's commitment to safety.
- m) A general description of the steps your firm would take to service the City of Rolling Meadows.
- n) The location of the processing facility, where the City's recyclable material is proposed to be taken and processed.
- o) Statement of Financial Stability. Each proposal must include proof of financial stability, which would include the submittal of financial statements or annual reports covering the two most recent fiscal years, or other such documents that will allow the City to assess the company's financial viability.
- p) State any obstacles your company may anticipate in completing this contract.
- q) List any and all key subcontractors the firm might employ to conduct any the phases of the project. If subcontractors will not be employed please detail the divisions in your firm that would be expected to assist with the project.
- r) A list of communities, which this firm has provided recycling collection services for during the last five (5) years, including the name and phone number of a contact person familiar with the contract for each community.
- s) Litigation: Statement as to any litigation in the past five years within the State of Illinois and the current status of that litigation.
- t) A written description of the means to estimate and reduce Process Residuals and procedures for Handling Non-Targeted Materials.
- u) Revenue Sharing: All qualified proposals shall state explicitly if the vendor proposes to participate in revenue sharing with the City.
- v) If the City awards the Contract to a vendor that proposes revenue sharing, the Contractor shall, on a monthly basis, rebate an amount to the City based on a mutually agreed upon

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formula. The components of the revenue sharing formula are to include: Proposed percent revenue share by commodity, Proposed Processing fee per ton by commodity; and, estimated commodity tonnage volumes tons per month.

- w) Vendors May Team with Other Companies. It is recognized that some prospective haulers may wish to sub-contract with other companies for processing services. This is allowed as needed, but all such Contractor / sub-contractor relationships must be explicitly described in each proposal scenario. The City will contract with only one primary Contractor. Multiple vendors may team up with other complementary hauling or recycling companies provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

30) Term of Contract:

- a) For the purposes of the RFP the term of the Collection Contract will be a period of Five (5) years from dates which shall be determined during the awarding of a contract, unless said Contract is terminated at an earlier date by the City for reasons of non-performance or inability of Contractor to perform under the direction of the SWANCC Project Use Agreement, Municipal Waste System Ordinance, transfer station rules and regulations issued by the Agency or violation of the terms of this Contract by the Contractor.
- b) However, the Rolling Meadows City Council may offer a longer or shorter term contract at their discretion.
- c) The City may consider contract extensions for additional years; at the City's sole discretion and upon mutual agreement with the contractor.
- d) The City shall notify the Contractor in writing of its intention to do so no later than ninety (90) days prior to the last day of the contract term.
- e) The Contractor shall not bill for refuse services beyond the termination date of this Contract or any extension thereof. Any and all reasonable cooperation will exist between the City and Contractor to permit a stable transition of any service changes under this Contract.

31) Proposals Held as Non-Public Data:

- a) Only the company names of vendors submitting proposals will be made public.
- b) All proposal documents shall be held as non-public data until City staff presents the RFP information to the Rolling Meadows City Council at a public meeting.

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32) Negotiations:

- a) City staff may negotiate with any or with all vendors.
- b) The City reserves the right to negotiate specific work elements with a respondent into a Contract of lesser or greater expense than described in this RFP or the respondent's reply.

33) Award of Contract:

- a) Once a draft Contract has been successfully negotiated, City staff will present its recommendations to the City Council.
- b) The City Council may then award the Contract and authorize staff to execute it.
- c) The new Solid Waste Collection Contract will commence on a date to be determined by negotiations between the City and the Awarded Contractor.
- d) Proposals May be Rejected in Whole or Part.
- e) The City of Rolling Meadows reserves the right to reject any or all proposals, or to negotiate modifications of proposals submitted; and accept part or all of the proposals on the basis of considerations other than proceeds or cost.
- f) RFP and Proposal to Become Part of Final Contract; the contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful vendor shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract.
- g) If any provision of the Contract is in conflict with the referenced RFP or proposal, the Contract shall take precedent.

34) Liquidated Damages:

- a) The Contractor shall agree, in addition to any other remedies available to the City, the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations.
- b) Failure to respond to legitimate service complaints within 24-hours in a reasonable and professional manner: \$100 per incident.
- c) Failure to collect properly notified missed Collections: \$100 per incident.
- d) Failure to provide monthly and annual reports: \$100 per incident.

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- e) Failure to complete the Collections within the specified timeframes without proper notice to the City: \$250 per incident.
- f) Failure to clean up from spills during Collection operations: \$100 per incident.
- g) Failure to report on changes in location of recyclable materials Processing operations: \$500 per incident.
- h) Failure to provide written description of the means to estimate relative amount of Process Residuals derived from the City's recyclables: \$100 per incident.
- i) Failure to receive City written approval of changes to the Collection and Processing systems prior to implementing any such change: \$500 per incident.
- j) Failure to conduct and report results of the annual composition analysis: \$100 per incident.
- k) For the dispute resolution process see Section #41 Item f.

These designated amounts for non-performance do not represent penalties.

35) Insurance Requirements:

- a) For All requirements see Appendix A, City of Rolling Meadows Insurance Requirements.
- b) The City's Insurance Requirements are NON-Negotiable.

36) Indemnity/Hold Harmless Provision:

The City's Indemnification Requirements are **NON-Negotiable.**

- a) To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the City, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any ways accrue against the City, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the City, its employees or agents, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City, its officials, employees and agents, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

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- b) Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City, its officials, employees and agents as herein provided.
- c) The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the City, may be retained by the City to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the City.

37) Prevailing Wage:

- a) All wages paid by CONTRACTOR and each SUBCONTRACTOR shall be in compliance with the Prevailing Wage Act (820 ILCS 130) "Act" , as amended, except where a prevailing wage violates a federal law, order, or ruling, the rate conforming to the federal law, order, or ruling shall govern. If the Department of Labor revises the wage rates, the revised rate as provided by the City of Rolling Meadows shall apply to this Agreement and CONTRACTOR and each SUBCONTRACTOR will not be allowed additional compensation on account of said revisions.
- b) CONTRACTOR and each SUBCONTRACTOR shall make and keep, for a period of not less than three (3) years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day.
- c) CONTRACTOR and each SUBCONTRACTOR shall submit no later than the tenth day of each month, in person, by mail, or electronically a certified payroll, for the immediately preceding month, to the City of Rolling Meadows. The certified payroll shall consist of a complete copy of the records. The certified payroll shall be accompanied by a statement signed by CONTRACTOR or SUBCONTRACTOR or any officer, employee, or agent of the CONTRACTOR or SUBCONTRACTOR that:
 - i) he or she has examined the certified payroll records required to be submitted by the Act and such records are true and accurate;
 - ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and
 - iii) CONTRACTOR is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

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- d) Upon two (2) business days' notice, CONTRACTOR or SUBCONTRACTOR shall make available for inspection and copying at a location within this state during reasonable hours the records to the City of City of Rolling Meadows, its officers and agents, and to the Director of Labor and his deputies and agents and to federal, State or local law enforcement agencies and prosecutors at all reasonable hours at a location within this State. CONTRACTOR and each SUBCONTRACTOR shall permit his/her employees to be interviewed on the job, during working hours, by compliance investigators of the Department or the Department of Labor.

INSTRUCTIONS FOR CERTIFIED PAYROLL FORM

PLEASE NOTE: THE SUBMISSION OF FALSIFIED PAYROLL RECORDS IS A CRIMINAL OFFENSE.

1. For all public works projects, Payroll Certifications and Accompanying Affidavit must be filed with the City of Rolling Meadows no later than the tenth day of the month for the immediately preceding month under the Illinois Prevailing Wage Act (820 ILCS 130/5).
2. The information must be provided for **each payroll period**. Please note the starting and ending dates of each payroll period in the space provided.
3. If you are a contractor or subcontractor working for the City of Rolling Meadows on more than one project, please fill out a form for each project.
4. For each project you worked on for the City of Rolling Meadows, you must identify the names of employees that worked on the project and their classifications. You must record the number of hours they worked each day of the pay period, along with the total hourly wages paid during that pay period, including the hourly fringe benefits paid.
5. Please note that pertinent information is required on the second sheet. The Subcontractor information, if applicable, is very important; however, it is **ABSOLUTELY IMPERATIVE** that the **AFFIDAVIT** information be completed in its **ENTIRETY** including **SIGNATURE**. If additional forms are needed and copies are made, please be sure to also duplicate the second sheet. A second sheet **MUST** accompany every certified transcript of payroll form showing that you are swearing that the information on each sheet is accurate.
6. Fringe Benefits **MUST** be paid if required for the work classification, regardless of your union or non-union status.
7. If a fringe benefit is paid into a fund, place the letter "F" behind the rate; if the benefit is included on the employee's payroll check, place the letter "E" behind the rate; credit will be given for health insurance paid, payments made into an ERISA approved pension plan, required vacation and/or training (registration in a BAT-approved program).
8. The items requested under the heading, "Contract Information," help to correctly identify the project. If a Contract or Project Number is not known, please do your best to secure the information. The information requested for "Project" and "Project Location" should **always** be completed.
9. You are invited to visit Illinois Department of Labor's web site at www.state.il.us/agency/idol for more detailed information regarding application of the Prevailing Wage Act.

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38) Other Legal Requirements:

- a) Transfer of Interest: The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City.
- b) The Contractor shall not sub-contract any services under this Contract without prior written approval of the City.
- c) Failure to obtain such written approval by the City prior to any such assignment or sub-contract shall be grounds for immediate Contract termination.
- d) In the event, the Contractor, its successors or assigns files for Bankruptcy as provided by federal law, this agreement shall be immediately deemed null and void relieving all parties of their Contract rights and obligations.
- e) Dispute Resolution and Arbitration Procedures: The parties agree that any controversy or claim arising out of or relating to the agreement or the breach thereof, shall be settled, at the option of the City by arbitration in accordance with the Rules of the American Association of Arbitration and judgment upon the award by the Arbitrators may be entered in any court with jurisdiction thereof.
- f) General Compliance: The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract.
- g) Once negotiations begin, the City will provide draft Contract language to the preferred vendor to address other standard legal requirements. Note: These requirements may include, but not be limited to: specification for performance bond, prevailing wage; anti-trust, arbitration, human rights, City administrative ordinance; etc.

39) Performance Bond:

- a) The Contract shall specify requirements for a performance bond in the case of the Contractor's failure to perform contracted services.
- b) The performance bond shall be for a minimum of 100% of the first year value of the Contract and shall be in effect for the duration of this contract and any extensions thereof.

40) Independent Contractor:

- a) Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties.

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The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract.

- b) Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Illinois or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

41) Accounting Standards & Retention of Records:

- a) The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the termination of the Contract or any extensions thereof. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.
- a) The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

42) Data Practices:

- a) The Contractor agrees to comply with the Illinois Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality.
- b) The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests.
- c) The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

43) Inspection of Records:

- a) All Contractor records with respect to any matters covered by this agreement shall be made available to the City or designees at any time during normal business hours, as often as necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

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44) Applicable Law:

- a) The laws of the State of Illinois shall govern all interpretations of this Contract.
- b) The appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Cook, State of Illinois, regardless of the place of business, residence or incorporation of the Contractor.

45) Failure to Provide Services:

- a) If the awarded contractor fails to collect materials herein specified for reasons other than an Act of God, for a period in excess of five business days, or fails to operate the system in a satisfactory manner as determined by the City, the City shall notify the awarded contractor in writing by certified mail or by personal service of its default under the Contract, and that the Contract shall be terminated unless the awarded contractor shall perform to the satisfaction of the City within five days of the date the aforesaid notice was received by the awarded contractor. In the event the default is not cured, the City may terminate this Contract and the City's obligation and the awarded contractor's rights hereunder shall cease and be of no further force and effect.
- b) The awarded contractor agrees that in the event the awarded contractor fails to fulfill any of the provisions stipulated in this Contract the City may, at its option, without waiving any of its other rights, hire such persons and equipment and enter into such contracts as deemed necessary to perform the work described herein, and the City shall have the right to charge the awarded contractor such sum of money so expended. In addition, the City shall be entitled to reimbursements of all expenditures including all costs, expenses and attorney's fees resulting from such failure of performance on the part of the awarded contractor. The City may deduct any costs, expenses and attorney's fees incurred as the result of the awarded contractor's default from the awarded contractor's Performance Bond provided herein.
- c) In the event of a strike that lasts more than seven business days, The awarded contractor shall credit each resident's invoice to reflect the number of refuse collections missed due to a work stoppage. The City shall require The awarded contractor to provide minimal collection services (defined as at least one collection per seven days) to essential locations, namely municipal facilities as listed in this RFP. Further, in such event, The awarded contractor shall secure at least four locations in the City for residential drop-off. These locations shall be mutually agreed to by the City and the awarded contractor. The awarded contractor shall provide the collection bins and or containers and collection services for these drop-off locations. Any costs and fees associated with these collections and/or litigation in regard to drop-off locations will be the sole responsibility of the awarded contractor.

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46) Contract Termination:

- a) The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been cured within five (5) weekdays of being given written notice.
- b) The City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach.
- c) If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

47) Employee Working Conditions and Contractor's Safety Procedures:

- a) The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable Federal, state and local laws and regulations.
- b) The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation or safety violations and standard operating procedures documents.

48) Optional Refuse & Yardwaste Roll-Out Cart Program:

- a) The City will be considering the option of moving from the current take-all bag collection program for both refuse and yardwaste and move to a roll-out cart program.
- b) Therefore the City's is requesting that each bidder attest that they will enter into negotiations with the City on providing pilot programs which will be designed to help the City determine if the City's resident will benefit from such programs.
- c) The implementation of a refuse and or yardwaste pilot cart collection program will be formatted as follows.
- d) Upon notice from the City the awarded contractor will deliver to the City without charge six hundred (600) 95 gallon refuse carts and six hundred (600) 95 gallon yardwaste carts for City's use.
- e) The program may be implemented by the City for one continuous year by written notice thereof to the awarded contractor at any time during the contract term.

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- f) The program will be implemented in up to three separate areas of the City as determined by the Public Works Director.
- g) The awarded contractor shall maintain the carts used in the pilot program.
- h) The City may terminate the program at any time during the program year by 30 day advance written notice to the awarded contractor of the City's intent to terminate the program, or as otherwise agreed by the parties.
- i) If the City, after the first year that the program is completed, determines to implement a refuse and or yardwaste program on a continuing basis the following shall be applicable:
- j) The awarded contractor shall purchase, own and maintain the refuse and or yardwaste carts necessary to service the residences and the facilities of the City.
- k) Other terms and conditions may be agreed to by the City and the awarded contractor prior to the pilot programs commencement.

End of Sections 1 - 48

City of Rolling Meadows Refuse, Yard-Waste & Recycling

Appendices

Appendix A

City of Rolling Meadows Insurance Requirements

INSURANCE REQUIREMENTS

The Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the City named as additional insured, on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement CG 2010 (Exhibit A), CG 2026 (Exhibit B).

Owners and Contractors Protective Liability (OCP) policy with the City as insured.

Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."

Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.

Environmental Impairment/Pollution Liability Coverage for pollution incidents as a result of a claim for bodily injury, property damage or remediation costs from an incident at, on or migrating beyond the contracted work site. Coverage shall be extended to Non-Owned Disposal sites resulting from a pollution incident at, on or mitigating beyond the site; and also provide coverage for incidents occurring during transportation of pollutants.

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than the following:

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

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Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

Environmental Impairment/Pollution Liability: \$1,000,000 combined single limit per occurrence for bodily injury, property damage and remediation costs.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City.

At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, employees, agents and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGES

The City, its officials, employees, agents and volunteers are to be covered as additional insured's as respects: liability arising out of the Contractor's work, including activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents and volunteers.

The Contractor's insurance coverage shall be primary as respects the City, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with it.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents and volunteers.

The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.

If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be

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required to name the City, its officials, employees, agents and volunteers as additional insured.

All general liability coverage shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

The contractor and all subcontractors hereby agree to waive any limitations as to the amount of contribution recoverable against them by City. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*.

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY COVERAGES

The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

15) NCCI Alternate Employer Endorsement (WC 000301) in place to insure that workers' compensation coverage applies under contractor's, coverage rather than City's if the City is borrowing, leasing or in day to day control of contractor's employee.

ALL COVERAGES

Each insurance policy required by these insurance provisions shall have the City expressly endorsed onto the policy as a Cancellation Notice Recipient.

Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

VERIFICATION OF COVERAGE

Contractor shall furnish the City with certificates of insurance naming the City, its officials, employees, agents and volunteers as additional insured (Exhibit D), and with original endorsements affecting coverage required by this clause.

The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before any work commences.

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The following additional insured endorsements may be utilized: ISO Additional Insured Endorsements CG 2010 or CG 2026, and CG 2037 - Completed Operations, where required.

The City reserves the right to request full certified copies of the insurance policies and endorsements.

SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor.

All coverage for subcontractors shall be subject to all of the requirements stated herein.

ASSUMPTION OF LIABILITY

The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any sub-contractor, any supplier or any other person.

The contractor assumes liability for all bodily injury and property damage sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

SAFETY/LOSS PREVENTION PROGRAM REQUIREMENTS

Successful Contractor will provide written confirmation that a safety/loss prevention program is in place.

Evidence of completed employee safety training can be provided.

REGULATORY REQUIREMENTS

Successful Contractor must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.

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Evidence of specific regulatory compliance will be provided by Contractor, if required by owner.

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Appendix B

PUBLIC CONTRACT CERTIFICATIONS

The City of Rolling Meadows is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statements shall be executed and notarized by each company submitting a response to this RFP.

CERTIFICATION OF CONTRACTOR/BIDDER: In order to comply with 720 Illinois Compiled Statutes 5/33 [-1 et seq. the City of Rolling Meadows requires the following certification be acknowledged: The below-signed bidder/contractor hereby certifies that it is not barred from bidding or supplying any goods, services or construction contracts let by the City of Rolling Meadows with or without bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the Illinois Compiled Statutes as amended. This act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bidding.

CERTIFICATION RELATIVETO 65 ILCS 5/11-42.11: In order to comply with 65 Illinois Compiled Statutes 5/11-42.1.1, the City of Rolling Meadows requires the following certification: The undersigned does hereby swear and affirm that; (1) it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or (2) in contesting in accordance with the procedures established by the appropriate revenue Act its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class I Misdemeanor, and (2) voids the contract end allows the City to recover all amounts payable to it under the contract.

CONFLICT OF INTEREST: The City of Rolling Meadows Municipal Code requires the following verification relative to conflict of interest and compliance with general ethics requirements of the City: The undersigned supplier hereby represents and warrants to the City of Rolling Meadows as a term and condition of acceptance of this bid, proposal or purchase order that none of the following City Officials is either an officer or director of supplier or owns five percent (5%) or more of said company. The Mayor, any member of the City Council, the City Clerk or Deputy, the City Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the City Manager and any assistant or assistants or any City Department head (or chief), or their assistants of the various departments within the City. If the foregoing representation and warranty is inaccurate, state the name of the City official who either is an officer or director of your business entity or owns five percent (5%) or more thereof:

Name of Official: _____

Company Name: _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____ 2012

Notary Public Notary

Expiration Date

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Appendix C

City of Rolling Meadows Rolling Meadows Reported Tonnages

The total ton of Refuse, recyclable material and yard-waste collected in the City of Rolling Meadows in the last three years is shown below:

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Refuse	5,206	5,003	4,490 *
Recycling	2,490	2,393	2,304 *
Yard-Waste	1,779	1,639	1,648

The City does not guarantee any minimum tonnage or any specific material.

* Refuse & Recycling Total for 2011 are for 11 months only.

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Appendix D

City of Rolling Meadows Contractor Requirements

Certification That In Compliance With Drug Free Workplace Act

The CONTRACTOR certifies that, pursuant to 30 ILCS 580/1 *et seq.* (“Drug-Free Workplace Act”), will provide a drug-free workplace by:

- 1) Publishing a statement:
 - a) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the workplace.
 - b) Specifying the actions that will be taken against employees for violations of such prohibition; and
 - c) Notifying the employee that, as a condition of employment on this Agreement, the employee will:
 - i) Abide by the terms of the statement; and
 - ii) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 2) Establishing a drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) Policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance program; and
 - d) The penalties that may be imposed upon employees for drug violations.
- 3) Making it a requirement to give a copy of the statement required by Subsection A to each employee engaged in the performance of the Agreement and to post the statement in a prominent place in the workplace.
- 4) Notifying the City of Rolling Meadows within ten (10) days after receiving notice under Subparagraph 1(A) 3 (b) from an employee or otherwise receiving actual notice of such conviction.
- 5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by 30 ILCS 580/5.

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- 6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Equal Employment Opportunity

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the CONTRACTOR agrees as follows:

- 1) That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
- 4) That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with the Act and Rules and Regulations, the contractor will promptly notify the Department and the

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contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

- 5) That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.
- 6) That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.
- 7) That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Certification That Will Not Maintain Segregated Facilities

During the performance of its Agreement with the City of Rolling Meadows:

Will not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities' means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that will retain such certifications in its files.

Certification That Will Maintain Written Sexual Harassment Policy

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Has and will have in place and will enforce a written sexual harassment policy in compliance with 775 ILCS 5/2-105(A)(4).

Certification That Will Comply With State Officials And Employees Ethics Act

The CONTRACTOR certifies that no officer or employee of the City of Rolling Meadows has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the contractor in violation of Ordinances adopted by the City of Rolling Meadows pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

Certification – Nothing Given by Contractor:

The CONTRACTOR certifies that the CONTRACTOR has not given to any officer or employee of the City of Rolling Meadows any gratuity, discount entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the contractor in violation of the Ordinances adopted by the City of Rolling Meadows pursuant to the requirements of Article 10 of the State Officials and Employees Ethics Act.

Certification That Comply With Substance Abuse Prevention On Public Works Projects Act

The CONTRACTOR certifies that the CONTRACTOR is in compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, *et seq.*) is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

Certification That Comply With Veterans Preference Act

The CONTRACTOR certifies that the CONTRACTOR has and will comply with all laws relating to the employment preference to veterans in accordance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*)

Certification That Comply With Employment of Illinois Workers On Public Works Act

The CONTRACTOR certifies that the CONTRACTOR has and will comply with all laws relating to the employment of Illinois workers in accordance with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 *et seq.*)

Patriot Act Compliance: Executive Order 13224 And Anti-Money Laundering

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The CONTRACTOR represents and warrants to the CITY that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The CONTRACTOR further represents and warrants to the CITY that the CONTRACTOR and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The CONTRACTOR hereby agrees to defend, indemnify and hold harmless the CITY, the Corporate Authorities, and all CITY elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

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Appendix E

City of Rolling Meadows Refuse-Yard-Waste-Recycling Collection Guidelines

The earliest time you may set your refuse, yard-waste and recycling materials at the curb is 600 p.m. on the day before collection, except during the months of November, December, January, February, and March when refuse can be set out at 300 p.m. There are no containers allowed at the curb other than your recycling cart. All refuse and yard-waste must be in bags. All materials set out for disposal must be at the curb by 600 a.m. on collection day.

Refuse The City only accepts general household refuse in plastic and kraft paper bags. Plastic bags must be a 30-gallon capacity or less, a minimum of .7mil thickness, and be securely closed at the top. 30-gallon kraft paper bags must be used for yard-waste. Bulk Items such as appliances furniture, televisions, can be place at curb on scheduled pick up day.

Yard-Waste Yard-Waste bags must be marked with a large “X” facing the street and weigh less than 50 pounds.

Recycling Items must be placed in the 65 or 35-gallon containers supplied by the City. Only items inside the cart will be picked up.

The City provides special pick up services at rates set to recover direct costs. There is a minimum charge of \$50.00 for all special pick ups. Please call the Public Works Department at 847-963-0500 for a special pickup quote. There is no charge for the price quotation. Payment must be made prior to the special collection being made.

Holiday Collection Schedule There is no refuse collection in the City on the following days New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. During the week which contains a holiday, your refuse will be collected the day after your normal pickup day. The following week we will resume our normal collection schedule. Regular refuse schedule will be observed for Martin Luther King Day (January) and Veteran’s Day (November) weeks (while all City offices are closed for these holidays).

Solid Waste

General Household Items

The following items may be placed in bags and place at curb on scheduled pick up day.

Kitchen Scraps, Spoiled Fruits & Vegetables and other Food Items, Non-recyclable Wastepaper (i.e. wrapping paper),

Cloth Items

Non-recyclable plastics

Cabinets and Mattresses

Cardboard Boxes or Sheets of Cardboard

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Furniture & Small Appliances

Any other substance and or material normally considered house-hold trash.

Paint - Paint cans which have been left open to dry solid may be placed in refuse bags.

Appliances such as Refrigerators, Freezers, Stoves, Washers & Dryers, Water Heaters, Furnaces, Sinks, Tubs and Toilets.

Construction Materials

Carpet and Padding May be placed at curb on scheduled pick up day. Must be rolled and bundled with twine or duct tape and easily lifted to waist height. Rolls should not exceed 18” in diameter and 4’ in length. There is a 6 roll limit per scheduled pickup day. Larger quantities and/or sizes require a special pickup.

Doors Interior, Exterior, Storm Doors or Screen Doors May be placed at curb on scheduled pick up day. There is a 6 door limit per scheduled pick up day.

Garage Doors & Sliding Glass Doors Require a special pick up and must be dismantled. Each single section must be cut in lengths not to exceed 8’.

Drywall Pieces must be broken up and placed in bags. Place at curb on scheduled pick up day. Bags must be closed securely and be easily lifted to waist height and not exceed 50 lbs. There is a 3 bag limit per scheduled pickup day. Larger amounts require a special pick up.

Gutters, Down Spouts and Steel Pipe Place small pieces in bags at curb on scheduled pick up day or bundled with twine or rope in lengths not to exceed 6’ in length and 18” in diameter. Larger amounts require a special pick-up.

Metal and Wood Sheds require a special pick up is required. Must be completely dismantled and stacked neatly at the curb.

Plywood and Paneling may be place at curb on scheduled pick-up day. Sizes shall not be larger than 4’ x 8’. Items must be stacked neatly and not exceed 6 pieces. Greater quantities or pieces larger than 4’ x 8’ require a special pick up.

Scrap Wood, Wood Flooring, and Siding & Fence Small pieces may be placed in bags and placed at curb on scheduled pick up day. Longer pieces must be bundled with twine and not exceed 4’ in length and 9” in height and width. Greater quantities and/or sizes require a special pick up.

Windows smaller than 4’ x 4’ may be placed at the curb on scheduled pick up day, 3 window limit per scheduled pick up day. Greater quantities and/or sizes require a special pickup.

Outdoor Material

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Landscape Timbers or Railroad Ties Small pieces may be placed in bags and placed at curb on scheduled pick up day. Bags must be closed securely and be easily lifted to waist height. Longer pieces up to 4' in length may be neatly stacked at the curb. There is a 6 piece limit per scheduled pickup day. Larger quantities and sizes require a special pick up.

Swing Sets May be placed at curb on scheduled pick up day when completely dismantled. Sections must not exceed 4' in length. Full sections require a special pick up.

Auto Parts

Car Doors, Trunk Lids, Hoods, Fenders and Small Engine Parts These items are picked up in the same manner as large appliances.

Engine Blocks, Frames and Other Bulky & Oversized or Heavy Items These items require a special pick up.

Tires, Batteries and Propane Tanks to comply with E.P.A. regulations, tires, batteries and propane tanks are not accepted by the City, and should be taken to a local retail outlet for proper disposal.

Yard-Waste

Grass Clippings, Leaves, Twigs, Garden Debris, Weeds, Fruits, Seeds, Stalks, Vines, Bark and Wood Chips may be placed at the curb on the regularly scheduled pick up day in kraft paper bags. Bags must be rolled and crimped closed and be easily lifted to waist height and not exceed 50lbs.

Bags of yard-waste must be marked with a large "X". Yard-Waste pick up commences April 1 (unless notified otherwise by weather conditions and by the landfill) through the first week in December. Place the bags a few feet away from your household refuse bags with the "X" facing the street.

Brush and branches up to 6 inches Bundled with twine (wire or plastic is not acceptable) 4' or less in length and 2' or less in diameter at the base and easily lifted to waist height.

Yard-Waste does not include wood timbers, plastic edging, plant pots or trays, fertilizer or landscape material bags, landscape fabric, root sections, sand, gravel, sod, firewood or animal waste.

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Recycling Materials Accepted

Aluminum Cans Containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

Corrugated Cardboard Cardboard material with double wall construction and corrugated separation between walls. Does not include plastic, wax or other coated cardboard.

Glass Bottles and Jars Unbroken bottles and jars, with containers lids or caps removed. Does not include dishes or drinking glasses, window glass or ceramic glass.

Milk Cartons & Juice Boxes Milk cartons, juice boxes or other liquid containers that are made up of poly-coated paperboard (aseptic packaging) used for soup, broth, soy milk, etc.

Paper Newspapers with inserts; magazines and catalogs; mixed mail; office paper; phone books; OCC; boxboard; and wet-strength boxes soda cases. Does not include paper egg cartons.

Plastic Bottles Plastic bottles shaped with a neck, rinsed and with lids, caps, rings and pumps removed. Recyclable Plastic Bottles shall be identified on the bottom with the codes # PET and # HDPE including bottles containing liquor; milk; juice; soft drinks; water; soap; and cosmetics.

Plastic Containers All clean plastic containers, #'s 1-7 with the exception of those containing automotive products, pool chemicals, paint thinner and wood working products. All 6 and 12 pack can loop carriers.

Rigid Containers Steel and Aluminum cans; Glass Bottles and Jars; Milk Cartons and Juice Boxes; and all Plastic Bottles.

Steel or Tin Cans Disposable containers fabricated primarily of steel or tin used for food and beverages.

Recycling Service

Curbside Recycling Carts Uniform curbside recycling carts which are owned and supplied by the City in which recyclable materials can be stored and later placed for curbside collection.

The City provides each home with one recycling cart at no charge to the resident. If lost or damaged, this cart will be replaced, one time only, at no additional cost.

The standard size of recycling cart used by the City is 65 gallons. If residents desire a smaller cart, a 35 gallon size can be substituted upon request.

Additional carts, if desired in either size, are available at a cost of \$45 (35-gallon) or \$55 (65-gallon) each. These additional carts can be purchased at the Public Works Department, 3900 Berdnick Street.

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Only items inside the cart will be picked up; recyclable materials set at the curb in recycling bins or other non-approved containers will not be collected.

The recycling Collection service specified within this RFP utilizing Curbside Recycling Carts (65 & 35 Gallon).

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Appendix "F" Truck & Equipment Roster

City ID 338
Year 2006
Make Autocar
Packer Body Rear Loading 20Yard Capacity Leach
VIN# 5VCH6PE26H203080
Miles 55,006



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City ID 336
Year 2006
Make Autocar
Packer Body Rear Loading 20Yard Capacity Heil
VIN# 5VCHC6PE97H203840
Miles 45,719



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City ID 335
Year 2008
Make Crane Carrier
Packer Body Rear Loading 20Yard Capacity McNeilus
VIN# 1CYCCK4878T048796
Miles 31,990



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City ID 334
Year 2012
Make Peterbilt
Packer Body Rear Loading 20Yard Capacity McNeilus
VIN# 3BPZL50X9CF150705
Miles 2,992



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The City of Rolling Meadows owns approximately six thousand and three hundred (6,300) recycling carts. These carts were purchased from Rehirk Pacifica in 2007. Since that time approximately 25% of the carts have been replaced due to warranty issues. Approximately 6,100 Carts are 65 Gallon Carts and the Remaining 200 are 35 gallon carts, photos of each cart size are shown below.

65 Gallon Cart



35 Gallon Cart



Typical 2 Yard Container



End of Appendixes A - F