



SPECIFICATIONS

FOR CURBSIDE COLLECTION AND DISPOSAL OF
RESIDENTIAL TRASH, RECYCLING AND YARD WASTE

Required for use by:

Village of Coal Valley, Illinois

CONTRACT PERIOD: January 1st, 2022 through December 31st, 2031

CLOSING DATE AND TIME: September 30th, 2021
4:30pm.

Issued by: Village of Coal Valley
900 1st Street
P.O. Box 105
Coal Valley, IL 61240

REQUEST FOR BIDS

The Village of Coal Valley will be accepting bids from qualified companies for a refuse contract for the curbside collection and disposal for residential waste, recycling and yard waste. The contract would be for a ten (10) year period. Bids will be accepted at the Village Hall, 900 1st Street, Coal Valley, Illinois 61240 or by mail addressed to the Village of Coal Valley P.O. Box 105, Coal Valley, Illinois 61240. Bids will be accepted until 4:30 p.m. September 30th, 2021. All bids will be opened at the Village Hall at 12:00 p.m. October 1st, 2021 and read aloud.

Further specifications and instructions may be obtained from the Village Administrator weekdays, between Monday thru Thursday 8:00 a.m. and 4:30 p.m. and Friday 7:00 a.m. 3:30 p.m. or on the Village's website at www.villageofcoalvalleyil.org. Questions may be directed to Penny Mullen, Village Administrator at (309) 799-3604.

Contractors must bid on all components of this solicitation; residential waste, recycling and yard waste.

RESERVATION OF RIGHTS

This request for proposals is a solicitation and not an offer to contract. The Village further reserves the right to reject any and all proposals. The Village further reserves to right to issue clarifications and other directives concerning this request for proposals; to require clarification or further information with respect to any proposal, and to determine the final terms of any contracts. Interviews will be required by the Village with selected contractors to clarify contractor proposals and to allow for contract negotiations. Acceptance of any proposal will be based upon factors including, but not limited to: costs for services, completeness of proposal; thoroughness of information provided; customer service standards; value added service and prior successful contractor performance with waste collection systems similar to a scale provided herein.

GENERAL CONDITIONS

1. Definitions:

The following words and phrases, as used herein, shall have the meaning ascribed to them as follows:

- a. VENDOR shall mean individual or company proposing to provide the service described herein.
- b. VILLAGE shall mean the Village of Coal Valley, Rock Island and Henry Counties, Illinois.

2. Preparation and Submission of Bid Proposal.

The Vendor must submit its bid proposal on the attached forms provided by the Village of Coal Valley. All blank spaces on the proposal form must be filled in if applicable. All signatures and spaces are to be completed ink or typewritten, where applicable. Prices/costs shall be in US Dollars. Incorrect completion, execution or submission of the bid proposal shall be sufficient grounds for rejection of a proposal. The following documents shall be executed at the time of submission of a bid proposal:

- a. Contractor's Certification – Proposal Sheet
- b. Vendors Contractor Information Proposal Sheet
- c. Bid Proposal Sheet

Proposals may be mailed to the Village to arrive no later than closing (4:30 p.m. September 30th, 2021) at:

Village of Coal Valley
Waste Collection Bid Proposal
P.O. Box 105
Coal Valley, IL 61240

Proposals may be hand delivered to arrive no later than closing 4:30 p.m. September 30th, 2021, to the Village Administrator, 900 1st Street, Coal Valley, IL and shall be submitted in sealed envelopes with the following information on the face:

Vendors Name
Address
"Waste Collection Proposal"

Faxed bid proposals will not be accepted!!!!

3. Basis of Award

The Village reserves the right to accept or reject any or all proposals, in whole or in part, and to waive technicalities, and to accept any proposal which is deemed to be in the best interest of the Village of Coal Valley.

4. Subletting or Assignment of Contract or Contract Funds

No contract awarded by the Village of Coal Valley shall be assigned, in whole or in part, nor shall any part of the contract be sub contracted without the written consent of the Village of Coal Valley. In no case shall such consent relieve the Vendor from its obligations or change the terms of the contract. The Village assumes the right to require the Vendor to provide full information to the Village with regard to the qualification, experience, references, owned or leased equipment of the proposed subcontractor. The Vendor is required to assure the Village that appropriate background checks have been made of their employees and subcontractor employees. The Village also reserves the right to conduct its own background checks of Vendor and subcontractor employees.

Any and all subcontractors shall be bound by the contract to the same terms as the Vendor. Prior to commencing any work, subcontractors must place on file with the Village of Coal Valley a certificate of insurance as outlined under “insurance”.

The Vendor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Board of Trustees having first been obtained.

5. Compliance with Village Ordinances and State Laws

The successful Vendor will strictly comply with all ordinances of the Village of Coal Valley, the laws of the Counties of Rock Island and Henry, State of Illinois and United States Government.

6. Equipment Inspection and Responsibility

The Vendor shall provide information about the size and types of trucks and automation that it proposes to use, as well as other equipment necessary for the job such as communication devices, GPS systems and others. The Village reserves the right to visit the facilities of all interested Vendors and observe the equipment used and the operation methods. These site visits will be coordinated with the appropriate representative(s) from each of the interested Vendors. Any contract entered into by the Village may contain provisions regarding equipment weight, leak proofing, and similar performance standards.

7. Price Reductions

If at any time after a contract is awarded the vendor(s) makes a general price reduction in the comparable price of any material, fuel or services covered by this contract to its customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced.) Such price reduction shall be effective at the same time and in the same manner as the reduction in price to its other customers generally. For the purpose of this provision, a “general price reduction” shall mean any horizontal reduction in the price of a material, fuel or service offered (1) to Vendor’s customers generally, or (2) in the Vendor’s price schedule for the class of customers, i.e. wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price would not be considered a “general price reduction” under this provision. The Vendor shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the “price reduction” provision of this contract. The Vendor, in addition, shall within ten (10) days of any general price reduction, notify the Village of such reduction by letter. Failure to do so may result in termination of the contract.

8. Indemnification and Contractor’s Liability Insurance Specifications

- A. The Vendor shall be required to indemnify and hold harmless the Village, its officers and its employees, from and against all liability claims, and demands, on account of injury, loss, or damage, which arise out of or are connected with the Vendor’s performance of the contract, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the omission or other fault of the Vendor or any subcontractor of the Vendor, or any officer, employee, agent of the Vendor or subcontractor, or any other person for whom the Vendor is responsible. The contract shall include such provisions for indemnification. Upon award of contract, the Vendor shall furnish one (1) copy of an insurance certificate, and at the start of each additional year of the contract to the Village. The insurance certificate will have the Village named as additional insured, showing the following minimum coverage with an insurance company acceptable to the Village and its insurance carrier.

TYPE OF INSURANCE	MINIMUM COVERAGE REQUIRED			
	Bodily Injury and Consequent Death		Property Damage	
	per Person	Each Occurrence	Each Occurrence	Aggregate
General Liability including Personal Injury		\$1,000,000	\$1,000,000	\$1,000,000
Automobile Liability Owned, Non-Owned or Rented	\$500,000	\$500,000	\$100,000	No Limit
Worker’s Compensation and Occupational Diseases	As required by applicable laws.			
Employer’s Liability		\$100,000		

- B. In the event of accidents of any kind that take place while the Vendor is performing the services described herein for the Village, the Vendor shall furnish the Village with copies of all reports of such accidents at the same time the reports are forwarded to any other interested party.

- C. The Vendor shall not commence work herein until it has obtained and thereafter kept in force the required insurance and provides copy of the insurance to the Village at the start of each year of the contract. Nor shall the Vendor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained. The Vendor shall furnish a certified copy of the policy(s) to the Village. The policy(s) shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until thirty (30) days written notice from the insurance company(s). Such notice shall be mailed to the Village as follows:

Village of Coal Valley
Director of Finance
P.O. Box 105
Coal Valley, IL 61240

Village of Coal Valley
Detailed Specifications for Curbside Collection and Disposal
Of Garbage, Recycled Materials and Yard Waste

It is the intent of these detailed specifications to describe the services required. The successful Vendor will be required to enter into a contract in writing with the Village of Coal Valley covering all matters and things as are set forth in these specifications and the proposal. Vendor shall be the exclusive provider of residential services for the Village. The Village will pass appropriate ordinances that specify Village residents can only utilize the trash collection services provided by the Village through its trash collection contract.

GENERAL SERVICES

- A. Vendor shall provide curbside collection of residential garbage, voluntary recycling, yard waste service & bulk item to residential customers within the corporate limits of the Village and to those few residents not in the Village, who use Village water and Sewer services. In addition, the vendor shall provide dumpster collection of trash services for the following Village municipal facilities at no charge to the Village:
 - 1) Village Hall/Library - 900 1st Street
 - 2) Village Maintenance Garage – 1002 E. 19th Avenue
 - 3) Village’s Main Municipal Park – 1st Street

- B. Trash and recycling collection for taxing districts/bodies not physically co-located with Village facilities and all commercial enterprises will contract with the trash hauler of their choice for such services.

- C. The Village estimates the number of customers covered under this contract to be approximately 1650. Up to 100 additional customers may be added during the contract period without any raise in price or reduction in service. The Village will identify those residential addresses for those residents who have voluntarily signed up for recycling and will update that list as changes occur.

- D. Vendor shall specify the day of the week it will provide weekly curbside collection service to the entire Village. That day will be the same day every week and will be the day designated as the collection day. If for reasons beyond the control of the Vendor the collection service cannot be provided on the day specified of any given week, collection service shall be performed on the next following day. Yard waste will be picked up the same date as normal garbage and trash collection. Recycle material can be picked up on a weekly or bi-weekly basis depending on the size of recycle container proposed by the Vendor. Recycle material will be picked up on the same day as the trash collection.

- E. Pick up will not begin before the hour of 6:00 a.m. and will not continue past the hour of 6:00 p.m. If for reasons beyond the control of the Vendor, collection service cannot be completed within this time frame, collection service shall resume on the next day.
- F. Vendor shall provide to the Village annually, a schedule of holidays that fall on the designated collection day. Pickup for holidays observed by the Vendor shall be accomplished the day following the specified collection day.
- G. Each residence within the Village will be allowed up to one (1) 65 or 95 gallon container the equivalent for the base price per residence. Trash in excess of the one (1) 65 or 95 gallon container or equivalent, shall require an extra charge for each additional 65 or 95 gallon container or its equivalent. Vendor will provide trash receptacles to those residents.
- H. Each residence within the Village will be allowed up to one (1) 65 or 95 gallon container the equivalent for the base price per residence. Recycling in excess of the one (1) 65 or 95 gallon container or equivalent, shall require an extra charge for each additional 65 or 95 gallon container or its equivalent. Vendor will provide recycle receptacles to those residents.
- I. Each residence within the Village will be allowed at an extra cost to the resident a 65 or 95 gallon container for yard waste. Vendor will provide yard waste receptacles to those residents.
- J. The trash containers provided by the Vendor will all be of the same color. Color choices are blue, red or green. All recycle containers will also be of one color (blue, red or green), but a color different from the trash and yard waste containers. All yard waste containers will also be of one color (blue, red or green), but a color different from the trash and recycle containers.
- K. Stickers for yard waste bags or bundles will be provided by the Vendor to be sold by the Village. The Vendor will identify the schedule and process for pick-up of yard waste.
- L. Each residence within the Village will be allowed up to one (1) free bulk item pickup per month.
- M. Vendor shall bill the Village quarterly starting 1 April 2022 for the services rendered for the prior quarter (January 1 to March 31 2022) and each quarter after that for the duration of the contract. The Village will pay such bills by the end of the month following the end of each quarter.
- N. Vendor shall provide to the Village a monthly report detailing the volume and weight of solid waste generated by the Village and its residents during the month prior to the date of the report.

- O. Vendor and/or their subcontractor must be in compliance with all Village, County, State and Federal ordinances, rules, regulations and laws at all times during said contract period.
- P. Vendor shall demonstrate a system for notifying residents when their trash/garbage, is not picked up due to some impropriety by the resident.
- Q. Vendor shall establish, operate staff and maintain a business office with a listed telephone number, which shall be open weekdays during normal business hours, for the purpose of receiving inquiries, requests and complaints about the service provided. Vendor shall respond to and resolve resident complaints by the end of business on the day following the day the Vendor was first made aware of the complaint.
- R. Billing of residents for trash collection and voluntary recycling will be done by the Village of Coal Valley. The Village will sell yard waste stickers provided by the Vendor.
- S. Village will notify Vendor of those residents who have notified the Village that they are on vacation/absent for at least two consecutive months as no trash and or recycling services will be provided during their absence. Vendor will not bill the Village for those identified residents. Failure by residents to notify the Village of their two month absence will be billed.
- T. Village will notify the Vendor of those residents/owners/tenants who have notified the Village that their homes have been vacated due to sale/foreclosure/or no lease renewal. The Vendor will not bill the Village for those residences so identified.
- U. Vendor will identify those materials acceptable for recycling.
- V. Village will provide Vendor a map of the Village and addresses that are part of the contract for trash/recycle/yard waste collection.
- W. Vendor will provide the Village with a list of references.
- X. Yard waste will be bagged in appropriate kraft paper bags, purchased by the resident, and will have a yard waste sticker affixed to each bag. Those yard waste materials that cannot be bagged (tree/bush branches not bigger than 2 inches in diameter) will be tied together in bundles no longer than four feet and not weighing more than 40 pounds. Each bundle will have a yard waste sticker attached.

CONTRACTOR'S CERTIFICATION PROPOSAL

_____, as part of its proposal on a contract for
(Name of Contractor)
curbside collection and disposal of residential waste, recycle material and yard waste for the
Village of Coal Valley, Illinois, hereby certifies that said contractor is not barred from
submitting a proposal on aforementioned contract as a result of a violation of either Section
33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: _____
Authorized Agent or Vendor

VENDOR CONTRACTOR INFORMATION BID PROPOSAL

PROPOSAL FROM _____
(Individual, Corporate, Firm or Company)

Business Address _____

Authorized Signature of Vendor _____

If a Co-Partnership (Firm)

Signed by _____
(Printed Name)

List Names of All Members of the Firm

If a Corporation

Signed By _____
(Printed name of President)

Corporate Officers
President _____
Secretary _____
Treasurer _____

Attest: _____
Secretary

(Corporate Seal)

BID PROPOSAL

Year 1: January 1 to December 31, 2022
Weekly curbside collection and disposal of residential waste
\$ _____ per residence per month
Additional charge for recycling to those residents who sign up.
\$ _____ per month
Additional charge for yard waste to those residents who sign up.
\$ _____ per month

Year 2: January 1 to December 31, 2023
Weekly curbside collection and disposal of residential waste
\$ _____ per residence per month
Additional charge for recycling to those residents who sign up
\$ _____ per month
Additional charge for yard waste to those residents who sign up.
\$ _____ per month

Year 3: January 1 to December 31, 2024
Weekly curbside collection and disposal of residential waste
\$ _____ per residence per month
Additional charge for recycling to those residents who sign up
\$ _____ per month
Additional charge for yard waste to those residents who sign up.
\$ _____ per month

Year 4: January 1 to December 31, 2025

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Year 5: January 1 to December 31, 2026

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Year 6: January 1 to December 31, 2027

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Year 7: January 1 to December 31, 2028

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Year 8: January 1 to December 31, 2029

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Year 9: January 1 to December 31, 2030

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Year 10: January 1 to December 31, 2031

Weekly curbside collection and disposal of residential waste

\$_____ per residence per month

Additional charge for recycling to those residents who sign up

\$_____ per month

Additional charge for yard waste to those residents who sign up.

\$_____ per month

Yard waste to be picked up will be properly bagged or bundled by the resident. Each bag/bundle of yard waste will have a tag. Tags will be purchased at the Village Hall.

Cost per tag:	Year 1	Year 2	Year 3	Year 4	Year 5
	\$_____	\$_____	\$_____	\$_____	\$_____
	Year 6	Year 7	Year 8	Year 9	Year 10
	\$_____	\$_____	\$_____	\$_____	\$_____

By: _____

Its: _____