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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, is seeking proposals for the provision of professional services for residential refuse, recyclables and yard waste collection services. The Village wishes 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 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 "Agreement") for single family detached residential collection, single family attached residential, multi-family and municipal collection in the Village of Broadview. The Agreement shall not include commercial, industrial or institutional properties within the Village of Broadview.

**PROJECT DESCRIPTION**

The Village currently provides multi-family and residential Refusal and recycling services through a contract with a private collection company. The contract runs through February 28, 2023 and the Village is evaluating service, rate and contract options that best meet Village's needs for at least the next four years.

**SCOPE OF SERVICES**

1. The Contractor shall supply all equipment, labor, containers, and materials necessary to complete collection, hauling, and disposal of all refuse/garbage/rubbish, recyclable materials, and yard waste.
2. Refuse: All refuse shall be collected from the Village dwelling units and all Village-owned sites including but not limited to City Hall, Fire Station, Community Center, Police Department, Public Works Department, and all Village receptacles along the Central Business District. The Village requests 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 or biweekly pick-up. The Village requires that recyclable materials be in containers provided by the Contractor for such recycling collection. The Village requests new, or like new, containers for recycling purposes. Single sort recycling is the preferred method.

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**SCOPE OF SERVICES - continued**

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. 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. Nonconforming Landscape Waste: Will be placed in 30 yard roll-off compost containers located at the Village water tower on 25<sup>th</sup> Avenue. Waste shall be transported by contractor, waste shall be disposed of by contractor.
6. Village Shred Day: Conduct two shred day once in the spring and once in the fall that will allow the residents an opportunity to bring to designated locations items to be shredded and destroyed.
7. Institute Community Compost Collection: Residential food scrape composting collection.
  - Seasonal residential ride-along with yard waste
  - Residential year-round compost (third bin)
  - Bucket exchange
  - Municipal drop-off
  - Drop-off events

**SUBMITTAL REQUIREMENTS**

Responses to this Request for Qualifications 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.
- 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.
- 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.

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Responses to the RFQ must be mailed or hand delivered 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 no later than **5:00 p. m., CST on February 24<sup>th</sup>, 2023**. 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.

### **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 Refusal industry market trends, and technologies.
- Knowledge of municipal Refusal collection operations, practices and procedures.
- Demonstrated experience and creativity in Refusal collection system design and successful achievement of results in prior projects for clients.
- Demonstrate solid communication skills with Village staff.
- Competitive Cost Proposal
- Professional references.

### **SELECTION PROCESS**

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 21, 2023.

### **TERMS AND CONDITIONS**

Questions regarding this RFQ or the submittal process should be addressed via electronic mail to LeTisa Jones, [ljones@broadview-il.gov](mailto:ljones@broadview-il.gov). All responses will be provided via electronic mail. Unauthorized contact regarding this RFQ with any other Village employee may result in disqualification.

If selected, contractor will be required to execute a Village of Broadview Professional Services Contract. The Village reserves the right to reject any and all submittals and to

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waive irregularities and informalities in this RFQ process. 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. All submittals are deemed public records and are subject to the Public Records statute.