



# Memorandum

Grand Traverse County  
Administration Office  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4622 Fax (231) 922-4636  
Email: [sadams@grandtraverse.org](mailto:sadams@grandtraverse.org)

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DATE: January 6, 2016

TO: Prospective Proposers

FROM: Sarah Adams, Central Services Coordinator

SUBJECT: Request for Proposals for:  
Solid Waste Management Plan Amendment or Update Preparation  
Household Hazardous Waste Collection Services  
Brush Drop Off Site Services  
Recycling Education and Coordination Services

Grand Traverse County invites qualified firms to submit proposals for any number of the following services: 1) Solid Waste Management Plan Amendment or Update preparation 2) Household Hazardous Waste (HHW) collection services, 3) brush drop off site services, and 4) recycling education and coordination services.

Attached to this letter is a Request for Proposal to provide interested parties with sufficient information to enable them to prepare and submit proposals for any number of the services listed for a contract award.

The County reserves the right to consider proposals or modifications received at any time before award is made, if such action is in the best interest of the County. The County also reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County and to split the contract award into 4 separate contract services. The County also reserves the right to reject any and all proposals if DEQ objects to this RFP or if this RFP does not comply with Part 115 of NREPA. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

Inquiries which require a written response must be received no later than Tuesday, January 19. Proposals must be submitted to Grand Traverse County no later than **11:00 a.m. on Wednesday, January 27** on the Michigan Inter-governmental Trade Network site [www.mitn.info](http://www.mitn.info) or by hard copy to:

SOLID WASTE, HHW, BRUSH, OR EDUCATION PROPOSAL  
Sarah Adams, Central Services Coordinator  
Grand Traverse County  
Administration Office  
400 Boardman Avenue  
Traverse City, Michigan 49684



## REQUEST FOR PROPOSAL

- 1) SOLID WASTE MANAGEMENT PLAN PREPARATION**
- 2) HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES**
  - 3) BRUSH DROP OFF SITE SERVICES**
- 4) RECYCLING EDUCATION AND COORDINATION SERVICES**

**Due Date: Wednesday, January 27, 2016 at 11:00 a.m.**  
**Anticipated Award Date: Wednesday, February 24, 2016**

Issued by

**Grand Traverse County**

**400 Boardman Avenue  
Traverse City, Michigan 49684**

### POINT OF CONTACT

**Sarah Adams, Central Services Coordinator  
Phone: (231) 922-4622  
Fax: (231) 922-4636  
Email: [sadams@grandtraverse.org](mailto:sadams@grandtraverse.org)**

## PART I

### WORK STATEMENT

#### I-1 Purpose of the Project

Grand Traverse County is requesting proposals from qualified firms to provide 1) Solid Waste Management Plan Amendment or Update preparation 2) Household Hazardous Waste (HHW) collection services, 3) brush drop off site services, and 4) recycling education and coordination services.

#### I-2 Additional Information

Information is provided to give firms background on what has been done with the Grand Traverse County Resource Recovery department in the service areas. Proposals are requested to maintain the current level of services described as well as expand services. Firms are asked to propose methods and procedures to accomplish the work.

Bidders are expected to have thorough knowledge of, and the ability to fully comply with, Part 115 of the Natural Resources and Environmental Protection Act (NREPA), MCL 324.11501 et seq., and all rules adopted by the Michigan Department of Environmental Quality (DEQ) related to Part 115.

#### **Solid Waste Management Plan Amendment or Update Preparation**

Grand Traverse County's Solid Waste Management Plan was last amended and approved by DEQ in 2012. The County is seeking to amend or update the plan and revise County Solid Waste Ordinance #17, which was adopted by the Grand Traverse County Board of Commissioners in accordance with the County's Solid Waste Management Plan. The successful bidder will provide support to Grand Traverse County's staff in developing a plan that can be approved by DEQ under Part 115 of NREPA.

#### **Household Hazardous Waste (HHW) Collection Services**

Four Household Hazardous Waste Collections were held in 2015, with 140,960 pounds of hazardous material collected from 850 residential appointments and 61 non-residential appointments including small businesses, organizations, schools and churches. 125,176 pounds were collected in 2014 and 114,335 pounds in 2013.

Appointments are made online and via phone utilizing an online appointment system through Re-Trac software. Each collection typically lasts 6 hours (such as 1:00 to 7:00 p.m.) with appointments made in 15 minute increments and up to 12 appointments at each time slot.

Collection events are offered in the spring, summer, and fall with all collections held in Traverse City at the Department of Public Works garage except 1 held in the southern part of the county at the Road Commission location in Kingsley. Dates are tentatively set for 2016 collections on March 31, May 12, June 23 or July 14, August 25, and October 1

(Kingsley) with Environmental Recycling Group Environmental Services of Livonia, Michigan but are not finalized pending the results of the RFP. Grand Traverse County renewed the HHW collection services agreement with Environmental Recycling Group Environmental Services through December 31, 2016.

HHW includes automotive products, fuels, cleaners, paint products, yard and garden products, and other miscellaneous items such as fluorescent light bulbs, batteries, mercury, and nail polish. A list of hazardous materials can be found on [recyclesmart.info](http://recyclesmart.info).

Residents are allowed to dispose of 150 pounds of hazardous materials at no charge. Beyond that amount, a \$1.30 per pound fee is charged. Charges for services in 2015 equaled approximately \$17,000 with an additional \$3,775 in donations to Grand Traverse County.

All non-residential participants including businesses, organizations and schools are required to submit a completed Conditionally Exempt Small Quantity Generator (CESQG) form (available on [recyclesmart.info](http://recyclesmart.info)) stating what items are being brought to the collection.

The contractor is paid a cost per pound “based on net weight” for HHW collected during HHW events. The price per pound is inclusive of all labor, equipment, materials, fees, permits, manifest forms and detailing fees, supplies, transportation, labeling, testing, treatment, disposal, and any other cost directly or indirectly relating to the work.

Coordination is made to provide 2 8-yard dumpsters at each HHW collection at no cost to recycle boxes and containers that HHW is brought in to keep collection costs down and increase recycling.

The average cost of the events on a per participant basis is \$53. Disposal costs are paid for from the landfill tipping fee on residential and commercial solid waste originating in Grand Traverse County (reduced to \$1.50/ton for 2016), along with offsets to the total cost including funding for pesticide disposal from the Michigan Department of Agriculture Clean Sweep Program, donations from event participants, and charges for participants bringing more than 150 pounds of material to a given event.

Clean Sweep grant reimbursement requests are made to MDARD (Michigan Department of Agriculture and Rural Development).

### **Brush Drop Off Site Services**

A brush drop off site located at 2471 N. Keystone Road, Traverse City, is operated for the purpose of collection, composting, and grinding of yard waste including leaves, grass clippings and brush up to 6" diameter from residents and businesses. The following charges are payable to Grand Traverse County by cash or check:

|                            |  |
|----------------------------|--|
| Brush                      | \$5 per cubic yard                         |
| Grass Clippings and Leaves | \$5 per cubic yard or \$1 per bag          |
| Stumps                     | \$0.50 per inch (diameter up to 18 inches) |

Untreated Construction Wood \$8 per cubic yard

Concrete, sod, and dirt are not accepted.

Wood grinding, hauling, and removal services are contracted (with Elmer's Crane and Dozer through December 31, 2017) at the site with a cost per cubic yard for final grind material, hauling, and removal services inclusive of all labor, equipment, materials, fees, permits, supplies, transportation, disposal, and any other cost directly or indirectly relating to the work.

The hut is located on Grand Traverse County property with the property behind the fence belonging to the City of Traverse City. Grand Traverse County has worked with the City of Traverse City in composting, grinding, and other site related activities and keeps County and City piles separate.

The County operates the site seasonally from April to November and has historically opened the site 3 days per week: Tuesdays noon to 7:00 p.m. and Thursdays and Saturdays 9:00 a.m. to 3:00 p.m. to accept materials. The site is tentatively scheduled to begin operating April 2 and end November 19 for the 2016 season, weather permitting. Additional hours were added for storm damage clean up after the August wind event this year. Evening end hours are adjusted to reflect dusk when dusk is prior to 7:00 p.m.

### **Recycling Education and Coordination Services**

Grand Traverse County has provided marketing and education for recycling. Services have included public education and awareness programs to promote hazardous waste management, recycling, reuse, and waste reduction to meet the County's diversion rate goal of 50% by 2017. Services include maintaining a recycling hotline to answer questions, maintaining a web site and the Take It Back Program directing users to proper disposal facilities for materials (allowing consumers to return unwanted products to providers and businesses), conducting educational presentations and teacher workshops, managing community partnerships on special recycling projects (such as the recycle bins in downtown Traverse City and at the Cherry Capital Airport), creating a waste reduction guide, and promoting the benefits of composting. Curbside recycling, required under the Solid Waste Ordinance #17, and drop off recycling sites are promoted. Past events include the RecycleSmart Kids Garage Sale, Earth Day events, and Clean Out Your Files Week in addition to other community event partnerships.

Grand Traverse County may authorize (not require) the use of its RecycleSmart logo, which is trademarked, or the [recyclesmart.info](http://recyclesmart.info) web site. The authorization approval is at the sole discretion of Grand Traverse County and may be revoked at any time for any reason at Grand Traverse County's determination.

### **I-3 Objectives**

**Clean and Safe Community** – Provide proper disposal methods to reduce illegal dumping, improper disposal, and potential harm to the environment or aesthetics of Grand Traverse

County. Maintain and increase cleanliness of community through recycling education and opportunities for proper disposal, keeping recyclables out of the landfill and from being improperly disposed through illegal dumping or other undesirable disposal methods. Protect the public health and environment of our community by efficiently managing waste materials with a focus on resource conservation.

Waste Reduction/Increased Recycling – Promote waste reduction, recycling and safe disposal options for residents. Decrease landfill volumes. Increase recycling rate through proper methods. Meet or exceed the County's diversion rate goal of 50% by 2017.

Public Service – Provide education and information to serve the public.

Expanded Service – Provide additional services, hours, or alternative methods to increase service to the public.

Safety – Ensure work activities and sites are safe at all times. Follow safe handling procedures. Ensure HHW, ground brush, and waste or recyclables from other event activities are removed and disposed of by qualified firms and go to approved, environmentally-safe locations that meet all disposal requirements and do not create potential liability for Grand Traverse County.

Revenue Collection and Grant Assistance – Successful management of funds and programs to ensure all fees are collected, received, and deposited. Assist and work with the County in grant writing, management, and assistance.

Reporting and Regulation Assurance – Provide all required reporting. Adhere to all local, state, and federal laws and regulations, Grand Traverse County Solid Waste Ordinance #17, the Solid Waste Plan, and applicable Grand Traverse County policies. Meet all regulations with all recycling activities. Fully comply with Part 115 of the Natural Resources and Environmental Protection Act (NREPA), MCL 324.11501 et seq., and all rules adopted by the Michigan Department of Environmental Quality (DEQ) related to Part 115.

Cost Containment – Work efficiently to provide service while keeping costs to a minimum and lower than those historically paid. Firms are encouraged to provide solutions to create greater efficiency and reduce costs and provide proposals accordingly.

#### I-4 Tasks

General Task #1. Planning & Programming – In accordance with Part 115 of NREPA, plan, organize, implement and evaluate waste reduction and recycling programs by amending or updating Grand Traverse County's Solid Waste Management Plan and Ordinance #17. Conduct research of specific technical, legal or market issues. Collect and evaluate data. Record and present findings and recommendations.

General Task #2. Service Activities - Continue provision of services with a seamless transition to new service provider. Conduct work activities, projects, and programs. Monitor work flow. Review and evaluate work products, methods, and procedures. Coordinate volunteers and contractors to accomplish the work.

General Task #3. Coordination and Collaboration - Coordinate recycling efforts, waste reduction activities, and pollution prevention programs to promote public awareness and increase community involvement in recycling efforts. Monitor and manage professional service agreements. Work with government, community agencies, and business to conduct work.

General Task #4. Education - Plan, implement, and manage public education and community awareness programs. Increase community involvement in waste reduction and reuse. Encourage participation through effective advertising and promotions.

General Task #5. Budget Management - Participate in budget preparation and administration. Monitor and control expenditures. Work efficiently to provide service while keeping costs to a minimum. Provide solutions to create greater efficiency and reduce costs. Collect and deposit revenues. Assist in grant management.

General Task #6. Record Keeping – Create and maintain records and retain those according to required State, County, or other retention policies.

General Task #7. Reporting – Report activities, volumes, percentage of diversion rate goals being met, payments and deposits, and prepare monthly and annual reports of activities and any report required by the County, State of Michigan – including the DEQ or DNR, the Solid Waste Ordinance #17, the Solid Waste Plan or Update, or under or to meet specific grant requirements such as that of the Michigan Department of Agriculture Clean Sweep Program. Provide landfill capacity reports as required. Provide additional reporting as may be requested by Grand Traverse County from time to time.

### **Solid Waste Management Plan Amendment or Update Preparation**

Plan Task #1. Plan Preparation – In accordance with Part 115 of NREPA, plan, organize, implement and evaluate waste reduction and recycling programs by amending or updating Grand Traverse County's Solid Waste Management Plan and Ordinance #17.

The Contractor shall assist the County's staff and Solid Waste Planning Committee with fulfilling all the requirements of Section 11533 et seq. of Part 115 of NREPA, including but not limited to the following:

1. Identify the kind and volume of material in the County's waste stream that may be recycled or composted.
2. What factors may affect a recycling and composting program in the plan area.  
Factors to include: an evaluation of the existing solid waste collection system; materials market; transportation networks; local composting and recycling support

systems anticipated; the population growth in the County and other pertinent factors.

3. An identification of impediments to implementing recycling and composting programs and recommended strategies for removing or minimizing such impediments.
4. Development of a solid waste management strategy that can help identify short and long term needs and goals to increase diversion and identify disposal needs for businesses and residents of Grand Traverse County.
5. How recycling and composting and other processing or disposal methods could complement each other and an examination of the feasibility of excluding site separated and source separated materials from other processing or disposal methods.
6. Identification and quantification of environmental, economic, and other benefits that could result from the implementation of recycling and composting programs.

The Contractor shall attend all necessary meeting of the Solid Waste Planning Committee, County Board of Commissioners, and local units of government.

#### **Household Hazardous Waste (HHW) Collection Services**

HHW Task #1. HHW Collections - Successfully coordinate and staff a minimum of 4 to 5 household hazardous waste collection events in Grand Traverse County including scheduling, collection, disposal or disposal contracting, and reporting. Hold 3 to 4 collections in Traverse City (or a centrally located area(s)) and 1 in Kingsley (or the southern portion of the county). Make arrangements to utilize the current locations or propose new ones. Provide for recycling at each collection so recyclables are not included with HHW. Continue collections with the first event held in approximately late March. Firm may propose to continue with the tentative dates with Environmental Recycling Group Environmental Services or propose their own dates and disposal contractor. Recruit, train, and coordinate volunteers to assist with collection events and activities such as directing traffic and accepting donations.

HHW Task #2. Communication - Communicate HHW collection dates, locations, and scheduling options (if scheduling is utilized) to residents, businesses, and Grand Traverse County. Provide HHW collection information to the RecycleSmart newsletter editor and recycling education coordinator.

HHW Task #3. Safe Disposal - Contract with a firm to provide collection, offloading, and disposal services for HHW collections. Ensure safety of all persons and materials by checking collection materials and CESQG certification statements for dangerous or unsafe items not accepted during HHW collections. Ensure disposal location(s) and methods are proper and meet all regulations and requirements and report both disposal location and methods to Grand Traverse County. Ensure storage facilities and contractor transportation trailers are designed to store Hazmat materials and are serviced as required to maintain proper safety.

HHW Task #4. Service Expansion - Provide expanded options for service to include additional collection events or a solution to provide permanent year-round HHW collection at a designated space.

HHW Task #5. Monetary Collections - Collect and deposit fees and donations for and on behalf of Grand Traverse County. Invoice or collect direct payments from out of county residents for HHW collection services and residents or businesses over the 150 pound limit. Work with the County Treasurer's Office in making deposits and providing transmittal forms for each HHW collection.

HHW Task #6. Grant Assistance - Assist and work with the County in continuing and applying the grant application and administration activities under the Michigan Department of Agriculture Clean Sweep Program for the region and meeting all reporting details required by MDARD for reimbursement of activities. Assist and work with the County in other grant areas that may arise.

### **Brush Drop Off Site Services**

Brush Task #1. Brush Collections – Continue operation, April to November, at a conveniently located site situated within the Traverse City area of Grand Traverse County, continuing at either the current location at 2471 N. Keystone Road or the contractor's chosen site/facility. Provide brush attendant services. Collect, compost, and grind yard waste including leaves, grass clippings and brush up to 6" diameter. Ensure grass clippings and leaves are separated from branches and twigs and placed in the appropriate location for each.

Brush Task #2. Communication – Set and communicate operation dates, times, and location to residents, businesses, and Grand Traverse County. Provide brush drop off site information to the RecycleSmart newsletter editor and recycling education coordinator. Work with the City of Traverse City in composting, grinding, and other site related activities.

Brush Task #3. Safe Disposal – Work with a contractor to arrange and provide management of composting and grinding, hauling, and removal. Firm may propose to provide this service themselves or contract with another firm. Ensure disposal location(s) and methods are proper and meet regulations and requirements and report both disposal location and methods to Grand Traverse County.

Brush Task #4. Service Expansion – Provide expanded options for service. Provide additional hours after storm events for storm damage clean up.

Brush Task #5. Monetary Collections – Collect and deposit fees for and on behalf of Grand Traverse County. Keep meticulous records accounting for all activities and receipts. Work with the County Treasurer's Office in making deposits and providing transmittal forms for each day's activities. Assist and work with Grand Traverse County to expand payment options to accept credit cards, if feasible.

## **Recycling Education and Coordination Services**

Coordination Task #1. Service – Maintain an office and staff to meet public demand. Provide information as requested and follow up with all inquiries in a timely, professional, and courteous manner. Maintain a recycling hotline, web site, and email. Maintain and promote the Take It Back Program electronically to provide education on what is recyclable, can be recycled, and where. Direct individuals to proper disposal facilities for various materials including HHW collections and the brush drop off site. Create, implement, manage and monitor an aggressive program to increase MSW (material solid waste) diversion rate from current levels to meet or exceed the County's diversion rate goal of 50% by 2017. Establish realistic and measurable goals for evaluating progress toward the goal of 50% diversion by 2017 as outlined in the Solid Waste Plan. Work to initiate the Governor's recycling initiative.

Coordination Task #2. Service Expansion – Increase educational programs. Focus on food waste composting and other areas that increase likelihood of obtaining State or other grant resources. Expand focus and encouragement of commercial recycling to increase diversion rate. Seek and promote community methods to process recycling of banned materials as defined in the Solid Waste Ordinance #17.

Coordination Task #3. Education – Provide education and conduct educational presentations and programming. Develop educational programs targeting school aged children to teach them the benefits and techniques of waste reduction, recycling, and resource conservation. Conduct teacher workshops. Develop and implement effective marketing plans and public outreach, which may include a variety of media, video, promotional items, or advertising. Create educational resources and presentation materials. Provide education on what constitutes household hazardous waste and direct individuals to HHW collections. Focus on items commonly disposed of through illegal dumping activities such as diapers, furniture, mattresses, carpet, hot tubs, shingles, and paint and provide education and resource connections for proper disposal. Create a waste reduction guide. Raise awareness and increase the County recycling rate. Educate public on proper recycling venues to reduce illegal dumping. Promote the benefits of composting. Promote and encourage countywide curbside collection of recyclable materials. Promote use of curbside recycling and drop off recycling sites.

Coordination Task #4. Coordination – Manage special recycling projects and maintain effective relationships with community partners and government agencies. Coordinate Earth Day events and placement of dumpsters by private industry for Clean Out Your Files Week in April.

Coordination Task #5. Grant Assistance – Assist and work with the County in finding grant application opportunities and fulfilling related administration activities.

**PART II**  
**PROJECT CONTROL AND REPORTS**

**II-1 Project Control**

- A. The firm will carry out the project under review of the County project manager. The Grand Traverse County Board of Commissioners shall have final authority over agency/firm agreement.
- B. Although there will be continuous liaison with the firm's team, the County project manager will meet as needed with the firm's project manager for the purpose of reviewing progress and providing necessary guidance to the firm in solving problems which arise.

**II-2 Reports**

- A. The firm will provide the project manager with monthly update reports as described in the contract. The monthly update reports should be a brief summary of work conducted in the last month, work towards the County's diversion rate goal, and anticipated tasks and target completion dates for the next month. The report should also include problems, real or anticipated, which should be brought to the attention of the County project manager, and notification of any significant deviation from previously agreed-upon work plans will be reported as needed.
- B. Substantive reports on the following specific tasks will be provided to the project manager:

General Task #2. Service Activities  
General Task #3. Coordination and Collaboration  
General Task #4. Education  
General Task #5. Budget Management  
General Task #7. Reporting

**Solid Waste Management Plan Amendment or Update Preparation**

Plan Task #1. Plan Preparation

**Household Hazardous Waste (HHW) Collection Services**

HHW Task #1. HHW Collections  
HHW Task #2. Communication  
HHW Task #3. Safe Disposal  
HHW Task #4. Service Expansion  
HHW Task #5. Monetary Collections  
HHW Task #6. Grant Assistance

**Brush Drop Off Site Services**

Brush Task #1. Brush Collections  
Brush Task #2. Communication  
Brush Task #3. Safe Disposal  
Brush Task #4. Service Expansion  
Brush Task #5. Monetary Collections

**Recycling Education and Coordination Services**

Coordination Task #1. Service  
Coordination Task #2. Service Expansion  
Coordination Task #3. Education  
Coordination Task #4. Coordination  
Coordination Task #5. Grant Assistance

- C. A final report, as described in the contract, must be submitted to the County project manager before the final contract payment is made.
- D. All reports, charts, graphs, databases, graphics and other information developed and/or provided under this request for proposal will be submitted in machine readable form as well as written text with format and protocol mutually compatible to the hardware and software needs of the firm and the County.

**PART III****INFORMATION REQUIRED**

Contract proposals must provide sufficient information to permit a determination that project requirements can be met and that the project plan will be successfully implemented.

Specific objectives, general work tasks and special project organization and management requirements have been developed and are detailed in this RFP. The successful firm must describe in sufficient detail how its plan and tasks will be implemented, the resources, materials and equipment which will be utilized, and how the necessary project management interactions will be carried out. Contract proposals must be submitted in the format outlined below:

**III-1 Business Organization**

Organizational profile. State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. If appropriate, state whether you are licensed to operate in the State of Michigan.

### **III-2 Statement of the Problem**

State in succinct terms your understanding of the problem presented by this RFP.

### **III-3 Management Summary**

Describe in narrative form the management structure, methods, and procedures selected by your organization to complete the project as described in the RFP. Include evaluation and quality assurance measures.

### **III-4 Work Plan**

Describe in narrative form your technical plan for accomplishing the work including a detailed description of how you will perform each task, how you will address the work described in the Request for Proposal, where you will conduct the work, the proposed use of County facilities, infrastructure, or resources, and your proposed scheduling and payment mechanisms. Describe your ability to leverage current business functions in the community with the intent of the services proposed in this request. Indicate the number of staff hours you have allocated each task and the detailed time frame for the whole process in completing all tasks. Describe your proposed solutions to efficiently provide service and keep costs to a minimum.

### **III-5 Authorized Negotiators**

Include the names, contact information, and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the County.

### **III-6 Prior Experience Disclosure**

Given the project objectives, the firm should demonstrate an established competence with respect to waste and recycling and 1) solid waste management plan amendment or update preparation, 2) household hazardous waste collections, 3) brush drop off site operations, and 4) recycling education and coordination to achieve project objectives within time and cost constraints.

Detail experience providing similar services. Provide a minimum of 3 references and the name, address, email, and phone number of the responsible official of the client organization who may be contacted.

Proof of 24 hours HAZWOPER certification is required for HHW and must be included.

### **III-7 Personnel**

The professional firm must be able to staff a project team which clearly possesses talent and experience in 1) solid waste management plan amendment or update preparation, 2) household hazardous waste collections, 3) brush drop off site operations, and 4) recycling

education and coordination. Include the number of personnel by skill and qualifications that will be employed in the work. Show the inclusive periods and the time commitment in hours each individual will devote to the work. Identify key personnel by name and title who will be assigned to work with Grand Traverse County. Provide their background, directly related experiences, and past successes. Include credentials and experience of the team or individual who will perform this function and resumes for proposed professional personnel.

### III-8 Time Frame

To assist you in the preparation of your proposal, the County contemplates a 1-year contract beginning March 2016 and ending 2017 with the option to extend up to 2 years.

The first contract will be for one year. After Grand Traverse County can evaluate the effectiveness of the education and coordination efforts, the contract may be extended up to two years. In the event that any condition of the services contract is not met or the County no longer finds a need for the service, the County may terminate the agreement.

### III-9 Cost and Price Analysis

The information requested in this section is required to support the reasonableness of your quotation. Use the format that follows:

#### 1. Cost

Provide a not to exceed cost proposal in the following format for each item proposed:

| PROJECT | # OF STAFF | COST/HR<br>\$ _____ | ANNUAL<br>EST HOURS | ANNUAL<br>TOTAL COST<br>\$ _____ |
|---------|------------|---------------------|---------------------|----------------------------------|
|---------|------------|---------------------|---------------------|----------------------------------|

The maximum contract amount is \$ \_\_\_\_\_ per year.

Provide an estimated cost per month for each month in the calendar year.

Billing for services will be done monthly. Grand Traverse County pays invoices within 30 days of receipt.

If firm is proposing utilization of resources from or occupation of space within Grand Traverse County facilities, the following costs would be assessed as applicable in 2016 with adjustments thereafter as rate changes occur.

Rent for space within Grand Traverse County facilities \$18.72/sq. ft.

Currently 2 offices at 266.09 sq. ft. combined

Phone

|   |   |
|---|---|
| Avaya 1608 IP Phone or Similar                | One time purchase \$145.00  |
| Monthly Telecommunications Service Charge     | \$33.18/month   |
| Long Distance Calls                           | \$.0175/minute  |
| Local Calls                                   | Unlimited, included   |
| Computer/Network Access                       |   |
| County Provided Desktop with 22" Display      | Cost estimated at \$835   |
| IT Support Fee                                | \$69.14/month   |
| Network Access (Guest or County)              | \$16.65/month   |
| Internet Access                               | \$6.80/month  |
| Server Access                                 | \$13.72/month   |
| Website Hosting                               | \$50/month  |
| Recyclesmart.info Domain Name Use or Redirect | \$185 (5-year period)   |
| RecycleSmart Logo Use                         | \$  |
| Re-Trac Software Online Appointment System    | Approx. \$800 to \$850/year   |
| Copies  |   |
| Black   | \$0.04/copy   |
| Color   | \$0.15/copy   |
| Postage                                       | Actual postage plus<br>percentage of supplies<br>and 10% administration fee |

Indicate in your proposal how you plan handle these items, which ones your firm will be providing, and what space or which resources you plan on utilizing from Grand Traverse County.

## 2. Independent Price Determination

Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provision of the paragraph titled 'Independent Price Determination' in Part V of the RFP to which this proposal is a response."

## III-10 Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

## PART IV CRITERIA FOR SELECTION

All proposals received shall be subject to an evaluation by the Issuing Office. This evaluation will be conducted in a manner appropriate to select a firm for the purpose of entering into an agreement to perform this project. Selection will be based on the merits of the proposal submitted to Grand Traverse County. The following factors will be considered in the selection:

- Demonstrated knowledge
- Demonstrated proficiency
- Demonstrated capability in project management and completion
- Successful completion of similar projects
- Firm's qualifications and experience
- Staff qualifications
- Plan provided by firm for services
- Firm's understanding of the project
- Cost of services
- Reasonableness of staff hour allocations
- Responsiveness of the proposal to task requirements
- 24 hours HAZWOPER certification for HHW
- Other information provided by the firm
- Any other factors deemed relevant by Grand Traverse County

## PART V

### GENERAL INFORMATION

#### V-1 Issuing Office

This RFP is issued by Grand Traverse County (Issuing Office). The point of contact is Sarah Adams, Central Services Coordinator, Grand Traverse County, Administration Office, 400 Boardman Avenue, Traverse City, Michigan 49684, (231) 922-4622, [sadams@grandtraverse.org](mailto:sadams@grandtraverse.org).

#### V-2 Contract Award

The contract that may be entered into will be that which best meets Grand Traverse County's needs and is most advantageous to the County, price and other factors considered. The County reserves the right to consider proposals or modifications received at any time before award is made, if such action is in the best interest of the County.

#### V-3 Rejection of Proposals

The County reserves the right to reject any and all proposals received as a result of this RFP for any reason(s), negotiate any particulars in the proposals received, or negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the County and to split the contract award into 4 separate contract services. The County also reserves the right to reject any and all proposals if DEQ objects to this RFP or if this RFP does not comply with Part 115 of NREPA. The County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### V-4 Incurring Costs

Grand Traverse County is not liable for any cost incurred by the firm prior to the issuance of a contract.

#### V-5 Preproposal Conference

No preproposal conference will be held in conjunction with this RFP. Inquiries may be made as outlined below.

#### V-6 Inquiries

Questions that arise as a result of this RFP which require a written response must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified in the cover letter.

#### V-7 Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all firms who received the RFP.

#### V-8 Response Date

To be considered, proposals must arrive at the Issuing Office or be submitted online via the Michigan Inter-governmental Trade Network site – [www.mitn.info](http://www.mitn.info) - on or before the date specified in the cover letter. Firms mailing proposals should allow normal delivery time to ensure timely receipt of their proposals.

#### V-9 Proposals

To be considered, firms must submit a complete response to this RFP, using the format provided in Part IV. Sealed proposals may be submitted by hard copy to the Issuing Office or online on the Michigan Inter-governmental Trade Network web site – [www.mitn.info](http://www.mitn.info). Hard copy proposals should be submitted in five (5) copies. Each proposal must be submitted to the Issuing Office. No other distribution of proposals will be made by the firm. Proposals must be signed by an official authorized to bind the firm to its provisions. For this RFP, the proposal must remain valid for at least sixty days.

#### V-10 Acceptance of Proposal Content

The contents of the proposal of the successful firm, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful firm to accept these obligations may result in cancellation of the award.

All proposals and other materials submitted will become the property of the County of Grand Traverse.

#### V-11 Interview/Oral Presentation

The County may request an interview and/or oral presentation of any firms who submit a proposal. These meetings provide opportunity for the County to ask questions and for the firm to clarify the proposal. The Issuing Office will schedule these presentations.

#### V-12 Prime Firm Responsibilities

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the County will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

#### V-13 News Releases

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made without prior County approval, and then only in coordination with the Issuing Office.

#### V-14 Disclosure of Proposal Contents

The proposal and any information submitted to the Grand Traverse County Board of Commissioners is public information and will be made available upon request.

Proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

After contract award, a summary of total price information for all submissions will be furnished upon request to those firms participating in this RFP.

#### V-15 Independent Price Determination

By submission of a proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

- A. The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other competitor;
- B. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror and will not be knowingly disclosed by the offeror to any competitor; and

C. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

V-16 Firm's Liability

The firm will provide and maintain public and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFP. The firm is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful firm to the County prior to contract execution and will be included as a contract rider.

The solicitation and any resulting contract shall be governed in all respects by the laws of the State of Michigan. The Contractor shall comply with applicable federal, state and local laws, regulations, and ordinances.

V-17 County's Liability

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the County as provided herein.

V-18 Safety

The firm shall comply with and ensure that the firm's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Michigan Occupational Safety and Health Administration for the general industry. The firm shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the firm and subcontractor(s).

V-19 OSHA Requirements

The firm certifies that all material supplied or used under this contract meets all occupational safety and health administration (O.S.H.A.) requirements, both federal and those of the commonwealth of Michigan; and further certifies that, if the material delivered or used in the performance of the work is found to be deficient in any of the applicable State or Federal Occupational Safety and Health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the firm.

## V-20 Hazardous Materials

Grand Traverse County is subject to the Hazard Communication Standard, 29 CFR S1910.1200 (standard). The firm agrees that it will provide or cause to be provided safety data sheets required under the standard for all hazardous materials supplied to the County or used in the performance of the work. Such safety data sheets shall be delivered to the County no later than the time of actual delivery of any hazardous materials to the County or use of such material in the performance of work under the contract by the firm or its subcontractor(s). Container labeling meeting the requirements of the standard shall be appropriately affixed to the shipping or internal containers. The County reserves the right to refuse shipments of hazardous materials not appropriately labeled, or when safety data sheets have not been received prior to or at the time of receipt of the shipment for use by the County or for use by the firm in the performance of the contract, or whenever the material is delivered in a manner inconsistent with any applicable law or regulation.

V-21 Termination of Agreement The County may terminate this agreement if DEQ objects to the Agreement or if the Agreement does not comply with Part 115 of NREPA. The County may terminate this agreement if any condition of the services contract is not met. The County shall offer the vendor a reasonable amount of time, 30 days, to come into compliance with the conditions of the contract. If the conditions are not corrected the County will give 30-day's notice to the vendor.



# **PROJECT PROPOSAL FORM**

## **GRAND TRAVERSE COUNTY**

**PROJECT:** SOLID WASTE MANAGEMENT PLAN PREPARATION  
HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES  
BRUSH DROP OFF SITE SERVICES  
RECYCLING EDUCATION AND COORDINATION SERVICES

**DUE DATE:** Wednesday, January 27, 2016 at 11:00 a.m.

**TO:** Sarah Adams, Central Services Coordinator  
Grand Traverse County  
Administration Office  
400 Boardman Avenue  
Traverse City, Michigan 49684

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. No.: \_\_\_\_\_ / \_\_\_\_\_

### **PROJECT DESCRIPTION**

The purpose of the project is to provide 1) Solid Waste Management Plan Amendment or Update preparation 2) Household Hazardous Waste (HHW) collection services, 3) brush drop off site services, and 4) recycling education and coordination services.

### **BASE PROPOSAL**

The undersigned hereby proposes to furnish services as called for in the Request for Proposals for:

| <b>PLAN</b> | <b># OF STAFF</b> | <b>COST/HR</b> | <b>ANNUAL EST HOURS</b> | <b>ANNUAL TOTAL COST</b> |
|-------------|-------------------|----------------|-------------------------|--------------------------|
| _____       | _____             | \$_____        | _____                   | \$_____                  |

The maximum contract amount is \$\_\_\_\_\_ per year.

| <b>HHW</b> | <b># OF STAFF</b> | <b>COST/HR</b> | <b>ANNUAL EST HOURS</b> | <b>ANNUAL TOTAL COST</b> |
|------------|-------------------|----------------|-------------------------|--------------------------|
| _____      | _____             | \$_____        | _____                   | \$_____                  |

The maximum contract amount is \$\_\_\_\_\_ per year.

| <b>BRUSH</b> | <b># OF STAFF</b> | <b>COST/HR</b> | <b>ANNUAL EST HOURS</b> | <b>ANNUAL TOTAL COST</b> |
|--------------|-------------------|----------------|-------------------------|--------------------------|
| _____        | _____             | \$_____        | _____                   | \$_____                  |

The maximum contract amount is \$\_\_\_\_\_ per year.

| <b>COORDINATION</b> | <b># OF STAFF</b> | <b>COST/HR</b> | <b>ANNUAL EST HOURS</b> | <b>ANNUAL TOTAL COST</b> |
|---------------------|-------------------|----------------|-------------------------|--------------------------|
| _____               | _____             | \$_____        | _____                   | \$_____                  |

The maximum contract amount is \$\_\_\_\_\_ per year.

#### SPECIAL TERMS AND CONDITIONS

The undersigned has attached all special terms and conditions which would be contingent upon entering into a contract.

#### ACKNOWLEDGMENTS

The undersigned acknowledges that:

The firm has received the Request for Proposals and further acknowledges that the firm has received the following addenda issued thereto and has incorporated their provision in the proposal:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

The Request for Proposal documents have been read and carefully examined and that the firm fully understands and has correlated their observations with the requirements of the proposal documents.

The firm has familiarized itself with the project and has correlated its observations with the requirements of the proposed contract documents.

The proposal is based upon the requirements of the Request for Proposals document and that exceptions are fully explained.

This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFP to which this proposal is a response.

#### NEGOTIATION

The undersigned agrees that should the overall costs of this project exceed the funds available, after designation as the successful firm, the firm will be willing to negotiate with the County for the purpose of making reductions in the contract work. The firm shall agree to give full credit for all such deductions in the work requested by the County, including full value for labor, material and subcontract work, and reasonable proportionate reductions in

overhead and profit, thereby arriving at an agreed upon contract price.

### AGREEMENTS

In submitting this proposal, the undersigned agrees:

1. To hold their proposal open for 60 consecutive calendar days from the proposal due date.
2. To enter into and execute a contract with Grand Traverse County, 400 Boardman Avenue, Traverse City, Michigan, 49684, if awarded on the basis of this proposal, and to furnish required submittals within seven (7) days of notification of selection of contract for the work.
3. To perform the work in accord with the proposed contract documents and to perform said work within the time period stipulated in the Request for Proposals.

### LEGAL STATUS AND SIGNATURE

1. Check appropriate section and complete information.

Corporation incorporated under the laws of the State of \_\_\_\_\_

Partnership

Names and Address of all members

NAME

ADDRESS

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Sole Proprietorship, doing business as \_\_\_\_\_

2. Complete all information below.

Authorized Negotiator

Name \_\_\_\_\_

Title \_\_\_\_\_

Federal ID #\_\_\_\_\_

License # \_\_\_\_\_ Type \_\_\_\_\_  
(if applicable)

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Signature

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.