



Antrim County

BID SPECIFICATIONS

Recycling Drop-Off Services

Bid Deadline: 3:00 p.m. – Monday, September 21, 2020

Submit in person to: Antrim County Administration Office
203 E. Cayuga St., Room 204

Or by mail to: Antrim County Administration Office
PO Box 187
Bellaire, MI 49615

1. Bid Submittal: Bids shall be delivered in a sealed envelope that is marked with the bidder’s name and the words “Recycling Drop-Off Services”. Any bids received after 3:00 p.m. on Monday, September 21, 2020, will not be opened.

2. Bid Opening/Award: Bids will be publicly opened and inspected by the County Administration Office at 3:00 p.m. on September 21, 2020, in Room 211 of the Antrim County Building. Any bids received after that time will not be opened. A final decision will be made by the County Board of Commissioners on October 1, 2020. Bids will be evaluated based on pricing as well as experience and strength of operations.

3. General Scope of Work:

This Request for Proposals is issued by the Antrim County Board of Commissioners, (hereinafter “County”) to obtain cost proposals from qualified vendors for the collection, transportation, and processing of all recyclables from recycling drop-off sites.

The County currently provides recycling services within the boundaries of the County via a network of recycling drop-off stations and is seeking proposals from private contractors to provide this recycling drop-off system. The following chart of recycling drop-off collection sites shows the current sites throughout the County, their addresses, and hours.

Site Name	Address	Containers	Current Pulls per week	HRS	Notes
Alden	8751 Helena Rd., Alden	6	3 (M-TH-S)	24/7	On site of public library/community bldg.
Bellaire	4700 S. M-88 Hwy., Bellaire	10	3 (M/W/F)	24/7	On site of County public transportation facility
Central Lake	Transfer Station: M-88 Hwy past Ellsworth Rd., Central Lake	7	2 (M/TH)	see note	Transfer station, gates open & staffed Tues & Saturday 8-4 only
Elk Rapids	321 Bridge St., Elk Rapids	10	4 (M/W/TH/S)	24/7	Site next to police station.
Ellsworth	9627 Lake St., Ellsworth	6	2 (M/TH)	24/7	Most secluded site - with the most items left outside bins
Kewadin	7262 Cairn Hwy., Kewadin	6	3 (M/TH/S)	24/7	Behind Waters Edge Market
Mancelona Twp.	9610 S. M-88 Hwy., Mancelona	7	2 (M/TH)	24/7	On site of township office building
Star Twp. (Alba)	6775 Alba Hwy., Star Township	3	2 (M/F)	24/7	Most rural site next to Township Hall
TBD	A low volume site yet to be set in the NE section of County	2	2	TBD	
Total # = 9		57 Bins	23 Pulls		

Note: Antrim County contracts with Antrim Conservation District for litter pick up on a weekly basis.

4. Bid Specifications:

The Specifications are for informational purposes only. The accuracy of the Specifications is not guaranteed.

The service contract is anticipated to begin on January 1, 2021 for a contract period of one to three (1 to 3) years, depending on proposal pricing, with a number of potential one (1) year extensions at the County's sole discretion. The contract will be for a minimum of nine sites. The County may relocate sites within a five (5) mile radius of the above-listed sites without incurring additional cost.

The selected Contractor shall, during the term of the Contract, furnish all labor, materials, tools, equipment, and services required for collection, transportation, processing, and marketing of all recyclable items from the recycling drop-off collection sites.

4.1 Recyclables and Recycling Collection Containers

The Contractor shall equip each site with recycling collection containers to receive the recyclables from the public. Contractor shall provide sufficient recycling collection container capacity to meet expected demand. At a minimum, each collection site shall have one (1) 30 cubic yard recycling collection container (or equivalent smaller containers). Contractor may, at its discretion, and with approval of the County, maintain additional containers for the collection of recyclables if the site permits.

All recycling collection containers shall generally be similar in design of with similarly used recycling collection containers currently used at Antrim County recycling drop-off sites. Any alternative design must be included in the bid proposal with detailed specifications and a clear description of how they would function. Containers on these sites shall be surrounded by at least four (4) feet of clear space to provide safe and convenient access to users.

4.2 Collection Site Operation and Servicing

The Contractor shall service the recycling collection containers at each collection site often enough that recycling capacity is available during all hours of operation. A schedule for pulls from each collection site shall be established and kept updated for reference by the County with the objective to service roll-offs when nearly full, avoid overfilling/site spillage whenever possible. It is expected that at least a core schedule will concentrate on days surrounding expected heavy weekend and Holiday use at the sites that receive the heaviest use.

The Contractor is responsible for making regular inspections of each collection site, arranging for collection of containers as required and shall maintain each collection site in a safe, orderly, sanitary condition, free of litter and debris, requiring the picking up and recycling of overflow materials and picking up and disposing of waste. The Contractor shall make a pull at the request of the County.

4.3 Processing and Marketing of Recyclables

Contractor guarantees that all recyclables will be processed and marketed for remanufacture or reuse. Weight tickets for each delivered container, or equivalent verification, will be required by the County upon the delivery of recyclables to a materials processor or end market.

4.4 Processing and Marketing of Recyclables

The County does not guarantee that any minimum or maximum quantity or quality of recyclables will be generated or the amount of recyclables in any container during the Contract period.

Unit price proposals are being requested for services on a per ton basis with a breakout between collection and processing and with a separate rental rate per container. A cap is also part of the unit pricing structure that prevents the total amount the County would be paying from exceeding the amounts that are set on the cost proposal sheet – with the Contractor obligated to continue service even though the cap has been met for that year.

To be considered responsive, bidders must submit a complete cost proposal response using the Cost Proposal forms attached. The cost proposal must be signed by an official authorized to bind the vendor to their provisions. The cost proposal must include a statement from the vendor as to the period during which its proposal will remain in effect. This period must be at least 180 days from the due date of submission of the cost proposal.

4.5 Additional information:

- a. The Contractor must be licensed (as required) and is responsible for obtaining any additional permits that are necessary to complete the work. The bid must include cost of obtaining such permits and all labor necessary to complete the job.
- b. Bids must be submitted using the most recent bid specifications. If you would like to be notified of addendums to the bid specifications, please notify the County Administration office at 231-533-6265 or email countyadmin@antrimcounty.org.
- c. Each bid must be accompanied by a bid bond duly executed by a surety company approved by the owner and payable to the owner for 5% of a single year of the bid. A certified check, drawn in the owner's name, may be used in lieu of a bid bond.
- d. Insurance:
 - Proof of Insurance Certificate for commercial general liability to include contractual liability, products and completed operations, independent contractor's coverage and broad form general liability endorsement or equivalent.
 - Proof of Insurance Certificate for motor vehicle liability including Michigan no-fault coverage, with limits of liability of not less than \$500,000.00 per occurrence, combined single limit bodily injury and property damage to include all owned vehicles, all non-owned vehicles and all hired vehicles used in performance of work.
 - Proof of Insurance Certificate for workers' compensation.

If the above items are not provided in the bid proposal, they must be provided before the County will sign the contract.

- e. Descriptions of similar projects completed are requested.
- f. References for the Contractor and any subcontractors are required.
- g. The contract award is contingent upon a successful interview between a County representative and the Contractor. The interview will take place at the County building.

5. Recommended Pre-Bid Site Visit Meeting: No visit is scheduled.

6. Past Annual Totals (Pulls & Tons):

Year	2020 (thru June)	2019	2018	2017	2016	2015
# Bins Pulled	433	739	1037	931	1556	1440
Tons	884.84	1230.53	1629.65	1665.47	1596.7	2159.2

Questions regarding the bid specifications shall be directed to Deputy Administrator, Jeremy Scott at 231-533-6265 or scottj@antrimcounty.org

Acceptance and Rejection of Bids:

The Contractor chosen by Antrim County shall not discriminate against any worker, employee, or applicant for employment because of race, color, religion, height, weight, marital status, national origin, ancestry, sex, age, (except where requirements as to age is based upon a bona fide occupational qualification), or disability (that is unrelated to the individual’s ability to perform duties of a particular job or position) pursuant to 1976 PA 453, as amended, MCL 37.2101 et seq. (Elliot-Larsen Civil Rights Act).

The County of Antrim reserves the right to accept and/or reject any and all bids, to waive any irregularity in a bid, and to accept that bid which, in the opinion of the Board of Commissioners, is in the best interest of the County. It is the intention of the Board to award all work to a single contractor. However, the Board also reserves the right to award only a portion of the work.



ATTACHMENT 1: COST PROPOSAL

COST PROPOSAL FORMS AND CHECKLIST

- _____ **Form A: Transmittal/Certification Letter w/Signature**
- _____ **Form B: Proposed Unit Pricing Schedule**
- _____ **Form C: Proposer's Statement of Organization**
- _____ **Form D: Proposer's Equipment Plan**
- _____ **Certificate of Insurance**
- _____ **References**

FORM A: TRANSMITTAL LETTER

Form A: Transmittal Letter and Authorized Signature

COMPANY NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

FAX: _____

The undersigned has examined the complete Request for Proposals and its requirements contained in the solicitation for proposals of the collection, transportation, and processing of all recyclables from recycling drop-off sites and is submitting the following Cost Proposal Form in full compliance with those requirements.

PROPOSER acknowledges receipt of the following ADDENDUM (if applicable):

AUTHORIZED SIGNATURE:

The undersigned states that this price quote is submitted in full compliance with the provision of the RFP to which this Cost Proposal is a response:

SIGNATURE: _____

NAME/TITLE: _____

DATE: _____

FORM B: PROPOSED UNIT PRICING SCHEDULE

Form B: Proposed Unit Pricing Schedule **(This form must be filled out in full for proposal to be considered)**

Year One of One Year Contract Unit Pricing:

Per ton/pull fixed unit cost specification for the first year for a total of nine (9) sites with contractor compensation (collection, processing and rental rate) including a maximum total cost per year.

SITE	COST PER TON	COST PER PULL
Cost per Ton for Collection	\$ _____ per Ton	\$ _____ per Pull
Cost per Ton for Processing	\$ _____ per Ton	\$ _____ per Pull
Month Rental Rate per Container	\$ _____ per Month	\$ _____ per Month
Maximum Total Cost Per Year	\$ _____ Cost per Year	\$ _____ Cost per Year

Year One of Two Year Contract Unit Pricing:

Per ton/pull fixed unit cost specification for the one year for a total of nine (9) sites with contractor compensation (collection, processing and rental rate) including a maximum total cost per year.

SITE	COST PER TON	COST PER PULL
Cost per Ton for Collection	\$ _____ per Ton	\$ _____ per Pull
Cost per Ton for Processing	\$ _____ per Ton	\$ _____ per Pull
Month Rental Rate per Container	\$ _____ per Month	\$ _____ per Month
Maximum Total Cost Per Year	\$ _____ Cost per Year	\$ _____ Cost per Year

Year One of Three Year Contract Unit Pricing:

Per ton/pull fixed unit cost specification for the one year for a total of nine (9) sites with contractor compensation (collection, processing and rental rate) including a maximum total cost per year.

SITE	COST PER TON	COST PER PULL
Cost per Ton for Collection	\$ _____ per Ton	\$ _____ per Pull
Cost per Ton for Processing	\$ _____ per Ton	\$ _____ per Pull
Month Rental Rate per Container	\$ _____ per Month	\$ _____ per Month
Maximum Total Cost Per Year	\$ _____ Cost per Year	\$ _____ Cost per Year

4.2D: Specify any annual price increase factor (if any) to be applied to the per ton unit costs (collection and processing) and the total not to exceed cost for years 2 and 3.

Annual Price Escalation Factor _____%

FORM C: BIDDER'S STATEMENT OF ORGANIZATION

1. Full Name of Business Concern (Proposer):

2. Principal Business Address:

Local:

3. Parent Company (if any):

4. Principal Contact Person(s):

Owner/Manager: _____

Operations: _____

Dispatch: _____

Clerical/Administrative/Billing: _____

5. Form of business concern (Corporation, Partnership, Joint Venture, Other): _____

6. If a corporation, in what state incorporated and date of incorporation:

State: _____

Date: _____

Name and Address of Resident Agent: _____

7. If a Joint Venture or Partnership, Provide Date of Agreement:

Date:

FORM D: BIDDER'S EQUIPMENT PLAN

Form D: Proposers Equipment and Recycling Processing Plan

1. Describe and provide additional attached information on the Containers to be used.

2. Provide information on the vehicles to be used (make, models, # in service, age).

3. Provide information on the backup plans for collection in case of equipment failure.

4. Provide information on processing facilities to be used (location, facility photos, plans, etc.).

5. Provide documentation on end markets that will receive recyclables (letters from mills, etc.)



ATTACHMENT 2: CONTAINER SPECIFICATIONS

1. SUMMARY DESCRIPTION

Containers should be a closed-top unit that is compatible with hook-lift trucks and also with cable-type roll-off trucks that are comparable in looks, design and function to the containers currently in use at Antrim County recycling drop-off sites. If the Contractor has another form of container and/or truck that is equivalent to these specs, please attach those specifications to the bid.

2. PERFORMANCE REQUIREMENT SPECIFICATIONS

- a. GENERAL: Tapered bottom (tub style) 10 gauge except intermediate floor and roof with tubing top rail on sidewalls.
- b. MEASUREMENTS: Sidewall inside height of 62 inches or more. Peaked roof.
- c. FLOOR: 3/16"
- d. FLOOR UNDERSTRUCTURE: 3" x 4.1" channel on 16" center lines minimum.
- e. WHEELS: four (4) 8 5/8 diameter wheels, 12" wide on door end and 8" wide on front end, all on 1 7/8" axles.
- f. HINGES: 3-leaf type.
- g. CLOSURE: swing dog and latch on 1 1/2" diameter shaft.
- h. LUBE POINTS: all moving parts supplied with grease fittings.
- i. PAINT: All exterior surfaces to be primed and painted a color as agreed upon by the County and Contractor.
- j. CAPACITY: The container should be large enough to maximize cost effectiveness of transportation while accounting for convenient loading height at the access windows. A capacity exceeding 30 cubic yards is preferable.
- k. SIGNAGE: Provide standard safety signage. Signage shall be such that it promotes deposition of targeted materials only and has content that is approved by the County.
- l. WINDOW OPENINGS: Window openings for the containers should include the following: at least four oblong openings measuring 11" x 24", staggered side to side (at least two on one side, and at least two on the other side) and a thin slot in the rear door for loading of flattened cardboard.

All window edges must be sanded smooth and protected with rubber gasket or trim seal or comparable edging to protect hands and arms from scrapes. A drip-edge shall be provided to prevent rain from entering containers. Windows shall be able to be closed and latched for transport using a common lock bar for each side of the container.

- m. WARRANTY: Warranty information must be provided.
- n. DESIGN VARIATIONS: Variations in the design that improve capacity, ease of use and aesthetics are important to the selection process. Attention to these details is appreciated.