

WAUPACA COUNTY

Solid Waste & Recycling Department

Courthouse - 811 Harding St.
Waupaca, WI 54981
Phone: 715-258-6240 Fax: 715-258-6239

13 March 2023

«Company»
«Title» «First_Name» «Last_Name»
«Address_1»
«City_» «State» «Postal_Code»

«Salutation»,

Sealed proposals will be accepted by the Waupaca County Solid Waste Board until 9:00 a.m. local time on 7 April 2023 in the Solid Waste & Recycling Department, Courthouse, 811 Harding Street, Waupaca, WI 54981, for the following:

**Hauling of solid waste from the Waupaca County Processing & Transfer Facility
to one of four landfill options listed in RFP.**

For complete specifications and proposal instructions, go to www.co.waupaca.wi.us - and click on the "Businesses" tab then "Bids and Proposals" and select **Bid #RFP23-006-21**.

Proposal envelopes must be sealed and marked "Waupaca County Solid Waste hauling contract proposal". Return all proposals with current descriptive literature.

Based on a review of the proposals, the County will select the vendor whose proposal best fits the needs of the County. Waupaca County reserves the right to reject any or all proposals or to accept any proposal which may be most advantageous to the County.

Sincerely,

John D. Francis
Director

JDF/kch

WAUPACA COUNTY SOLID WASTE MANAGEMENT BOARD
REQUEST FOR PROPOSALS

**For Hauling of Solid Waste from the Waupaca County Processing & Transfer Facility
to four landfill options**

I. Introduction

Waupaca County is accepting proposals for the hauling of solid waste in open-top, self-unloading (walking floor or belt) semi-trailers from the County's Processing & Transfer Facility located at E4981 Swan Road, Manawa, WI to the following four landfills. (The County will compare hauling fees and disposal fees to determine the most cost-effective option.)

- Outagamie County Landfill – 1419 Holland Road, Appleton, WI 54911
- Hickory Meadows Landfill – W3105 Schneider Road, Hilbert, WI 54129
- Marathon County Landfill – 172900 State Hwy 29, Ringle, WI 54471
- Valley Trail Landfill – N9101 Willard Road, Berlin, WI 54923

The County is requiring the hauler to have at least two trailers, each no less than 100 cubic yards in volume, with one staged at the PTF at all times. Aluminum trailers are preferred due to their lower tare weight. The staged trailer will be located inside the building. The County is proposing a three-year contract term, beginning August 1, 2023. Trailers containing materials for the landfill must be tarped and materials safety tied down before leaving the PTF.

II. Proposal Due Date

Proposals are to be received by the Waupaca County Solid Waste Management Board by 9:00 a.m. local time, 7 April 2023 in the Solid Waste & Recycling Department, Waupaca County Courthouse, 811 Harding Street, Waupaca, WI 54981. All proposals are to be addressed to:

**Solid Waste & Recycling Director
Waupaca County Solid Waste Department
811 Harding Street
Waupaca, WI 54981**

The following notations must be in the lower left hand corner of the transmittal envelope:

Waupaca County Solid Waste Hauling Contract Proposal

Proposal submittals must include the following:

1. Contractor's name, address, phone number, authorized signature
2. Insurance liability information
3. References for similar work performed

III. Proposal and Contract Security

No bid/proposal or performance bond is required.

IV. Changes in Request for Proposal (RFP)

If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, an addendum will be issued by the County and posted on the County website www.co.waupaca.wi.us. Click on the "Businesses" tab then "Bids and Proposals" and select **RFP23-006-21**. All Proposals must address all issues described in all addenda.

V. Questions concerning this RFP Should be directed to:

John Francis
Waupaca County Solid Waste & Recycling Department
Courthouse – 811 Harding Street
Waupaca WI 54981
715-258-6240

VI. Reimbursement of Costs

Waupaca County is not responsible for reimbursing any costs incurred by any party in responding to this RFP.

VII. Proposal Opening

Proposal Opening will be at 9am local time, 7 April 2023 at the Waupaca County Courthouse. Opening is open to the public however; no action will be taken on proposals until the Solid Waste Management Board Meeting on 10 April 2023.

VIII. Contract Negotiations

Based on a review of proposals, a short list of qualified contractors will be developed and interviews may be held. The proposal deemed to be most advantageous to Waupaca County will be accepted. The contract(s) will be negotiated based on qualifications and reputation. Submittal of a proposal shall constitute a solid offer that may be accepted by the County for a period of ninety (90) days following the proposal opening.

IX. Acceptance/Rejection of Proposals

Waupaca County reserves the right to accept or reject any or all proposals. Firms whose proposals are not accepted will be notified as soon as the selected contractor has been approved or, if all proposals have been rejected, within ten (10) days of the rejection of all proposals.

X. Scope

- A. Waste hauling and disposal services. The facility to be serviced for solid waste is the Waupaca County Processing & Transfer Facility, E4981 Swan Road, Manawa, WI. The County shall load open top semi-trailers with solid waste for the Contractor to haul and dispose of at one of the landfills listed above. Each shipment will be weighed at the PTF and at the Landfill.

Average container weights will be between 25,000 and 45,000 lbs. each. The PTF averages approximately 6,485 tons of solid waste yearly with the heaviest amounts received spring through fall. The monthly breakdown of solid waste tonnage outgoing for 2021 and for 2022 is shown below:

	<u>2021</u>	<u>2022</u>
January	268 tons	281 tons
February	277 tons	239 tons
March	434 tons	424 tons
April	563 tons	339 tons
May	577 tons	635 tons
June	603 tons	743 tons
July	688 tons	654 tons
August	537 tons	846 tons
September	667 tons	928 tons
October	743 tons	813 tons
November	558 tons	404 tons
December	<u>352 tons</u>	<u>397 tons</u>
	6,267 tons	6,703 tons

- B. The semi-trailers will be provided by the hauler, no less than 100 cubic yards capacity, self-unloading (walking floor or belt), must fit in a 14' x 14' door opening, and be tarped when leaving the PTF.
- C. Calls received from Waupaca County before 10:00 a.m. will receive same day service by hauler on Monday through Friday. Calls received from Waupaca County between 10:00 am and 3:00 pm will be serviced the next morning by 7:00 am, Monday through Friday. Calls for Saturday service will be placed no later than 3:00 p.m. on Friday. No service is expected on days when the PTF is closed for business.
- D. During the PTF busy season, the PTF will require three loads a day to be pulled from the facility.
- E. Complete the attached Proposal Form and include with the other requested information when submitting your proposal.
- F. Contractor must submit documentation of all pertinent permits and licenses to operate in the State of Wisconsin.
- G. Term: Contract shall begin 1 August 2023 and run through 31 July 2026.

XII. Insurance

The Contractor shall meet the following insurance requirements:

- Unemployment and Social Security, as required by Federal and State Laws
- Worker's Compensation in strict accordance with State Laws
- Comprehensive General Liability \$1,000,000 per occurrence
 \$2,000,000 in aggregate
 For bodily injury and property damage
- Automobile Liability \$1,000,000 per occurrence
 \$2,000,000 in aggregate
 For bodily injury and property damage

The successful Contractor shall furnish the County with certificates of insurance prior to commencement of work. The Contractor shall assume the expense of all required insurance. Contractor shall add the County as additional insured to above policies.

XIII. Evaluation of Proposals

The Waupaca County Solid Waste Department will review all proposals according to the following criteria:

- A. Completeness of proposal showing a demonstrated knowledge of the services needed
- B. Experience
- C. Cost

Proposal Form
Round Trip Hauling
Charges

Per Haul Charge (one round trip)	<u>Landfill Option – Please quote a charge for each location</u>
	Outagamie County Landfill – 1419 Holland Road, Appleton, WI 54911
	Hickory Meadows Landfill – W3105 Schneider Road, Hilbert, WI 54129
	Marathon County Landfill – 172900 State Hwy 29, Ringle, WI 54471
	Valley Trail Landfill – N9101 Willard Road, Berlin, WI 54923

VENDOR: _____

COMPANY: _____

ADDRESS: _____

PHONE #: _____

SIGNATURE: _____ **DATE:** _____
 (required)

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Waupaca County Solid Waste Department
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** Label proposal envelope “Waupaca County Solid Waste Hauling Contract Proposal”