

VILLAGE OF HOBART, WISCONSIN
REQUEST FOR PROPOSALS – REFUSE AND RECYCLING
COLLECTION



Section 1 – Introduction

The Village of Hobart's current refuse/recycling collection services contract is scheduled to expire on August 31st 2025. We are soliciting proposals for consideration of a potential replacement contract. This request for proposals is a summary of our requirements, and is not meant to be an all-inclusive list of standards/requirements. The selected contractor shall enter into a more formal written agreement with the Village, which substantially conforms to the terms of this Request for Proposals.

The Village is in northeast Wisconsin in Brown County, adjacent to the Austin Straubel International Airport, approximately 120 miles northwest of the City of Milwaukee, bordering the western border of the City of Green Bay, and 30 miles northeast of the City of Appleton. The Village encompasses approximately 33 square miles. The 2023 Wisconsin Department of Administration population estimate for the Village is 10,808, a 5.85% increase over the 2020 population census of 10,211, and a 74.83% increase since the 2010 Federal Census report of 6,182. The 2023 growth was the result of a total of 71 new housing units added within the Village during 2022.

Section 2 - Timeline for the process

The following is a list of the important dates for activities related to the RFP process:

RFP released	January 22nd 2025
Submission Deadline	April 1 st 2025 (1:00 PM)
Vendor Interviews	April 2025
Village Board Action	May 2025

The Village reserves the right to change these dates and will post the changes on its website. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the Village website.

Section 3 – Proposal Submittal Instructions

- **Timeline for the procurement process** - See Section 2 for the detailed timeline for the procurement process.
- **Submission of questions** - Questions submitted to:
Aaron Kramer – Village Administrator - Email: aaron@hobartwi.gov Phone: (920) 869-3804
Jerry Lancelle – Village Director of Public Works - Email: jerry@hobartwi.gov Phone: (920) 869-3807
- **Submission of proposals** - Proposals are due by Tuesday April 1st 2025 at 1:00 pm and shall be addressed to:
Village of Hobart Garbage/Recycling RFP
Attn: Aaron Kramer, Village Administrator
2990 South Pine Tree Road
Hobart, WI 54115
Proposals can also be submitted via email to: aaron@hobartwi.gov
- **Deadline for Proposals** - See Section 2 above.

All proposals shall include a description of the contractor's qualifications and experience, and **three** municipal references. The contractor will be required to establish its own program and financial management, follow labor standards, obtain all required permits, carry adequate insurance coverage, and follow all laws relevant to refuse and recycling collection and disposal. The contractor may also be required to provide a performance bond related to the total contract cost. The contractor should be prepared to issue proper receipts and paperwork for any hazardous materials handled or if proof is required that materials have been disposed of properly. The Village reserves the right to reject any or all proposals and to award the contract to the contractor who in the judgment of the Village will best serve the interests of the Village. In selecting a contractor,

the Village will take into consideration fees, experience, qualifications, familiarity with the Village, and familiarity with the Village's existing program.

The following fees shall be included in the proposal:

	<u>Cost per residential unit (weekly pickup)</u>	<u>Cost per residential unit (bi-weekly pickup)</u>
Garbage	\$ _____/month	\$ _____/month
Recycling	\$ _____/month	\$ _____/month
Fuel Surcharges and/or Other Misc. Charges: \$ _____		

Any additional notes or information relative to the proposal should be attached to the proposal at the time of submission.

Section 4 – Experience and Qualifications

- **Introduction** - Describe the firm's organization and size.
- **Firm Experience** - Describe your firm's experience in refuse and recycling collection.
- **Staff Qualifications** - Provide resumes describing the work experience for each of the key staff who would be assigned to the program. Identify the staff person who will serve as manager and primary contact on the project.
- **Municipal References** - Each applicant must include in their proposal a list of municipal references, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required.
- **Equipment** – List and describe current type and age of units to be used in Village garbage and recycling collection

Section 5 – Scope of Project

- A. This contract will be administered by the Village Administrator (Aaron Kramer) and the Public Works Director (Jerry Lancelle).
- B. The contractor shall provide quotes for weekly and bi-weekly automated curbside refuse collection and multiple options (weekly and bi-weekly) for recycling collection for single family homes (one or two units).
- C. The contract price will be quoted per unit, and the service will be billed/based on the number of residences being serviced. As of January 1st 2025, the Village's Refuse and Recycling Program had 2,705 customers.
- D. The Village will be seeking a contract for a minimum of ten (10) years.
- E. Quotes should also be included for the implementation and provision of garbage and recycling containers, which the Village anticipates being leased from the contractor, the cost of which to be included in quoted service rates.
- F. The Village shall pay fees for disposal of material collected. These costs shall **not** be included in the quoted rates for collection services.

Section 6 – Service Details

A. All industrial and commercial businesses, except home occupations, will be expected to arrange and pay for service directly with the garbage/recycling provider of their choice—this will **not** be part of the Village contract. Apartment buildings will be considered commercial businesses and will **not** be included in the contract.

B. Items to be picked up include refuse and recyclable materials. An aggressive recycling program is encouraged and will be considered when issuing this contract.

C. Larger item garbage/rubbish collection will have to be coordinated by individual property owners with the contractor. The contractor may require special notice and a fee from the property owner for picking up these items. This contract will not include the collection of engine oil, automobile batteries, paint cans that have not been cleaned and dried, or any other hazardous materials.

D. The contractor will be required to prepare an annual material tonnage report reflecting the amount of refuse and recycling collected. 740.78 tons of recycling material was collected in the Village in 2023, a four (4) percent increase from the 2022 total (712.35 tons). The amount of paper/cardboard recycled increased nine (9) percent from 467.20 tons in 2022 to 498.01 tons; the collection of other recyclables (aluminum, steel, bimetal and plastic containers) was virtually unchanged from year to year (243.86 tons in 2022 to 242.77 tons).

E. The contractor shall establish a reasonable policy for receiving and responding to complaints.

F. The contractor shall supply and own 95-gallon garbage and recycling bins. The RFP should include the options to have the bins clearly marked with and without the words “Village of Hobart” and the Village logo.