



REQUEST FOR PROPOSAL

Food Scrap Composting Services

**Issue Date:
March 13, 2023**

**Bid Due Date:
March 31, 2023
4:30pm CST**

**The City of Lake Forest
220 E Deerpath
Lake Forest, Illinois 60045**



Proposal Submission Summary

Proposal Due Date: 03/31/2023 at 4:30 PM Central

Submit: One (1), signed, proposal, including all three (3) required forms.

Send to: Email Reagan Walsh, walshr@cityoflakeforest.com
Subject Line: *Food Scrap Composting Proposal: "Firm Name"*

OR

Sealed Proposal: Food Scrap Composting Proposal
Reagan Walsh, Management Analyst
220 E. Deerpath
Lake Forest, IL 60045

Effective immediately upon release of this Request for Proposals ("RFP") and until notice of contract award, all communications from prospective Vendors regarding this RFP shall be directed to:

Reagan Walsh, Management Analyst
walshr@cityoflakeforest.com

Listed below are specific and anticipated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed.

<i>Milestone</i>	<i>Anticipated Timeframe</i>
RFP Issuance	03/13/23
Proposals Due from Vendor	03/31/2023 by 4:30 PM Central
Evaluation of Proposals / Finalist Interviews	04/03/23 – 04/14/23
Vendor Notified for Recommendation	04/14/23
Contract Award Date (City Council Approval)	05/01/23 or 05/15/23



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Section A: Introduction & Overview

The City of Lake Forest (“City”), Lake County, Illinois, is seeking proposals for the provision of professional services for **Food Scrap Composting Services** to participating properties within the municipal boundaries of the City of Lake Forest. The City is recommending the award of contract for one-year with the option to renew the contract for up to an additional three (3) one-year periods. Firms applying must submit a signed proposal following the instructions and format of the Request for Proposals (RFP) with all three required forms attached:

1. Pricing Matrix for Food Scrap Collection Program
2. Eligible Properties Checklist
3. General Certification

All proposals must be received by Reagan Walsh, Management Analyst, via email at walshr@cityoflakeforest.com by **4:30 P.M. CST on Friday, March 31, 2023**. Email subject line should be labeled *Food Scrap Composting Proposal: “Firm Name”*. Proposals may also be sealed and mailed to Lake Forest City Hall, at 220 E Deerpath, Lake Forest, IL, 60045.

Section B: RFP Process and Grading Criteria

The RFP shall consist of a two (2) step process.

A. Step 1 – Submission of Proposal

The City will establish an RFP Committee to review and evaluate the written responses to the RFP in accordance with the evaluation criteria identified herein. Virtual finalist interviews will then be conducted for those vendors with the highest scoring per the grading criteria.

B. Step 2 – City Selection and Recommendation Stage

The RFP Committee will recommend a qualified team after finalist interviews are conducted. City staff will then seek the approval of the recommended team from City Council.

Selection Criteria

Responses to this RFP will be evaluated by a Selection Team consisting of City department stakeholders.

<i>Evaluation Criteria</i>	<i>Value</i>
Pricing – The firm’s proposed fees for the services requested.	30
Quality of Work and Services Offered – The firm’s operational/capital capacity and level of quality they can provide to perform services requested.	30
Qualifications and Experience – The firm’s experience and capacity for providing services	25
References – The firm’s past experiences providing similar services to other municipalities, districts, or other agencies.	15
Total Points	100

Section C: Overview of the City

Lake Forest, Illinois, is located 30 miles north of Chicago with an area of approximately 17 square miles, and is home to 19,375 people according to the 2020 Census. The City Council is the legislative and policy-making body and includes the Mayor and two Aldermen from each of the City's four wards. The City operates under the council-manager form of government with the day-to-day operations of the City in the hands of a full-time, professional City Manager who is appointed by the Mayor with the approval of the City Council.

Recently, the City has seen an influx in demand and access for composting services from residents. A survey conducted this past Winter of 2022 asked residents a variety of questions related to composting including their current involvement and potential interest in a new service. Over 200 residents put down contact information in response to “keep them informed about future City related composting news.” While the City did put the survey online, it was not broadcasted through all City communication channels highlighting an even larger potential interest group available that is interested in the topic.

Section D: Description of Current Residential Refuse Collection

The Sanitation unit under the Department of Public Works provides a comprehensive environmental service of the highest level to Lake Forest residents by using state-of-the-art routing systems and the appropriate equipment to ensure a safe, efficient, and cost-effective program. The Sanitation services offered in Lake Forest include household refuse, yard waste, and recycling curbside collection as well as special refuse and household hazardous waste scheduled pickup/cleaning.

While we do not anticipate any large-scale scheduling concerns, the winning Firm should be prepared to work around/with the current collection processes in place (can be negotiated and discussed). The collection cycle for refuse, recycling, and yard waste can be found in *Attachments A, B, & C*. Additional information regarding collection guidelines and information can be found in *Attachment D*.

Section E: Eligible Properties

The Firm must make available and provide for the collection of acceptable food scraps for all single-family residential homes (“eligible properties”) within the municipal boundaries of the City of Lake Forest. The City currently has approximately **6,500 single family households**, all of which are serviced by the City for waste pickup (address list can be provided). For reference, in 2021, the City collected over 12,250 tons of waste. This included 7,500 tons (60%) of solid waste, 1,850 tons (15%) of yard waste, and 3,000 tons (25%) of recyclable materials.

While single family households account for nearly 85% of Lake Forest’s housing stock, the City does in total have roughly **7,800 dwelling units** (dwellings, townhomes, duplexes, and multifamily residential). The City would prefer to also offer food scrap services to additional properties including multi-family residential units (condominiums, apartments, & townhomes), commercial properties (small-scaled businesses/local restaurants), and several city facilities (*see Attachment F*). That said, for this proposal, the only required “eligible properties” for service are single family households currently served by the City of Lake Forest Sanitation and within municipal boundaries.

Section F: Scope of Services

The City of Lake Forest will continue to provide residential refuse and recycling services using internal city staff and equipment, the city will also continue to provide special pickups, yard waste, and other materials listed in the Sanitation Section Guidelines on the City's website. **The City specifically is requesting proposals for the following service:**

- **Collection and disposal of food scraps (for the purpose of Composting)**

Technical Requirements:

A. The Firm must complete the price, pick-up schedule and container matrix as indicated in **Form 1** (these options are subject to change during discussion and negotiation but will give a general idea of costs). Each individual property will then choose their preferred service from the options agreed upon between the City and Firm.

B. The Firm will be fully responsible for billing, invoicing and collecting payment for any and all contracted services with individual accounts.

C. The Firm must make available and provide for the collection of acceptable food scraps for all single-family residential homes ("eligible properties") within the municipal boundaries of the City of Lake Forest. **Form 2** attached is required so the vendor can supply what properties can be serviced.

D. The Firm must provide collection service 12-months a year to all eligible properties enrolled in the service. Food scrap collection must be performed on a weekly basis between the hours of 6:30 am to 5:30 pm Food scrap collection will occur on the days of the week established by the City and the Firm and in possible relation to current pickup schedules (*Attachment A, B, & C*). The Firm may also need to schedule work according to the variations listed in the Holiday schedule (*Attachment E*).

E. Food scraps could include, but are not limited to: Fruit and vegetable scraps, coffee grounds, meat, dairy products, eggs, weeds, bones, paper products, grains and bread.

F. The service will require that the Firm utilize a container swap collection approach for residential units. Container swap collection requires that instead of tipping the container and returning that same tipped container to the property, the Firm swaps the container(s) for a cleaned replacement container each and every time a stop is completed for any and all containers to be serviced.

G. The containers used must display weatherproof signage designed by the City of Lake Forest but printed and affixed to the container by the firm. All containers purchased must be owned and maintained by the firm solely. More discussions regarding container(s) can be negotiated.

H. The Firm must retain all data collected for the duration of the contract and should be prepared to provide data to the City in an editable format (Excel, Word, etc.). Data should include but not be limited to number of households participating and weight/gallons/volume of food scraps collected (whichever the Firm uses as measurement). **If possible, please attach a sample data report/snapshot that has been used or provided to a current or former client.**

I. The City would highly prefer for containers to be picked up "at the top of the drive" instead of curbside, to avoid any collisions with vehicles/city trucks and scheduling impacts. While not required, please take this note into consideration when completing the proposal.

Performance Requirements

A. The City requires the firm to provide exceptional customer service to our residents. The firm must designate a staff member to respond to customer service requests either directly from the customer or through a City customer service platform. The firm must acknowledge receipt of each request and mark the request as complete or provide an explanation as to why the request was unable to be completed.

B. Protection of Property: The firm shall take all reasonable actions to avoid damage as a result of its operations, to existing sidewalks, curbs, streets, alleys, trees, parkways, pavements, utilities, adjoining property, and the property of the City and others. The firm shall repair any damage thereto or replace damaged items specifically caused by firm's operations.

C. Food scrap collection must be made unless authorization to suspend collection is obtained from the City. This authorization may be verbal, by the request from the firm and the authorization by the City.

Section G – Certificates of Insurance

Certificates of insurance are required for both General Liability and Automobile Liability; listing the City of Lake Forest as “Certificate Holder”, (“General Liability Insurance must also list The City of Lake Forest as Additional Insured”). The winning Firm will be required to maintain and provide the insurance policies listed below before starting any services:

<i>Insurance</i>	<i>Requirements</i>
General Liability	<ul style="list-style-type: none"> • \$500,000 for injuries, including accidental death, per occurrence. • \$500,000 for property damage on account of any single accident. • \$1,000,000 for General Aggregate.
Automobile Liability	<p>Applicant must comply with <i>All Current Illinois State Requirements:</i></p> <ul style="list-style-type: none"> • \$25,000 - injury or death of one person in an accident • \$50,000 - injury or death of more than one person in an accident • \$20,000 - damage to property of another person <p><u>An insurance card is not an acceptable form of proof of insurance.</u></p>
Workers Compensation	Applicant must comply with Illinois State Statute (820 ILCS 305/) Workers' Compensation Act.

All insurance coverage shall extend to The City of Lake Forest to indemnify, save harmless and defend The City of Lake Forest, its officers, officials, agents, employees, attorneys, and representatives from any loss or damage arising from any incident or accident by the permittee, his agents, employees, or subcontractors.

Section H: Terms and Conditions

This RFP is issued pursuant to applicable provisions of the City's Purchasing Policies and Procedures. The City will not be liable in any way for any costs incurred by respondents in replying to this RFP. The City of Lake Forest reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultant(s) prior to award and to select and negotiate the contract services in the best interest of the City.

Form 1: Pricing Matrix for Food Scrap Collection Program

These bid prices include the collection, transportation and disposal of food scraps per the performance and technical requirements described in previous sections. *Only Single-Family Home (Residential) prices are required to be filled.* Additional pricing can be negotiated for other property types in further steps of the RFP process if needed. Please put size containers in gallons or comparable unit.

Please indicate the **monthly price** for each of the items listed in the below price matrix.

	Pick Up Frequency						
Container Size	1x/Week	2x/Week	3x/Week	4x/Week	5x/Week	6x/Week	7x/week
Single-Family (Residential)							
Size:	\$	\$	\$	\$	\$	\$	\$
Size:	\$	\$	\$	\$	\$	\$	\$
Size:	\$	\$	\$	\$	\$	\$	\$
Multi-Family (Residential)							
Size:	\$	\$	\$	\$	\$	\$	\$
Size:	\$	\$	\$	\$	\$	\$	\$
Size:	\$	\$	\$	\$	\$	\$	\$
Commercial							
Size:	\$	\$	\$	\$	\$	\$	\$
Size:	\$	\$	\$	\$	\$	\$	\$
Size:	\$	\$	\$	\$	\$	\$	\$

Form 2: Eligible Properties Checklist

Please select **ALL** options that food scrap composting services per the performance and technical requirements listed in previous sections could be offered to (*only Single Family Residential is required for consideration of the contract award*):

Property Type	YES (Service Offered)	NO (Service Not Offered)
Single Family Residential	X	
Multi-Family (<i>Townhomes, Apartments, Condominiums, etc.</i>)		
City Buildings/Facilities*		
Commercial Properties**		

*See *Attachment F* for list of City Buildings/Facilities

**Small restaurants, small scaled local-owned businesses, etc. – can be negotiated and discussed

Form 3: General Certification

The undersigned, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of Vendor, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Vendor deposes, states, and certifies that Vendor is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*; or (iii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001.

DATED This _____ Day Of _____, 20____.

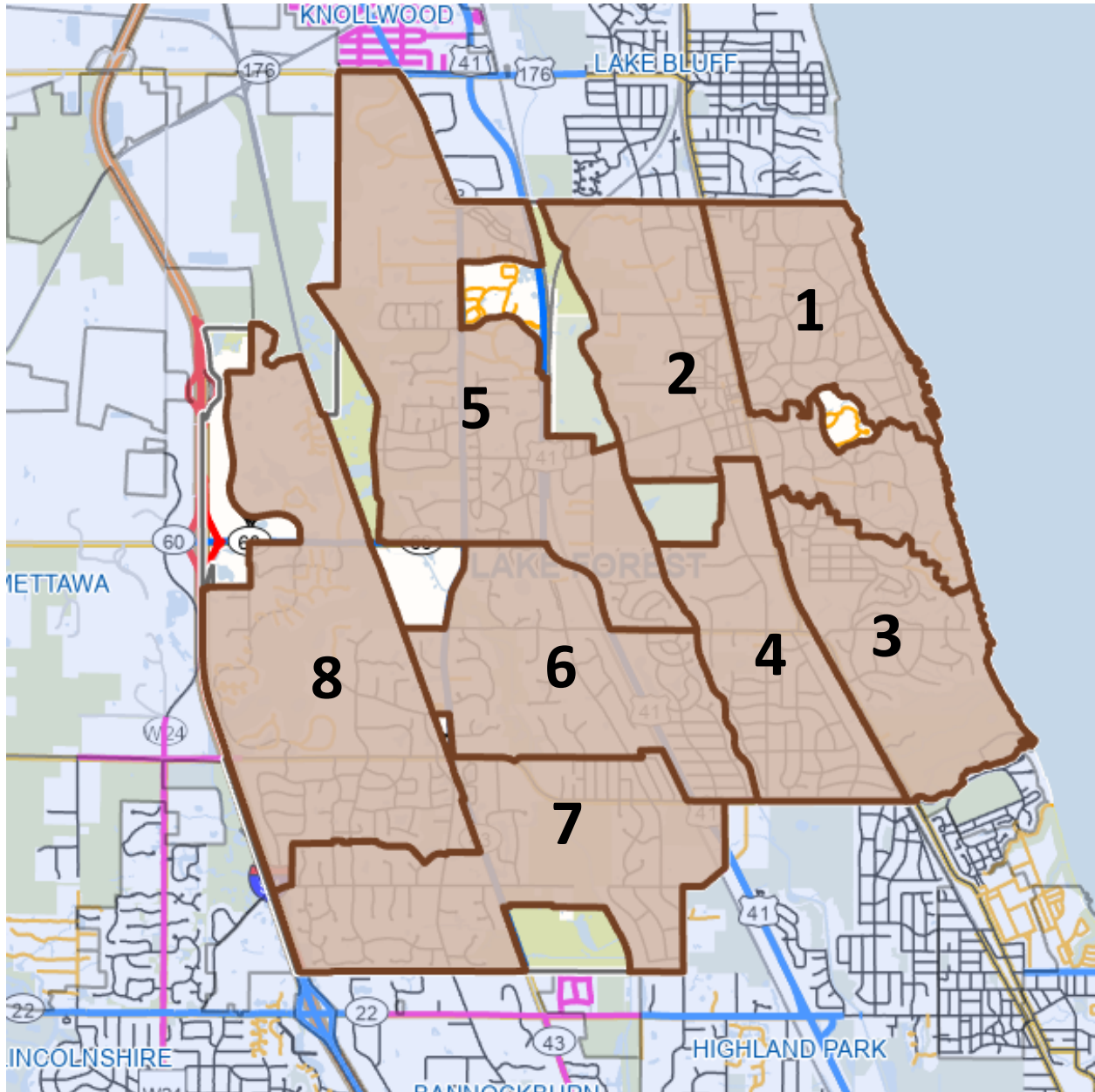
Vendor's Name:

By: _____

Title: _____

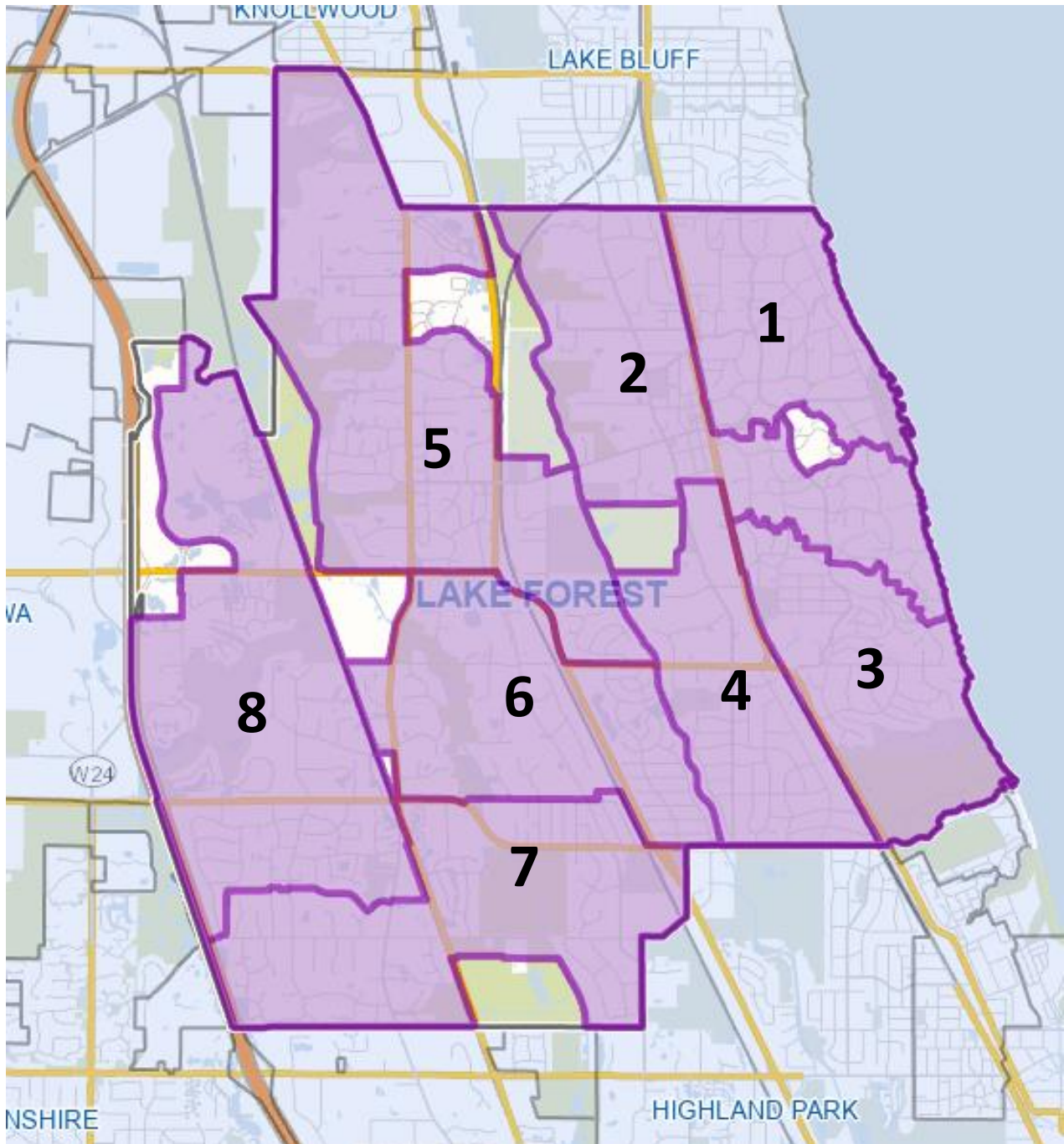
Attachment A: Refuse Map

- Refuse Collection Days on **Monday** (Thursday alternate): Sections 1-4
- Refuse Collection Days on **Tuesday** (Friday alternate): Sections 5-8



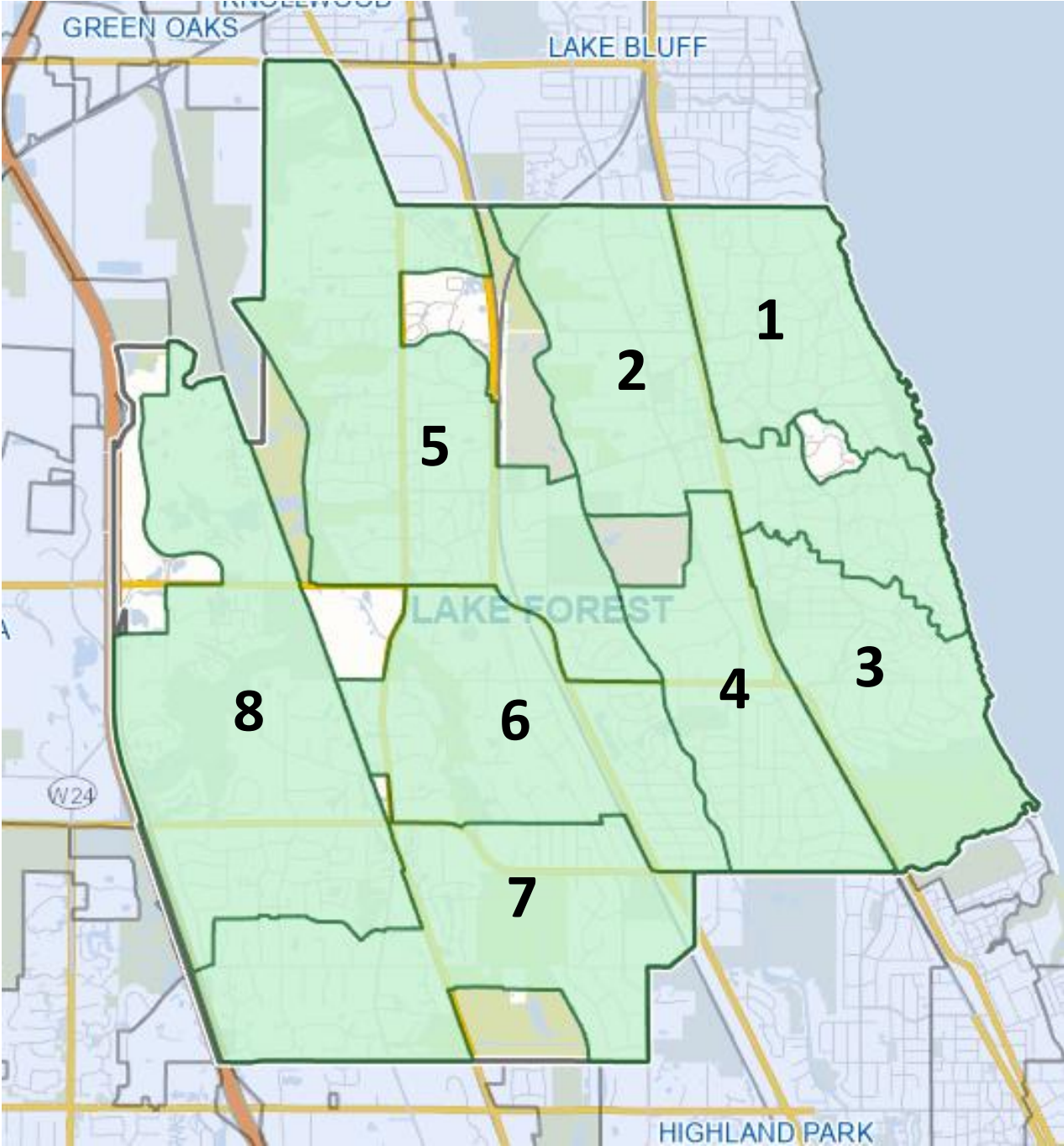
Attachment B: Recycling Map

- Recycling Collection Days on **Thursday**: Sections 1-2
- Recycling Collection Days on **Monday**: Sections 3-4
- Recycling Collection Days on **Friday**: Sections 5-6
- Recycling Collection Days on **Tuesday**: Sections 7-8



Attachment C: Yard Waste Map

- Refuse Collection Days on **Monday** (Thursday alternate): Sections **1-4, & 8**
- Refuse Collection Days on **Tuesday** (Friday alternate): Sections **5-7**



Attachment D: Additional City Service Collection Requirements/Guidelines

Household Refuse Collection (City Service)

- Collection Frequency: Refuse is collected twice weekly on a Monday/Thursday or a Tuesday/Friday schedule, depending upon the area in which you reside (see attachment A).
- Containers: All refuse must be bagged and deposited in covered, lightweight containers, not to exceed 32 - gallons. Each resident is allowed a maximum of four (4) containers to be collected on each collection day.
- Locations: Containers are to be placed in front of the garage (must be accessible from driveway). Streets & Sanitation personnel are not permitted to enter homes, garages, porches, or any enclosed structure to empty containers. Containers are required to be out by 7:00 a.m.

Curbside Recycling Collection (City Service)

- Collection Frequency: Once weekly on one of the two scheduled refuse collection days.
- Containers: Residents are required to use the City-issued wheeled recycling carts for collection. Residents have been provided with either a 35-gallon or 65-gallon cart. Additional 65-gallon carts can be purchased for \$75.00 each and 35-gallon carts for \$50.00 each.
- Collection Location: Recycling carts must be placed at the curb and be ready for collection no later than 7:00 a.m. on the scheduled day. The carts should be removed from the curb by the end of the collection day. All recyclables may be placed together in the cart; there is no need to separate.
- Reminders:
 - Park It – Place your recycling cart within 5 feet of the curb or road edge.
 - Point It: Place your recycling cart with the handle and wheels facing the house
 - Give it Space: Place your recycling cart at an arm's length (3 feet with clearance on all sides) from obstructions such as light poles, mailboxes, or parked vehicles.

Yard Waste Collection (City Service)

- Collection Frequency: Collected twice weekly at the curbside, during the winter months yard waste collection will be reduced to once a week, on regular recycling days.
- Containers: Store brand kraft paper yard waste bags if a City sticker has been placed on the bag. The stickers need to be placed on each bag to be collected at the curb.
- Collection Location: Must be placed at the curb and be ready for collection no later than 7:00 a.m. on the scheduled day. Additional requirements are in place for size and branch thickness.

Attachment E: 2023 Sanitation Holiday Schedule

This schedule will be followed for all observed holidays to include: New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

- ✓ If Monday is your regular collection day, then your refuse will be collected on Tuesday, one day later. Tuesday's collection will be on Wednesday.
- ✓ If Tuesday is your regular collection day, then your refuse will be collected on Wednesday, one day later.
- ✓ If Thursday is your regular collection day, then your refuse will be collected on Friday, one day later. Friday's collection will be on Saturday.
- ✓ If Friday is your regular collection day, then your refuse will be collected on Saturday, one day later.
- ✓ If a holiday falls on a Wednesday, Saturday, or Sunday there will be no change in the collection schedule.

2023 SANITATION HOLIDAY SCHEDULE

<i>New Year's Day</i>	Sunday, January 1, 2023* There will be <u>no change</u> in refuse, recycling, or yard waste collection for the New Year's Day holiday.
<i>Presidents Day</i>	Monday, February 20 There will be <u>no change</u> in refuse, recycling, or yard waste collection for the Presidents Day holiday.
<i>Memorial Day</i>	Monday, May 29* If Monday is your regular collection day, then your refuse will be collected on Tuesday, one day later. Tuesday's collection will be on Wednesday. Thursday and Friday collections will remain the same.
<i>Juneteenth Day</i>	Monday, June 19 There will be <u>no change</u> in refuse, recycling, or yard waste collection for the Juneteenth Day holiday.
<i>Independence Day</i>	Tuesday, July 4* If Tuesday is your regular collection day, then your refuse will be collected on Wednesday, one day later. Thursday and Friday collections will remain the same.
<i>Labor Day</i>	Monday, September 4* If Monday is your regular collection day, then your refuse will be collected on Tuesday, one day later. Tuesday's collection will be on Wednesday. Thursday and Friday collections will remain the same.
<i>Columbus Day/ Indigenous People's Day</i>	Monday, October 9 There will be <u>no change</u> in refuse, recycling, or yard waste collection for the Columbus Day/ Indigenous People's Day holiday.
<i>Veterans Day</i>	Saturday, November 11 There will be <u>no change</u> in refuse, recycling, or yard waste collection for the Veterans Day holiday.
<i>Thanksgiving Day</i>	Thursday, November 23* If Thursday is your regular collection day, then your refuse will be collected on Friday, one day later. Friday's collection will be on Saturday. Regular collection will resume the following week.
<i>Christmas Day</i>	Monday, December 25* If Monday is your regular collection day, then your refuse will be collected on Tuesday, one day later. Tuesday's collection will be on Wednesday. Thursday and Friday collections will remain the same.

*Sanitation observed holiday

Attachment F: City Buildings with Potential Need for Compost Service

City Building / Facility	Address
City Hall	220 E Deerpath Rd
Public Safety Building	255 Deerpath Rd
Dickinson Senior Center	100 E Old Mill Rd
Fire Station 2	1111 Telegraph Rd
Recreation Center	400 Hastings Rd
CROYA	400 Hastings Rd
Gorton Comm Center	400 E Illinois Rd
Municipal Services	800 N Field Drive
Deerpath Golf Course	500 Deerpath Rd
Lake Forest Library	360 Deerpath Rd