

## Notice to Bidders:

This Packet contains bid specifications for the

- Village of Richfield
- Richfield Township

Two sets of each option being bid are to be submitted as a bid package:

- **Option # 1 – Non- automated**

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly with one 18-gallon tote provided to all residents for the recycling. Trash containers/bags are provided by the resident. Bulk items or large amounts of trash (more than six items) will be at no charge once per month.

- **Option #2 – Semi-automated**

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly with one 65-gallon wheeled cart with lid provided to all residents for the recycling. Trash containers/bags provided by the resident for trash. Bulk items or large amounts of trash (more than six items) will be at no charge once per month.

- **Option #2A – Semi-automated with bi-weekly recycle pickup option**

Will be a combined bid package for both communities allowing for trash/solid waste weekly and recycling bi-weekly pick up to occur curbside with one 65-gallon wheeled cart with lid provided to all residents for the recycling. Trash containers/bags provided by the resident for trash. Bulk items or large amounts of trash (more than six items) will be at no charge once per month.

- **Option # 3 – Fully-automated**

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly including one heavy duty 95-gallon wheeled cart with lid for trash and one 65-gallon wheeled cart with lid for recycle, provided to all residents. Only trash that fits into the carts will be accepted. Bulk items (anything that does not fit into the cart) will be picked up one time per month for each resident at no cost. Additional bulk pickups in the same month will be at the resident's cost. In the event a resident is unable to manage the provided cart, the resident shall have the option to utilize smaller containers or bags for solid waste and recycling (justification will be required in writing).

The intent of this bid packet is to obtain the lowest and best bid for each community and enter into agreements with one contractor for collection services in both communities.

The proposals shall be submitted in one sealed envelope.

**SPECIFICATIONS FOR SOLID WASTE DISPOSAL  
AND RECYCLING SERVICES  
RICHFIELD VILLAGE and RICHFIELD TOWNSHIP, OHIO**

**1. BID INFORMATION**

The Village of Richfield and Richfield Township in Summit County are seeking proposals from qualified firms to provide all necessary labor, equipment, facilities and educational mailers for the disposal and recycling of solid waste.

This contract is limited to approximately 1,460 residential Village and 987 residential Township units, and additional solid waste disposal services for Village and Township facilities/properties.

**Option #1** – **Non-Automated** – 18-gallon tote provided by hauler, trash container resident provides.

Combined Bid- Village of Richfield & Richfield Township Residents  
Total Residential Units: 2,447

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly with one 18-gallon tote provided to all residents for the recycling. Trash containers/bags are provided by the resident. Bulk items or large amounts of trash (more than six items) will be at no charge once per month.

Prices for the base bid shall be specified per unit per month and by annual cost for the following periods:

- January 1 through December 31, 2018
- January 1 through December 31, 2019
- January 1 through December 31, 2020

Proposals shall include options for two succeeding annual periods, 2021 and 2022 with prices specified as above.

**Option #2** – **Semi-Automated** – 65-gallon wheeled recycle cart with lid provided by trash hauler, trash container provided by resident.

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly with one 65-gallon wheeled cart with lid provided to all residents for the recycling. Trash containers/bags are provided by the resident for trash. Bulk items or large amounts of trash (more than six items) will be at no charge once per month.

Combined Bid – Village of Richfield & Richfield Township  
Total Residential Units: 2,447

Prices for the base bid shall be specified per unit per month and by annual cost for the following periods:

- January 1 through December 31, 2018
- January 1 through December 31, 2019
- January 1 through December 31, 2020

Proposals shall include options for two succeeding annual periods, 2021 and 2022 with prices specified as above.

**Option #2A** – **Semi-Automated \*Bi-weekly recycle pickup option** – 65-gallon wheeled recycle cart with lid provided by trash hauler, trash container provided by resident.

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly with one 65-gallon wheeled cart with lid provided to all residents for the recycling. Trash containers/bags are provided by the resident for trash. Bulk items or large amounts of trash (more than six items) will be at no charge once per month.

Combined Bid – Village of Richfield & Richfield Township  
Total Residential Units: 2,447

Prices for the base bid shall be specified per unit per month and by annual cost for the following periods:

- January 1 through December 31, 2018
- January 1 through December 31, 2019
- January 1 through December 31, 2020

Proposals shall include options for two succeeding annual periods, 2021 and 2022 with prices specified as above.

**Option #3** – **Fully Automated** – Utilization of one 95-gallon wheeled cart with lid for trash and one 65-gallon wheeled cart with lid for recycle, provided by trash hauler.

Will be a combined bid package for both communities allowing for trash/solid waste and recycling pick up to occur curbside weekly including one heavy duty 95-gallon wheeled cart with lid for trash and one 65-gallon wheeled cart with lid for recycle, provided to all residents. Only trash that fits into the carts will be accepted. Bulk items (anything that does not fit into the cart) will be picked up one time per month for each resident at no cost. Additional bulk pickups in the same month will be at the resident's cost. In the event a resident is unable to manage the provided cart, the resident shall have the option to utilize smaller containers or bags for solid waste and recycling (justification will be required in writing).

Combined Bid – Village of Richfield & Richfield Township  
Total Residential Units: 2,447

Prices for the base bid shall be specified per unit per month and by annual cost for the following periods:

- January 1 through December 31, 2018
- January 1 through December 31, 2019
- January 1 through December 31, 2020

Proposals shall include options for two succeeding annual periods, 2021 and 2022 with prices specified as above.

The Village and Township reserve the right to reject any and all bids or portions thereof, to waive any informalities of irregularities in bids, and to hold all proposals for a period of 30 days before acceptance.

The Village and Township reserves the right to negotiate and extend the contract after the three-year period. A recommendation to the Mayor and Village Council and Township Trustees on the award of a contract will be made as soon as possible after the bid opening. Village Council and Township Trustees will consider contract award legislation on or before December 18, 2017.

Each bidder shall be fully acquainted with the conditions relating to the scope and restrictions attending the work contract. Bidder shall thoroughly examine and be familiar with the specifications.

Bidders shall make their own determination as to the conditions that exist throughout the Village and Township and shall complete the work in and under conditions encountered at no extra cost to the Village or Township.

Bidders shall take into consideration that all applicable state laws, municipal ordinances, and rules and regulations of all authorities having jurisdiction over the work performed, shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full in the contract.

Questions or requests for additional information must be submitted by email [paldrich@richfieldvillageohio.org](mailto:paldrich@richfieldvillageohio.org) or [cjackson@richfieldvillageohio.org](mailto:cjackson@richfieldvillageohio.org) or by mail to the Assistant Service Director, Village of Richfield, 4410 W. Streetsboro Road, Richfield, OH 44286 by September 22<sup>nd</sup>, 2017. Responses will be given to all prospective bidders in writing.

## 2. **BID PREPARATION**

- A. All bids must be submitted on the attached bid form(s). All blank spaces on the bid form must be completed in full, in ink or typewritten.
- B. Each proposal must contain the full name, address and phone number of every person, firm or corporation interested in the contract. If a corporation, the proposal must disclose the name of the state in which it is incorporated, and the full name, address and phone number of the president and secretary. If a partnership, the proposal must disclose the firm name, address and phone number, and full name, address and phone number of every partner.
- C. Bids shall be submitted in duplicate.
- D. The bidder may offer alternative proposals to these specifications, or propose additional services. If the bid contains variations or departures from these specifications, or proposes additional services, such changes or additions shall be completely explained. The Village and Township reserves the right to determine the relative advantages and disadvantages of alternative proposals.
- E. Each bid must be accompanied by bid bond, certified check or bank check in the amount of ten percent (10 %) of the total bid for the first year one made payable to the Village of Richfield and one payable to the Township respectively, as guarantee that the bidder will enter into an agreement according to the terms specified in its proposal, and agreed upon by Village Council and Township Trustees.
- F. The bid must include a schedule of holidays on which collection will not take place.

## 3. **BID SUBMISSION**

- A. Bids are to be sealed and submitted to the Assistant Service Director at Village Hall, 4410 W. Streetsboro Road no later than 2 p.m. Friday, September 29, 2017 at which time bids will be opened. Mark envelope **BID FOR SOLID WASTE AND RECYCLING SERVICES**.

- B. Bids may not be withdrawn after submitted. Bids may not be modified or amended after submission, unless in response to an addendum or clarification issued by the Village and/or Township.

#### **4. QUALIFICATION OF BIDDERS**

The opening and reading of a proposal shall not be construed as acceptance of a firm as a qualified, responsible bidder. The Village and Township reserve the right to determine the qualifications of a bidder from other sources. To that end, the Village and Township requires submission of the following with bid proposals:

- A. An itemized list of equipment available for use under the contract.
- Contractor shall provide a sufficient number of collection trucks or vehicles to maintain the collection schedule. Trucks and equipment are subject to the approval of the Service Director, and each truck must be maintained in safe, clean and sanitary condition. Vehicles must be equipped with two-way radios and clearly identified with contractor's name.
- B. A copy of the latest financial statement of the bidder, or its parent company, certified by an independent certified public accounting firm.
- C. Evidence that the bidder is in good standing in the State of Ohio, and in the case of a corporation, organized under the laws of any other state; evidence that the bidder is licensed to do Business in the State of Ohio or a sworn statement that it will take all necessary steps to become licensed if its proposal is accepted.
- D. Evidence in form and substance satisfactory to the Village and Township that the bidder has been in existence for at least three (3) years, and possesses not less than three (3) years of actual operating experience as a solid waste disposal firm under contract to other municipalities.

The following information may be required in determining qualifications of bidders:

- A. Evidence the bidder is capable of commencing performance as required in the Contract Documents.
- B. Evidence in form and substance satisfactory to the Village and Township that the bidder has the managerial and financial capabilities to perform all work called for in the Contract Documents.
- C. Any other information needed to satisfy the Village and Township the bidder is adequately prepared to fulfill the contract.

Prior to contract award, the successful bidder must supply the following to the Village and Township:

- A. Two certificates of insurance naming the Village and Township of Richfield respectively as additional insured. The Village and Township shall be notified in the event of insurance cancellation or transfer to another insurer. The following insurance minimums shall be maintained:

Automobile Liability: \$1,000,000.00 CSL OCC/  
\$1,000,000.00 AGG

\$1,000,000.00 CSL OCC/  
\$1,000,000.00 AGG. U.M.

Comprehensive General Liability: \$1,000,000.00 CSL, OCC./  
\$1,000,000.00 AGG

- B. Certificate of premium payment from the Ohio Bureau of Workers' Compensation.
- C. After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty (30) days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

## **5. DISQUALIFICATION OF BIDDERS**

Although not intended to be a complete list of causes of disqualification, one or more of the following may be considered sufficient grounds for disqualification of a bidder and rejection of a proposal:

- A. Evidence of collusion among bidders.
- B. Lack of competency as revealed by financial statements or other information provided by the bidder.
- C. Lack of responsibility as shown by past work, judged from the standpoint of workmanship.
- D. Default on previous municipal contracts for failure to perform, or failure to execute a contract after award of a contract.

## **6. SPECIFICATIONS FOR SOLID WASTE DISPOSAL (Base Bid)**

- A. Contractor shall pick up all household garbage and rubbish, and small amounts of building materials subject requirements of Subsection D of this section weekly. The contractor is not required to pick up yard waste such as leaves, grass clippings, tree limbs and shrubbery.
- B. Recycling shall be accomplished in one of the following ways:
- At contractor's material recovery facility. (Commingle type collection.) Weekly.
  - Curbside. (Source separation by customer.) Weekly. The Village and Township wish to promote curb side recycling and encourages all residents to recycle by providing a bin/cart to hold recyclables.
- C. The contractor shall collect rubbish at approximately 1460 Village units and 987 Township units one (1) time per week. The Village and Township will each provide a list of new

dwelling yearly with a corresponding adjustment in the contract according to changes in the number of dwellings. In cases of annexation of residences, the contractor will be notified of the annexation date and the billing will be adjusted accordingly.

- D. Contractor shall pick up large household items, including but not limited to washers, dryers, stoves, and refrigerators with freon, sofas, chairs, and mattresses and plumbing fixtures at no extra charge.
- E. Non-automated or semi-automated - Dwelling refuse containers shall be plastic bags or other suitable containers not exceeding forty-five (45) pounds in weight. There shall be a maximum of six containers per residence. Anything over six containers or large item is considered bulk, one free bulk item pickup per month per residence. An 18-gallon tote or 65-gallon recycle container will be provided per earlier specifications.
- F. Fully automated option – Trash limited to the 95-gallon cart with one free bulk item pickup per month per residence. Anything not fitting in cart is considered bulk.
- G. Contractor shall not commence pick up before 7 a.m. and shall completed pick up no later than 6 p.m. Collection delays caused by weather conditions shall be addressed as soon as possible.
- H. In addition to providing residential solid waste disposal and recycling services, the contractor shall provide the following services for the Village and Township of Richfield:
  - 1. Provide one six-cubic-yard (6) dumpster at Richfield Town Hall, 4410 West Streetsboro Road, and provide pick up once per week, and by special request. \*
  - 2. Provide one six-cubic-yard (6) dumpster at the Richfield Service Department, 4450 West Streetsboro Road, and provide pick up once per week, and by special request. \*
  - 3. Provide one four-cubic-yard (4) dumpster May through October at Richfield Woods Park, 4100 Broadview Road, and provide pick up Friday afternoons. \*
  - 4. Provide one four-cubic-yard (4) dumpster at Richfield Recreation Center at 3333 Brecksville Road, and provide pick up once per week, and by special request. \*
  - 5. Provide one six-cubic-yard (6) dumpster at Richfield Township Administration and Service Department Building, 3038 Boston Mills Road, and provide pick up once per week, and by special request. \*
  - 6. Provide one eight-cubic-yard dumpster with weekly pickup at 4374 Broadview Road, Richfield, Ohio. \*

*\*Note: Village and Township acknowledge that special request pick-ups will be at an extra charge.*

The operator shall conduct pick up in a safe manner, and shall not create any nuisance or traffic hazard. All loose materials shall be confined during pick up and transport.

- I. All garbage and rubbish shall be transported to and disposed in a state-approved landfill, disposal site of facility.
- J. All complaints filed with the Village or Township shall be immediately forwarded to the contractor who shall investigate immediately and take corrective action of the complaint is found to be accurate and warranted.
- K. Contractor shall supply the Village and Township with separate recyclable/solid waste data within 45 days after the close of each year.

## Option #1 – Non-Automated

- 18-gallon Recycle Bin provided by Trash Hauler
- Trash container Resident provides

**COMBINED COMMUNITY  
BID FORM FOR SOLID WASTE DISPOSAL  
AND RECYCLING SERVICES  
VILLAGE OF RICHFIELD AND UNINCORPORATED  
TOWNSHIP OF RICHFIELD, OHIO**

The undersigned, having carefully read and reviewed specifications, terms and conditions for solid waste disposal and recycling services for the Village of Richfield and Richfield Township, Summit County, Ohio, does hereby offer to perform such services on behalf of the Village and Township as set forth below:

### Solid Waste Disposal and Recycling Services

	<u>Unit Cost per month</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
Year 2018	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2019	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2020	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
<u>Optional</u>			
Year 2021	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2022	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____

Proposal of \_\_\_\_\_

\_\_\_\_\_  
Name of firm, Corporation or Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Zip

( ) \_\_\_\_\_

Phone Number

( ) \_\_\_\_\_

Fax Number

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Please print name (above) and Title

\_\_\_\_\_  
Date



## Option #2- Semi-Automated

- 65-gallon Recycle Cart Provided by Hauler
- Trash container Resident supplies

**COMBINED COMMUNITY  
BID FORM FOR SOLID WASTE DISPOSAL  
AND RECYCLING SERVICES  
VILLAGE OF RICHFIELD AND UNINCORPORATED  
TOWNSHIP OF RICHFIELD, OHIO**

The undersigned, having carefully read and reviewed specifications, terms and conditions for solid waste disposal and recycling services for the Village of Richfield and Richfield Township, Summit County, Ohio, does hereby offer to perform such services on behalf of the Village and Township as set forth below:

### Solid Waste Disposal and Recycling Services

	<u>Unit Cost per month</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
Year 2018	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2019	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2020	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
<u>Optional</u>			
Year 2021	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2022	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____

Proposal of \_\_\_\_\_

\_\_\_\_\_  
Name of firm, Corporation or Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Zip

( ) \_\_\_\_\_  
Phone Number

( ) \_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Please print name (above) and Title

\_\_\_\_\_  
Date

## Option #2A- Semi-Automated

- 65-gallon Recycle Cart Provided by Hauler Bi-weekly Option
- Trash container Resident supplies

**COMBINED COMMUNITY  
BID FORM FOR SOLID WASTE DISPOSAL  
AND RECYCLING SERVICES  
VILLAGE OF RICHFIELD AND UNINCORPORATED  
TOWNSHIP OF RICHFIELD, OHIO**

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### Solid Waste Disposal and Recycling Services

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Year 2020	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
<u>Optional</u>			
Year 2021	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2022	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____

Proposal of \_\_\_\_\_

\_\_\_\_\_  
Name of firm, Corporation or Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Zip

( ) \_\_\_\_\_  
Phone Number

( ) \_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Please print name (above) and Title

\_\_\_\_\_  
Date

**Option #3- Fully-Automated**  
**95-Gallon Wheeled Totes with Lids for Trash and Recycle Provided by Trash Hauler**  
**COMBINED COMMUNITY**  
**BID FORM FOR SOLID WASTE DISPOSAL**  
**AND RECYCLING SERVICES**  
**VILLAGE OF RICHFIELD AND UNINCORPORATED**  
**TOWNSHIP OF RICHFIELD, OHIO**

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**Solid Waste Disposal and Recycling Services**

	<u>Unit Cost per month</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
Year 2018	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2019	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2020	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
<b><u>Optional</u></b>			
Year 2021	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____
Year 2022	\$ _____	x 2,447 units = \$ _____	x 12 months = \$ _____

Proposal of \_\_\_\_\_  
 Name of firm, Corporation or Individual

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City/Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Phone Number Fax Number

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Please print name (above) and Title

\_\_\_\_\_  
 Date