



**PRELIMINARY  
DRAFT**

**VILLAGE OF  
BURR RIDGE, ILLINOIS**

## **REQUEST FOR PROPOSAL**

**FOR**

**SCAVENGER SERVICES:  
REFUSE, RECYCLING AND LANDSCAPE WASTE**

**Village of Burr Ridge, Illinois  
7660 County Line Road  
Burr Ridge, Illinois 60527**

## VILLAGE OF BURR RIDGE

### REQUEST FOR PROPOSAL FOR REFUSE, RECYCLING AND LANDSCAPE WASTE SCAVENGER SERVICES

#### 1. PURPOSE

The Village of Burr Ridge, Cook and DuPage Counties, Illinois (herein after known as the "Village" or "Burr Ridge"), is requesting proposals from qualified firms to provide comprehensive, high-quality refuse, recycling and landscape waste collection services to all residents in the Village, with the exception of Homeowners' Associations where residents do not place their garbage on the curb for pickup and provide communal garbage collection. The Village intends to enter into a contract with a qualified and responsible firm for such services and accordingly are furnishing herein a set of specifications by which such proposals shall be judged. Any scavenger firm (hereinafter known as the "Contractor" or "Waste Hauler") desiring to furnish a proposal for such services shall submit proposals following the instructions and format contained herein.

#### 2. GENERAL INFORMATION

The Village of Burr Ridge was incorporated in 1956. According to the 2000 Census and Village records, the Village has a population of 10,559 residents with approximately 3,860 residential units.

The Village has never entered into a franchise agreement for refuse, landscape waste and/or curbside recycling services in the past. However, Village Ordinance does require waste haulers interested in serving Burr Ridge residents to be licensed and to provide a recycling material program. The Village currently licenses four (4) haulers to provide residential waste hauling in the Village.

There are several reasons why the Village is considering entering into a franchise agreement with one waste hauler, including:

1. Safety
2. Reduction in waste hauling trucks, which will result in less wear and tear on Village streets, plus less fuel consumed, which results in less emissions and less noise
3. Cost savings for residents
4. Enhanced recycling and other environmental-friendly program offerings

If and when a contract is offered to a qualified Contractor, existing license agreements for residential collection of solid waste, recyclable materials and landscape waste will become null and void.

### **3. SCOPE OF WORK**

The scope of work included in this RFP package describe the services which the Village feels are necessary to meet the performance requirements of the Village and shall be considered the minimum standards expected of the contractor.

Due to the fact that this will be the first contract of its kind in the Village, the Village desires to provide a program to residents that will allow for the most flexibility.

Contractors are requested to provide pricing information on the base proposal for refuse, recycling and unlimited landscape waste collection, as well as for options mentioned below (see Appendix A and Appendix B for pricing sheets).

Contractors are requested to provide pricing information on the collection of white goods and other bulk items. (See Appendix C for pricing sheet.)

Contractors may indicate additions/alternatives/deviations to the scope of work. All additions/alternatives/deviations shall be separately listed and a justification shall be stated for each item listed (see Appendix D).

If a contractor does not indicate additions/alternatives to or deviations from this scope of work, the Village shall assume that the contractor shall fully comply with them. The Village shall be the sole and final judge of compliance with the scope of work.

#### **A. Definitions**

##### Bulk Items:

Shall mean and refer to any items that are too large to fit into an approved refuse container, but can be handled through the conventional method of collection. Examples include sofas, tables, chairs, dressers, bookcases, mattresses and box springs, and other large household furniture or household appliances that do not contain CFC or HCFC refrigerant gasses or PCB-containing capacitors, mercury switches or other hazardous components, i.e., vacuum cleaners, mixers, lamps, food processors, etc.

Bulk items shall not include vehicle tires or large vehicle parts.

##### Kraft Paper Bag:

Shall mean and refer to a special biodegradable paper bag not to exceed thirty-five (35) gallons in size and weighing less than fifty (50) pounds, which will shred and degrade quickly in the composting process.

##### Landscape Waste:

Shall mean and refer to grass clippings, leaves, branches and brush, other yard and garden trimmings, vines, garden plants and flowers, weeds and other

similar organic waste materials accumulated as a result of the cultivation and maintenance of lawns, shrubbery, vines, trees and gardens. Brush and branches shall not exceed four (4) feet in length and three (3) inches in diameter.

Recycling/Recycling Material:

Shall mean and refer to those materials specified in this Request for Proposal, which are to be collected for recycling or reuse and which are generated by residential units.

Refuse:

Shall mean and refer to all waste as defined by Section 3.535 of the Illinois Environmental Protection Act (415 ILCS 5/3.535), including waste resulting from the handling, preparation, cooking and consumption of food; waste from the handling, storage and sale of produce; combustible trash, including, but not limited to, paper cartons, boxes, barrels, wood, excelsior, bedding; non-combustible trash, including, but not limited to, discarded toys, discarded clothing, metals, tin cans, dirt, small quantities of rocks and pieces of concrete, glass, crockery and other mineral wastes.

Household refuse shall not include waste from any manufacturing process, construction materials, broken concrete, lumber, large rocks and other similar or unacceptable materials. The term "refuse" shall not be deemed to include recyclable material or landscape waste and shall not include any items declared by the landfills to be exempt materials, including, but not limited to, hazardous or medical waste materials, tires, batteries, or excessive amounts of brick, concrete, asphalt, stone, dirt and/or sod.

White Goods:

Shall mean and refer to any domestic and/or commercial large appliance that contains CFC or HCFC refrigerant gasses or PCB-containing capacitors, mercury switches or other hazardous components. Examples include, but not limited to, refrigerators, freezers, air conditioners, ranges (both electric and gas), humidifiers, dehumidifiers, water heaters, furnaces and other similar large appliances.

Construction Debris

Waste resulting from the construction, building renovation or repair projects, including but not limited to drywall, lumber, windows, roofing materials, large pieces of concrete, lead or PVC pipe, etc.

Homeowners' Associations that Provide Communal Garbage Collection

Carriage Way Condos  
Braemoor Condos

Deer Run Condos  
Burr Ridge Village Center

Burr Ridge Place

**B. Base Refuse Collection Program**

The proposed Village base refuse collection program will provide curbside collection of refuse, recycling and unlimited landscape waste to all residents of the Village (with the exception of Homeowners' Associations where residents do not place their garbage on the curb for pickup and provide communal garbage collection) on the same day once per week for a set price. The collection of refuse, recycling, and landscape waste shall be conducted throughout the Village over the course of two days, with the northern half of the Village to be collected on one day and the southern half to be collected on the following day.

Collection of refuse shall be in 95-gallon carts and collection of recycling shall be in 65-gallon carts.

**C. Options**

Residents shall have the option to choose not to receive unlimited landscape waste service.

Options shall be provided to allow residents a choice of backdoor services and twice per week pickup services.

Residents shall have the option of paying less for using a 65-gallon cart for solid waste and all residents shall have the option of choosing a 95-gallon cart for recyclables at no additional cost (see Appendix A for pricing sheet; see Appendix B for 65-gallon cart pricing sheet).

**D. Recycling**

At minimum, the Contractor shall collect from each residential property the following recyclable material:

- 1) Newsprint
- 2) Mixed paper, which shall include magazines, telephone books, catalogs, junk mail (brochures, advertisements, fliers, etc.), computer paper, stationery, envelopes, bills, greeting cards and brown paper bags
- 3) Wet-strength cardboard (e.g., cardboard beverage carriers, frozen food packaging, etc.)
- 4) Corrugated cardboard and chipboard
- 5) Glass, which shall include all types of clear and colored glass bottles, jars and containers
- 6) Plastic bottles and rigid containers, which shall include all plastic resin labeled PET #1, #2, #3, #4, #5, #6, #7, LDPE and HDPE #4, #6 and #12 pack rings

- 7) Aluminum, which shall include all types of aluminum food and beverage cans, formed aluminum containers and aluminum foil
- 8) All types of metal food and beverage cans
- 9) Empty paint cans
- 10) Empty aerosol cans
- 11) Empty milk cartons and juice boxes

Additional recyclable material may be added upon mutual written consent of the Village and the Contractor.

**E. Landscape Waste**

Unlimited landscape waste (with the exception of landscape waste generated from professional landscapers) shall be collected on the same day as refuse and recycling. Collection will be provided from April 1 through December 15. Landscape waste shall be collected using brown Kraft paper bags. Brush up to four (4) foot lengths will also be collected in this program.

Collection of Christmas trees shall be provided at no additional cost during the first two weeks of January.

**F. Bulk Items/Special Pickups/Construction Debris**

Residents shall be allowed to place one bulk item per week at the curb for pickup at no additional cost. All white good items shall be paid for separately and a price for removal of white goods shall be provided up-front. Residents who desire to have **additional** bulk items and/or construction debris collected shall contact the Contractor directly for pricing. (See Appendix C for pricing sheet.)

**G. Collection Routes**

The collection of refuse, recycling and landscape waste shall be throughout the Village over the course of two days, to be mutually agreed by the Village and the Contractor. Collection routes shall be established by the contractor. The contractor will submit a map indicating the collection routes to the Village for its approval.

**H. Monthly Reports**

The contractor shall prepare and submit to the Village before the 15<sup>th</sup> day of each month a report detailing all recycling collection and disposal activities for the previous month. Such report shall include without limitation the amount of each type of recyclable material collected, the revenue received from the sale of each recycled material, the after-market vendor of each recyclable, tipping fee, savings, and the rate of customer participation in the recycling program.

**I. Holidays**

The following dates shall be considered holidays for the purpose of this agreement:

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

It is understood that, should one of these holidays fall on or before a regularly scheduled collection day, collection shall be one day late after the holiday for remainder of that week. No other change in the weekly schedule shall be allowed without the prior written consent of the Village.

**J. Customer Service/Complaint Program**

The contractor shall provide a local call center with phone number staffed by an authorized agent between the hours of 8:00 a.m. and 5:00 p.m. CST, Monday through Friday, and between the hours of 8:00 a.m. and 12:00 p.m. CST on Saturdays to handle inquiries and complaints connected with services provided under the terms of the agreement. All complaints shall receive prompt and courteous attention from the contractor. Complaints alleging missed collection shall be investigated promptly and, if verified, the contractor shall arrange for collection within 24 hours of the complaint.

The Contractor shall cooperate with the Village in minimizing complaints from customers. Continued unreasonable complaint levels, as determined by the Village, or failure of the Contractor to carry out any of its contractual obligations such as but not limited to rude treatment, messy pickups, damage to person or property and early start-up may be due cause for the Village to terminate this Agreement after notice and an opportunity to be heard.

**K. Billing**

The contractor will be solely responsible for all billing and collection of all rates and charges. The contractor shall bill all customers directly. The Village shall have no responsibility for the billing of any account. The Contractor shall bill residents on a quarterly basis.

**L. Equipment**

The contractor shall furnish and shall maintain in a neat, clean and sanitary condition enclosed modern collection equipment approved by the Village for use in performing the work. The contractor shall provide a sufficient number of vehicles for regular collection services. All vehicles shall be kept in good

repair and appearance, and shall be maintained in a sanitary condition at all times. Each vehicle shall be free of excessive noise, odor and emissions. Vehicles that run on natural gas will be preferable, but not required.

**M. Term of Contract**

The contract shall be effective for a three (3)-year term.

**N. Care and Disposition of Materials**

All refuse shall be removed from the Village at the close of each collection day and transported to a facility designated by the Village at the contractor's expense.

All landscape waste shall be disposed of at a facility designated to treat, compost, grind or land apply the waste, unless otherwise authorized by the State of Illinois. The Village reserves the right to approve the final disposal site of all landscape waste.

All recyclable materials shall be collected, separated and processed to facilitate the sale of recyclable material to remanufacturers for post-consumer use. No materials collected as recyclable material shall be deposited at a landfill or waste incinerator without prior written approval of the Village.

The contractor shall not cause or contribute to litter in the process of making collections.

All materials collected by the contractor shall be so contained, secured or enclosed during collection and transportation so that leaking, spilling or blowing is prevented.

The contractor shall immediately clean up and remediate all litter, blowing debris, spills and releases of any material over which it exercises control occurring prior to the delivery of the material to its intended destination.

**O. Performance Bond**

The contractor shall provide a performance bond from a surety company licensed to do business in the state of Illinois, with a general rating of A and a financial size category of Class X or better and best insurance guide in the penal sum of \$500,000 or a straight revocable letter of credit in the amount of \$500,000 from a bank with principle offices in the Chicago metropolitan area and acceptable to the Village and in a form approved by the Village.

**P. Insurance Contractor**

The contractor shall provide certificates and policies of insurance evidencing the following minimum insurance coverage:

Workers Compensation	-	Statutory limit
Employer's Liability Limit	-	\$1,000,000 each occurrence
Vehicle Liability	-	\$1,000,000
Property Damage	-	\$1,000,000
Bodily Injury/Personal Death	-	\$2,000,000 each occurrence
Comprehensive General Liability	-	\$5,000,000 each person \$5,000,000 each occurrence
Property Damage	-	\$2,500,000 each occurrence

Each policy shall be in a form and from a company acceptable to the Village and shall name the Village as an Additional Insured. Such insurance shall provide that no change or modification in or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall be given by the insurance company to the Village.

**Q. Indemnification**

The contractor shall and hereby agrees to indemnify and forever keep harmless the Village, its elected and appointed officials, employees and attorneys against any and all lawsuits, claims, demands, liabilities, losses and expenses, including attorney's fees and administrative expenses that may arise or be alleged to have arisen out of or in connection with contractor's negligence or willful misconduct or failure to perform, including without limitation negligence and willful misconduct, the work of any part thereof, whether or not due or claim to be due in whole or in part to the active, passive or concurrent negligence or fault of contractor or contractor's employees, contractor's agents, contractor's officers, contractor's subcontractors and contractor's independent contractors, except to the extent caused by the sole negligence of the Village.

**R. Hours of Collection**

Collection of refuse, recycling and landscape waste material shall be conducted between the hours of 7:00 a.m. to 5:00 p.m.

**S. Public Education**

As part of the base proposal, the contractor shall provide a comprehensive and detailed educational brochure(s) to be distributed within the Village prior to the starting date of this contract for the purpose of explaining the scavenger program. The Brochure(s) shall explain the municipal refuse, recycling, white goods, landscape waste, special pickup and construction debris programs that are provided. The brochure(s) shall be distributed by the contractor to all residential units within the Village. Such materials shall be provided at the contractor's own cost.

In addition, the Contractor shall provide a slide presentation that can be downloaded to the Village's website and shall be available to make presentations to the public as determined by the Village. The Village shall

approve the form and content of the brochure(s)/slide presentation prior to its dissemination. The brochure(s) shall be printed on recycled content paper, with a minimum of 15% post-consumer content and imprinted with the phrase "Printed on recycled paper."

Upon request from the Village, the Contractor shall provide the Village with additional copies of the brochure(s), as may be needed, to be used by the Village at the Village Hall and to be provided to new residents.

**T. Prevailing Wages**

The Village has adopted an Ordinance governing the prevailing wages paid for work performed in Cook and DuPage Counties as determined by the Illinois Department of Labor. All labor performed under the provisions of the contract shall comply with the Illinois Prevailing Wage Act.

**U. Municipal Refuse Collection**

The contractor, at no charge to the Village, shall provide municipal refuse and recycling collection services to the following facilities:

Village Hall, 7660 S. County Line Road  
Burr Ridge Police Department, 7700 S. County Line Road  
Burr Ridge Public Works Department, 451 Commerce Street  
Pump Center, 11680 German Church Road

**V. Emergencies**

At the request of the Village, the contractor shall provide refuse pickup services for emergencies, including but not limited to flooding and other significant storm events. The value of the emergency services provided at no cost to the Village shall not exceed \$5,000 per year. Any portion of the \$5,000 that the Village does not use shall roll over for use the following year. The maximum value of emergency services in any one year shall not exceed \$10,000. Notwithstanding the above, the contractor may request that the Village seek reimbursement for the contractor from Federal, State, County and other authorities for these amounts.

**W. Special Events**

Contractor shall provide at no cost to the Village Port-O-Let units and hand-washing units, including some units that are ADA compliant, and also special event cardboard box refuse and recycling containers as needed for the following regular annual special events:

1. Armed Forces Day Celebration held at the Village Hall in May of each year
2. Run the Ridge 5K Race held at the County Line Square Shopping Center in May/June of each
3. Run for Veterans 5K Race held at the Burr Ridge Village Center in July of each year

Contractors shall provide at no cost to the Village refuse and recycling material collection service for the Village-sponsored events listed above. Additional events may be added during the term of the agreement as requested at the direction of the Village.

**X. Hazardous Waste and/or Electronic Recycling**

Contractors shall not be required to collect or dispose of hazardous waste. However, contractors are encouraged to present a program to allow residents an opportunity to recycle hazardous waste and/or electronic recycling materials. If the contractor can provide a program of this type, please use Appendix D ADDITIONS/ALTERNATIVES/DEVIATIONS to submit proposed program.

**Y. Composting of Refuse**

Although not required, contractors are encouraged to present a program to allow residents an opportunity to compost biodegradable food related refuse. If the contractor can provide a program of this type, please use Appendix D ADDITIONS/ALTERNATIVES/DEVIATIONS to submit proposed program.

**4. FORMAT OF PROPOSALS**

Proposals shall be written and presented in the following format, utilizing the headings listed below. Respondents must address all questions asked and provide sufficient detail to enable an evaluation of the submittal.

**A. Overview of Proposal**

Present a narrative statement which explains in detail your firm's approach to refuse hauling in general and in meeting the scope of work desired by the Village. Include a detailed explanation for all elements of the project.

**B. Key Members of the Firm**

Indicate the names, office addresses and telephone numbers of the key members of your company who will coordinate the work associated with this project. Specify their areas of expertise and their experience in our immediate area.

**C. Previous Experience/Qualifications/References**

Present a list of at least three (3) municipal references for which you provide scavenger services under an exclusive franchise agreement. Provide a name and phone number for each municipality listed.

**D. Price**

State the price to the Village to perform the scope of work outlined, using the forms found in Appendix A and Appendix B.

**E. Additions/Alternatives/Deviations**

Please attach any and all additions/alternatives/deviations to the requested Scope of Work and provide a detailed justification for each item listed. If not listed, the Village shall assume that the contractor shall fully comply with all specifications contained in the Scope of Work. The attached list shall be marked "**Appendix D - Additions/Alternatives/Deviations to the Requested Scope of Work.**"

**F. Copies**

Five (5) copies of your firm's proposal are required.

**5. EVALUATION OF PROPOSALS**

A review of proposals will be conducted by the Scavenger Franchise Agreement Sub-Committee. The Scavenger Franchise Agreement Sub-Committee will be responsible for clarifying any inconsistencies, ambiguities or incomplete proposals. Conspicuously deficient proposals will be eliminated. Interviews with selected firms may be conducted by the Scavenger Franchise Agreement Sub-Committee and a recommendation by the Sub-Committee will be made to the Mayor and Board of Trustees at the \_\_\_\_\_, 2016, Board meeting.

**6. SPECIAL CONDITIONS**

The Village of Burr Ridge reserves the right to reject any and all proposals received as a result of this Request for Proposal or to negotiate in any manner necessary to serve the best interests of the Village.

**7. DIRECTIONS FOR SUBMISSION**

All responses to this solicitation for proposals shall be submitted to the Village Administrator's office, Village of Burr Ridge, Village Hall, 7660 S. County Line Road, Burr Ridge, Illinois by 10:00 a.m. on \_\_\_\_\_, \_\_\_\_\_, 2016.

Responses shall be marked "**A PROPOSAL FOR REFUSE, RECYCLING AND LANDSCAPE WASTE SCAVENGER SERVICES.**" Submittals will not be accepted by facsimile machine or email. Submittals received after the announced time and date, by mail or otherwise, may not be considered.

8. **INQUIRIES**

All questions and inquiries regarding this RFP must be directed to:

Steve Stricker, Village Administrator  
Village of Burr Ridge  
7660 S. County Line Road  
Burr Ridge, IL 60527-4721  
[sstricker@burr-ridge.gov](mailto:sstricker@burr-ridge.gov)  
(630) 654-8181, ext. 2000

**REQUEST FOR PROPOSAL  
SCAVENGER SERVICES:  
REFUSE, RECYCLING AND LANDSCAPE WASTE**

**APPENDIX A  
PRICING SHEET**

**Base Refuse Collection Program  
95-Gallon Cart**

The proposed Village base refuse collection program will provide curbside collection of solid waste using 95-gallon carts, recycling using 65-gallon carts (residents may have the option to obtain 95-gallon carts at no extra charge) and unlimited landscape waste. Rates quoted are on a per-household basis for one (1) month of service.

		<b>May 2017 April 2018</b>	<b>May 2018 April 2019</b>	<b>May 2019 April 2020</b>
	Base Refuse Collection Program cost			
Option 1	Additional cost for twice per week pickup (refuse only)			
Option 2	Additional cost for base refuse collection program at back door			
Option 3	Additional cost for base refuse collection program at back door twice per week (refuse only)			
Option 4	Price deduction for choice not to receive unlimited landscape waste pickup			

**REQUEST FOR PROPOSAL  
SCAVENGER SERVICES:  
REFUSE, RECYCLING AND LANDSCAPE WASTE**

**APPENDIX B  
PRICING SHEET**

**Refuse Collection Program  
65-Gallon Cart**

The proposed Village base refuse collection program will provide curbside collection of solid waste using 65-gallon carts, recycling using 65-gallon carts (residents may have the option to obtain 95-gallon carts at no extra charge) and unlimited landscape waste. Rates quoted are on a per-household basis for one (1) month of service.

		<b>May 2017 April 2018</b>	<b>May 2018 April 2019</b>	<b>May 2019 April 2020</b>
	Base Refuse Collection Program cost			
Option 1	Additional cost for twice per week pickup (refuse only)			
Option 2	Additional cost for base refuse collection program at back door			
Option 3	Additional cost for base refuse collection program at back door twice per week (refuse only)			
Option 4	Price deduction for choice not to receive unlimited landscape waste pickup			

**REQUEST FOR PROPOSAL  
SCAVENGER SERVICES:  
REFUSE, RECYCLING AND LANDSCAPE WASTE**

**APPENDIX C  
PRICING SHEET**

**White Goods/Bulk Items/Construction Debris Collection**

Residents shall be allowed to place one bulk item per week at the curb for pickup at no additional cost. All white good items shall be paid for separately and a price for removal of white goods shall be provided up-front. Residents who desire to have **additional** bulk items and/or construction debris collected shall contact the Contractor directly for pricing.

		May 2017 April 2018	May 2018 April 2019	May 2019 April 2020
White Goods	Refrigerator			
	Freezer			
	Oven/Stove			
	Washer/Dryer			
	Dishwasher			
	Other (please list)			
Bulk Items - Please list specific Items/cost				
Construction Debris - Please list specific Items/cost				

**REQUEST FOR PROPOSAL  
SCAVENGER SERVICES:  
REFUSE, RECYCLING AND LANDSCAPE WASTE**

**APPENDIX D  
ADDITIONS/ALTERNATIVES/DEVIATIONS**

Please attach any and all additions/alternatives/deviations to the requested Scope of Work and provide a detailed justification for each item listed. If not listed, the Village shall assume that the contractor shall fully comply with all specifications contained in the Scope of Work. The attached list shall be marked **“Appendix D – Additions/Alternatives/Deviations to the Requested Scope of Work.”**