

**ROSCOMMON TOWNSHIP  
ROSCOMMON COUNTY, MICHIGAN**

**REQUEST FOR PROPOSAL FOR REFUSE AND RECYCLABLE  
MATERIALS COLLECTION AND DISPOSAL SERVICE**

**DEADLINE FOR SUBMISSION: Thursday, February 2, 2023, at 4:00 p.m.**

**FOR FURTHER INFORMATION CONTACT:**

Roscommon Township, 8555 Knapp Road, PO Box 610, Houghton Lake, Michigan 48629

Phone: 989-422-4116 Email: [clerk@roscommontownship.com](mailto:clerk@roscommontownship.com) and/or

[supervisor@roscommontownship.com](mailto:supervisor@roscommontownship.com)

## **Request for Bids for Refuse and Recyclable Materials Collection and Disposal Service**

Roscommon Township is accepting bids from qualified companies to compete for the awarding of a contract with the Township for the weekly collection of residential trash with the options for the collection of recycling, yard waste, household hazardous waste and bulk waste. The Township intends to enter into a contract with one company to provide these services for an initial term of three (3) years commencing on April 1, 2023, with an option for the Township to extend the contract for an additional five (5) years. The Township population is approximately 4,308, located in Roscommon County, Michigan. The Township is governed by a five-member Board. All deliberations of the Township are conducted pursuant to the Michigan Open Meetings Act and the Michigan Freedom of Information Act.

The Township's intent is to provide its citizens with the highest quality of service at the best price and to offer recycling service.

### **ROSCOMMON TOWNSHIP CURRENT SERVICE:**

**ONE 96-GALLON CONTAINER + ONE LARGE ITEM PER WEEK FOR RESIDENTIAL SERVICE. \*(65 – Gallon refuse containers are available for handicap residents or seniors if requested with door service)**

**DUMPSTERS ARE LOCATED IN 2 AREAS WITH PRIVATE ROADS FOR HARD TO SERVICE DWELLINGS.**

**RECYCLE BIN AND OPEN BIN (FOR CARDBOARD) ARE LOCATED AT MUNICIPAL COMPOST CENTER AND IS SERVICED WEEKLY OR ON CALL.**

**CURRENT PICK-UP DAY: MONDAY**

**NO ADDITIONAL CHARGE FOR DUMPSTERS LOCATED AT ROSCOMMON TOWNSHIP HALL, CEMETERY AND RECYCLE COMPOST CENTER.**

**CURRENT RESIDENTIAL COUNT: 2,793**

\*Only 61% (1713) of these dwellings are claimed as their principal residence and a percentage of these dwellings leave for the winter months. The remaining dwellings are vacation cottages.

Roscommon Township is requesting the following services:

- 1. Refuse Collection and Disposal Services**
- 2. Bulk Waste – Large items, i.e. appliances, furniture**
- 3. Recycling Program**
- 4. Yard Waste and Composting.**

**OPTION 3** curbside service, shall include the following: The Contractor will provide curbside recycling service to all users interested in this service. Such service will provide for the collection of recyclables placed curbside in recycling containers.

**OPTION 4**, shall include the following: Curbside collection of yard waste and composting from April 1 through December 15 with two pickups in January (for Christmas trees).

## **5. Multi-Family, Homeowner Associations and Commercial Services**

The Contractor will work with the Township to develop services that encourage and enable multi-family residential developments, private residences represented by homeowner associations and commercial properties to participate in the Refuse Collection and Recycling Programs. Multiple refuse carts, additional collection dates or other reasonable accommodations may be negotiated with and authorized by the Township to service these properties or increase opportunities to recycle.

## **6. Billing and Payment**

A. Contractor will bill Township on a monthly basis.

## **7. Examination of the Municipality**

Bidder should inspect all areas included within the scope of services so as to make their own judgment with respect to the number of collection locations and all other circumstances affecting the cost of the services to be provided and the nature of the work to be performed. The figures provided herein are not to be taken as binding and contractor shall assume patent and latent risks in connection therewith.

## **8. Submittal Requirements**

It is the intention of the Township to award the contract to a Contractor who demonstrates the ability and financial resources to successfully perform the work. All bidders will demonstrate adequate financial resources and expertise to perform the services required by these specifications. Proposals submitted will contain the following:

- Supply in a brief narrative form the Bidder's qualifications to perform the bid. The bid shall be legally signed by an official authorized to bind the Bidder to its provisions and shall contain a complete address of the Contractor.

- Supply a statement regarding Staff - Bidder shall demonstrate the ability to staff this project, which will enable the Bidder to perform contract obligations. Identify which individual is to be the designated field supervisor in the performance of the project along with that individual's cellular telephone number and email address.

- Supply your current Michigan municipality list including name, number of customers, type of customers, recycling and yard waste programs. Include a contact person and phone number for each municipal customer.

- Supply the price for each of the requested services identified in this proposal i.e. per home, bag, tag, etc., to be calculated on a monthly basis with the price that would be charged during the initial three (3) year term of the contract.

- Supply a statement regarding Bidder's compliance with all state laws regarding licensing, transfer of materials, recycling and disposal of solid waste.
- Provide evidence of insurance and surety bonding of at least one million dollars.
- Provide any narrative or supplemental information that describes, explains or clarifies your proposal. If your proposal deviates from the requested specifications in any material way, it will be to your advantage to clearly identify where and why this has occurred and discuss your rationale. Do not assume we will understand your intent if there is no explanation.
- The submission of a proposal shall be a representation that the Bidder has carefully investigated all conditions that now or hereafter could affect its ability to perform as offered and that the Bidder is familiar with all relevant laws, ordinances and regulations that may affect its ability to perform. It is the sole responsibility of the Bidder to carefully and independently investigate, calculate, and be responsible for the prices they quote. If the prices are accepted, they shall be binding upon the Bidder.

## **9. Contract**

Once Roscommon Township selects a proposal, a formal contract between the Township and Contractor will be negotiated. If negotiations are not successful, the Township may negotiate with another bidder or decline all bids. The Contractor will be contractually obligated to maintain Worker's Compensation Insurance and liability insurance, and to submit a performance bond.

## **10. Reservation of Rights**

The Township is not legally required to accept the lowest bid and reserves the right to reject any or all bids, to waive irregularities in bidding, to accept bids which do not conform in every respect to the bidding requirements, to negotiate with any bidder and to award the bid to any contractor the Township deems to offer services that are in the best interest of the Township. Proposals submitted shall be valid for a period of ninety (90) days from the date proposals are due.

<b>95 GALLON WHEELED CONTAINER</b>					
RESIDENTIAL SERVICE	ONE PER HOUSEHOLD				\$
<b>BULKY ITEM</b>	ONE PER WEEK				\$
<b>RECYCLE RECEPTACLES LOCATED AT MUNICIPAL SITE</b>	WEEKLY OR ON CALL ADDITIONAL PULLS COST				\$ \$
<b>SERVICE DAY</b>	MONDAY				
<b>DUMPSTERS PROVIDED:</b>					
<b>COMPOST CENTER</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>TOWNSHIP HALL</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>CEMETERY</b>	2 COMMERCIAL FRONT LOAD CONTAINERS				\$
<b>65 GALLON WHEELED CONTAINERS AVAILBLE UPON REQUEST</b>					\$
*DO YOU PROVIDE DOOR SERVICE FOR HANDICAP?			YES/NO		
PLEASE INCLUDE ALL ADDITIONAL COSTS/FEEES IN DETAIL: IE FUEL SURCHARGE					
*ATTACH					
CAN YOU PICK UP ITEMS WITH FREON?			YES/NO		
OTHER SERVICES PROVIDED?			YES/NO		
*ATTACH					

<b>95 GALLON WHEELED CONTAINER</b>					
RESIDENTIAL SERVICE	ONE PER HOUSEHOLD				\$
<b>BULKY ITEM</b>	ONE PER WEEK				\$
<b>RECYCLE RECEPTACLES FOR COLLECTION OF SINGLE STREAM COMINGLED RECYCLING</b>	EVERY OTHER WEEK SERVICE CURBSIDE				\$
<b>SERVICE DAY</b>	MONDAY				
<b>DUMPSTERS PROVIDED:</b>					
<b>COMPOST CENTER</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>TOWNSHIP HALL</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>CEMETERY</b>	2 COMMERCIAL FRONT LOAD CONTAINERS				\$
<b>65 GALLON WHEELED CONTAINERS AVAILBLE UPON REQUEST</b>					
*DO YOU PROVIDE DOOR SERVICE FOR HANDICAP?			YES/NO		\$
PLEASE INCLUDE ALL ADDITIONAL COSTS/FEEES IN DETAIL: IE FUEL SURCHARGE					
*ATTACH					
CAN YOU PICK UP ITEMS WITH FREON?			YES/NO		
OTHER SERVICES PROVIDED?			YES/NO		
*ATTACH					

<b>95 GALLON WHEELED CONTAINER</b>					
RESIDENTIAL SERVICE	ONE PER HOUSEHOLD				\$
<b>BULKY ITEM</b>	ONE PER WEEK				\$
<b>CURBSIDE RECYCLE RECEPTACLES FOR COLLECTION OF SINGLE STREAM COMINGLED RECYCLING</b>	EVERY OTHER WEEK SERVICE				\$
<b>CURBSIDE YARD WASTE COLLECTION</b>	EVERY OTHER WEEK SERVICE				\$
<b>SERVICE DAY</b>	MONDAY				
<b>DUMPSTERS PROVIDED:</b>					
<b>COMPOST CENTER</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>TOWNSHIP HALL</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>CEMETERY</b>	2 COMMERCIAL FRONT LOAD CONTAINERS				\$
<b>65 GALLON WHEELED CONTAINERS AVAILABLE UPON REQUEST</b>					\$
<b>*DO YOU PROVIDE DOOR SERVICE FOR HANDICAP?</b>			YES/NO		
<b>PLEASE INCLUDE ALL ADDITIONAL COSTS/FEEES IN DETAIL: IE FUEL SURCHARGE</b>					
<b>*ATTACH</b>					
<b>CAN YOU PICK UP ITEMS WITH FREON?</b>			YES/NO		
<b>OTHER SERVICES PROVIDED?</b>			YES/NO		
<b>*ATTACH</b>					

<b>NO CONTAINER SUPPLIED</b>					
RESIDENTIAL SERVICE	ONE PER HOUSEHOLD				\$
COMMERCIAL SERVICE	ONE PER BUSINESS		YES/NO		\$
<b>BULKY ITEM</b>	ONE PER WEEK		YES/NO		\$
<b>95 GALLON WHEELED CONTAINER</b>					
RESIDENTIAL SERVICE	ONE PER HOUSEHOLD				\$
COMMERCIAL SERVICE	ONE PER BUSINESS		YES/NO		\$
<b>STREAM COMINGLED RECYCLING</b>					
<b>CURBSIDE YARD WASTE COLLECTION</b>	EVERY OTHER WEEK		YES/NO		\$
<b>RECYCLE RECEPTACLES LOCATED AT MUNICIPAL SITE</b>	SERVICE WEEKLY OR ON CALL		YES/NO		\$
<b>SERVICE DAY*</b>					
<b>DUMPSTERS PROVIDED:</b>					
<b>COMPOST CENTER</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>TOWNSHIP HALL</b>	1 COMMERCIAL FRONT LOAD CONTAINER				\$
<b>CEMETERY</b>	2 COMMERCIAL FRONT LOAD CONTAINERS				\$
<b>HAZARDOUS WASTE PICK UP</b>			YES/NO		\$
<b>65 GALLON WHEELED CONTAINERS AVAILBLE UPON REQUEST</b>			YES/NO		\$
*DO YOU PROVIDE DOOR SERVICE FOR HANDICAP?					
PLEASE INCLUDE ALL ADDITIONAL COSTS/FEEES IN DETAIL: IE FUEL SURCHARGE					
*ATTACH					
<b>CAN YOU PICK UP ITEMS WITH FREON?</b>			YES/NO		
<b>OTHER SERVICES PROVIDED?</b>					
PLEASE ATTACH					
*Indicate date of service					