



REQUEST FOR PROPOSAL
FOR
RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES
CITY OF CALUMET CITY, ILLINOIS
JUNE 30, 2026

BIDS DUE: AUGUST 07, 2026, at 11:00 A.M.

PUBLIC NOTICE

REQUEST FOR PROPOSAL (RFP)

**BY
CITY OF CALUMET CITY, ILLINOIS
FOR
RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES**

NOTICE IS HEREBY GIVEN that the City of Calumet City will accept sealed proposals for providing all labor, equipment, vehicles, materials and related services necessary for the collection of residential solid waste and landscape waste / food scraps at all residential dwellings not exceeding four units as well as the collection of refuse from designated City collection sites. The proposed initial term of the agreement will begin on January 01, 2027, and end at midnight on December 31, 2029.

All information regarding this RFP will be posted and available on the homepage and Bids/Request for Proposals page of the Calumet City website at www.calumetcity.org no later than Tuesday, June 30, 2026, at 9:00 a.m. Hard copies of the RFP will also be available for pick up in the Clerk's Department located at City Hall, 204 Pulaski Road, Calumet City, IL.

An optional Pre-Proposal meeting will be held at 10:00 a.m. on Friday, July 10, 2026. The meeting will be held in person at the City of Calumet City - City Hall, 204 Pulaski Road, Calumet City, IL.

Questions regarding the RFP must be submitted to Public Works Commissioner Jerico Thomas by 3:00 p.m. on Friday, July 31, 2026, via email to jthomas@calumetcity.org.

Proposals are to be sealed and labeled "Residential Solid Waste Collection and Disposal Services RFP" and received by 11:00 a.m. on Friday, August 07, 2026, to:

ATTN: City of Calumet City
Mayor's Office (2nd Floor)
204 Pulaski Road
Calumet City, IL 60409

The Mayor, City, and City Clerk reserve the right to accept or reject any or all Proposals or any part thereof; waive any minor defects, irregularities or informalities; and to decide not to award any contract; or award a contract deemed to be in the best interests of the City of Calumet City.

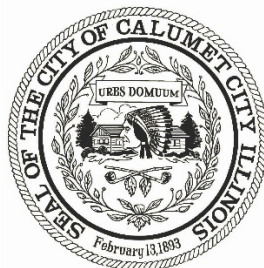


TABLE OF CONTENTS

ARTICLE I.	INTRODUCTION	1
ARTICLE II.	DESCRIPTION OF SERVICES	2
Section 2.1	Project Background.....	2
Section 2.2	Scope of Services.....	2
ARTICLE III.	INSTRUCTIONS TO PROPOSERS.....	3
Section 3.1	Introduction.....	3
Section 3.2	Optional Pre-Proposal Conference	3
Section 3.3	Addenda and Interpretation	3
Section 3.4	Submittal of Proposals	4
Section 3.5	Modification and Withdrawal Prior to Opening	5
Section 3.6	Evaluation and Selection Process	5
Section 3.7	Ownership of Proposals	6
Section 3.8	Costs	6
Section 3.9	Compliance with Laws	6
Section 3.10	Taxes and Benefits.....	6
Section 3.11	Permits and Licenses	6
Section 3.12	Disqualification of Proposers.....	7
Section 3.13	Award of Contract	7
Section 3.14	Notice of Award; Effective Date of Award	7
Section 3.15	Closing of Final Agreement.....	7
Section 3.16	Failure to Close.....	8
Section 3.17	Confidentiality	8
ARTICLE IV - EVALUATION CRITERIA.....		9
ARTICLE V - SUBMITTAL REQUIREMENTS.....		10
Section 5.1	Format.....	10
Section 5.2	Contents	10
Section 5.2.1	Cover Letter	10
Section 5.2.2	Executive Summary	10
Section 5.2.3	Operational Approach.....	10
Section 5.2.4	Organizational Plan and Chart.....	11
Section 5.2.5	Qualifications of Personnel.....	11
Section 5.2.6	Cost Proposals	11
Section 5.2.7	Alternative Proposals.....	11
Section 5.2.8	Alternative Fuels and/or Trucks.....	11
Section 5.2.9	References.....	11
Section 5.2.10	Financial Capability	12
Section 5.2.11	Litigation.....	12
Section 5.2.12	Assumptions, Deviations and Exceptions.....	12
Section 5.2.13	Proposal Security	12
Section 5.2.14	Insurance	13
Section 5.2.15	Performance Bond	13

ARTICLE VI - INQUIRIES AND SUBMISSION OF PROPOSAL	14
---	----

APPENDICES

APPENDIX A	CONTRACTOR’S COST PROPOSAL AND SWORN STATEMENT
APPENDIX B	FORM OF PROPOSAL BOND
APPENDIX C	CURRENT RESIDENTIAL WASTE COLLECTION FEES & CHARGES

ARTICLE I

INTRODUCTION

The City of Calumet City (the “**City**”) hereby invites firms to submit proposals (“**Proposals**”) in accordance with the requirements of this Request for Proposal (“**RFP**”) for residential solid waste collection and disposal services. The City is simultaneously issuing an RFP for commercial solid waste collection services, and it may decide to award both the residential and commercial collection agreements to the same Contractor. Proposers should take note that **Appendix A** (“**Cost Proposal**”) asks the Proposer to provide information on what cost savings the Proposer would be willing to offer if awarded both collection agreements.

The City will evaluate Proposals in accordance with the evaluation criteria set forth in Article IV (the “**Evaluation Criteria**”) and the submittal requirements set forth in Article V (the “**Submittal Requirements**”) of this Request for Proposal. At the conclusion of this evaluation process and following negotiations with one or more of the Proposers, the City anticipates that it will select one Proposer (“**Successful Proposer**”) to provide the services for the City. The evaluation and selection process is described in more detail in Article III (Instructions to Proposers) of this Request for Proposal.

The Successful Proposer selected by the City must enter into an agreement to provide the Services, or specified elements thereof for a three (3) year term, beginning January 01, 2027 and ending at midnight on December 31, 2029, at their proposed prices and pursuant to the other terms and conditions established pursuant to this Request for Proposal process. Upon mutual consent of the City and the Successful Proposer this Agreement can be extended for up to five one-year renewal terms.

Sealed proposals shall be submitted no later than 11:00 a.m. on August 07, 2026. The evaluation and selection processes are described in more detail in later sections of this RFP. See Article VI of this RFP for details on whom to contact at the City for inquiries and submission of Proposals.

ARTICLE II.
DESCRIPTION OF SERVICES

Section 2.1 **Project Background.**

The City is seeking proposals with the intent of selecting a single waste hauler (the “Contractor” or “Proposer”) to provide the services outlined in this RFP. Upon completion of the RFP process, it is the goal of the City to award a three (3) year agreement to one Contractor for collection, transportation, and disposal of Municipal Waste and Landscape Waste and Food Scraps from all residential family dwellings with four units or less as well as City Collection Sites. The anticipated commencement date of the contract is January 01, 2027, with a termination date of midnight on December 31, 2029.

The City has an estimated 8,979 dwelling units which will be included in the residential hauling franchise. The dwelling units consist principally of single-family residences, 2-flat, 3-flat, and 4-flat multi-family dwellings.

The City desires to obtain cost proposals in the form of **Appendix A**, proposing monthly fees for various levels of service which are described in this RFP. Under the Agreement, the City would designate and pay a single waste hauler as the exclusive entity in the City to provide the services described therein. The rates provided in Contractor’s Cost Proposal (**Appendix A**) are to be the sole basis of payment and no annual cost increases, fuel surcharges, administrative fees, environmental fees, recycling contamination fees or other costs are to be included.

The City seeks a Contractor who can provide the Residential Material collection services and the other services described in this RFP at a reasonable cost; in a clean, courteous, and professional manner; with uninterrupted and continuous service; and efficiently executed.

Section 2.2 **Scope of Services.**

The City is seeking one qualified firm to provide a variety of solid waste collection, and disposal services for Residential Customers located in the City. Summarized generally, the services for which the City seeks cost proposals are:

- (1) **Municipal Waste.** Once-per-week limited curbside service for collection, transportation and disposal of Municipal Waste. Residential Customers will be provided with a 95-gallon wheeled cart, to be furnished and maintained by the Contractor.
- (2) **Bulk Item Collection.** The Contractor shall collect one (1) Bulk Item from each Residential Customer per week on the regular collection day for Municipal Waste.
- (3) **Landscape Waste and Food Scraps.** Once-per-week curbside, unlimited collection of Landscape Waste and Food Scraps. Beginning October 15, or an agreed upon start data, the Contractor will collect an unlimited number of bagged leaves for a period of six weeks at no additional charge. Christmas tree collection is also included.

(4) Emergency Services. The Contractor, upon receipt of a notice from the City, shall provide any or all Residential Customer(s) in the City a special emergency pick-up for Municipal Waste and Landscape Waste in circumstances requiring prompt disposition of the waste materials and where a delay in pick-up until the next regularly scheduled pick-up day would or might be injurious or detrimental to the health or welfare of the community.

(5) Billing. The Contractor shall bill the City of Calumet City for all services.

(6) Collection Schedule. The City prefers to keep its existing collection schedule of once per week. The Contractor shall indicate which day or days it is proposing in its proposal. Collection services may not begin prior to 7 a.m. and must conclude prior to 5 p.m. each day. All collections from a single Residential Customer (Municipal Waste, Landscape Waste) shall occur on the same collection day but the Contractor may divide the City into zones for collection on separate days.

ARTICLE III **INSTRUCTION TO PROPOSERS**

Section 3.1 Introduction.

The City desires to select the successful Proposer who, in the City's opinion, will best be able to provide the Services as summarized in Article II of this RFP.

The City will evaluate each Proposal using the Evaluation Criteria and will make its final decision based on which Proposer, on balance, fulfills the Evaluation Criteria in a way that is in the best interest of the City.

No Proposer or any third party shall be entitled to any written justification or administrative appeal of the City's selection process.

Section 3.2 Optional Pre-Proposal Conference.

The City will conduct an optional pre-proposal conference on July 10, 2026, at 10:00 a.m. The meeting will be held in person at the City Hall at 204 Pulaski Road, Calumet City, Illinois. Nothing stated at the pre-proposal conference shall change any such document unless an Addendum is issued therefore pursuant to Section 3.3 of this RFP. Proposers are encouraged to submit any questions in writing to the City sufficiently in advance of the scheduled pre-proposal conference to ensure that all questions can be responded to at the pre-proposal conference. Attendance at the pre-proposal conference is optional but highly encouraged.

Section 3.3 Addenda and Interpretation.

3.3.1 Addenda. No modification or interpretation of the RFP will be made except by a written Addendum duly issued by the City. Only interpretations contained in an Addendum shall be valid or have any force or affect whatever. All Addenda issued prior to the opening of Proposals shall become a part of the Proposal and must be acknowledged by Proposers on the face of their Proposal.

3.3.2 Informal Responses. The City will not give oral answers to any inquiries regarding the meaning of the RFP or provide Proposers with oral instructions prior to the award of the Agreement. Any such oral answer or instruction shall not be binding, shall be deemed to be unauthorized and given informally for the convenience of prospective Proposers, shall not be guaranteed, and shall not be relied upon by any prospective Proposer. By submitting a Proposal, each Proposer shall be deemed to have agreed that such information has not been used as a basis of its Proposal and that the giving of any such information does not entitle such Proposer to assert any claim or demand against the City or its respective officers, employees, agents, or attorneys on account thereof.

3.3.3 Inquiries. All Addenda issued prior to the opening of Proposals shall become a part of this RFP. Each prospective Contractor shall be responsible for inquiring from time to time as to the availability of Addenda. The City shall use its best efforts to issue Addenda in response to all valid, appropriate, and timely inquiries, but accepts no responsibility for doing so. The failure of any Proposer to receive any such addendum or interpretation shall not relieve such Proposer from any obligation under its Proposal as submitted. All inquiries shall be made in written form, addressed to the person identified in Article VI, and submitted by no later than 3:00 p.m. on July 31, 2026. Inquiries not answered by Addenda shall be considered invalid, inappropriate, or untimely inquiries.

Section 3.4

Submittal of Proposals.

In submitting a Proposal, each Proposer states and agrees that the Proposal is submitted in strict accordance and compliance with the requirements, scope and intent set forth in this RFP. Each Proposer shall, before submitting its Proposal, carefully examine this Request for Proposal.

The Proposer whose Proposal is accepted will be responsible for all errors in its Proposal, including those resulting from (i) its failure or neglect to make a thorough examination and investigation of this Request for Proposal, or (ii) its failure to comply with the instructions set forth in this Request for Proposal. The Successful Proposer shall bear all damages and costs associated therewith, arising therefrom, or resulting from matters or conditions first discovered during the provision of the Services, including, but not limited to, damages or costs resulting from, arising out of, or in any way related to increases in time-related costs; increases in costs of labor, equipment, materials, or supplies; costs of additional personnel; costs of additional equipment; costs of additional premium time for personnel or equipment; increase in costs for Bond or insurance premiums; lower labor productivity; lost profits or alternative income; effects on other agreements; and costs of demobilization and remobilization.

Where Proposals are signed by an agent of the Proposer, evidence of his or her authority to act as such agent shall accompany the Proposal.

Cost Proposals shall be made only on the blank Cost Proposal forms furnished by the City and included in this Request for Proposal. Entries on the Cost Proposal forms shall be typed or legibly written in ink.

Section 3.5

Modification and Withdrawal Prior to Opening.

Written modifications or requests for withdrawal of Proposals must be in writing and sent by mail, or email, directed to the person identified in Article VI. However, any such request must be received prior to the time fixed for the Proposal opening; and provided that written confirmation of any email withdrawal over the signature of an authorized representative of the Proposer is placed in the mail and postmarked prior to the time set for Proposal opening. All modifications, corrections or requests for withdrawal must be clearly identified as such. No verbal requests will be accepted. The withdrawal of a Proposal prior to the time set for Proposal opening shall not prejudice the right of a Proposer to timely file a new Proposal.

Section 3.6

Evaluation and Selection Process.

An Evaluation Committee, comprised of City staff and consultants and any persons selected by the City, will review Proposals in accordance with the Evaluation Criteria. The Evaluation Committee will evaluate the Proposals and report to the City Council. As part of its review, the Evaluation Committee may request that one more of the Proposers answer written questions and requests for additional information or attend interviews to be conducted by the Evaluation Committee.

It is expected that the Evaluation Committee will then identify one or more Proposers with which to conduct negotiations and discussions regarding their Proposals to identify the Proposer that best meets the objectives of the City and is most advantageous to the City and its residents. Presentations or negotiations, if conducted, will occur only after the due date for the Proposals. During this evaluation and negotiation period, Proposers so identified may be asked to submit new or revised cost proposals and make presentations. Any such revised cost proposal shall be no less favorable to the City than those cost proposals initially submitted to the City.

Notwithstanding the process described above, Proposers are expected to submit their best cost proposal in their initial Proposal. The City prefers to award a contract based on the initial proposal submission. It should not be assumed that there will be a subsequent opportunity during which price proposals can be modified. At the sole option of the City and for the purpose of obtaining the best and final offers, negotiations may be conducted with either the Proposer with the highest ranked proposal; or with Proposers who have submitted Proposals that are within the established competitive range; or with all Proposers. Upon completion of negotiations, if any, the City may, at its discretion, call for “best and final offers”.

In addition to the requirements of this RFP, each Proposer will provide, upon written request from the City, such additional information as may be required by the City to establish, verify and confirm the Proposer’s competence, resources, and ability to perform the Services.

No Proposal may be withdrawn without the consent of City for a period of 180 days after the opening of any Proposal. Any Proposal may be withdrawn at any time following the expiration of said 180-day period, provided that a request in writing, executed by Proposer for the withdrawal of such Proposal is filed with City after said 180-day period. If no such request is filed, the date for acceptance of such Proposal shall be deemed to be extended until such a request is filed or until City awards the contract or until the City affirmatively and in writing rejects such Proposal. At the completion of this negotiation process, the Evaluation Committee will recommend the selection of a successful Proposer to the City Council. The City Council will then select a successful Proposer who will be required to execute an agreement to provide the Services bid.

The City may select a replacement Proposer and replace any selected Proposer with this replacement Proposer if any selected Proposer fails to comply with the Conditions Precedent to Closing set forth in Section 3.15 of this RFP. Proposers failing to close on the agreement after receiving the award will be subject to the Liquidated Damages provisions set forth in Section 5.2.13 of this RFP.

Section 3.7 Ownership of Proposals.

The City will retain full title and ownership of all submitted materials. Proposals will not be returned to Proposers.

Each Proposer, by submitting its Proposal, acknowledges and consents to the use by the City of information submitted in the Proposal. The Proposer further agrees that the City shall have the right to incorporate any aspect of its Proposal into the final agreement irrespective of the identity of the successful Proposer with whom the City enters into the final agreement.

Section 3.8 Costs.

All costs that each Proposer incurs in preparing and submitting its Proposal are the sole responsibility of the Proposer and will in no event be paid or reimbursed by the City.

Section 3.9 Compliance with Laws.

The successful Proposer shall be required and shall agree to comply with all laws, statutes, ordinances and regulations of any governmental body, including, but not limited to the City and federal and state and local governments, that are applicable to or in any manner may affect the services performed under the final agreement, including nondiscrimination and equal employment opportunity requirements.

Section 3.10 Taxes and Benefits.

The City is exempt from state and local sales, use and excise taxes. No Proposal shall include any such taxes. A letter of exemption will be provided to the Successful Proposer, if necessary. The City will not reimburse, nor assist the Successful Proposer in obtaining reimbursement for, any state or local sales, use, or excise taxes paid by the Successful Proposer. The Successful Proposer shall be required to reimburse the City for any such taxes paid.

Each Proposal shall include all other applicable federal, state, and local taxes of every kind and nature applicable to the provision of the collection services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits. It shall be the sole responsibility of each prospective Proposer to determine the applicability and amount of such taxes, contributions, and premiums. No extra compensation shall be paid by the City for the Successful Proposer's failure to include these costs in its Proposal.

Section 3.11 Permits and Licenses.

The Proposal shall include the cost of obtaining all permits, licenses, and other approvals and authorizations required by law for the provision of the Services. It shall be the sole responsibility of each prospective Proposer to determine the applicable permits, licenses, and other approvals and authorizations. No extra compensation shall be paid by the City for the Successful Proposer's failure to include these costs in its Proposal. The Successful Proposer shall be required to display all permits, licenses and other approvals and authorizations as required by law.

Section 3.12

Disqualification of Proposers.

A. More Than One Proposal. No more than one Proposal for the provision of the collection services shall be considered from any single corporation, partnership, individual or joint venture, whether under the same or different names and whether or not in conjunction with any other corporation, partnership, individual or joint venture. Reasonable grounds for believing that any corporation, partnership, individual or joint venture is interested, as a principal, in more than one Proposal may cause the rejection of all Proposals in which such corporation, partnership, individual or joint venture is interested. Nothing contained in this Subsection 3.12.A shall prohibit any single corporation, partnership, individual or joint venture, whether under the same or different names and whether or not in conjunction with any other corporation, partnership, individual or joint venture, from submitting a proposal or quoting prices to more than one Proposer for equipment, materials and supplies or labor to be furnished as a sub-contractor or supplier.

B. Collusion. If there are reasonable grounds for believing that collusion exists among any Proposers, all Proposals of the participants in such collusion will not be considered.

Section 3.13

Award of Contract.

A. Reservation of Rights. The City reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City and the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; to accept and incorporate corrections, clarifications or modifications following the opening of the Proposals when to do so would not, in the City's opinion, prejudice the request for proposal process or create any improper advantage to any Proposal; and to waive irregularities and informalities in the request for proposal process or in any Proposal submitted; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defects or informalities, and Proposers should not rely upon, or anticipate, such waivers in submitting their Proposals.

B. Firm Offers. All Proposals are firm offers to enter into an agreement and no Proposals shall be deemed rejected, notwithstanding acceptance of any other Proposal, until the final agreement has been executed by both the City and the successful Proposer or until the City affirmatively and in writing expressly rejects such Proposal. Any negotiations after the submittal of the Proposals shall not be deemed a rejection of any Proposal.

Section 3.14

Notice of Award; Effective Date of Award.

If the proposal is awarded by the City, such award shall be effective when a notice of award has been delivered to the successful Proposer ("***Effective Date of Award***"). City will prepare three copies of an agreement based upon the successful Proposer's Proposal and will submit them to the successful Proposer with the notice of award.

Section 3.15

Closing of Final Agreement.

A. Closing Date. Unless otherwise stated in the notice of award, the successful Proposer shall satisfactorily complete all Conditions Precedent to Closing before, and the final agreement and all related documents shall be executed, submitted and exchanged by the City and the successful Proposer ("***Closing***") on, the fifteenth day following the Effective Date of Award or within such extended period as the City may, in the exercise of its sole discretion, authorize in writing after issuance of the notice of award ("***Closing Date***").

B. Conditions Precedent to Closing. On or before the Closing Date, the successful Proposer shall: (1) sign, date as of the Closing Date, and submit to the City all three copies of the final agreement and all other required documentation related thereto on or before the Closing Date; and (2) submit three executed copies of the required Performance Bond dated as of the Closing Date and all required certificates and policies of insurance (“*Conditions Precedent to Closing*”).

If the submitted documents fail to comply with this Request for Proposal or the final agreement is not executed and submitted in a timely fashion, the City may, in its sole discretion, annul the award or allow the Successful Proposer an opportunity to correct the deficiencies.

In no event will the City execute the final agreement until any and all such deficiencies have been cured or the City has received adequate assurances, as determined by the City, of complete and prompt performance.

C. Closing. At the Closing, and provided that all documents required to be submitted prior to or at the Closing have been reviewed and determined by the City to be in compliance with this Request for Proposal and the final agreement, or assurances of complete and prompt performance satisfactory to the City have been received, the City shall execute all copies of the final agreement, retain one copy of the completed final agreement, and tender two copies to the successful Proposer at the Closing. The successful Proposer shall tender one copy to its surety company or companies. The successful Proposer or its agent shall be present at the Closing.

Section 3.16 Failure to Close.

A. Annulment of Award; Liquidated Damages. The failure or refusal of a successful Proposer to comply with the Conditions Precedent to Closing or to otherwise fail or refuse to close shall be just cause for the annulment of the award and the imposition of liquidated damages or the exercise of equitable remedies, both as more specifically set forth in Section 5.2.16 of this Request for Proposal.

B. Subsequent Awards. Upon annulment of an award, the City may accept, and award the contract based on, any other Proposal as the City, in its sole judgment, deems to be the best or may invite new Proposals or may abandon the request for proposal process or the Services.

Section 3.17 Confidentiality.

Each Proposer shall identify any information submitted in the request for proposal process that is considered by it to be confidential or proprietary. The City shall not disclose, outside the request for proposal process, at any time, either during or subsequent to the request for proposal process, any such designated confidential or proprietary information, unless such disclosure will not cause competitive harm, or such information was actually known to the City prior to its submission by the Proposer, or such information was properly obtained or developed independently by the City, or the Proposer consents to such disclosure. Notwithstanding the foregoing, each Proposer, by its submission of its Proposal, acknowledges that the City is subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and that no disclosure made in good faith by the City pursuant to such Act shall be deemed to violate this Section 3.17. By submission of a Proposal, Proposer expressly waives any claim for damages or other relief arising out of any disclosure by the City. No Proposals or materials provided by Proposer will be returned.

ARTICLE IV

EVALUATION CRITERIA

Proposals received in response to this RFP will be evaluated by the City for completeness and responsiveness based on the expertise, experience, resources, capital, facilities, technical and financial qualifications of the Proposer and the evaluation criteria established by this RFP. Where used below, the term “quality” shall refer to the degree of excellence, thoroughness and credibility of the Proposer or the Proposal; and the term “reasonableness” shall refer to the extent to which a Proposal represents proposed staffing, pricing, equipment and an operational approach that are sensible and feasible and are within the capability of the Proposer.

In addition to considering the quality of the Proposer, the City may consider the aggregate cost of the Services, including the Proposer’s submitted Cost Proposal for collection services, when evaluating Proposals.

Factors the City may consider include but are not limited to:

1. The professional qualifications and experience of the Proposer on similar contracts.
2. Evidence of strengths and experience of the committed personnel.
3. The specialized experience of the committed personnel.
4. The past performance of the Proposer on other similar contracts in terms of quality of services performed.
5. Financial capability of the Proposer, including access to capital, and assets (vehicles and facilities).
6. Verification that the Proposer can provide the services described in this RFP for the entirety of the Franchise Agreement term.
7. Compliance with all applicable local, state and federal laws.
8. Must disclose litigation, regulatory proceedings, fines or other disputes involving the Proposer or any subcontractor with the Proposer intends to use.
9. Organizational plan and chart describing the organizational structure, staffing lines of authority and communications.
10. Adequacy and comprehensiveness of proposed insurance and bonding program.
11. Operational approach.
12. Quality Control Plan.
13. Quality of description of monthly operating reports included, but not limited to, complaint information and resolution and tonnages collected by type.
14. References.

15. Competitiveness of cost proposals.
16. Quality and reasonableness of any alternate proposal.
17. Proposed deviations and exceptions from the Bid Specifications.

ARTICLE V

SUBMITTAL REQUIREMENTS

Section 5.1 **Format.**

A total of four copies of the Proposal shall be submitted, consisting of two (2) bound printed copies (each such Proposal to be bound in a single volume), one (1) unbound printed copy (such Proposal to be loose-leaf pages in a single volume, held together with a clip). Each printed proposal shall be prepared on standard recycled 8.5 x 11 letter size paper, with material separated by labeled tabs.

All Proposals shall be submitted in sealed envelopes with the following information on the outside: name of Proposer, contact person, address, telephone number, and marked as a “Residential Waste Collection Services RFP”. Each Proposer may submit brochures or other information further describing the services proposed and/or pertaining to the qualifications of the Proposer. Any such information submitted must be included within the one volume.

Proposers are advised to adhere to the Submittal Requirements. Proposals may be modified, corrected or withdrawn only as set forth in Section 3.5 of this RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the Proposal. The City reserves the right to accept any Proposals and/or any part of parts thereof and/or to reject any or all Proposals.

Section 5.2 **Contents.**

A list of the submittal requirements follows. This list should be used only as a guide and does not necessarily represent each submittal requirement for a complete Proposal. At various points throughout this RFP, there are directions for submitting certain types of information or documentation. The detailed requirements for each submittal requirement can be found in the respective sections of this RFP. If a Proposer cannot meet each submission requirement, the Proposer should offer its reasons for the omission and such pertinent information as would enable the City to judge the merits of the Proposal in relation to the other Proposals.

Each Proposal should include the following items:

5.2.1 **Cover Letter.** Proposals shall be accompanied by a cover letter identifying the complete name of the entity submitting the Proposal, the contact information of the individuals who would meet with the City if requested; and the signature and title of the individual duly authorized to submit the Proposal.

5.2.2 **Executive Summary.** The executive summary or introduction shall include (i) a statement of the Proposer's understanding of the Services to be performed, (ii) the Proposer's plan to supply the Services, and (iii) a description of the Proposer's capability to supply the Services.

5.2.3 Operational Approach. This section will include a statement of the Proposer's understanding of all requirements for the Services. This section must be specific, detailed and complete. It should clearly and fully demonstrate that the Proposer understands the requirements and the operational problems inherent in the provision of the Services. The Proposer should also present valid and practical solutions for those problems. In addition, samples of complaint and waste volumes report must be included. The Proposer shall identify all subcontractors with which it intends to enter into subcontracts for the performance of a portion of the Services.

This section shall also include information on how the Contractor will educate Residential Customers on proper recycling and composting practices, and Proposer's proposed communication plan with the City and its residents to alert them when necessary (e.g., delays in pick-ups, spills, special recycling events).

5.2.4 Organizational Plan and Chart. This section will include a description of the organizational and management structure that will be utilized to perform the Services. At minimum, this section will include a chart identifying the job categories or personnel committed and will specifically identify the assignment of the key personnel. The Proposer should demonstrate that the proposed manpower level on which it has based its Cost Proposal set forth in **Appendix A** is sufficient and can be reasonably expected to meet or exceed the requirements needed to perform the services described in this RFP.

5.2.5 Qualifications of Personnel. This section should specify those executives, supervisors and other personnel considered key to the successful performance of the Services. This will include a discussion of the involved personnel's qualifications, training, education, experience with similar projects and the position of these individuals in the Proposer's overall organization. Resumes should be included for key personnel, describing their education, background, relevant experience, certifications and accomplishments.

5.2.6 Cost Proposal. The Contractor's Cost Proposal shall be submitted by completing all blanks in **Appendix A**, including the Sworn Statement attached thereto. ***The Contractor's cost proposal may not include any additional fees related to fuel surcharges, administrative fees, or environmental fees. The Contractor shall only be able to charge those costs shown on the Cost Proposal.***

5.2.7 Alternative Proposals. The City will review any alternative proposal submitted by a Proposer regarding the Services to be provided pursuant to this RFP. The City encourages the submission of alternative proposals which reflect creative and innovative pricing arrangements and/or operational approaches. All alternative proposals must: a.) demonstrate the commitment of Proposer to provide the services required herein to the City for the entire term of the agreement; and b.) maintain the flexibility of the City to obtain the range of service options and alternatives described in the Cost Proposal. In addition, (i) any alternate proposal must be in accordance with all laws, rules, regulations and permits applicable to the City, and (ii) all Submittal Requirements outlined in this Article V must be strictly adhered to.

5.2.8 Alternative Fuels and/or Trucks. Each Proposer must specifically describe its plan for using, or transitioning to the use of, refuse, and landscape waste collection trucks in the City that utilize alternative fuels (CNG, electric, biodiesel) while providing the services under the agreement to the City.

5.2.9 References. Submit at least three (3) governmental or large commercial references, which are in the Chicago region and are service level relevant, including name, address and telephone

number of a contact person at the municipality or business responsible for monitoring the contract and a brief description of the services performed thereunder.

5.2.10 Financial Capability. This section shall include either the Proposer's (i) financial statements for the three (3) most recent fiscal years; or (ii) if the Proposer is a publicly-traded company, the last three Form 10-K reports filed with the SEC by the Proposer, as well as written references from banking institutions and accounting firms representing or doing business with the Proposer.

5.2.11 Litigation. A discussion of: (i) potential enforcement actions or pending litigation against the Proposer (or against any subsidiary or parent of the Proposer or any subcontractor which the Proposer intends to provide a portion of the Services) with a potential total judgment in excess of \$100,000; and (ii) judgments, fines, sanctions and settlements entered in the last year in excess of \$25,000 against the Proposer (or against any subsidiary or parent of the Proposer or any subcontractor which the Proposer intends to use to provide a portion of the Services) or against any facilities owned or operated by the Proposer.

5.2.12 Assumptions, Deviations and Exceptions. **The Proposer should minimize exceptions to the requirements of this RFP.** If exceptions or deviations from this RFP are evident, describe such exceptions or deviations and provide a rationale for them. In no event shall such Proposer's assumptions, deviations or exceptions involve the modification of any permits or approvals obtained by the City. Failure to provide some or all the information requested may be deemed, in the discretion of the City, to be cause for disqualification of a Proposer.

5.2.13 Proposal Security.

A. Required Proposal Security. To secure its Proposal as required in the submittal requirements, each Proposer must provide proposal security in the form of a certified check, cashier's check, bank draft drawn on a national bank or a proposal bond from a surety company licensed to do business in Illinois in an amount equal to twenty-five thousand dollars (\$25,000), as a guarantee on the part of the Proposer that it will, if called upon to do so, accept and enter into the final agreement at rates no greater than those stated in its Cost Proposal. . If Proposer chooses to submit a bid bond, it must be in substantially the form attached to this RFP as **Appendix B**. The proposal security of all unsuccessful Proposers will be released after the successful Proposer has been selected and has executed the required written agreements with the City. The proposal security of the successful Proposer will be returned upon execution of the final agreement and submittal of the performance bond required by the final agreement.

Any Proposal that fails to comply with this Subsection 5.2.13.A may be rejected, or, if not rejected, the City may demand correction of any deficiency and award the contract to the Successful Proposer upon satisfactory compliance with this Subsection 5.2.13.A.

B. Liquidated Damages. If a Proposer fails to timely submit all additional information requested by the City, or if the Successful Proposer fails to timely and properly submit all required bonds and certificates and policies of insurance, or if the Successful Proposer fails to timely and properly execute the final agreement and all other required documentation related thereto, it will be difficult and impracticable to ascertain and determine the amount of damage that the City will sustain by reason of any such failure. For such reason, every Proposer shall, by submitting its Proposal, be deemed to agree that the City shall have the right, at its option in the event of any such default, to retain or recover as

reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Proposal Security, or to exercise any and all equitable remedies it may have against the defaulting Proposer.

5.2.14 Insurance. Each Proposer must provide appropriate submissions to demonstrate that its proposed insurance program for the Services to be performed will satisfy the requirements set forth in the final agreement. Such evidence may include a letter from an insurance carrier or its agent, acceptable to the City, certifying that said insurer has read the requirements and will furnish endorsements or the required certificates of insurance upon award of the contract.

5.2.15 Performance Bond.

At or prior to commencing service under the final agreement, the successful Proposer will be required to furnish an original performance bond (not a copy of facsimile), in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) as security for the faithful performance of the collection services. The terms and conditions of the required performance bond shall be set forth in the final agreement. Premiums for the performance bond shall be paid by the successful Proposer. A certificate from the surety stating the premiums have been paid in full shall accompany the delivery of the executed bond. If the Contractor shall fail to fulfill the terms of the final agreement, the performance bond shall become payable to the City as liquidated damages.

Each Proposal shall be accompanied by a letter from a corporate surety, satisfactory to the City, stating that it will furnish the required performance bond for the Proposer, in the event it is selected as the successful Proposer. Such letter is to be signed by an authorized representative of the surety together with a certified and effectively dated copy of his or her power of attorney attached thereto. The surety shall be a duly authorized corporate surety authorized to do business in the State of Illinois. Attorneys-in-fact who sign bonds must file a certified and effectively dated copy of their power of attorney.

In lieu of furnishing a performance bond, the Proposer may demonstrate its ability to furnish an unconditional letter of credit to be delivered at Closing in favor of the City, in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) drawn on a national or state-chartered bank acceptable to the City and in such form and with such provisions as are acceptable to the City, in the City's sole discretion.

ARTICLE VI
INQUIRIES AND SUBMISSION OF PROPOSALS

Inquiries concerning this RFP should be submitted by email no later than 3:00 p.m., July 31, 2026, to:

Public Works Commissioner Jerico Thomas
City of Calumet City
jthomas@calumetcity.org
Subject Line: "Municipal Waste RFP Question"

Sealed proposals should be submitted by 11:00 a.m., August 07, 2026, to:

Mayor's Office (2nd Floor)
City of Calumet City
204 Pulaski Road
Calumet City, IL 60409

Proposals sent by fax will not be accepted.

Proposals will be opened at 1:00 p.m. on Friday, August 07, 2026, at City Hall, 204 Pulaski Road, Calumet City, IL.

APPENDIX A

**COST PROPOSAL and
CONTRACTOR'S SWORN STATEMENT**

Full Name of CONTRACTOR _____ (“**CONTRACTOR**”)

Principal Office Address _____

Local Office Address _____

Contact Person _____ Telephone Number _____

CONTRACTOR warrants and represents that CONTRACTOR has carefully examined, reviewed and understood all documents included, referred to, or mentioned in this Proposal, and Addenda Nos. _____ [if none, write “NONE”], which are securely stapled to the end of this Proposal.

1. Work Proposal. If this Proposal is accepted, CONTRACTOR proposes and agrees that CONTRACTOR shall, at its sole cost and expense, (a) provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Proposal, the RFP pursuant to which the City solicited this Proposal and the final agreement (collectively, the “Contract”), all necessary work, labor, services, transportation, materials, equipment, apparatus, machinery, tools, fuels, information, data, and other means and items necessary for the collection of all solid waste, landscape waste, and recyclables from all customers during the term of the Contract; (b) procure and furnish all permits, licenses, and other governmental authorizations necessary in connection therewith and comply with the laws of the State of Illinois and ordinances and regulations of the City in connection therewith; (c) procure and furnish the Performance Bond and all certificates and policies of insurance specified in the Contract; (d) pay all applicable federal, state, and local taxes; (e) indemnify the City against any loss resulting from any breach or failure of performance by the CONTRACTOR under the Contract; (f) do all other things required of the successful CONTRACTOR or the CONTRACTOR by the Contract; and (g) provide, perform, and complete all of the foregoing in a proper and workmanlike manner and in full accordance and compliance with, and as required by, the Contract.

2. Price Proposal. If this Proposal is accepted, CONTRACTOR proposes and agrees that CONTRACTOR shall bill in full payment for all matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth in the following “Schedule of Prices” unless otherwise provided in the RFP:

G. The surety and insurance commitment letters required by the RFP have been attached to this CONTRACTOR's Proposal.

H. CONTRACTOR understands and agrees that the City reserves the right to reject all proposals, reserves the right to reject the low-price proposal, and reserves such other rights as are set forth in the RFP.

I. CONTRACTOR understands and agrees that, if this CONTRACTOR's Proposal is accepted, CONTRACTOR shall be bound by each and every term, condition, or provision contained in this CONTRACTOR's Proposal and in the RFP and the final agreement.

J. The persons signing this CONTRACTOR's Proposal possess full authority to submit this CONTRACTOR's Proposal on behalf of the CONTRACTOR and CONTRACTOR understands and agrees that, by submitting this CONTRACTOR's Proposal, CONTRACTOR shall be conclusively deemed to have evidenced an intention to be bound hereby whether the requirements for signing CONTRACTOR's Proposals found in the RFP are satisfied.

DATED this _____ day of _____, 20____.

Attest/Witness:

CONTRACTOR

By: _____

By: _____

Title: _____

Title: _____

APPENDIX B
PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS: that

[insert full name and address of proposer here:] _____

as Principal (hereinafter called the "Proposer"),

and [insert full name and address of surety here:] _____

(hereinafter called the "Surety"),

are held and firmly bound unto the City of Calumet City, Illinois as the obligee (hereinafter called the "City") in the full and just sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000) for the payment of which sum of money well and truly to be made, Proposer and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Proposer has submitted a Proposal dated _____, 20__, to the Owner titled "[insert title]." (the "**Proposal**"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if the Proposer shall timely submit all additional information that is required of it and, if the Proposal shall be accepted by the Owner, the Proposer shall (1) timely submit all the bonds and all the certificates and policies of insurance required of it, (2) timely execute the final agreement, and all other required documentation related to the final agreement, and (3) in all other respects, perform the terms of the final agreement created by the City's acceptance of the Proposal, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that the obligations of the Surety under this bond shall be in no way impaired or affected by any extension of the time within which the City may accept the Proposal, and the Surety does hereby waive notice of any such extension.

The City shall have no obligation to actually incur any expense or correct any deficient performance of the Proposer in order to be entitled to receive the proceeds of this bond.

No rights of action shall accrue on this bond to or for the use of any person or corporation other than the City or the heirs, executors, administrators or successors of the City.

[Signature page follows.]

Signed and sealed this _____ day of _____ 20 ____.

Attest/Witness:

PROPOSER

By: _____

By: _____

Title: _____

Title: _____

Attest/Witness:

SURETY

By: _____

By: _____

Title: _____

Title: _____

APPENDIX C

CURRENT RESIDENTIAL WASTE COLLECTION FEES & CHARGES

Single Family Residence	\$31.30 / SFR
Single Family Residence – Senior Rate	\$15.65 / SFR
2-Flat Dwelling	\$62.60 / 2-Flat
2-Flat Dwelling – Senior Rate	\$46.95 / 2-Flat
3-Flat Dwelling	\$93.90 / 3-Flat
3-Flat Dwelling – Senior Rate	\$78.25 / 3-Flat
4-Flat Dwelling	\$125.20 / 4-Flat
4-Flat Dwelling – Senior Rate	\$109.55 / 4-Flat