



REQUEST FOR PROPOSALS SOLID WASTE COLLECTION

1. Introduction

The City of Tawas City, Michigan (hereinafter “City”) is soliciting proposals from qualified contractors to provide residential solid waste collection along with solid waste collection services for the City-owned municipal facilities.

The City intends to award a contract as a result of this RFP process. A start date for collection services is anticipated to be no later than March 2026.

1.1 Current Services

The current contract for services expires on February 28, 2026. The contract includes approximately 715 residential solid waste customer accounts. Solid waste service is currently provided weekly on Tuesdays, and 96-gallon carts (or 64-gallon carts upon request) are provided by the current contractor to each account.

The current contractor provides pickup of one (1) large or bulk item per residence each week that is collected on the same service day.

The current contractor also provides drop-off recycling for City residents at a local transfer station.

Municipal service is provided for one each of a 3-yard, 5-yard, and 8-yard dumpster at the Department of Public Works that are dumped once a week except during the period between May 15th and September 15th at which time they are dumped twice a week; and six (6) 96-gallon carts at various municipal locations including City Hall, the Police Department, the Fire Department, the Library, and the Sports Complex.

1.2 Submittal of Proposals

To be considered, proposals must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – SOLID WASTE COLLECTION, and received by **9:00 p.m. on Wednesday, October 1, 2025** by mail or hand delivery to:

City of Tawas City
550 West Lake Street
PO Box 568
Tawas City, Michigan 48764

Proposals arriving after that date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time.

Questions regarding the proposal may be directed to:

Annge Horning, City Manager at manager@tawascity.org.

Questions must be received by **Wednesday, September 24, 2025**. Answers will be posted as they are received in the News section of the City's website at tawascity.org for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

2. General Information

2.1 Demographics

The City has an estimated population of 1,835 people residing in an approximately 2.13 square mile area. The City has an estimated 715 residential units. All residents will be required to have solid waste collection service through the selected contractor.

There are municipal accounts, as stated in Section 1.1. Commercial and industrial properties are not part of this Request for Proposals (RFP).

2.2 City Goals and Objectives

The City intends that solid waste collection will be available for all residents within the City. The current contractor bills this service directly to the City, and the City is interested in bid costs for continuing service in this manner.

Residents also value the large/bulk item collection each week. The City is interested in bid costs for continuing this service, as well.

The selected contractor will also be responsible for collection of municipal waste.

As a result of a new county-wide recycling program, the selected contractor will not be asked to provide recycling services either curbside or at a drop-off location.

The City believes in maintaining a high level of commitment to quality customer service and, in procuring the services described in this RFP, the City seeks to provide that level of service that is convenient for the residents.

2.3 Reservation of Rights

The City has a local preference bidding policy and reserves the right to accept any proposal, to

reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in response to this RFP.

The City further reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal, and to determine the final terms of any contract.

The City may require interviews 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 service, 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 described herein.

3. Basis of Proposal

Proposals submitted will be for the contractor to provide exclusive solid waste collection services for residential accounts within the City limits, and solid waste collection for municipal facilities. Proposals must include, by paragraph numbers, basic information addressing the following:

3.1 Unit-Based Pricing

Residential customers are currently provided with one (1) 96-gallon wheeled cart (or 64-gallon by request) each. The contractor should identify the sizes and types of carts that it intends to provide to residential customers.

Using the Bid Form in Appendix A, the contractor shall provide a proposed unit-based price structure for the following:

- I. Residential
 - a. Weekly solid waste collection
- II. Municipal Facilities
 - a. Weekly solid waste collection
 - b. Dumpster service
 - i. once per week September 15-May 15
 - ii. twice per week May 15-September 15

The contractor shall also specify those items eligible and ineligible for large/bulk item pickup. All hazardous items, paint, tires, construction debris, concrete, and loose items are prohibited.

3.2 Additional Services

Using the Bid Form in Appendix A, the contractor may provide a list of additional services that

may be provided together with a price list for such services. These can include services offered by the contractor but not required by the City.

3.3 Hours and Days of Operation

All collections shall, except as expressly permitted by the City, be limited to the hours between 7:00 am and 7:00 pm, Monday through Friday. Saturday and Sunday collections are not permitted unless expressly authorized by the City's Director of Public Works. The current solid waste collection day is Tuesday. Continuation of the current schedule is desirable, and any other collection day will have to be negotiated. The contractor should state the intended collection day(s).

3.4 Holiday Schedules

Holidays shall be New Year's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, and Christmas Day. If the holiday falls on or before the regular collection day, the solid waste may be collected one day later; the Saturday following the holiday may be authorized as a catch-up collection day.

3.5 Trucks and Equipment

The contractor shall provide information about the size and types of trucks and automation that it proposes to use. The contractor shall indicate its ability to provide municipal dumpsters of comparable size to the current dumpsters and to service them at existing locations.

The City reserves the right to visit the facilities of all interested contractors and observe the equipment used and the operational methods. These site visits will be coordinated with the appropriate representative(s) from each of the interested contractors. Any contract entered into by the City may contain provisions regarding equipment weight, leak proofing, and similar performance standards.

3.6 Use of Subcontractors

The contractor shall indicate in the proposal whether it intends to use subcontractors for any part of the service being provided, together with a list of all said subcontractors.

3.7 Promotion and Education

The contractor will work with the City to provide service-oriented information to customers and for developing and executing public education to encourage waste reduction and diversion. The contractor will work with the City to develop a flyer to educate the customers about its services. This flyer will inform City residents of the specifics of the solid waste collection program, including a collection schedule, instructions on the proper handling and placement of the collection carts, and instructions on what customers are to do with solid waste that does not fit into the collection carts. The contents of the flyer will be approved by the City.

3.8 Public Informational Meetings

Upon selection but prior to implementation of the solid waste collections service, the selected contractor may be asked to participate with City staff and City Council in a public meeting at

which the contractor will describe its services to City residents/customers.

3.9 Customer Service

The contractor shall be responsible for providing all customer service functions including informing customers of current services, handling customer requests, how requests for changes in cart sizes (if available) will be accommodated, and resolving customer complaints. The proposal shall include information addressing the contractor's proposals for methods and a time frame for communicating with the customers and responding to their questions and complaints. The contractor shall also include, with the proposal, a copy of their customer service standards.

3.10 Proposed Term of Contract

The contractor shall provide proposals based on three (3) or five (5) year contract terms. Alternatives for longer terms may be presented for consideration. The City will also entertain conditions for the option to extend the contract beyond the initial contract term, upon mutual consent of the parties. Annual rate increases and/or proposed terms for contract extension shall be described in the Notes section of the Bid Form.

4. Contractor Qualifications

The City requires the submission of the following supporting data regarding the qualifications of the contractor in order to determine whether it is qualified and responsible.

1. Satisfactory evidence that the contractor possesses not less than five (5) years of experience providing solid waste collection services.
2. Evidence that the contractor is in good standing in the State of Michigan.
3. A copy of the latest available financial statements of the contractor (or, if the contractor is a subsidiary or division, then a financial statement of the parent corporation).
4. The name(s) and experience of the individual(s) who will be responsible for the City contract.
5. Such additional information that will satisfy the City that the contractor is adequately prepared to fulfill all the terms of the contract.

5. General Terms

The contract with the City shall include, but not be limited to, general terms that are substantially as follows.

5.1 Maintenance of Records and Reporting

The contractor shall maintain in its Michigan (local) office full and complete operation and

customer service records that shall be provided to the City upon request. Reports shall be submitted to the City upon request documenting the following information:

1. The customers to whom service was provided;
2. A log of complaints and resolutions for solid waste collection services;
3. A log of missed collections and responses;
4. A description of any vehicle accidents or infractions; and
5. Weights in tons of garbage collected and to where it was transported.

5.2 Final Contract Stipulations

The City expects high levels of customer service and collection service provisions. The final contract will include provisions for performance failures, penalties for certain infractions, contract default, force majeure, and indemnifications. These items and others will be negotiated as part of the final contract.

5.3 Insurance

Terms of the contract shall include maintenance of insurance. Terms are negotiable, subject to the following minimums. The contractor will be expected to purchase and maintain statutory workers' compensation insurance. The contractor will also be expected to maintain a minimum of five million dollars (\$5,000,000) in commercial general liability insurance covering bodily injury, property damage, premises operations, completed operations, contractual liability, and other perils, and maintain a minimum of five million dollars (\$5,000,000) of motor vehicle insurance coverage on the vehicle(s) its employees use in the course of the performance of the collection services for the City. The City will be named an additional insured on general liability and motor vehicle insurance and coverage will be required to be maintained throughout the term of the contract.

5.4 Compliance with Laws and Miscellaneous

The contractor shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances, and laws. The contract shall also include provisions concerning independent contractor status, equal employment opportunity, non-assignment, disclosure of information and records, applicable law, and such other terms and conditions as the City may require.

6. Self-Reliance

The City makes no guarantee on any of the estimates contained in the RFP and provides this data for informational purposes only. Responding contractors are expected to conduct their own investigations and research of relevant information used to develop their proposals.

City of Tawas City Request for Proposals Solid Waste Collection

APPENDIX A – Bid Form

RESIDENTIAL COLLECTION	CART SIZE PROVIDED	FREQUENCY	PRICE PER UNIT				
			March 2026	March 2027	March 2028	March 2029	March 2030
Solid Waste	<input type="checkbox"/> 96-gallon wheeled cart or <input type="checkbox"/> Other: _____	Weekly on _____					

MUNICIPAL COLLECTION	CART SIZE PROVIDED	FREQUENCY	PRICE PER UNIT				
			March 2026	March 2027	March 2028	March 2029	March 2030
Solid Waste – Municipal Facilities	six (6) 96-gallon wheeled carts	Weekly on _____					
Department of Public Works	3-yard dumpster	Weekly on _____ (Sept 15-May 15)					
		Twice Weekly on _____ (May 15-Sept 15)					
	5-yard dumpster	Weekly on _____ (Sept 15-May 15)					
		Twice Weekly on _____ (May 15-Sept 15)					
	8-yard dumpster	Weekly on _____ (Sept 15-May 15)					
		Twice Weekly on _____ (May 15-Sept 15)					

Additional Services

Unit pricing for additional services offered (i.e. curbside bulk items not in cart, large item pickup, etc.)

<u>Service</u>	<u>Unit Pricing</u>
1. _____	\$ _____
2. _____	\$ _____

Contract Terms:

_____ 3 Years _____ 5 Years _____ Other Years (please specify)

Notes:

Contractor Information:

Name of Firm: _____

Address: _____

Telephone: _____ Email: _____

Name of Authorized Representative: _____

Signature: _____ Date: _____

Contractors may use a form of their own, provided that all information requested above is included.