

REQUEST FOR PROPOSAL (RFP)
FOR RESIDENTAL GARBAGE & RECYCLING COLLECTION AND DISPOSAL SERVICES

The Village of Lomira (hereafter “Village”) is seeking bid proposals to contract its residential single-family homes, duplexes, and mobile homes for garbage and recycling collection and disposal services for a five-year contract beginning January 1, 2027. Bids can be mailed to the Village of Lomira, 425 Water Street, Lomira, WI 53048—ATTN: Jenna Rhein --in a sealed envelope marked, “Village of Lomira Garbage & Recycling Collection Proposal” or accepted at the Village of Lomira Clerk’s office until 11a.m. on Wednesday, July 22, 2026, at which time they will be opened publicly and read aloud. E-mailed proposals will not be accepted. The contract will be awarded to the lowest responsible, responsive bidder. The Village of Lomira reserves the right to accept or reject any and all bids.

1. General Information

The Village of Lomira currently contracts solid waste collection for residential single-family homes, duplexes, and mobile homes. There are approximately 690 units receiving weekly garbage collection service and bi-weekly recycling collection service. Carts will need to be provided. Currently, residents can discard bulky waste items by calling the current contractor and setting up a curbside pick-up time, and the resident is charged over the phone for such service. Once a year in the spring, the contractor will provide four-40 yd. dumpsters for a bulky waste drop-off collection day that the Village holds. Dumpsters located at various municipal property locations are also collected weekly. Dumpsters will need to be provided. Additional dumpsters may need to be made available during festivals. The size of the Village is approximately two and two-tenths (2.2) square miles. Municipal garbage totaled approximately 561 tons, and approximately 137 tons of recycling in FY 2025.

2. Administration

The contractor will bill the Village monthly for services. Prospective contractors are strongly encouraged to perform their own customer count. The contractor is responsible for providing all equipment, labor, supervision, and supplies for the execution of this proposal and contract.

3. Source Selection

The Village is using the competitive sealed proposal method of source selection for this procurement. An award, if made, will be made to the responsive, responsible firm whose proposal is most advantageous to the Village, taking into consideration the factors set forth in this RFP. The Village may, as deemed necessary, conduct discussions with responsible firms that have been determined to be reasonably suspected of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements.

4. Basis of Proposal

The Village requests two bids from the contractor: 1) weekly garbage collection and disposal with bi-weekly recycling collection and disposal, and plan for bulky waste collection and disposal; and 2) weekly garbage collection and disposal with weekly recycling collection, and plan for bulky waste collection and disposal. Proposals will address at a minimum the basic information as follows:

4.1 Roll Carts

The Village currently does not provide roll carts to its solid waste customers; rather, the carts are provided by the contractor. Carts vary in size from 35-gallon, 64-gallon, or 95-gallon. The contractor shall provide information to the Village about the size and type of carts that will be provided and how they will handle a request for a new cart when the old cart needs to be replaced, size exchange, or a new resident is established. If the contractor proposes to supply garbage carts to fit its trucks and equipment, then the costs of providing contractor-required carts shall be included in the overall price of the service.

4.2 Collection, Days, and Hours

The contractor should acquaint itself with the special needs and accommodations that will be required for collection in the Village of Lomira. The contractor shall not commence collection before 7:00 a.m. each day and can perform collections on Wednesdays. In special cases where they need to work on Saturday or Sunday, they shall first obtain written permission from the Village Administrator or his/her designee. Exceptions to the collection hours shall be affected only upon the approval of the Village Administrator or his/her designee at least thirty (30) days prior to the change.

The following holidays may be observed by the Successful Bidder:

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

The contractor may decide to observe any or all of the above-mentioned holidays by suspension of the collection on the holiday by one day. The contractor shall be responsible for publicizing (and the expense of publishing) any changes in collection schedules due to the observance of the above holiday or closure of the landfill or transfer station. Proper publicizing includes the purchasing of advertising from the newspaper and/or other media serving the affected area. If the contractor seeks to change the schedule mentioned previously, it will notify the Village in writing prior to enactment of the changes. Said notification shall be at least thirty (30) days prior to the change.

4.3 Customer Service

The successful contractor will provide back-door collection to those customers with medical conditions who notify the Village. The Village will qualify those customers with medical conditions and provide the contractor with a list of those customers. The contractor shall be responsible for providing all customer service functions, including informing customers of current services, handling customer requests, and resolving customer complaints. The driver or their supervisor will contact the Village Administrator the day before each collection day departure to check for any service requests or missed stops. The contractor shall always provide a cell phone or other form of communication device with each vehicle to remain in contact with the Village. All customer complaints shall be made directly to the contractor. The contractor shall maintain an office through which it may be contacted by a customer via a toll-free telephone number.

4.4 Missed Collection

The Village and contractor will jointly investigate reports of missed collections. In the case of a customer who has regular reports of missed collections, the contractor may establish a record of late setouts by having the driver call to report the absence of a container when the truck passes by that location. If a missed collection is verified, the contractor will notify the Village of the address where the missed collection occurred. The Village will contact the resident. The contractor will have twenty-four (24) hours to pick up a missed collection. If the contractor fails to correct a missed collection within the prescribed time of notification by the Village, the Village has the right to fine the contractor \$200 per occurrence.

4.5 Truck, Equipment, and Service Standards

The contractor will provide photographs and other information about the make, model, size, and type of truck and equipment that it proposes to use, as well as any communication devices, GPS systems, and other equipment. In addition, describe your truck fleet and the type of carts that will be utilized in the operation. The Village reserves the right to visit the facilities of all interested contractors. The trucks utilized on the route should make every effort to contain all solid and liquid waste within the trucks until they properly deliver and dump their load at the proper waste site. In the event waste blows from or falls from the trucks, or leaks from the trucks, the contractor shall promptly undertake clean-up of said waste. The contractor shall be responsible for damage to personal property, landscaping, driveways, or curbs. The contractor shall adhere to all safety regulations. The contractor's fleet shall be in good working order, free of any oil/liquid leaks. In the event fluid from the truck leaks onto any Village street or private residence, the contractor is responsible for clean-up or will be billed if Village staff cleans.

4.6 Sub-Contractors

If the contractor intends to use a sub-contractor for any part of the service being provided, their name and address will be provided in the proposal and approved by the Village prior to the signing of an agreement.

4.7 Marketing and Educational Material

The contractor, as part of its proposal, shall provide the Village with service-oriented material at no cost. Specifically, 90 days before the commencement of service, the contractor shall provide an 8-1/2" x 11" colored digital insert in PDF format to the Village Administrator. This insert will inform customers of the specifics of the garbage and recycling collection, cart information, collection schedule, a listing of what materials can go into the carts, instructions on what customers are to do with the garbage that does not fit into the collection carts, etc. The contractor will provide an updated PDF by August 31 for the following year's information to the Village Administrator. The content of the insert must be approved by the Village before distribution through the Village's tax billing system.

Upon selection and before implementation of the garbage and recycling collections service, the selected contractor shall be required to participate with the Village staff and Board in two or more public meetings, which will describe the new service to the Village of Lomira's solid waste customers.

4.8 Container Service for Village of Lomira

The contractor agrees to provide a dumpster, weekly collection, and disposal service to the Village Hall, Sterr Park, Lomira Athletic Field, the Sewer Treatment Plant, carts will be provided at the dog park, and waste collected from the Fire Department and Public Works Garage.

425 Water Street Village Hall: 1 – 2yd garbage dumpster and 1 – 2yd recycling dumpster

586 Pleasant Hill Avenue Sterr Park: 1 – 2yd. garbage dumpster, plus 1 -2yd special event dumpster, and 20 garbage carts for the special event

217 Pleasant Hill Avenue Lomira Athletic Field: 1 – 2yd lockable garbage dumpster, plus 1 – 2yd lockable seasonable dumpster

100 Pleasant Hill Avenue Sewer Treatment Plant: 2 – 2yd. garbage dumpsters

100 Pleasant Hill Avenue Bak's Playground Dog Park: 1 – 95 gallon garbage cart

549 Church Street Fire Department: 1 – 95 gallon garbage cart and 1 – 95 gallon recycling cart

999 Water Street Public Works Garage: 1 – 95 gallon garbage cart and 1 – 95 gallon recycling cart

100 Pleasant Hill Avenue – 4- 40 yd. dumpsters provided one time per year in the Spring for the bulk waste drop-off event

4.9 Additional Roll Carts

The successful contractor will fulfill any request for additional carts or cart replacement due to damage. Residents shall call the contractor for cart replacement. Residents serviced by this contract shall contact the Village Administrator to request additional carts or begin collection service. The Administrator will contact the contractor to set up a new service address and/or additional service.

4.10 Other Waste

The successful contractor shall not be required to collect, transport, dispose of, or otherwise handle dead animals larger than ten pounds, hazardous waste, medical waste, industrial wastes, toxic substances, trees, earth, body wastes, abandoned vehicles, vehicle parts, large equipment, or any other type of waste that is not placed in the roll cart.

4.11 Transportation

The successful contractor shall accept title to and transport all solid waste collected in the Village to the landfill or transfer station of their choosing, permitted and approved by the State of Wisconsin.

5. Qualifications and Proposal

The successful contractor will be awarded a five-year contract with the Village of Lomira. The Village requires the submission of the following supporting data regarding the qualifications of the contractor to determine whether it is qualified, responsible, and responsive.

- a. Describe your customer service program in detail.
- b. Describe your approach to transitioning to this contract.
- c. Describe the implementation plan and schedule for this contract.
- d. Describe your experience and qualifications in the garbage collection services
- e. Provide the names and resumes of the principal officers, partners, and a listing of the management team or key personnel that would be assigned to this project.
- f. Provide any Notice of Violations (NOV) issued within the last five years.
- g. Provide the names, phone numbers, and email addresses of at least two local government references.

5.1 Collection for Residential Customers (single-family, duplex, mobile home)

- Monthly rate for weekly residential solid waste service
\$ _____ per month per unit.
Monthly rate for **bi-weekly** residential **recycling** service
\$ _____ per month per unit.
- Monthly rate for weekly residential solid waste service
\$ _____ per month per unit.
Monthly rate for **weekly** residential **recycling** service
\$ _____ per month per unit
- Monthly rate for backdoor/side door residential garbage and recycling collection
\$ _____ per month per unit.
- Bulky waste collection and disposal fee (for bulk waste drop-off event once a year)
\$ _____ per item
- Cart exchange fee \$

6. General Terms

The contract will include, but not be limited to, general terms as follows, and other performance standards identified here within.

6.1 Compensation

The contractor shall bill the Village monthly, based on a per-account basis for services provided. Within thirty (30) days of the formal approval of the contract, the contractor will coordinate and establish with the Village a mutually acceptable billing format. The Village will retain full auditing rights of the contractor's accounting records as they pertain to the Village of Lomira's contract.

6.2 Maintenance of Records and Reporting

The contractor shall maintain in its local office a full and complete operation and customer service records that shall at all reasonable times be open for inspection and copying for any reasonable purpose by the Village. Reports shall be submitted when requested to the Village documenting the following information:

- a. A log of complaints and resolutions for garbage collection services.
- b. A log of missed collections and responses.
- c. A description of any vehicle accidents or infractions
- d. Any accounts having a change of service during the month and
- e. Every six months, a list of customers for whom service was provided

6.3 Delays in Service

In the event that the Village determines that the Contractor is behind schedule, the Village reserves the right to utilize the Village's employees and equipment to restore service to a timely schedule, or the Village may obtain the services of another private contractor. In this event, the contractor will reimburse the Village for its employee costs, its fuel costs, and a reasonable reimbursement based on a per-mile basis or per-hour for equipment and vehicles used. If the Village employs the services of another contractor, the contractor shall pay the cost of those services incurred by the Village. Additionally, because all costs likely to be incurred by Village cannot be accounted for, the contractor shall pay as liquidated damages \$500.00 per day for any day that the contractor is behind schedule. Any delays that are unavoidable because of "Acts of God", civil unrest, or like circumstances out of the control of the contractor, will then be excused from delays for a reasonable period during which its services are rendered impossible by the foregoing events. In the event of delays, regardless of cause, the contractor and Village shall negotiate a work schedule with the goal of fully restoring regular service as soon as is reasonably practicable.

6.4 Liability and Motor Vehicle Insurance

The contractor agrees to provide the Village annually with evidence that it has public liability and property damage insurance, which will protect the contractor and any subcontractor during the performance of work

covered by this contract from claims or damages for personal injury, including accidental death, as well as claims for property damages which may arise from the performance of this contract by the contractor. Such insurance shall have at least \$1,000,000 for injuries and property damage, not less than \$100,000. The Village shall be listed as an additional insured.

The contractor shall provide the Village annually with evidence that it has motor vehicle liability and property damage insurance with at least \$500,000/\$1,000,000 for vehicles used during the contract. The Village shall be listed as an additional insured.

6.5 Hold Harmless

The contractor shall be required to indemnify and hold harmless the Village of Lomira, its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the contractor's performance of the contract, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the contractor or any sub-contractor of the contractor, or any officer, employee, or agent of the contractor or sub-contractor, or any other person for whom the contractor is responsible. The contract shall include provisions for the contractor to defend against such claims.

6.6 Compliance with Laws

The contractor shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances, and laws.

7.0 Instructions for Proposal

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful contractor from any obligation to comply with every detail and with all provisions and requirements of the contract documents, or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the contractor.

7.1 Evaluation of Proposals

The Village of Lomira reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt of a proposal by the Village or a submission of a proposal to the Village offers no rights upon the contractor nor obligates the Village in any manner. The Village reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Village. Any such waiver shall not modify any

remaining RFP requirements or excuse the contractor from full compliance with the RFP requirements or excuse the contractor from full compliance with the RFP specifications and other contract requirements if the contractor is awarded the contract.

7.2 Ambiguity, Conflict, or Errors in the RFP

If the bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the Village Board of such error in writing and request modification or clarification of the document. The Village Board will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP.

7.3 Rejection of Proposals

The Village reserves the right to accept or reject in whole or in part any or all proposals submitted. The Village shall reject the proposal of any contractor that is determined to be non-responsive. The unreasonable failure of a contractor to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

7.4 Validity of Proposals

All proposals shall be valid for a period of 120 days from the submission date.

7.5 Response Format

Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's approach and ability to meet the Village's needs, as stated in the RFP.