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**REQUEST FOR QUALIFICATIONS (RFQ) for  
REFUSE, RECYCLING, AND YARD WASTE COLLECTION  
SERVICES CONTRACT – VILLAGE OF BROADVIEW**

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**REQUEST FOR QUALIFICATIONS**

The Village of Broadview (hereinafter "Village"), located in Cook County, Illinois, seeks proposals for the provision of professional services for residential refuse, recyclables and yard waste collection services. The Village desires to provide residents with comprehensive, high quality refuse, recycling and yard waste collection services. The Village intends to enter into a contract with a qualified, responsive, and responsible firm for such services, and accordingly are furnishing herein a set of specifications by which such proposals shall be judged. Any firm (hereinafter, "Contractor") desiring to furnish a quotation for such services shall submit proposals following the instructions and format of the attached Request for Qualification (RFQ) documents.

**CONTRACT**

It is the express intent of the Village to enter into an exclusive scavenger contract agreement (hereinafter the "Agreement") with a Contractor to provide refuse collection services for single family attached and detached residential units, multi-family residential units (collectively, "Village dwelling units") and municipally owned properties in the Village of Broadview. The Agreement will not include commercial, industrial or institutional properties within the Village of Broadview.

**PROJECT DESCRIPTION**

The Village currently provides multi-family and residential refuse and recycling services through a contract with a private collection company. The contract expires on February 28, 2018 and the Village is evaluating service, rate and other contractual parameters that best meet Village's needs for minimally the next two (2) years or more as negotiated or otherwise extended by mutual agreement.

**SCOPE OF SERVICES**

1. The Contractor will supply all equipment, labor, containers, and other materials necessary to complete collection, hauling, and disposal of all refuse/garbage/rubbish, recyclable materials, and yard waste.
  
2. Refuse: All refuse will be collected from the Village dwelling units and all Village-owned Sites, including but not limited to Village Hall, Fire Station(s), Police Department, Public Works Department, other designated Village-owned facilities, and Village receptacles along the Central Business District and any other Village-owned receptacles as designated. The Village requires new, or like new, containers for refuse purposes.
  
3. Recyclable Materials: Separate collection of all recyclable materials shall be collected as part of the weekly pick-up. Pricing options for weekly pick-up are requested. The Village requires that recyclable materials be stored in containers provided by the Contractor for such recycling

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collection. The Village requires new, or like new, containers for recycling purposes. Single sort recycling is the preferred method.

4. Yard Waste: Separate collection of leaves and grass clipping materials and other yard waste shall be collected as part of the weekly pick-up from March 1 through November 30. The Village requires that yard waste be bagged separately from other household refuse material in compostable bags, or in a privately-owned and labeled container or Contractor provided container for such purpose.

5. Village Shred Day: Conduct two (2) “shred days,” once in the Spring and once in the Fall that will allow the residents an opportunity to bring to designated locations paper or other similar items to be shredded and destroyed.

6. Village Electronic Collections Day: Conduct one (1) electronic collections day that will allow the residents an opportunity to bring to designated locations electronic items to be disposed of and/or destroyed.

### **SUBMITTAL REQUIREMENTS**

Responses to this RFQ must include the following information:

- Firm name, phone, address (including e-mail address) and FAX numbers, and name of primary contact.
- A summary of the firm’s experience in Refusal management within the past 10 years. Summary should include a list of projects, a brief description and a contact name/telephone number. Examples of work may be attached.
- A list and description of the firm’s experiences working with government entities. Include contact name, telephone and email address of any current or past client that the firm worked with in the past 10 years.
- A list of individuals who would be assigned to work on the project and a description of their qualifications related to the Scope of Services outlined in this RFQ.
- A brief description of the firm’s approach and an outline of preliminary plans which to accomplish the Scope of Services outlined in this RFQ and detailed cost for each Scope of Services. Said plans should include, but not be limited to a detailed description regarding achieving the goals of the scope of services, deployment of these services, collection plans for designated holidays, and collection plans in the event of an emergency or natural disaster.
- RFQ response must be signed by a person authorized to sign on behalf of the consulting company.
- Response is limited to no more than seven (7) pages excluding work examples and resume.
- An affirmative statement that the Contractor is not barred by law or court order from providing the Services described herein for the Village.

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- An affirmative statement that the Contractor has reviewed the Village of Broadview Village Code, particularly Title 4 Public Health and Sanitation, Chapter 5 Garbage and Refuse, a copy of which is attached hereto, and will comply with same.
- An affirmative statement that the Contractor has no conflict of interest with the Village.

### **SUBMISSION OF RESPONSES**

Responses to the RFQ must be mailed or hand delivered by the date and time specified below to:

LeTisa Jones, Village Administrator  
Village of Broadview Municipal Building  
2350 South 25th Avenue Broadview, Illinois 60155

Responses whether mailed or hand delivered, must arrive at the location specified above no later than **5:00 p. m., CST on December 15, 2017**. No submittals will be accepted after that date and time. The Village will not be liable for delays in delivery of responses due to handling by the US Postal Service or any other type of delivery service. **Faxed or emailed submittals shall be rejected.**

**All questions regarding the RFQ should be sent to LeTisa Jones, Village Administrator at [ljones@broadview-il.gov](mailto:ljones@broadview-il.gov), telephone number 708.681-3600 by 3:00 pm CST on December 8, 2017. All questions received prior to this date and time will be responded to via email by December 11, 2017 at 6:00 p.m.** Unauthorized contact regarding this RFQ with any other Village employee or official may result in disqualification.

### **EVALUATION CRITERIA**

A qualifications-based selection process will be used to select a contractor for this project. The selection will be made from the submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements;
- Experience and qualifications of the contractor and assigned personnel;
- Knowledge of state, county, and local Refuse industry market trends, and technologies;
- Knowledge of municipal Refuse collection operations, practices and procedures;
- Demonstrated experience and creativity in Refuse collection system design and successful achievement of results in prior projects for clients;
- Demonstrate solid communication skills with Village staff;
- Competitive Cost Proposal; and
- Professional references.

### **SELECTION PROCESS**

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The Village will evaluate all responsive RFQ submitters and rank them based on experience, qualifications, cost proposal and criteria listed above. The Village may conduct interviews during the selection process. Contracts selection followed by a negotiated contract is expected to be in place by March 1, 2018. The Village reserves the right to reject some or all of the proposals, in whole or in part.

**TERMS AND CONDITIONS**

This RFQ shall not create any legal obligation of the Village to evaluate any Qualification that is submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable.

The Village reserves the right to reject all or some of the Proposals received, in whole or in part, and it further reserves the right to waive non-material formalities and technicalities according to the best interests of the Village. Any Proposal submitted shall be binding for six (6) months following the Village's opening and review of the same. The Village reserves the right to select a Respondent or multiple Respondents to perform the Services. The Village reserves the right to terminate the Services provided by the Respondent. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFQ. By submitting a Proposal, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

If selected, contractor will be required to execute a Village of Broadview Professional Services Contract. This RFQ does not obligate the Village to pay any cost incurred by respondents in the preparation and submission of a statement of qualifications. All such costs shall be borne solely by each submitter. Furthermore, the RFQ does not obligate the Village to enter into a contract or proceed with the procurement of the project. Materials submitted in response to this competitive procurement shall become the property of the Village and will not be returned. All submittals received will remain confidential until the Village and the successful contractor sign the agreements resulting from this advertisement, or unless disclosure is otherwise required by law or court order. All submittals are deemed public records and are subject to the Illinois Public Records Act and the Freedom of Information Act.