

# ADDENDUM I REQUEST FOR BID

## RESIDENTIAL SOLID WASTE, RECYCLING and COMPOST SERVICES CHARTER TOWNSHIP OF PLYMOUTH

The following information represents answers to questions received during the February 3, 2010 Pre-Bid meeting held at Plymouth Township Hall, 9955 N. Haggerty Road, Plymouth, MI 48170 at 2:00 pm. Please place the following information into your original Request for Bids document as **Addendum I** to the document. The bids are due:

**DATE:** Tuesday, March 23, 2010  
**TIME:** No later than 3:00 pm  
**PLACE:** Plymouth Township Clerk's Office  
 9955 N. Haggerty Road  
 Plymouth, MI 48170

**QUESTION 1**

Does the Township offer the option for residents to opt out of the Township coordinated solid waste, recycling and compost collection?

**ANSWER 1**

Yes. Residents are not required to utilize the Township coordinated solid waste, recycling and compost collection. We have had the following opt out requests since 2005:

YEAR	TOTAL
2005	0
2006	2
2007	0
2008	3
2009	3

**QUESTION 2**

Does the Township offer the option for residents to temporarily stop solid waste, recycle and compost collections for "snowbirds"?

**ANSWER 2**

Yes. Our current policy allows for a maximum of six (6) consecutive months for snowbird credits. We have had the following number of homes receiving snowbird credits since 2005.

Month	2005	2006	2007	2008	2009
January	39	35	40	44	56
February	45	42	47	47	64
March	46	44	48	47	64
April	33	33	32	35	45
May	11	7	12	7	7
June	3	1	5	3	3
July	3	0	4	2	1
August	2	2	2	1	1
September	1	1	1	1	1
October	0	4	3	4	7
November	4	14	13	17	25
December	16	23	25	31	36

### **QUESTION 3**

Is it possible to get a listing of all addresses by street?

### **ANSWER 3**

Yes. This list is available on CD for a fee of \$50.00. Please use the attached form, Attachment I.

### **QUESTION 4**

This was a two (2) part question:

- A) How often are the roll-off recycle containers located at 46555 Port Street emptied, and;
- B) Is the cost on the bid form (items E-1, E-2 and F) intended to be a per pull cost or a per month cost?

### **ANSWER 4**

There are two (2) containers. A 30-yard roll-off owned by the Township and a 20-yard roll-off leased from our current hauler.

- A) ***The 30-Yard Roll-Off*** has been collected a total of 33 times between January 1, 2006 and December 31, 2009.

***The 20-Yard Roll-Off*** has been collected a total of 68 times between January 1, 2006 and December 31, 2009.

- B) The costs requested on the bid form for items E-1, E-2, and F, pages 28, 29, and 30 of the Request for Bid, as described above, are for the service of the containers to include transportation and delivery to a materials recovery facility for processing and are intended to be a per pull/switchout cost and not a monthly rate.

***As a result of this clarification, we have modified the bid forms and attached new forms to be used in place of the original forms as provided in the Request for Bids. Please remove/strike pages 24 through 34 of the Request for Bids and replace with the new bid forms as supplied with this addendum, Attachment II.***

### **QUESTION 5**

What does the Township expect from the education program noted on page 7, section 8(b)?

### **ANSWER 5**

The intent of the education program is for the hauler to provide, in a form acceptable to the Township, materials and information which will illustrate the positive aspects of recycling and or tips to reduce loads, "Reduce, Reuse, Recycle." The Township will then decide on the method of getting information to residents.

**QUESTION 6**

When does the current contract expire with Veolia?

**ANSWER 6**

The Township's current contract for disposal of yard waste at the Veolia-Arbor Hills compost facility will expire on April 1, 2011. The contract will automatically renew on April 1 of each year unless we request termination prior to January 1 of that same year. The entire contract is available for review at the Township Clerk's Office.

**QUESTION 7**

Will the Township be splitting the work between more than one (1) successful bidder, for example will the recycling collection be subcontracted to another hauler?

**ANSWER 7**

No. The intent of the contract is to have the successful bidder perform all services as specified in the Requests for Bids.

**QUESTION 8**

Will the Township permit an adjustment to prices if any Federal, State, County or local taxes are enacted during the life of the contract?

**ANSWER 8**

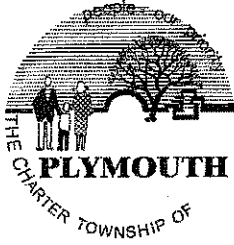
The response at the meeting was no; however, after further review we have reconsidered and will allow this type of adjustment as follows:

The total monthly per unit fee may be adjusted (word "may" is permissive and not mandatory) for any Federal, State, County or Local mandated surcharges that are enacted after July 3, 2010. The Contractor shall submit to the Township the proposed fee modification and the justification for such adjustment. No other fee adjustments will be permitted.

# ATTACHMENT I

## ADDENDUM I

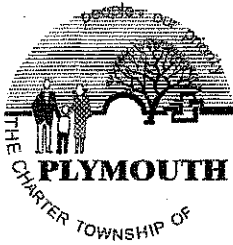
**Issue Date: 2/10/10**



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RESIDENTIAL SOLID WASTE, RECYCLING and COMPOST SERVICES  
CHARTER TOWNSHIP OF PLYMOUTH

# REQUEST FOR ADDRESS LIST FORM



# REQUEST FOR ADDRESS LIST FORM

RESIDENTIAL SOLID WASTE, RECYCLING and COMPOST SERVICES  
CHARTER TOWNSHIP OF PLYMOUTH

Request to:  Receive Copy of Street Address Listing on DVD for a fee of \$50.00 payable by cash, check or money order. No credit cards accepted.

Delivery Method (upon payment):  Pick up in person

Mail to address below

---

Name

Daytime Phone

---

Firm Name

---

Street Address

---

City

State

Zip

---

Signature

Date

---

## MAIL, FAX or EMAIL REQUEST TO:

Plymouth Township Division of Public Services  
Attn: Susan Vignoe, Solid Waste and Public Service Coordinator  
9955 N. Haggerty Road  
Plymouth, MI 48170  
FAX: 734-453-4793  
EMAIL: [svignoe@plymouthtp.org](mailto:svignoe@plymouthtp.org)  
PHONE: 734-354-3270 ext. 4

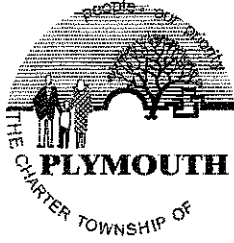
ADDENDUM I

ATTACHMENT I

ISSUE DATE: 2/10/10

Charter Township of Plymouth Residential Trash, Recycling and Compost Services

1 of 1



# **ATTACHMENT II**

## **ADDENDUM I**

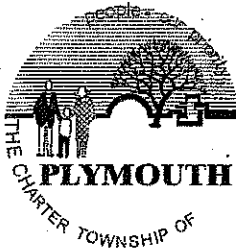
**Issue Date: 2/10/10**

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**RESIDENTIAL SOLID WASTE, RECYCLING and COMPOST SERVICES  
CHARTER TOWNSHIP OF PLYMOUTH**

## **REVISED BID FORM**

**(Delete the original bid form in its entirety and replace  
with attached bid form-Addendum I)**



# ADDENDUM I BID FORM

## Residential Solid Waste, Recycle and Compost Services Charter Township of Plymouth

**TO: THE CHARTER TOWNSHIP OF PLYMOUTH, Plymouth, Michigan.**

Bid of \_\_\_\_\_

(an individual) (a partnership) (a corporation duly organized under the laws of the State of \_\_\_\_\_).

The undersigned, having carefully read and considered the terms and conditions associated with providing Residential Solid Waste Collection and Disposal, Recycling and Composting for the Charter Township of Plymouth, does hereby offer to perform such services on behalf of the Township, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions which shall be set forth in the Contract Documents at the rate (expressed in words and figures) hereinafter set forth:

### **I. PRICING DESCRIPTION**

**Bids shall be fixed annual prices as specified on the Bid Form. No variable fees (e.g., fuel recovery fees, recycle commodity fees, etc.) will be considered by the Township.**

DESCRIPTION	PRICE IN FIGURE
<b><u>A. RESIDENTIAL REFUSE COLLECTION AND DISPOSAL</u></b>	
Unit price per month for weekly curbside Residential Refuse Collection, Transportation and Disposal. (See General Specifications – 1.19 Residential Unit)	
YEAR 1 _____	\$ _____
YEAR 2 _____	\$ _____
YEAR 3 _____	\$ _____
YEAR 4 _____	\$ _____
YEAR 5 _____	\$ _____
AMOUNT IN WORDS	

DESCRIPTION	PRICE IN FIGURE
<p><b><u>B-1 RECYCLING (INCLUDES #1 - #2 PLASTICS)</u></b>  Unit price per month for weekly curbside Residential Recycling Collection, Transportation and Processing.  Contractor Retains Revenues.  (See General Specifications – 1.19 Residential Unit)</p> <p>Collection, Delivery to a Materials Recovery Facility, Processing of Recyclables including newspapers (entire contents), glass bottles and jars, #1 thru #2 plastics, steel, tin and containers, telephone books, magazines and junk mail, corrugated cardboard, boxboard/paper board, plastic shopping bags, empty aerosol cans, and household batteries (commingled) utilizing:  <u>18 gallon recycle container</u>  type of container</p> <p>YEAR 1 _____ \$ _____</p> <p>YEAR 2 _____ \$ _____</p> <p>YEAR 3 _____ \$ _____</p> <p>YEAR 4 _____ \$ _____</p> <p>YEAR 5 _____ \$ _____</p> <p style="text-align: center;">AMOUNT IN WORDS</p>	

DESCRIPTION	PRICE IN FIGURE
<p><b><u>B-2 RECYCLING(INCLUDES #1 - #7 PLASTICS)</u></b>  Unit price per month for weekly curbside Residential Recycling Collection, Transportation and Processing.  Contractor Retains Revenues.  (See General Specifications – 1.19 Residential Unit)</p> <p>Collection, Delivery to a Materials Recovery Facility, Processing of Recyclables including newspapers (entire contents), glass bottles and jars, #1 thru # 7 plastics, steel, tin and containers, telephone books, magazines and junk mail, corrugated cardboard, boxboard/paper board, plastic shopping bags, empty aerosol cans, and household batteries (commingled) utilizing:  <u>18 gallon recycle container</u>  type of container</p> <p>YEAR 1 _____ \$ _____</p> <p>YEAR 2 _____ \$ _____</p> <p>YEAR 3 _____ \$ _____</p> <p>YEAR 4 _____ \$ _____</p> <p>YEAR 5 _____ \$ _____</p> <p style="text-align: center;">AMOUNT IN WORDS</p>	



DESCRIPTION	PRICE IN FIGURE
<p><b><u>C-2 COMPOST COLLECTION (TRANSPORT TO CONTRACTOR SITE)</u></b>            Unit price per month for weekly curbside Residential Collection of Compostables placed in paper yard bags, loose in containers and/or tied in bundles based on the schedule provided in General Specifications Section 1.06            (See General Specifications – 1.19 Residential Unit)</p> <p>Collection and transportation to Contractor's site:</p> <p>YEAR 1 _____</p> <p>YEAR 2 _____</p> <p>YEAR 3 _____</p> <p>YEAR 4 _____</p> <p>YEAR 5 _____</p> <p style="text-align: center;">AMOUNT IN WORDS</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

<p><b><u>D. COMPOST DISPOSAL</u></b>            Price per ton for compost disposal of collected curbside Residential Compostables placed in paper yard bags, loose in containers and/or tied in bundles.</p> <p>Price Per ton for disposal at Contractor's designated site:</p> <p>YEAR 1 _____</p> <p>YEAR 2 _____</p> <p>YEAR 3 _____</p> <p>YEAR 4 _____</p> <p>YEAR 5 _____</p> <p style="text-align: center;">AMOUNT IN WORDS</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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DESCRIPTION	PRICE IN FIGURE
<p><b><u>E-1 STATIONARY RECYCLE CONTAINER (INCLUDES #1 - #2 PLASTICS)</u></b>            Commingled collection of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> glass - clear, green, brown food and beverage containers</li> <li><input type="checkbox"/> cans – tin, aluminum and steel containers</li> <li><input type="checkbox"/> plastics – containers marked 1 and 2</li> <li><input type="checkbox"/> plastic shopping bags</li> <li><input type="checkbox"/> empty aerosol cans</li> <li><input type="checkbox"/> household batteries</li> </ul> <p>Service of one (1) thirty (30) yard roll-off container owned by Township currently located at 46555 Port Street. To include transportation, emptying recyclable materials, delivery to a materials recovery facility and processing.</p> <p><b>CONTRACTOR RETAINS REVENUES</b></p> <p><b>COST PER PULL/SWITCHOUT:</b></p> <p>YEAR 1 _____</p> <p>YEAR 2 _____</p> <p>YEAR 3 _____</p> <p>YEAR 4 _____</p> <p>YEAR 5 _____</p> <p style="text-align: center;">AMOUNT IN WORDS</p>	<p>_____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

DESCRIPTION	PRICE IN FIGURE
<p><b>E-2 STATIONARY RECYCLE CONTAINER (INCLUDES #1 - #7 PLASTICS)</b>  COMMINGLED COLLECTION OF:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> glass - clear, green, brown food and beverage containers</li> <li><input type="checkbox"/> cans – tin, aluminum and steel containers</li> <li><input type="checkbox"/> plastics – containers marked 1 thru 7</li> <li><input type="checkbox"/> plastic shopping bags</li> <li><input type="checkbox"/> empty aerosol cans</li> <li><input type="checkbox"/> household batteries alkaline and rechargeable</li> </ul> <p>Service of one (1) thirty (30) yard roll-off container owned by Township currently located at 46555 Port Street. To include transportation, emptying recyclable materials, delivery to a materials recovery facility and processing.</p> <p><b>CONTRACTOR RETAINS REVENUES</b></p> <p><b>COST PER PULL/SWITCHOUT:</b></p> <p>YEAR 1 _____ \$ _____</p> <p>YEAR 2 _____ \$ _____</p> <p>YEAR 3 _____ \$ _____</p> <p>YEAR 4 _____ \$ _____</p> <p>YEAR 5 _____ \$ _____</p> <p style="text-align: center;">AMOUNT IN WORDS</p>	

**F. ADDITIONAL STATIONARY RECYCLE CONTAINER**

Container for: newspaper, office paper, magazines, junk mail, corrugated cardboard, boxboard and telephone books.

**1-20 yard covered container**

Contractor shall supply a covered recycling container for paper items listed above to be located at 46555 Port Street or another location designated by the Township.

The contractor shall label on the container as accepting only these items.

Service of container to include:

Transportation, emptying recyclable materials, delivery to a materials recovery facility and processing.

**CONTRACTOR RETAINS REVENUES**

Monthly rental fee (if applicable): \_\_\_\_\_  
amount in words

\$ \_\_\_\_\_

**COST PER PULL/SWITCHOUT:**

YEAR 1 \_\_\_\_\_

\$ \_\_\_\_\_

YEAR 2 \_\_\_\_\_

\$ \_\_\_\_\_

YEAR 3 \_\_\_\_\_

\$ \_\_\_\_\_

YEAR 4 \_\_\_\_\_

\$ \_\_\_\_\_

YEAR 5 \_\_\_\_\_

\$ \_\_\_\_\_

AMOUNT IN WORDS

DESCRIPTION				PRICE IN FIGURE		
<b><u>G. SPECIAL DISPOSAL NEEDS</u></b>				<b>Hourly rate:</b>		
If the Township requests assistance for special disposal needs such as but not limited to pick-up of downed trees and limbs from storm or severe winds, Contractor shall supply a collection vehicle with drivers and laborers. The following fees shall be billed to the Township per collection vehicle. This fee shall include collection, hauling and any disposal fees.						
<b>Hourly rate:</b>						
	Weekday	Saturday	Sunday	Weekday	Sat.	Sun.
Year 1	_____	_____	_____	\$ _____	\$ _____	\$ _____
Year 2	_____	_____	_____	\$ _____	\$ _____	\$ _____
Year 3	_____	_____	_____	\$ _____	\$ _____	\$ _____
Year 4	_____	_____	_____	\$ _____	\$ _____	\$ _____
Year 5	_____	_____	_____	\$ _____	\$ _____	\$ _____
AMOUNT IN WORDS						



**SIGNATURE PAGE**

Date \_\_\_\_\_ Firm Name \_\_\_\_\_  
(If corporation, partnership, or assumed name)

Address \_\_\_\_\_

\_\_\_\_\_

(city) (county) (State & Zip Code)

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Names of Principal Officers  
(If partnership or assumed name, indicate names of owners)

\_\_\_\_\_ Title \_\_\_\_\_

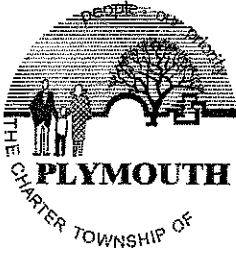
\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_ Title \_\_\_\_\_

Signature



# CONTRACTOR QUESTIONNAIRE

Residential Solid Waste, Recycle and Compost Services  
Charter Township of Plymouth

The following information along with the Form of Bid and other information will be used by the Charter Township of Plymouth in the evaluation of this Bid:

1. How long has the company been in business? \_\_\_\_\_
2. Does the company own a landfill? \_\_\_\_\_
3. If yes, where is the landfill located? \_\_\_\_\_
4. How many are employed by the company? \_\_\_\_\_

**5. References**

Please provide a minimum of three (3) references with whom the company has been contracted to perform solid waste collection.

	Name of City/Company	Contact Person	Phone number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**6. Equipment**

As requested in Section 11 of the Instructions to Bidders, please attach a list of the equipment the Contractor plans to use to complete the solid waste, recycling and compost collection. Additionally, indicate which items are presently in the fleet of vehicles and which need to be purchased.

**7. Solid Waste Program Information**

- A. Disposal Site(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Recycling Program Information**

A. How long has the company been involved in recycling programs? \_\_\_\_\_

B. Location of recycling processing facility \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Educational program(s)

Please describe educational program(s) to be provided for implementation of the recycling program should procedures differ from current Township collection program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C-1. Educational tips

The contractor shall be responsible for providing the Charter Township of Plymouth with brief monthly educational tip(s) relative to saving money within the solid waste or recycling program throughout the duration of the contract. The information will be utilized as educational support and may be placed on the Township's cable channel, website and/or in the Township's newsletters.

**9. Compost Site**

A. Should the Township request the contractor to provide a designated compost location please indicate the proposed location of Contractor's designated Compost Site(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)