February 22, 2022

## **REQUEST FOR PROPOSAL**

Sealed proposals will be received by the City Clerk’s Office for the City of Waupun, Wisconsin, at the City Hall, 201 East Main Street, Waupun, Wisconsin, until 2:00 p.m. on **Thursday, March 24, 2022 at 2:00 pm**.There will be no public opening:

MUNICIPAL SOLID WASTE COLLECTION DISPOSAL AND RECYCLING

SERVICES FOR THE CITY OF WAUPUN.

All proposals must be clearly marked “REQUEST FOR PROPOSAL MUNICIPAL SOLID WASTE COLLECTION DISPOSAL AND RECYCLING SERVICES FOR THE CITY OF WAUPUN” when returned to the City of Waupun.

The RFP must include the following:

* + - Cover letter signed by the appropriate authorities;
		- Scope of work/services to be performed, including methods for ensuring customer satisfaction and service quality and copies of related company policies;
		- Firm background, qualifications, experience in performance based contracts and references;
		- Evidence of insurance and security for faithful performance;
		- Draft copy of contract you propose to use;
		- IRS Form W-9 found HERE (https:[//www.irs.gov/pub/irs-pdf/fw9.pd](http://www.irs.gov/pub/irs-pdf/fw9.pd)f );
		- Pricing Information: Provide a proposed rate structure, including unit rates for residential dwelling units up to four units for recyclables and four units for solid waste and other services for the following:
		- Residential rates should be quoted for (Option One) one garbage pickup each week and one recycling pickup every other week (Option Two) one garbage pickup each week and one recycling pick up each week.
		- Provide new 95 gallon garbage containers and new 95 gallon recycling containers. Containers remain property of the contractor.
		- It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information, and other proprietary information. The City intends that trade secrets and confidential information contained in the proposals and clearly identified as such will not be open for public inspection at any time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

The Request for Proposal documents may be examined and/or obtained at the office of the City Clerk, 201 East Main Street, Waupun, Wisconsin, for bidding purposes.

The City reserves the right to reject any and all proposals, waive or not to waive any formalities in the proposals received, and to accept any proposal which the City deems most favorable to the interest of the City. The City Council decision as to qualifications will be held on April 13, 2022. The City Council will approve the City Attorney and staff to negotiate the details of the contract, which will be effective January 1, 2023.

No proposal may be withdrawn for a period of 60 days after the opening date.

### CITY OF WAUPUNBOARD OF PUBLIC WORKS

Jeff Daane

Director of Public Works

 (Publish March 10 and March 17, 2022)