



\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*

## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Common Council of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

**Special Meeting of the: COMMON COUNCIL OF THE CITY OF WAUSAU**  
**Date/Time: Tuesday, August 26, 2014 at 7:00 PM**  
**Location: City Hall (407 Grant Street, Wausau WI 54403) - Council Chambers**  
**Members: Bill Nagle, Romey Wagner, David Nutting, Tom Neal, Gary Gisselman, Keene Winters, Lisa Rasmussen, Karen Kellbach, David Oberbeck, Sherry Abitz, Robert Mielke**

### Call to Order

Pledge of Allegiance / Roll Call

Public Comment: (Pre-registered citizens for matters appearing on the agenda)

File #	CMT	Resolutions and Ordinances	ACT
13-1109	FIN	Resolution Approving 2014 Budget Modification 2014 Curling Way Street - Land Acquisition	
13-1109	FIN	Resolution Approving 2014 Budget Modification - Stinchfield Creek Walkway	
92-1009	FIN	Resolution Authorizing City Officials to issue requests for proposals for refuse and recycling services contract	

Adjournment

Signed by James E. Tipple, Mayor

This Revised Agenda was posted at City Hall and faxed to the Daily Herald newsroom on 8/19/2014 @ 3:30 pm. Questions regarding this agenda may be directed to the City Clerk.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving 2014 Budget Modification 2014 Curling Way Street Land Acquisition

Committee Action:    Approved

Fiscal Impact:        Not to exceed \$208,000

**File Number:**        13-1109

**Date Introduced:**    August 26, 2014

**RESOLUTION**

**WHEREAS**, The City of Wausau collaborated with Marathon County and the Wausau Curling Club to bring outstanding soccer and curling facilities to the City of Wausau which will enhance the quality of life of our residents and serve as tourism destinations; and

**WHEREAS**, Common Council agreed to construct Curling Way to serve these facilities; and

**WHEREAS**, in connection with the Curling Way project CISM recommended and the Common Council approved the purchase of two properties to improve the quality of the street and the aesthetics of this important roadway; and

**WHEREAS**, the project needs to be completed early May of 2015 to accommodate committed soccer tournaments; and

**WHEREAS**, the City has exhausted the capital projects land acquisition with the purchase of the first property; and

**WHEREAS**, the City has executed a contract for the construction of the street; and

**WHEREAS**, the City has received a commitment for funds from the Holtz Krause Landfill Steering Committee to defray a portion of the land acquisition costs; and

**WHEREAS**, Wausau Common Council approved resolution 12-0110 which authorized the utilization of Holtz Krause Funds to fund the north portion of the Curling Way and these funds were not utilized;

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify and increase the 2014 budget as follows:

Increase Land Acquisition 150-231098305.....	\$208,000
--	-----------

Increase Transfer From Holtz Krause Fund 150-232589220.....	\$158,000
Donation Revenue 150-237588410.....	\$ 50,000

**BE IT FURTHER RESOLVED** this budget modification be published in the official newspaper as required.

Approved:

---

James E. Tipple, Mayor



## **STAFF REPORT ON BUDGET MODIFICATION CURLING WAY**

### **BACK GROUND INFORMATION**

The City has been working on street improvements associated with the curling club and soccer field project since 2012. Costs to date include:

From Kent Street and Curling Way Reconstruction to the Curling facility	\$219,119
Land Acquisition - Contribution to the County	\$100,000
Land Acquisition – 1108 McDonald Street	\$164,312
Land Acquisition – 1216/1218 Junction Street	\$ 15,181
Professional Service – relocation work	\$ 13,807

The 2014 budget provided for the construction Curling Way and Kent Street in the amount of \$542,250, but did not contemplate the land acquisition and relocation expenses related to the cemetery property. Current negotiations compute the total cemetery relocation and acquisition expenses to be \$207,220. The city staff have communicated with the Holtz Krause Steering Committee to assist in the costs of this relocation project.

In 2012, the Common Council approved resolution 12-0110 which provided for funding from the Holtz Krause Fund. These funds were not utilized since the capital projects fund had sufficient funds to finance the street project.

The Holtz Krause Fund has also provided long term financing to TID 3 to assist with the remediation of the riverfront property. These funds will be paid back to the Holtz Krause Fund as the riverfront develops and increment is collected.

The current cash available in the Holtz Krause Fund is \$563,117. In December of each year the city receives insurance settlement payments of \$62,410 which will continue until 2018. Cash on hand and the insurance payments will fund ongoing maintenance costs which average around \$80,000 annually.

The proposed transfer from Holtz Krause Fund to the Capital Projects Fund to finance the cemetery land acquisition and relocation would be a permanent transfer of funds with no repayment.

**RESOLUTION OF THE FINANCE COMMITTEE**

Approving 2014 Budget Modification - Stinchfield Creek Walkway

Committee Action:    Approved

Fiscal Impact:        Not to exceed \$85,500

**File Number:**        13-1109

**Date Introduced:**    August 26, 2014

**RESOLUTION**

**WHEREAS**, the Stinchfield Creek Walkway project located at the east end of bridge street has been designed and the bridge project bid was awarded; and

**WHEREAS**, the project will connect two neighborhoods, improve walkability within the city and serve as community amenity; and

**WHEREAS**, the funding for the project was overlooked in the 2014 budget; and

**WHEREAS**, the Kaiser Pool bids have been received and excess funds are available that could be redirected to this walkway project; and

**WHEREAS**, both the pool project and the walkway project serve the same neighborhoods;

**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify the 2014 budget as follows:

Increase Sidewalks 150-233098240	.....	\$85,500
Decrease Swimming Pools 150-237598462	.....	(\$85,500)

**BE IT FURTHER RESOLVED** this budget modification be published in the official newspaper as required.

Approved:

\_\_\_\_\_  
James E. Tipple, Mayor



## **STAFF REPORT ON BUDGET MODIFICATION STINCHFIELD CREEK TRAIL PROJECT**

### **BACK GROUND INFORMATION**

The City of Wausau has prepared plans and obtained permits for the construction of approximately 550-feet of trail from the end of E. Bridge Street northeast to Wildlife Court. The multi-use trail width will accommodate both pedestrians and bicyclists. When the trail is completed the project will connect the northeast neighborhood to Thom Field, Kaiser Pool and downtown Wausau.

Due to the existing topography which includes wetlands and a creek, a number of trail sections are needed to complete the trail project. Wetland boardwalk, 40-foot Bridge and an asphalt trail sections will be utilized. The wetland boardwalk will be constructed by the City-County Parks Department. The trail will be constructed within an existing easement previously granted to the City of Wausau.

Bids for the trail project with the exception of the boardwalk were received July 29. Re-vi Design LLC was the low bidder at 64,617.70. Prior to signing the contract it was discovered that funding for the trail project in the 2014 budget had been overlooked. To complete the trail project and wetland boardwalk a budget modification of \$85,000 is necessary. It has been determined that excess funds are available from the swimming pool project for possible use for this project. See the attached spreadsheet for a breakout of the pool funding.

## POOL FUNDING ANALYSIS

### Funding Available:

Pool Engineering Budget	\$ 160,000
2013 C Bonding	<u>3,410,000</u>
Total Funds Available	<u>\$ 3,570,000</u>

### Project Costs

Kaiser Pool Engineering	\$ 136,000
Construction Management	60,000
Pool Bids:	
	934,900
	1,478,000
	24,300
	7,000
	104,000
Total Kaiser Pool Costs	2,744,200
10% Contingency	<u>274,420</u>
Total Kaiser Pool	<u>\$ 3,018,620</u>

### 2014 Budget:

Design of Memorial and Schulenberg	<u>366,000</u>
Total Budget Requirements	<u>\$ 3,384,620</u>

Excess Funds Available \$ 185,380

Walkway \$ 85,500

**RESOLUTION OF THE FINANCE COMMITTEE**

Authorizing City Officials to issue requests for proposals for refuse and recycling services contract

Committee Action: Approved

Fiscal Impact: Future cost is unknown until proposals are received the current annual contract is \$1,795,932

**File Number:** 92-1009

**Date Introduced:** August 26, 2014

**RESOLUTION**

**WHEREAS**, The City of Wausau refuse and recycling contract expires on December 31, 2014; and

**WHEREAS**, the Finance Committee has reviewed and recommends the implementation of an automated weekly refuse and biweekly single stream recycling collection process which is proven to improve efficiencies in the collection process, reduce costs and increase recycling collections; and

**WHEREAS**, an automated system requires the standardization of the refuse and recycling containers for all participating household units within the City and prevents overflow refuse collection; and

**WHEREAS**, an automated system requires that participating households locate their containers within the driveway or boulevard, spaced 3feet away from other containers and nearby obstacles; and

**WHEREAS**, a minimum of a seven year contract with a ten year option will allow contractors to amortize vehicle costs over the life of the contract and will result in the ability to evaluate the most favorable quotes; and

**WHEREAS**, the rep will evaluate the pricing of the City purchasing the refuse and recycling containers or the Vendor purchasing the containers; and

**WHEREAS**, the City has determined that it is advantageous to incorporate the spring large item pick-up dumpster service within bid specifications; and

**WHEREAS**, the City has determined that it is advantageous to incorporate City facility pick up within the bid specifications;

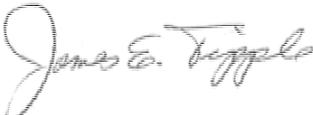
**NOW THEREFORE BE IT RESOLVED**, by the Common Council of the City of Wausau that the proper City Officials are hereby authorized and directed to issue an RFP(request for proposal) for an automated weekly refuse and biweekly single stream recycling collection contract, large item pick-up dumpster service and city facility refuse and recycling;

Approved:

---

James E. Tipple, Mayor



TO: FINANCE COMMITTEE MEMBERS  
FROM: MAYOR JIM TIPPLE   
DATE: AUGUST 18, 2014  
SUBJECT: REFUSE AND RECYCLING SERVICES CONTRACT 2015

At the last Finance Committee meeting the committee authorized discussions with Advanced Disposal regarding the one year extension of existing services or considering a one year RFP for services. The purpose of this strategy was to provide the city the opportunity to pursue a fully automated system for 2016. Staff and I met with Advanced Disposal representatives last week and they indicated that they would not enter into a contract extension for 6mo or one year and would require a multiple year contract to continue services.

Based upon this response we recommend the City advance to a fully automated system beginning on January 1, 2015. As a reminder, the city is interested in an automated refuse and single stream recycling collection system since it is proven to create efficiencies in collection, reduce costs and improve recycling participation. Examples of other communities with successful automated systems include the City of Madison, City of Stevens Point and the City of LaCrosse. La Crosse implemented their system on January 1, 2014 and has experienced an increase in recycling by 174%.

The draft RFP attached will accomplish this goal. The RFP includes both 7 year and 10 year option. A long term contract will allow contractors to amortize the cart purchases and vehicles over an extended period and my result in lower costs to the City. To ensure that we receive multiple proposals we are putting this process on a fast track with a schedule as follows:

- August 26<sup>th</sup>, 2014 - Finance and Common Council approves RFP
- August 27<sup>th</sup>, 2014 - RFP released
- September 8<sup>th</sup>, 2014 - Prequalifications and contractor Informational meeting
- September 16<sup>th</sup>, 2014 - RFPS due
- September 16<sup>th</sup>, 2014 - RFPs opened at Board of Public Works
- September 23<sup>rd</sup>, 2014 - Council approves contracts
- Late December containers delivered
- January 1, 2015 service started

I look forward to receiving council's input on this service.



## **Request for Proposals (RFP) Residential Refuse and Recycling Collection Services**

### **Introduction**

The City of Wausau, Marathon County, Wisconsin, is seeking proposals for comprehensive high-quality automated weekly refuse and biweekly single stream recycling collection and disposal services **for residential properties within the City beginning January 1, 2015.**

Proposals shall be submitted in sealed envelopes:

- **1PM. on Tuesday, September 16, 2014** to Brad Lenz, City Planner, City Hall, 407 Grant Street, Wausau, Wisconsin 54403. Sealed envelopes shall be clearly labeled "*Sealed Proposals for Waste Management Services*" with the contractor's name and address on the outside of the sealed envelope. Proposals will be opened at 1:30PM on Tuesday September 16<sup>th</sup>, 2014 in the Council Chambers.
- **Proposals shall be valid for 90 days, it is anticipated that the contract will be awarded by the Wausau Common Council on September 23<sup>rd</sup>, 2014.**

The City intends to enter into agreements with a single, qualified and responsible firm for services and is furnishing, attached to this RFP, sample copies of the draft proposed contract agreements the city will enter into immediate negotiations to finalize contracts after bid opening.

### **Background Information on Waste Management Services**

The City has had most of its solid waste management services provided by a private contractor since the mid-1970s. Currently, Advanced Disposal provides these manual services to Wausau and the current contract will expire on December 31, 2014. This includes collection at all single-family, two-family and participating multi-family residential structures in the City and waste and recycling services at a variety of City-owned facilities listed on Pages 1 and 2 of Exhibit I. Currently, yard waste is offered through a weekly subscription service paid by the resident directly to the contractor. In addition, the City manages a curb side fall leaf pick up operation and a yard waste site.

Under the existing agreements (Exhibits III and IV), the contractor collects non-recyclable waste and recyclables from residential housing units within the City of Wausau, including apartment buildings and residential units within commercial structures that choose to participate and comply with the curb side collection process. Garbage collection is weekly and recyclables is collected every two weeks. The contractor is responsible for disposing of the non-recyclables in a licensed landfill approved by the City and for processing and marketing all recyclable materials in accordance with Wisconsin Statutes and Administrative Rules. The City is currently invoiced for 16,629 units for this service.

Currently, all nonrecyclables are transported to Marathon County landfill in the Town of Ringle,

approximately 15 miles from the City of Wausau. Our current contract operates a transfer facility in the Village of Weston which allows them to combine City of Wausau residential collections and limit the number of trips to the county landfill. **The County Landfill tipping fee for 2015 for City of Wausau haulers will be \$32.22 per ton.** Information about the County landfill is available at [http://www.co.marathon.wi.us/dep\\_detail.asp?dep=31](http://www.co.marathon.wi.us/dep_detail.asp?dep=31).

It is estimated that Advanced Disposal vehicles log 5,500 miles per month to provide the complete recycling and trash collection and disposal services for the City. This estimate has not been verified.

The City currently does not provide plastic carts to residents for nonrecyclable waste collection. However, many residents and apartment building owners rent these carts from Advanced Disposal for an annual fee of \$36 paid by the cart user. In addition, some owners of apartment structures contract directly with a waste hauler to provide dumpster service for their tenants. Even though an apartment development receives privately contracted dumpster service for an additional fee, the City still pays the collection fee for the living units in those apartment buildings as part of the contract.

Currently, residents use small recycling bins that do not accommodate automated pick-up or promote increased recycling. Recyclables are co-mingled by residents into two categories – paper and most other. The contractor is responsible for collecting and processing the material in accordance with Wisconsin Department of Natural Resources requirements. Currently, our contractor is taking all recyclables collected in the City to either the Portage County Materials Recovery Facility located approximately 30 miles south of Wausau or the Outagamie Tri-County Materials Recovery Facility. Information on the facilities can be found on their websites at: <http://www.co.portage.wi.us/solidwaste/materialrecovery.htm> or <http://www.outagamie.org/index.aspx?page=766>

The contractor is not required to use these facilities and may market the recyclables in any manner acceptable to the Wisconsin Department of Natural Resources. The City is interested in implementing single stream recycling for the 2015 contract.

Contractors bidding on the City of Wausau services should be familiar with the dynamics of the City including the geographical scope and constraints, the variances between the older and newer parts of the city, traffic patterns, and the presence of narrow streets, lots and alleys.

Tonnage statistics for 2013 provided by Advance Disposal is as follows:

	Tonnage
Aluminum Containers	39.51
Corrugated cardboard	335.87
Glass Containers	296.36
Magazines	256.84
Newspaper	731.01
Plastic containers #1 and #2	158.06
Residential Mixed Paper	19.76
Steel and bi-metal containers	138.30
Total	1,975.71
Refuse	10,870.99
Lead acid batteries	0.23
Waste Oil	17.58

The City is committed to providing exemplary and cost efficient refuse and recycling service to its residents while simultaneously striving to be an environmentally friendly community.

**Program Design and Scope of Services:**

**A. Contract Term**

The City of Wausau is requesting proposals of 7 year and 10 year contract.

**B. Collection Guidelines:**

The contractor for refuse and recycling collection will be held to the following contractual guidelines of service including but not limited to:

- Delivery of refuse to a landfill licensed and approved by the State of Wisconsin
- Delivery of recyclables in compliance with the Wisconsin Department of Natural Resources
- Begin actual collection of materials after 5:45am and completed by 6:00pm.
- Service shall typically be performed Monday through Friday and only on Saturday in the event of responding to complaints, extraordinary weather events or holiday adjustments.
- Route planning and adjustments must be approved by the City.
- Respond to and retrieve missed pickups within 36 hours of complaint.

**C. Unit Counts:**

In 2013 city records indicate that there were 11,152 single family units in the city, 2,686 two-family units, and 213 three-family units, for a total of 14,501 units that are less than four units and eligible for participation in an automated refuse and recycling program. The intention of the City is to secure an accurate unit count upon delivery and implementation of an automated cart services. The City will be invoiced and billed for services based upon these cart counts. Unit count shall change based upon additions and deletions. Counts will be based upon changes in cart inventory and statistics provided by the City inspections department regarding residential annexations, new residential construction permits and demolitions. The contract and city will make a good faith effort to agree on the cart counts.

**D. Automated Collection**

The City wishes to begin an automated cart-based weekly refuse and bi-weekly single-stream recycling collection service on January 1, 2015.

**E. Residential Refuse Collection and Disposal**

- Refuse shall be defined as eligible discarded material that is non-recyclable, non-organic yard material and that is not prohibited by law from disposal in Wisconsin landfills.
- Beginning January 1, 2015 the contractor will collect only refuse placed inside program carts at residential curbsides based upon the weekly collection schedule.
- Refuse proposals represent the cost associated with collection and delivery of refuse to the landfill. The city will either reimburse the contractor for actual tipping fees or pay these costs directly to the landfill based upon the tonnage cost.

**F. Residential Recycling Collection and Disposal**

- Recyclables shall be defined as tin/bi-metal and aluminum cans, mixed plastics (#1-#7), glass, corrugated cardboard, office paper, newspaper, magazines and other mixed paper, PET and HDPE bottles and containers, aseptic containers.
- Beginning January 1, 2015 the contractor will collect recycling placed inside program carts at residential curbsides based upon the biweekly collection schedule.
- Recycling will be a single stream program.
- Recyclables collected become the property and responsibility of the contractor.
- Used motor oil and batteries will be picked up within the collection schedule as long as the resident calls in advance to schedule collection arrangements.

#### G. Carts

- Contractor to provide cart maintenance over the life of the contract.
- Carts to be equipped with bar code and radio frequency identification.
- Cart body color will be universal; lid color will vary to distinguish refuse, recycling, and yard waste.
- Requests to change cart size or other distributions/retirements will be through the City and delivered by the contractor. Cart size changes will be limited by a service fee.
- City will be provided with an updated database of cart size and delivery address over the life of the contract.
- The City intends to default to a 65gallon refuse container and 95 gallon recycling container.
- Containers should be high quality with outstanding warranties.

#### H. Annual Spring Large Item Pickup

The city has a springtime large item pick up that consists of larger materials that are picked up curbside by city staff and hauled to the Department of Public Works (DPW) site. The materials are then reduced and loaded into 40 cubic yard dumpsters. The vendor has placed up to four (4) dumpsters in the DPW yard for city staff to fill via an excavator fitted with a grapple. DPW will fill between four and six (4-6) dumpsters per day during the two week collection period. Vendor shall run approximately 4 to 6 dumpsters per day from DPW to the Marathon County Landfill. The City requests that dumpsters are delivered the week before the pickup is scheduled to begin. Location of dumpsters shall be coordinated with the DPW supervisors. The landfill fees will be invoiced separately from Marathon County directly to the City.

#### I. Yard Waste Collection Proposal

Seasonal yard waste collection shall be offered as a contractor provided subscription service. Collection and disposal shall be provided by the contractor with automated 95 gallon carts only. Residents requesting the service shall be billed directly by the contractor. The service shall be available from mid-April to the beginning of November.

#### Proposal Delivery Procedures

Sealed proposals shall be delivered to the Engineering Department, City Hall, 407 Grant Street, Wausau, Wisconsin 54403, **by no later than 1:00 p.m. on Tuesday, September 16th**. Sealed envelopes shall be clearly labeled "*Sealed Proposal for Waste Management Services*" with the following information on the outside of the sealed envelope: Contractor's Name and Address.

Proposals will be opened at a public meeting at **1:30 p.m. on Tuesday, September 16<sup>th</sup>** in the Common Council Chambers of Wausau City Hall.

**Contractors shall furnish one (6) original copy of the completed and signed "Services Proposal" (pages 10-21), which includes all components of the overall proposal.** If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the City Planner at the above location.

Proposals received prior to the time of opening will be securely kept, unopened, until 1:00 p.m. on Tuesday, September 16, 2014. The City is not responsible for any proposal which does not reach the City Planner by 1:00 p.m. on Tuesday, September 16, 2014. **Proposals arriving after the above-specified time, whether sent by mail, courier, or in person, will not be accepted.** These proposals will either be refused or returned unopened. It is the contractor's responsibility for timely delivery, regardless of the method used. Mailed proposals which are delivered after the specified time will not be accepted, regardless of the postmarked date or time on the envelope. Once submitted, a proposal shall not be withdrawn.

#### **Non-Acceptance of Proposals**

No proposal shall be accepted from, nor a contract awarded to, any person, firm or corporation that is in arrears or is in default to the City for any debt or contract or has failed to faithfully perform any previous contract with the City or has failed to be pre-qualified.

#### **Proposal Opening Procedures**

The opening of all proposals shall commence at 1:30 p.m., after the delivery time and date stated above, in the First Floor Common Council Chambers of Wausau City Hall, 407 Grant Street, Wausau, Wisconsin. All prices shall be publicly read and posted. All potential contractors and the public may attend the proposal opening. The City shall then take all proposals under review. It is the intent of the City to award the contract for the waste management services on September 23, 2014.

#### **Competency of Contractors**

*Pre-Qualification Procedures.* Contractors who were **not** previously qualified to submit a proposal shall submit a completed Pre-qualification Statement form for solid waste management services and related required information. The complete information shall be submitted to Brad Lenz, City Planner, City Hall, 407 Grant Street, Wausau, Wisconsin 54403 **by 2:00 p.m. on September 8, 2014.** This information may be dropped off in person or mailed. The Board of Public Works will review any new statements of pre-qualification in closed session and will notify any new contractors if they are qualified within five (5) business days. All information requested as part of the pre-qualification process will be kept by the City in strictest confidence or made public record as required by law.

The intent of the pre-qualification process is to ensure that only qualified contractors who have the financial capacity and experience to provide the necessary quality services are allowed to submit proposals. Contractor pre-qualification statements will be reviewed to ensure they meet minimum standards and points will be awarded based upon strengths in the following areas:

- Litigation and regulatory compliance — maximum 10 points,
- Financial strength — maximum 10 points,
- Successful experience with other communities and customer references — maximum 30 points, and
- Automated Collection Experience — maximum 15 points.

The second phase of the rating will take place after proposals are received and pricing is known. The points earned in pricing (35 maximum) will be combined with the pre-qualification points and the contractor with the highest total points will be recommended for the contract. This method balances the qualifications of the contractor with price.

The Common Council may consider other methods of contract award such as low price, contractor interviews, or other methods in actually awarding the contract. **The City reserves the right to reject any and all proposals or any part of any proposal for any reason, and/or to add to and/or delete provisions of any proposal, in the best interest of, and in furtherance of the general health, safety, and welfare of, the City of Wausau.**

### **Informational Meeting**

The city will conduct an informational meeting on September 8<sup>th</sup> at 2pm in the council chambers. The purpose of this meeting will be to answer questions along with handling any technical difficulties in the proposal.

Drafted: June 5, 2014  
Revised: August 4, 2014  
RFP for Solid Waste Management Services Aug 2014

CITY OF WAUSAU  
REFUSE AND RECYCLING  
SERVICE PROPOSAL

- PREQUALIFICATIONS DUE: Monday September 8, 2014 at 2pm at City Hall
- CONTRACTOR INFORMATIONAL MEETING: Monday September 8, 2014 at 2pm at City Hall
- PROPOSALS DUE: Tuesday September 16, 2014 at 1pm at City Hall

Proposals shall be in a sealed envelope clearly labeled “Sealed Proposals for Waste Management Services” with the contractors name and address on the outside of the sealed envelope.

- PROPOSALS WILL BE OPENED: Tuesday September 16, 2014 at 1:30pm at City Hall
- CONTRACT:

Contract will be awarded by the Common Council on September 23<sup>rd</sup>, 2014.

Contract should be executed within 30 of notice of the award of contract.

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 1 - RESIDENTIAL WEEKLY AUTOMATED REFUSE SERVICES**

THIS FEE IS FOR COLLECTION AND DELIVERY TO THE LANDFILL SITE. LANDFILL FEES WILL BE EITHER REIMBURSED TO THE CONTRACTOR OR PAID DIRECTLY TO THE LANDFILL SITE

**REFUSE: 7 YEAR CONTRACT**

			48 Gallon Class	65 Gallon Class	95 Gallon Class
Source of Cart	End of Contract Cart Ownership	Cart Maintenance Responsibilities	Refuse Collection Cost/Unit/Month	Refuse Collection Cost/Unit/Month	Refuse Collection Cost/Unit/Month
City Furnishes Cart	City owns Cart Throughout	City Responsible*			
Vendor Furnishes Cart	Vendor retains ownership	Vendor Responsible			
Vendor Furnishes Cart	City owns at the end of the contract	Vendor Responsible			

**REFUSE: 10 YEAR CONTRACT**

			48 Gallon Class	65 Gallon Class	95 Gallon Class
Source of Cart	End of Contract Cart Ownership	Cart Maintenance Responsibilities	Refuse Collection Cost/Unit/Month	Refuse Collection Cost/Unit/Month	Refuse Collection Cost/Unit/Month
City Furnishes Cart	City owns Cart Throughout	City Responsible*			
Vendor Furnishes Cart	Vendor retains ownership	Vendor Responsible			
Vendor Furnishes Cart	City owns at the end of the contract	Vendor Responsible			

\*Contractor may offer maintenance service of carts in the event the City furnishes the Carts. Please offer this under Schedule 6 as an “other fee”.

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 2 - AUTOMATED BIWEEKLY RESIDENTIAL RECYCLING SERVICES**

**RECYCLING: 7 YEAR CONTRACT**

Source of Cart	End of Contract Cart Ownership	Cart Maintenance Responsibilities	48 Gallon Class	65 Gallon Class	95 Gallon Class
			Recycling Collection Cost/Unit/Month	Recycling Collection Cost/Unit/Month	Recycling Collection Cost/Unit/Month
City Furnishes Cart	City owns Cart Throughout	City Responsible*			
Vendor Furnishes Cart	Vendor retains ownership	Vendor Responsible			
Vendor Furnishes Cart	City owns at the end of the contract	Vendor Responsible			

**RECYCLING: 10 YEAR CONTRACT**

Source of Cart	End of Contract Cart Ownership	Cart Maintenance Responsibilities	48 Gallon Class	65 Gallon Class	95 Gallon Class
			Recycling Collection Cost/Unit/Month	Recycling Collection Cost/Unit/Month	Recycling Collection Cost/Unit/Month
City Furnishes Cart	City owns Cart Throughout	City Responsible*			
Vendor Furnishes Cart	Vendor retains ownership	Vendor Responsible			
Vendor Furnishes Cart	City owns at the end of the contract	Vendor Responsible			

\*Contractor may offer maintenance service of carts in the event the City furnishes the Carts. Please offer this under Schedule 6 as an “other fee”.

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 3 – LANDFILL AND MATERIAL RECOVERY FACILITY LOCATION**

Name of State of Wisconsin licensed landfill to be utilized: \_\_\_\_\_

Contractor cost per ton for disposal at this landfill: \$ \_\_\_\_\_

Name of Material Recovery Facility to be utilized: \_\_\_\_\_

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 4 – CART SPECIFICATIONS**

Detail cart manufacture and specifications here or attach vendor quote and specifications.

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 5 - RATE INCREASE PLAN ON RESIDENTIAL REFUSE AND RECYCLING SERVICES**

Contractors are to submit proposal based upon 1) CPI annual percent rate increases and 2) set % annual rate increases. Increases shall be applied annually starting 1/1/2016 and annually thereafter. CPI shall be determined annually using June data so that budgeting information is available on a timely basis. The increase would go into effect on January 1 of the following year. For example (CPI inflation determined June of 2015 compared to July 2014 will be used to increase the 2016 rates).

CPI Source: CPI – All Urban Consumers Midwest Region (Series Id: CUUR020SAO)

Not seasonally adjusted

Area: All Items

Base Period: 1982-84=100

**ALTERNATE PROPOSAL**

The contractor may elect to propose a set annual percentage increase:

REFUSE				RECYCLING			
Year	%Increase	Year	%Increase	Year	%Increase	Year	%Increase
2016	%	2021	%	2016	%	2021	%
2017	%	2022	%	2017	%	2022	%
2018	%	2023	%	2018	%	2023	%
2019	%	2024	%	2019	%	2024	%
2020	%			2020	%		

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 6 - RATE 40 CUBIC YARD DUMPSTERS**

Contractor to provide an inclusive cost of one 40 cubic yard container rental of approximately 3 weeks and transportation to the Marathon County Landfill. The City expects to use 4 to 6 dumpsters. The City will pay tipping fees directly to the County. This is an all-inclusive cost and subject to CPI and Fuel charge increases if applicable.

40 cubic yard container rental and transportation to Marathon County Landfill \$ \_\_\_\_\_

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 7 – SEASONAL YARD WASTE WEEKLY CURB SIDE COLLECTION SUBSCRIPTION SERVICE**

Seasonal yard waste collection shall be provided on a subscription service only. Collection and disposal shall be provided by the contractor with automated carts only. Cart size shall be 95 gallon class only. Residents requesting service shall be billed directly by the contractor. The rates quoted will be for 2015 and shall include cart rental, collection and recycling of the yard waste.

Cart Delivery and Pick-up Cost (per cart)     \$ \_\_\_\_\_

Cart Based Weekly Service (per cart)     \$ \_\_\_\_\_

Length of Season     \_\_\_\_\_

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 8– CITY FACILITIES**

Provide the monthly fee schedule for the collection and disposal of refuse and recycling for city facilities. This service would be subject to CPI and fuel surcharge adjustments if applicable.

	<b>REFUSE</b>			<b>RECYCLING</b>		
Container	<b>Pick-Up Frequency Per Week</b>			<b>Pick-Up Frequency Per Week</b>		
Size	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
90 Gallon						
.5 Yard						
1 Yard						
2 Yard						
3 Yard						
4 Yard						
6 Yard						

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 9 – ALL INCLUSIVE ITEMIZATION OF ADDITIONAL FEES OR SURCHARGES ON RESIDENTIAL REFUSE AND RECYCLING SERVICES (OPTIONAL)**

FEE OR SURCHARGE	APPLY TO REFUSE COLLECTION <i>(Check Box)</i>	APPLY TO RECYCLING COLLECTION <i>(Check Box)</i>	COST AND NOTES <i>(Articulate proposal and costs; use more space if needed)</i>
Fuel Surcharge			
Other.....(Describe)			

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SCHEDULE 10 – OTHER RESIDENTIAL SUBSCRIPTION SERVICES AVAILABLE**

Provide other residential subscription services that may be available. Examples include scheduled large item and appliance pick up. Any services provided in this area must be funded by customer fees.

CITY OF WAUSAU RESIDENTIAL REFUSE AND RECYCLING RFP

Schedule of Bid Forms

Contractor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

The City of Wausau reserves the right to reject any or all bid proposals and select the bid proposal believed to be in the best interest of the City in the City's sole discretion. The contract will be awarded to a single contractor based on consideration of bid prices, contractor qualifications, experience and capacity to provide services.

ADDENDA NUMBERS ARE HEREBY ACKNOWLEDGED: \_\_\_\_\_

The following listed documents are considered component parts of this proposal

- This cost proposal form
- 2014-2023 Refuse and Recycling Contracts (marked as draft)

PRINT COMPANY NAME \_\_\_\_\_

PRINT ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME AND TITLE \_\_\_\_\_

DATE \_\_\_\_\_