

Request for Proposal
for
Municipal Solid Waste and Recycling Collection
Services



The City of Mendota, Illinois
Issued: March 3, 2025

Proposals Due: March 28, 2025 at 2p.m.

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SECTION I. OVERVIEW

1. REQUEST FOR PROPOSAL

The City of Mendota, Illinois (hereinafter known as the "City") is requesting proposals from qualified firms to provide professional services including collection of municipal solid waste and recyclables. The City is providing herein a scope of services for which such proposals shall be based upon. Any firm (hereinafter known as the "Contractor") that wishes to submit a quotation for services shall submit proposals following the instructions and format of this Request for Proposal (RFP)

2. PROPOSAL DELIVERY PROCEDURES

Sealed proposals shall be delivered to **The City of Mendota, 800 Washington Street, Mendota, Illinois 61342 by no later than March 28, 2025 at 2p.m.** Sealed envelopes should be clearly labeled "Proposal for Municipal Waste and Recycling Collection Services: and include the Contractor's name. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the City at the location stated in this paragraph.

Proposals received prior to the time of opening will be securely kept and unopened until said bid opening. No responsibility will be taken for Proposals not properly addressed or labeled.

Submissions received after the date and time will not be considered for any reasons. Facsimile or e-mailed proposals will not be accepted.

3. PROPOSAL INQUIRIES

Any questions regarding this RFP shall be directed to:

Emily J. McConville
City Clerk
City of Mendota
800 Washington Street
Post Box 710
Mendota, Illinois 61342
Phone: 815.539.7459
Fax: 815.538.7029
E-Mail: emcconville@mendotacity.com

4. RFP PACKAGE

Each potential Contractor is instructed to verify that a complete document, consisting of the sections and attachments identified in the Table of Contents.

5. INVESTIGATION BY POTENTIAL CONTRACTOR

It shall be the responsibility of the Contractor to thoroughly read and understand the information, instructions and scope of services contained in this RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. The City will assume that a submission of a Proposal means that the Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

6. REJECTION; WAIVERS

The City reserves the right to reject any and all proposals; waive informalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the Contractors of its choice if some other manner of negotiation better serves the City's interests. The City reserves the right to award the Proposal to the Contractor, which in the City's judgment, best serves the needs and interests of the City and its residents.

SECTION II. GENERAL INSTRUCTIONS

1. RFP PACKAGE

All sections of this RFP package (including appendices) are integral to the desired scope of services, and quotations shall take into account the comprehensive nature of the work. It is intended that the scope of services in this RFP shall become part of a written and signed Contract for collection services. The City reserves the right to further negotiate the terms of any agreement to provide all or part of the services contained in this RFP.

2. FORMAT FOR SUBMISSIONS

A properly prepared Proposal shall consist of the following:

- A signed cover letter on Contractor's letterhead that commits the Contractor, if selected, to carrying out all the provisions of the Proposal. The signed cover letter must be from an officer or employee having the authority to bind the Contractor by signature, and should acknowledge the receipt of any addenda to the RFP.
- A narrative discussion of the Contractor's qualifications and approach to the work. The length of this discussion will be at the Contractor's discretion, but should address the following:
 - Description of Contractor's business (e.g., number of years in business and services provided).
 - Key personnel and points of contact for performance of the services.
 - A list of areas or municipalities in the general area for which the Contractor provides similar services. Please provide at least three (3) references.
 - A discussion of any proposed alternatives to the scope of service contained in the RFP. The narrative should provide sufficient detail for the City to evaluate the proposed alternative(s).
 - A discussion of any proposed deviations to the draft Contract. Please include daily start time and observed holidays.
- Price quotation sheet

Failure to submit all of the required information may result in the disqualification of the Contractor from consideration.

All price quotation sheets must be correctly filled in, using ink or entered in type form. Any error corrections must be initialed in ink.

3. MINIMUM SCOPE OF SERVICES; DEVIATIONS

The Scope of Services included in this RFP package describe the services which the City feels are necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. It is the goal of the City to secure services that are generally equivalent to those currently provided at the best possible price. Contractors may indicate alternatives to the scope of services if the proposed changes are equal to or greater than what is required by this RFP and/or result in cost savings compared to the requested services.

All alternatives shall be separately listed and a justification shall be stated for such alternatives. If the Contractor is unable to meet any part of the requested scope of services contained herein, it shall also separately list all requested deviations and provide a justification for such deviations.

If a Contractor does not indicate alternatives to or deviations from the scope of services, the City shall assume that the Contractor shall fully comply with them. The City shall be the sole and final judge of compliance with the scope of services.

The City further reserves the right to determine the acceptability or unacceptability of any and all alternatives and deviations, and to negotiate the effects and costs of any portion of a submitted Proposal including any alternatives and deviations contained therein prior to reaching a decision on the awarding of a Contract. The City shall unequivocally be the sole and final judge as to whether any alternative or deviation is of an equivalent or better quality of service. This decision is final and shall not be subject to recourse by any person, firm or corporation.

4. EXAMINATION OF SERVICE AREA

Contractors shall completely inform themselves of all the conditions under which service is to be performed, the service area, and all other relevant matters pertaining to the provision of services including, but not limited to roads, collections points, collection procedures required, labor required, hours of operations, and all other factors which would affect execution and completion of work covered by this RFP.

5. EVALUATION CRITERIA

City staff will evaluate proposals with regard to qualifications and experiences, ability to provide services within the identified time schedule, equipment, services offered, support of the City’s mission, and cost of services. The City reserves the right to reject any and all proposals or to waive any irregularities or deviations in any Proposal if judged to be in the best interest of the City. All variations, deviation and substitutions must be clearly annotated. The selected Contractor will have submitted the Proposal that is in the best interest of the City. If a Proposal does not satisfy the minimum requirements as set forth in this RFP, the Proposal may be disqualified from further consideration at the discretion of the City.

6. TENTATIVE TIME SCHEDULE

The City expects to adhere to the following schedule:

Issue RFP:	March 3, 2025
Deadline for receipt of questions:	March 20, 2025 – 3:00pm
City Response/Addenda to be sent by:	March 24, 2025 – 2:00pm
Proposal Due Date:	March 28, 2025 – 2:00pm
Award of Proposal:	April 21, 2025
Commencement of Contract Services	July 1, 2025

SECTION III. GENERAL SCOPE OF SERVICES

I. PURPOSE OF THIS SECTION

This Section presents background information on the City and a summary of the scope of services to be provided by the Contractor. This information is intended to facilitate preparation of Contractor proposals. It shall be the responsibility of the Contractor to thoroughly read and understand the information and instructions contained in the RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the

Contractor's own risk. 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.

II. DESCRIPTION OF RESIDENTIAL AREA IN THE CITY

The City of Mendota is a 5.15 square mile city in north central Illinois. It is located on I-39 approximately 60 miles south of Rockford, Illinois. The City of Mendota is governed by a Mayor and 8 Aldermen representing 4 Wards. Municipal solid waste and recycling waste collection is currently provided to approximately 2,415 single family, 2-flat and 3-flat residences.

III. SUMMARY OF CURRENT PROGRAM

The City's current program provides:

1. Once a week collection of municipal solid waste (i.e. refuse or trash intended for disposal) to each residential unit, including 2 and 3 flat apartments. Collection occurs at the curb in front of the home. Residents have been supplied with a 95 gallon cart by the current Contractor for solid waste. Residents may trade the 95 gallon cart for a 65 gallon cart. When lost or stolen, residents must pay for a new cart. Additional carts may be rented directly from the Contractor.
2. A resident may put one (1) large item at the curb each week at no additional cost. If more than one (1) large item is put out, a sticker must be purchased at the City Clerk's office. Each sticker costs the resident \$3.25.
3. If residents are unable to fit their solid waste into the provided cart, special stickers may be purchased at the City Clerk's office for \$1.75 per sticker. Resident applies a sticker to each additional bag as required. Bags are supplied by resident.
4. A resident may rent an extra cart directly from the Contractor if the amount of solid waste produced does not fit in the provided cart.
5. Recyclables are collected the same day as municipal solid waste and occurs every other week. A 95 gallon recycling bin has been supplied to the resident by the current contractor. Recycling collection is unlimited in quantity and residents may use their own container that is clearly marked "RECYCLING" in addition to the provided bin.
6. Downtown residents who live above businesses are issued special stickers at a rate of 10 per month instead of carts.
7. Garbage is collected Monday – Thursday as indicated in the attached map. If one of the following holidays falls on a normal pickup day, the pick-up is delayed by one day making Friday a pick-up day. Holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day & Christmas Day.
8. In addition, the City receives:

Downtown trash cans:	serviced once a week
City Administration Building:	serviced once a week
Police & Fire Department:	4 yard container serviced once a week
Street Department	4 yard container serviced once a week
Water Department	4 yard container serviced twice a week
Sewer Department:	2 yard container serviced once a week
Mendota Civic Center	6 yard container serviced twice a week
City Pool	4 yard container serviced once a week (seasonal)
City Ball/Soccer Park	6 yard container serviced once a week (seasonal)

IV. TRANSFER STATION

At the present time, the City owns a transfer station located at the south east corner of the city. The City agrees to provide the present location in the City of Mendota for a transfer station for the transfer and hauling of trash, if needed, by the Contractor. An escorted tour of the facility will be available to any Contractor wishing to evaluate the facility.

The City's obligations shall be limited to payment of utility costs incurred in connection with the operation of the transfer station. The operation of any equipment or furnishing of any labor necessary to operate the transfer station shall be the responsibility of the Contractor. The real estate and building(s) located at the site of the transfer station shall at all times remain the property of the City. Please note that the Contractor agrees to keep the station in good repair and to not damage the premises or the buildings located thereon. If any other contractor or parties desire to use the transfer station or equipment, it must be done with the mutual consent of the City and Contractor.

A separate proposal should be included if the Contractor wishes to make use of this facility. The proposal should contain information as to specific use, by whom, to what extent, and if there will be any costs or revenues associated with the use of the facility.

IV. SUMMARY OF NEW COLLECTION PROGRAM

As part of this competitive Proposal process, Contractors are requested to provide pricing information based on the following:

1. Weekly solid waste collection in a 95-gallon cart that is supplied free of charge by the Contractor for all residential housing units including 2 and 3 apartment building units. Additional 95-gallon carts that are lost or stolen will be charged to the resident. If a resident has issue with the size of the cart, meaning it is too large to manipulate, a smaller cart or other remedy (i.e. issuance of special bags) will be provided.
2. Please indicate the length of time to collect all residential units (i.e. 7am – 2pm).
3. Please indicate the holidays that your company will observe.
4. Collection Routes: Collection routes shall be established by the Contractor and approved by the City. The Contractor shall submit proposed revisions to the maps of the collection routes to the City for approval. They shall be accompanied by a written statement describing the routes.
5. Any deviations in the collection routes after the start of the contract must be approved by the City.
6. Multi-family dwelling units with more than 3 units are not included in this Proposal.
7. No businesses are included in this Proposal.
8. Unlimited recycling collection, including a free 95-gallon cart will be provided for each residence included in the Proposal. Recycling pick-up will occur every other week.
9. If residents are unable fit all of their solid waste into the 95 gallon container, special stickers will be made available at the City Clerk's office for purchase by the resident. Please indicate the cost to the City for each bag.
10. Residents who live in downtown in buildings above business will be issued ten (10) special garbage bags or stickers per month.
11. Being able to dispose of large items is a necessity. Please indicate how your company plans to provide this service.

12. Please indicate the cost of the following City services:

Downtown trash cans:	serviced once a week
City Administration Building:	serviced once a week
Police & Fire Department:	4 yard container serviced once a week
Street Department:	4 yard container serviced once a week
Water Department:	4 yard container serviced twice a week
Sewer Department:	2 yard container serviced once a week
Mendota Civic Center:	6 yard container serviced twice a week
City Pool:	4 yard container serviced once a week (seasonal)
City Ball/Soccer Park:	6 yard container serviced once a week (seasonal)

13. A monthly bill will be presented to the City.

14. The Contract will be 5 years in duration. The proposal will include the price per household for all 5 years.

The Contractor can provide alternatives not contained in this RFP, provided such alternatives are described in detail in the Contractor's proposal and pricing associate with the alternative is provided.

V. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall be responsible for all services required to be performed. The Contractor shall provide and furnish all of the labor, materials, necessary tools, expendable equipment and supplies, vehicles, transportation services and processing required to collect and dispose of municipal solid waste as well as the collection and processing of recyclables. It is the City's intention to obtain a clean, courteous, well-scheduled and well-executed solid waste collection and recycling collection program throughout the term of this Contract.

All customer complaints shall be resolved within a reasonable time. The Contractor shall supply the City with a contact person that the City may notify of issues that arise and will be able to receive communication about the resolution of said issue.

VI. DURATION OF THE CONTRACT

The initial term of the Contract shall be five (5) years beginning August 1, 2025 and ending July 30, 2030. The Contract may be extended for additional periods with mutual agreement between the City and the Contractor.

VII. EDUCATIONAL PAMPHLETS

The Contractor shall supply a printed educational brochure to be distributed within the City prior to the start date of the Contract for purposes of explaining the program. The City shall approve the content prior to dissemination by the Contractor.

VIII. CONTRACTOR TRANSITION

If the City chooses a different Contractor at the end of this five (5) year term, the Contractor shall agree to cooperate with the new Contractor as necessary to provide an orderly transition.

IX. INSURANCE REQUIREMENTS

The Contractor shall maintain and provide proof to the City, the following minimum insurance coverage for the duration of the Contract:

- Worker's Compensation Insurance as prescribed by the laws of the State of Illinois
- Employer's Liability Insurance, with limits of not less than \$1,000,000 per occurrence.
- Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance, with limits of not less than \$1,000,000 combined single limit per occurrence, and \$2,000,000 aggregate.

X. 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 worker's 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 Worker's 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

XI. LICENSES AND TAXES

The Contractor shall be responsible for obtaining all licenses (including a City Scavenger License) and permits necessary for the successful performance of the contract. The Contractor shall also pay all Federal, State and local taxes, including sales tax, social security, worker's compensation, unemployment insurance and any other tax which may be chargeable against labor, material, equipment or real estate.

XII. MONTHLY PAYMENT INVOICES

The Contractor shall submit a monthly invoice to the City for all services in this Proposal.

XIII. STATE, FEDERAL DISPOSAL LEGISLATION

The Contractor shall be aware of impending State of Illinois and Federal deadlines established by legislation for implementation of restrictions on disposal of certain wastes and shall be responsible for compliance with such legislation.

Appendix A

Pricing Program

RESIDENTIAL PER UNIT SERVICE COSTS:

Weekly Municipal Solid Waste & Biweekly Recycling– including 1 large item/week

July 1, 2025 – June 30, 2026 \$ _____/household per month

July 1, 2026 – June 30, 2027 \$ _____/household per month

July 1, 2027 – June 30, 2028 \$ _____/household per month

July 1, 2028 – June 30, 2029 \$ _____/household per month

July 1, 2029 – June 30, 2030 \$ _____/household per month

OR

July 1, 2025 – June 30, 2036 \$ _____/household per month

Annual Escalation (CPI or %) \$ _____

OTHER SERVICES

Downtown trash cans: serviced once a week \$ _____/month

City Administration Building: serviced once a week \$ _____/month

Police & Fire Department: 4 yd serviced once a week \$ _____/month

Street Department 4 yd serviced once a week \$ _____/month

Water Department 4 yd serviced twice a week \$ _____/month

Sewer Department: 2 yd serviced once a week \$ _____/month

Mendota Civic Center 6 yd serviced twice a week \$ _____/month

City Pool 4 yd serviced once a week (seasonal) \$ _____/month

City Ball/Soccer Park 6 yd serviced once a week (seasonal) \$ _____/month

Annual Escalation – enter CPI or numerical % \$ _____

Cost per bag for additional garbage, if needed \$ _____/each

Cost to provide pick-up of additional large item/week \$ _____/each

Do you intend to use Transfer Station _____ Yes _____ No
 If yes, please provide specifics using additional sheet(s) as necessary.

Appendix B

Submittal Check List

- Cover Letter
 - Signed by authorized company representative
 - Commits Proposer to carrying out provisions of the Proposal
 - Acknowledges receipt of any addenda

- Proposal Narrative
 - Statement of Qualifications
 - Approach to Work – include starting times, observed holidays
 - Discussion of any alternatives or deviations to draft Contract

- Proposal Pricing Form

Appendix C City Service Area Map

