



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, July 17, 2019

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the June 19, 2019 Meeting
2. Acceptance of the Greater Green Bay Community Foundation Donation
3. Approval of the Purchase of Battery Operated Extrication Rescue Tools for the Fire Department
4. Approval to Use CIP Funds for New Pagers for Fire Department
5. Approval of Purchase of Positive Pressure Fan for Fire Department
6. Request to Assign 2015 Chevy Traverse (Unit 8912) to Building Inspection Office and Sending 2009 Chevy Impala (Unit 8911) to Auction for Public Sale
7. Consideration of Extending the Existing Water and Sanitary Sewer Mains (at the City's Cost) along Progress Boulevard from their Existing Location to the South Property Limits of Waukesha Bearing for their 2019 Expansion Project
8. Draft RFP for the Potential Use of a Single Source Provider for Mandatory Curb-side Trash Removal Services - Information Only

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: July 11, 2019

BILL BRANDT



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 17, 2019
Re: Acceptance of the Greater Green Bay Community Foundation Donation

The Antigo Fire Department submitted a request for a donation from the Greater Green Bay Community Foundation on behalf of the Ola S. Adams family. The Ola S. Adams family is relation to the daughter of Ron Pizl.

We submitted a list of equipment and we were approved for \$39,505 which includes: chest compression device, brush guard for the ambulance, firefighter hoods, IV Pump, forcible entry tools, rescue helmets and a rope rescue tripod.

I am requesting this committee to approve the grant to the fire department from the Greater Green Bay Community Foundation.

Feel free to contact me if you have questions.

City Of Antigo Fire Department

Price

Total

1	1	LUCAS Chest Compression device	CPR Compression Device	\$ 14,964.67	\$ 14,964.67	
2	20	20-honeywell hoods	Particulate Resistive Hoods	\$ 125.00	\$ 2,500.00	
3	1	Ambulance Brush Guard (Deer Protector)	Brush Guard	\$ 2,000.00	\$ 2,000.00	
4	4	IV Pumps	IV PUMP (\$15,000 already in CIP)	\$ 20,000.00	\$ 5,000.00	
	2	2-Pig Maul 8# 32"	Forcable Entry tool	\$ 210.00	\$ 420.00	\$ 420.00
PKG	10	10-LH Halligans 30"	Leather head	\$ 225.00	\$ 2,250.00	\$ 2,250.00
	1	1-Piglet Officer 28"	Forcable Entry tool	\$ 200.00	\$ 200.00	\$ 200.00
5	2	2-Leather Head 6' w/ claw	Over haul tool	\$ 89.00	\$ 188.00	\$ 188.00
	1	Ultra Force Axe from Leatherhead	Specialty Axe	\$ 165.00	\$ 165.00	\$ 165.00
						\$ 3,223.00
6	28	28 - Rescue Helmets	Rescue Helmets w Lights	\$ 244.38	\$ 6,842.64	
7	1	Arizona Vortex Rescue Tripod	Artificial Directional Rescue Point	\$ 4,975.00	\$ 4,975.00	

\$ 39,505.31



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 17, 2019
Re: Approval of the Purchase of Battery Operated Extrication Rescue Tools for the Fire Department

In the CIP budget I have requested money to update our aging extrication tools. Our current tools are hydraulic which has limited reach and always connected to a noisy hydraulic pump. The new extrication tools are battery operated which makes them much more portable and quieter at a car crash.

I requested bids for the battery operated extrication tools and received one bid from Reliant Fire Apparatus Inc. for \$31,756. The bid request was for two combination tools and one cutting tool. The combination tools are used to spread and cut and the cutting tool is only for cutting. The benefit of the cutting only tool is that capacity of the cutter and the cutting force. Most of the normal extrications can take place with the combination tool but some areas will require the cutter only tool. The goal is to remove the current hydraulic extrication system and use the battery operated system only.

The new battery tools use the Milwaukee tools M28 Volt battery technology which means we can purchase the batteries locally and will integrate with the rest of our Milwaukee battery tools. I would like to use the Fire Truck Equipment and Rescue Vehicle Equipment CIP funds.

Feel free to contact me if you have questions.

BID SHEET

Fire Dept. Rescue Tools

Date of Opening: 7/8/2019

Present at Opening: S. Berg

Scott Henricks

<u>Bidder</u>	<u>Total Bid</u>		<u>Discounts</u>	<u>Balance</u>	<u>Comments</u>
Reliant Fire Apparatus Inc.	\$ 31,765.00				2 - Combination Tools - \$20,990
					1 - Cutting Tool - \$10,775

Attachment: Bid Sheet (2901 : Battery Operated Extrication Rescue Tools)



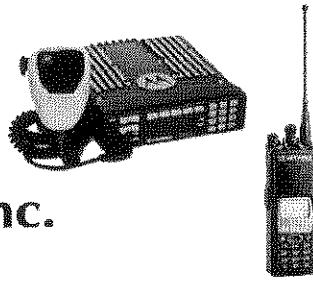
To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 17, 2019
Re: Approval to Use CIP Funds for New Pagers for Fire Department

As part of the CIP budget, I put money aside for radios and pagers. Last year we bought new radios and this year we need to replace some of our aging pagers. Our current pagers we received on a grant in 2007. The new pagers now have many newer options and features.

I am requesting to purchase 10 pagers with CIP funds. We received three quotes, Northway Communication and Frank's Radio Service came in the same at \$3,690. I am recommending Northway Communications as we do other business with them and they have been responsive to our needs.

Feel free to contact me if you have questions.

Northway
Communications Inc.



Northway Communications, Inc.
105 East Oak Street
Wausau, WI 54401 715-842-0841
Neal@Northwaycom.com
715-370-1193 Fax 715-848-1413

Quote

Date: 6-17-2019

Rep: Neal Wozniak

Company	City of Antigo Fire Department
Contact	Cory Smith
Address	
City, ST, Zip	
Phone	

[illegible]

This Quote is valid for 30 days
To accept this quote, as a binding agreement, sign and date below.

Authorized Signature _____ Date _____



MOTOROLA
Authorized Two-Way
Radio Dealer

Jon Petroskey

From: Corey Smith
Sent: Thursday, June 13, 2019 4:17 PM
To: Jon Petroskey
Subject: FW: Frank's Radio Service, Inc. Request A Quote [#104]

-----Original Message-----

From: Laura Meyer [<mailto:2waysale@franksradioservice.com>]
 Sent: Thursday, June 13, 2019 3:52 PM
 To: Corey Smith
 Subject: RE: Frank's Radio Service, Inc. Request A Quote [#104]

Non-Intrinsically Safe Models:

VHF or UHF 1 channel retail price \$468.00 sale price \$369.00.

Almost all customers do the 3 Year Service from the Start -LITE - Provides 3 years of extended hardware repair coverage beginning after the standard warranty period expires. Repairs will be made only at the designated Motorola repair depot. Local services are not included. Motorola will pay the inbound shipping charges only with use of the Motorola designated delivery service. Motorola will pay for outbound shipping via Motorola's normal shipping methods. No discounts are allowed on this option.
 This option is \$60.00.

Regards,

Laura Meyer
 Sales Associate

4410 Custer Street
 Manitowoc, WI 54220

Phone (920)682-5989
 Fax (920)682-6027
 email: 2waysale@franksradioservice.com
 web: www.franksradioservice.com

This message and all accompanying documents are covered by the Electronic Communications Privacy Act, 18 USC 2510-2521, and contains information intended for the specified individual(s) only. This information is confidential. If you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified you have received this document in error and any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify me immediately by email, then delete the email and destroy any printed copy. Thank you.

-----Original Message-----

From: Corey Smith [<mailto:csmith@antigo-city.org>]

Attachment: Franks Radio Service (2900 : CIP Funds for New Pagers)

Sent: Thursday, June 13, 2019 3:25 PM
 To: Laura Meyer
 Subject: RE: Frank's Radio Service, Inc. Request A Quote [#104]

Minitor VI single channel pagers, please.

-----Original Message-----

From: Laura Meyer [<mailto:2waysale@franksradioservice.com>]
 Sent: Thursday, June 13, 2019 3:25 PM
 To: Corey Smith
 Subject: Frank's Radio Service, Inc. Request A Quote [#104]

Hello Corey,

Thank you for reaching out to Frank's Radio Service, Inc.

Did you have a list of items that you would like quoted? If so, can you please send to me and I will put together a quote for the City of Antigo Fire Department.

Kind Regards,

Laura Meyer
 Sales Associate

4410 Custer Street
 Manitowoc, WI 54220

Phone (920)682-5989
 Fax (920)682-6027
 email: 2waysale@franksradioservice.com
 web: www.franksradioservice.com

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Products & Services: Public Safety

Name: Corey Smith

Company Name
 : City of Antigo Fire Department

Attachment: Franks Radio Service (2900 : CIP Funds for New Pagers)

Phone: (715) 350-7350

Email: csmith@antigo-city.org

Address:
700 EDISON ST
ANTIGO, Wisconsin 54409-1955
United States

		QUOTE FOR TWO WAY		Prepared for:
		RADIOS AND PARTS		
		6/18/2019 9:07		John Petrosky
		SALES TEAM:		Antigo Fire Department
		RON FEUTZ ____X____ STEVE RUED ____		
		ANGIE FEUTZ ____		
1-800-472-9551				
2430 Industrial St.				
Wisconsin Rapids, WI 54495				
QTY	MODEL	DESCRIPTION	PRICE EA.	TOTAL
10	Minitor VI	VHF pager, single channel, voice storage	\$ 379.00	\$ 3,790.00
		charger with standard 2 year warranty		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Equipment Price			\$	3,790.00
Equipment Installation				
Shipping				
Sub-Total			\$	3,790.00
Taxes				
Total System Price			\$	3,790.00
STANDARD TERMS: NET 30				
QUOTE VALID FOR 30 DAYS FROM ABOVE DATE				
Purchase Order #:				
Accepted by:				
Title:				
Date:				
Signature and date acknowledge a binding agreement.				

Attachment: Air Comm. Antigo Fire Dept quote for 10 Minitor VI (2900 : CIP Funds for New Pagers)



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: July 17, 2019
Re: Approval of Purchase of Positive Pressure Fan for Fire Department

As part of the CIP budget, I put money aside for Fire Truck Equipment and I need to replace a Positive Pressure Ventilation (PPV) Fan. The fan is used during fires to help with removing smoke or to help locate the fire. We currently have 2 PPV fans but both are gas powered and came with each truck back in the 1990's. The current technology is battery powered, with A/C back up. One of our Fire Fighters uses these fans at NTC and highly recommends them.

We have received three quotes for a Super Vac PPV fan that uses the Milwaukee Tool batteries. I am recommending purchasing one PPV fan from Pomasl Fire Equipment for a total of \$3,695 using CIP funds.

Feel free to contact me if you have questions.



Pomasl Fire Equipment, Inc.

PO Box 267
1918 Neva Road
Antigo, WI 54409

Estimate

Date	Estimate #
6/17/2019	1276

Name / Address

City of Antigo Fire Department
700 Edison Street
Antigo, WI 54409

Project

Qty	Description	Cost	Total
1	Super Vac # V18-BL-12-AC-SP. 18" PPV, 2 x 12Ah Milwaukee Batteries, 2 x AC Chargers, Shore Power	3,982.00	3,982.00
	M18 Milwaukee Batteries 18 Volt		
	Delivery Per Super Vac Will Be Late Summer - Probably September Time Frame		
	The Above Price Includes Delivery To Your Location, There Would Be No Additional Freight Charges Added		
Total			\$3,982.00

Customer Signature _____

Phone #	Fax #
715-623-7454	715-627-7504

Attachment: PPV Quotes (2851 : Positive Pressure Ventilation Fan)



360 Production Drive
South Elgin, IL 60177
Phone: 847-289-9000
Fax: 847-289-9001
Email: airone@aoe.net

QUOTATION

Date	Quote #
6/5/2019	952

Sold To
Antigo Fire Department 700 Edison St Antigo, WI 54409

Ship To
Antigo Fire Department 700 Edison St Antigo, WI 54409

Rep

DF

Item	Description	Qty	Cost	Amount
XMISC	SUPER VAC: SPACE SAVER BATTERY FAN with (2) Milwaukee Lithium Ion 12.0AH Flex Volt Batteries with Charger and Optional Shore Power	1	3,995.00	3,995.00T

Freight charges are not included unless specifically indicated.

Subtotal \$3,995.00

Sales Tax (0.0%) \$0.00

Total \$3,995.00

Sold to:

Ship to:
Antigo FD
Attn: John Krueger
700 Edison St.
Antigo, WI 54409

Order	
Quotation	XXXXXXXXXX
Deliver	
Ship	
Ship Compl.	
FOB Dest.	
FOB Mfr.	
Return	
Inventory Adj.	

Jefferson Fire Safety, Inc.
7620 Donna Drive
Middleton WI 53562
800-697-3473
www.jeffersonfire.com

Jefferson

Salesperson	P.O. Number	Contact	Phone/Fax
Rich Janke			

Comments: SHIPPING NOT INCLUDED IN PRICE. Will not ship till the end of summer.

[illegible]



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: July 17, 2019
Re: Request to Assign 2015 Chevy Traverse (Unit 8912) to Building Inspection Office and Sending 2009 Chevy Impala (Unit 8911) to Auction for Public Sale

Earlier this year, Council approved the replacement of a 2015 Chevy Traverse (Unit 8912 with +/- 45,000 miles). A 2019 Jeep Grand Cherokee (unit 8913) was purchased in its place for use as the City Hall "pool" vehicle. Recently, the Jeep Grand Cherokee was delivered to the City. The vehicle currently assigned to the Building Inspection office is a 2008 Chevy Impala (Unit 8911 with +/- 80,000 miles) and was formerly utilized as a Police Department vehicle. By assigning the Chevy Traverse to the Building Inspection Department, they would receive a vehicle more suited to their needs providing additional storage for equipment; the 2008 Chevy Impala (Unit 8911) would be sent to public auction in its place.

This year's budget for the purchase of the 2019 Jeep Grand Cherokee was set at \$13,000 with the balance of funds needed for the purchase to come from the sale of the 2015 Chevy Traverse. It is my current recommendation to assign the Chevy Traverse to the Building Inspection office and that the balance of funds needed for this transaction to come from both the sale of the 2008 Chevy Impala (Unit 8911) at public auction and the City's 2019 CIP Undesignated Fund Balance.



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: July 17, 2019

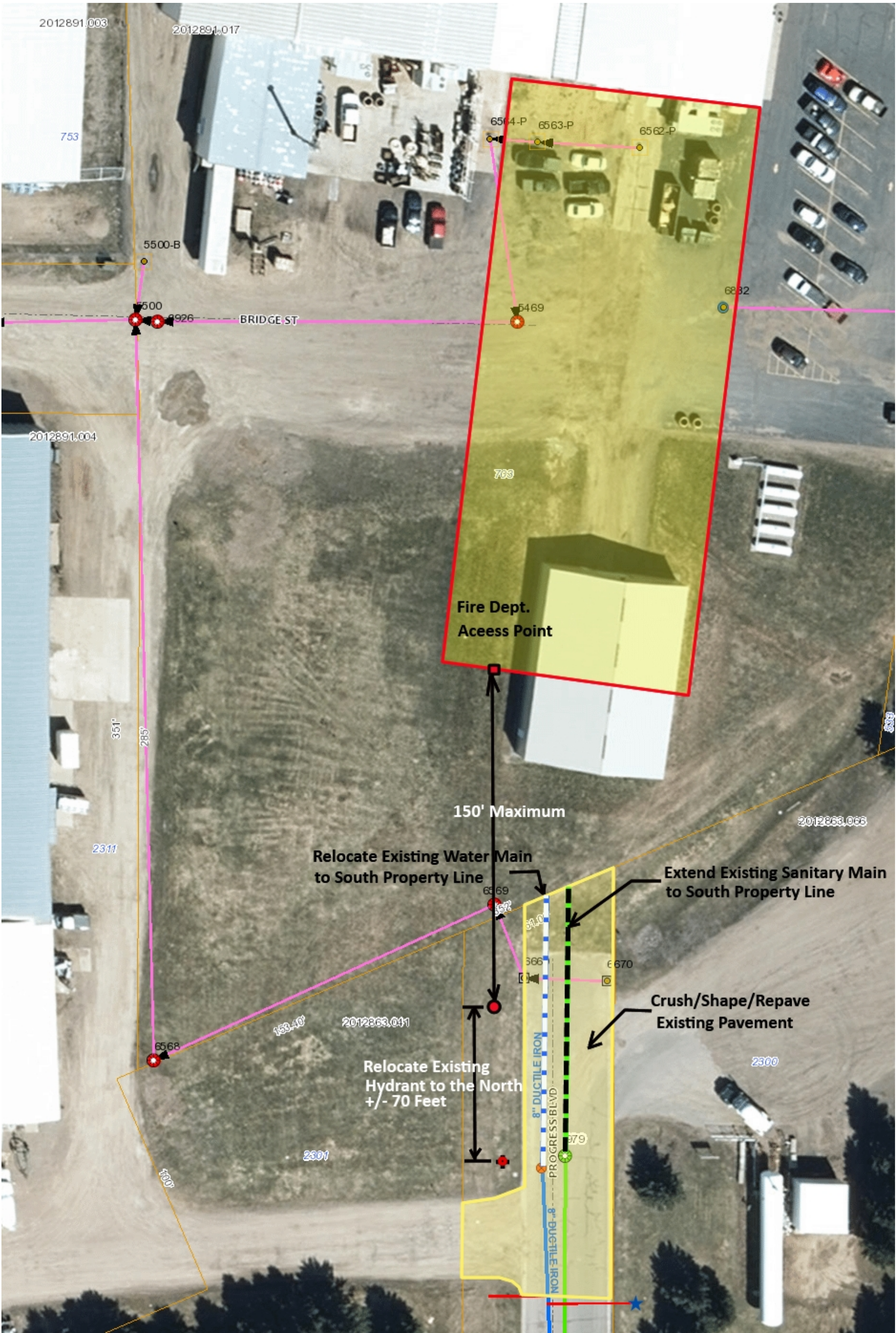
Re: Consideration of Extending the Existing Water and Sanitary Sewer Mains (at the City's Cost) along Progress Boulevard from their Existing Location to the South Property Limits of Waukesha Bearing for their 2019 Expansion Project

A map depicting the location of the existing water and sanitary sewer mains along Progress Boulevard is included in your agenda packets. This map also shows the limits necessary to extend these utilities to the south property limits of Waukesha Bearing to provide needed services for their proposed 2019 expansion project (35,000 square feet). A site plan for this effort was approved by the City Plan Commission at their February 2019 meeting.

The extension of the utilities to the north (from their existing location) will require the resurfacing of a section of Progress Boulevard as it will be compromised by the excavation process. In the best interest of the City, the cost for the utility extensions and pavement restoration is being recommended at the City's expense in order to help facilitate the project which will lead to both the retention and creation of jobs.

We are currently working with Waukesha Bearing and their prime contractor (Keller) to determine if the best price for this work can be accomplished as part of the Waukesha Bearing Expansion Project with subsequent reimbursement by the City. Where possible, we will explore coordination of certain efforts with our own staff if it leads to cost savings.

Any additional information that was not available at the time that this agenda memo was created will be shared with you during the night of the FP&L meeting. If you have any questions, please feel free to contact me accordingly.



City of Antigo GIS



SCALE: 1" = 40'



DISCLAIMER: The City of Antigo does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

Print Date: 1/14/2019





To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: July 17, 2019
Re: Draft RFP for the Potential Use of a Single Source Provider for Mandatory Curb-side Trash Removal Services - Information Only

In order to continue with the discussions on the topic of considering a single source provider (for the mandatory residential curbside pick-up of refuse and recycling materials), I prepared a Draft RFP for your review and comment. It has only been a short time since this topic was raised at our last FP&L meeting and a concentrated effort to provide you with a Draft document was made.

I was unable to finish a Section (within the Draft document) to fully address the springtime curbside pick-up by the time that the July FP&L agenda was submitted. If I happen to get the time to expand upon this Section of the document it would be made available to you accordingly (some talking points are included in the Draft document).

Finally, the final 2 pages list a series of unanswered questions and have been included for your review. I would be happy to discuss them with you at any time. I would appreciate your input as to what expectations that the Committee may have for the next step in this process. Based on your input, I can focus accordingly on providing additional information for the August FP&L meeting.



CITY OF ANTIGO

Request for Bids for Residential Refuse and Recycling Collection Services

Bids are due: _____

Contact:

City of Antigo

OFFICIAL NOTICE

Notice is hereby given that the City of Antigo, Wisconsin is seeking sealed bids for refuse and recycling collection services for residential units.

Bids will be received until _____ on _____, 2019 at the Clerk/Treasurer/Finance Director's Office, 700 Edison Street Antigo, WI 54409.

Proposals received after _____, 2019 will not be accepted. Mailed bids must arrive at Antigo City Hall by no later than _____, 2019. Facsimile or email copies will not be accepted.

The original proposal shall be addressed to the City of ANTIGO, and be contained in a sealed envelope, which is marked "Bid for Refuse and Recycling Collection Services."

For further information, contact _____ at (715) _____ or via email at _____.

The City reserves the right to accept or reject in whole or in part any or all bids, waive any informality, cancel this solicitation and award a contract deemed in the best interests of the City.

Award of the contract to the successful contractor shall be based upon the bid determined most advantageous to the City. Bids must remain firm once submitted and may not be withdrawn for a period of ninety (90) days.

Throughout this bid, the City has exerted its best efforts to represent information and data that are current and applicable to this project. The City is providing the information contained herein as a courtesy to the bidders. It is the responsibility of the bidder to use this information and verify the same during the bid, negotiations and project implementation periods.

Best efforts have been made to provide accurate information, however, the City makes no guarantees or warranties that the information contained in this bid or reference documents are accurate and complete. The City is not and shall not be liable for omissions or errors contained in this bid, and submittal of a bid by a bidder shall serve as the bidder's verification and acknowledgement of the City's lack of liability.

I. Introduction

The City of Antigo is seeking bids for residential refuse and recycling collection services within the City of Antigo municipal boundaries (**Exhibit A for City of Antigo Boundary and Collection map**). While curbside pick-up of refuse and recycling is currently conducted on a voluntary basis for residents through private contracts between the resident and a Licensed Waste Hauler, the City of Antigo is seeking to require mandatory participation in this service of all residential property owners up to and including duplexes and apartments serving 4 individual tenant spaces.

The City of Antigo is currently being serviced by 4 Licensed Waste Haulers (2 providing curbside trash pick-up on a minimally required weekly basis & recycling pick-up on a minimally required monthly basis). Residents voluntarily select the curbside pick-up option and privately contract for said services or may choose to drop off individual bags of trash at facilities accepting such an arrangement. The City of Antigo's Chapter 6, Health and Sanitation Ordinance – Article V, Refuse Collection & Disposal provides relative information related to curbside pick-up & recycling criteria. This Ordinance will be required to be updated by the City of Antigo upon the successful selection of a single-source contractor through this RFP process. (**Exhibit B – Current Ordinance**)

The City of Antigo currently requires totes for garbage and small bins for recycling containers as supplied through the licensed vendors. Residents are encouraged to come along their recycling.

Refuse containers: Licensed Waste Haulers currently provide various sized refuse containers to residential customers as defined through City ordinance Section 6-151 relating to Garbage and Trash Receptacles. Those residents not utilizing a curb-side pick-up service must utilize containers as described in this Section of the Ordinance.

Recycling containers: Licensed Waste Haulers currently provide small recycling bins to their residential customers as defined through Article V, Sections 6-145 & 6-151 relating to Recyclable Collectors. Residents are required to follow the requirements of the Licensed Waste Hauler relative to the co-mingling of recyclables.

Refuse is required to be collected weekly (at a minimum) and recycling is required to be collected monthly (at a minimum) for those Licensed Waste Haulers choosing to provide curbside pick-up services to its customers.

Prospective bidders are encouraged to drive through the City on collection days to review our various allowed locations - Residents in the city place their garbage in the Public Right-of-Way at curbside or immediately adjacent to the travelled portion of the Right-of-Way (see Section 6-153, Collections). Any proposed changes to residential collection locations must be previously approved by the Street Commissioner.

II. Schedule for Proposals and Collection Services

- **Issue Request for Proposals:** _____.
- **Mandatory Pre-bid Meeting:** _____.
- **Bids Due:** _____.
- **Consideration by Public Works:** _____.
- **Term of Contract:** January 1st, 2020 to December 31st, 2024

III. Definitions (These definitions may be modified as needed)

- A. **“Contractor”** means an independent contractor licensed to perform waste management services defined in this Agreement.
- B. **“City”** means City of Antigo, and its authorized agents.
- C. **“Residential Unit”** means a single-family residence, duplexes and condominiums with four or fewer units.
- D. **“Resident”** means a person in charge of a dwelling unit and who resides in the dwelling unit.
- E. **“Homeowner”** means a person who owns a Residence.
- F. **“Refuse”** shall include all trash with the exception of the following:
Hazardous waste, Toxic wastes, Chemicals, Explosives or ammunition, Drain or waste oil or flammable Liquids, Large quantities of paint, Tires, Dead animals, Un-drained food wastes, Ashes, Animal or human wastes, Hospital wastes, Building construction materials, Yard waste, and Recyclable materials.
- G. **“Bulk Item”** includes items not picked up as regular trash, oversized items. These items may be picked up by contractor at a separate cost to resident.
- H. **“Recyclable Materials”** shall be collected, processed, and hauled in accordance with the City’s refuse and recycling ordinances, and/or any Langlade County applicable rules or regulations, and in accordance with any State of Wisconsin mandates.
- I. **“Curbside Collection”** shall mean collection of refuse and recycling from the front or side of a property. Licensed Waste Haulers current collection takes place along street fronts. Every effort is made to make the collection of refuse and recycling materials as efficient as possible, however in some rare exceptions, residents are allowed to place their refuse and recyclables in a location closer to their house which may or may not be near the normal “Curbside Collection” with approval of the Contractor and only for medical related conditions.

IV. Customer Base and City Statistics: The successful Contractor shall provide curbside refuse and recycling service to all Residential units within the City of Antigo. The following is an estimate to the current number of residential units::

	2019	2020	2021
Residential Units	4000 (Estimated)	TBD	TBD
Tons of Recycling Collected	Unknown	Unknown	Unknown
Tons of Refuse taken to Landfill	Unknown	Unknown	Unknown

Note: The City does not guarantee the # of Residential units listed. Quantities of refuse and recycling will be made available in the future as this data will be required to be generated or collected by the successful bidder. Residential numbers are based upon information currently available through City records.

V. Scope of work:

A. Contractor's and City's Role – The following outlines various roles:

1. Services Provided: The Contractor shall collect refuse and recyclables from all single family dwellings, duplexes, and condominiums, within the corporate limits of the City of Antigo and shall dispose of the materials collected in accordance with the terms of this proposals.

2. Rights and Obligations: The Contractor shall have the obligation to collect all refuse and recyclables on behalf of the City from all applicable residences in accordance with the City's Refuse and Recycling Ordinance.

(Exhibit C. Requires a Revised Ordinance – City of Antigo)

3. Contractor's Employees: The Contractor shall employ such persons as may be needed to collect the refuse and recyclables on schedule. All such persons shall be employees of the Contractor, who shall be solely responsible for providing workers compensation and for complying with the requirements of the State of Wisconsin and the Department of Commerce and Workforce Development, relating to the employment of such persons. The Contractor shall also be responsible for all claims and bills for wages, salaries, and supplies purchased, or in any way related to the contractor's performance. The contractor further agrees to comply with all applicable Federal regulations regarding employment. All insurance policies carried by the Contractor, required by the conditions of a contract, shall bear an endorsement or shall have attached thereto a rider providing that in the events of cancellation of such policies for any reason whatsoever, the City shall be notified, in writing, by the carrier and Contractor, at least thirty (30) days prior to such cancellation.

4. Equipment: The Contractor shall provide all standard or specialized equipment necessary to collect the refuse and recyclables on schedule, in a professional and efficient manner. The equipment shall be safe, sanitary and maintained in such a manner as to accomplish the efficient collection of refuse and recyclables. Equipment shall not be permitted to remain parked on City streets when not in use.

5. Insurance: In addition to worker's compensation insurance, the Contractor shall carry general public liability insurance with limits of not less than \$2,000,000 aggregate coverage and vehicle insurance with not less than \$2,000,000 aggregate coverage. The Contractor shall furnish the City with a certificate to show that all insurance requirements are in force and effective for the term of the Refuse and Recycling Collection contract.

6. Indemnity: The Contractor shall indemnify and hold the City, its appointed, hired and/or elected officials, agents, employees and designees, free and harmless from any and all costs, damages, claims, losses or expenses which may be incurred on account of damages, deaths or injuries arising out of or related to the work being performed by the Contractor under the terms of any contract, entered into with the City or on account of enforcing the provisions of this contract against the Contractor or its agents or employees, including, but not limited by enumeration, reasonable attorney fees and court costs incurred by the City in defending against any claim or in enforcing this provision.

7. Collections:

a. Frequency and Schedule: The Contractor shall collect refuse not less than once each week and recyclables not less than once per week in accordance with a specific collection schedule, established and maintained by the Contractor, with the City's approval, designating collection area and day. Unless the Contractor gives the City and affected residents at least thirty (30) days advance notice, all regular collections, for any designated area, shall occur on the same day each week. The Contractor may collect recyclables in each designated collection area on the same day refuse is collected in that area. When a designated collection day is scheduled for pickup on a holiday (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day), collection for that area shall be made on the business day following that regular collection day. The Contractor shall provide to the City, specific, timely published notice to affected residents of any exceptions or changes in the regular collection schedule due to the holidays.

- b. Hours and Location:** Refuse and recyclables shall be collected between the hours of 6:00 a.m. and 6:00 p.m. on designated collection dates. **No collection shall occur between the hours of 6:01 p.m. and 5:59 a.m. unless approved under Section 6-153 (e) of the City's Refuse Collection and Disposal Ordinance.**
- c. Completion:** The Contractor shall layout collection routes and provide adequate equipment and labor, so as to complete scheduled collections on the designated collection dates.
- d. Noise and Disturbance:** The Contractor shall make collections with as little noise and disturbance as possible. All equipment will be operated and maintained, especially exhaust mufflers and brakes, to minimize noise.
- e. Refuse containers:** Residents are required to utilize the containers supplied by the successful bidder. The successful bidder may sell or rent refuse containers to residents, at the resident's expense.
- f. Recycling containers:** Residents are required to utilize the containers supplied by the successful bidder. The successful bidder may sell or rent the recycle containers to residents, at the resident's expense.
 The bidder must supply a central location where used oil can be dropped off (Final criteria TBD in consultation with the City).
(Exhibit D –Recycling Guidelines)
- g. Refuse collection:** The Contractor shall collect and haul all normal domestic household refuse generated by single-family units, duplex units and condominium units (4 apartments or less). Generally, all of the weekly refuse generated by a household should fit into the containers used by the property.
- h. Recyclables collection:** The Contractor shall collect, process and haul recyclables, in accordance with the City's refuse and recycling ordinance, and/or any Langlade County applicable rules and regulations, and in accordance with any State of Wisconsin mandates. The Contractor shall not collect non-recyclable materials if those materials are placed in the recyclable container. In the event that non-recyclable materials or recyclable materials that have not been properly prepared are left out for collection, the Contractor shall leave those items in the container and leave a notice of improper material. The Contractor shall also pick up recyclables from all locations listed in 7 (r) at no charge to the City. **The bidder must submit an annual report to the City by January 31st each year summarizing recyclable activities by category and tonnage.**

- i. **Missed Collection(s):** The contractor shall establish and publicize a procedure for receiving and responding to resident complaints of missed collections. Complaints of missed collections received by the contractor or the City shall be remedied by the contractor by 6:00p.m. the following business day. A representative of the contractor shall contact _____ City _____ to resolve any issues.
- j. **Quality of Service:** The Contractor shall undertake to perform the collection and disposal services rendered herein in a clean, orderly and efficient manner and to use due care and diligence in the performance of the contract. Neat, orderly and courteous employees and collection crews shall also be provided by the contractor. The contractor shall, at each service address, neatly return the garbage and recycling containers to the location where they were found. The contractor shall repair or replace at their expense any containers that were damaged as a result of the handling thereof. Crews shall carry official company identification and shall present such identification upon request. The contractor shall establish and maintain a method for accepting and responding within 24 hours to the City and resident calls and complaints between the hours of 8:00a.m. to 4:30p.m on Monday thru Thursday and from 8:00 a.m. until noon on Fridays.
- k. **Early Termination for Unsatisfactory Service:** The City may terminate the contract for unsatisfactory service upon (60) days written notice to the Contractor. Unsatisfactory service shall include, but not be limited to, consistent or recurring failure to collect refuse in a timely manner, omission of collections, failure to clean collection sites or repeatedly missing collection locations.
- l. **Additions or deletions:** The City, upon thirty (30) days notice, may designate materials to be added to or deleted from the list of recyclables to be collected by the Contractor. The parties may agree to adjust compensation, except that such adjustment shall be limited to those additional or reduced expenses related to the added or deleted item(s).

- m. Bulk items and Electronics:** The contractor may provide a monthly pick-up for bulk items and electronics: Furniture, appliances, carpeting/padding, computers, monitors, television sets and similar items, upon prior request of the resident at the resident's expense.
- n. Excluded refuse:** The Contractor shall not be required to collect refuse from an apartment building (5 or more units), commercial establishment, or industry with the boundaries of the City. The Contractor may privately contract with said excluded parties to provide the requested services. The Contractor will not be required to collect hazardous materials, liquids, soil, rocks, broken concrete or asphalt, carpeting, remodeling or demolition materials, leaves, brush, landscape waste or new construction debris.
- o. Clean up:** The Contractor shall insure that no refuse/recyclables are spilled during the collection process, or any refuse/recycling containers are left scattered on lawns, drives, boulevards, streets, alleys or roadways. Containers should be placed back in an upright position after being emptied.
- p. Information/Complaints:** The Contractor shall staff during normal business hours, a local telephone number to provide information on the collection days and times. The Contractor shall receive directly, (via the local telephone number) complaints on missed pickups, container damage, spillage, recycling issues, etc. The City will publish the local number in its educational materials. The Contractor may refer general questions on the program to the City. The Contractor shall submit proposed ads, leaflets, and/or other informational material that the Contractor intends to distribute/publish to the City in advance for prior approval.
- q. Collection of fees for services to be completed by contractor:** The contractor is responsible for the invoicing of all associated fees for their services to residential customers for all curbside pick-up and recycling. The contractor is responsible for the collection of any outstanding fees for services rendered and is to notify the City prior to cancelling any services to residential customers. Services to residential customers can be suspended upon proper notice to the City for anyone more than _____ days in arrears in payment. Bidders are to supply a sample customer billing invoice with their RFP response.

r. Municipal buildings and misc locations: The Contractor shall pickup refuse and recycling on the same schedule as residential pickups at no additional charge to the City at the following locations:

- City Hall
- Downtown trash receptacles mounted on light poles
- City Parks
- Street Shop
- Walkway
- Peaceful Valley
- ETC

8. Refuse Hauling/Disposal: The Contractor shall deliver all refuse to an approved landfill location as identified in their response to this proposal (Bidder to List Location) unless prior approval of the City is obtained to deliver to another location. All tipping fees under the general bid proposal will be billed directly to and paid for by the Contractor and shall be included in the Contractor's refuse collection services bid.

9. Recyclables Hauling/Disposal: The Contractor shall deliver all recyclables to a NR 544.16 self-certified recycling facility. The Contractor may market and sell all recyclables received from collection and retain all revenues derived from the sale.

10. Weight tickets: The Contractor shall furnish the City, on a quarterly basis reports with a calculated tonnage of refuse and each listed recyclable collected within the boundaries of the City under this contract. Available documentation such as scales tickets, estimates of partial loads, shall be included in the reports. It is the Contractor's responsibility to maintain all copies of all weight tickets for the mandatory record keeping period, required by State Law.

11. Rate of Compensation:

a. Base: The Contractor shall receive compensation in accordance with the unit price schedule as indicated in Section VI, based upon City's statistics identified in the table under Section IV. These numbers are the best available data. The Contractor shall provide to the City an updated count of households required to receive curbside refuse and recycling collection. The Contractor shall update these totals annually on the anniversary date of the contract. Updated house counts from the Contractor are subject to verification by the City. For Federal reporting and grant applicability, the Contractor shall break down the cost of refuse versus recycling fees by unit. The proceeds from recyclables collected within the City under the term of the contract shall be the contractor's.

b. Adjustments:

1. Regulatory Change: In the event that any statute, ordinance, or administrative rule is enacted which requires collection or disposal of refuse and recyclables in a manner different from that required or described by the approved Refuse and Recycling Collection contract, the parties may agree to adjust compensation, except that such adjustments shall be limited to the additional expenses directly associated with compliance with such new laws. **Note: Will adjustment requests be considered during term of contract for issues such as fuel price increases at the pump, tariffs, landfill tipping fee increases & etc.?**

- 12. Term of Contract:** The term of the contract shall be for three (3) years beginning on January 1st, 2020 and ending December 31st, 2022.
- 13. Termination of Contract:** Termination of agreement for collection services may be made by either the Contractor or City upon not less than six (6) months advance written notice (except as stated in 7k).
- 14. Yearly Review -** The Contractor and City Council will meet once per year to discuss any concerns about services rendered to the City.
- 15. Bid Guarantee -** Each bidder must submit as part of its bid a financial guarantee in the amount of \$5,000 (five thousand dollars) payable to the City of Antigo. The financial guarantee shall be in the form of a certified check or irrevocable letter of credit. Financial guarantees shall be returned to all bidders except for the selected Contractor when an Agreement is signed; or 120 days after the proposal submittal date, whichever is earlier. The money will be returned in full to the Contractor upon the successful negotiation and execution of the contract. If such financial guarantee is not provided as part of the proposal, the bidder shall be deemed non-responsive and will no longer be considered for recommendation. Should any bidder that is recommended for negotiation

fail to negotiate in good faith or withdraw from negotiations with the City, the financial guarantee will be retained by the City as liquidated damages and utilized to, among other things, recoup costs for expenditures relating to procurement and negotiations.

- 16. Performance Bond** – The successful bidder will be required to submit to the City a Performance Bond in the amount of \$250,000 with the signing of the Refuse and Recycling Collection Contract. Failure to submit the Performance Bond or maintain the Performance Bond for the duration of the Refuse and Recycling Collection Contract shall be deemed a default of the contract. Note: Will we allow City-wide use of streets without restrictions during the spring break-up period (or will ½ loads be required)?
- 17. Assignment** - The successful bidder will not be permitted to assign, subcontract or transfer the residential refuse and recycling collection services without the prior written approval of the City.

VIII. BID SCHEDULE - REFUSE AND RECYCLING COLLECTION SERVICES**Contractor Business Name:**

Authorized Person Submitting Bid for Contractor:

Signature of Authorized Person Submitting Bid for Contractor:

Phone Number: (_____) _____ - _____**Email Address:** _____**Company Website:** _____**Current Listing of Municipalities that your Company is the Refuse & Recycling Contractor for:**_____

_____**VIII. BID SCHEDULE CONT - REFUSE AND RECYCLING COLLECTION SERVICES****SEE ATTACHED BID WORKSHEETS****Mailing List of Refuse and Recycling Contractors Receiving RFBs**

- Harter's Fox Valley Disposal – Nick Achtermeir Jr – W17620 County Road Q – Wittenberg, WI 54499
- IROW – Cory Tomczyk – 1040 Indianhead Drive – Mosinee, WI 54455
- Waste Management of Wisconsin – Wendy Smith – W124N8925 Boundary Rd – Menomonee Falls, WI 53051
- Advanced Disposal – 5509 Fuller Street – Schofield, WI 54476
- Allied Waste - 1207 W Knapp Street - Rice Lake, WI 54868
- Lake Tomahawk Disposal & Recycling - 8504 W Bluebird Rd - Lake Tomahawk, WI 54539
- American Disposal - T639 Michael Lane - Merrill, WI 54452
- Rite Size Rolloffs – P.O. Box 94 – Mattoon, WI 54450
- Eagle Waste & Recycling – 604 Jack Frost Road - Eagle River, WI 54521
- B & B Containers – W9983 Sunnyside Road – Antigo, WI 54409
- Express Disposal – N14985 Tieman Road – Thorp, WI 54771

SPRING CLEAN-UP SCOPE OF WORK

Language for this section remains to be developed as of yet and is placed here to remind everyone that this matter still needs to be addressed. Some common issues might include the following:

- Consider May for the spring clean-up effort (typically no weight restrictions)
- Will curb-side spring clean-up be done in the 4 quadrants of the City (1 per week)
 - No “second chance” return to any quadrant
- Work to be accomplished by the selected bidder
 - Cost included in the monthly/quarterly fee to residents
- Will materials be restricted to terrace areas only?
 - Will there be a limit to the size of any one single pile of material/household
- Items not to be considered for spring pick-up
 - Hazardous materials, paints, used oil & etc.
 - Electronics
 - White items/appliances
 - Demolition waste
 - Brush
 - Others?

UNANSWERED QUESTIONS

RELATING TO RFP & POTENTIAL ORDINANCE REVISIONS:

1. **What defines a billing unit?**
 - a. Single family residential = 1 unit
 - b. Duplex = 2 units
 - c. 3 apartments = 3 units
 - d. 4 apartments = 4 units
 - e. What if a unit is part of a commercial building (i.e. Downtown business)
 - i. The business may have a dumpster for the tenant
 - ii. Would alley pick-up of waste/recycling containers be required
 - f. Will mobile home parks be exempt or each trailer be a single unit
2. **Will the RFP allow for variable sized trash containers?**
 - a. Options might include: **Note: Will we allow unbalanced bidding (i.e. same or similar price for each size container)?**
 - i. Small = 32 gallons
 - ii. Medium = 64 gallons
 - iii. Large = 96 gallons
3. **What happens when a container is consistently over filled (lid not closed)?**
 - a. Is bidder responsible for assuring customer upsizes their container
 - b. Does the bidder notify the City as to the code violation?
 - i. What is the penalty & how is it enforced?
4. **Should current recycling totes be required to be containers with lids?**
 - a. Is 32 gallon the proper size?
5. **What happens if a customer does not pay their bill?**
 - a. Does the bidder notify the City of the delinquent payment?
 - i. If so at what level of delinquency (30, 60 or 90 days)?
 - ii. If so, does the City place a special charge onto tax bill?
6. **How do we deal with vacant homes, snowbirds or real estate listings?**
 - a. If the home is vacant but not up for sale are they billed for services?
 - b. If a resident winters in another state can they cancel their service?
 - c. If a home is up for sale and unoccupied are they billed for services?
7. **How do we determine if all potential units are being billed in the City?**
 - a. Staff does not have an up-to-date list of all units 4 or less apartments
 - b. Which City Department will keep and maintain an active listing?
 - i. Cannot solely rely on a parcel# as not all lots are developed

8. **Is spring clean-up going to be part of curbside pick-up or a separate effort?**
 - a. If so, how will this impact the monthly/quarterly fees?
 - b. If not, how will the City pay for the additional expense?
 - c. Are there limits to the amount (volume) per unit?
 - d. Are white items/appliance allowed to be discarded?
 - e. What about electronics?
 - f. Hazardous waste materials? Tires? Used Oil? Others?
9. **What is the length of contract to be for the first time being bid?**
 - a. 3-years with the ability to renew another term by negotiating increases?
 - b. What about opt-out or required notice period to terminate contract?
10. **How many days a week can the bidder dedicate towards weekly pick-up?**
 - a. Monday through Thursday w/Friday as an overflow day?
 - i. Should Highway 45 & other major routes be excluded from Friday?
 - b. Allowing more days per week should = less equipment/staff investment
11. **Should hours of operation remain unchanged in the current ordinance?**
 - a. Currently 7:00 a.m. to 5:30 p.m. (suggest 6:00 a.m. to 6:00 p.m.)
 - i. Some difficulty with Highway 45 and other major streets
12. **What happens if a customer disposes of unauthorized article(s)?**
 - a. Animal carcasses, hazardous waste, used oil, paints, etc.
 - b. Which City Department enforces compliance?
13. **What potentially happens to licensed waste haulers that are not successfully awarded the City's bid?**
 - a. Do they have enough other business to survive?
 - b. Will they be allowed to haul on City Streets during spring break-up?
 - c. Do they provide needed services to City residents that are eliminated?
 - i. i.e. drop-off of one-time or bulk items?
14. **Will standard exclusions of materials as trash/refuse remain the same?**
 - a. Brush, demolition materials, hazardous waste, bulk items and etc.
15. **Is a "no exception" rule feel like the best way to move forward**
 - a. No exceptions to be granted by staff
 - i. Unless previously defined in updated ordinance
 - ii. Any future exceptions to require Council action