



ARMADA TOWNSHIP

**TOWNSHIP OF ARMADA
MACOMB COUNTY, MICHIGAN**

2022 SINGLE HAULER WASTE COLLECTION AND DISPOSAL PROGRAM

REQUEST FOR BIDS AND INSTRUCTIONS TO BIDDERS

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1. General

The Township of Armada intends to implement a single waste hauler collection and disposal program. In order to implement the program, Armada Township has adopted a Waste Collection and Disposal Ordinance (“Ordinance”). The Township is currently in the process of selecting a single waste hauler on a sealed competitive bid basis and will award the selected waste hauler the exclusive designation of the “Armada Township Waste Hauler.” The Township is seeking proposals to provide all labor, materials and equipment necessary to provide collection and disposal of mixed waste and recyclable materials from single family generation sites in the Township and other services in accordance with the Ordinance and Contract Documents. Single family generation sites requesting curbside service are required to use the selected single waste hauler for the disposal of all mixed waste and recyclables. There are currently approximately 1,475 single family generation sites which are anticipated to utilize the program. The term of service is to begin on January 1, 2023 and end December 31, 2027.

The bid package requires the waste hauler to provide a guaranteed unit prices for all labor, materials, and equipment necessary to provide collection and disposal of mixed waste and recyclables from single family generation sites and other services required by the Township during the Contract term.

2. Submittal of Detailed Bids

Bids shall be enclosed in a sealed and opaque envelope directed to the Township Clerk, Township of Armada, 23121 Main Street, Armada, MI 48005. The notation, “**BIDS FOR 2022 SINGLE HAULER WASTE COLLECTION AND DISPOSAL PROGRAM**” shall appear on the outside of the envelope containing the bid, together with the name, address and phone number of the bidder. One (1) original and five (5) copies of the detailed bids, properly labeled as to originals and copies, must be received by 10:00 a.m. on September 15, 2022.

The bid opening is scheduled for September 15, 2022 at 10:00 a.m. in the Township boardroom.

The bids shall contain the full name, address and phone number of each bidder. In the case of a sole proprietorship, limited partnership or co-partnership, the name of each registered individual or any partner(s) shall be given together with a certified copy of its certificate of assumed name, certificate of limited partnership or co-partnership as the case may be. In the case of a corporation or limited liability company, the corporate

name, state of incorporation and a copy of its Articles of Incorporation or Organization, certificate of good standing issued by the State of Michigan, and its authorization to do business in the State of Michigan and right of the individual to sign the bid and Contract on behalf of the bidder.

All bids must be submitted by filling in the proper blanks on the Proposal Form attached to these bid documents.

Bidders are directed to submit their bids in the precise format displayed in the Proposal Form. The bid shall comply with the Request for Bids and Instructions to Bidders, the Proposal Form, the Contract and the Service Descriptions and Specifications. Each bid must include all of the enclosed documents, completed in accordance with these Instructions, with no pages removed, and signed by an individual authorized to commit the bidder to the bid and the Contract.

3. Inquiries

Questions or clarifications of this Request for Bids should be directed in writing or email to: Mary Swiacki, Township Clerk (clerk@armadatwp.org), Township of Armada, 23121 Main Street, Armada, MI 48005. All questions or clarifications must be received two weeks prior to the bid opening. Responses to inquiries will be sent to all bidders.

4. Withdrawal of Proposal

A bidder may not withdraw a bid until ninety (90) days after the bid opening. If no Contract has been awarded and executed by the Township within ninety (90) days after bids are opened, any bidder may withdraw the bid and deposit. By mutual consent between the Township and the recommended bidder, this time period may be extended.

5. Award of Contract

The Township reserves the right to reject any or all bids for any or no reason and to select a firm for these services on the basis of all relevant factors. The Township anticipates awarding the Contract on October 14, 2022 at 7:00 p.m. in the Township of Armada boardroom during the Board of Trustees public meeting.

6. Multiple Bidding Prohibited

More than one (1) bid for the Contract under the same name or different names, from any individual, proprietorship, partnership, co-partnership, firm, company, corporation, association or limited liability company shall not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid will cause the rejection of all bids in which the bidder is interested. If there is cause for believing that collusion exists among the bidders, none of the participants in such collusion will be considered in this or future proposals. Bidders must submit with their bid a signed and notarized statement of non-collusion on the form attached to these bid documents.

7. Proposal

The successful bidder shall furnish all labor, materials and equipment necessary to perform all work required under the Contract Documents.

8. Term of Contract

The initial term of the Contract shall be for five (5) years commencing on January 1, 2023 and shall terminate on December 31, 2027, unless the Contract is terminated at an earlier date by the Township in accordance with the terms of the Contract. The successful bidder will be required to execute the Contract within thirty (30) days after the awarding of the same and to commence operations on January 1, 2023.

9. Selection of Contractor

All bids submitted by the bid opening date will be reviewed for responsiveness. Certain bidders may be interviewed. Selection of the successful bidder will be based upon, but not limited to, the following considerations:

- A. The capability of the bidder to fully assume responsibility for waste collection and disposal in the Township in accordance with the Contract.
- B. Experience in furnishing solid waste and recyclable material collection and disposal services for similar size municipalities.
- C. Financial stability and commitment to the business including a minimum of two (2) years of experience in waste collection and disposal.
- D. Ability to provide written proof that the disposal facilities to be utilized for the duration of the Contract operate in accordance with Act 451 of the Public Acts of 1994, as amended.
- E. Involvement in recycling, waste reduction, marketing of recyclable materials and related public education and resource recovery awareness programs.
- F. A list of references identifying all municipal customers with whom the bidder currently provides, or has provided within the last two (2) years, municipal waste collection and disposal services. The list shall identify the persons to be contracted, their position, address and telephone number.

- G. The unit rates for mixed waste and recyclable materials collection and disposal services, bulk pick-up, household hazardous waste disposal and for the other services to be rendered under the Contract Documents.

The final selection of the single waste hauler shall be made by the Township Board of Trustees at a public meeting.

10. Inspection of Facilities, Survey of Township and Inspection of Data

Each bidder will be allowed and is encouraged to inspect the Township's municipal facilities and survey the Township at large to determine the composition of the single family generation site base. All requests for information should be made in writing to the Township Clerk. All available data will be made available for inspection if a request is made in a timely fashion. Township Board members and necessary Township personnel will have the right to inspect a bidder's facilities and disposal sites during reasonable business hours prior to the award of the bid.

11. Bid Bond

Each bid must be accompanied by a bond executed by a surety company licensed to do business in the State of Michigan and approved by the Township, or a cashier's check payable to the Township of Armada in the amount of One Hundred Thousand and 00/100 (\$100,000.00) Dollars. The bid bond will serve as a guarantee on the part of the bidder that it will, if called upon to do so, accept and enter into the Contract to perform the work covered by the bid at the rates stated therein. Checks and bonds will be returned promptly after the Township and the selected bidder have executed the Contract; or, if no bid has been selected within ninety (90) days after the date of the opening of the bids, upon demand of the bidder any time thereafter, so long as it has not been notified of the acceptance of its bid.

12. Inspection by Bidder

Each bidder is encouraged to examine carefully all conditions affecting the collection, transportation, handling and disposal of the solid waste and recyclable materials in the Township and to make all necessary investigations to acquaint themselves with the quantity and character of materials to be handled under the Contract. It shall be presumed that each bidder has carefully reviewed, understands and is thoroughly familiar with the proposed Contract and the other Contract Documents.

13. Familiarity With The Ordinance Work and Contract Documents

The submission of a proposal shall be considered as a representation that the bidder has carefully investigated all conditions which affect, or may at some future date affect, the performance of the work or service covered by the Contract, the entire area to be serviced, as described in the Contract and other Contract Documents; that the bidder is

fully informed concerning the conditions to be encountered, character, quantity of work to be performed, and equipment or materials to be furnished; and that the bidder is familiar with all state and federal laws and ordinances of the Township, which in any way affects the performance of the work or persons engaged or employed on the work or the materials and equipment used in the work.

The bidder is cautioned to carefully read and become thoroughly familiar with all of the provisions of the Ordinance, Contract and other Contract Documents. The Contract provisions shall be controlling as to the obligations to be assumed by the bidder, and, in the event of any ambiguity or inconsistency, shall control and supersede any of the statements made in the Instructions to Bidders and Service Descriptions and Specifications.

14. Pre-Bid Conference

A mandatory pre-bid conference will be held on September 7, 2022 at 10:00 a.m. in the Township Boardroom to discuss the single waste hauler program for 2022 through 2025. Bidders are required to attend and participate in the conference.

The Township reserves the right to waive or reject any and all bids and to select a firm with which to contract for these services on the basis of all relevant factors.

The Township further reserves the right to waive any informalities in the bid process and to make the award that, in the opinion of the Township of Armada, is in the best interest of and to the advantage of the Township and its residents.

Township of Armada

By: Mary Swiacki,
Township Clerk