



# Village Of New Haven

P.O Box 480429 • 57775 Main Street  
New Haven, Michigan 48048-0429  
Phone: (586) 749-5301 • Fax: (586) 749-9055

## REQUEST FOR PROPOSAL NH 2024 SERVICES

**Date:** February 20, 2024  
**RFP Number:** NH2024  
**RFP Title:** Solid- Waste Management, Recycling  
**Proposals will be received until:** Friday, June 7, 2024, 2:00 p.m., Eastern Standard Time, at 57775 Main Street, New Haven, MI 48048  
**Services to be performed for:** Village of New Haven

For additional information, please contact Village Office Manager: Sandra Cazel (586) 749-5301 Ext 212.

The undersigned hereby affirms that (1) she/he is a duly authorized agent of the vendor; (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer; (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document; and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

### PRINT OR TYPE YOUR INFORMATION

**Name of Company:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Authorized Representative's Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SERVICES

## SECTION I - OVERVIEW

**A. Purpose.** It is the purpose of this Request for Proposal to solicit proposals from firms or individuals to provide Waste Management. To that end, vendors responding to this document should propose all services and associated costs to deliver a fully operational program to meet the purpose(s) of this RFP.

**B. Schedule of Activities.** The following activities outline the process to be used to solicit vendor responses and to evaluate each vendor's proposal. The interview and award dates are a goal and may need to be modified.

<u>Date</u>	<u>Activity</u>
February 20, 2024	Issue Request for Proposal
June 7, 2024	Proposals due
To Be Determined	Interview of Vendors

**C. Vendor Qualifications.** Selection of the most suitable vendor and proposal is essential.

Therefore, proposals will only be accepted from vendors that demonstrate the following qualifications:

1. Vendor must have been engaged in the business of performing the requested services for a reasonable period. The Village may make an exception if it deems it appropriate.
2. Vendor must have demonstrated capabilities to implement the recommended proposal; and
3. Vendor must have resources available internally to provide the requested services within mandated time frames.

**D. Response to Questions.** Questions which arise during the response preparation period regarding issues around this solicitation, purchasing and/or award, should be directed, in writing, via e-mail, to Sandra Cazel, Village Office Manager at [SCazel@VillageOfNewHaven-Mi.gov](mailto:SCazel@VillageOfNewHaven-Mi.gov). Village of New Haven, 57775 Main Street, New Haven, MI 48048.

**E. Submission of Proposals.** Offers must be received no later than 2 p.m. Eastern Standard Time (EST), Friday, June 7, 2024 either by electronic submission to [SCazel@NewHavenMi.org](mailto:SCazel@NewHavenMi.org) or by physical submission at Village of New Haven, 57775 Main Street, New Haven, MI 48048.

**F. Profile of the Village of New Haven.** The Village is governed by a seven-member Council. Members of the Council are publicly elected. Council members are responsible for setting policies that ensure the Village is in compliance with both State and Federal mandates, and that every Village Resident receives quality services.

## SECTION II – WASTE MANAGEMENT

### Scope of Work

The Village is now seeking a firm or person to work with the Village of New Haven Administration to provide necessary technical services, which would enable the Village to have a waste management program. Included in the program design will be the following:

1. Collection of Solid Waste. The Vendor shall provide weekly collection, transportation, and disposal of solid waste for approximately 1400 single family homes. The collection schedule shall be submitted to the Village for approval within ten (10) days after it has been requested. Collection to occur between the hours of 7:00 a.m. and 6:00 p.m.
2. Recycling. The Vendor shall provide weekly collection and transportation of commingled recyclables, which will be placed in containers and placed at the curbside at the same time as household waste collection items. The curbside recycling program includes, but is not limited to, glass, metal cans, newspaper, corrugated cardboard, plastics and large household items. During the term of any contract consummated, all collected recyclables will be separated and disposed of by the Vendor.
3. Yard Waste. The Vendor shall provide, April 1 through November 30, weekly collection and transportation of properly bagged yard waste, including lawn clippings, leaves, and garden trimmings, and removal of bundled tree trimmings.
4. Permits. The Vendor agrees to assume complete responsibility for securing any and all permits, licenses, privileges, or rights of any nature whatsoever necessary for the collection and disposal of materials under this contract which are or might be required. The Vendor further agrees to abide by any and all rules and regulations that are imposed by any authorized agency or unit of government, and save and hold harmless the Village from any violation therefrom.
5. Payment. All billing and collection will be the responsibility of the Village.
6. Rates. Rates per unit are to be negotiated on for a minimum 5-year based contract with the Village. Bid should include cost per month per household waste, yard waste and recycling. It should stipulate the frequency of pick up during the month per unit and service. Service frequency provided for waste, yard waste and recycling are weekly. There are approximately 1400 residences that could sign up for service.
7. Other Services needed. The Vendor shall negotiate bid for a 20-yard Roll-off, 30-yard Roll-off, two (2) 6yd front load service (weekly) and one (1) 6yd front load service (biweekly).

### SECTION III - PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

To enable the Village to conduct a uniform review process of all responses to this solicitation, components of the proposal shall be submitted as set forth below. The Village reserves the right to reject submittals that do not follow the requested format.

**A. Cover Sheet.** Submit the signed, completed cover sheet from this Request for Proposal (RFP).

**B. Management Summary** (*one page*). Include a management summary which provides a statement of the **vendor's** understanding of the services required by the Village and an overview of how the vendor would provide these services to the Village. Vendors should emphasize why their proposal is best suited to meet the needs of the Village. This summary must be signed by an official authorized to make a decision/representation on behalf of the vendor.

**C. Vendor Profile** (*Three pages maximum, excluding financial statement*). Provide a Vendor Profile, to include:

1. An overview of the company--address, telephone, and fax numbers; whether company is a local, regional, or national firm; areas of specialization;
2. The length of time the vendor has been in business under the present name and structure, any other names under which the vendor has done business, dates it operated under each name, and the locations at which it operated under each name;
3. An outline of the vendor's background and overall qualifications to provide the services requested;
4. The personnel to be used to complete the contract, the name of the vendor's principal manager who will be responsible for supervising this project, as well as staff who will be assigned direct work on this project. Detail their qualifications, education, and their work experience, and provide a narrative description of the work responsibilities of each.
5. Evidence of financial stability;
6. A list of substantially similar projects vendor has successfully completed during the past five years. The list should include the position title, the name of the organization for which the project was performed, and the date completed. A contact person with the client organization must be identified; and
7. A minimum of five client references, including complete addresses and telephone numbers of each as well as the name, title, and telephone number of a contact person. In addition, describe the scope of services provided to each person or firm (for example, the scope of the contract) for each reference given.

**D. Proposed Service Plan** (*Three pages maximum*)

1. Give a detailed, comprehensive presentation of the approach to be used by your firm to accomplish the tasks detailed in the Scope of Work in Section II of these specifications;
2. Discuss the methods you use to communicate and work with a supervisory body such as a Village Council;

3. Include time-lines inherent in your search; and
4. Specify the information you will require from the Village and staff to enable you to accomplish the tasks detailed in the Scope of Work in Section II of these specifications.

**E. Fee Structure** (*One page*)

1. Submit a firm fixed price proposal to perform the complete services requested in the Scope of Work. Including justification for the activities proposed.