



Prepared February 2020

REQUEST FOR REFUSE SERVICES

**ADMINISTRATION BUILDING, FOOD WAREHOUSE, FARWELL
PRESCHOOL, HARRISON PRESCHOOL
GLADWIN BUILDING**

Table of Contents

INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL.....	3
ADMINISTRATIVE POINT OF CONTACT	3
DUE DATES	3
SCHEDULE OF EVENTS.....	3
GUIDELINES FOR PROPOSAL PREPARATION	3
PROPOSAL SUBMISSION	3
DETAILED RESPONSE REQUIREMENTS.....	4
SCOPE FOR CONTRACTORS.....	4
DELIVERABLES	5
Company Profile.....	5
Pricing	6
AWARD CRITERIA	6

INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to provide refuse services at several of its locations. The service will commence April 6, 2020.

ADMINISTRATIVE POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name: Terry Ellenwood, Facilities Manager
Address: 1574 E. Washington Road, PO Box 768, Farwell, MI 48622
Email: tellenwood@mmcaa.org
Phone: 989-386-3805 ext. 1023

DUE DATES

All proposals are due by 4:00 PM on March 18, 2020. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

SCHEDULE OF EVENTS

1. Start RFP Distribution to Contractors – 02/18/2020
2. Questions from Contractors about scope or approach due – 03/03/2020
3. Responses to Contractors about scope or approach due – 03/05/2020
4. Proposal Due Date – 03/18/2020
5. Anticipated decision and selection of Contractor(s) – 03/20/2020
6. Anticipated commencement date of work – 04/06/2020

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to MMCAA in terms of cost and quality.

MMCAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept other than the lowest priced offer
- Award a contract based on initial bids received, without discussions or requests for best and final offers
- **Award more than one contract**

Bidders shall submit bid packages containing several parts as set forth below. Bidders will confine submission to those matters enough to respond to this RFP and to provide adequate basis for MMCAA to evaluate a bidder's qualifications.

Successful bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services, materials, products the firm provides, and project contact person.
- **Pricing:** Indicate the firm's pricing, for each requested service, material and/or product that the bidder is responding to.

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Bid packages should consist of single copies of each required document (no duplicates necessary). Bids submitted that lack any of the required information or documentation may be deemed incomplete and may not be considered for selection, at MMCAA's discretion.

Submissions must be received no later than 4:00 p.m. on 03/18/2020 at the offices of MMCAA. Bids may be submitted by e-mail, fax or regular mail. Submissions should be addressed to:

Mid Michigan Community Action Agency
Terry Ellenwood, Facilities Manager
1574 E. Washington Road
PO Box 768
Farwell, MI 48622
E-mail: tellenwood@mmcaa.org
Fax number: 989-386-3277 Attn: Terry

DETAILED RESPONSE REQUIREMENTS

SCOPE FOR CONTRACTORS

Outlined below is the scope of work that MMCAA requires from the Contractor:

- Contractor will supply all tools, equipment, and materials to complete job.
- Contractor will provide a copy of liability insurance and workers' compensation policy, including amounts.
- **Contractors are encouraged to bid on a single location, multiple locations, or all locations.**
- This RFP is to solicit weekly refuse pickup at the following locations:
 - 1574 East Washington Rd., Farwell, Mi. 48622
2 four-yard dumpsters with once weekly pickup
 - 2300 E. Ludington Dr., Clare, Mi. 48617
1 six-yard dumpster with once weekly pickup
This is a gated and fenced area.
Vendor can only access this area Monday through Friday 8:00 AM to 4:00 PM

- 2050 W. Cadillac Dr., Farwell, Mi. 48622
1 two-yard dumpster with once weekly pickup
- 1302 Chatterton, Gladwin, Mi. 48624
1 three-yard dumpster with once weekly pickup
- 579 N. Clare Ave. Harrison, Mi. 48625
1 four-yard dumpster with once weekly pickup
- Provide a dumpster as specified with operating lids.
- Provide weekly pickup of dumpster.
- Contractor will establish a schedule for pick-up on the same day each week.
- MMCAA recognizes that the schedule may change to reflect Holidays or Acts of God.
- At no time will MMCAA dispose of any material that is not acceptable refuse.
- MMCAA will not dispose of any hazardous, toxic, or radioactive waste or substance as defined by applicable federal, state, or local regulations.
- Contractor will always maintain the dumpster and lids in a safe and operable condition.
- The refuse company driver will be responsible for opening and closing of the gate to the fence surrounding any or all dumpsters.
- If the gate is left open and any damage is incurred to the gate, pedestrians or vehicles the contractor will be responsible for any damage that occur and will hold MMCAA and its employees harmless of any damages associated with said incident.
- All billing for services must be submitted monthly.
- **All billing is to be flat rate per service, no other charges are allowed. No surcharges will be accepted.**
- **Awardee will be provided a binding contract for their signature from MMCAA. The contracted period will be from April 6, 2020 to April 5, 2024.**
- MMCAA, at their discretion and without explanation, at any time may choose to discontinue this contract without obligation upon a minimum of two-week notice provided to the vendor.
- **Note: The Harrison Preschool, 579 N. Clare Ave. Harrison, Mi. 48625, may close permanently at any time throughout this contract. MMCAA will provide as much notice as possible.**

DELIVERABLES

Company Profile

Provide the following for your company:

- Official registered name, address, main telephone number, toll-free numbers, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years the company has been in the industry.
- **Contact Person**

PRICING

**Services will be for the 2020, 2021, 2022, and 2023 seasons. Contract will expire on April 5, 2024.
Flat rate for service provided, no other charges are allowed.**

Provide an accurate price list for the following:
The 'Unit Price' is the price per occasion/service.

Description	Unit Price
Weekly pickup of two 4-yard dumpsters located at: 1574 East Washington Rd., Farwell, Mi. 48622	
Extra Pickup	

Description
Weekly pickup of 6-yard dumpster located at: 2300 E. Ludington Dr. Clare, Mi. 48617
Extra Pickup

Description
Weekly pickup of 2-yard dumpster located at: 2050 W. Cadillac Dr. Farwell, Mi. 48622
Extra Pickup

Description
Weekly pickup of 3-yard dumpster located at: 1302 Chatterton, Gladwin, Mi. 48624
Extra Pickup

Description
Weekly pickup of 4-yard dumpster located at: 579 N. Clare Ave, Harrison, Mi. 48625
Extra Pickup

AWARD CRITERIA

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to operational cost and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for items covered by the RFP. The following elements will be the primary factors in evaluating all proposals and in the selection of a Contractor or Contractors:

- Final cost of Contractor's proposal
- Capacity to provide service

MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.