



PUBLIC WORKS DEPARTMENT
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REQUEST FOR PROPOSAL

**REFUSE AND RECYCLING SERVICES
FOR CITY-OWNED FACILITIES
FOR THE CITY OF HUDSON, OHIO**

DUE DATE:

FRIDAY, MARCH 24, 2023
@ 4:00 P.M. LOCAL TIME

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PART I - GENERAL INFORMATION AND REQUIREMENTS

A. PURPOSE:

The general intent and purpose of this “Request for Proposal” (RFP) is to provide refuse and recycling collection and disposal service by a Contractor for the “City of Hudson” (City). The company awarded the Contract will be known as the City’s refuse hauler for City-Owned Facilities and will not be considered as the City’s exclusive Contractor. The Public Works Department will evaluate received Proposals. The RFP, along with the Proposal submitted by the successful Contractor, will be included as attachments to the Contract for contractual services.

B. ISSUING DEPARTMENT:

The City of Hudson Public Works Department prepared the RFP. Questions relating to its contents shall be addressed to Krista Roch, Office Manager; email kroch@hudson.oh.us or telephone (330) 342-1750.

C. SCOPE OF PROJECT:

The general scope of this project is described in **PART III – PROJECT DESCRIPTION.**

D. SCOPE OF SERVICES:

The expected Work to be performed by the Contractor is described in **PART IV – SCOPE OF SERVICES.**

E. AREAS TO BE SERVICED:

The list of City-Owned Facilities to be serviced and days to be serviced are described in **APPENDIX A.**

F. SCHEDULE:

The City intends to adhere to the following schedule during the Proposal process. This schedule may change at the City’s discretion.

1. Preliminary Proposal Schedule
 - a. Issuance of RFP: March 6, 2023
 - b. RFP submittal deadline: March 24, 2023

G. REJECTION OF PROPOSALS:

The City of Hudson reserves the right to reject any and all Proposals received as a result of this RFP, or to negotiate separately with any source whatsoever to serve the best interests of the City. Failure to provide all requested information in the format stated below may serve as cause for rejection of the Proposal.

H. INCURRED COST:

The City of Hudson will not be liable for any cost incurred by the Contractor for any work performed through, and including, the executing of a contract for refuse and recycling services for City-Owned Facilities, prior to the execution of a contract for services.

I. COMPLETENESS OF THE PROPOSAL:

1. The Proposal shall address all items completely and thoroughly in accordance with the format provided in **PART II - PROPOSAL FORMAT** and shall be signed by an officer of the firm authorized to bind the Contractor to its stated provisions.
2. The contents and commitments in the Proposal shall remain firm for ninety (90) calendar days from the submittal due date.

J. CONTRACTOR RESPONSIBILITIES:

The Contractor shall provide all services as described under **PART IV – SCOPE OF SERVICES** and maintain those services until the Contract Term has successfully concluded. Exclusion of any service required under **PART IV – SCOPE OF SERVICES** may serve as cause for rejection of the Proposal or the termination of the Contract.

K. ACCEPTANCE OF PROPOSAL CONTENT:

The completeness and content of the Proposal will be the basis for the initial evaluation. Further information, if required, may include the possible interview of one or more of the Contractors and may serve in the final decision of the recommended Contractor. The completeness and content of the Proposal will be the basis for the initial evaluation.

L. COMPENSATION / PAYMENT:

1. Monthly itemized invoices shall be provided to the City by the Contractor, preferably electronically via the Public Works Invoices email address: pwinvoices@hudson.oh.us.
2. The City of Hudson will remit payment for services to City-Owned Facilities (see **APPENDIX A**) within forty-five (45) days of receipt of monthly itemized invoices.
3. The Contractor shall supply the City a quarterly report of tonnage of waste and recycling collected. This list shall be provided in an electronic format.

M. CONTRACT:

A formal one (1) year Contract with an option for a one (1) year extension will be entered into with the recommended Contractor and the City of Hudson. Contract extension will be awarded based on past performance and prices quoted.

L. RESPONSES:

One electronic copy of the Proposal shall be submitted **no later than 4:00 P.M. local time on March 24, 2023**, to Krista Roch via kroch@hudson.oh.us.

PART II – PROPOSAL FORMAT

- A. The Proposal shall be simple to follow and understand and in an 8 ½” by 11” format. The text shall be concise, with emphasis upon completeness and clarity.
- B. Contractors shall be evaluated based on the following submitted information:
 1. Background

Provide a brief and concise history of the company. State the location of the office in which each component of work for this service will be accomplished or originate and the location of the customer service support. This shall include recycling transfer stations or MERF stations and waste locations.

2. Insurance

Provide proof that the Contractor currently has the following insurance:

- a. Workmen's Compensation Insurance
- b. A certificate of insurance covering public liability, property damage and automobile liability in the minimum amounts of five hundred thousand dollars (\$500,000.00) for each person for bodily injury; five hundred thousand dollars (\$500,000.00) for each accident; and three hundred thousand dollars (\$300,000.00) for each accident for property damage.

The contracted refuse hauler shall maintain the insurance components noted above for the full term of the Contract.

3. Related Experience

Provide descriptions of three (3) current references where your company has provided refuse and recycling services which are similar to the services requested by the City of Hudson. With each local municipality, provide a contact name, address and phone number of the person who would have the most knowledge of your company's performance of services.

4. Schedule

Contractor shall comply with the City of Hudson Codified Ordinances, Chapter 848 for start time (7:00 AM) and completion time (6:00 PM) on the days scheduled. City will maintain a limit to schedule days of collection as approved in Resolution 16-17, which limits the services day to four (4). The Contract will commence June 1, 2023, and conclude May 31, 2024, with an option for a one (1) year extension.

- C. The submission of additional pertinent information beyond the requirements of this RFP, is acceptable, but shall be limited to one (1) 8 1/2" by 11" page.

PART III - PROJECT DESCRIPTION

The City of Hudson is requesting quotes for refuse and recycling pickup at City-Owned Facilities throughout the City for the period of June 1, 2023 to May 31, 2024. Scheduled pick-up days and times per week are indicated on price sheet (see **APPENDIX A**).

PART IV - SCOPE OF SERVICES

A. PICKUP AT CITY-OWNED FACILITIES:

1. Contractor shall furnish all 3 C.Y., 4 C.Y., 6 C.Y., 8 C.Y., 55 gallon and Commercial Roll-Off containers at collection sites as specified for each location (see **APPENDIX A**). All containers shall be liquid tight and those with a capacity of 8 C.Y. or less shall have lids that are easily lifted by the user and a loading height of no more than 56". The City also owns one (1) additional can located at the Water Plant that will also require scheduled dumping.
2. The City requires one (1) 2 C.Y. container and three (3) 96 gallon containers as specified for each

location (see **APPENDIX A**), dedicated to the collection of recyclable material. All materials in the container **MUST BE TAKEN TO A MATERIALS RECOVERY FACILITY**, which is a facility for the collection, sorting, processing, and transfer or sale of recyclable materials for the purpose of reclaiming materials.

ALL BID PRICES MUST INCLUDE ANY E.P.A. SURCHARGE.

B. TRANSPORTATION OF WASTE:

1. All garbage, rubbish, recyclables, bulk items, and/or yard waste shall be transported by the Contractor so that leaking, spilling, and/or blowing of said materials is prevented. Once said materials have been transported by the Contractor any leaking, spilling, and/or blowing of garbage, rubbish, recyclables, bulk items, and/or yard waste shall be cleaned up and removed by the Contractor.
2. The City of Hudson will require Contractor to use a rear load trash truck at the locations of the Safety Center and Hudson Police Department. All other locations listed below may use a standard size trash truck to perform services.

C. ACCUMULATION OF WASTE:

1. In reference to **APPENDIX A**, the Contractor shall collect, remove, and dispose of all garbage, rubbish, recyclables, bulk items, and/or yard waste, as defined in these specifications from all places in the City of Hudson, Ohio, designated by the Public Works Department or designee. Occasionally, special pick-ups may be requested for an additional fee.

D. NON-TRANSFERABLE CONTRACT:

1. The Contractor shall not assign the Contract, or subcontract as a whole or in part, without the consent of the City of Hudson. Such consent does not release the Contractor from any obligations and liabilities under the Contract. Violation of this specification shall result in instant forfeiture. Any violation of these specifications shall be sufficient cause for the immediate cancellation of the Contract by the City of Hudson, who may thereupon employ the necessary labor to perform the Work at the expense of the offending Contractor and his sureties.

APPENDIX A – QUOTE SHEET
REFUSE AND RECYCLING SERVICES FOR CITY-OWNED FACILITIES

Location	Number of Cans / Dumpster Size	Department	Number of Service Days per Week	Days of Week	Cost per Week	Cost per Year
REFUSE SERVICES						
SAFETY CENTER 40 S Oviatt St.	(1) 3 C.Y. Dumpster	Public Properties	3	M / W / F		
HUDSON PUBLIC POWER 1220 Hudson Gate Dr.	(1) 6 C.Y. Dumpster	Hudson Public Power	3	M / W / F		
HUDSON PUBLIC POWER 1220 Hudson Gate Dr.	(1) 8 C.Y. Dumpster	Hudson Public Power	3	M / W / F		
PUBLIC WORKS/SERVICE DEPTS. 1769 Georgetown Rd., Units A - E	(1) 6 C.Y. Dumpster	Service	1	W		
WATER PLANT 572 W Streetsboro St.	(2) 55 gallon cans (1) City provided	Water Resources	1	M		
HUDSON POLICE DEPARTMENT 36 S Oviatt St.	(1) 3 C.Y. Dumpster	Public Properties	3	M / W / F		
CITY ADMINISTRATION 1140 Terex Rd.	(2) 3 C.Y. Dumpsters	Public Properties	2	M / W		
ELLSWORTH MEADOWS GOLF CLUB 1101 Barlow Rd.	(2) 6 C.Y. Dumpsters	Golf	Summer - 2 (April - October)	M / F		
ELLSWORTH MEADOWS GOLF CLUB 1101 Barlow Rd.	(2) 6 C.Y. Dumpsters	Golf	Winter - 1 (November - March)	F		
HUDSON SPRINGS PARK 7095 Stow Rd.	(3) 6 C.Y. Dumpsters	Parks	Summer - 2 (April - October)	M / F		
HUDSON SPRINGS PARK 7095 Stow Rd.	(3) 6 C.Y. Dumpsters	Parks	Winter - 1 (November - March)	F		
REFUSE SERVICES SUBTOTAL						

APPENDIX A – QUOTE SHEET
REFUSE AND RECYCLING SERVICES FOR CITY-OWNED FACILITIES

Location	Number of Cans / Dumpster Size	Department	Number of Service Days per Week	Days of Week	Cost per Week	Cost per Year
RECYCLING SERVICES						
SAFETY CENTER 40 S Oviatt St.	(1) 2 C.Y. Dumpster	Public Properties	2	M / F		
PUBLIC WORKS/SERVICE DEPTS. 1769 Georgetown Rd., Units A - E	(1) 96 Gallon Can	Public Works	1	W		
WATER PLANT 572 W Streetsboro St.	(1) 96 Gallon Can	Water Resources	1	W		
HUDSON SPRINGS PARK 7095 Stow Rd.	(1) 96 Gallon Can	Parks	1	F		
RECYCLING SERVICES SUBTOTAL						
BASE QUOTE TOTAL						
Location	Number of Cans / Dumpster Size	Department	Number of Service Days per Week	Cost per Pickup		
ADD ON REFUSE SERVICES						
HUDSON PUBLIC POWER 1220 Hudson Gate Dr. (Poles and Refuse)	(1) 30 C.Y. Roll Off Dumpster	Hudson Public Power	<i>ON-CALL BASIS not included in Base Quote Total</i>			