



REFUSE MANAGEMENT AND REMOVAL

REQUEST FOR PROPOSAL

FOR

THE VILLAGE OF ORLAND HILLS

PROPOSAL DUE DATE:

March 2, 2018

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1.0 INTRODUCTION

1.1 Background Information

This Request for Proposal (RFP) is intended to provide a standard base from which to evaluate alternatives for Refuse Management and Removal and to allow the vendor flexibility in providing the most appropriate and cost-effective solution. The acceptance of a proposal does not obligate the Village of Orland Hills to purchase any solution. After receipt of the proposal, and prior to signing a contract, the Village of Orland Hills has the right to modify the requirements by adding or deleting specific optional features or requirements.

Preference will be given to the vendor providing a comprehensive, cost-effective, single-vendor solution for current specifications, future capacity requirements, and ongoing service and support.

1.2 Customer Contacts and Contract Requirements

For questions about the Request for Proposal or the Village of Orland Hills requirements, contact:

Contact Name: Conrad R. Kiebles - Village Administrator

Phone Number: (708) 349-6666

Fax Number: (708) 349-1358

Email: conrad@orlandhills.org

1.3 Proposal Filing Date

All proposals must be received by the Village of Orland Hills, 16033 S. 94th Avenue, Orland Hills, IL. 60487-4623 by 4:30p.m., on Friday, March 2, 2018, in a sealed container, labeled as "Refuse Management - RFP Response".

1.4 Number of Copies

12 hard copies of the proposal are to be delivered to the Village of Orland Hills by the due date.

1.5 Schedule of Events

	<i>Date</i>
Request for Proposal Issuance/Mailing	02/01/2018
Bidder's Conference	As needed
Site Visit	As needed
Last Day for Questions/Clarifications	02/28/2018
Proposals Due at Village Hall (by 4:30pm)	03/02/2018
Questions submitted to Vendors	by 03/07/2018
Vendor Presentation/Hearing (if needed)	by 03/16/2018
Responses to questions	03/23/2018
Agreement/Contract Considerations.	04/10/2018
Agreement/Contract Approval (on or about)	04/18/2018

1.6 Proposal Format

The response to the Village of Orland Hills' Request for Proposal must be structured in the following manner:

- **Title Page** - Respondents name, address, phone numbers, contacts, as well as the proposal deadline must be identified.
- **Table of Contents** - A listing of all topics, their associated section number and starting page number must be provided.
- **Purchaser Profile** - An overview of the purchasing company's business, to include the requirements to be addressed by the purchase of the contract.
- **Executive Overview** - This section is a summary of the proposal, structured so anyone reading only this section has a clear understanding of the proposed solution.
- **Vendor Profile** - This section identifies the history and nature of the submitting company.

- **Technical Specifications** - The purpose of this section is to provide the proposal evaluation team sufficient information to assess the proposed system. The standard and optional features must be clearly delineated. Proposals must include a statement of compliance or noncompliance with all requirements. Answers must follow immediately behind the questions.
- **Service Requirements** - This section describes the maintenance and service options available to the Village of Orland Hills.
- **Configuration/Pricing** - This section identifies the cost for the residents, as well as the Village of Orland Hills. This section should also include any options for alternative pickups, recycling and any other programs that would be beneficial to the Village or its residents.
- **Appendix** - Respondents should use this section for any requested product brochures, sample reports. Please list/include at least four (4) towns with municipal contact information that are currently under contract for waste hauling with Respondent.

1.7 Vendor Questionnaire

Responding Company Name:

Address:

E-mail Address:

Web Site address:

Sales Representative Name:

Telephone Number:

Technical Advisor:

Telephone Number:

Service Representative Name:

Telephone Number:

Cellular Phone Number:

1.8 Support Center

- a.) Does the Respondent maintain a call-in support center for problems?
- b.) Where is the call center located?
- c.) Is the call center a toll free call?
- d.) Do call center personnel speak ENGLISH, clearly and intelligibly?
- e.) Do call center personnel comprehend ENGLISH, when spoken to them?
- f.) Do call center personnel speak and comprehend any other language(s)?
- g.) If so, what language(s)?

1.9 Investment Protection

Protecting the investment made by the Village of Orland Hills. Describe the respondent's commitment to protecting our investment.

2.0 EXECUTIVE OVERVIEW

This section is an introduction to and summary of the system being proposed by the vendor. This should be structured so anyone reading only this section has a clear understanding of the proposed system and how it solves the Village of Orland Hills' specific business requirements.

3.0 VENDOR PROFILE

This section is to provide an overview of the vendor's company and experience in the Refuse and Waste Management industry.

4.0 TECHNICAL SPECIFICATIONS

The following section details the requirements of the Refuse and Waste Management Solution. The current estimate of the number of residential service locations is just over 2,000.

4.1 Services

Collections shall be made weekly from every residential dwelling in the Village. All residential dwellings comprised of three (3) or fewer units, not in a complex of units, shall be picked up at curbside on a per stop basis. The total number of stops will be determined and verified by the Contractor on June 1, of each year. Contractor shall have the exclusive right to provide service to single family residential units within the corporate boundaries of the Village for the term of this agreement.

Currently the entire Village is picked up on Thursday of each week. The Village wishes to maintain the same schedule.

4.2 Recyclable Material Recovery

The response must state the extent to which recyclable material will be recovered and when. Must also include a plan to meet or exceed any and all Federal and State mandates concerning recycling and waste reduction. Monthly and annual reporting of solid waste, recyclable material, yard waste and waste reduction, shall be made to the Village and as otherwise required by superior governmental agencies.

Currently, recyclables are picked up on the same day each week, as refuse collections. The Village will consider options which may include contractor provided containers and bi-weekly recycling collections. Currently, the Village is divided in two sections with recyclables being picked up in each section every other week. The Village wishes to maintain the same schedule for recyclables.

4.3 Special Waste Handling

This section must include provisions for the disposal of special waste items, including used motor oils, hydraulic fluids, paint removers and thinners, driveway sealers and household cleaning products and any and all other special wastes not normally included in the normal weekly pickup.

4.4 White Goods/Bulk Items

This section shall address permitted acceptable collection/disposal methods for white goods, such as, refrigerators, washers, dryers, freezers, dishwashers, stoves, etc. Additionally, collection/disposal methods shall be addressed for bulk items such as sofas, dressers, carpeting and lumber.

4.5 Yard Waste

This section shall address collection/disposal methods for yard waste, including such things as grass clippings, weeds, dirt, branches and organic cutoffs. Currently, yard waste is picked up weekly throughout the Village. Respondents should list start and end timing/dates for annual service.

4.6 Additional Services

For each of the items listed in this section, the vendor is to describe the capabilities of their company and any other services that they offer that may be of service to the Village.

4.7 Hours of Operation

This section is to define the normal hours of operation, as well as any special hours, holiday schedules, etc.

4.8 Approved Containers

This section is to define any and all approved containers, as well as who is responsible for purchase, maintenance and replacement of lost or damaged containers. If any type of curbside sorting is required, containers for recyclable materials should also be defined here.

4.9 Collection Equipment

This section should describe any and all equipment used for collection. It is also required that all vehicles be kept in good repair, appearance, and maintained in a sanitary condition at all times. Each vehicle shall have clearly visible on each side, the name of the Collection Company, a vehicle identification number and a toll-free local phone number of the Contractor.

4.10 Debris Clean Up

Vendor must provide procedures and assurance for cleanup of waste material dropped by collection equipment.

4.11 Offices

This section should list the addresses and phone number of any and all vendor offices, as well as their hours of operation.

4.12 Disposal

This section should outline when, where and how all materials will be disposed of, as well as duties and responsibilities for permitting and compliance with any and all applicable statutes, laws, ordinances, rules and or regulations.

Vendor must provide sufficient assurances to the Village, with their proposal, that locations for disposal are available, and will continue to be available, for the term of the eventual contract.

5.0 ADDITIONAL SERVICES

The following services are to be provided by the Contractor at no additional cost to the Village of Orland Hills for the term of the Agreement.

5.1 Village Owned Facilities

Garbage and refuse collection to all designated Village owned buildings, facilities, properties and parking areas, including the furnishing of approved containers for all locations. A list and map of the designated sites is included in appendix section 9.3 - maps. Additional properties and facilities that may come under the control of the Village, during the term of the eventual contract, shall be summarily included, without need of specific reference. There are about 75 toters in use by the Village, currently.

One-two (1-2) 30 yard containers will be provided by the Respondent on a weekly basis at the Public Works garage and emptied/replaced upon notice by the Director of Public Works.

Toilets for the three (3) Orland Hills parks will continue to be required year-round. Weekly cleanings are required:

- 3 @ Kelly Park (16533 Haven Avenue)
- 2 @ Ridgegate Park
- 1 @ Ashbourne Lake

5.2 Spring and Fall Clean-up, Special Events

Two-Three (2-3) Standard 30-yard open containers for the Village sponsored "Spring Clean-Up Program" and other Special Events will be supplied to the Village at no additional cost to the Village. Containers shall be placed, emptied and replaced as directed by the Director of Public Works.

Additional services required: Annual "Party in the Park" 3-day summer event at Kelly Park held in June.

- Two-Three (2-3) Standard 30-yard open containers
- Twenty-two (22) toilets + 4 ADA toilets
- Five wash sinks

5.3 Street Sweeping

Street sweeping of, and along public roadways and of public parking lots, within the corporate limits of the Village, as described and identified in appendix 9.3 - maps, shall be performed on a monthly basis, from March through December (weather/snow permitting) each year. There are about 19 miles of streets, currently.

5.4 Electronic Waste Recycling Pick-Up Events

The Vendor shall provide for four (4) Electronic Waste Recycling Pick-Up dates to be held quarterly on a Saturday morning during each calendar year, as approved by the Village Administrator. The collection site will be the Orland Hills Public Works Garage located at 16533 S. 94th Avenue. A list of items to be accepted by the Respondent should be provided as well as a list of items not to be accepted.

5.5 Holiday Evergreen Trees

Provisions shall be made for the pickup and disposal of holiday evergreen trees.

5.6 Container Handling

Vendor shall return containers to an upright position with covers in place, in the parkway or driveway apron upon completion of each individual pick up operation.

5.7 Natural Disasters

Standard 30-yard open containers, and other containers, sandbags or tankers for pumping water, shall be supplied, as directed by the Village, to overcome the effects of natural disasters such as tornados, floods and storms.

6.0 PRICING

Vendor must itemize all charges for individually identifiable components of the proposed solution. Vendor must include rate schedules for each year of the proposal. Also, include any container charges (all sizes including 90-gallon, 5-yard, 30-yard), as well as any trade in or purchase credit options for non-approved containers that may be currently in use.

Respondent should define proposed billing responsibilities, methods and frequency. The Village does not perform residential billings on any periodic basis. The Village prefers to continue having one fee per household, which is all-inclusive. The current all inclusive residential fee is \$22.12 per home per month.

7.0 FINANCIAL REQUIREMENTS

7.1 Performance Bond

A performance bond will be required within 10 days of execution of any Agreement, guaranteeing the faithful performance of the requirements of such Agreement, and shall have as surety, a corporate surety having a minimum of "A" rating, as defined in the "Alfred M. Best Insurance Guide." The face amount of such surety shall be equal to the sum of the number of service locations, multiplied by the unit cost per billing period, times the number of billing periods in the eventual contract, which sum shall be rounded to the nearest \$10,000.00, and shall not be less than \$250,000.00.

7.2 Insurance Indemnity and Hold Harmless

Vendor must maintain general liability and automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit per occurrence; and general liability of \$2,000,000.00 CSL per occurrence/\$5,000,000.00 aggregate. An excess umbrella liability shall be provided with limits of \$10,000,000.00 per occurrence.

8.0 TERMS AND CONDITIONS

The vendor shall include a copy of standard terms and conditions as part of this entire proposal.

- 8.1** All modifications to the eventual contract must be in writing and approved by the Vendor and the Village.
- 8.2** The Village reserves the right to reject any or all proposals or portions, thereof.
- 8.3** The term of the proposal and eventual contract shall be five (5) years commencing May 1, 2018 and concluding April 30, 2023.

9.0 APPENDIX

9.1 Product Literature (to be supplied by respondent)

9.2 References (to be supplied by respondent)

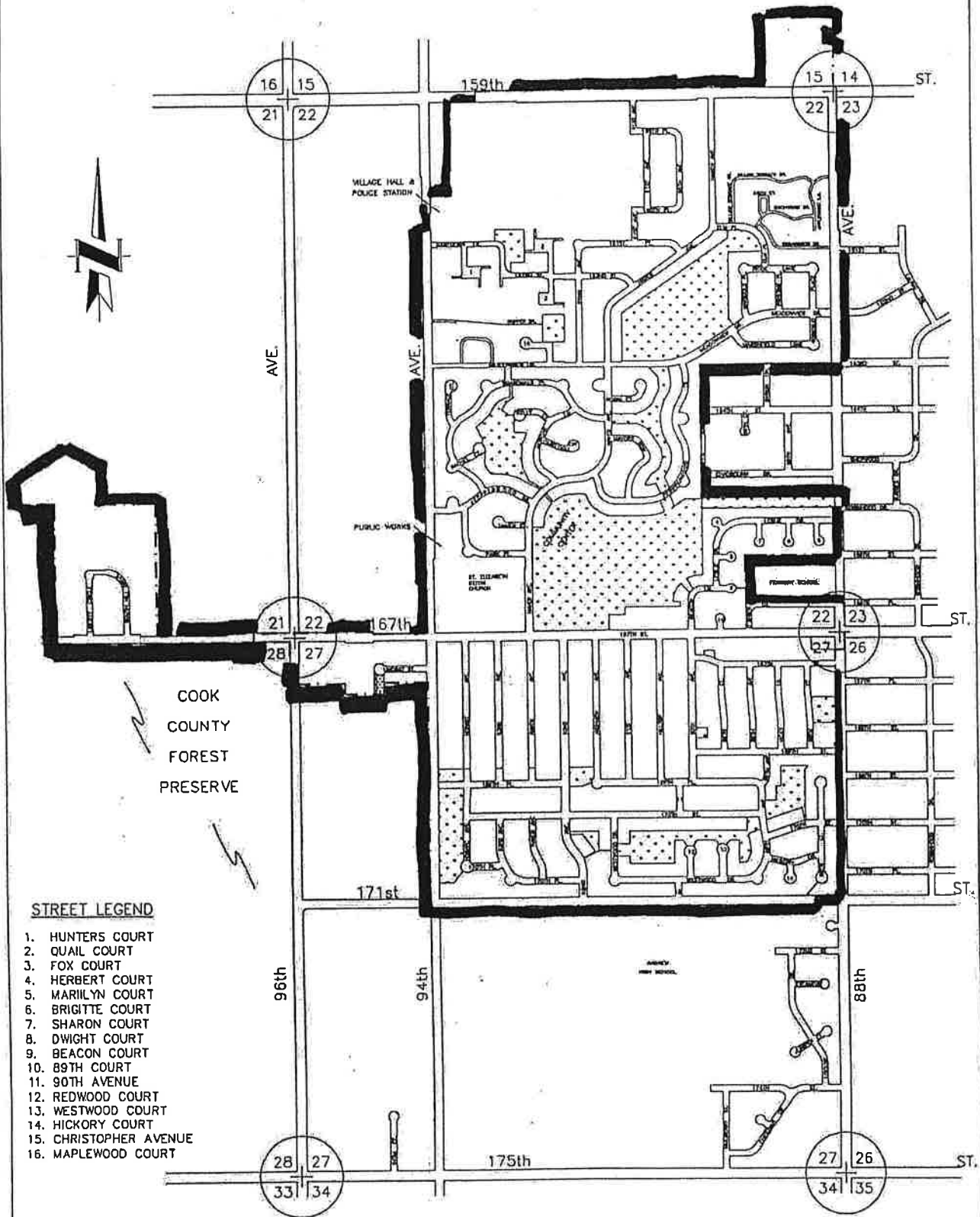
9.3 Maps

(Village Boundary Map)

(List of Village owned parcels)

(Village Map with parcel number annotations)

VILLAGE OF ORLAND HILLS, ILLINOIS



STREET LEGEND

1. HUNTERS COURT
2. QUAIL COURT
3. FOX COURT
4. HERBERT COURT
5. MARILYN COURT
6. BRIGITTE COURT
7. SHARON COURT
8. DWIGHT COURT
9. BEACON COURT
10. 89TH COURT
11. 90TH AVENUE
12. REDWOOD COURT
13. WESTWOOD COURT
14. HICKORY COURT
15. CHRISTOPHER AVENUE
16. MAPLEWOOD COURT

LEXMOR ENGINEERING LLC
 8408 BORNHAY DRIVE, SUITE 1
 MORNHIA, IL 60448

PHONE: 815-476-8871 FAX: 815-476-8878
 E-MAIL: lexmor@lexmor-engineering.com

STREET MAP

ORLAND HILLS, ILLINOIS	C. VERLIND	DRAWN	08/19/09	ELINDIS
CHECKED BY: B. BROWN	SCALE: N/A			
SHEET: 1 OF 1	PROJECT NO. 01-012			

P:\01-012\01-012.dwg 11:00 AM 08/19/09

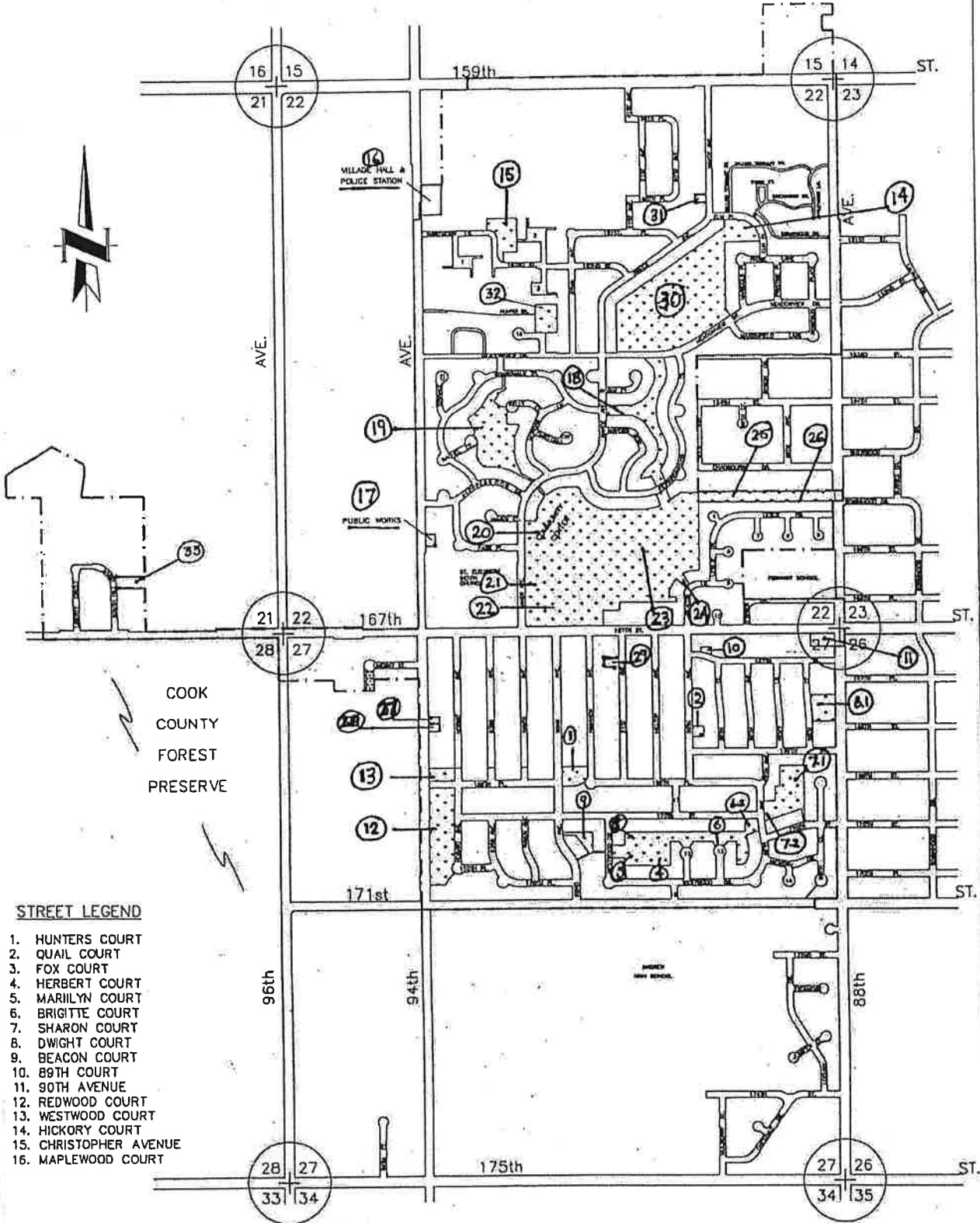
Village of Orland Hills

Municipal Owned Property - Agency #8417

(if any Tax-exempt property-20yy.xls)

P.I.N.	Map Loc.	Acres (approx.)	Use	Approx. location
27-21-402-025	33.0	0.15	SouthHill Outlot A	16623 Liberty Circle East
27-21-402-028	33.0	4.36	Liberty Square Outlot A	16520 Liberty Circle (north)
27-22-101-019	16.0	1.21	Village Complex	16033 S. 94th Ave.
27-22-103-038	32.0	1.28	Park/Detention (212 x 262)	Maplewood Ct. @9230
27-22-104-062	15.1	1.50	Park/Detention	Hawthorne @ 16151
27-22-104-071	15.2	0.10	Park/Tot-Lot	Hawthorne @ 9302 W.
27-22-202-003	30.0	18.12	Ashbourne/wetInd/detention/path	8980 w. Meadowview
27-22-203-021	31.0	0.13	Open Space - Future Tot Lot	16072 S. Haven Ave.
27-22-207-069	14.0	0.90	Storm Detention/Tot lot	Elm Pl. @ 16150
27-22-301-006	19.0	7.83	Storm Detention (outlot A)	Pepperwood Outlot A
27-22-302-010	21.0	4.90	Kelly Park (w/Field #2)	Haven @ 16675
27-22-302-012	22.0	2.01	Kelly Park (w/Tot Lot)	167th @ 9200 w.
27-22-302-017	17.0	0.86	Public Works/PSVS Facility	16533 S. 94th Ave.
27-22-302-018	20.0	0.05	Kelly Park - Phase II (silver w/Field#5-N)	Haven @ 16553
27-22-302-019	20.0	4.29	Kelly Park - Phase II (w/Rec.Center)	Haven @ 16553
27-22-302-020?	17.2	0.11	Public Works/Hiatus (33 ft. X 150 ft.)	16563 S. 94th Ave.
27-22-400-008	18.0	4.33	Storm Detention (outlot B)	16371 S. Haven Ave.
27-22-402-010	24.0	0.23	open access to Lake Lorin	16636 S Beacon Ln.
27-22-402-050	23.1	27.42	Kelly Park - Lake Lorin	167th @ 9150 w.
27-22-402-051	23.2	0.14	Kelly Park (silver at N/E of Field #5)	167th @ 9250-9000 w.
27-22-402-052	23.3	2.37	Kelly Park (w/Field #5-east)	167th @ 9250-9000 w.
27-22-403-007	25.0	1.42	Storm Detention outfall	88th Ave @ 16520
27-22-403-008	26.0	1.58	Storm Detention outfall	88th Ave @ 16520
27-22-413-014	23.4	0.05	Kelly Pk-Lake Lorin (25 x 80)	167th @ 9104 w.
27-27-103-053	27.0	0.15	Old Village Hall (51x125)	16795 S. 94th Ave.
27-27-103-054	28.0	0.22	Old Police Station (77x125)	16801 S. 94th Ave.
27-27-103-062	13.0	0.72	Storm Detention (125x249.35)	94th Ave @ 16941
27-27-114-005	12.0	5.32	Storm Detention (931x249)	94th Ave @ 17001
27-27-201-027	11.0	0.71	Storm Detention (125x246.29)	88th Ave @ 16700
27-27-205-051	29.0	0.12	Buildable Open Lot (40x125)	91st Ave @ 16720
27-27-208-014	2.1	0.14	Storm Detention (50x122)	90th Ave @16811
27-27-208-015	2.2	0.14	Storm Detention (50x122)	90th Ave @16811
27-27-208-046	2.3	0.01	Storm Detention-rear (50x3)	90th Ave @16811
27-27-208-047	2.4	0.01	Storm Detention-rear (50x3)	90th Ave @16811
27-27-210-024	10.1	0.19	Park - Tot lot (106x80)	167th Pl. @ 8926
27-27-210-025	10.2	0.01	Park - Tot lot (silver)	167th Pl. @ 8926
27-27-214-010	8.1	1.35	Storm Detention (250x230)	88th Ave @ 16840
27-27-214-024	8.2	0.66	Dedicated Right-of-way	88th Ave. (west 50')
27-27-214-025	8.3	0.34	Dedicated Right-of-way	88th Ave. (west 50')
27-27-215-035	7.1	3.25	Storm Detention	89th Ave @ 17001
27-27-215-036	7.2	0.34	Storm Detention	89th Ave @ 17001
27-27-219-001	6.2	0.35	Storm Detention (125x125)	SW<8900 w.170th St.
27-27-221-015	6.1	2.90	Storm Detention w/Tot Lot	Westwood - 89th Ave
27-27-222-031	1.0	1.06	Storm Detention (190x244)	92nd Ave @ 16901
27-27-223-038	9.0	1.21	Storm Detention	92nd Ave @ 17007
27-27-224-006	4.0	1.57	Storm Detention (134x310)+(142x190)	Westwood - 89th Ave
27-27-224-012	5.0	0.64	Storm Detention (60x125)+(134x151)	Westwood - 89th Ave
27-27-224-013	3.0	1.54	Storm Detention (190.6x309)+(65.5x125)	Westwood - 89th Ave
		108.29	Total Acreage (acre=43,560sf)	

VILLAGE OF ORLAND HILLS, ILLINOIS



STREET LEGEND

1. HUNTERS COURT
2. QUAIL COURT
3. FOX COURT
4. HERBERT COURT
5. MARILYN COURT
6. BRIGITTE COURT
7. SHARON COURT
8. DWIGHT COURT
9. BEACON COURT
10. 89TH COURT
11. 90TH AVENUE
12. REDWOOD COURT
13. WESTWOOD COURT
14. HICKORY COURT
15. CHRISTOPHER AVENUE
16. MAPLEWOOD COURT

LEXMOR ENGINEERING LLC
 8400 ROBERT DRIVL, SUITE 1
 WOODDALE, IL 60415

VOICE (708) 416-2671 FAX (708) 416-2671
 E-MAIL: lexmor@lexmor-engineering.com

STREET MAP			
ORLAND HILLS, ILLINOIS	SHEET NO.	DATE	BY
OWNER: City of Orland Hills	SCALE: AS SHOWN	DATE: 02/18/2014	BY: JLD
DRAWN BY: JLD	CHECKED BY: JLD	PROJECT NO. 11-012	SHEET NO. 1 OF 1
FILED: 11/18/2013 11:00 AM AT THE OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS			