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The City of Detroit Office of Contracting and Procurement (OCP) requests proposals from qualified firms to provide for the outsourcing of residential collection of trash, recyclables, yard waste, and bulky waste within the City of Detroit.

1. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in the RFP for projects of similar scope and size.

A minimum of three (3) references must accompany any submitted proposal.

2. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

3. REJECTION OF PROPOSALS

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

4. BACKGROUND/DESCRIPTION OF ENVIRONMENT

This RFP seeks proposals for vendors to provide all required equipment, personnel, and resources necessary for the weekly collection of various solid wastes from residential units within the City of Detroit. The entire city has been divided into four (4) geographical areas. Potential vendors may submit a proposal for one area, all areas, or any combination of 1-4 areas. The City of Detroit reserves the right to make individual awards to one or more vendors for providing the services, dependent upon its best interests.

Boundaries and characteristics of the four (4) geographical areas are as follows:

Area 1 – Bounded by 8 Mile Road (n), Hubbell (e), City Limits (s), City Limits (w)
57,000 Occupied Households, 18,938 Vacant Lots, 5,398 Vacant Structures

Area 2 – Bounded by 8 Mile Road (n), Woodward (e), City Limits (s), Hubbell (w)
74,000 Occupied Households, 30,860 Vacant Lots, 9906 Vacant Structures

Area 3 – Bounded by 8 Mile Road (n), City Limits (e), I-94 (s), Woodward (w)
42,500 Occupied Households, 38,093 Vacant Lots, 8913 Vacant Structures

Area 4 – Bounded by I-94 (n), City Limits (e), Detroit River (s), and Wyoming/Outer Drive (s/west)
51,000 Occupied Households, 49,648 Vacant Lots, 5833 Vacant Structures

The quantities provided above represent the City's most recent available numbers. Upon award of contract(s), two person teams, consisting of representatives from both the City and the selected vendor(s), will perform actual house counts to verify the number of

occupied households. The results of this audit will be utilized to determine the actual households for which the vendor will use as a basis for their monthly invoicing.

A map of these boundaries is shown in Exhibit A of this RFP. Reference City of Detroit Area Boundary Map

Trucks: Bidders shall be required to submit with their proposal, a complete listing of all trucks they will make available for performing the work required in this contract. Truck listings shall be separated by individual type, including fully automated refuse trucks, rear loading compaction trucks, log loaders, and any other equipment anticipated to be used in performing the work. The bidder shall provide the ages of each truck listed and shall be required to ensure that at least 75% of all trucks are at least five years old or newer, during the entire contract period. Proposals are strongly encouraged to utilize energy sources that are alternatives to diesel engine powered vehicles.

Containers: Existing refuse and recycling containers shall continue to be used by city residents. Upon award of the contract, the vendor shall be responsible for on-going maintenance and as needed replacement of the carts. Vendors shall be responsible for maintaining an inventory of garbage containers and recycling carts, consistent in size and makeup with existing containers. Residents will contact the vendors directly if replacement containers are needed. Vendors are required to maintain sufficient inventory to ensure delivery of new or replacement containers within two (2) workdays of notification.

Existing recycling containers are blue 64–90-gallon, lidded carts that are serviced with automated refuse trucks or cart tippers. Refuse containers are 95-gallon, black Toter or Heil lidded carts.

Vendors may charge residents a one-time \$25 fee for a new container; however, bidders may include with their proposal the actual cost to provide and deliver a new container to a household, with the understanding that the city will supplement the differential cost.

Holiday Schedule: the City has implemented a holiday schedule system. After each city holiday, refuse, bulk, yard waste, and recycling collection days will leap ahead to the next business day. Friday collection day is serviced on Saturday of the same week. This is repeated for the following city observed holidays: New Years Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

Customer Service System: The vendor will be responsible for all customer service calls as specified in this RFP. The proposal shall detail your plan to provide this service including, but not limited to, the following: accepting and tracking citizen complaints, addressing complaints, and providing daily report to DPW summarizing all complaints and actions taken to successfully resolve each complaint. Each selected vendor will be required to have a City of Detroit only customer service phone number and shall have the capacity to receive complaints from Detroit residents that speak English, Spanish, or Arabic as their primary language.

Billing Process: The awarded Vendor shall have no responsibility to bill residents directly for providing basic refuse, bulky, yard waste, or recycling collection services. The City retains responsibility for the billing residents with revenues generated through

its annual Solid Waste fee for these collection services. The Vendor will have the option to charge a 1-time only \$25 fee, upon City approval, for new recycling or refuse containers that will be provided to the residents.

Intentionally Missed Debris Collections: In the event that a driver or crew working for the contractor encounters debris at curbside that they believe falls outside of collection requirements for this contract, the driver shall be required to take a picture of the pile with a cell phone or computer tablet and physically “tag” the pile with a sticker notice explaining why the debris was not collected. The photo image shall be immediately forwarded to the designated DPW official, who will make the determination as to whether it can be omitted from the contractor’s daily collection responsibility. Examples include bulk piles in front of occupied houses that are greater than 2 cubic yards, or hazardous materials. This requirement shall be met by the contractor for any debris pile that is not collected, irrespective of whether the debris is in front of an occupied home or vacant parcel.

Truck Routing: The vendor will be allowed to re-route its selected area(s) if they deem increased efficiencies can be achieved. However, each selected vendor will be required to provide all collections on the same day of the week. By example, if a household has weekly garbage collection on Monday, the vendor will be required to provide weekly collections of bulk, yard waste, and recyclables every Monday. Any re-route that will change the resident’s collection day must be approved by the Department prior to implementation. Proper education will need to be provided by the vendor to all residents affected by any collection day changes.

Failure to Perform: The City may assess penalties listed below for any documented incidents that are reported to the City. Penalties will be deducted from the monthly payment made by the City to the selected vendor. Disagreements will be subject to review and resolution procedure that will be provided in the contract:

Action of Omission	Penalty Amount
Failure to collect materials	Cost of cleanup to the City plus \$1,000.00 each incident
Leakage from vendor’s vehicle or vehicles contents	\$500.00 each vehicle, each inspection
Failure to collect any and all garbage or other waste within one (1) business day after notification	\$250.00 each incident
Collection from residential premises on day other than schedule day	\$50.00 per structure
Misrepresentation by vendor in records or report	\$1,500.00 per incident
Failure to make required reports on time	\$500.00 per incident
Failure to maintain sanitary and clean vehicles	\$250.00 per vehicle per occurrence
Failure to comply with the hours of operation as required in the contract	\$100.00 per incident

The above table is not an exclusive list of the acts or omissions for which a penalty may be assessed; however, any additional penalties will be discussed with the vendor and amended to the contract.

5. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP, it will be a City of Detroit Professional Services Contract (sample attached). The term of the contract will be for five (5) years with the option for two one-year renewal options. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council. The City reserves the right to award contracts in total, or in part; whichever is deemed to be in the City's best interest. The City expects to award contracts not later than September 30, 2023. The effective date that work will commence for these contracts will be on, or around June 1, 2024. *Trash hauling contracts that are currently in existence will continue to be utilized through May 31, 2024.*

In the event that multiple awards are made, the City reserves the right to negotiate the final award unit rates with an objective to have consistent unit prices for all similar work performed by all awardees.

6. OPERATIONAL INFORMATION

The Awarded contractor will work closely with City Agency staff. The respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

7. SCOPE OF WORK

Through this RFP, the city of Detroit, through its Department of Public Works, hereby invites businesses that meet the qualifications set forth herein to submit proposals to provide the requested municipal solid waste, yard waste, bulky waste, and recycling collection services for the specified residences for the annual periods of up to five (5) years by mutual consent of both parties.

The contract will provide for described solid waste collection services within the territorial jurisdiction of the City of Detroit.

The contractor will be responsible for all residences/buildings within the territorial jurisdiction of the City of Detroit that have four (4) or less units.

Proposals must respond to all sections outlined in the Scope of Work section, including at minimum, the following:

- Understanding of the services to be provided
- Costs for all Mandatory and As Needed Services to be provided
- Description of How Mandatory Services will be provided
- Implementation Plan, if required, to Transition from Existing Hauler to New Vendor (show Transition Plan)
- Customer Service Proposal, including Existing to New Vendor Transition Plan

The City's goals for the program include:

- Cost effective service to citizens

- Consistent, high-quality service to citizens
- Clean city via thorough removal of bulky debris from curbside
- Achieving sustainability and “green” goals
- Increasing recycling access and increasing the overall recycling rate

The component services that are being solicited to achieve those goals include:

- Weekly refuse collection for single to four (4) - family residences for each household in the City
- Weekly single stream collection of recyclables in 64–95-gallon carts
- Weekly curbside collection of bulky waste
- Seasonal weekly collection of paper bagged yard waste, including grass clippings and leaves
- Weekly collection of debris from curbside in front of vacant lots and structures, to include debris at curbside on side streets that are within the boundaries of scheduled collections

All collections shall be completed between the hours of 7:00 am and 7:00 pm. There shall be no missed pickups for scheduled collections.

- Delivery of solid wastes to specified transfer station facilities, located within the City of Detroit limits, at no additional cost
- Delivery of single stream recyclables to the City’s designated recycling processing site
- Maintenance of cart inventory as required to ensure delivery to households within 48 hours of request
- Delivery of new refuse and recycling carts, as required to residents in communities
- Recycling education and outreach

The purpose of this RFP is to solicit proposals that will enable the Department to contract for the collection services described below. The specifications and cost proposal forms in this RFP are structured to provide the Department with clear choices on how they would contract to implement the solution that best meets their needs for quality and price. In the event the proposal takes exception or offers alternatives as directed , this information is to be shown on a separate attached document.

For the purposes of this RFP, eligible waste is defined as any waste that is collected from residences/buildings within the territorial jurisdiction of the City of Detroit that are currently eligible to participate in the City’s containerized program.

Requirements

Each proposal shall outline their mechanism and costs for providing the following expected Basic Services:

I. Basic Services; the following services are MANDATORY and will be a part of any contract(s) that is awarded to a Vendor:

A. Solid Waste Collection Services

- i. Collection of municipal solid waste once per week of existing residential wheeled and lidded containers (96-gallon container)
- ii. Service covers only items that fit in the container
- iii. All collections performed during the hours of 7:00 am to 7:00 pm.

B. Bulky Waste Collection Services

- i. Curbside collection of bulky items once per week
- ii. Service covers up to two (2) cubic yards of bulky items

C. Seasonal Yard Waste Collection Services

- i. Weekly collection of biodegradable paper bagged yard waste
- ii. Weekly collection of bundled tree branches
- iii. 38 consecutive weeks of seasonal collections, beginning the first week of April, and continuing into the last week of December
- iv. Collection of Christmas trees from December 26th through January 21st

D. Single Stream Recycling Collection Services

- i. Weekly collection of recyclables from existing 64–95-gallon lidded carts
- ii. List of eligible materials as determined by the City
- iii. All collections performed during the hours of 7:00 am to 7:00 pm

E. Collection of Debris in Front of Vacant Lots, Vacant Structures, and Side Streets

Vendor must provide for the collection of all non-hazardous debris placed at curbside in the front of vacant lots and/or vacant structures that are within the routes, on scheduled weekly collection days. This work shall include debris that is set out at curbside on the side streets in the defined work areas. The contractor shall submit a separate lump sum cost per month to provide this service. **Contractors will be required to collect up to five (5) cubic yards of debris if it is located at a site in front of a vacant parcel or side street.**

NOTE: Included within this RFP are existing quantities of vacant lots and vacant structures that the bidder can take into consideration when developing lump sum bid prices for the services described in this section.

F. Waste Disposal Services

For the purposes of the basic services quotations only, potential bidders can bid assuming that all collected solid waste will be delivered to a Transfer Station for processing facility located geographically within the

City limits. Recyclables will be delivered to a processing facility within, or as close to the City limits as available. In addition, bidders can assume no direct or financial responsibilities for disposal or processing of any collected solid wastes.

G. Single Stream Recycling Processing Services

For the purpose of the basic services quotation for the collection of recyclables only, potential bidders can bid assuming that all collected single stream recyclables will be delivered to City's designated transfer/processing site. In this Scenario, the vendor will not be responsible for the processing tip fee, nor will they receive any revenue derived from the processing of recyclables.

H. Cart Management

- i. Maintain an inventory of 96-gallon black trash containers and 64-gallon blue recycling carts
- ii. Repair or replace existing carts as needed
- iii. Deliver carts to new residences
- iv. Track cart serial number to resident's address
- v. Refuse carts must match existing carts (Toter 96-gallon or equivalent, black) and be hot stamped and molded-in labeled as per current specification. (City of Detroit labeled)
- vi. Recycling carts must match existing City carts in profile and appearance, with hot stamped instruction labels as shown in Exhibit B
- vii. Bidders shall include, with their proposal, the cost to provide and deliver replacement carts to residences, upon request

I. Customer Service

Selected vendors shall provide high quality levels of service, to include:

- i. Establishing a customer service complaint and service system that will be operational prior to the implementation date of this contract, capable of receiving, tracking, and resolving all customer service complaints that are received
- ii. Twice daily reporting, at minimum, by field supervisors to DPW on status of all inquiries and resolution of all issues and current status on unresolved issues
- iii. Capacity to service English, Spanish, and Arabic speaking residents

J. Transition Plan

- i. Provide a plan which outlines how services will be transitions from an existing provider to a new collection company. Include post award startup timing, complete transition time plan, and key milestones for monitoring progress to completion
- j. Provide a detailed marketing plan for citizen, which will inform them of the change in service provider along with direction as to how and when to set out each waste commodity

II. Optional (As Needed) Services

In addition to the mandatory services, each bidder shall provide a quotation for providing equipment and labor necessary to clear illegal dumpsites throughout the city, or to provide supplemental clean up services after major weather events such as windstorms, floods, tornadoes, etc. The bidder's proposal shall include an hourly rate for equipment/labor to remove debris from sites.

In addition, an alternate quote to provide dumpsters for supporting community cleanup initiatives shall also be provided.

8. TECHNICAL INFORMATION

The City of Detroit anticipates that the city of Detroit Special Revenue Solid Waste Fund will act as the primary funding sources for work performed under this contract.

9. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information:

- a. Identify in detail at least three (3) similar projects by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each (use attached reference form). Included in this informal shall be the description of services provided and the time period during which the services were provided
- b. Identify the respondent's key personnel working on the projects identified in "section a" above
- c. Identify any projects in which the respondent's contract was terminated for any reason
- d. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last ten (10) years
- e. Attach your organization's financial statements (CPA Certified) for the previous three years; and
- f. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel

10. EVALUATION CRITERIA

All proposals received will be evaluated by a Selection Team that consists of City staff and/or designated representatives. The following factors, out of a total of 100 possible points, will be considered in making the selection(s):

PHASE ONE CRITERIA

- | | |
|--|---------------------------|
| ○ Cost to Provide Mandatory Services | 30 possible points |
| ○ Content of Proposal/Understanding of Scope of Services/Innovative Ideas | 5 possible points |
| ○ Capacity to Provide Services | 20 possible points |

- **Experience on Similar Projects** **10 possible points**

Maximum points for Phase One Criteria not to exceed sixty-five (65) points.

PHASE TWO CRITERIA – PRIME CONTRACTOR ECONOMIC DEVELOPMENT

Detroit headquartered business 15 points

Detroit based business 5 points

Maximum points for phase two not to exceed fifteen (15) points.

PHASE THREE CRITERIA ECONOMIC DEVELOPMENT & CONTRACT PERFORMANCE OF PRIME AND SUBCONTRACTOR(S)

Detroit headquartered business 20 points

Detroit based business 10 points

Maximum points for phase three not to exceed twenty (20) points

11. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a City designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The City may also at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

12. CONTRACT APPROVAL

Upon contract award, the City and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Chief Procurement Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor

shall the City incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

13. REQUIRED SUBMITTAL INFORMATION

- a. Provide copies of the vendor's financial statements (CPA Certified) for the previous three (3) years
- b. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing of Certificate of Existences, as applicable must be submitted for each entity comprising the joint venture); and
- c. Evidence of any licenses or registrations required to provide the services under this contract
- d. Provide a listing of all resources, including equipment and carts, which your company owns and intends to utilize for the work described in this RFP

14. SUBMITTAL INSTRUCTIONS

All proposals must be submitted through the Oracle system. Each respondent is responsible for ensuring that its proposal is received by the City on a timely basis. **Faxed or mailed proposals will not be accepted.**

Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Oracle System. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals in the Oracle System. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

15. PREPARATION OF PROPOSAL

The proposal shall include all forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective respondent, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective respondent. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Respondent shall provide notice in its proposal to take exception to any requirement of the RFP. Should a respondent be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

16. REQUIRED CONTENT

Bid responses must include the following content:

Letter of Transmittal

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

Required Clearances and Affidavits

The following clearances and affidavits are required to do business with the City of Detroit. Approved clearances are not required to submit a response to the RFP but will be required of the successful respondent prior to City Council approval.

Respondents must submit requests for clearances electronically via a link in the bid response Requirement Section in Oracle.

Required Clearances
Income Tax
Revenue Tax

Accuracy and Completeness of Information

All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this RFP
- A brief description of your firm
- The location of the firm's principal place of business and, if different, the location of the place of performance of the contract
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP
- The name and contact information of the of the firm's partner and or manager(s) that will be in charge of this project
- The firm's financial solvency, fiscal responsibility and financial capability
- The age of the firm's business and the average number of employees during each of the last three (3) years
- The firm's current tax status and Federal Employer Identification Number; and

- Evidence of any licenses or registrations required to provide the services under this contract

17. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- Overall Scope of Work and Operational Responsibilities
- Respondents Performance History
- Proposal Submission Procedure; and
- Certificate of Good Corporate Standing, if a corporation Evaluation of the respondent’s proposal will be made in accordance with Section 10 of this RFP

18. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the City of Detroit. If a contract is entered into because of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The City of Detroit reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The City reserves the right to select one or more firms to perform all or separate parts of this function.

All proposals must respond with pricing in the following format: cost per household per month. For any area(s) that a potential vendor is interested in submitting a proposal, a quote must be provided for each of the mandatory service items listed in the format outlined herein. Costs for the weekly collections of trash, bulk, yard waste and recyclables shall be submitted as a cost per household per month. Costs for the removal of debris from the front of vacant properties and side streets shall be submitted as a lump sum cost per area per month. For any area(s) that a potential vendor is interested in submitting a proposal, a quote must be provided for all mandatory services for that area, including removal of debris from vacant properties and side streets.

NOTE: The cost per month for the collection of recycling services shall assume that not more than 40% of occupied households in any area has opted into the city’s voluntary recycling program. By example, Area 1 has 57,000 households: when submitting bid prices for recycling in this area, bidders shall assume that they will only service 40% (0.4 x 57,000), or 22,800 recycling containers in this area. In the event that the actual participation exceeds 40% in any area, the cost will be adjusted to reflect the increase in households being serviced for recycling.

A. MANDATORY SERVICE PROPOSAL –by AREA

AREA 1: (8 Mile, Hubbell, south City Limits, west City Limits)

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY		UNIT PRICE	EXTENDED PRICE
1	Collection of 95-gallon Trash Carts Once per week	Month	57,000 Households		\$	\$
2	Collection of Bulky Items Once per week	Month	57,000 Households			
3	Seasonal (38 weeks)	Month	57,000			

	Collection of Yard Waste Once per week		Households			
4	Collection of 64–95-gallon Recycling Carts Once per week	Month	22,800 Households			

AREA 2: (8 Mile, Woodward, I-94/City Limits, west City Limits)

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Collection of 95-gallon Trash Carts Once per week	Month	74,000 Households	\$	\$
2	Collection of Bulky Items Once per week	Month	74,000 Households		
3	Seasonal (38 weeks) Collection of Yard Waste Once per week	Month	74,000 Households		
4	Collection of 64–95-gallon Recycling Carts Once per week	Month	29,600 Households		

AREA 3: (8 Mile, east City Limits, I-94, Woodward)

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Collection of 95-gallon Trash Carts Once per week	Month	42,500 Households	\$	\$
2	Collection of Bulky Items Once per week	Month	42,500 Households		
3	Seasonal (38 weeks) Collection of Yard Waste Once per week	Month	42,500 Households		
4	Collection of 64–95-gallon Recycling Carts Once per week	Month	17,000 Households		

AREA 4: (I-94, east City Limits, Detroit River, Wyoming/Outer Drive)

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Collection of 95-gallon Trash Carts Once per week	Month	51,000 Households	\$	\$
2	Collection of Bulky	Month	51,000		



	Items Once per week		Households		
3	Seasonal (38 weeks) Collection of Yard Waste Once per week	Month	51,000 Households		
4	Collection of 64–95- gallon Recycling Carts Once per week	Month	20,400 Households		

B. MANDATORY SERVICE PROPOSAL – Vacant Lots, Structures, and Side Streets

AREA	1	2	3	4
Lump Sum Cost to Remove Debris Weekly	\$_____per Month	\$_____per Month	\$_____per Month	\$_____per Month

C. AS NEEDED SERVICES – Emergency and Community Cleanup Services

- Provide the use of a rear loading compaction truck and 2-person crew \$_____ / hour
- Provide a Log Loader truck and Operator----- / hour
- Provide 30 cubic yard roll off dumpster----- / pull or haul

19. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the City evaluating your firm’s ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

20. QUESTION DEADLINE

All questions regarding the RFP shall be submitted through the Oracle System. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions submitted after the question deadline.

21. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor’s ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

22. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

23. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Office of Contracting and Procurement of the date, time and location for Oral Presentations.

24. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

25. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time-to-time be changed in writing.

The City of Detroit encourages all contractors to utilize both Detroit Citizens, and local Companies for employment and sub-contracted work.

The Contractor agrees to utilize the services of the City of Detroit Work Force Development as much as possible to hire as many additional staff members as possible from residents within the City of Detroit; provided, however, that any such potential staff members must qualify for hire pursuant to the Contractor's customary hiring policies and procedures. If the Contractor determines that there is not sufficiently qualified workforce available to satisfy the contract requirements, the Contractor may hire outside of the City of Detroit to the extent required.

The contractor is encouraged to partner with local Detroit suppliers in conjunction with services included in the scope of work related to this RFP. The local contractor must be qualified and have a proven track record for performing similar services. While establishing a partnership with local Detroit companies is the City's preference, it is not an award requirement.

The City of Detroit encourages contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at www.detroitatwork.com for specific contact information regarding these opportunities.

26. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the City.

27. BID DEPOSIT & PERFORMANCE BOND (OPTIONAL)

Proposers must submit a bid deposit valid for at least 120 (One Hundred Twenty) days, in the form of a bid bond (City of Detroit form attached) or cashier's check in lieu of a bid bond in the amount of \$ZERO. Checks are to be made payable to the Treasurer of the City of Detroit. The amount of each respondent's bid deposit will be returned to all unsuccessful respondents and the successful respondent upon contract award or rejection of proposals. **FAILURE TO SUBMIT THE BID DEPOSIT SHALL RESULT IN PROPOSAL REJECTION. BID DEPOSITS SUBMITTED IN RESPONSE TO OTHER SOLICITATIONS ARE NOT VALID FOR THIS RFP. THE ORIGINAL, FULLY EXECUTED BID BOND (ON THE CITY'S BID BOND FORM) MUST BE SUBMITTED WITH THE PROPOSAL.**

The successful respondent(s) must furnish a performance bond in the amount of ZERO% of the contract value specified in the contract (City of Detroit form attached) guaranteeing the contract will be accepted if tendered an award.

28. CHANGES IN FACTS

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

29. CONFIDENTIALITY OF PROPOSALS

Once proposals have been publicly recorded, they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

30. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

31. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

32. OFFICE OF INSPECTOR GENERAL

32.01 In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.

- 32.02 This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.
- 32.03 A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- 32.04 Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.
- 32.05 In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.
- 32.06 Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.
- 32.07 As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

For purposes of this Article¹

¹ "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.

33. EXHIBIT A

