

Request for Proposal Residential Solid Waste, Yard Waste and Recycling Collection and Disposal Service



For Period
Beginning July 1, 2025

Proposals Due: March 22, 2024 10:00 A.M.

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Section I: INTRODUCTION

A. DEFINITIONS

Bulk Waste/Materials: Any items set forth as refuse which are too large to fit into a refuse container and/or exceed fifty (50) pounds in weight. Examples include sofas, large tables and chairs, dressers, mattresses and box springs or other large household furniture. In compliance with the Electronic Products Recycling & Reuse Act (415 ILCS 150/) the term bulk waste shall not include any electronics. Also excluded from bulk waste/material are construction debris, broken concrete, lumber, rocks, dead animals, auto parts, tires, or appliances containing CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, or other hazardous components.

City: The City of Rock Falls, Illinois

Contractor: The successful proposer awarded this RFP by the City Council of the City of Rock Falls for the collection and disposal of residential solid waste/refuse, yard waste and recycling in the City of Rock Falls in accordance with the provisions and specifications as set forth herein and incorporated subsequently in duly executed contracts.

Curbside: A position immediately behind the curb between two (2) and five (5) feet from the edge of the street and within the parkway area used for collection of solid waste/refuse, yard waste and recycling materials.

Demolition Debris: Waste materials from “do-it-yourself” interior and exterior household construction, remodeling and repair projects, including, but not limited to drywall, plywood, paneling, lumber and other building materials, cabinets, carpeting, disassembled household fixtures, sod earth, clay, sand, concrete, rocks, and similar materials.

Household: All single-family and multi-family units of less than four (4) units that utilize curbside collection service.

Household Garbage: All organic household or kitchen wastes, such as rejected or unused food and food residues, paper used in wrapping food, household rubbish, inorganic and incombustible household waste (i.e. cans, metalware, broken glass, crockery, stoneware and similar waste resulting from the regular operation of the household), empty cartons and crates, discarded toys, discarded clothing and light furniture and similar material. Household garbage shall not include waste from any manufacturing process, construction materials, broken concrete, lumber, large rocks and other similar material.

Multi-Family: Any single building containing four (4) or more separate residential units, or a single lot on which multiple buildings are situated containing, in the aggregate, more than four (4) residential units.

Refuse: Household garbage, household construction and demolition debris, solid waste and bulk waste/materials.

Recyclables: Materials which have a useful second life in the economic cycle if they are successfully collected, separated, processed and marketed for return to the economic mainstream. Recyclable materials shall include aluminum cans, tin/steel/bi-metal cans, colored and clear glass bottles, plastic containers, newspaper, magazines, catalogs, telephone directories, corrugated cardboard, chipboard, six pack rings, and any other items the City and the Contractor agree to recycle in the future.

Refuse Sticker/Tag: Stickers attached to refuse which identify that the fees associated with the collection and disposal of said items have been prepaid.

Solid Waste: Household garbage, rubbish, and other discarded solid materials.

Toter: The term “Toter” shall mean a 64-gallon or 96-gallon wheeled receptacle made of heavy-duty plastic provided by the Contractor to all households.

White Goods: Any domestic and/or commercial large appliance which may contain CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, or other hazardous components. Examples include, but are not limited to, refrigerators, freezers, air conditioners, ranges (both electric and gas), humidifiers, dehumidifiers, water heaters, furnaces and other similar large appliances.

Yard Waste/or Landscape Waste: Grass or Shrubbery cuttings, leaves, tree limbs, roots, stumps, and other materials accumulated.

Yard Waste Containers: Yard waste containers shall include:

Garbage Can: A plastic or galvanized metal can of a capacity not less than four (4) gallons and not to exceed sixty-five (65) gallons. No garbage can used for Yard Waste shall exceed fifty (50) pounds in weight.

Kraft Paper Bag: A special biodegradable paper bag, not to exceed thirty-three (33) gallons in size, which will shred and degrade quickly in the composting process. No Kraft Paper Bag used for Yard Waste shall exceed fifty (50) pounds in weight.

B. REQUEST FOR PROPOSALS

The City of Rock Falls (hereinafter referred to as the “City”) a municipal corporation of the State of Illinois, located in Whiteside County, is seeking proposals for the establishment of a Residential Solid Waste, Yard Waste and Recycling Collection and Disposal Service beginning July 1, 2025. This Request for Proposal (“RFP”) document describes in detail the City’s objectives and criteria for the establishment of a Residential Solid Waste, Yard Waste and Recycling Collection Service, as well as the anticipated review and selection process.

The firm (hereinafter referred to as “Contractor”) desiring to furnish a quotation for such services shall submit a sealed proposal in accordance with the specification outlined herein.

C. EXCLUSIVE CONTRACT

It is the express intent of the City to award a contract or contracts (“Collection Contract”) for a period commencing on July 1, 2025 for curbside collection of refuse, yard waste and recyclable materials. The contract shall include all single-family, attached single-family and multi-family dwellings with three (3) or less units (i.e., Households), which currently receive curbside refuse collection under the current contract (approximately thirty-two hundred fifty (3250) households). The Collection Contract shall not include multi-family properties over three (3) units serviced by centralized dumpsters or commercial, industrial or institutional properties, or temporary and permitted dumpsters.

D. CURRENT PROGRAM DESIGN

1. Description of the City’s Current Residential Solid Waste Program

Curbside refuse and yard waste are currently provided on a once per week basis and recycling services are provided every other week. These services are provided four (4) days a week, Tuesday through Friday, with the City divided into four sections. Refer to Exhibit A – City Map.

2. Refuse

Residents have a 96-gallon toter placed at the curb for collection, with the exception of construction/demolition debris and hazardous materials. Bulk waste/large items require a pre-paid sticker for curbside pickup. The stickers are purchased from the City for \$2.00 each and have no expiration date. The stickers are currently supplied by the City at no cost to the Contractor of \$1.40 each. The proceeds of the pre-paid stickers have been split 50/50 between the City and the Contractor. Hazardous materials are not collected.

3. Recycling

Residents have a 96-gallon toter for the purpose of curbside recycling. Under the current contract, the Contractor retains the proceeds and incurs the expenses from the sale or disposal of recyclables/recyclable material.

4. Yard Waste

Yard waste collection is offered once a week from April 1 through December 1 of each year. The pick up is on the same day as garbage collection. Yard waste may be placed in either a standard brown kraft yard waste bag or in a dedicated trash receptacle marked with an “x”. Christmas tree pickup takes place on the regularly scheduled garbage pickup days during the “Christmas Tree Program”.

5. White Goods

All disposal of white goods are currently handled between the Contractor and the resident.

6. City of Rock Falls Facilities

Pickup of refuse and recycling materials at all City facilities:

City Hall Complex: 603 West 10th Street

3 – 1 ½ yd dumpsters

Fire Department: 1013 7th Avenue

1 – 1 ½ yd dumpster

Electric Department: 1109 Industrial Park Road

2 - 1 ½ yd dumpsters

Sewer Department: 101 Clearwater Drive

3 – 1 ½ yd dumpsters

Street Department: 905 Industrial Park Road

1 – 1 ½ yd dumpster

Rock Falls Electronic Recycling Center: 2400 1st Avenue

1 – 1 ½ yd dumpster

E. PRE-PROPOSAL MEETING

A pre-proposal meeting shall be held to familiarize potential Contractors with the required collection service standards, to answer questions, and to issue addenda items, if necessary, for clarification of the Request for Proposal document. The pre-proposal meeting shall take place on February 29, 2024 at the Rock Falls City Hall, 603 West 10th Street, Rock Falls, IL 61071 in the City Council Chambers. Attendance at the meeting is strongly recommended.

Any inquiry made prior to the pre-proposal meeting must be submitted in writing to Robbin Blackert, City Administrator, 603 West 10th Street, Rock Falls, IL 61071. All questions, replies and/or addenda will be circulated to all known potential contractors at the pre-proposal meeting. Inquiries received after the pre-proposal meeting will not be given consideration. Contractor shall bear the sole responsibility for ensuring it has received any and all addenda items.

F. PROPOSAL SUBMITTAL REQUIREMENTS

Two (2) sealed written proposals and one electronic proposal on USB drive must be received at the City of Rock Falls Business Office, 603 West 10th Street, Rock Falls, IL 61071-1523, **by 10:00 A.M. March 22, 2024**. Proposals received after the deadline will not be accepted. Proposals must be identified as “City of Rock Falls Residential Solid Waste Collection” on the outside of the sealed envelope. Contractor’s company name and address are to appear on the

upper left corner of the sealed envelope. FAXED OR EMAILED COPIES WILL NOT BE ACCEPTED. If the proposal is mailed, it must be enclosed in another sealed envelope addressed to the Business Office at the address listed above.

Sealed proposals will be opened on March 22, 2024 at 10:00 A.M., however, pricing will not be read aloud until staff has had a chance to make sure the proposals are complete.

G. CONTRACT TIME FRAME

It is the express intent of the City to establish a new Residential Solid Waste Collection and Disposal Service for implementation beginning July 1, 2025. In order to accomplish this implementation, the following time periods shall be used by the Contractor:

RFP Issued: Thursday, January 11, 2024
Pre-proposal meeting: Thursday February 29, 2024 10:00 A.M.
Proposals Due: Friday, March 22, 2024 10:00 A.M.
Staff Review: Week of March 25
Committee Review: April 4, 2024 8:15 A.M. – Public Works Meeting in Council Chambers
Council Review: TBD
Contract Negotiation: TBD
Council Approval and Award: TBD

H. COMPETENCY OF CONTRACTORS

The opening and reading of proposals shall not be construed as acceptance by the City. The City reserves the right to determine the competence, as well as the financial and operational capacity of any Contractor. Upon the request of the City, the Contractor shall furnish evidence as may be required by the City to evaluate its ability and resources to accomplish the services required by the specifications therein.

I. PROPOSAL SECURITY

Each proposal shall be accompanied by a proposal security, which shall be in the form of a certified check or bank cashier's check in the amount of twenty-five thousand dollars (\$25,000), made payable to the City of Rock Falls. Proposals submitted without the required security shall be rejected.

The City may grant a request of proposal withdrawal, if a written request is received prior to the specified deadline for proposals to be submitted.

After formal notification by the City that a contract award decision has been made, the proposal security of the successful Contractor shall be retained until both the final signed Collection Contract and the required performance bond have been received by the City, at which time the proposal security will be returned to the successful Contractor. If the Contractor to whom the Award is made shall fail to sign the contract and post and supply the required performance bond within thirty (30) days after the Award by the City Council, the Contractor shall forfeit the proposal security to the City, and shall be liable for and pay to the City any additional damages suffered by the City due to or as a result of such failure.

All proposal securities shall be returned to all Contractors upon receipt of the required letter of credit by the successful Contractor.

J. AWARD OF CONTRACT

The City will award the Collection Contract to the Contractor whose proposal overall, is most advantageous to the citizens of Rock Falls as determined by the City Council in its discretion. Lowest monetary proposal is not necessarily the sole determining factor. The Collection Contract shall be awarded to the submitter whose proposal most closely satisfies the overall specification as well as other factors. The City has the right to waive technicalities, modify and reject any or all proposals.

K. CONTRACT DOCUMENT

It is the express intent of the City that all specifications as outlined in this Request for Proposal document, including any addenda items which are issued, shall be incorporated as part of the written and signed Collection Contract with the successful Contractor, which Collection Contract shall contain such usual and customary terms and provisions as are standard to the industry, giving effect to the scope and intent of this Request for Proposal.

SECTION II. PROPOSAL SPECIFICATIONS

A. SCOPE OF WORK

The Contractor shall be responsible for performing all work as outlined in the specifications herein and shall provide and furnish all labor, materials, equipment and supplies, vehicles, transportation services, and landfill and compost facility space required to perform and complete the collection and disposal of refuse and yard waste. The Contractor shall also make necessary arrangements with processors required to perform and complete the collection and marketing of recyclables. The Contractor shall retain 100% of the proceeds from the sale of recyclables and the projected revenues from the sale of recyclables should be taken into consideration when determining the flat rate for refuse collection.

B. COLLECTION OF SOLID WASTE, RECYCLABLES, BULK WASTE, YARD WASTE & CHRISTMAS TREES

Contractor shall submit a proposal for the fee per residential household of basic collection within the corporate limits of the City, excluding Riverside Mobile Home Park on West Route 30, as a flat amount for each of the following types of collections:

Option 1 – 5 Year Contract: Household Garbage & Recyclables (Recyclables Weekly) – Weekly curbside collection and disposal of residential household garbage and recyclables by Contractor. Contractor will provide residents with two 96-gallon totes for household garbage and recyclables with different colored lids for distinction.

Bulk Waste – Weekly curbside bulk waste will be collected by Contractor when said items are tagged with the appropriate bulk waste sticker not to exceed fifty (50) pounds per sticker in weight. City will be the sole provider and distributor of the stickers to residents or any retail establishment that will have them available for purchase.

Yard Waste – Weekly curbside collection of yard waste no less than April 1 through December 1 of each year. Yard waste will be placed in either a standard brown kraft yard waste bag or in a dedicated trash receptacle.

Christmas Trees – Curbside collection of Christmas trees during the first two (2) weeks of January each year.

Option 2 – 5 Year Contract: Household Garbage & Recyclables (Recyclables Every Other Week) – Weekly curbside collection and disposal of residential household garbage by Contractor and every other week collection and disposal of recyclables. Contractor will provide residents with two 96-gallon totes for household garbage and recyclables with different colored lids for distinction.

Bulk Waste – Weekly curbside bulk waste will be collected by Contractor when said items are tagged with the appropriate bulk waste sticker not to exceed fifty (50) pounds in weight. City will be the sole provider and distributor of the stickers to residents or any retail establishment that will have them available for purchase.

Yard Waste – Weekly curbside collection of yard waste April 1 through December 1 of each year. Yard waste will be placed in either a standard brown kraft yard waste bag or in a dedicated trash receptacle

Christmas Trees – Curbside collection of Christmas trees during the first two (2) weeks of January each year.

C. COLLECTION OF WHITE GOODS AND SPECIAL PICK-UPS

The Contractor shall have a plan for the separate collection and proper recycling/disposal of white goods in accordance with all State and Federal regulations. The Contractor shall make the collection information and procedure available in the yearly Informational Brochure. The terms of, as well as charges and payment for this service shall be arranged solely between the Contractor and the resident. The resident shall make payment for any white good or special collection directly to the contractor, and collection of such fees shall be the sole responsibility of the Contractor. Any associated costs for white good collection and disposal should not be included in Contractor's proposal. Proposals shall include the rate schedule for white goods collection that will be in effect during the term of the Collection Contract.

D. BILLING AND PAYMENT

The City shall bill the resident directly for services and be responsible for collection on all accounts. The City shall be responsible for losses due to failure of residents to pay for services. Bills sent by the City to the residents shall be accurate, clear and itemized for each charge imposed on the resident.

E. SERVICES FOR MUNICIPAL AND CIVIC PROPERTIES

The Contractor shall provide, at no additional cost, collection and disposal for municipal properties and shall provide a dumpster(s) to each location at the request of the City. The City owned sites include, but are not limited to, City Hall, Community Building, Library, Wastewater Treatment, Fire Department, Electric Department, Water Department and Street Department.

F. DATA COLLECTION AND REPORTING

The Contractor shall prepare and submit to the City monthly reports during the contract period. The report shall include the following information:

1. Total pounds of refuse, recyclables and yard waste collected each month;
2. Complaint Log of any complaints received from residents of Rock Falls.

All report data and information will become the property of the City to be used at its sole discretion without obligation to any person, firm, or corporation, except for such information that is finally determined exempt from the Freedom of Information Act disclosure by the City based upon assertion as to its proprietary nature by the Contractor. The City reserves the right to audit the financial and administrative records of the Contractor as they pertain to the refuse, recycling and yard waste services in the City.

G. INFORMATIONAL BROCHURE

Upon award of the Collection Contract and prior to any changes in service, the Contractor will be responsible for designing and printing a written brochure detailing the new service. The Contractor must include a description of collection times, contractor phone number for complaints or missed collections, specific guidelines of what types of materials will be accepted and the manner in which they are to be prepared, per this proposal and the finalized Collection Contract.

The Contractor will provide sufficient copies of the information brochure to the City's utility office for distribution of the brochure to the residents in the City's monthly utility billing. The initial brochure will be distributed in the May 2025 billing.

H. FUTURE DEVELOPMENT/ANNEXATIONS

The Contractor shall service any land annexed to the City during the term of the contract, as well as any residential dwellings constructed during said term. Service to land annexed to the City and future residential development shall be provided on the same terms as set forth herein. Any change to the corporate boundaries or service area resulting from annexations, zoning actions, site plan approvals, construction, etc. shall be communicated to the Contractor by the City.

I. DAMAGES TO STREETS PROHIBITED

The Contractor shall provide collection equipment that will not disfigure or damage City streets, and operators that will operate vehicles in a manner that will not damage streets, sidewalks, overhead trees, etc. The City shall require the Contractor to repair, to the City's satisfaction and at the Contractor's expense, all damage to City property that is caused by spills, skidding vehicles, driving on sidewalks or parkways, equipment malfunction, or operator negligence. Contractor shall pay any City invoice for repair within thirty (30) days.

J. COLLECTION HOURS

Collection services by all vehicles will begin no earlier than 6:00 am. Performing collection services prior to 6:00 am is a violation of the Rock Falls Municipal Code and may result in citation. All collection for each scheduled day shall be completed by 7:00 pm. Residents shall be required to set out refuse, recyclables and yard waste materials by 6:00 am on the scheduled day of collection.

K. POINT OF COLLECTION

Collection shall be made at the curbside unless otherwise negotiated in contract.

L. MISSED COLLECTION

The Contractor shall establish and publicize a procedure for receiving and responding to resident complaints of missed collections.

M. QUALITY OF SERVICE

The Contractor shall undertake to perform the collection and disposal services rendered herein in a clean, orderly and efficient manner and to use due care and diligence in the performance of the contract. Neat, orderly and courteous employees and collection crews shall also be provided.

The Contractor shall, at each service address, return the containers where they were found. The Contractor shall repair or replace at their expense containers damaged as a result of their handling, reasonable wear and tear are excepted. Crews shall carry official company identification and shall present such identification upon request. All vehicle operators shall carry valid State of Illinois drivers licenses for the class of vehicle operated. Vehicle operators shall obey all traffic regulations, including gross vehicle weight and speed limits.

The Contractor shall establish and publish an Information Brochure to be sent by the City annually with the bills and additionally requested by the City and maintain a method for accepting, at a minimum from 8am to 6pm weekdays, and responding within 24 hours to customer calls and complaints. Contractor's staff shall be knowledgeable and courteous in answering customer information requests and resolving resident complaints regarding the collection service. All calls must be recorded in a log noting date, time, address, request or complaint, method of resolution, and the date of resolution. The log shall be sent to the City monthly. The Contractor shall meet with the City as often as needed to review customer complaints and resolutions.

N. CLEAN-UP ON ROUTE

The Contractor shall pick up and clean all materials blown, littered and broken as a result of handling by collection.

O. COLLECTION ON HOLIDAYS

When the regularly scheduled collection day falls on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day, the Contractor shall collect

the materials on the next day after the regular collection day. The Contractor shall assist the City with notifying the residents of their collection days and changes in services due to holidays throughout the duration of the Collection Contract.

SECTION III. CONTRACT REQUIREMENTS

A. SERVICES SELECTED

This proposal requests prices for various options for refuse and recycling collection. The City reserves the right to request the awarded Contractor to implement any one or combination of services. The Contractor shall propose to furnish complete equipment, labor, materials and supplies to accomplish all work necessary to complete such contract as may be agreed upon by the City and the Contractor.

B. COMPLIANCE WITH ALL LAWS

All work under the contract must be executed in accordance with all applicable federal, state, county and local laws, ordinances, rules and regulations.

C. NOTICES

All notices required by the contract shall be given in writing via certified mail to the Mayor of the City or chief executive officer of the Contractor.

D. NON-ASSIGNABILITY

The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Mayor as authorized by the City Council. Such assignment shall not relieve the Contractor from any obligations, or change the terms of the contract.

E. INDEMNIFICATION

The Contractor shall indemnify, defend, save and hold harmless the City, its officers and employees from any and all liability, losses, damages, expenses and lawsuits, including workers' compensation claims, attorney's fees and costs of defense that the City may suffer, incur, or become liable for on account of:

- The negligence of the Contractor, its employees, agents or assigns;
- Any assertion of claim under the Illinois Workers' Compensation Act or similar acts made by persons furnished by the Contractor or subcontractor;
- Any action in law or equity brought by any person or entity under Federal or State law in an effort to set aside the contract.

F. INDEPENDENT CONTRACTOR

The Contractor acknowledges that it is an independent contractor and that none of its employees, agents, subcontractors, or assigns are employees, nor will be at anytime, of the City. The Contractor shall be solely responsible for unemployment, social security, and other payroll tax payments required by law or union contract.

G. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract and/or supplying of materials, equipment and supplies, the Contractor must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal employment opportunity requirements.

H. INSURANCE

The Contractor to whom the contract is awarded must provide the City with a certificate of insurance as proof of coverage. This certificate of insurance must also name the City of Rock Falls and its officers, employees and agents as additional insured for the period of the contract. The following minimum insurance coverages, unless otherwise approved by the City (such as for the provision of a portion of the services requested herein) will be required:

<u>Type of Insurance</u>	<u>Liability Limits</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
GENERAL LIABILITY:		
Bodily Injury	\$1,000,000	\$2,500,000
Property Damage	\$1,000,000	\$2,500,000
Contractual Insurance – Broad Form	\$1,000,000	\$2,500,000
AUTOMOBILE LIABILITY		
Bodily Injury & Death	\$1,000,000	\$2,500,000
Property Damage	\$1,000,000	\$2,500,000

The Contractor shall provide evidence of umbrella or excess liability coverage to a limit of \$5,000,000.

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKERS COMPENSATION & OCCUPATIONAL DISEASES: According to Illinois law.

If subcontractors are employed, the same general guidelines are to apply to the subcontractor as the Contractor.

The City shall receive written notice of cancellation or reduction in coverage of insurance policy within thirty (30) days prior to the effective date of cancellation or reduction.

Nothing contained in the insurance requirement shall be construed as limiting the extent of the Contractor's responsibilities for payment of damages resulting from its operations under this agreement.

I. DEFAULT

The City may terminate the Collection Contract by written notice of default to the Contractor if:

- The Contractor fails to perform the services as outlined in the specification with the time specified in the proposal;
- Fails to make progress so as to endanger the performance of the contract;
- Fails to provide or maintain in full force and effect, the liability and indemnification coverages or letter of credit or performance bond as it required;
- In any other manner violates or breaches a condition or requirement of the Collection Contract.

If the City terminates the contract, the City may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for similar supplies and services, unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor. Failure to execute the Collection Contract after submission of a proposal will, at the option of the City, constitute a breach of the agreement made by acceptance of the Contract, and the City will be entitled to forfeiture of the letter of credit accompanying the proposal that is required, not as a penalty, but as liquidated damages.

J. DUE DILIGENCE

Contractor shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the proposal. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City or the compensation to the Contractor.

K. PERFORMANCE BOND/LETTER OF CREDIT

The Contractor shall furnish to the City an irrevocable performance bond or letter of credit in the amount of two hundred fifty thousand dollars (\$250,000) from a reputable insurance or bonding company or banking institution acceptable to the City to guarantee the faithful performance of the contract. The performance bond or letter of credit shall be payable to the City and prepared in a format approved by the City Attorney. It shall remain in effect for the full term of the contract, including extension periods, and be delivered to the City within ten (10) days of the awarding of this contract. The contract shall not be signed until the bond or letter of credit is received and is reviewed for acceptability by the City. The bond shall be conditioned on the satisfactory performance by Contractor of all obligations and duties under the Collection Contract, and shall provide security to the City for any damages or loss suffered by the City because of or as the result of any breach or failure to perform by Contractor.

L. EQUIPMENT REQUIREMENTS

1. Safety and Maintenance

All of the Contractor's collection equipment must be maintained and operated in compliance with all federal, state and local statutes, ordinances and regulations to assure the safety of the collection crew and City residents. All collection equipment shall be fully enclosed, covered and secured to prevent material blowing, leaking or falling out during transit. Spilled materials, fluids, etc. shall be cleaned up within two (2) hours of verbal notification by the City or will be removed by the City at the Contractor's expense. The City reserves the right to inspect the Contractor's equipment solely for the purpose of determining compliance with the Collection Contract.

2. Identification

All collecting equipment shall be clearly identified by affixing the Contractor's name and telephone number permanently and conspicuously to both sides of the equipment.

3. License Fee

Local ordinances require the Contractor to pay a yearly license fee of \$100.00. The license fee is subject to increases as set forth in the Rock Falls Municipal Code, or as amended by the City from time to time, and the Contractor shall pay these amounts annually.

M. PROCESSING REQUIREMENT

Processing of the collected refuse, recyclable, white goods, and yard waste materials will be the responsibility of the Contractor. No processing and/or storage facility for the refuse, recycling, white goods and yard waste materials shall be located within the corporate limits of the City.

N. STICKER TRANSITION

During the first four (4) weeks of the new collection service, the Contractor shall honor any refuse and/or yard waste disposal sticker used from the previous collection program.

SECTION IV. NEW HAULER

A. TRANSITION PLAN FOR NEW HAULER

Contractor shall submit an implementation plan evidencing the process that will be used to transition from the current hauler. Include tasks, schedule and identify the transition and customer service team members. Prior to implementation, Contractor is expected to attend City Council meetings and other public meetings as required by the City to publicly discuss the implementation plan and answer any inquiries from the Council or members of the public.

B. HOUSEHOLD GARBAGE AND RECYCLING TOTERS

The Contractor is responsible to provide and deliver, at their own expense, two (2) 96-gallon wheeled toters to each residential unit in the City no later than June 27, 2025.

SECTION IV. CONTRACTOR'S PROPOSAL
FOR
CITY OF ROCK FALLS
RESIDENTIAL SOLID WASTE, RECYCLABLE MATERIALS AND YARD WASTE
COLLECTION AND DISPOSAL

TO: The Mayor and Council of the City of Rock Falls

Proposal of _____ an (individual) (a partnership) (a corporation duly organized under the laws of the State of _____)(a limited liability company duly organized under the laws of the State of _____).

The undersigned, having carefully read and considered the terms and conditions of the Contract Documents for Residential Solid Waste, Recyclable Materials, and Yard Waste Collection and Disposal for the City of Rock Falls, does hereby offer to perform such services on behalf of the City, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates (expressed in words and figures) hereinafter set forth:

A. RESIDENTIAL PROPOSAL

Option 1 – 5 Year Contract: Household Garbage & Recyclables (Recyclables Weekly) – Weekly curbside collection and disposal of household garbage and recyclables by Contractor. Contractor will provide residents with two (2) 96-gallon toters for household garbage and recyclables with different colored lids for distinction.

Bulk Waste – Weekly curbside bulk waste will be collected by Contractor when said items are tagged with the appropriate bulk waste sticker not to exceed fifty (50) pounds per sticker in weight. City will be the sole provider and distributor of the stickers to residents or any retail establishment that will have them available for purchase.

Yard Waste – Weekly curbside collection of yard waste no less than April 1 through December 1 of each year. Yard waste will be placed in either a standard brown kraft yard waste bag or in a dedicated trash receptacle.

Christmas Trees – Curbside collection of Christmas trees during the first two (2) weeks of January each year.

\$ _____ Year 1 Total Cost Per Residential Dwelling Unit Per Month

\$ _____ Year 2 Total Cost Per Residential Dwelling Per Month

\$ _____ Year 3 Total Cost Per Residential Dwelling Per Month

\$ _____ Year 4 Total Cost Per Residential Dwelling Unit Per Month

\$ _____ Year 5 Total Cost Per Residential Dwelling Unit Per Month

Yard Waste Proposed Pick Up Months: _____

Option 2 – 5 Year Contract: Household Garbage & Recyclables (Recyclables Every Other Week) – Weekly curbside collection and disposal of residential household garbage by Contractor and every other week collection and disposal of recyclables. Contractor will provide residents with two (2) 96-gallon totes for household garbage and recyclables with different colored lids for distinction.

Bulk Waste – Weekly curbside bulk waste will be collected by Contractor when said items are tagged with the appropriate bulk waste sticker not to exceed fifty (50) pounds in weight. City will be the sole provider and distributor of the stickers to residents or any retail establishment that will have them available for purchase.

Yard Waste – Weekly curbside collection of yard waste April 1 through December 1 of each year. Yard waste will be placed in either a standard brown kraft yard waste bag or in a dedicated trash receptacle.

Christmas Trees – Curbside collection of Christmas trees during the first two weeks of January each year.

\$ _____ Year 1 Total Cost Per Residential Dwelling Unit Per Month

\$ _____ Year 2 Total Cost Per Residential Dwelling Unit Per Month

\$ _____ Year 3 Total Cost Per Residential Dwelling Unit Per Month

\$ _____ Year 4 Total Cost Per Residential Dwelling Unit Per Month

\$ _____ Year 5 Total Cost Per Residential Dwelling Unit Per Month

Yard Waste Proposed Pick Up Months: _____

B. NAME AND LOCATION OF DISPOSAL SITES(S)

(a) Garbage and Refuse Site: _____

(b) Yard Waste Compost Site: _____

(c) Recyclable Materials Site: _____

Name of Proponent

By: _____

Title: _____

Principal Office Address:

ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE

NOTE: THIS AFFIDAVIT MUST BE EXECUTED AND SUBMITTED WITH THE SIGNED BID FORM. NO BIDS CAN BE ACCEPTED BY THE CITY COUNCIL OF THE CITY OF ROCK FALLS UNLESS SAID AFFIDAVIT IS SUBMITTED CONCURRENTLY WITH THE BID.

_____ (Name of Individual), being first duly sworn, deposes and says that he is _____ (Title or Office) of _____ (Name of Contractor), the party making the foregoing proposal or bid; that such bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the bid price element of said bid or of that of any other bidder or to secure any advantage against any other bidder or any person interested in the proposed contract.

Dated: _____.

(Name of Individual)

(Title or Office)

(Name of Contractor)

THE ABOVE STATEMENTS MUST BE SUBSCRIBED AND SWORN TO BEFORE A NOTARY PUBLIC.

Subscribed and sworn to before me this _____ day of _____, 2013

Notary Public

FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE

NOTE: THIS AFFIDAVIT MUST BE EXECUTED AND SUBMITTED WITH THE SIGNED BID FORM. NO BIDS CAN BE ACCEPTED BY THE CITY COUNCIL OF THE CITY OF ROCK FALLS UNLESS SAID AFFIDAVIT IS SUBMITTED CONCURRENTLY WITH THE BID.

_____ (Name of Individual), being first duly sworn, deposes and says that he is the _____ (Title or Office) of _____ (Name of Contractor), and that he has authority to make this affidavit; that he is an equal opportunity employer; and that he certifies that it is the policy of _____ (Name of Contractor) to recruit, hire, train, upgrade, promote and discipline its employees without regard to race, creed, color, religion, age, sex or physical or mental handicap.

Dated: _____.

(Name of Individual)

(Title or Office)

(Name of Contractor)

THE ABOVE STATEMENTS MUST BE SUBSCRIBED AND SWORN TO BEFORE A NOTARY PUBLIC.

Subscribed and sworn to before me this _____ day of _____, 2013

Notary Public

TAX CERTIFICATION

I, _____, _____,
(Name) (Title)

of _____ do hereby certify under oath
(Name of Contractor)

that _____ is not delinquent in the payment of
(Name of Contractor)

any tax administered by the Illinois Department of Revenue.

Date: _____

By: _____

Title: _____

Name of Contractor: _____

THE ABOVE STATEMENTS MUST BE SUBSCRIBED AND SWORN TO BEFORE A NOTARY PUBLIC.

Subscribed and sworn to before me this _____ day of _____, 2013

Notary Public

SECTION V. EXHIBITS

Exhibits Begin on Next Page

EXHIBIT A – CURRENT BROCHURE

City of Rock Falls

Moring Disposal Collection Guidelines

RECYCLING PREPARATION GUIDELINES

- Recycling totes with *tan lids* may be set out every other week (see the map on the back of this page) no later than 6:00 a.m. on your pick up day and should contain recycled items **ONLY**.
- Recyclable items can be loose and co-mingled together in the recycling toter but residents are encouraged to place smaller recyclables (shredded paper, etc.) in paper bags inside the toter to minimize the risk of blowing material.
- In the event that you have additional recyclable items, you may place items in a separate paper bag, cardboard box or container clearly marked for recycling beside the toter.
- Please do not dispose of plastic bags in your recycling toter or use them to contain excess recyclable items as these contaminate the recycled material. Styrofoam and blister packaging are also unacceptable materials.
- Recycled items in your toter must be empty and free of food, drink, or any residue.

METAL PRODUCTS

Tin & Aluminum: Cans, formed aluminum and tin containers including old pie and cake tins. Empty and rinse container completely. Place lids inside of cans. Labels do not have to be removed.

GLASS PRODUCTS

Glass Jars & Bottles only: Empty and rinse container completely. Labels do not have to be removed.

PLASTIC PRODUCTS

Plastic Jugs and bottles: Containers with numbers 1 or 2 on the bottom (Except blister packaging). Empty and rinse container completely. Labels do not have to be removed.

PAPER PRODUCTS

Newsprint: All newsprint is acceptable.

Junk Mail: Includes envelopes, fliers, brochures, bill stubs and advertisements in bills, old papers, all white/colored papers.

Other Paper Items: Catalogs, magazines, phone books, soft cover books (hard cover books need covers removed).

Brown Kraft Paper Bags: Grocery, shopping, lunch bags, etc.

Corrugated (Cardboard Boxes): Break down, bundle or stack boxes to *easily fit* in your toter or stack excess beside your toter in manageable sizes not exceeding 3 foot square.

Other Cardboard: Food boxes, clothing boxes, shoe boxes, toy & game boxes, beverage cartons, soda boxes, etc.

YARD WASTE PREPARATION GUIDELINES

- Residents using containers for yard waste must **ONLY** use bio-degradable Kraft yard waste bags (kept as dry as possible) or refuse containers not exceeding 35 gallons in capacity and 35 lbs. in weight. These containers must be clearly marked with a large "X". Yard waste bags should be kept as dry as possible. The use of plastic bags is prohibited.
- Brush items not over 2 inches in diameter or 4 feet in length may be bundled with string or rope in bundles not exceeding 1 foot in diameter.

Yard Waste Schedule: Weekly collection on the normal trash day from the beginning of April through the end of November, weather permitting.

- Place yard waste at the curb by 6:00 a.m. Any yard waste placed at the curb after the truck has gone by will not be picked up until the following week.

GARBAGE PREPARATION GUIDELINES

- Trash totes with *chocolate brown lids* must be set out the night before your pick up day or no later than 6:00 a.m. on your pick up day (see the map on the back of this page).

Holiday Schedule: Pick up will be delayed by one day when the following holidays fall on or before your day.

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

- Bagging your items (especially perishable items) whenever possible will keep totes clean and prevent blowing of loose material on windy days.
- Only extra trash bags not exceeding 35 gallons in capacity or 35 lbs. in weight can be set with your trash toter and will be collected with a \$2.00 extra trash sticker securely attached around the neck of the bag. Stickers may be purchased at the following locations:

RF Utility Office	603 W. 10 th Street
Save-A-Lot	928 1 st Avenue
County Market	210 W. 3 rd Street, Sterling
Walgreens	1700 1 st Avenue
Walmart	1901 1 st Avenue

Bulky Waste Service: Single furniture items and items that do not *easily* fit into the 95 gallon toter are considered bulky waste. Bulky waste *excludes*: electronics, TV antennas, construction and remodeling material, landscape timbers, old car parts, etc. Bulk items are charged by weight. Contact Moring Disposal for the amount of stickers necessary and to schedule pick up of your bulky item as a separate truck is required.

Electronic items are no longer accepted at the landfills; therefore, no large or small electronics will be accepted in your trash. There are many other disposal opportunities listed at www.moringdisposal.com. We will be updating the website with new disposal options (e-recycling) in the area.

Major Appliances (White Goods): Residents may contact Moring Disposal to make arrangements for removal of these items. Charges will apply and refrigeration units must have Freon removed with a certification from a licensed technician attached prior to pickup.

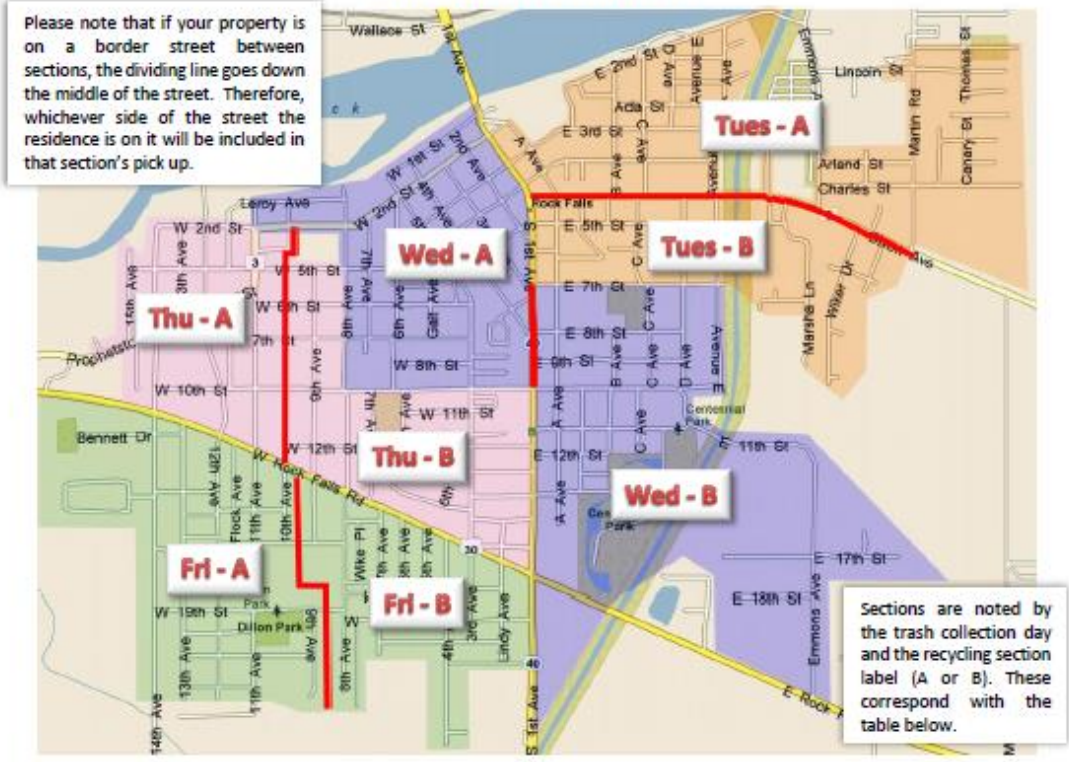
Construction/Demolition Debris: Material from construction and remodeling (including toilets, carpet, wood, drywall, rock, sand, brick, dirt, etc) are not included with the weekly curbside collection even in small amounts and therefore, need specific arrangements for collection. Residents requiring service can contact Moring Disposal for container sizes, pricing and availability.

Household hazardous waste: Residents should look for county sponsored programs, which are held periodically.

NOTE: OWNERS OF RENTAL PROPERTIES ARE ASKED TO MAKE THIS OUTLINE AVAILABLE FOR TENNANTS.

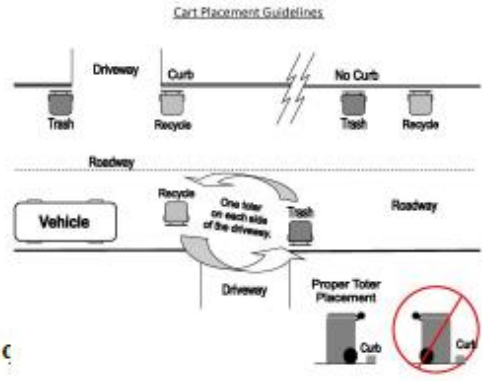
Please contact Moring Disposal with questions 815-622-0500

City of Rock Falls
Moring Disposal Collection Guidelines



Tuesday - A	Tuesday - B	Wednesday - A	Wednesday - B	Thursday - A	Thursday - B	Friday - A	Friday - B
Jan 10, 24	Jan 3, 17, 31	Jan 11, 25	Jan 4, 18	Jan 12, 26	Jan 7, 21	Jan 13, 27	Jan 6, 20
Feb 7, 21	Feb 14, 28	Feb 8, 22	Feb 1, 15	Feb 9, 23	Feb 2, 16	Feb 10, 24	Feb 3, 17
Mar 7, 21	Mar 14, 28	Mar 8, 22	Mar 1, 15, 29	Mar 9, 23	Mar 2, 16, 30	Mar 10, 24	Mar 3, 17, 31
Apr 4, 18	Apr 11, 25	Apr 5, 19	Apr 12, 26	Apr 6, 20	Apr 13, 27	Apr 7, 21	Apr 14, 28
May 2, 16, 31 (Wed)	May 9, 23	May 3, 17	May 10, 24	May 4, 18	May 11, 25	May 5, 19	May 12, 26
Jun 2 (Wed), 13, 27	Jun 6, 20	Jun 1 (Thu), 14, 28	Jun 7, 21	Jun 2 (Fri), 15, 29	Jun 8, 22	Jun 3 (Sat), 16, 30	Jun 9, 23
Jul 11, 25	Jul 5 (Wed), 18	Jul 12, 26	Jul 6 (Thu), 20	Jul 13, 27	Jul 7 (Fri), 21	Jul 14, 28	Jul 8 (Sat), 21
Aug 8, 22	Aug 1, 15, 29	Aug 9, 23	Aug 2, 16, 30	Aug 10, 24	Aug 3, 17, 31	Aug 11, 25	Aug 4, 18
Sep 6 (Wed), 19	Sep 12, 26	Sep 7 (Thu), 20	Sep 13, 27	Sep 8 (Fri), 21	Sep 14, 28	Sep 9 (Sat), 22	Sep 1, 15, 29
Oct 3, 17, 31	Oct 10, 24	Oct 4, 18	Oct 11, 25	Oct 5, 19	Oct 12, 26	Oct 6, 20	Oct 13, 27
Nov 14, 28	Nov 7, 21	Nov 1, 15, 29	Nov 8, 22	Nov 2, 16, 30	Nov 9, 24 (Fri)	Nov 3, 17	Nov 10, 25 (Sat)
Dec 12, 27 (Wed)	Dec 5, 19	Dec 13, 28 (Thu)	Dec 6, 20	Dec 14, 29 (Fri)	Dec 7, 21	Dec 1, 15, 30 (Sat)	Dec 8, 22

- Toters should be set with the number facing the street and the lid closed. There will be no alley pick up of toters.
- The trash toter should be placed on one side of the drive with the recycling toter on the opposite side.
- Streets with curbs and gutters should place the toter in the road 8-12 inches out from the curb.
- If toters are set on a side street or property with no driveway, they should be set at least 5 feet apart.



Please contact Moring Disposal with c